

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

**At-Risk Afterschool
Meals Program**



CACFP WEBSITE

Check out the Michigan Department of Education's (MDE) Child and Adult Care Food Program (CACFP) website at www.michigan.gov/cacfp to find useful information and resources about CACFP.

We recommend you bookmark and save the CACFP website homepage.



At-Risk Afterschool Meals (ARAS) Facts

- **A reimbursement program for nutritious snacks and/or suppers for children at the end of their school day**
- **Federal Funding:**
 - **United States Department of Agriculture (USDA)**
- **Administered by:**
 - **Michigan Department of Education-Office of Health and Nutrition Services-Child and Adult Care Food Program**
- **Eligibility:**
 - **Children 18 years or younger at the start of the school year or Age 26 or younger if functionally disabled**
 - **Automatically Category A (Free)**

Where Can Sites be Located?

- Sites must meet CACFP area eligibility requirements
- At least half of the children in the school attendance area are eligible for free or reduced-price school meals

Is Enrichment Required?

- Enrichment is required.
- Enrichments activities must be open to all children in an organized, structured and supervised environment
- Offer enrichment activities, physical or educational, after school, on weekends, holidays, or school vacations during the regular school year

Who Can Participate?

- Meet licensing, health and safety codes required by state or local law
- Provide non-residential childcare, may or may not be licensed for childcare
- Public, non-profit, and for-profit institutions

Enrichment Activities



- Arts and crafts
- Homework assistance
- Life skills
- Computer
- Remedial education

Supper Requirements

*

Must serve 1 item from each of the 5 components for a reimbursable meal:

- Fluid milk
- Meat or meat alternate
- Vegetable
- Fruit or a second vegetable
- Grains component (WGR may be needed)

***SFA Sponsors:**

Supper eligible for Offer versus Serve (OVS)

The child must take three food components rather than three items



Snack Requirements

Must serve 2 from the 5 components for a reimbursable snack:

- **Fluid milk**
- **Vegetable**
- **Fruit**
- **Grains component (WGR may be needed)**
- **Meat or meat alternate component**

SFA Sponsors: Snacks are not eligible for OVS

Water Requirement



Water must be made available:

- It is not part of the reimbursable meal
- Cannot replace fluid milk
- Resource: CACFP 20-2016

Additional Options

Share tables may be implemented

- Allow children to return whole foods or beverage items they chose not to eat, which are then available for other children who may want additional servings
- Resource: CACFP 13-2016

Taking a food component off-site

- Children participating in the meal service may take one vegetable, fruit or grain item off-site to eat later
- Food item must be from the child's meal or snack
- Left on a share table
- One item may be taken from share table
- Resource: CACFP 22-2016

Reimbursement

Meal Reimbursement Rates

July 1, 2022, through June 30, 2023

- Category A (free) - all claims paid at this rate
- \$1.18 per snack
- \$4.03 per supper, plus \$.30 cash-in-lieu of commodities
- Claim up to one supper and one snack per child per day

Record Keeping Requirements Monthly

Monthly dated menus for meal and snack

Include menu substitutions

Meal Attendance by head count or by name at Point-of-Service

Program daily attendance

Number of snacks/suppers prepared or delivered

Food service costs

ARAS Menu

Site/Room ABC Site

At-Risk Afterschool Snack/Supper Menu Record

Month October Year 2020

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

	Date 10/5	Date 10/6	Date 10/7	Date 10/8	Date 10/9
Snack* 1. Fluid Milk 2. Meat or Meat Alternate 3. Vegetable 4. Fruit 5. Grain	Milk 1% - white Carrots - fresh	Apple – fresh Graham crackers	Milk – 1% Choc Cheeze-Its (WGR)	Red pepper strips Hummus	Cheese – cheddar cubes Crackers – Wheat Thins (WGR)
Supper 1. Fluid Milk 2. Meat or Meat Alternate 3. Vegetable 4. Fruit or Vegetable 5. Grain/Bread Other/Combination Foods	Milk – 1% white Turkey/cheese sand. Broccoli Cooked carrots WGR bun Ranch dressing	Milk – 1% white Sub – Ham/cheese Carrot sticks Grapes WGR bun	Milk – 1% white Cottage cheese Peaches – canned Celery sticks Crackers – Triscut WGR	Milk – 1% white Ham & provolone cheese Tossed salad Mixed fruit cup Sand. Bread - WGR	Milk – 1% white Chicken salad Cucumbers Grapes Roll (WGR)

***Serve 2 of 5 food groups**

All milk served is low fat milk. Water is always available.

ARAS Forms on the Website

www.michigan.gov/cacfp



- State Board of Education & Superintendent
- Strategic Plan
- Academic Standards
- Career and Technical Education
- Early Learners and Care
- Educator Services
- Family Engagement
- Flexible Learning Options


MDE / FOOD & NUTRITION PROGRAMS / CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

At-Risk Afterschool Snack & Supper Program/Emergency Shelters

- [Screening for Unlicensed Facilities \(At-Risk Programs Only\)](#)
- [Center Attendance Record](#)
- [Daily Meal Count Form](#)
- [Menu Record Instructions](#)
- [Snack/Supper Menu Record](#)
- [Snack/Supper Menu Record Sample](#)
- [Meal Attendance Summary Record ARAS Snacks/Suppers](#)
- [At-Risk Afterschool Care Handbook](#)

Record Keeping Requirements for CACFP


- Staff Annual Training
- Civil Rights Training
- Procurement records
- Monitoring, if more than one site



Monitoring the CACFP

- Selecting a Site Monitor and Training
- Sponsor Monitor Schedule and Tool
- Site monitoring Form

Monitoring Form for ARAS

Child and Adult Care Food Program Monitoring Review for Sponsored Facilities <i>This monitoring review form is used for: At-Risk After School sites only</i>					
<input type="checkbox"/> Announced <input type="checkbox"/> Unannounced		Meal Observed:			
Approved Meal Service Times from MEGS+ Application:					
Breakfast _____ AM Snack _____ Lunch _____ PM Snack _____ Supper _____ Evening Snack _____					
Sponsor Name and Agreement #:		Date:		Arrival Time:	
Facility Name and Address:			License or MEGS+ Site #:		
REVIEW AREAS					
Section 100. General Information		Yes	No	N/A	Comments
101	The facility offers drinking water to participants throughout the day.				
Section 200. Training		YES	NO	N/A	Comments
201	NEW FACILITIES/NEW STAFF: Staff have received training from the sponsor prior to CACFP operations/responsibilities.				
202	The center conducted annual CACFP training for all key staff.				
203	Sponsor training documentation includes: <input type="checkbox"/> date(s) <input type="checkbox"/> location(s) <input type="checkbox"/> topics <input type="checkbox"/> names of participant(s)				
Section 300. Civil Rights		YES	NO	N/A	Comments
301	The sponsor has ensured there is no separation by race, color, sex, age, disability or national origin in the classroom, eating areas, seating arrangements, program administration, or instructional records.				
302	Potentially eligible persons and households have an equal opportunity to participate in CACFP.				
303	The current USDA "And Justice for All" poster is displayed in a conspicuous location.				

Meal Count Form

- Meal count form used for head count
- Must be fully and completely filled out



Michigan Department of Education
Child and Adult Care Food Program

Daily Meal Count Form

(for At-Risk Afterschool and Institutions claiming only Category C Meals)

Site Name: _____ Date: _____
Address: _____ Meal Type: circle one: Supper Snack

Instructions: Make a hash mark through one number for each reimbursable meal served.

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	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110
111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170
171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190
191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210
211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230
231	232	233	234	235	236	237	238	239	240

Total Number of Meals served for this meal: _____
Point of Service Meal Taker Signature: _____

Sponsors and Applications

New schools may apply for CACFP – ARAS at any time during the year

New public or non-profit sponsors may apply at any time, pre-qualification is needed

CACFP applications need to be updated within 30 days of any changes to the program or sites. Sites may be added or inactivated as needed

CACFP Contact Information

Michigan Department of Education
Child and Adult Care Food Program

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Email: MDE-CACFP@michigan.gov

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: **mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW Washington, D.C. 20250-9410; or **fax:** (833) 256-1665 or (202) 690-7442; or **email:** program.intake@usda.gov. USDA Civil Rights Complaint Link: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>

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