

# Outside School Hours Program Fact Sheet

## Institution's Eligibility and Program Requirements

- Programs are for the care and supervision of children outside of the regular school hours, such as, before and after school, holidays, or during the summer vacation break.
- Programs may be operated by a public, private non-profit, or private for-profit organization. A Federal tax-exempt status letter (e.g. Internal Revenue Service 501(c)(3) document) is required for private non-profit organizations.
- Sites that are license exempt by the Department of Children and Family Services (DCFS) must have a license-exempt letter from DCFS and must meet State or local health and safety standards.
- The program must offer more than just a food program to children.
  - √ The program should be organized to provide all children with regularly scheduled and planned education or enrichment activities in a structured and supervised setting.
  - √ The program must not restrict or exclude children on the basis of particular skills or interests. Extracurricular programs organized primarily for scholastic, cultural, or athletic purposes (e.g., honor society, school athletic teams) exclude children based on skills or interests and are not established for the care of children. Thus, these programs do not qualify to participate in the Child and Adult Care Food Program (CACFP).
  - √ Programs that include supervised athletic activity along with education or enrichment may participate. For example, a site has an Outside School Hours Program (OSHP) available to **all** children and this same school also has an honor society meeting and a basketball team practicing after school. Even though these two groups restrict participation, they could participate in OSHP because the school has a program open to **all** children.
- OSHP must collect Household Eligibility Applications to determine free or reduced-price eligibility.
  - √ If school-sponsored, the same applications used to determine free and reduced-price categories for the National School Lunch Program (NSLP) can be used for CACFP.
- Meals and/or supplements/snacks must meet CACFP meal pattern requirements by offering all required food items in appropriate portion sizes.
  - √ If school-sponsored, the school can follow the menu planning approach elected for the National School Lunch Program. The Nutrient Standard Menu (NuMenus) Planning Approach or Assisted Nutrient Standard Menu (Assisted NuMenus) Planning Approach can be followed for children two years of age and older.

## Age Group Served

- Three through 12 years of age; migrant workers children through 15 years of age; and mentally or physically disabled (as defined by the state) and enrolled at a school serving a majority of persons 18 years of age and younger.

## Time of Operation

- Year-round, even when school is not in session. An OSHP operating only on weekends is not eligible to participate in CACFP.

## Reimbursement

- The amount of reimbursement (free, reduced, or paid) received is determined by the child's household income and compared to the USDA Income Guidelines. CACFP also provides cash-in-lieu of donated commodities, which is paid on each lunch and supper served to children.
- The meals/snacks served to children must be eaten while in attendance at the site. Meals/snacks cannot be sent home with the student and claimed for reimbursement.

- Up to three meal services per child per day can be reimbursed (before and/or after the school day has ended). The combinations are one meal (breakfast, lunch, or supper) and two supplements/snacks or two meals and one supplement/snack per child per day.
  - √ Meals and supplements are also reimbursable when children are out of school for summer break, vacations, holidays, and weekends.
- Meals for children with no household eligibility information on file can only be claimed in the paid category.

### **Records to Maintain for Three Years Plus the Current Fiscal Year**

- Application and other documents of approval to participate in the Outside School Hours Program.
- Household Eligibility Application information on file for all children reported in the free or reduced-price category.
- CACFP Annual Enrollment form must be on file for each child before meals can be claimed.
- Daily attendance records showing which children are present..
- Meal-count system providing total daily meal counts for children for each meal service.
- Number of meals served to adults assisting with CACFP and non-program adults must be kept daily. The adult meals cannot be claimed for reimbursement.
- Daily menus listing the food items served for each meal and supplement. Medical exception statements are required for children with special feeding needs.
- Expenses associated with CACFP must be maintained (itemized receipts for food and milk, bank statements, canceled checks, mileage records, and indirect costs). The food service must operate at a non-profit status. This does not mean the institution has to operate the food service program at a loss or break-even condition; however, any excess funds must be used to purchase equipment or supplies for the children's food service operation.
- Institution must conduct annual training for staff with food service program responsibilities. A record of each training session must be maintained and include the date, location, agenda topics, and list of participants who attended the training.
- If applicable, food vendor contracts must comply with federal procurement procedures. Documentation of the number of meals delivered must be maintained daily.
- Sponsor organizations with more than one site are required to establish a monitoring process to effectively manage their programs.
  - √ The sponsor must review each prospective new site prior to starting the program.
  - √ Each site must be monitored three times per year. At least two of the required reviews must be unannounced and at least one of the unannounced reviews must include a meal observation. Reviews must be conducted no more than six months apart, and a new site must be reviewed within the first four weeks of starting CACFP.
  - √ Monitoring reports and corrective action taken must be kept on file.
- Documentation of civil rights compliance according to CACFP regulations.

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 Civil Rights, 1400 Independence Avenue S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.