POLICY ALERT

Date: February 2, 2011
Reference: # CACFP CCC 2011-01
To: Child and Adult Care Food Program Child Care Centers (CACFP CCC) Contractors
Subject: At-Risk Snacks and Meals
Effective Date: October 1, 2010

APPLIES TO AT-RISK AFTERSCHOOL CARE CENTERS

Purpose
IMPLEMENT at-risk afterschool care center meal reimbursement in the CACFP for Child Care Centers.

REVISE Forms:
- H1538, Application Between Contracting Organization and Child Care Center, and Instructions.
- H1532, Claim for Reimbursement, and Instructions

ADD Forms:
- H1535-AT, Daily Meal Count and Attendance Record (At-Risk), and Instructions.
- H1532A, Claim for Reimbursement (At-Risk Afterschool Care Center)

The information in this policy alert provides new policy, revises existing policy and supplements the current information in the CACFP CCC Handbook. The handbook will be updated to reflect the information contained in this policy alert during the next update.

Background
Previously, reimbursement for at-risk afterschool meals was only approved in 14 states. Texas had the ability to reimburse for snacks served in the at-risk afterschool programs but was not one of the states approved to reimburse for meals. The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, signed into law on December 13, 2010 has extended eligibility for at-risk afterschool meal reimbursement to all states participating in the CACFP. The eligibility is retroactive to October 1, 2010.

Implementation
Addition of at-risk afterschool meals in CACFP is effective October 1, 2010. The revised Forms H1538 and H1532 and new Forms H1532A and H1535-AT are effective immediately.

Procedure
Organizations may be eligible to participate in the CACFP at-risk afterschool care center component of the CACFP and claim eligible snacks and/or meals served to school age children up through age 18 (or 19 if the child turns 19 during the school year). Organizations who may be eligible include:

continued

This Policy Remains in Effect Until Further Notice
For-profit child care centers who meet all other eligibility requirements for the CACFP CCC, including, but not limited to, having 25% of the enrolled children or 25% of their licensed capacity eligible for free or reduced-price meals or receiving Title XX benefits.  

Non-profit organizations that have tax-exempt status under 501(c)(3) of the Internal Revenue Code.

In addition, each organization that wants to participate in the at-risk afterschool care center component of the CACFP must:

- Provide children with regularly scheduled activities in an organized, structured, and supervised environment;
- Include educational or enrichment activities; and
- Be located in a geographic area served by a school in which 50 percent or more of the children enrolled are eligible for free or reduced-price meals. Determinations of area eligibility are valid for five years, and are not required to be re-determined annually, unless TDA or the sponsor (for sponsored sites) obtains information indicating the at-risk afterschool care center is no longer area eligible. **Note:** A list of elementary, middle and high schools in the State in which at least one-half of the children enrolled are certified eligible for free or reduced-price meals is available upon request from your Community Operations office.

Organizations participating in the at-risk afterschool care center component of the CACFP are not required to conduct eligibility determinations or collect enrollment information for children participating in the at-risk afterschool program. At-risk afterschool care centers may claim up to one meal and one snack served to each eligible child per day. Centers claiming at-risk snacks and/or meals must maintain Form H1535-AT, Daily Meal Count and Attendance Record (At-Risk). This form is mandatory and must be used unless you submit and receive approval to use an alternate form.

Eligible meals include breakfast, lunch and supper. The following requirements apply:

- Breakfast meals may only be claimed during school holidays or weekends during the school year. Breakfast meal service may be no more than two hours in duration;
- Lunch meals may only be claimed during school holidays or weekends during the school year, **except that** lunch meals may be claimed for those children who only attend school half-day, such as pre-school. Lunch meal service may be no more than two hours in duration;
- Supper meals may be claimed while school is in session, during school holidays and weekends during the school year and must begin no earlier than the end of the normal school day. Supper meal service may be no more than two hours in duration.
- Snack service may be no more than one hour in duration and two hours must elapse between the beginning of a meal service and the beginning of a snack service.
- Snack/meal counts must be taken at the point of service. The point of service is where you observe that a creditable snack/meal is served to a program participant.
Amended claims effective with October 2010

Organizations who currently participate in the at-risk afterschool care center component of the CACFP and have submitted an original claim may submit amended claims beginning with the October 2010 claim to add at-risk meals. This applies to organizations that have been serving snacks and suppers at their at-risk sites. The amended claims must be submitted using Form H1532A, Claim for Reimbursement (At-Risk Afterschool Care Center), dated January 2011.

Organizations who currently participate in the at-risk afterschool care center component of the CACFP and have submitted an original claim may submit amended claims to change at-risk snacks to at-risk meals. This applies to organizations that have been serving only suppers at their at-risk sites, but claiming reimbursement for snacks. The amended claims must be submitted using Form H1532, Claim for Reimbursement, revision date January 2011 (you will mark the amendment box, zero the at-risk snack column and place the original meal counts for at-risk snacks in the at-risk supper column).

In addition to the Form H1532A or H1532, contractors must submit the following documentation:
- Copy of attendance and meal count records for the month of the claim indicating the child was present and received the snacks and/or meals being claimed.
- Meal production records for the snacks and/or meals being claimed.
- Receipts for the month of the amended claim to support the snacks and/or meals being claimed.

You must also submit Form H4528, Title XX/Free-Reduced Price Certification, for each claim, if necessary. If you have already submitted your claim you can print the original H4528 and submit it with your amended claim.

Claims and the supporting documentation must be sent to your Community Operations office no later than February 28, 2011. Indicate on the claim form or cover letter that the claim is the result of The Healthy, Hunger-Free Kids Act of 2010. The amended claims will not count as late claims, and will not count toward your one-time exception, if received by February 28, 2011. However, claims (October, November and December) received after the February 28, 2011 due date will be subject to the late claim and one-time exception policy.

Ongoing claims

Claims may be submitted in two ways:

Combination electronic and manual

- Form H1532, revision date January 2011, may be submitted via SNAPS for all meals/snacks, except at-risk meals
- Form H1532A, dated January 2011, must be submitted manually

continued
Claims continued

Reimbursement under this method allows contractors to receive reimbursement within one week of submitting the H1532 via SNAPS, while the processing of the at-risk meals claim is being handled via the manual process. Contractors will receive two separate reimbursements, one for the regular claim and one for the at-risk meals claim.

Complete Paper (manual) Claim

If you prefer to have one claim and one payment processing method, submit Form H1532, version date January 2011. Include all snacks/meals, including at-risk meals. This claim must then be submitted manually. Using this method requires manual entry of all claim data and could delay the processing of your claim and receipt of your total reimbursement.

Please Reference Item 4360, Filing Claims, of your CACFP CCC Handbook for more information on claim processing, late claims and one-time exception.

Forms

Revised H1538, Application Between Contracting Organization and Child Care Center, revision date January 2011

This form goes into effect immediately. We are not requiring contractors to submit a new H1538 with amended claims; however contractors must complete and submit the form as appropriate to add at-risk meals or change at-risk snacks to at-risk suppers and submit the form following the normal process for making changes. Contractors must destroy all existing supplies of this form with a revision date other than January 2011.

Revised H1532, Claim for Reimbursement, and Instructions, revision date January 2011

This form goes into effect immediately. Contractors must destroy all existing supplies of this form with a revision date other than January 2011.

New H1532A, Claim for Reimbursement (At-Risk Afterschool Care Center), dated January 2011

This form goes into effect immediately.

New H1535-AT, Daily Meal Count and Attendance Record (At-Risk), and Instructions, dated January 2011

This form goes into effect immediately.

Contact

If you have any questions please contact your Community Operations office.