

Michigan Department of Education
Grants Coordination and School Support
Child and Adult Care Food Program

Record Keeping for Afterschool Programs in At-Risk Areas

Handouts

Michigan Department of Education
Child and Adult Care Food Program

At-Risk Afterschool Snacks/Suppers

The Child and Adult Care Food Program (CACFP) provides a cash reimbursement to eligible public and private organizations for serving nutritious snacks and suppers to children through age eighteen participating in afterschool care programs in low income areas.

Who can participate?

Organizations providing nonresidential child care that are:

- public;
- non-profit with tax exempt status under the Internal Revenue Code of 1986; or
- for-profit, if at least twenty-five percent of the children in care (enrolled or licensed capacity, whichever is less) are eligible for free or reduced-price meals or are Title XX beneficiaries. Children who only participate in the at-risk afterschool snacks and/or suppers can not be included in determining this percentage.

What kinds of afterschool care programs can participate?

To be eligible for reimbursement an afterschool program must:

- be organized primarily to provide care after school, on weekends, holidays, or school vacations during the regular school year;
- have organized, regularly scheduled activities in a structured and supervised environment;
- include education or enrichment activities; and
- be located in the attendance area of an elementary, middle, or high school in which at least fifty percent of the enrolled students are approved for free or reduced-price meals. Emergency shelters are exempt from the area eligibility requirement.

What qualifies as an educational or enrichment activity?

Educational or enrichment activities could include arts and crafts, homework assistance, life skills, and computer or remedial education. Competitive sports teams are not eligible. However, afterschool care programs that include a sports activity as part of their enrichment program may be eligible.

What are the licensing requirements for afterschool care programs?

Afterschool care programs do not need to be licensed unless required by the State of Michigan, Department of Human Services, Bureau of Child and Adult Licensing. Afterschool care programs exempt from licensing must meet state or local health and safety standards.

Who is eligible to receive afterschool snacks and suppers?

Reimbursement may be claimed for snacks and suppers served to all children through the age of eighteen in eligible afterschool programs. If a student's nineteenth birthday occurs during the school year, reimbursement may be claimed for that child through the remainder of the school year.

What kinds of snacks and suppers are required?

Snacks contain at least two different components from the following four:

- milk;
- meat or meat alternate;
- vegetable or fruit or full-strength vegetable or fruit juice; and
- bread or bread alternate.

Suppers include:

- milk;
- meat or meat alternate;
- 2 servings of vegetables and/or fruit; and
- bread or bread alternate.

Are there any meal time restrictions?

On weekdays when school is in session snacks and suppers must be served after the school day has ended. On weekends and holidays snacks and suppers may be served at any time of the day.

What are the rates of reimbursement?

At-risk afterschool programs may claim reimbursement for one snack and one supper, per child, per day at the following rates:

Snack - \$.74

Supper - \$2.68

An additional \$.1950 cash-in-lieu of commodities is paid for each supper served. These rates are effective through June 30, 2010.

What are the record keeping requirements?

The following records, although not inclusive, must be maintained by at-risk afterschool care centers:

- center attendance - daily attendance rosters or sign-in sheets;
- meal attendance - daily records of the number of snacks and suppers served to children;
- menus for each snack and supper;
- number of snacks and suppers prepared or delivered for each snack and supper service; and
- all food service program operating costs and income.

How do I apply?

The application for At-Risk Afterschool Snacks/Suppers is part of the Child Nutrition Application Program (CNAP), a web-based application system. For more information, visit the Child and Adult Care Food Program website at www.michigan.gov/cacfp, call (517) 373-7391, or email MDE-CNAP-CACFP@michigan.gov.

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**Michigan Department of Education
Child and Adult Care Food Program**

Site/Room _____

Month _____ Year _____

At-Risk Afterschool Snack/Supper Menu Record

Claim no more than one snack and supper per child per day

	Date	Date	Date	Date	Date
PM Snack* 1. Fluid Milk 2. Meat or Meat Alternate 3. Fruit, Vegetable, or Juice 4. Grain/Bread					
Supper 1. Fluid Milk 2. Meat or Meat Alternate 3. Fruit, Vegetable, or Juice 4. Fruit or Vegetable 5. Grain/Bread Other/Combination foods					
Evening Snack* 1. Fluid Milk 2. Meat or Meat Alternate 3. Fruit, Vegetable, or Juice 4. Grain/Bread					

	Date	Date	Date	Date	Date
PM Snack* 1. Fluid Milk 2. Meat or Meat Alternate 3. Fruit, Vegetable, or Juice 4. Grain/Bread					
Supper 1. Fluid Milk 2. Meat or Meat Alternate 3. Fruit, Vegetable, or Juice 4. Fruit or Vegetable 5. Grain/Bread Other/Combination foods					
Evening Snack* 1. Fluid Milk 2. Meat or Meat Alternate 3. Fruit, Vegetable, or Juice 4. Grain/Bread					

*** Serve 2 of 4 food groups**

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**Meal Attendance/Summary Record
 At-Risk Afterschool Snacks/Suppers**

Month _____ Year _____

Site Name _____

Week of (dates)	Snack															
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Weekly Totals	
	Children	Program Adults	Children	Program Adults	Children	Program Adults	Children	Program Adults	Children	Program Adults	Children	Program Adults	Children	Program Adults	Children	Program Adults
Monthly Totals																

Week of (dates)	Supper															
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Weekly Totals	
	Children	Program Adults	Children	Program Adults	Children	Program Adults	Children	Program Adults	Children	Program Adults	Children	Program Adults	Children	Program Adults	Children	Program Adults
Monthly Totals																

Keep this and all CACFP records on file for 3 years after the year to which it pertains; or in the event of an audit, until the audit is closed.

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Average Daily Center Attendance Record

Month _____ Year _____

Date	Center Attendance	At-Risk Afterschool Snack	At-Risk Afterschool Supper	Emergency Shelters
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
Total				

Center ADA Total number of children in attendance _____ ÷ number of days _____ = ADA _____

At- Risk Snack ADA Total number of children in attendance _____ ÷ number of days _____ = ADA _____

At-Risk Supper ADA Total number of children in attendance _____ ÷ number of days _____ = ADA _____

Emergency Shelter ADA Total number of children in attendance _____ ÷ number of days _____ = ADA _____

INSTITUTION SUMMARY

Institution:

Fiscal Year: 2008 (October 1, 2007 - September 30, 2008)

Claim Month: April

Hide Institution Details

Institution Details

A. General Information		B. Food Service Income	
1. Total number of days food service was provided	<input type="text" value="18"/>	1. Program Income	<input type="text" value="0"/>
2. a. Average daily attendance	<input type="text" value="34"/>	2. Other Income	<input type="text" value="0"/>
b. Average daily attendance (at risk suppers)	<input type="text" value="34"/>	3. Total Income	<input type="text" value="0"/>
c. Average daily attendance (at risk snacks)	<input type="text" value="0"/>		
3. Number of child care centers participating in CACFP	<input type="text" value="1"/>		
4. Total enrollment	<input type="text" value="50"/>		
C. Food Service Operation And Administrative Costs			
1. Food	<input type="text" value="1596"/>	4. Food service labor	<input type="text" value="636"/>
2. Non-Food supplies	<input type="text" value="0"/>	5. Indirect	<input type="text" value="55"/>
3. Administrative	<input type="text" value="141"/>	6. Depreciation	<input type="text" value="0"/>
		7. Total costs	<input type="text" value="2428"/>

*** Click Save Button After Entering or Amending Above Data ***

Save

Show Site Totals

Site Selection

Site: Enter/Edit

Site Listing

Last Edit On: Jun 12 2008 8:34AM

Category	Breakfasts	Lunches	Suppers (Excluding At-Risk)	Snacks (Excluding At-Risk)	At-Risk Suppers	At-Risk Snacks
A	n/a	n/a	n/a	n/a	603	n/a
B	n/a	n/a	n/a	n/a	n/a	n/a
C	n/a	n/a	n/a	n/a	n/a	n/a
Emergency Shelter	n/a	n/a	n/a	n/a	n/a	n/a

Enter/Edit Site Data

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