

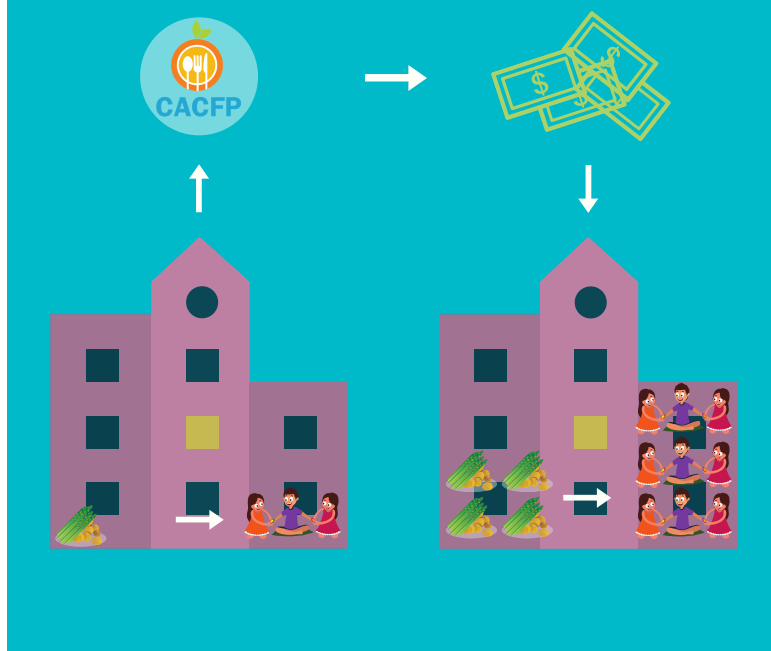
## BRING FREE MEALS TO YOUR OUT-OF-SCHOOL TIME PROGRAM

Child and Adult Care Food Program (CACFP): A Starting Guide for Out-of-School Time (OST) Programs Interested in Administering At-Risk Meals

### WHAT IS THE AT-RISK COMPONENT OF CACFP?

THE AT-RISK COMPONENT OF THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP) OFFERS FEDERAL FUNDING TO AFTERSCHOOL AND OTHER OST PROGRAMS THAT SERVE A MEAL AND/OR SNACK TO CHILDREN IN LOW-INCOME AREAS.

WITH THE POTENTIAL FOR 100% REIMBURSEMENTS ON MEALS/SNACKS SERVED, PROGRAMS ARE GIVEN THE POTENTIAL TO GROW. THIS IN TURN TRANSLATES INTO PROGRAMS BEING ABLE TO SERVE MORE FOOD TO MORE HUNGRY CHILDREN.



### PROGRAM ELIGIBILITY

- PROGRAM MUST BE ORGANIZED IN ORDER TO PROVIDE STRUCTURED LEARNING/ENRICHMENT SERVICES TO CHILDREN **AFTERSCHOOL** OR ON **WEEKENDS, HOLIDAYS, AND BREAKS** DURING THE REGULAR SCHOOL YEAR.
- PROGRAM **MUST** BE LOCATED IN AN ATTENDANCE AREA OF A SCHOOL WHERE **AT LEAST 50%** OR MORE OF CHILDREN ARE ELIGIBLE FOR FREE/REDUCED PRICE MEALS.

### PARTICIPANT ELIGIBILITY

- CHILDREN PARTAKING IN PROGRAMS MUST BE 18 YEARS OF AGE OR UNDER AT THE START OF THE ACADEMIC SCHOOL YEAR (YOUTH CAN TURN 19 DURING SCHOOL YEAR AND STILL PARTICIPATE IN AT-RISK MEALS PROGRAMS).

### ORGANIZATION ELIGIBILITY

- ONCE FOUND THAT THE PROGRAM IS ELIGIBLE, THE AFTERSCHOOL/OST PROGRAM MUST ALSO BE OPERATED BY AN ELIGIBLE ORGANIZATION.
- ELIGIBLE ORGANIZATIONS MUST MEET STATE AND/OR LOCAL LICENSING/HEALTH AND SAFETY STANDARDS.



# CREATING A BUDGET FOR AN AFTERSCHOOL AT-RISK MEALS PROGRAM

## CREATING THE BUDGET

STEP 1: DETERMINE HOW MANY SITES YOU HAVE. USE THE FICTIONAL AFTERSCHOOL CARE EXAMPLE BELOW AS A GUIDE.

Our program, Afterschool Care, has 2 locations: 1 in Santa Fe and 1 in Albuquerque.

Afterschool Care Santa Fe has 100 children  
 +  
 Afterschool Care Albuquerque has 150 children  
 = We'll serve **250** meals total per day

STEP 2: DECIDE IF YOUR PROGRAM CAN SERVE A MEAL OR A MEAL AND A SNACK (PROGRAMS THAT RUN LONGER THAN 2 HOURS QUALIFY TO SERVE BOTH A MEAL AND A SNACK. TO CHILDREN.

Afterschool Care runs from 3:00 pm to 5:00 pm Mon-Fri, so we are choosing to serve a meal every day that the program runs at both sites.

STEP 3: TO FIND OUT HOW MUCH THE PROGRAM WILL COST WEEKLY, APPLY THE REIMBURSEMENT RATE TO THE TOTAL NUMBER OF MEALS AND DAYS SERVED.

Afterschool Care: 250 total meals  
 x  
 \$3.31 (reimbursement rate for each meal served)  
 x  
 5 (number of days a week that meals will be served)  
 = **We have a weekly budget of \$4,137.50 for our food program.**

## HOW SHOULD I COOK AND SERVE FOOD AT MY AFTERSCHOOL PROGRAM?

Our program has a kitchen and storage

Our program **does not** have a kitchen and storage

Programs should be able to store food and have a kitchen that meets NM's health and safety standards that can prepare enough meals for each child.

Programs may contract with Food Service Management Providers, or a local partner and current meal program sponsor that can prepare and deliver food to the site.

## REQUIRED COMPONENTS OF A REIMBURSABLE MEAL

SERVING SIZE: 1 FULL BALANCED SUPPER

MILK	1
MEAT/MEAT ALTERNATE	1
VEGETABLE	1
FRUIT	1
GRAIN (WHOLE GRAIN OR WHOLE GRAIN RICH)	1

REIMBURSEMENT RATE: **\$3.31/MEAL**

\*PROGRAMS THAT RUN MORE THAN 2 HOURS LONG QUALIFY TO SERVE **BOTH** A MEAL AND A SNACK, WITH A 2 HOUR GRACE PERIOD. THIS TOTALS A REIMBURSEMENT RATE OF **\$4.22/CHILD!**

