

CACFP Afterschool Meals Guide



An Overview of the Child and Adult Care Food Program
for Afterschool Programs in New York State



Early Care & Learning Council
United to Promote Quality



HUNGER SOLUTIONS
NEW YORK
UNITING POLICIES AND
PROGRAMS TO END HUNGER



NEW YORK STATE
NETWORK FOR
YOUTH SUCCESS

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Acknowledgments

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Special recognition also goes to Boys and Girls Clubs of the Capital Area, Hudson River Museum, Lyons Central School District, Newburgh Enlarged City School District, Syracuse City School District, and Watertown YMCA for their contributions to this guide.

This institution is an equal opportunity provider.

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About Us

Hunger Solutions New York is a caring and informed voice for hungry New Yorkers. We promote:

- Awareness of hunger in communities across the state
- Awareness about programs that address chronic and crisis hunger
- Participation in nutrition assistance programs for all who are eligible
- Public policies that contribute to ending hunger
- Awareness of the health, economic and educational benefits of nutrition assistance programs

Those efforts improve the health and well-being of New Yorkers while boosting local economies throughout the state.

For more information about Hunger Solutions New York or to sign up for our electronic mailing list, visit HungerSolutionsNY.org. Please also follow us on Facebook and Twitter.

Linda Bopp
Executive Director



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Introduction

Quality nutrition is an essential health and educational support for children, yet many go without the consistent nourishment they need to reach their full potential. The Child and Adult Care Food Program (CACFP) ensures children and teenagers receive high-quality meals and snacks while in afterschool enrichment programs and other care settings, fueling kids’ minds and bodies, so they are ready to learn and grow.

This guide provides an overview of CACFP for schools, community organizations, and others considering serving meals or snacks beyond the school day and is intended to be a supplement to CACFP resources available through the New York State Department of Health and the United States Department of Agriculture.

For additional information, resources, and assistance visit AfterschoolMealsNY.org or reach out to any of the contacts listed on the next page.



Photo courtesy Syracuse City School District

KEY CONTACTS

New York State Department of Health administers CACFP in our state, managing applications, reimbursement claims, sponsor training, program compliance, and more. Day care centers, day care homes, afterschool programs, emergency shelters with children, and adult day care programs are eligible to participate in CACFP. Interested programs may apply for CACFP at any time during the year.

Visit: health.ny.gov/CACFP

Call: 518-402-7400

Email: cacfp@health.ny.gov; use the subject line “Outreach Coordinator”

Hunger Solutions New York is a statewide nonprofit organization dedicated to alleviating hunger. Hunger Solutions New York provides program information, resources, and support to help potential new sponsors learn about and get started with CACFP and other federal nutrition programs.

Visit: AfterschoolMealsNY.org

Call: 518-436-8757

Email: info@hungersolutionsny.org

New York State Network for Youth Success is the statewide network for afterschool, summer, and expanded learning opportunities. The Network works to strengthen the capacity and commitment of communities, programs, and professionals to increase access to high-quality programs and services beyond the traditional classroom.

Visit: NetworkforYouthSuccess.org

Call: 646-943-8671

Email: capacity@networkforyouthsuccess.org

Early Care and Learning Council (ECLC) and its members are statewide leaders on issues affecting access to high quality early care and learning, with a presence in communities throughout the state. ECLC promotes equitable access to excellent early care and learning for New York children and families while advancing a strong, statewide network of community-based Child Care Resource and Referral agencies.

Visit: EarlyCareandLearning.org

Call: 518-690-4217

Email: info@earlycareandlearning.org

Program Basics

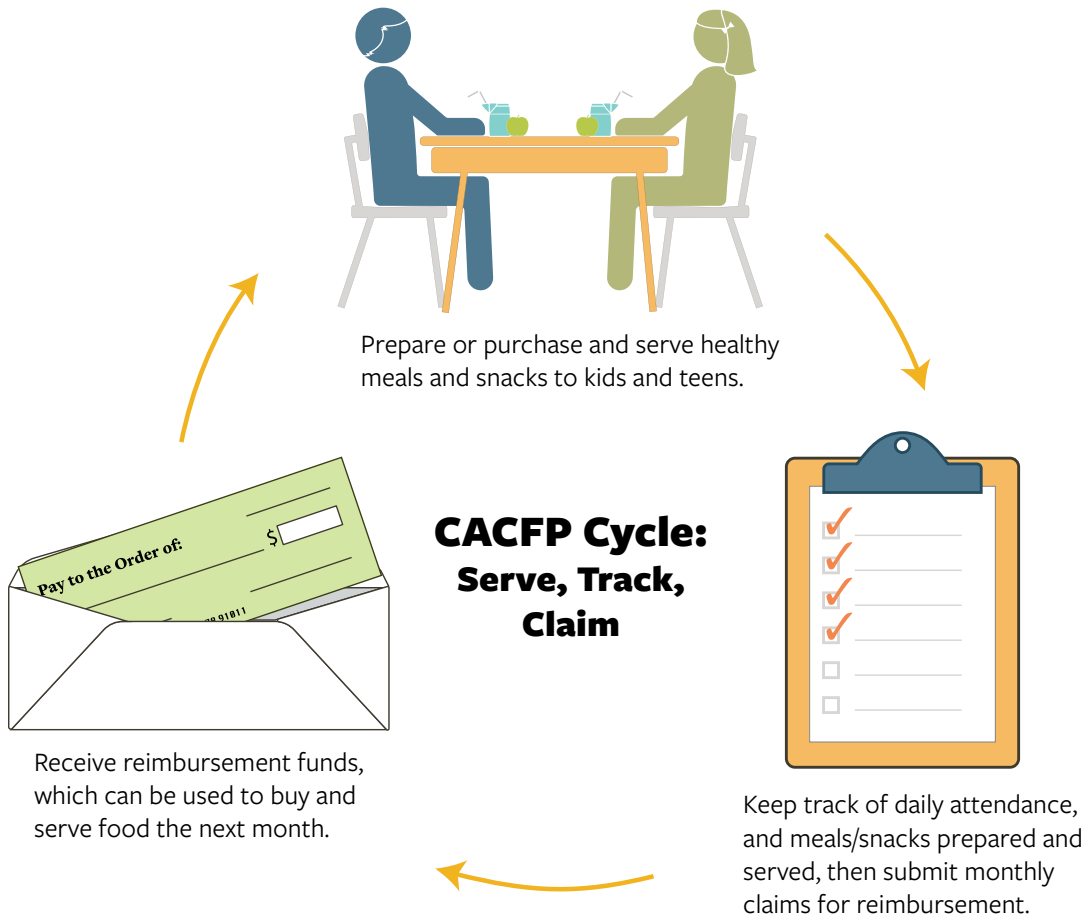
The Child and Adult Care Food Program (CACFP) is a federal nutrition program that helps expand access to healthy food in a range of care settings, including afterschool programs. CACFP’s afterschool meals component provides reimbursement funding to qualified programs serving nutritious meals and snacks for youth after school, on weekends, and/or during breaks throughout the regular school year. Many different types of programs can participate in CACFP, including schools offering extended learning time, and afterschool programs operating in schools, community centers, childcare centers, libraries, museums, parks, housing communities, and more.

HOW IT WORKS

CACFP provides per-meal or per-snack reimbursements to qualified programs serving meals and snacks that meet CACFP requirements (see page 12 for more information). Participating programs buy and serve nutritious food for youth in their care, keep track of the number of meals/snacks served each day, and submit claims for reimbursement on a monthly basis. CACFP also provides free training and ongoing technical assistance to help ensure program providers serve meals and snacks with high nutritional quality.

CACFP in childcare settings

CACFP is also available in home-based and center-based childcare settings. See Appendix A, Afterschool and Childcare Nutrition Programs, and visit ChildCareMealsNY.org to learn more.

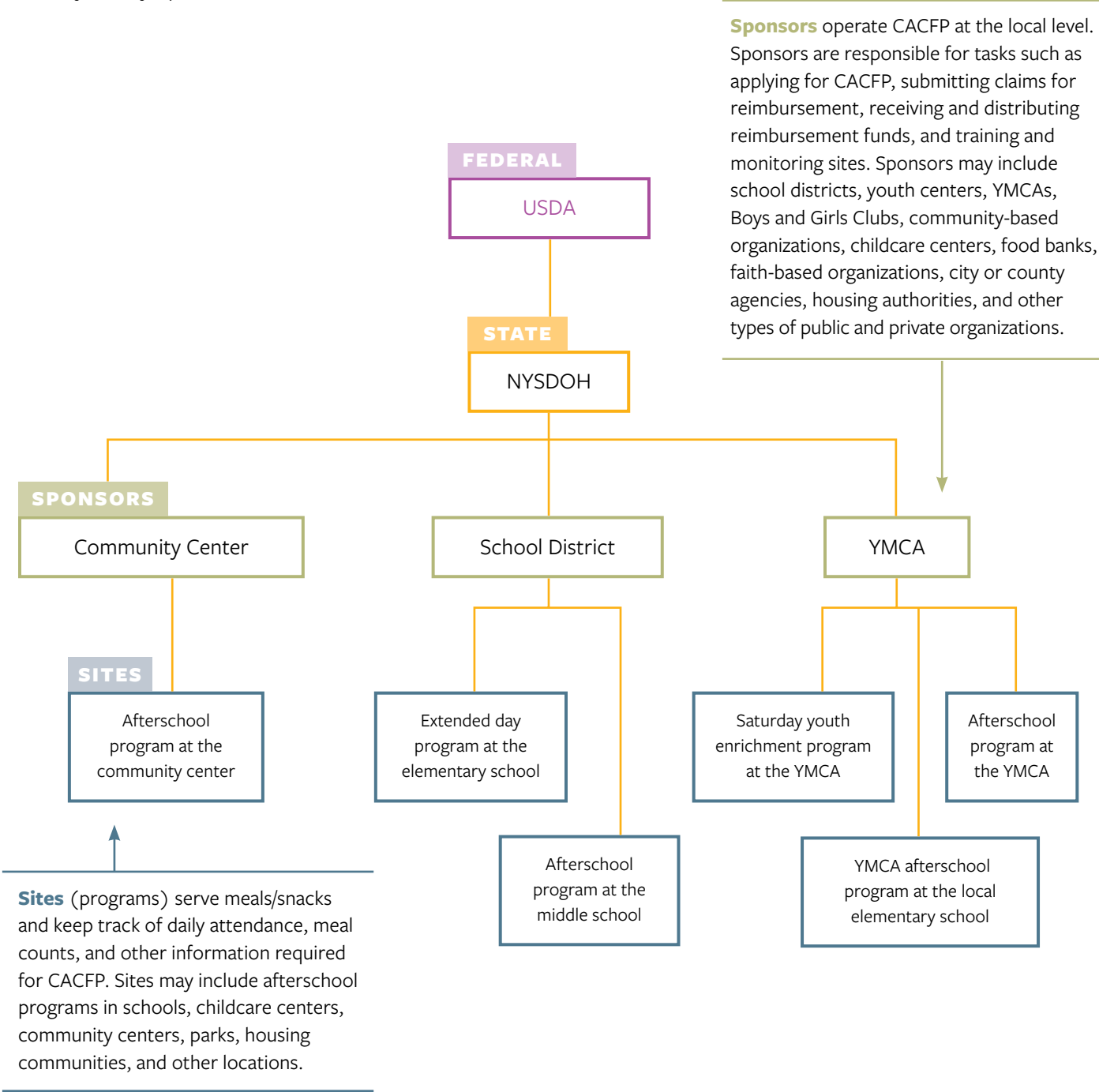


CACFP is administered by the United States Department of Agriculture (USDA) at the federal level, and through the New York State Department of Health (NYSDOH) at the state level. NYSDOH manages CACFP applications, reimbursement claims, sponsor training, and other aspects of CACFP administration for programs across the state.

SPONSORS AND SITES

Local schools, youth centers, and other public or private organizations apply to **sponsor** afterschool meals at one or more meal **sites** (i.e., afterschool programs) in their community. Those local sponsors and sites handle the day-to-day operation of CACFP afterschool meals;

they purchase, prepare, and serve food, keep records of their menus and meal counts, and submit claims for reimbursement to NYSDOH. Many different types of organizations may apply to sponsor CACFP, including small organizations with just one site—for example, a community center with an afterschool reading program—or larger organizations with many sites, like a regional YMCA operating multiple afterschool programs in the community. **Potential sponsors may apply at any time of year, and start participating at any time during the school year.**



Currently, in New York State, most CACFP sponsors are approved to sponsor sites that are affiliated with their organization, meaning the sponsor and site share a legal identity. For example, a school district approved to sponsor affiliated sites only may sponsor afterschool programs owned by the school, but not afterschool programs owned by a community-based organization. In some cases, schools and organizations that meet additional requirements related to financial viability and capability may receive approval from NYSDOH to sponsor unaffiliated sites; contact NYSDOH for more information.

PROGRAM ELIGIBILITY

At-Risk Afterschool Snack/Supper vs. Traditional CACFP

CACFP has two different options for afterschool programs: the **At-Risk Afterschool Snack/Supper** component, or **traditional CACFP** for out-of-school hours childcare. Details on the eligibility criteria for each of those components can be found on pages 9-10.

The At-Risk Afterschool Snack/Supper component is available during the school calendar year to enrichment programs located in qualified low-income areas. This component reimburses for meals or snacks served to youth age 18 and younger* who are enrolled in and attend school. Because this component is only

available to programs located in qualified low-income areas—those where 50% or more of students qualify for free or reduced-priced school meals—programs are reimbursed at the highest available rate for all reimbursable meals or snacks served. These programs are not required to collect application forms or household income information from participants’ families. Most afterschool programs participate in the At-Risk Afterschool Snack/Supper component if they are eligible, as it maximizes reimbursement, minimizes paperwork, and serves both children and teenagers.

Traditional CACFP is available to qualified childcare centers or school-age childcare providers, including some afterschool programs. It is not limited to programs located in low-income areas or to the school calendar year. Traditional CACFP reimburses for meals or snacks served to children age 12 and younger.* Programs are reimbursed at three different rates based on the household incomes of participating children. Traditional CACFP may be a viable alternative for programs that are not located in qualified low-income areas or otherwise do not qualify for the At-Risk Afterschool Snack/Supper component.

CACFP Afterschool Meals

	At-Risk Afterschool Snack/Supper	Traditional CACFP
Available to	Programs located in qualified low-income areas (≥50% F/RP) during school calendar year	Qualified programs/centers regardless of income levels, location, or time of year
Serves	Youth age 18 and younger*	Children age 12 and younger*
Reimbursement	Highest available rate for all reimbursable meals and snacks	Three different rates based on participants’ household incomes

See Appendix A for additional comparisons between different components of CACFP.

*There are no age limits for participants with disabilities.

ELIGIBILITY: AT-RISK AFTERSCHOOL SNACK/SUPPER

To qualify for CACFP’s At-Risk Afterschool Snack/Supper component, programs must:

- **Be located in an eligible area.** Eligible areas are defined as those located within the enrollment area of any public school where 50% or more of the students qualify for free or reduced-price school meals. Visit AfterschoolMealsNY.org to view lists of school communities throughout NYS that meet that requirement.

Once NYSDOH determines a program is located in an eligible area, *that determination remains valid for five years.*
- **Be organized primarily to provide nonresidential care for children** after school or on weekends, holidays, or school breaks during the regular school year.
- **Be public or non-profit, or for-profit** if the program is associated with a for-profit childcare center where at least 25% of enrolled children either receive tuition subsidies or are eligible for free or reduced-price meal reimbursements.
- **Provide at least one educational or enrichment activity.** Examples include, but are not limited to, homework assistance, computer classes, arts and crafts, or recreation programs.

There is no requirement that all children participate in the offered activity.

Recreation or fitness activities that are open to all students may count as enrichment activities for CACFP, but competitive athletics that limit membership for reasons other than space, security, or licensing may not. Students participating in exclusive competitive athletics may still eat afterschool meals if another enrichment activity is offered that meets CACFP requirements.
- **Serve youth age 18 and younger** who are enrolled in and attend school. Students who turn 19 during the school year remain eligible until the end of that school year.

Programs serving more than seven children age 13 and younger may need to register with the NYS Office of Children and Family Services. See Appendix C, NYS School-Age Child Care Registration Fact Sheet, for more information.

Online tool

NYSDOH’s online CACFP prescreening tool (pns.health.ny.gov) and the CACFP Eligibility Flow Chart in Appendix B can help determine if a particular program may be eligible for CACFP.

If you do not have or are unsure of all of the information needed to complete the prescreening or flow chart, contact Hunger Solutions New York for assistance.

Eligibility example

ABC Afterschool Program provides literacy tutoring for middle and high school youth. The program is located within the enrollment area of ABC Elementary School, where 67% of students qualify for free or reduced-price school meals.

ABC Afterschool Program may be eligible for the At-Risk Afterschool Snack/Supper component of CACFP because the program provides care for youth age 18 and younger out of school hours, offers an enrichment activity (tutoring), and is located within the enrollment area of a school where more than 50% of the students qualify for free or reduced-price school meals.

ELIGIBILITY: TRADITIONAL CACFP

Though the At-Risk Afterschool Snack/Supper component tends to be the best fit for most afterschool programs, traditional CACFP can provide another option if programs are not eligible for the At-Risk Afterschool Snack/Supper component or are otherwise better served by traditional CACFP.

To participate in traditional CACFP, programs or centers must:

- **Provide nonresidential care services.**
- **Be licensed or approved by a federal, state, or local authority;** or be approved by demonstrating compliance with state, local, or CACFP child care standards. See Appendix C for more information about school-age child care registration.
- **Be public or non-profit, or for-profit** if at least 25% of enrolled children receive tuition subsidies or are eligible for free or reduced-price meal reimbursements.

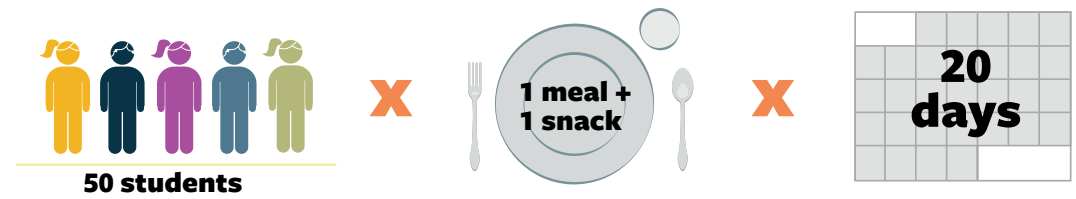
Eligibility example

XYZ Afterschool Program provides afterschool care for 30 children ages 6-12. The program is a non-profit registered through the NYS Office of Children and Family Services. It is located within the enrollment area of XYZ Elementary School, where 41% of students receive free or reduced-price school meals and XYZ Jr/Sr. High School, where 34% of students receive free or reduced-price school meals.

Although XYZ Afterschool Program is not eligible for CACFP's At-Risk Afterschool Snack/Supper component (because it is not located within the enrollment area of a school where 50% or more of students qualify for free or reduced-price school meals), the program may still be eligible for traditional CACFP because it is registered, non-profit, and provides nonresidential care services.

Programs participating in the At-Risk Afterschool Snack/Supper component receive the highest available reimbursement rate for all reimbursable meals and snacks served, up to one meal and one snack per child, per day.

For the 2019-2020 school year, the At-Risk Afterschool Snack/Supper reimbursement rates are \$3.41 per meal or \$.94 per snack served. Using those rates as an example, an afterschool program serving 50 kids snacks and suppers 20 days each month could receive up to \$4,350 per month in reimbursement.



= up to \$4,350 per month to nourish kids

Programs participating in traditional CACFP instead of the At-Risk Afterschool Snack/Supper component are reimbursed at three different rates—free, reduced-price, or paid—based on the household incomes of participating children. Visit ChildcareMealsNY.org to learn more.

CACFP reimbursements primarily cover food costs and may or may not cover related food service supplies, food service staff preparation time, or other administrative expenses related to the meal service. No more than 15% of total expected reimbursement may be budgeted for administrative expenses.

CLAIMING REIMBURSEMENT

To claim reimbursement, CACFP sponsors submit monthly claims to NYSDOH with information about the number of meals or snacks their program(s) served the previous month.

NYSDOH offers an online system sponsors can use to submit reimbursement claims electronically. Paper forms are also available for sponsors who prefer to submit claims through the mail. Processing time varies, but programs typically receive reimbursement seven to 10 days after submitting a completed claim.

Sponsors must maintain certain records about their reimbursement claims, including:

- Daily attendance rosters.
- For each meal service, counts of how many meals/snacks were prepared or delivered, and how many meals/snacks were served.
- Monthly menus.
- Receipts and/or invoices for food and related purchases.
- If preparing food on-site, food production records.
- Other records as required by CACFP regulations.

Claim forms

See Appendix D for the NYS CACFP reimbursement claim form, and a sample completed form. Blank forms are also available on the NYSDOH website:

Claim for Reimbursement:
health.ny.gov/forms/doh-3703

Daily Supper/Snack Count:
health.ny.gov/prevention/nutrition/cacfp/docs/cacfp-128.pdf

REIMBURSEMENT

CACFP reimburses sponsors at a set rate for each allowable meal or snack served. To be eligible for reimbursement, meals or snacks must:

- **Follow the meal/snack requirements** outlined in the CACFP Child Meal Pattern. See page 12 for more information.
- **Be available to all children at a specified time.**
Note: Meal service does not need to be in a cafeteria, nor do all children need to eat at the same time; for example, meal service could extend for an hour, serving several rotating groups of children.

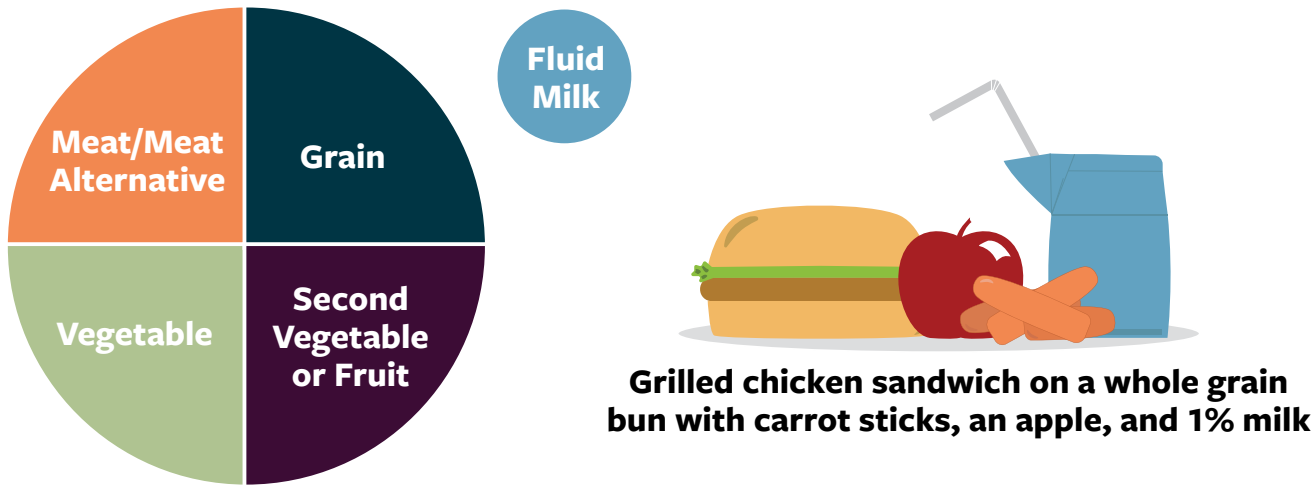
CACFP Reimbursement Rates
Effective July 1, 2019 – June 30, 2020

	Breakfast	Lunch/Supper	Snack
At-Risk Afterschool or Free	\$1.84	\$3.41	\$0.94
Reduced-Price	\$1.54	\$3.01	\$0.47
Paid	\$0.31	\$0.32	\$0.08

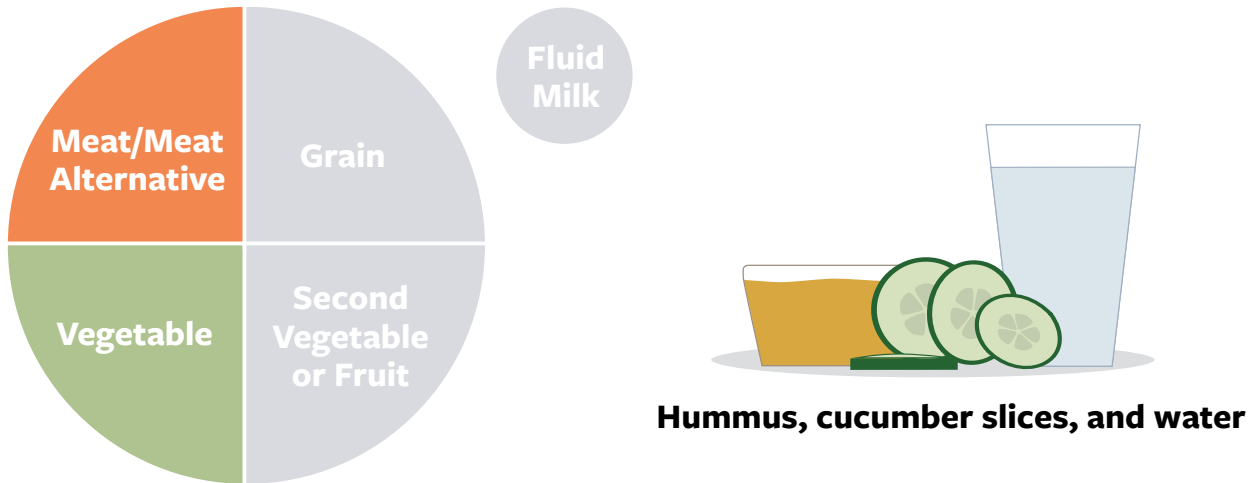
ON THE MENU

Meals and snacks reimbursed through CACFP must follow the CACFP Child Meal Pattern, which specifies required food components and minimum serving sizes for different age groups. The following information is an overview of those requirements and is not all-inclusive. The NYS CACFP Child Meal Pattern (available in Appendix E) and the NYS CACFP Crediting Handbook (health.ny.gov/publications/1377.pdf) provide more detailed information. NYSDOH provides training and assistance to help sponsors develop menus that meet CACFP requirements.

Meals (supper or lunch) must include creditable (allowable) food items for all five components of fluid milk, vegetable, second vegetable or fruit, grain, and meat or meat alternate. A supper could include a grilled chicken sandwich on a whole wheat bun, baby carrots, an apple, and 1% milk.



Snacks must include any two different food components—for example, fruit and grain—plus water if no other beverage is provided. A snack could include cucumber slices, hummus, and water.



Within the meal pattern guidelines, sponsors have the flexibility to meet the needs of their programs and participants. Among other options, sponsors may choose to:

- **Serve hot or cold** meals or snacks.
- **Serve meals at any time** during programming. Some programs choose to serve supper immediately after school, with an additional snack served two-and-a-half hours later.
- **Serve additional food.** The meal patterns specify minimum serving sizes. Programs are welcome to serve larger portions, and/or additional food components to meet kids’ preferences and energy needs, though programs should note no additional reimbursement is included.
- **Create cycle menus** to repeat each month or seasonally. See Appendix F for a sample cycle menu.
- **Modify menus** to accommodate food allergies, dietary intolerances, or other considerations. NYSDOH staff can help ensure meals and snacks continue to meet all meal pattern requirements.

BUYING & PREPARING FOOD

Programs choose where the food originates and who prepares it. They can buy food and prepare it themselves in facilities that meet certain preparation standards or contract with a local school district, food vendor, or another CACFP sponsor to prepare meals and snacks. For school-based afterschool programs, it is recommended that the school’s food service department prepares the meals.

Preparing Meals On-Site

All kitchens in which CACFP meals are prepared and/or served must meet local county department of health inspection requirements and/or receive a permit. Regulations vary per county. If meals will be prepared in a kitchen that has never prepared industrial meals before, it is best to first contact your local department of health.

Contracting with a Food Vendor

Vending meals from a local school district, another CACFP sponsor, or food service vendor can be an ideal option for programs with limited staff capacity and/or equipment for food preparation.

The process of contracting with a vendor depends on the type of organization sponsoring CACFP—private non-profit, private for-profit, or public entity—and whether the vended meal purchases will exceed \$250,000 annually. See Appendix G and the NYSDOH Vendor Contract Packets for more information. Please note that as of June 2018, the purchasing threshold for different vending processes changed from \$100,000 to \$250,000 in New York State; some documents may not yet reflect that change.

Sample menu

The sample cycle menu in Appendix F features an assortment of hot and cold meal and snack options. Additional sample menus are available on AfterschoolMealsNY.org.

NYSDOH Vendor Contract Packets

NYS DOH is currently updating the CACFP **Vendor Contract Packets**. Once updates are complete, the packets will be available on the NYS CACFP website:

health.ny.gov/prevention/nutrition/cacfp/centers.htm

Getting Started

APPLYING FOR CACFP

Contact NYSDOH: Call 518-402-7400 or email cacfp@health.ny.gov using the subject line “Outreach Coordinator.” Potential sponsors may apply at any time of the year.

NYSDOH staff work one-on-one with each applicant to determine eligibility and start the application process, which typically involves the following steps:

1. Call NYSDOH

After an initial conversation, if your program is eligible for CACFP, a public health nutritionist will start your application and mail out the required forms.

2. Complete Application

Fill out forms and gather any requested documentation (see next page), then return the completed application to NYSDOH.

3. NYSDOH Review

NYSDOH staff will process the application and request any edits or additional information if needed. NYSDOH staff may conduct a pre-approval visit to the program site.

4. Application Approval

If the application meets all NYSDOH requirements, it will be approved, typically within 30 days of receipt of a complete application.

Note: Programs located within public school buildings in New York City participate in CACFP under the sponsorship of the NYC Department of Education Office of Food Services. Those programs may apply directly through NYC DOE by visiting schoolfoodnyc.org/OurPrograms/breakfast.htm#snack. The application process may differ from what is outlined here. Call 718-707-4320 with any questions.

APPLICATION REQUIREMENTS

NYSDOH provides a tailored application packet following an initial phone call with each prospective program. Though specific requirements may vary, most applicants must provide the following:

- **Application for Participation**
NYSDOH will provide the appropriate application form; see Appendix I for a sample Application for Participation of Independent Centers. Note: The application form is just one part of a complete CACFP application; NYSDOH will provide additional forms and instructions as needed.

As applicable, documentation of:

- **Tax-exempt status** for non-profit programs.
- **Child care registration, licensing, or approval.** Some types of afterschool programs are exempt from registration; see Appendix C for more information.
- **Area eligibility** based on free and reduced-price school meals data for At-Risk Afterschool Snack/Supper programs. NYSDOH can help programs confirm area eligibility.
- **Information about the management and administrative structure** of the program, staffing and budgeting as it relates to CACFP, outside employment policies, and other information as needed.
- **Additional documentation as requested by NYSDOH.**

TRAINING OPPORTUNITIES

NYSDOH offers training for approved sponsors on a range of topics, including CACFP administration, menu planning, and food production. Visit AfterschoolMealsNY.org to view current training schedules.

Abbreviated Requirements

Some application requirements may be abbreviated for applicants who already operate the National School Lunch Program or sponsor the Summer Food Service Program. Contact NYSDOH for more information.



“We are excited for another opportunity to provide healthy meals to our students. Many families find it difficult to afford and prepare a variety of nutritious foods at home. The addition of the CACFP Afterschool Supper Program enables us to give our students the fuel they need to help them reach their full potential.”

—Caitlin Lazarski, MS, RD, SNS, Food Service Director
Newburgh Enlarged City School District

Pictured here: whole grain mini flatbreads, shredded mozzarella cheese, turkey pepperoni, broccoli. This meal was served with a piece of fresh whole fruit and 1% milk. Courtesy Newburgh Enlarged City School District.

Afterschool Meals in Action

Lyons Central School District

(Lyons CSD) has provided afterschool nutrition for their students for almost a decade. Their efforts began with afterschool snacks, offered as part of the Wayne County Community Action Program’s Advantage After School Program at Lyons Elementary School. When Lyons CSD Food Service Manager Vince Beltrone learned the school could serve complete afterschool meals through CACFP, he welcomed the chance to provide more opportunities for kids to eat. Beltrone explains, “A lot of our students are from food insecure households. Serving afterschool meals helps ensure our kids get all the nutrition they need.”

“A lot of our students are from food insecure households. Serving afterschool meals helps ensure our kids get all the nutrition they need.”

—Vince Beltrone, Food Service Manager, Lyons Central School District

Pictured here: Ham and cheese panini on whole grain bread with spinach and honey mustard dressing, celery sticks, cantaloupe, and 1% milk. Courtesy Lyons Central School District.



The district now sponsors two afterschool meals sites, the Advantage After School program in their elementary school and a 21st Century Community Learning Center program in their middle/high school. Cafeteria staff at each school assist in preparing any menu items that need to be cooked ahead of time, then one staff member prepares and serves the meals at each site. The programs use a six-week cycle menu, which they modify by season to provide additional hot meals in the winter and cold meals in the warmer months. The school sources their ingredients from the same suppliers they use for their other school meals programs, prioritizing foods from within New York State.

Lyons CSD also participates in the Community Eligibility Provision (CEP) and the Summer Food Service Program (SFSP) to further expand access to healthy food. Beltrone explains, “When CEP became available to us, I jumped at the chance to provide this program to the school community. Now our kids get free breakfast, lunch, afterschool meals, and summer meals.” He considers those programs a win-win for everyone involved: students receive free healthy meals, and the reimbursement funding helps support the school’s thriving year-round nutrition programs.



Photo courtesy Boys and Girls Clubs of the Capital Area

Boys and Girls Clubs of the Capital Area

(formerly Troy Boys and Girls Club) began sponsoring CACFP in 1999, when they started serving afterschool snacks to 70-100 kids each day. Now, the Club prepares complete afterschool suppers, not only for youth in their programs, but for kids and teens in more than a dozen other afterschool programs in schools, community centers, and housing communities throughout the Capital Region.

The Club expanded afterschool nutrition service gradually, first introducing afterschool meals during their Friday programs to provide kids an added nutritional boost before the weekend. Chief Operations Officer Patrick Doyle explains, “We understood that some youth might not have an opportunity to eat a nutritious meal until the following Monday when they returned back to school.” After seeing positive outcomes from offering complete meals, they expanded to serve meals two days each week, then daily, and began looking for opportunities to reach

more kids. Doyle explains, “We quickly realized the importance of providing youth with nutritious options and felt that we needed to do more.”

The Club used an innovative approach to expand access to afterschool meals in their community: they leveraged their capacity for meal preparation and delivery to become a food vendor for CACFP. This service allows neighboring afterschool programs that lack the capacity for menu planning and food preparation to partner with an experienced CACFP sponsor. To get started as a food vendor, the Club worked closely with NYS CACFP and Rensselaer County Department of Health to ensure their facilities and sample menus met all requirements and to learn the bidding and vending processes for CACFP.

Since securing their first contract for vended meals in 2014, the club’s food services program has grown steadily; they now prepare more

“We are ensuring that 1,200 youth have nutritious meals every day. We don’t know what they have at home, but we can be sure that before they go home, they are fed.”

—Patrick Doyle, COO, Boys and Girls Clubs of the Capital Area

than 1,200 meals each day. Boys and Girls Club staff pack the food in family style pans and deliver to program sites where the afterschool program staff are responsible for meal service and counts. The Club uses a monthly cycle menu designed around fresh, high-quality ingredients. Doyle says, “We want to create the highest quality menu because our youth deserve the best.”

The Club also sponsors the Summer Food Service Program to provide year-round nutrition. Encouraged by their success with CACFP, they have expanded their summer meals service to additional sites and hope to continue to grow in the coming years. Doyle sees nutrition programs as one of the most valuable services they offer. He explains, “We are ensuring that 1,200 youth have nutritious meals every day. We don’t know what they have at home, but can be sure that before they go home, they are fed.”



Watertown YMCA

began serving afterschool snacks through CACFP more than 15 years ago. Now, the YMCA sponsors CACFP for 16 sites, serving snacks at 15 afterschool programs and offering breakfast, lunch, and snacks at their childcare center.

“Participating in both SFSP and CACFP has been beneficial to our program, participants, and the community...the flexibility of using both allows us to reach more people.”

—Bridgette Gates, Senior Director of Youth Development, Watertown Family YMCA

Watertown YMCA also participates in the Summer Food Service Program (SFSP), under the sponsorship of Watertown Central School District. The YMCA got involved with summer meals about 10 years ago and has provided year-round nutrition ever since. Senior Director of Youth Development Bridgette Gates explains, “Participating in both SFSP and CACFP has been beneficial to our program, participants, and the community...the flexibility of using both allows us to reach more people.”

The YMCA uses several different approaches to food purchasing and preparation. For CACFP afterschool snacks, YMCA staff prepare food on site, often using ingredients purchased from local grocery stores. The YMCA vends from a local healthcare facility, Samaritan Medical Center, to procure complete meals for the childcare center. During the summer months, for SFSP, Watertown Central School District provides meals. Gates says she values those community partnerships, crediting their success to “constant communication and willingness to collaborate.” She also says she appreciates the resources and assistance available through NYSDOH, the state agency that administers CACFP in New York State, and encourages prospective and current sponsors to reach out, saying, “Use CACFP as technical support and ask questions; they respond well and are very helpful.”

Looking forward, Gates sees room to grow the YMCA’s nutrition programs to reach even more kids. She explains, “We would like to continue to expand further into income-based housing over the summer and add more dinner programs during the school year.”



Top: Chicken skewers served with lettuce, celery, and tomatoes. Bottom: Strawberries, blueberries, and cheese cubes. Program participants created these fruit and cheese trays as part of their celebration of “School-Age Childcare Super Hero Week.” Courtesy Watertown YMCA.



Photo courtesy Hudson River Museum



The Junior Docent Program at Hudson River Museum

aims to enhance students’ appreciation of art and culture while enabling them to practice professional skills and work toward becoming museum employees. Nearly 80 high school students participate in the program, representing every public high school in Yonkers. Participants meet once a week, after school or on weekends, learning from curators, historians, artists, scientists, and other experts to further their leadership and college readiness skills. To nourish students and ensure they are ready to learn, the program includes a healthy snack, supported by CACFP.

Manager of Youth and Family Programs Araya Henry enrolled the program in CACFP to help offset the cost of healthy menu options. She explains, “The financial support enables us to provide nutritious snacks such as fresh fruits and vegetables, dairy products, nuts, and whole grains that would otherwise be expensive and out of our budget.” Because CACFP reimburses for healthy meals and snacks served

“The financial support enables us to provide nutritious snacks such as fresh fruits and vegetables, dairy products, nuts, and whole grains that would otherwise be expensive and out of our budget.”

– Araya Henry, Manager of Youth and Family Programs, Hudson River Museum

after school, on weekends, and/or during school breaks, it was an especially good fit for a program that includes some weekend sessions.

Hudson River Museum purchases their snacks through wholesale distributors. They use cycle menus which include different snack options every day. Cycle menus are repeated after a certain period, often monthly, helping programs plan ahead. Henry explains, “[Using cycle menus] saves time and money, and allows us to offer a variety of menu selections, control food costs, keep track of regularly used snack items, and take advantage of seasonal fruits and vegetables.”

Henry speaks highly of the resources and support available through NYS CACFP, saying, “CACFP has been very accommodating to us, and their guidelines are clear. They are also extremely responsive, and the

relationship has been wonderful thus far.” She strongly encourages other afterschool and childcare providers to enroll: “Exposing students to nutritional foods will give them the life skill and practice to recognize the benefits of making healthy food choices, [and] will support your students’ well-being, boost their self-esteem, and promote a positive body image. We’ve seen these improvements in our program, and know you will, too!”

Building on Success

Explore the following opportunities to expand and enhance your efforts to nourish kids.

MAKE THE MOST OF AFTERSCHOOL NUTRITION

If your program currently serves afterschool snacks through CACFP or the National School Lunch Program, consider serving complete meals to give kids more substantial nutrition. **Meals may be served at any time during programming**, including immediately after school. Programs already serving meals may provide an additional snack to children remaining in care at least two-and-a-half hours later.

Example Reimbursement
50 students x 180 days

Meals	Snacks	Meals + Snacks
\$30,690	\$8,460	\$39,150

The CACFP meal reimbursement rate is more than triple the reimbursement rate for afterschool snacks. Using the 2019-20 At-Risk Afterschool Snack/Supper reimbursement rates as an example, a program serving 50 students afterschool snacks 180 days per year could receive up to \$8,460 per year in reimbursement funding. If that program switched to serving meals, the monthly reimbursement could increase to up to \$30,690 per year or \$39,150 per year for programs serving meals plus an additional snack.



“Switching existing snack programs to supper programs is a sure way to better serve students....Students who are well nourished perform better in school, have higher attendance, and have fewer behavioral issues.”

—Rachel Murphy RDN, Director of Food and Nutrition Services, Syracuse City School District

Photo courtesy Syracuse City School District

BROADEN YOUR REACH

Consider the following strategies to reach more kids:

Assist with CACFP outreach to increase access to afterschool meals throughout your community. Spread the word about CACFP to other afterschool programs operating in your school, district, neighborhood, or county, and connect with community partners including YMCAs, Boys and Girls Clubs, Cornell Cooperative Extension programs, food banks, city agencies, youth centers, parks, libraries, churches, and housing communities. Visit AfterschoolMealsNY.org for CACFP outreach materials and resources to share.

Adopt the Umbrella Model at school-sponsored programs to open meal/snack service to all students, including those not enrolled in your afterschool program. As long as an eligible enrichment activity is available to all youth at the site, any school-age child may receive an afterschool meal/snack, even if he or she is not enrolled in afterschool programming or does not participate in the offered activity. As an example, a school could offer an open homework help room immediately after school and serve meals to all students who stop by, including students who leave shortly after for other afterschool activities, and/or those not enrolled in any formal afterschool programs. Currently, in NYS, only school-based programs may be approved for this model. Contact your NYSDOH representative to be sure your meal site continues to meet all CACFP regulations, including requirements related to attendance records and meal counts.

Serve as a food vendor for other afterschool programs in your area. If your school or organization prepares afterschool meals or snacks and can expand, consider offering food preparation and/or delivery to other nearby programs interested in participating in CACFP. Offering that service can help strengthen afterschool meals participation, especially among smaller programs that may not have the capacity for on-site food preparation, and those in rural areas with limited access to food vendors. Read the “Afterschool Meals in Action” story on page 17 to learn how Boys and Girls Clubs of the Capital Area has become a CACFP food vendor for nearby afterschool programs in addition to sponsoring their own programs. See Appendix G for more information about vending meals.

PROVIDE YEAR-ROUND NUTRITION

Serve meals on weekends and/or during breaks throughout the school year: Students who rely on healthy school meals may experience food hardship on weekends and school breaks. Programs operating on weekends and/or breaks throughout the school year can apply to serve meals through CACFP. Programs may serve a meal and/or a snack, up to one meal and one snack per child per day. Contact NYSDOH for more information.

Serve summer meals and/or help with summer meals outreach: The Summer Food Service Program (SFSP) provides reimbursement funding for healthy meals and snacks served to kids and teens throughout the summer break from school. To learn more about serving summer meals, visit SummerMealsNY.org.

Helping with outreach to existing sites is another way to expand access to summertime nutrition. SummerMealsNY.org also includes outreach materials, a county-specific sponsor directory, USDA’s interactive site mappers, and ideas for how you can get involved.

Spread the word about other nutrition programs that nourish kids where they live, learn, and play. CACFP and SFSP are part of a larger group of federally funded nutrition programs that help alleviate food insecurity across New York State and nationwide. Hunger Solutions New York provides information and assistance to help schools, organizations, and families connect with these programs, which include:

Traditional CACFP

Afterschool meals are one piece of CACFP; the program also funds healthy meals and snacks in daycare settings, including childcare centers, daycare homes, adult day care centers, and some emergency shelters. Visit ChildcareMealsNY.org to learn more.

Supplemental Nutrition Assistance Program (SNAP)

SNAP provides monthly benefits to help eligible low-income households supplement their grocery budgets. Hunger Solutions New York provides SNAP outreach, education, and application assistance through county-based Nutrition Outreach and Education Program (NOEP) Coordinators. Visit FoodHelpNY.org to connect with a NOEP Coordinator near you.

National School Lunch Program & National School Breakfast Program

School meal programs provide healthy breakfast and lunch to students every school day. Students who qualify under income guidelines can receive school meals for free or at a reduced price. Visit SchoolMealsHubNY.org for more information and to learn about strategies for schools to increase access and student participation in school meal programs.

Community Eligibility Provision (CEP)

CEP allows qualified schools with high concentrations of low-income students to serve free school breakfast and lunch to all students. Visit SchoolMealsHubNY.org to learn about CEP eligibility, program benefits, and how schools can get started.

Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

WIC provides supplemental foods, health care referrals, nutrition education, and breastfeeding promotion and support to low-income pregnant, breastfeeding, and postpartum women, and to infants and children up to age five who are found to be at nutritional risk. Hunger Solutions New York's WIC Help NY outreach program provides community-based outreach, statewide campaigns, and public education efforts. Visit WICHelpNY.org to connect with a WIC Help Specialist.

Additional Resources

New York State Department of Health CACFP website:

health.ny.gov/CACFP

USDA CACFP Handbooks:

fns.usda.gov/cacfp/cacfp-handbooks

Additional CACFP Resources from USDA:

fns.usda.gov/cacfp/child-and-adult-care-food-program

Food Research and Action Center afterschool nutrition programs webpage:

frac.org/programs/afterschool-nutrition-programs

Share Our Strength Center for Best Practices:

bestpractices.nokidhungry.org/afterschool-snacks-meals



Photo courtesy Syracuse CSD

Glossary

Child and Adult Care Food Program (CACFP): A federal nutrition assistance program that provides reimbursement funding for healthy meals and snacks served to participants in qualified afterschool programs, daycare centers, daycare homes, and emergency shelters.

At-Risk Afterschool Snack/Supper: A component of CACFP that serves eligible out-of-school-time care programs—often afterschool programs—in qualified low-income areas. This component reimburses programs at the highest rates for all reimbursable meals/snacks served to youth age 18 and younger, or participants of any age with disabilities. It is available for qualified enrichment programs operating after school, on weekends, and/or during breaks throughout the regular school year.

Traditional CACFP: Reimburses qualified daycare centers, out-of-school-hours care programs, and home-based daycare providers for healthy meals/snacks served to children age 12 and younger, or participants of any age with disabilities. Traditional CACFP is not limited to low-income areas or the school calendar year. *Note: While there are other differences between traditional CACFP and the At-Risk Afterschool Snack/Supper component, this guide focuses on At-Risk Afterschool Snack/Supper. Please contact NYSDOH for more details on traditional CACFP.*

Affiliated/Unaffiliated Site: “Affiliated” refers to programs owned, in whole or in part, by their CACFP sponsoring organization. For example, if Townville YMCA sponsors CACFP for a Townville YMCA afterschool program, that program would be considered an affiliated site. “Unaffiliated” refers to programs that are legally distinct from their sponsoring organization. For example, if Townville YMCA sponsors CACFP for a Townville Boys and Girls Club program, that program would be considered an unaffiliated site. Currently, in NYS, most organizations may only sponsor affiliated sites.

Area Eligible: Refers to programs located in qualified low-income areas; for CACFP At-Risk Afterschool Snack/Supper, a program is area eligible if it is located within the enrollment area of a public school where 50% or more of the students qualify for free or reduced-price school meals. Programs located in those eligible areas are reimbursed at the highest rates for all reimbursable meals/snacks served. Because eligibility is based on the program location, not individual participants’ household incomes, there is no need to collect income information or application forms from participants’ families. Once established, area eligibility determinations remain valid for five years.

Creditable: Refers to allowable food items that may be counted toward meeting CACFP requirements for reimbursable meals/snacks. For example, carrots are a creditable food item that may be counted toward the vegetable component of a reimbursable meal/snack, while potato chips are not creditable and may not be counted. Non-creditable food items may be served, but may not be counted as a component of a reimbursable meal/snack. Additional information and lists of creditable and non-creditable food items are available in the NYS Department of Health’s guide, Crediting Foods in CACFP: health.ny.gov/publications/1377.pdf

Meal Pattern: Outline of required food components (e.g., milk, vegetable, fruit, grains/bread, meat/meat alternate) and minimum serving sizes for meals/snacks to be eligible for reimbursement. See the CACFP Child Meal Pattern: health.ny.gov/publications/1259.pdf

Persons with Disabilities: The USDA’s At-Risk Afterschool Meals Handbook references this definition from the Americans with Disabilities Act of 1990: “an individual with a disability [is] a person with a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment, or is regarded as having such an impairment. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, communicating, etc. A major life activity also includes the operation of a major bodily function, including, but not limited, to functions of the immune system, digestive system, bowel, bladder, neurological system, etc.” USDA memo CACFP 14-2017 emphasizes that “Program operators should not engage in weighing medical evidence against the legal standard to determine whether a particular physical or mental impairment is severe enough to qualify as a disability. After the passage of the ADA Amendments Act, most physical and mental impairments will constitute a disability. The central concern for Program operators should be ensuring equal opportunity to participate in or benefit from the Program.”

Reimbursable Meal/Snack: A meal/snack that has met all CACFP requirements by containing creditable (allowable) foods for each required food component in at least the minimum amounts outlined in the CACFP Meal Pattern. In addition to meeting the meal pattern requirements, to qualify for reimbursement, meals/snacks must be served to eligible participants in qualified settings.

Reimbursement Claim: A monthly request for reimbursement, sent from a CACFP sponsor to NYS Department of Health, containing information about program attendance and the number of meals/snacks served the previous month.

Site: A program or center that serves CACFP meals/snacks.

Sponsor: A local public or private organization that administers CACFP for one or more sites (programs/centers).

Appendix

A: Afterschool and Childcare Nutrition Programs

B: CACFP At-Risk Afterschool Snack/Supper Eligibility Flow Chart

C: NYS School-Age Child Care Registration Fact Sheet

D: Example Reimbursement Claim Form

E: CACFP Child Meal Pattern

F: Sample CACFP Cycle Menu

G: Vending Meals in CACFP

H: CACFP Administrative Tasks Checklist

I: Example CACFP Application Form

Appendix A

Afterschool and Childcare Nutrition Programs

Afterschool & Childcare Nutrition Programs

The Child and Adult Care Food Program (CACFP) and National School Lunch Program (NSLP) nourish kids where they learn and play.

Program Requirements:	CACFP At-Risk Afterschool Snack/Supper	NSLP Afterschool Snacks	Traditional CACFP	
Provider or Program Type	Afterschool/Out of School Hours Care Programs (Including School-Sponsored Afterschool Programs) Enrichment programs offering nonresidential care for youth after school, on weekends, and/or during breaks throughout the regular school year.	School-Sponsored Afterschool Programs School-sponsored afterschool programs only. Available to schools that participate in the NSLP and provide school lunches during the day.	Childcare Centers or Out-of-School Hours Care Programs Childcare centers or out-of-school hours care programs providing non-residential care services.	Home-Based Childcare Providers Home-based childcare providers providing nonresidential care services. Includes family, group family, and legally exempt daycare home providers.
Location	Programs must be located within the enrollment area of a public school where 50% or more of the students are qualified for free or reduced-price school meals.	Schools in any location may apply, though reimbursement processes may differ for schools in qualified low-income areas. See below.	Qualified centers or programs in any location may participate.	Qualified providers in any location may participate. Providers located in qualified low-income areas may be eligible for higher reimbursement rates.
Licensing	Programs serving more than seven children under 13 years of age may need to be registered with the NYS Office of Children and Family Services.	Afterschool programs operated by and located within public school buildings are not required to register with NYS Office of Children and Family Services.	Centers must be licensed or approved by federal, state, or local authority.	Providers must be licensed, approved, or legally exempt by federal, state, or local authority.
Participant Eligibility	Youth age 18 and younger. There are no age limits for persons with disabilities. Participants must be enrolled in and attend school.	Youth age 18 and younger. There are no age limits for persons with disabilities. Participants must be enrolled in and attend school.	Children age 12 and younger, or youth age 15 and younger who are children of migrant workers. There are no age limits for persons with disabilities.	Children age 12 and younger, or youth age 15 and younger who are children of migrant workers. There are no age limits for persons with disabilities.
Meals/Snacks Reimbursed	Up to 1 meal and 1 snack per child, per day.	Snacks only; one snack per child, per day. Only reimburses for snacks served after school on days when school is in session, not on weekends or school holidays.	Up to 2 meals and 1 snack per child, per day.	Up to 2 meals and 1 snack per child, per day.

Program Requirements:	CACFP At-Risk Afterschool Snack/Supper	NSLP Afterschool Snacks	Traditional CACFP	
Reimbursement	Programs are reimbursed at the highest available rates for all creditable meals or snacks served. Individual participants' household incomes have no impact on the reimbursement rate. Visit AfterschoolMealsNY.org to view current reimbursement rates.	Schools where 50% or more of the students qualify for free or reduced-price school meals are reimbursed at the highest reimbursement rate—the “free” rate—for all creditable snacks served. No individual income applications are required. Schools where less than 50% of the students qualify for free or reduced-price school meals are reimbursed at three different rates based on the household incomes of participating children.	Centers are reimbursed at three different rate tiers based on the individual household incomes of the children served. Visit ChildcareMealsNY.org to view current reimbursement rates.	Providers are reimbursed at two different rate tiers. Providers who serve low-income children, live in a low-income area or live in a household that meets income guidelines may be eligible for higher (Tier 1) reimbursement rates. Visit ChildcareMealsNY.org to view current reimbursement rates.
Meal/Snack Requirements	Meals and snacks must follow the CACFP Child Meal Pattern (visit health.ny.gov/publications/1259.pdf). Meal service does not need to be in a cafeteria nor do all students need to eat at the same time; for example, meal service could extend for an hour serving several rotating groups of children.	Snacks must follow the NSLP Afterschool Snack Meal Pattern (available at cn.nysed.gov/afterschool-snacks).	Meals and snacks must follow the CACFP Infant Meal Pattern for infants younger than one year of age (visit health.ny.gov/publications/1260.pdf) or the CACFP Child Meal Pattern for children one year of age or older (visit health.ny.gov/publications/1259.pdf).	Meals and snacks must follow the CACFP Infant Meal Pattern for infants younger than one year of age (visit health.ny.gov/publications/1260.pdf) or the CACFP Child Meal Pattern for children one year of age or older (visit health.ny.gov/publications/1259.pdf).
How to Apply	Contact the New York State Department of Health: Call: 518-402-7400 Email: cacfp@health.ny.gov —use the subject line “Outreach Coordinator”	Email the New York State Education Department to request an application: cn@nysed.gov	Contact the New York State Department of Health: Call: 518-402-7400 Email: cacfp@health.ny.gov —use the subject line “Outreach Coordinator”	Home-based providers participate in CACFP through local sponsoring organizations. For help connecting with a local sponsor, contact Early Care and Learning Council: Call: 518-690-4217 Email: info@earlycareandlearning.org

AfterschoolMealsNY.org



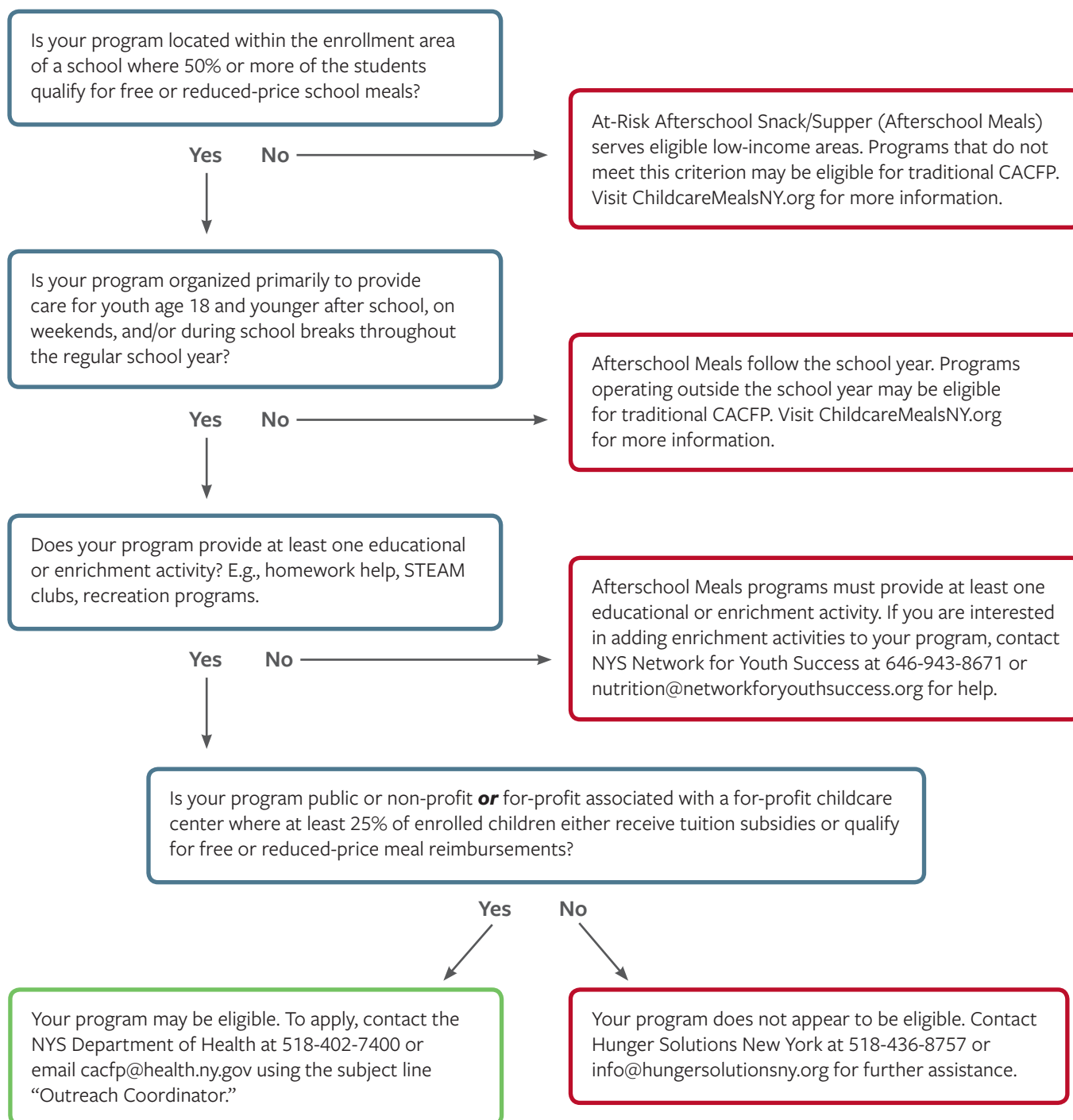
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Appendix B

CACFP At-Risk Afterschool Snack/Supper Eligibility Flow Chart

CACFP At-Risk Afterschool Snack/Supper Eligibility Flow Chart

If you are unsure of the answer to any of these questions, we may be able to help. Contact Hunger Solutions New York at 518-436-8757x137 or info@hungersolutionsny.org or NYS Department of Health at 518-402-7400 or cacfp@health.ny.gov using the subject line “Outreach Coordinator.”



Note: Programs serving more than seven children under age 13 may need to register with the NYS Office of Children and Family Services. See the NYS SACC Registration fact sheet or visit AfterschoolMealsNY.org for more information.

Appendix C

NYS School-Age Child Care Registration Fact Sheet

NYS School-Age Child Care Registration

Afterschool programs serving seven or more children under the age of 13 may need to register as school-age child care (SACC) programs through the New York State Office of Children and Family Services (NYS OCFS). Some types of afterschool programs do not need to register because they fall outside the definition of school-age child care. NYS OCFS issued a policy statement (NYS OCFS 16-1) to clarify what types of programs need to be registered. The information below is sourced from that statement and other NYS OCFS resources and is intended only as supplementary guidance. For more information, visit ocfs.ny.gov.

What types of programs need a school-age child care registration?

Any program that meets the definition of school-age child care must be registered. NYS OCFS states:

“A SACC program is any program or facility, which is not a residence, that provides child day care to an enrolled group of seven or more school-age children under 13 years of age, which operates outside normal school hours and consistent with the school calendar.

Child day care does not include programs operating solely for the purpose of providing religious education, sports, classes, lessons or recreation. Accordingly, a program operating for the sole purpose of providing religious education, sports, classes, lessons or recreations is not a SACC program and is not required to obtain a SACC registration from OCFS.”¹

Programs that meet **all** of the criteria listed below are considered SACC programs and must register with NYS OCFS. *If the program fails to meet even one of the criteria, it is not a SACC program.* The criteria are that the program must:

- A. Provide care on a regularly scheduled basis.**
- B. Serve an enrolled group of children.** See reverse for more information.
- C. Provide care to seven or more children under 13 years of age.**
- D. Only serve school-age children.** School-age children include those enrolled in school, including kindergarten or a higher grade; and those at least six years of age. A program caring for younger children may be required to be licensed with NYS OCFS/NYCDOH as a child day care center.
- E. Be located at a non-residence.**
- F. Operate only during non-school hours.** Non-school hours include before and/or after school, during school lunch periods, on school holidays, and/or during summer vacations.
- G. Operate for more than one purpose.** See reverse for more information.

How do programs register?

To begin the registration process, prospective applicants view short online orientation videos on the NYS OCFS website. After completing the orientation, an applicant can request a SACC application. In addition to the application, applicants are required to gather related documentation, and complete health and safety inspections.

Regulatory staff review the completed application, visit the program for a pre-registration inspection and determine whether the applicant met all requirements. An initial SACC registration may remain valid up to two years, and any subsequent registration may be valid up to four years as long as the program remains in compliance with all associated laws and regulations.

Programs that do not need a school-age child care registration include:

- Programs operated by and located within a public school or a qualified private school or academy.²
- Programs serving fewer than seven children under the age of thirteen.
- Drop-in programs.

Drop-in vs. enrolled programs: “Drop-in” refers to programs where children are not formally enrolled. NYS OCFS defines enrollment as “a policy or practice which provides in substance that a slot for the child will be maintained at all times the program is open or at specified times; that the program is responsible for monitoring the child’s attendance, arrival, or departure from the program; and/or that the program is responsible for providing care to the child beyond basic supervision.”¹

In other words, on each operating day, drop-in programs serve children on a first-come, first-served basis rather than maintaining slots for particular children. Drop-in programs are not considered to be school-age childcare and are thus exempt from registration.

- Single-purpose programs.

Single-purpose vs. multiple-purpose programs: “Single-purpose” refers to programs that operate solely for religious education (e.g., scripture reading), classes (e.g., tutoring in an academic subject), lessons (e.g., music lessons), sports, or recreation. See NYS OCFS Policy Statement 16-1 for definitions and additional examples of each of these categories.

If a program operates for more than one of the purposes listed above and meets all other criteria to be considered a SACC, the program must register as a SACC. For example, a program that offers tutoring in an academic area and recreational activities would be considered a multiple-purpose program and may need to be registered, while a program offering just tutoring may be exempt because it is operating for a single purpose.

In some cases, it is not obvious if a program should be considered drop-in or enrolled, or single-purpose or multiple-purpose. NYS OCFS staff can work one-on-one with providers to make those determinations.

For additional information and assistance, contact your NYS OCFS Regional Office. Contact information is available on the NYS OCFS website: <http://ocfs.ny.gov/main/childcare/regionaloffices.asp>

Some afterschool programs may qualify to serve reimbursable healthy meals and snacks through the Child and Adult Care Food Program (CACFP). To learn more about CACFP, visit AfterschoolMealsNY.org.

¹ Source: NYS OCFS Policy Statement 16-1: <https://ocfs.ny.gov/main/childcare/policies/16-1.pdf>

² Source: NYS OCFS Policy Statement 17-4: <https://ocfs.ny.gov/main/childcare/policies/Childcare-Policy-17-04.pdf>

AfterschoolMealsNY.org



Funded by the NYS OCFS. These institutions are equal opportunity providers.

Appendix D

Example Reimbursement Claim Form

Claiming Reimbursement in CACFP

Each month, sponsors of the Child and Adult Care Food Program (CACFP) submit reimbursement claims to the New York State Department of Health documenting program attendance, meal/snack counts, and other required information. Sponsors may submit claims online through the CACFP Information and Payment System (CIPS) or submit paper claim forms like the example below. Detailed instructions for completing the form are on page two of the reimbursement claim form; blank forms are available on the NYS Department of Health website: health.ny.gov/forms/doh-3703.

For more information, contact the New York State Department of Health at 800-942-3858.

This example is for an individual afterschool program; only the first column is completed. If the sponsor had additional program sites (called "centers" here), they would fill out a column for each site.

Programs that are only claiming suppers and/or snacks served through the At-Risk Afterschool Snack/Supper component do not need to complete these sections.

In this example, the program serves suppers to all kids immediately after school, then serves snacks to the kids remaining in care at least 2.5 hours later.

NEW YORK STATE DEPARTMENT OF HEALTH Child and Adult Care Food Program		Claim for Reimbursement for Sponsors of Day Care Centers	
		CACFP Agreement # 1234	
SPONSOR NAME ABC Afterschool Program		CLAIM MONTH March	CLAIM YEAR 2018
		ADJUSTED CLAIM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
CENTER NUMBER 5678	CENTER NAME ABC Afterschool Program	CENTER NUMBER	CENTER NAME
ATTENDANCE REPORTING		ATTENDANCE REPORTING	
TOTAL DAYS OF OPERATION		TOTAL DAYS OF OPERATION	
TOTAL ATTENDANCE		TOTAL ATTENDANCE	
INCOME ELIGIBILITY CATEGORIES FOR ALL PARTICIPANTS		INCOME ELIGIBILITY CATEGORIES FOR ALL PARTICIPANTS	
FREE CATEGORY		FREE CATEGORY	
REDUCED-PRICE CATEGORY		REDUCED-PRICE CATEGORY	
PAID CATEGORY		PAID CATEGORY	
TOTAL ENROLLED 0		TOTAL ENROLLED 0	
FOR-PROFIT CENTERS ONLY		FOR-PROFIT CENTERS ONLY	
NUMBER OF CHILDREN/ADULTS RECEIVING SUBSIDY		NUMBER OF CHILDREN/ADULTS RECEIVING SUBSIDY	
MEALS/SNACKS SERVED		MEALS/SNACKS SERVED	
BREAKFAST	PM SNACK	BREAKFAST	PM SNACK
AM SNACK	SUPPER	AM SNACK	SUPPER
LUNCH	NIGHT SNACK	LUNCH	NIGHT SNACK
SECOND MEALS/SNACKS SERVED		SECOND MEALS/SNACKS SERVED	
BREAKFAST	PM SNACK	BREAKFAST	PM SNACK
AM SNACK	SUPPER	AM SNACK	SUPPER
LUNCH	NIGHT SNACK	LUNCH	NIGHT SNACK
AT-RISK SNACKS/SUPPERS		AT-RISK SNACKS/SUPPERS	
TOTAL DAYS OF OPERATION 20		TOTAL DAYS OF OPERATION	
TOTAL ATTENDANCE 533		TOTAL ATTENDANCE	
SNACKS 287	SECONDS	SNACKS	SECONDS
SUPPERS 533	SECONDS	SUPPERS	SECONDS
CERTIFICATION by AUTHORIZED REPRESENTATIVE (a completed certificate of authority must be on file). I certify, to the best of my knowledge and belief, that this claim is true and correct in all respects; that records are available to support this claim; that it is in accordance with the terms and conditions of existing agreements; and that payment therefore has not been received. I recognize that I will be fully responsible for any excess amount that may result from erroneous or neglectful reporting herein. Also, I am aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes. I agree to contact the Child and Adult Care Food Program (CACFP) if there are any changes in the approved application and sponsor agreement. Jane Doe SIGNATURE ABC Afterschool Program Director March 2018 TITLE DATE SIGNED THIS FORM PREPARED BY Jane Doe TELEPHONE (INCLUDE AREA CODE) 518-555-1212		FOR STATE USE ONLY COMMENTS: PROCESSED <input type="checkbox"/> RETURNED <input type="checkbox"/> REJECTED <input type="checkbox"/> DATE / INITIALS	
This institute is an equal opportunity provider.			
DOH-3703 (1/17) Page 1 of 2			

CACFP Agreement # _____

SPONSOR NAME	CLAIM MONTH	CLAIM YEAR	ADJUSTED CLAIM? YES _____ NO _____
--------------	-------------	------------	---------------------------------------

CENTER NUMBER
CENTER NAME
ATTENDANCE REPORTING
TOTAL DAYS OF OPERATION
TOTAL ATTENDANCE
INCOME ELIGIBILITY CATEGORIES FOR ALL PARTICIPANTS
FREE CATEGORY
REDUCED-PRICE CATEGORY
PAID CATEGORY
TOTAL ENROLLED
FOR-PROFIT CENTERS ONLY
NUMBER OF CHILDREN/ADULTS RECEIVING SUBSIDY
MEALS/SNACKS SERVED
BREAKFAST
AM SNACK
LUNCH
SECOND MEALS/SNACKS SERVED
BREAKFAST
AM SNACK
LUNCH
AT-RISK SNACKS/SUPPERS
TOTAL DAYS OF OPERATION
TOTAL ATTENDANCE
SNACKS
SUPPERS

CENTER NUMBER
CENTER NAME
ATTENDANCE REPORTING
TOTAL DAYS OF OPERATION
TOTAL ATTENDANCE
INCOME ELIGIBILITY CATEGORIES FOR ALL PARTICIPANTS
FREE CATEGORY
REDUCED-PRICE CATEGORY
PAID CATEGORY
TOTAL ENROLLED
FOR-PROFIT CENTERS ONLY
NUMBER OF CHILDREN/ADULTS RECEIVING SUBSIDY
MEALS/SNACKS SERVED
BREAKFAST
AM SNACK
LUNCH
SECOND MEALS/SNACKS SERVED
BREAKFAST
AM SNACK
LUNCH
AT-RISK SNACKS/SUPPERS
TOTAL DAYS OF OPERATION
TOTAL ATTENDANCE
SNACKS
SUPPERS

CENTER NUMBER
CENTER NAME
ATTENDANCE REPORTING
TOTAL DAYS OF OPERATION
TOTAL ATTENDANCE
INCOME ELIGIBILITY CATEGORIES FOR ALL PARTICIPANTS
FREE CATEGORY
REDUCED-PRICE CATEGORY
PAID CATEGORY
TOTAL ENROLLED
FOR-PROFIT CENTERS ONLY
NUMBER OF CHILDREN/ADULTS RECEIVING SUBSIDY
MEALS/SNACKS SERVED
BREAKFAST
AM SNACK
LUNCH
SECOND MEALS/SNACKS SERVED
BREAKFAST
AM SNACK
LUNCH
AT-RISK SNACKS/SUPPERS
TOTAL DAYS OF OPERATION
TOTAL ATTENDANCE
SNACKS
SUPPERS

CERTIFICATION by AUTHORIZED REPRESENTATIVE (a completed certificate of authority must be on file). I certify, to the best of my knowledge and belief, that this claim is true and correct in all respects; that records are available to support this claim; that it is in accordance with the terms and conditions of existing agreements; and that payment therefore has not been received. I recognize that I will be fully responsible for any excess amount that may result from erroneous or neglectful reporting herein. Also, I am aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes. I agree to contact the Child and Adult Care Food Program (CACFP) if there are any changes in the approved application and sponsor agreement.

SIGNATURE _____

TITLE _____ DATE SIGNED _____

THIS FORM PREPARED BY _____

TELEPHONE (INCLUDE AREA CODE) _____

FOR STATE USE ONLY
COMMENTS:
PROCESSED _____ RETURNED _____ REJECTED _____
DATE / INITIALS _____

This institute is an equal opportunity provider.

INSTRUCTIONS FOR COMPLETING DOH-3703

GENERAL INSTRUCTIONS

- A. If you have any questions while completing the claim, please call **CACFP at 1-800-942-3858** for assistance.
- B. This Claim for Reimbursement for Sponsors of Day Care Centers (DOH-3703) must be typed or handwritten legibly in black or blue ink. Report program information for only one calendar month on each claim form.
- C. To be paid for meals served, this claim form must be submitted to CACFP. Contact CACFP if you would like to claim online.
- D. CACFP encourages sponsors to submit claims by the 10th of the month following the claim month. CACFP can accept claims received within 60 days of the last day of the claim month.
- E. Reimbursement for all meals and snacks (except At-Risk and Shelters) is calculated as a percentage of the number of enrolled participants in the free, reduced-price and paid reimbursement categories, as reported on this claim. At-Risk meals for approved centers and meals claimed for Shelters are paid at the free rate.
- F. All program records including income eligibility forms, attendance, meal counts, receipts, invoices, etc. must be kept and available for review for a period of 3 years after the submission of the final claim for the fiscal year for which they pertain.
- G. Your claim will be returned or payment delayed if not complete.

SPECIFIC INSTRUCTIONS

Complete the claim form from top to bottom. Write all of the information for your first center in the left column, then report each additional center in a separate column. If you have more than three centers, use additional pages.

CACFP Agreement #: Write in your 4 digit CACFP agreement number, which can be found on your CACFP application and approval letter.

Sponsor Name: Enter the complete name of your Organization as stated on your CACFP application and approval letter.

Claim Month: Enter, in numbers, the month that this claim or adjusted claim covers.

Claim Year: Enter, in numbers, the year that this claim or adjusted claim covers.

Adjusted Claim: Check if this claim is an ADJUSTED CLAIM. An adjusted claim allows you to report changes to the original claim; i.e., additional meals or less meals you may have over-claimed. The adjusted claim must report the correct number of meals; CACFP will calculate your reimbursement by comparing it against your original claim.

Center Number: Enter the four-digit number assigned to each center.

Center Name: Write in the name of the center corresponding to the CACFP center number.

Attendance Reporting

Total Days of Operation: Enter the number of days the center was in operation during the month of the claim

Total Attendance: Add together the number of participants in attendance for each day of operation, and then enter the grand total of these numbers.

Income Eligibility Categories for All Participants: Enter the number of participants whose income eligibility form makes them eligible to be claimed in the free, reduced-price or paid category. Any participant without an income eligibility form must be reported in the paid category. The total should equal the number of participants enrolled in care during the claim month. If only At-Risk meals are claimed, or the center is an emergency shelter, do not complete this section.

For-Profit Centers Only: For-profit child care centers are eligible to submit a claim only if 25% of the enrolled participants, or 25% of the licensed capacity (whichever is less) receive subsidized tuition payments or are eligible to be claimed in the free or reduced-price income eligibility category. If the number of free and reduced-price does not equal 25%, write in the total number of children whose tuition is subsidized by DSS, ACS or HRA. For-profit adult day care centers are eligible to submit a claim for any month that Medicaid payments have been received for 25% or more of the enrolled adults.

Meals/Snacks Served: Enter the total number of meals served to eligible participants at the center.

Second Meals/Snacks Served: For vended centers approved to claim Seconds, enter the number of second meals served.

At Risk Snacks/Suppers:

Total Days of Operation: Enter the number of days the center was in operation during the month of the claim.

Total Attendance: Add together the number of participants in attendance for each day of operation, and then enter the grand total of these numbers.

A child receiving At-Risk and non-At-Risk meals (for example, At-Risk Snack and Breakfast) would be reported in both Total Attendance sections of the claim.

SIGN the claim before submitting it to CACFP. Only the original signature of an authorized representative, as indicated on the Certificate of Authority (DOH-3671), will be accepted. Make a copy for your records and mail the original form to: NYS DOH Child & Adult Care Food Program, 150 Broadway Suite 650, Albany, NY 12204

Appendix E

CACFP Child Meal Pattern

Child Meal Pattern

			REQUIRED MINIMUM QUANTITIES		
	FOOD COMPONENTS	FOOD ITEMS	AGES 1-2	AGES 3-5	AGES 6-18
BREAKFAST	Milk¹	Fat-free or Low-fat (1%) Milk	1/2 cup	3/4 cup	1 cup
<i>All 3 components must be served</i>	Vegetables/Fruits²	Vegetable, Fruit or both or 100% Juice	1/4 cup	1/2 cup	1/2 cup
	Grains/Bread^{3,4}	Bread or	1/2 slice	1/2 slice	1 slice
		Biscuit, Roll or Muffin or	1/2 serving	1/2 serving	1 serving
		Cooked Cereal or	1/4 cup	1/4 cup	1/2 cup
		Dry Cereal Flakes or Rounds Puffed Cereal Granola	1/2 cup 3/4 cup 1/8 cup	1/2 cup 3/4 cup 1/8 cup	1 cup 1 1/4 cup 1/4 cup
SNACK	Milk	Fat-free or Low-fat (1%) Milk	1/2 cup	1/2 cup	1 cup
<i>Select 2 different components of the 5 listed</i>	Vegetables	Vegetable or 100% Juice	1/2 cup	1/2 cup	3/4 cup
	Fruits	Fruit or 100% Juice	1/2 cup	1/2 cup	3/4 cup
	Grains/Bread	See list above and below	1/2 serving	1/2 serving	1 serving
	Meat/Meat Alternate (see list below)	Lean Meat, Poultry or Fish or	1/2 oz.	1/2 oz.	1 oz.
		Peanut Butter, Soy Nut Butter, other Nut or Seed Butter or	1 Tbsp.	1 Tbsp.	2 Tbsp.
		Peanuts, Nuts or Seeds or Yogurt	1/2 oz. 2 oz.	1/2 oz. 2 oz.	1 oz. 4 oz.
LUNCH OR SUPPER	Milk	Fat-free or Low-fat (1%) Milk	1/2 cup	3/4 cup	1 cup
<i>All 5 components must be served</i>	Vegetables	Vegetable or 100% Juice	1/8 cup	1/4 cup	1/2 cup
	Fruits⁵	Fruit or 100% Juice	1/8 cup	1/4 cup	1/4 cup
	Grains/Bread (see list above)	Bread or	1/2 slice	1/2 slice	1 slice
		Cooked Pasta, Noodles or Grains or	1/4 cup	1/4 cup	1/2 cup
		6-inch Tortilla	1/2 tortilla	1/2 tortilla	1 tortilla
	Meat/Meat Alternate	Lean Meat, Poultry or Fish or	1 oz.	1 1/2 oz.	2 oz.
		Tofu or	2 oz.	3 oz.	4 oz.
		Cheese or	1 oz.	1 1/2 oz.	2 oz.
		Yogurt or	4 oz.	6 oz.	8 oz.
		Cottage Cheese or	2 oz.	3 oz.	4 oz.
		Cooked Dry Beans, Peas or Lentils or	1/4 cup	3/8 cup	1/2 cup
		Egg or	1/2	3/4	1
		Peanut Butter, Soy Nut Butter, other Nut or Seed Butter or	2 Tbsp.	3 Tbsp.	4 Tbsp.
		Peanuts, Nuts or Seeds	1/2 oz.=50%	3/4 oz.=50%	1 oz.=50%

¹ Whole milk is required for children up to 2 years of age. Unflavored milk is required for children younger than 6 years old. If served, flavored milk must be fat-free for six year olds and older.

² No more than one serving of 100% juice may be served per day.

³ At breakfast, meat/meat alternate may be served in place of the entire grain component up to 3 times per week. When serving meat/meat alternate, use the quantities listed for snack.

⁴ At least one serving of whole-grain rich Grains/Bread must be served and recorded on the menu every day.

⁵ At lunch or supper, one vegetable and one fruit or two different vegetables may be served.

Refer to the *Crediting Foods in CACFP* for information about specific meal components.

Appendix F

Sample CACFP Cycle Menu

CACFP At-Risk Afterschool Snack/Supper Sample Cycle Menu

Week 1

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday (lunch)
Menu:		Stir-fry	Pita pockets	Vegetable pizza	Pasta salad	Chicken sandwich	Egg salad sandwich
Meal Components	Meat or meat alternate	Tofu or chicken	Turkey cold cuts	Mozzarella cheese	Cannellini beans	Chicken breast	Hardboiled eggs
	Grain	Brown rice	Whole grain pita	Whole grain pizza crust	Whole grain pasta	Whole grain roll	Whole grain bread
	Vegetable	Snow peas	Fresh spinach	Chopped broccoli	Diced bell pepper	Cauliflower	Celery sticks
	Vegetable or fruit	Bell pepper strips	Sliced cucumber	Diced red peppers	Cherry tomatoes	Sliced peaches	Grapes
	Fluid milk	1% or fat-free milk	1% or fat-free milk	1% or fat-free milk	1% or fat-free milk	1% or fat-free milk	1% or fat-free milk

Snack—any two meal components, plus water if no other beverage:

Meal Components	Meat or meat alternate	Cheese cubes	Yogurt		Hummus		Cheese cubes
	Grain				Whole grain pita		Whole grain crackers
	Vegetable					Baby carrots	
	Vegetable or fruit	Apple	Strawberries	Fresh fruit salad		Grapes	
	Fluid milk			1% or fat-free milk			

At-Risk programs that operate on weekends and/or during school breaks throughout the regular school year may serve meals/snacks on those days in addition to or instead of after school. Programs may serve up to one meal and one snack per child per day. In this example, the program serves lunch and an afternoon snack on Saturdays.



Week 2

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday (lunch)
Menu:		Ham & cheese sandwich	Bean burritos	Chef salad	Breakfast for dinner	Vegetable wrap	Lentil tacos
Meal Components	Meat or meat alternate	Sliced ham	Cheddar cheese	Chopped chicken and turkey	Scrambled eggs	Hummus	Cheddar cheese
	Grain	Whole grain bread	Whole grain tortilla	Whole grain roll	Whole grain toast	Whole grain tortilla or pita	Whole grain tortilla
	Vegetable	Baby carrots	Black beans	Romaine lettuce	Roasted potatoes	Fresh spinach	Lentils
	Vegetable or fruit	Apple	Avocado	Chopped tomatoes	Fresh fruit salad	Cucumber slices	Diced tomatoes
	Fluid milk	1% or fat-free milk	1% or fat-free milk	1% or fat-free milk	1% or fat-free milk	1% or fat-free milk	1% or fat-free milk

Snack—any two meal components, plus water if no other beverage:

Meal Components	Meat or meat alternate	Hummus	Nut butter	Cottage cheese	Nut butter	Yogurt	
	Grain		Whole grain bagel				Whole grain banana muffin
	Vegetable				Celery sticks		
	Vegetable or fruit	Sugar snap peas		Orange slices		Diced pineapple	
	Fluid milk						1% or fat-free milk

Appendix G

Vending Meals in CACFP

Vending Meals in CACFP

Afterschool programs and day care centers participating in the Child and Adult Care Food Program (CACFP) have the option to vend meals and snacks from a local school district, another CACFP sponsor, or a food service vendor. This option can be ideal for programs and centers with limited staff capacity or equipment for food preparation.

The process for contracting with a vendor depends on the type of organization sponsoring CACFP—private non-profit, private for-profit, or public entity—and whether the vended meal purchases will exceed \$250,000 annually. The following excerpts are sourced from the New York State Department of Health (NYSDOH) Vendor Contract Packets; see the complete packets and contact NYSDOH for more information. Please note as of June 2018, the annual purchasing threshold for different vending processes changed from \$100,000 to \$250,000 in NYS; some documents may not yet reflect this change.

Note:

NYSDOH is currently updating the CACFP Vendor Contract Packets. Once updates are complete, the packets will be available on the NYS CACFP website:

health.ny.gov/prevention/nutrition/cacfp/centers.htm

“Public entities include public schools, hospitals, colleges, government, etc. They are not required to use CACFP’s standard Vendor Contract. They should follow their own agency’s procurement rules and use their own contracts.”

“All **private non-profit and for-profit institutions** are required to use CACFP’s standard Vendor Contract. [...] Contracts and extensions are available at www.nyhealth.gov/nutrition, by calling 1-800-942-3858, ext. 27262 or by faxing the CACFP order form to 518-402-7252.”

“When vended meal purchases will be [\$250,000] or less, private non-profit and for-profit institutions should obtain informal price quotes from at least three vendors to compare costs. After identifying the lowest price quote, the institution and the vendor sign the completed contract. Institutions are not required to submit these contracts to CACFP. The institution is still responsible for managing and monitoring the contract to ensure compliance with CACFP meal requirements. All documents including the contract, price quotes, daily delivery invoices, and monthly invoices must be kept on file by the organization for review by CACFP, when requested.”

“When vended meal purchases will be more than [\$250,000], private non-profit and for-profit institutions are required to follow the formal bid process below:

- Advertise the bid in the newspaper
- Send the invitation for bid to interested parties
- Open all bids as required
- Submit the bids and contract to CACFP before notifying the vendors and signing the contract

The only exception to the formal bid process is for the institution that plans to contract with a school. They are required to obtain informal price quotes and follow the procedure above for contracts under [\$250,000].”

For more information, contact NYS Department of Health; call (518) 402-7400 or email cacfp@health.ny.gov using the subject line “Outreach Coordinator.”

Appendix H

CACFP Administrative Tasks Checklist

CACFP Administrative Tasks Checklist

Sponsor Tasks

Site Tasks

Daily

- ☒ **Prepare food or receive and check in delivered meals**
 - Food Production Record: on.ny.gov/2DUqzls
 - Food Production Record Instructions: on.ny.gov/2Stj0tV
- ☒ **Take attendance.**
- ☒ **Serve meals/snacks.**
- ☒ **Complete meal/snack counts—number prepared and number served.**
 - Daily Supper/Snack Count form: on.ny.gov/2TxmaKH

Monthly

- ☒ **Plan monthly menu.**
 - CACFP Child Meal Pattern: on.ny.gov/2SANI4J
 - Sample Menus available on AfterschoolMealsNY.org
 - Crediting Foods in CACFP: on.ny.gov/2TtfUU6
 - ☒ **Gather and retain required documentation from sites** (e.g., attendance, meal counts, etc.).
 - ☒ **Submit reimbursement claims.¹**
 - Claim for Reimbursement form:¹ on.ny.gov/2RH086c
- ☒ **Send attendance, meal counts, and other required information to sponsor.**

At least 3x per year

- ☒ **Conduct site reviews.**
 - At least two must be unannounced, and at least one unannounced visit must be during a meal time.
 - Monitor Checklist: on.ny.gov/2Sv5kx

Annually

- ☒ **Renew CACFP application.¹**
 - CACFP provides the most current forms and instructions to sponsors every fall.
 - ☒ **Train site staff.**
- ☒ **Attend CACFP training facilitated by the sponsor.**

Administrative tasks may vary by program; discuss these responsibilities with your sponsor, site staff, and NYSDOH public health nutritionist to ensure your program is meeting all CACFP requirements.

¹ Monthly reimbursement claims and annual renewals may be completed online through the CACFP Information and Payment System (CIPS). Learn more: on.ny.gov/2TCpfJy

Appendix I

Example CACFP
Application Form

See Instructions on Page 4

CACFP Agreement # _____ Center # _____

Center Name _____

LICENSE/REGISTRATION INFORMATION

A1. Center Type

- ☐ Adult Care
☐ Child Care
☐ Head Start
☐ School Age
☐ Shelter
☐ Tribal

A2. Approval Type

- ☐ License/Registered by OCFS
☐ License/Registered by NYC DOHMH
☐ Approved by OMH
☐ Approved by OMRDD
☐ Approved by OFA
☐ Approved by OHSM
☐ Unlicensed/Exempt: School-run Program
☐ Unlicensed/Exempt: Teen Only Program
☐ Unlicensed/Exempt: Military Program
☐ Unlicensed/Exempt: Tribal Program
☐ Unlicensed/Exempt: Other

A3. License Number _____

A4. License Effective Date _____

A5. License Expiration Date _____

A6. License Capacity _____

A7. Age Range of Participants

From _____ Yrs _____ Mos
To _____ Yrs _____ Mos

A8. Do you provide childcare for infants under 12 months old?

☐ Yes ☐ No

A9. Enter the elementary, middle or high school a child would attend if he/she lived next door to this center.

Name _____

Address _____

Street Address

A10.	ADDRESS 1	
A11.	ADDRESS 2	
A12.	CITY	
A13.	STATE	ZIP
A14.	COUNTY	

Mailing Address (if different than Street Address)

A15.	ADDRESS 1	
A16.	ADDRESS 2	
A17.	CITY	
A18.	STATE	ZIP

Center Information

A19. Affiliation

☐ Affiliated ☐ Unaffiliated

A20. Tax Status

☐ For-Profit ☐ Nonprofit

CONTACTS

Center Contact – Person in charge of this center on a daily basis

B1.	FIRST NAME	LAST NAME	
B2.	FACILITY PHONE		EXT
	TITLE		
B3.	CELL PHONE	EMAIL	
B4.	FAX		

Additional Center Contact – Alternate person in charge on a daily basis

B5.	FIRST NAME	LAST NAME	
B6.	FACILITY PHONE		EXT
	TITLE		
B7.	CELL PHONE	EMAIL	
B8.	FAX		

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HOURS/MEALS**Schedule**

C1. A. Months of Operation (check all that apply)

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
-----	-----	-----	-----	-----	-----	-----	-----	------	-----	-----	-----

B. Days of Operation (check all that apply)

MON	TUES	WED	THURS	FRI	SAT	SUN
-----	------	-----	-------	-----	-----	-----

Regular Schedule

C2. Schedule Time Open _____ Time Close _____

C3. Hours meals are served

MEAL	# PARTICIPANTS	START TIME	END TIME
<input type="checkbox"/> Breakfast			
<input type="checkbox"/> AM Snack			
<input type="checkbox"/> Lunch			
<input type="checkbox"/> PM Snack			
<input type="checkbox"/> Supper			
<input type="checkbox"/> Evening Snack			
<input type="checkbox"/> At-Risk Snack			
<input type="checkbox"/> At-Risk Supper			

Holiday, Weekend or School Vacation Schedule

C4. Schedule Time Open _____ Time Close _____

C5. Hours meals are served

MEAL	# PARTICIPANTS	START TIME	END TIME
<input type="checkbox"/> Breakfast			
<input type="checkbox"/> AM Snack			
<input type="checkbox"/> Lunch			
<input type="checkbox"/> PM Snack			
<input type="checkbox"/> Supper			
<input type="checkbox"/> Evening Snack			
<input type="checkbox"/> At-Risk Snack			
<input type="checkbox"/> At-Risk Supper			

C6. How is the food prepared?

- ☐ A. Prepared at this center
☐ B. Prepared at Organization's central kitchen
☐ C. Purchased from a local school system
☐ D. Purchased from a food service vendor

C7. Check all meals that are purchased through a food service vendor

- ☐ Breakfast ☐ Lunch ☐ Supper ☐ Snacks

C8. Do you have a food service contract? ☐ Yes ☐ No

C9. Name of Food Service Vendor _____

C10. Contract Period From _____ To _____

PARTICIPANT INFORMATION

D1. Number of enrolled participants in each income eligibility category:

A. Free Category _____
 B. Reduced Category _____
 C. Paid Category _____
 D. Total Enrolled _____

D2. Numbers in D1 above are ☐ Estimate ☐ Actual

D3. Does this center provide transportation to participants? ☐ No

☐ Yes, it is available to all participants
☐ Yes, it is available to only these participants
 Describe participants _____

ETHNIC/RACIAL INFORMATION

D4. By visual observation, using your best judgment, count the number of participants in care at this center in each ethnic category.

COUNT	
HISPANIC OR LATINO	
NOT HISPANIC OR LATINO	

D5. Now indicate the racial category for each participant in care.

COUNT	
AMERICAN INDIAN OR ALASKAN NATIVE	
ASIAN	
BLACK OR AFRICAN AMERICAN	
NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	
WHITE	

CERTIFICATION

I certify this information is correct to the best of my knowledge. I also certify that this center is not participating in the Child and Adult Food Program under any other organization.

*Please Sign in Ink*Signature of Center Contact (Question B1) Jane Doe

Date _____

FOR STATE USE ONLY

Date Eligible for CACFP _____

Eligible for At-Risk ☐ Yes ☐ No

Meals Approved to be Claimed

BEDS No _____

For _____:

At-Risk Expiration Date _____

For children age 6-18: _____

Approved for

SCHOOL DAYS

☐ At-Risk Snacks☐ At-Risk Suppers

NON-SCHOOL DAYS

☐ 10-Months (Sept-June)☐ 12 Months

Meals Approved for Shifts _____

Meals Approved for Seconds _____

Comments _____

INSTRUCTIONS FOR COMPLETING DOH-3682

The number of each instruction corresponds to the numbered questions on the form that may need clarification.

A1. Center Type

Adult Care. The center provides a multi-disciplinary day care program to adults who are functionally impaired or 60 years of age or older and who reside in the community.

School Age. After school program for children or teens.

Shelter. Emergency shelters that provide services to homeless families with children.

A2. Approval Type

Each license, registration or operating certificate, as well as each location, is considered to be a separate center and requires a separate Application for Participation of Individual Centers (DOH-3682).

A7. Age Range of Participants – Participants are the children or adults that the center provides care for.

A9. Complete only if the center is an afterschool program.

A19. Affiliated-the center is a legal part of the organization named in the sponsor application.

Unaffiliated-the center is legally separate from the organization named in the sponsor application.

C3. Check off the meals which are served at the center on a daily basis and school vacation/holiday/weekend, if different. Enter the number of participants usually served at each meal daily and the time the meal is served. Reimbursement may be claimed only for two meals and one snack or two snacks and one meal per participant per day. Shelters may claim three meals (breakfast, lunch and supper) or two meals and one snack per child per day.

At Risk Snack and/or At Risk Supper may be claimed for school age children in an afterschool enrichment/educational program in a low-income area.

D1. Refer to the Income Eligibility Guidelines (CACFP-3687) to determine or estimate the number of participants in each of the income eligibility categories.

D4. HISPANIC OR LATINO – A person of Cuban, Mexican, Puerto Rican, South or Central South American, or other Spanish culture or origin, regardless of race.

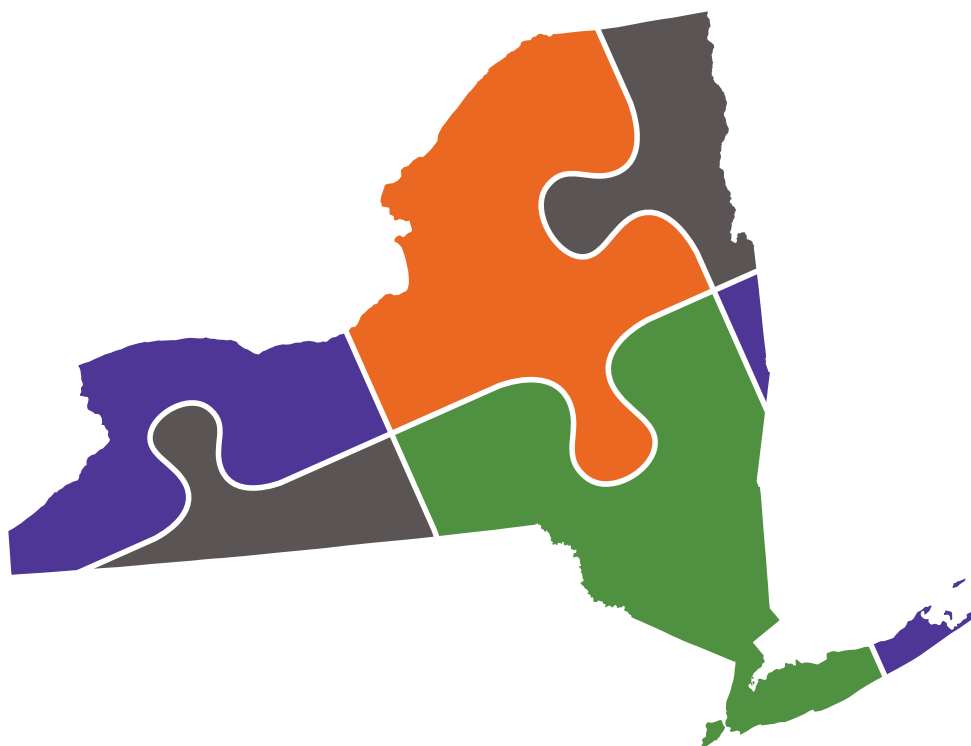
AMERICAN INDIAN OR ALASKAN NATIVE – A person having origins in any of the original peoples of North or South America, and who maintains tribal affiliations or community attachment (includes Aleuts and Eskimos)

ASIAN – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent. This area includes China, Japan, Korea, India and the Philippine Islands.

BLACK OR AFRICAN AMERICAN – A person having origins in any of the black racial groups of Africa.

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER – A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

WHITE – A person having origins in any of the original peoples of Europe, North Africa or the Middle East.



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FoodHelpNY.org
SummerMealsNY.org
ChildcareMealsNY.org
SchoolMealsHubNY.org
AfterschoolMealsNY.org
HungerSolutionsNY.org

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