

## At-Risk Afterschool Component – Requirements and Deadlines

For detailed information regarding each requirement, visit the [DPI website](#) and refer to the link for Guidance Memorandums for the At-Risk Afterschool Component.

TO DO: PRIOR TO OPERATION	
<p><b>Conduct Training</b></p> <p>View the <a href="#">At-Risk Afterschool Component E-Learning</a> and read the <a href="#">At-Risk Afterschool Component Guidance Memorandums</a>.</p> <p>Civil rights training must be conducted on an <b>annual</b> basis or when a new staff member starts at the agency. Staff should review the <a href="#">Civil Rights Training handout</a> and sign the <a href="#">Civil Rights Training Attendance Sheet</a> when training has been completed.</p> <p>For sponsoring organizations (with more than one site), all training must be documented on the <a href="#">CACFP Training Checklist</a>.</p>	<p><b>Complete Online CACFP Contract</b></p> <p>DPI will open the annual FFY (October 1 – September 30) contract for the CACFP each fall. In order to continue participation in the CACFP, you must submit an updated contract.</p> <p>If you are adding an additional site(s) or new meal services, the contract update will be due in mid-August of each year. This will allow time for DPI to approve the contract updates prior to the new fiscal year.</p> <p>To access the contract, visit <a href="#">Online Services</a>. View the <a href="#">CACFP Contract Manual</a> for assistance when submitting your contract renewal.</p>
<p><b>Health &amp; Safety Standards (if not Child Care Licensed AND not a school):</b></p> <p><b>Notify Local Health Department of Site Operation</b></p> <p>The local Health Department must be notified of program operation prior to submitting the CACFP contract and when a new site is added to program. To find the contact at the local health department, visit the <a href="#">WI Department of Health Services, Local Public Health</a> webpage.</p> <p>Provide the agency’s contact information, location of sites, dates of operation, meal service times, and central kitchen location (if applicable).</p> <p>Retain documentation of all correspondence with the sanitarians. The initial notification letter must be uploaded into the CACFP contract in order to be approved. If the local health department does not require a health inspection, upload the exemption letter or email into the contract.</p> <p><b>Upload the Current Fire Inspection Report conducted by your local Fire Department.</b></p>	<p><b>Competitively Procure Meals, Services</b></p> <p>Utilize the procurement method relative to the dollar threshold of purchases (i.e. micro-purchasing, small purchasing, or formal (sealed bid) procurement). View the <a href="#">Summary of Required Procurement Methods</a> for assistance. Have written codes of conduct.</p> <hr/> <p><b>Conduct Site Pre-Operational Visits (For Sponsors with more than one site)</b></p> <p><b>Pre-operational visits</b> are to be completed prior to start of site operation. Document using the <a href="#">CACFP Pre-Operational Visit Form</a>.</p> <p>During these visits, ensure all required postings are displayed: The And Justice for All Poster, <a href="#">Building for the Future</a> with contact information complete, menus, and child care license (if applicable).</p>
<p><b>Inform WI Department of Children and Families (DCF)</b></p> <p>If the site does not have a license for childcare and is not operated by a school, the organization must submit a completed <a href="#">DPI Group Child Care License Exemption Form (PI-6016)</a> to DCF for exemption approval. The completed form must be uploaded into the CACFP contract during the contract renewal.</p>	<p><b>Complete the CACFP Vendor Agreement (if vended)</b></p> <p>For agencies who purchase meals from a vendor, the <a href="#">CACFP Vendor Agreement to Provide Meals/Snacks</a> must be completed on an annual basis. The completed Vendor Agreement should be uploaded into the CACFP contract.</p>
<p><b>Eligibility Data</b></p> <p>Check the <a href="#">WI Public School Eligibility Data Report for At-Risk Afterschool Programs</a> to determine if other sites may be eligible for the At-Risk Afterschool Component in the area.</p>	<p><b>Conduct Outreach</b></p> <p>Notify community organizations (i.e. food pantries and community action agencies) of your At-Risk Afterschool Program. No formal documentation of outreach is required for returning agencies/sponsors.</p>

**TO DO: DURING OPERATION**

<p><b>Take Meal Counts Daily</b></p> <p>Count the number of meals served at the point of service.</p> <p>Document by date and meal type (supper, snack). Meal counts can be documented using the prototype meal count forms: <a href="#">Lunch/Supper</a>, <a href="#">Snack</a>, the agency's POS system, or a clicker counter.</p> <p>If meals are claimed on field trips, the <a href="#">Field Trip Meal Count Form</a> must be completed at point of service.</p>	<p><b>Collect Race/Ethnicity Data</b></p> <p>Collect once during the Federal Fiscal Year using the <a href="#">Annual Ethnic/Racial Data Collection Form</a>.</p> <hr/> <p><b>Attendance Records</b></p> <p>Daily attendance rosters or sign-in sheets that include the children's names (first &amp; last) are required.</p>
<p><b>Provide Reimbursable Meals</b></p> <p>Maintain documentation to indicate reimbursable meals were prepared (i.e. production records, invoices, receipts, inventory records).</p> <p>Document delivery of meals, if applicable.</p> <p>Maintain Child Nutrition (CN) Labels, Product Formulation Statements (PFS), and standardized recipes for menu items requiring them.</p>	<p><b>Document Income and Expenses</b></p> <p>Maintain a non-profit food service account.</p> <p>Document labor on timesheets for food service and administrative staff that will be paid from CACFP funds.</p> <p>Document all other allowable expenses through invoices, mileage records, etc.</p>
<p><b>Monitor Sites (Sponsoring Organizations Only)</b></p> <p>Site reviews vary in number based on the Child Nutrition Programs a site sponsors.</p> <p>If the site only operates the CACFP, a minimum of <b>three</b> reviews must be conducted <u>each</u> year at <u>each</u> site, for Programs that operate 9-12 months. The review year is considered to be the Federal Fiscal Year, October 1 through September 30.</p> <p>Sites that participate in both the CACFP and SFSP must complete at least <b>two</b> CACFP site reviews per Federal Fiscal year and the third can conducted during the SFSP and count as the third required review.</p> <p>Plan your monitoring dates accordingly by using our <a href="#">Monitoring Tracking Form</a>.</p> <p>Document CACFP site reviews on the <a href="#">CACFP At-Risk Site Review Form</a>.</p> <p>If problems were noted during these reviews, documentation must show what corrective action was taken and documentation of a follow-up visit should be noted.</p>	<p><b>Financial Reports</b></p> <p>Independent centers (with one site) must submit the CACFP Annual Financial Report by <b>November 1</b>, each year. For information on how to complete the report, view the <a href="#">Annual CACFP Financial Training</a>.</p> <p>Sponsoring organizations (with two or more sites) must submit CACFP Quarterly Reports. View the <a href="#">Quarterly CACFP Financial Report Training</a> for reporting instructions.</p> <p>The due dates for submission of the quarterly reports are as follows: March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup>, December 1<sup>st</sup>.</p> <hr/> <p><b>Provide Training</b></p> <p>As needed, throughout Program.</p> <p>Offer additional training for new staff that come onboard after the start of operation and based on issues identified during monitoring reviews.</p> <p>Document training on the <a href="#">CACFP Training Checklist</a>.</p>
<p><b>Online CACFP Contract</b></p> <p>As needed, throughout the Program, update dates of operation, meal service times, staff changes, etc.</p>	<p><b>File Claim for Reimbursement</b></p> <p>Claims must be filed a maximum of <b>60 calendar days</b> after the last day of the month for which the claim applies.</p> <p>Refer to <a href="#">CACFP Claim Manual</a> for instructions on how to submit a claim using <a href="#">Online Services</a>.</p>