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This handbook provides an introduction to the “At-Risk” Afterschool Meal program and outlines the benefits of participation. It includes information and resources for starting a new program. It also highlights stories from successful Afterschool Meal programs to serve as examples of the range of possibilities that exist.

We invite you to consider the Afterschool Meal program as a way to meet the nutritional needs of active, growing children in your community who spend time in an Afterschool program.

Contact OSPI Child Nutrition Services to learn more about how the CACFP At-Risk Afterschool Meal Program can meet the needs of your community. 360-725-6200
The Child and Adult Care Food Program “At-Risk” Afterschool Meal Program (CACFP Afterschool Meals) is a valuable tool in the fight against childhood hunger and a great resource for after school programs operating in low income communities across the country. Through the program, the USDA reimburses sponsors for nutritious meals served to children in after school enrichment programs. While many after school programs are located in schools, CACFP Afterschool Meals allows any qualified after school program to participate as long as it is located within a school attendance boundary where 50% or more of children are eligible for free or reduced price lunches. This means that churches, apartment complexes, community centers, Boys & Girls clubs and other organizations may be eligible to receive reimbursement funds through the CACFP Afterschool Meals Program.

Here in Washington, the program is administered by Office of Superintendent of Public Instruction (OSPI) Child and Adult Care Food Program (CACFP). Children who are 18 years or younger at the start of the school year can participate in the Afterschool Meal program. After school programs may participate as an independent sponsor or serve meals as a site for another sponsor. In addition, schools that offer “expanded learning time” may also participate. Meals can be served at any time during the Afterschool program. If children arrive at 3 pm and are hungry, sites can serve a full meal when they arrive.

CACFP Afterschool Meals sponsors can be reimbursed for up to one meal and one snack per child served during out of school time. In addition to serving Afterschool Meals, some programs also serve meals and snacks on the weekends and during breaks. While the program is only available during the school year, many programs find that serving meals during winter or spring breaks helps attract kids to their programs and helps families that normally rely on school meals ensure that their kids have access to nutritious meals when school is not in session.
The Benefits of Afterschool Meals

Afterschool providers agree that meals and snacks attract children to out-of-school-time programs and help them stay active and engaged in activities while their parents are working. Providing healthy meals and snacks is particularly important given that 1 in 5 children live in families that are struggling with hunger. By providing healthy food, after school programs can play a critical role in preventing hunger and improving overall child health. Other benefits include:

• Reimbursement for meals served in after school programs can be an important revenue source for sponsors. Funds received for serving meals allows programs to provide higher quality foods; some school programs have used this revenue to employ food service staff for longer hours giving them higher wages. Others have used this revenue to pay for staff during meal times, freeing up funds from other sources to increase enrollment and program quality.

• The Afterschool Meals program fights hunger during a time when many parents face economic uncertainty. Afterschool Meals provide a stable source of nutritious food for children whose parents work evening hours.

• The program can begin to address the “opportunity gap” for many low income students by supporting afterschool care and improving after school program- ing quality.

• Offering meals after school often increases attendance in after school programs.

Success Stories

“Feeding Older Kids”
—Boys and Girls Clubs of South Puget Sound

South Puget Sound Boys and Girls clubs have been serving afterschool snacks that were reimbursed by CACFP for about 10 years. They added Afterschool Meals when this program became available in our state and now serve an evening meal at 5 sites in the Tacoma area. Because many of the children have long bus rides from their schools to the Boys and Girls Clubs, they are served a snack when they arrive and the meal is served at 6 p.m. Kristen Shiplet describes the afterschool meal program as benefiting their program by allowing them to serve teenagers and it has helped with program retention at the clubs. The higher reimbursement rate for the meal also helps cover some of the costs of providing the hot meal. Kristen suspects that approximately 70% of the children they serve don’t get dinner at home, so this program is providing a much needed service for their families. For more information, contact Kristen at shiplekt@bgcsp.org.
Getting Started

The first step to serving Afterschool Meals in your program is either becoming a CACFP sponsor, or finding a sponsor that is willing to take on your program as an Afterschool Meals site. CACFP Afterschool Meal program can be operated by:

- Public and private nonprofit schools
- Local government agencies, such as city park and recreation departments, county health departments and other municipal agencies
- Private nonprofit organizations, such as YMCAs, United Ways, Boys and Girls Clubs, community athletic leagues, food banks and religious congregations
- For-profit entities (although for-profit afterschool programs that are not part of a traditional child care center are not eligible to participate. For more information on participating as a for-profit, please contact OPSI CACFP staff, see resource section on page 15)

Success Stories

“Adapting their meal service to meet the needs of kids”
—Bellevue School District Afterschool Meals

Bellevue started an Afterschool Meal program in the 2011-2012 school year with a pilot program. The food service director thought that serving a hot meal at 5:30 p.m. would work well, but many of the children were gone before the meal was served. This year, Bellevue offers the Afterschool Meal program at Lake Hills Elementary and they serve between 60-150 children daily. The timing of the hot meal was shifted to 3:05 p.m. and the schedule re-arranged so children ate the meal first, then participated in programming followed by a late recess period for physical activity. For more information, contact Kathy Dumas at Dumask@bsd405.org.

Programs need to meet the following qualifications in order to participate in this program:

- Provide care for children after school or on the weekends, holidays or school vacations during the regular school year
- Provide educational or enrichment activities in an organized, structured and supervised environment, although there is no requirement that all children receiving meals participate in the offered activities
- Be located in the attendance area of a school where 50% or more of the children are eligible for free or reduced price lunch
- Meet local health and safety requirements or be a child care center licensed by the Department of Early Learning
- Keep daily attendance records of program participants
- Keep menus and receipts for the purchase of food and supplies for all snacks and suppers that meet the nutrition requirements
- Record and report the total number of meals and snacks served each day

To become a sponsor, contact OSPI CACFP staff (see resource section on page 15). Once you have begun the application you can work with OSPI’s Program Specialist to complete your application. Sponsors must attend a half-day training and have a site visit in order to complete the application process. While many sponsors prepare their own meals, some sponsors choose to purchase meals from vendors such as local school districts or food service management companies. If your Afterschool Meals program is looking for a meal vendor contact a local school district, another CACFP sponsor or a Program specialist at OPSI.
Dollars and Cents: Reimbursement

The reimbursement rates are determined by USDA and adjusted every July 1st. The current reimbursement rates are:

Since the funding is tied to the number of children who are served, the reimbursement will increase as participation in your program increases.

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>Reimbursement Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal (Supper)</td>
<td>$3.16</td>
</tr>
<tr>
<td>Snack</td>
<td>0.80</td>
</tr>
</tbody>
</table>

“Community Collaboration to Serve Kids”

—Highline School District Afterschool Meals

Highline School District piloted the At-Risk Afterschool Meals in one elementary school in May of 2012 and expanded to reach six more schools in 2013. The Highline school district partners with Community Schools Collaboration, an organization based in Tukwila, whose goal is to provide safe places for students and ensure that kids have access to academic support and enrichment activities. Highline School District uses their existing staff and kitchen resources to prepare the Afterschool Meals, keeping costs down and allowing for program growth. The Community Schools Collaboration has a strong partnership with the Nutrition Services program in the Highline School District which contributed to the growth in this program. For more information, contact Highline Nutrition Services Department at (206) 433-2209.
Budgeting

Careful financial management is key to the success of an after school program. Here are a few tips for keeping track of your expenses and setting your budget.

Reimbursement

The first step to building a sound budget is estimating your reimbursement. For example, a site that serves a meal to 20 children each day after school:

- In a month’s time, the program will have served a total of 400 meals (20 children X 5 days a week X 4 weeks), provided each child participated in the Afterschool Meals program every day.
- Their projected reimbursement rate will be $1264.00 for the month (400 meals X $3.16 reimbursement/meal).

Costs

Costs associated with the Afterschool Meal Program include food, start-up costs (kitchen staple items), administration, electricity, water and food delivery materials (cups, plates, utensils). Many times start-up costs can be covered through grants. Remember to keep receipts.

Projected Budget

Approximate budget for Supper served to 20 children for one month

<table>
<thead>
<tr>
<th>Estimated Reimbursement</th>
<th>$1264.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Up Costs</td>
<td>411.00</td>
</tr>
<tr>
<td>(dry goods, oils flavorings, tools etc.)*</td>
<td></td>
</tr>
<tr>
<td>Food Costs*</td>
<td>640.00</td>
</tr>
<tr>
<td>Remaining Funds</td>
<td>213.00</td>
</tr>
</tbody>
</table>

*Cost data taken from Colorado Afterschool Meal Guide

What these figures show is a budget surplus of $213 which can then be applied to other costs that the program has, such as staff time for meal service and food prep or other costs associated with serving meals. It is also important to note that sponsors can use up to 15% of reimbursement funds to cover administrative costs of being a CACFP sponsor.

Success Stories

“Innovative Program Model”
—Food Lifeline

Food Lifeline serves as a sponsor to unaffiliated Afterschool Meals sites across Western Washington. A sponsor of unaffiliated sites is not legally part of the same organization as the sites they serve but both the sponsor and the site are able to work together to expand access to the Afterschool meals program. Through their Kids Café program, Food Lifeline sends a week’s worth of meals at one time to the sites. Their unique food sourcing connections allows them to purchase individually wrapped components that, when combined, make a complete cold meal. Their menu offers fresh fruits and vegetables and other perishable products in addition to shelf stable components. This program design allows sites to participate that may not have the resources to prepare their own food. Food Lifeline is able to reach after school programs in both rural and urban areas with their innovative program design. For more information, e-mail them at kidscafe@fll.org or call (206) 545–6600.
Nutrition Requirements

Serving healthy, balanced meals and snacks is a cornerstone of all Child Nutrition programs. Afterschool Meals should be designed to follow the Dietary Guidelines for Americans and be appealing to children. Meals can be served either hot or cold, depending upon the available kitchen facilities, staff capabilities and preferences of the children.

In order for a sponsor to receive reimbursement for a meal from CACFP, the meal needs to follow the USDA meal pattern requirements. A reimbursable meal includes:

- Milk (fat free or 1% for children over the age of 2)
- Protein (meat or meat alternate)
- Grain (bread or bread alternate)
- Fruit and/or Vegetable—2 servings

A reimbursable snack includes two of the above four components.

Portion sizes vary by age and are shown in the CACFP meal pattern chart on page 12 of this handbook.
## Frequently Asked Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Do I have to serve meals or snacks every day?</strong></td>
<td>No. Some programs operate on a different weekly schedule, such as twice weekly or perhaps only meeting once a week, i.e. a Friday after school program that features tutoring and basketball. As long as there is an enrichment component, these programs could qualify to serve Afterschool Meals.</td>
</tr>
<tr>
<td><strong>What should I do if I don’t think that my organization has the capacity to be a CACFP Afterschool Meals sponsor?</strong></td>
<td>First, make sure that you really can’t be a sponsor. OSPI’s program specialists will work with you to help you finish the application and develop systems to make meal counting and submitting claims simple and straightforward. Contact the program specialist for your area and talk to them about your program and your concerns about becoming a sponsor. In some cases it makes sense for after school programs to serve as sites to another sponsor in the community. OSPI staff can work with you and any potential sponsoring organization to ensure that you meet all program requirements.</td>
</tr>
<tr>
<td><strong>Do we have to serve hot meals?</strong></td>
<td>No. Many programs serve cold evening meals. These often consist of a sandwich, fruit, vegetable and milk. The type of meal you serve depends upon your facility, the equipment and staff you have available. Cold meals can be as nutritious as hot ones!</td>
</tr>
</tbody>
</table>
**When can we serve our Afterschool Meals and Snacks?**

The meal can be served at any time during your after school program. Many sponsors choose to serve the Afterschool Meal at the beginning of the program and the snack later in the evening. Make sure to talk to your program specialist about scheduling your meals and snacks in a way that meets all program requirements.

**If I serve afterschool meals will kids skip dinner?**

For some children the afterschool meal may be their dinner, but for others it may simply fill their stomachs until a parent picks them up and prepares a dinner at home. In any case, the child's appetite is the best guideline to follow when providing additional food at home. Perhaps all that is needed at home is a snack before bedtime but some families may want to spend time together at the dinner table as a way of “connecting” at the end of each day. It is important to let families know that you will be serving a meal in your after school program so that they can make the best informed choice for their kids and family.

**How old can a child be to participate in the Afterschool Meal Program?**

Children need to be 18 years or younger at the start of the school year. If a child turns 19 during the school year, reimbursement may be claimed for meals served to this child for the rest of the school year. Younger children who are also present can be served an Afterschool Meal also. They need not be enrolled in the Afterschool program in order to eat the meal.

**If a child eats both an Afterschool Meal and dinner at home, will it contribute to childhood obesity?**

Childhood obesity is a complex problem with many contributing factors. Afterschool meals follow federal guidelines and meet nutrition standards for good health. One rapidly growing child may need two “meals” after school, but another child may gain weight too quickly on this level of calorie intake. We believe that a parent is the best resource for helping each child achieve and maintain a healthy weight. If a child is overweight, it may be important to consult with a family physician for guidance.
### CACFP Meal Pattern and Portion Sizes

<table>
<thead>
<tr>
<th>Food Components</th>
<th>Ages 1-2</th>
<th>Ages 3-5</th>
<th>Ages 6-12¹</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 milk</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>fluid milk</td>
<td>1/2 cup</td>
<td>3/4 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td><strong>2 fruits/vegetables</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>juice,² fruit and/or vegetable</td>
<td>1/4 cup</td>
<td>1/2 cup</td>
<td>3/4 cup</td>
</tr>
<tr>
<td><strong>1 grains/bread³</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>bread or</td>
<td>1/2 slice</td>
<td>1/2 slice</td>
<td>1 slice</td>
</tr>
<tr>
<td>cornbread or biscuit or roll or muffin or</td>
<td>1/2 serving</td>
<td>1/2 serving</td>
<td>1 serving</td>
</tr>
<tr>
<td>cold dry cereal or</td>
<td>1/4 cup</td>
<td>1/3 cup</td>
<td>3/4 cup</td>
</tr>
<tr>
<td>hot cooked cereal or</td>
<td>1/4 cup</td>
<td>1/4 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td>pasta or noodles or grains</td>
<td>1/4 cup</td>
<td>1/4 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td><strong>1 meat/meat alternate</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>meat or poultry or fish⁴ or</td>
<td>1 ounce</td>
<td>1 1/2 ounces</td>
<td>2 ounces</td>
</tr>
<tr>
<td>alternate protein product or</td>
<td>1 ounce</td>
<td>1 1/2 ounces</td>
<td>2 ounces</td>
</tr>
<tr>
<td>cheese or</td>
<td>1 ounce</td>
<td>1 1/2 ounces</td>
<td>2 ounces</td>
</tr>
<tr>
<td>egg or</td>
<td>1/2 egg</td>
<td>3/4 egg</td>
<td>1 egg</td>
</tr>
<tr>
<td>cooked dry beans or peas or</td>
<td>1/4 cup</td>
<td>3/8 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td>peanut or other nut or seed butters or</td>
<td>2 Tbsp.</td>
<td>3 Tbsp.</td>
<td>4 Tbsp.</td>
</tr>
<tr>
<td>nuts and/or seeds⁵ or</td>
<td>1/2 ounce</td>
<td>3/4 ounce</td>
<td>1 ounce</td>
</tr>
<tr>
<td>yogurt⁶</td>
<td>4 ounces</td>
<td>6 ounces</td>
<td>8 ounces</td>
</tr>
</tbody>
</table>

¹ Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.

² Fruit or vegetable juice must be full-strength.

³ Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

⁴ A serving consists of the edible portion of cooked lean meat or poultry or fish.

⁵ Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.

⁶ Yogurt may be plain or flavored, unsweetened or sweetened.
Choose One Entrée (Grain & Protein)

Hot Entrée
- Burrito (chicken, bean beef)**
- Hamburger on a whole wheat bun
- Chicken nuggets *
- BBQ chicken sandwich*
- Chicken teriyaki and rice **
- Chicken sandwich **
- Pizza *
- Meatloaf* and a whole wheat roll
- BBQ chicken or baked chicken and a whole wheat roll
- Chicken stir-fry with brown rice**
- Chili* and corn muffin*
- Vegetable or meat lasagna *
- Spaghetti and meatballs* OR spaghetti with meat sauce**
- Tuna or turkey melt sandwich *
- Grilled cheese sandwich
- Breakfast for dinner: scrambled eggs** and toast or pancakes*
- Chicken fajitas **

Cold Entrée
- Chef salad w/ egg, ham, cheese and whole wheat roll
- Cheese sticks and crackers
- Deli sandwich (turkey, egg salad*, tuna salad* ham, or roast beef)
- Hummus wrap
- Deli wrap (turkey, tuna salad*, egg salad*, ham, or roast beef)
- Peanut butter and jelly sandwich
- Yogurt and crackers or a muffin* or granola
- Hard boiled egg with crackers
- Taco salad with taco meat * or vegetarian taco salad with black beans **
- Cottage cheese and a muffin
- Deviled eggs* with crackers
- Apple nut and honey sandwich **

Choose two Fruits and Vegetables

Fruit
- Apple
- Applesauce
- Banana
- Berries
- Fruit cup—mixed fruit
- Grapes
- Kiwi
- Citrus fruit (oranges, tangerines, satsuma, grapefruit etc.)
- Pear
- Plum
- Peaches or nectarines
- Pineapple
- Mango
- Melon
- Papaya
- Figs
- Dates
- Passion fruit
- Dragon fruit
- Persimmons
- Kumquats

Vegetables
- Asparagus
- Broccoli
- Cabbage
- Carrots
- Cauliflower
- Celery
- Cucumber slices or spears
- Jicama sticks or slices
- Lettuce and salad greens
- Cooked greens (kale, collards, spinach, mustard greens etc.)
- Potato
- Sweet potato or yam
- Peas
- Tomatoes
- Broccoli
- Green beans
- Corn
- Pumpkin
- Bamboo shoots
- Mushrooms
- Bell peppers
- Radishes

* USDA Recipe
**Colorado Afterschool Meals Handbook recipe

Please see the resource section for information on how to access these recipes and many more.
### Weekly Menu Planner

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Entree</strong> (protein and grain)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fruit</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Vegetable</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Milk (Non-Fat or 1%)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### "Early Adopter"
—Wenatchee School District Afterschool Meals

In the 2011-2012 school year, Wenatchee School District was the first school districts in the state to transition from serving after school snacks as part of National School Lunch Program to the At-Risk Afterschool Meal Program of CACFP. They serve approximately 100 meals a day in two middle schools. It takes one food service staff person about an hour a day of additional time to prepare the Afterschool Meal. It also takes additional custodial time at each school but the higher reimbursement rate from Afterschool Meals helps the costs “pencil out”. The food service director, Kent Getzin, feels that the program has been easy to implement and he had support from Nutrition Services at OSPI to make the transition. For more information, contact Kent at getzin.k@mail.wsd.wednet.edu.
Resources for Afterschool Meal Program

USDA “At-Risk” Afterschool Meal Website: http://www.fns.usda.gov/cnd/care/afterschool.htm


Share Our Strength No Kid Hungry Center for Best Practices website, Afterschool Meals page: http://www.bestpractices.nokidhungry.org/Afterschool


Menu Planning Resources for Child and Adult Care Food Program (CACFP)


Washington State Resources

OSPI Child and Adult Care Food Program: (360) 725-6200

OSPI CACFP Website: http://www.k12.wa.us/ChildNutrition/Programs/CACFP/default.aspx

School’s Out Washington Summer and Afterschool Meals Page: http://www.schoolsoutwashington.org/1424_198/AfterschoolandSummerMeals.htm


Contact

Contact OSPI Child Nutrition Services to learn more about the CACFP At-Risk Afterschool Meal Program.

360-725-6200

Office of Superintendent of Public Instruction

OSPI’s mission is to prepare Washington students to live, learn, and work as productive citizens in the 21st century. In collaboration with educators, students, families, local communities, business, labor, and government, the Office of Superintendent of Public Instruction leads, supports, and oversees K-12 education, ensuring the success of all learners.

www.k12.wa.us

Children’s Alliance

The Children’s Alliance is a non-profit public policy advocacy organization whose mission is to improve the well being of children by effecting positive changes in public policies, priorities and programs.

www.childrensalliance.org
Why Your After School Program Should Join the At-Risk Afterschool Meals Program

Meals are nourishing.

• Building Strong Bodies: Improve the health and well being of the children you serve. The snacks and meals are nutritionally-balanced and allow kids to get the most from your enrichment program.

• Building Strong Minds: By the time children come to your programs it may have been 3-4 hours since their last meal, making it difficult to concentrate or learn. This program ensures that students continue to thrive even after the school bell rings.

• Building Strong Communities: After school programs provide a safe, supervised environment during a time when many youth would otherwise be home alone, or on the street.

Meal reimbursement helps your bottom line.

• Providing meals and snacks can be expensive, leaving program managers with a difficult choice between feeding kids and providing enrichment activities. The At-Risk Afterschool Meals program can help you do both, saving thousands of dollars on meals and snacks that can fund program activities.

• The meal program is a great tool to use for approaching future funders. Incorporating this as part of your fundraising budget shows potential funders your willingness to leverage all available resources in your community. It also demonstrates a commitment to your children’s overall health and wellness.

The Children’s Alliance and the Office of the Superintendent of Public Instruction are partnering to bring afterschool meals to more kids in more communities statewide.

Contact OSPI Child Nutrition Services to learn more about how the CACFP At-Risk Afterschool Meal Program can meet the needs of your community and your nutrition services department.

360-725-6200

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