

Taking Meals Off-Site for Field Trips CACFP At-Risk Afterschool Program

Taking meals off-site **for a field trip** when participating in the Child and Adult Care Food Program (CACFP) is allowed when the following steps are completed.

Before the field trip:

1. The adult responsible for the children participating in the field trip must be trained on the following:
 - a. Meal Pattern Requirements
 - b. Time of Service Meal Counts
 - c. Supervision of Meals
 - d. Recordkeeping
 - e. Civil Rights
 - [Civil Rights Training Handout](#)
2. Ensure procedures are in place for the food to be transported and maintained at proper temperatures.
3. Provide the supervising adult with the [Field Trip Form](#) to record meal counts.

NOTE: Training documentation must be on file. It must include date of training(s), copies of the materials used for training, and a list of attendees. [CACFP Training Checklist](#)

During the field trip:

1. The meals taken off-site may be consumed at a different time than what is listed in the CACFP contract as the meal service time.
2. Attendance must be tracked for participants eating the meal. If it is an athletic team, a team roster that is marked with attendance of participants can be attached to the Field Trip Form and participants who received a meal must be marked on the meal count form.
3. Complete the meal count on the Field Trip Form at the **time of service**. This must be completed when the meals are distributed to participants. The meal count cannot be recorded before the meal or based off the number of meals sent, leftover, or from a team roster.

After the field trip:

1. Return the Field Trip Form to the person responsible for all CACFP claim documentation for the agency.
2. Keep the completed Field Trip Forms on file with the other claim documentation each month.