



"Healthy Eating for a Brighter Future"

Brownsville Independent School District Food and Nutrition Service CACFP At-Risk Supper Program Guide

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 1 (866) 632-9992 (toll free), 1 (800) 877-8339 (Federal Relay Service) or 1 (800) 845-6136 (Spanish Speaking Assistance). USDA is an equal opportunity provider and employer."

CACFP At-Risk
Supper Program
Table of Content

Program Overview	3
Program Requirements	4
Program Guidelines	5-11
Parental Notification	12
Appendix	13-15

Ernest Gorena, Supervisor for FNS

egorena@bisd.us

956-548-8450

Program Overview

The U.S. Congress originally established the Child and Adult Care Food Program (CACFP) in 1968 as the Child Care Food Program. The purpose of the program is to help Schools integrate nutritious meals with organized At-Risk After School Programs.

The Supper CACFP's goal is to improve and maintain the health and nutritional status of children, promote development of good eating habits, and integrate nutritious food service with organized Afterschool Programs.

Schools must comply with federal and state requirements in their operation of the Program and ensure their sites do so as well. Together we ensure efficient and effective use of taxpayer dollars in providing nutritious meals to Program participants and assisting Texans in living a healthy lifestyle.

This guide explains program requirements and protocols that the CE (Contracting Entity) must follow while operating a non-profit food service in the At-Risk After School Program.

Program Requirements

Program Goals

- Provide a safe place for school aged children to go after school (those that wouldn't otherwise have child care);
- Incorporate educational and enriching activities;
- Minimize the risk of those children becoming involved in counterproductive and potentially dangerous activities;
- Provide an afterschool snack and/or supper meal as an additional benefit.

Program Requirements

Schools are only eligible to participate in the CACFP At-Risk Afterschool Programs if they:

- Attend all required training.
- Provide adequate supervisory and operational personnel to effectively monitor CACFP operations.
- Provide children with regularly scheduled activities in an organized, structured, and supervised environment must be open to all children, and does not limit participation or membership on the basis of the child's ability.
- Include educational or enrichment activities.
 - Arts and crafts
 - Homework assistance
 - Life skills
 - Remedial education
 - Organized fitness activities-School Food Authorities (SFAs) that operate an approved afterschool program for other children may claim children that participate in school athletic programs.
- Require that students use their Student Identification Number at the Point of Sale.

For example, the football team by itself cannot receive meals just for that particular group. To be part of the At-Risk Supper Afterschool program an educational or enrichment activities must be included in the programs.

CACFP At-Risk Afterschool

At-Risk Afterschool Programs may claim reimbursement for children up through age 18 or 19 if the child turns 19 during the school year. Children with disabilities are eligible regardless of age.

CACFP At-Risk Meal Service Schedule Requirements

At-Risk Afterschool Program may claim meals served to children on school days, during a school's regular session.

For meals to be eligible, the following requirements apply:

- Supper meals may be served no earlier than the end of the normal school day.
- Supper meal service may be no more than two hours in duration.

The following are examples of scheduling:

- After school and before tutoring or activities
- Between tutoring and enrichment activities
- Meals distribution must end by 5:30 p.m.

Monitoring Requirements

Schools participating in the CACFP are subject to unannounced reviews by Food and Nutrition Services Staff, Texas Department of Agriculture, United States Department of Agriculture or other State or Federal officials. All officials visiting schools will carry identification.

Training Requirements

- A new program must receive training prior to the site's participation in the program and annually thereafter.
- A new employee of the sponsoring organization (SO) or school who performs key activities must receive training prior to beginning key activities.

Application Process for the Child and Adult Care Food Program

Child and Adult Care Food Program Application may be accessed at <https://bisdfoodandnutritionservice.weebly.com/> . The Principal's signature is required on the completed application. The CACFP application may be returned to the attention of Mr. Ernest Gorena , Supervisor for FNS at egorena@bisd.us fax to 956-714-6060. After the application is received, a Food Service Supervisor will contact the Principal, to ensure all questions and concerns are fulfilled.

The application approval process may take 1-6 weeks. During the application process the following will occur:

- The Application is submitted to Texas Department of Agriculture for approval.
- The Food and Nutrition Service Department will identify a ServSafe Certified Food Service employee to operate the program.
- Food and supplies will be ordered along with other business logistics.
- Principal or Principal's designee, Cafeteria Manager, Area Supervisor and any staff operating the program must complete CACFP training prior to the program start date.
- Tentative or final implementation date notification.
- Parent Notification Letter must be distributed to all students prior to the program starting. See Appendix pages 17 and 18 for the Parent Notification Letter.
- The Principal will designate a dining room monitor(s) for meal service.

Logistical process for the CACFP At-Risk Supper

Once the application has been approved by TDA the Principal and Food Service Staff will receive email notification of the final or tentative implementation date: The Food and Nutrition staff will complete the necessary task prior to the program beginning.

Supervisor for FNS (Area Supervisor)

- Collaborate with the Principal about the official start date, days of operation, time of meal service and the participation level and any other logistical concerns.
- Follow up with FNS with any changes such as start date, days of operation, time of meal service and the participation level.
- Staff a ServSafe Food Service employee and other staff personnel.
- Enroll the Cafeteria Manager and ServSafe Certified FNS employee assigned in the CACFP training class.
- Ensure all required staff is notified of the training date and time and attendance is documented.
- Communicate the serving times, days of operation, and inform Food Service of the program start date, minimum of a week before the program starts.

Cafeteria Manager

- Place order according to menu to ensure all food and supplies are received.
- Follow up with the school staff to ensure Parent Notification letters have been distributed.
- Post a Spanish and English version of the Parent Notification in the Cafeteria and School's Main Office.
- Observe the POS to ensure the system is set up for the CACFP meal service.
- Notify Computer Specialist of new staff, to administer access to POS.
- Annual Record Retention: Any non-counting and claiming support roster must be placed in the record retention box for pick up at the end of the year.

Menu Planner

- Develops the Supper Menu for CACFP
- Prepare production of records for the corresponding Supper Menu for each school.

Assistant Administrator for FNS - Operations/Special Diets

- Develop and comprise all special diet orders for required student in CACFP.
- Set up the appropriate diet orders for required students in the CACFP.
- Set up the appropriate diet alerts

Computer Specialist

- Set up the user name and password for the new staff operating POS for the CACFP
- Set up the CACFP monitoring review form on the internal website.

Operational Procedures

Principal

- Ensure the cafeteria will be monitored by the designated school staff during meal service.
- Communicate program schedule changes occurring after the final schedule has been approved.

Supervisor for FNS (Area Supervisor)

- A monitoring review must be conducted for each At Risk Supper Program to determine compliance with all program requirements.
- A review must be completed at least three times each year (unannounced).
- The first monitoring review must be completed **within the first four weeks** of operation for each program.
- Use Form H1606, Monitor Review, found in the internal website during all visits. All questions on Form H1606 are considered critical. Each entry on the form must be filled out.
- The Supervisor is responsible for using the reviews as an opportunity for training the staff at the site. If problems are identified during a monitoring review, the school must require corrective action to ensure that the problems are corrected.
- FNS expects reviews of sites that are experiencing difficulty operating the program to exceed the minimum number and frequency.
- Failure to complete all elements on form H1606 will be subject to serious deficiency.

Supervisor for FNS must use monthly edit checks to review meal counts submitted by each site to ensure that accuracy of the school's monthly claim. Edit checks can reveal problems with sites' meal data that need to be resolved before FNS submits their claim to TDA. Edit checks will ensure that sites are:

- Reimbursed only for approved meal types
- Not reimbursed for more meals than they could have served during the claiming period.

Cafeteria Manager

- Will order all food and supplies needed to operate the program.
- Will ensure she/he has attended training along with the appointed ServSafe Certified Food Service Employee prior to starting the program.
- The Cafeteria Managers will communicate any increased participation to Supervisor via email.
- The Cafeteria Manager will attach the Supper Meal Count Report to the daily reports. The report will be printed after the supper meal has been served or printed the next morning by 10:00 am.

- When the POS is not used, the CACFP Roster is used for counting and claiming of meals

ServSafe Certified Food Service staff

- Will be responsible for preparing, identifying, and claiming a reimbursable meal according to CACFP regulations.
- Supper meal counts must be taken at the point of service. The point of service is the last location a reimbursable supper meal is observed, before program participants are seated in the dining room.
- Cleaning the dining area is the responsibility of the Cafeteria staff during and after meal service.
- The ServSafe Certified Food Service staff are expected to communicate meal counts.

Meals for Students with Medical or Special Dietary Needs

Students who are unable to consume a food item because of medical or other special dietary need may be served substitutions. This includes students with food intolerance(s) (e.g., lactose intolerant or food allergy).

The parent (or guardian) of a student with a medical or special dietary need must be supported by a medical statement signed by a recognized U S medical authority. In these cases, recognized medical authorities may include physicians, physician assistants or nurse practitioners. The medical statement will need to be submitted to the school nurse and Food and Child Nutrition Service Dietitian prior to being honored. The procedure and instruction for requesting a medical and special dietary need, is located at this web link <https://bisdfoodandnutritionservice.weebly.com/>.

Serve All

The Serve-All option allows children to take advantage of a complete meal. Children will not be allowed to choose from the different components. All components will be served for children to take. The Serve-All options allows schools to use prior meal production history to determine how much food should be ordered and prepared.

School may not separate children based on gender during a meal service, whether or not that child is participating in the meal service.

Meal Service Record

FNS must record meal counts. Meal counts will be recorded by the POS. Cafeteria staff will ensure eligible students receive a reimbursable meal. A meal is reimbursable when a student receives all required components in the correct quantities. The Clerk or ServSafe Certified Food Service employee must be stationed at the end of the serving line to count the meals as they are served.

POS Counting and Claiming

Supper meals will be claimed using System Design POS. All systems used to claim the CACFP Supper meals are required to have first and last name and age of student.

Non-Eligible (over aged student) students will be identified via alerts on the POS screen. The student non-eligible student will have the opportunity to buy a meal at \$4.00.

Teachers will be allowed to purchase a meal at \$4.00.

Parental Notification

Schools must notify the households of all enrolled students that the school/programs will participate in the CACFP. Additionally, the program must ensure that their sites provide the same notification to the households of all the sites' enrolled students. The program sponsors may provide this information or may require the schools to provide this information to the households. FNS has developed a flyer to satisfy this requirement. The flyer presents information in English and Spanish and provides.

- A brief statement about the CACFP
- Notice of CE's/site's participation in the CACFP.
- The USDA and TDA toll-free telephone numbers for households with questions or concerns about the CACFP.
- The name and telephone number of the FNS with administrative oversight of the center of sponsored site.

FNS must retain documentation of its method of distribution. Schools must distribute the flyer annually by the beginning of each CACFP Program Year and must provide the flyer to all households who's children are participating in the CACFP Program.

Additionally, Schools must ensure that the English and Spanish version of this flyer are posted where it can be easily seen. Schools must also post the English and Spanish versions of the flyer in their administrative office(s) and cafeteria. See for Parental Notification Letter, pages 17 and 18.

Appendix



Brownsville ISD Food and Nutrition Service



Is inviting After School Program students to participate in the The Supper Program



Building for the Future

The purpose of the program is to help schools integrate nutritious meals with organized After School Programs. Meals are free to students participating in an After School Program under the age of 18.

Good nutrition today means a stronger tomorrow!

Meals served must meet nutrition requirements established by

USDA Child and Adult Care Food Program

Questions? Concern?

Call USDA at 1-800-795-3272

or

TDA's Food and Nutrition at 1-800-TELL-TDA (835-5832)

Food and Nutrition Service
1900 Price Rd. Brownsville, TX. 78521

Phone: 956-548-8450

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 1 (866) 632-9992 (toll free), 1 (800) 877-8339 (Federal Relay Service) or 1 (800) 845-6136 (Spanish Speaking Assistance). USDA is an equal opportunity provider and employer."



Brownsville ISD Departamento de Nutricion y Alimentos



Esta invitando a los estudiantes que participen en los programas despues de escuela a participar en el Programa de Cena



Construir para el Futuro

El proposito del programa es ayudar a las escuelas a integrar comidas nutritivas con programas organizados despues de escuela. Las comidas seran gratis para los estudiantes menores de 18 años que participan en los programas despues de escuela.

Una buena nutricion hoy significa un mañana mas fuerte!

Las comidas que sirven deben cumplir con los requisitos de nutricion establecidos por

El USDA Programa de atencion y alimentacion de niños y adultos

Preguntas? Preocupaciones?

Llamar USDA al 1-800-795-3272

o

TDA's Food and Nutrition al 1-800-TELL-TDA (835-5832)

Food and Nutrition Service
1900 Price Rd. Brownsville, TX. 78521

Phone: 956-548-8450

De acuerdo con la ley federal y las politicas del Departamento de Agricultura de los EE.UU (USDA sigla en ingles), se le prohíbe a esta institucion que discrimine por razon de raza, color, origen, sexo, edad, o discapacidad. Para presentar una queja sobre discriminacion, escriba a USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, o llame gratis al (866) 632-9992 (Voz). Personas con discapacidad auditiva o del habla pueden contactar con USDA por medio del Servicio Federal de Relevo (Federal Relay)

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT
Food & Nutrition Service Department

School Name: _____
Principal: _____
Date: _____

Allow 2 weeks advance notice for
processing of request.

SUPPER MEAL PROGRAM REQUEST

Child & Adult Care Food Program (At Risk)

2019 – 2020

***NOTE: 1) Prior to receiving approval for the program, principals and/or designee are required to complete CACFP & Civil Rights training.**

2) All lines must be completed w/the required information. An incomplete request will delay processing.

Date of Principal and/or Designee Training: _____

Program Name: _____ Grade/s: _____ Estimated Student Count: _____

Starting Date: _____ Ending Date: _____

Days of Service: _____ Time of Service: _____
(i.e., Mon – Thur, Mon & Wed only, etc.)

Planned Enrichment Activity: _____
