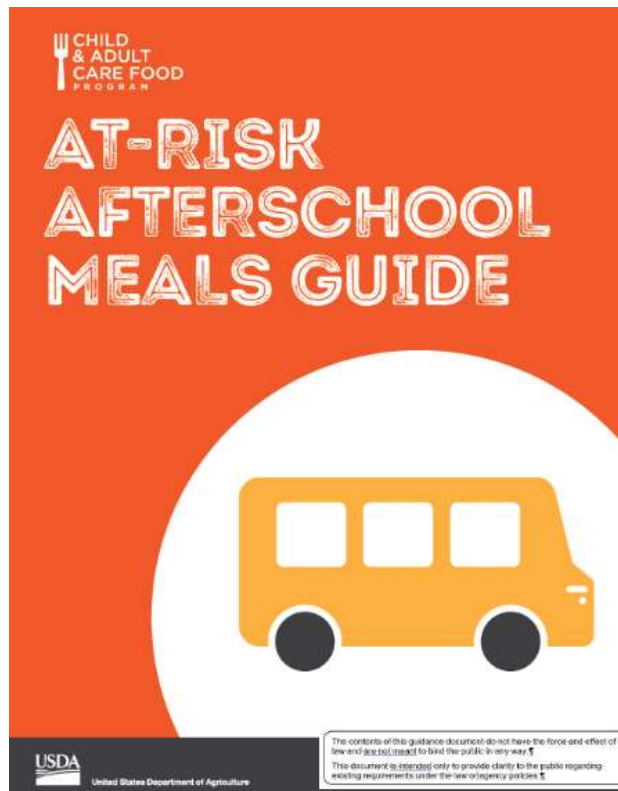


The USDA At-Risk Afterschool Meals Guide is too large to upload as one document. The guidance is located at the link below:

<https://fns-prod.azureedge.net/sites/default/files/resource-files/atriskguide2017.pdf>





## CHILD AND ADULT CARE FOOD PROGRAM (CACFP) FY 2024 NOTIFICATION OF ADMINISTRATIVE REVIEW (AR)

**MEMO TO** \_\_\_\_\_ **AGREEMENT #** \_\_\_\_\_ **DATE** \_\_\_\_\_

An Unannounced Administrative Review will be conducted at your institution between October 1, 2023, and September 30, 2024. Records are to be maintained on-site at all times for review purposes. If records are not immediately available, you will be given 1 hour to produce them. Per state auditor requirements, a copy of all documentation must be provided at the time of the review for the program specialist to retain and submit to the State agency. Records to be reviewed from October 1, 2023, to the last claim submitted include, but are not limited to:

1. Fiscal year 2024 application and agreement
2. Current enrollment documentation
3. Attendance records/sign-in sheets
4. Area Eligibility information
5. School calendar
6. Bell Schedule, *schools only*
7. Enrichment/educational activity information
8. Meal count worksheet
9. Itemized receipts/Food Purchasing Form
10. Documentation of total revenues/income received by the institution/center. This includes bank and/or credit card statements of accounts where CACFP funds are deposited or are transferred to
11. Documentation of total expenditures of the institution/center. This should include bank and/or credit cards statements of accounts used to make any purchases of CACFP related expenses or used to pay for any other allowable CACFP expense
12. Documentation to verify that the institution is both financially viable and operating a nonprofit food program service such as Profit/Loss Statement, End of Year Report, Expenditure/Revenue report, etc.  
*Note: Schools can use Revenue & Expenditures for code 700*
13. End of the Month Inventory for food and milk
14. Monthly reimbursement claims
15. Food Production Records/Menus as Served or Contract Meal Services Delivery Receipt
16. Child Nutrition (CN) labels/Product Formulation Statements (when applicable)
17. Labels for Cereal, Yogurt, and whole grain items served.
18. Procurement Documentation including Procurement Plan, Chart of Procedures, & Protest Procedures
19. Proof of CACFP record retention for three years
20. Documentation of CACFP key staff training
21. License or permit to operate, if applicable
22. Civil Rights Complaint-Filing form
23. And Justice for All poster displayed
24. Proof of Building for the Future fact sheet distribution to parents of enrolled children
25. Board meeting minutes for Nonprofit institutions
26. If multisited (in addition to the above items):
  - a. Preapproval visits for new sites
  - b. On-site monitor reviews
  - c. Policies & Procedures
  - d. Household contact documentation, if applicable
  - e. Proof of edit checks
27. Copy of the State agency-approved contract if institution is under contract with an outside source.
28. Other \_\_\_\_\_

Child Nutrition Programs' (CNP) Program Specialist                      Program Specialist Telephone Number  
2500 North Lincoln Boulevard, Oklahoma City, OK 73105-4599

# Required CACFP Application Approval Trainings Checklist

Name of Training	Training Hours	How it is Offered
Training Manual Training Workshop FY2024	6	In-person/OSDE Connect
At-Risk Training Manual Workshop FY2024	3	Zoom
Civil Rights for CACFP, FDCH, or SFSP	1	Zoom/OSDE Connect
Sponsor Training ( <i>only required if multisited</i> )	2	Zoom

*\*OSDE Connect will be available in August. If the quiz cannot be passed within 5 tries, you will be required to take it in-person.*

## Daycare Centers & Head Start Programs (*including Daycare's who participate it At-Risk*)

- Training Manual Workshop FY2024 **and**
- Civil Rights for CACFP, FDCH, and SFSP **and**
- Sponsor Training (*only required if you have multiple centers under one agreement number*)
- Adult Day Care Manual Workshop for FY2024 on **August 23, 2023** (*Only required if your organization has sites that claims meals for Adult Day Care participants*)

## Schools

- Schools who **only** participate in At-Risk
  - At-Risk Training Manual Workshop FY2024 **and**
  - Civil Rights Training for Schools **OR** Civil Rights for CACFP, FDCH, and SFSP **and**
  - Sponsor Training (*only required if you have multiple centers or eating sites under one agreement number*)
- Schools participating in At-Risk and has a daycare **and** claiming meals on Regular CACFP – **OSDE will approve your application with only one training completed. However, you cannot claim until all trainings have been completed.**
  - At-Risk Training Manual Workshop FY2024 **and**
  - Training Manual Workshop FY2024 **and**
  - Civil Rights Training for Schools **OR** Civil Rights for CACFP, FDCH, and SFSP **and**
  - Sponsor Training (*only required if you have multiple centers or eating sites under one agreement number*)
- Schools who **only** have a daycare center **and** claiming meals on Regular CACFP
  - Training Manual Workshop FY2024 **and**
  - Civil Rights Training for Schools **OR** Civil Rights for CACFP, FDCH, and SFSP **and**
  - Sponsor Training (*only required if you have multiple centers or eating sites under one agreement number*)
- Schools who participate in At-Risk meals, **and** have a daycare center but **NOT** claiming meals on CACFP
  - At-Risk Training Manual Workshop FY2024 **and**
  - Civil Rights Training for Schools **OR** Civil Rights for CACFP, FDCH, and SFSP **and**
  - Sponsor Training (*only required if you have multiple centers or eating sites under one agreement number*)

## Nonprofit Organization Participating in At-Risk Only

- At-Risk Training Manual Workshop FY2024 **and**
- Civil Rights for CACFP, FDCH, and SFSP **and**
- Sponsor Training (*only required if you have multiple centers or eating sites under one agreement number*)

# CHILD MEAL PATTERN

<b>Breakfast</b> (Select all three components for a reimbursable meal)				
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> (At-Risk After-School Programs and Emergency Shelters)
<b>Fluid Milk<sup>3</sup></b>	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
<b>Vegetables, Fruits, or Portions of Both<sup>4</sup></b>	1/4 cup	1/2 cup	1/2 cup	1/2 cup
<b>Grains (oz eq)<sup>5, 6</sup></b>				
Whole grain-rich or enriched bread	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq
Whole grain-rich or enriched bread product such as biscuit, roll, or muffin	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq
Whole grain-rich, enriched, or fortified, cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup	1/2 cup
<b>Whole grain-rich, enriched, or fortified ready-to-eat breakfast cereal (dry, cold)<sup>7</sup></b>				
Flakes or rounds	1/2 cup	1/2 cup	1 cup	1 cup
Puffed cereal	3/4 cup	3/4 cup	1 1/4 cups	1 1/4 cups
Granola	1/8 cup	1/8 cup	1/4 cup	1/4 cup

- <sup>1</sup> Must serve all three components for a reimbursable meal. Offer versus Serve (OvS) is an option for At-Risk After-School participants.
- <sup>2</sup> Larger portion sizes than specified may need to be served to children aged 13 through 18 to meet their nutritional needs.
- <sup>3</sup> Must be unflavored whole milk for children aged one. Must be unflavored lowfat (1%) or unflavored fat-free (skim) milk for children aged two through five. Must be unflavored lowfat (1%), unflavored fat-free (skim) milk, **flavored lowfat (1%)**, or flavored fat-free (skim) milk for children aged six and older.
- <sup>4</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- <sup>5</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count toward meeting the Grains requirement.
- <sup>6</sup> Meat and Meat Alternates may be used to meet the entire Grains requirement a maximum of three times a week. One ounce of Meat and Meat Alternates is equal to one ounce equivalent (oz eq) of Grains.
- <sup>7</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

# CHILD MEAL PATTERN

<b>Lunch and Supper</b> (Select all five components for a reimbursable meal)				
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> (At-Risk After-School Programs and Emergency Shelters)
<b>Fluid Milk<sup>3</sup></b>	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
<b>Meat/Meat Alternates</b>				
Lean meat, poultry, or fish	1 ounce	1 1/2 ounces	2 ounces	2 ounces
Tofu, soy product, or alternate protein products <sup>4</sup>	1 ounce	1 1/2 ounces	2 ounces	2 ounces
Cheese	1 ounce	1 1/2 ounces	2 ounces	2 ounces
Large egg	1/2	3/4	1	1
Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup	1/2 cup
Peanut butter or soy nut butter or other nut or seed butters	2 Tbsp	3 Tbsp	4 Tbsp	4 Tbsp
Yogurt, plain or flavored, unsweetened or sweetened <sup>5</sup>	4 ounces or 1/2 cup	6 ounces or 3/4 cup	8 ounces or 1 cup	8 ounces or 1 cup
The following may be used to meet no more than 50 percent of the requirement: Peanuts, soy nuts, tree nuts, or seeds, as listed in Program guidance, or an equivalent quantity of any combination of the above Meat/Meat Alternates (1 oz of nuts/seeds = 1 oz of cooked, lean meat, poultry, or fish)	1/2 ounce = 50%	3/4 ounce = 50%	1 ounce = 50%	1 ounce = 50%
<b>Vegetables<sup>6</sup></b>	1/8 cup	1/4 cup	1/2 cup	1/2 cup
<b>Fruits<sup>6, 7</sup></b>	1/8 cup	1/4 cup	1/4 cup	1/4 cup
<b>Grains (oz eq)<sup>8</sup></b>				
Whole grain-rich or enriched bread	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq
Whole grain-rich or enriched bread product such as biscuit, roll, or muffin	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>9</sup> , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup	1/2 cup

- <sup>1</sup> Must serve all five components for a reimbursable meal. Offer versus Serve (OvS) is an option for At-Risk After-School participants.
- <sup>2</sup> Larger portion sizes than specified may need to be served to children aged 13 through 18 to meet their nutritional needs.
- <sup>3</sup> Must be unflavored whole milk for children aged one. Must be unflavored lowfat (1%) or unflavored fat-free (skim) milk for children aged two through five. Must be unflavored lowfat (1%), unflavored fat-free (skim) milk, **flavored lowfat (1%)**, or flavored fat-free (skim) milk for children aged six and older.
- <sup>4</sup> Alternate protein products must meet the requirements in Appendix A to Part 226.
- <sup>5</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- <sup>6</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- <sup>7</sup> A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
- <sup>8</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count toward meeting the Grains requirement.
- <sup>9</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams r sugars per 100 grams of dry cereal).

# CHILD MEAL PATTERN

<b>Snack</b> (Select two of the five components for a reimbursable snack)				
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> (At-Risk After-School Programs and Emergency Shelters)
<b>Fluid Milk<sup>3</sup></b>	4 fluid ounces	4 fluid ounces	8 fluid ounces	8 fluid ounces
<b>Meat/Meat Alternates</b>				
Lean meat, poultry, or fish	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Tofu, soy product, or alternate protein products <sup>4</sup>	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Cheese	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Large egg	1/2	1/2	1/2	1/2
Cooked dry beans or peas	1/8 cup	1/8 cup	1/4 cup	1/4 cup
Peanut butter or soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp
Yogurt, plain or flavored, unsweetened or sweetened <sup>5</sup>	2 ounces or 1/4 cup	2 ounces or 1/4 cup	4 ounces or 1/2 cup	4 ounces or 1/2 cup
Peanuts, soy nuts, tree nuts, or seeds	1/2 ounce	1/2 ounce	1 ounce	1 ounce
<b>Vegetables<sup>6</sup></b>	1/2 cup	1/2 cup	3/4 cup	3/4 cup
<b>Fruits<sup>6</sup></b>	1/2 cup	1/2 cup	3/4 cup	3/4 cup
<b>Grains (oz eq)<sup>7</sup></b>				
Whole grain-rich or enriched bread	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq
Whole grain-rich or enriched bread product such as biscuit, roll, or muffin	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>9</sup> , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup	1/2 cup
Whole grain-rich, enriched, or fortified ready-to-eat breakfast cereal (dry, cold) <sup>8</sup>				
Flakes or rounds	1/2 cup	1/2 cup	1 cup	1 cup
Puffed cereal	3/4 cup	3/4 cup	1 1/4 cups	1 1/4 cups

- <sup>1</sup> Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.
- <sup>2</sup> Larger portion sizes than specified may need to be served to children aged 13 through 18 to meet their nutritional needs.
- <sup>3</sup> Must be unflavored whole milk for children aged one. Must be unflavored lowfat (1%) or unflavored fat-free (skim) milk for children aged two through five. Must be unflavored lowfat (1%), unflavored fat-free (skim) milk, **flavored lowfat (1%)**, or flavored fat-free (skim) milk for children aged six and older.
- <sup>4</sup> Alternate protein products must meet the requirements in Appendix A to Part 226.
- <sup>5</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- <sup>6</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- <sup>7</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count toward meeting the Grains requirement.
- <sup>8</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

# CACFP GRAINS CHART

## Exhibit A—Grains for Child Nutrition Programs<sup>1,2</sup>

GROUP A	MINIMUM SERVING SIZE FOR GROUP A
<ul style="list-style-type: none"> <li>•Bread-type coating</li> <li>•Breadsticks (hard)</li> <li>•Chow mein noodles</li> <li>•Croutons</li> <li>•Pretzels (hard)</li> <li>•Savory crackers (saltines and snack crackers)</li> <li>•Stuffing (dry)</li> </ul> <p><b>NOTE: Weights apply to bread in stuffing.</b></p>	<p>1 oz eq = 22 gm or 0.8 oz            3/4 oz eq = 17 gm or 0.6 oz            1/2 oz eq = 11 gm or 0.4 oz            1/4 oz eq = 6 gm or 0.2 oz</p>
GROUP B	MINIMUM SERVING SIZE FOR GROUP B
<ul style="list-style-type: none"> <li>•Bagels</li> <li>•Batter-type coating</li> <li>•Biscuits</li> <li>•Breads (white, wheat, whole-wheat, French, Italian)</li> <li>•Buns (hamburger and hot dog)</li> <li>•Egg roll skins</li> <li>•English muffins</li> <li>•Pita bread (white, wheat, whole-wheat)</li> <li>•Pizza crust</li> <li>•Pretzels (soft)</li> <li>•Rolls (white, wheat, whole-wheat, potato)</li> <li>•Sweet crackers (graham crackers—all shapes, animal crackers)</li> <li>•Tortillas (wheat or corn)</li> <li>•Tortilla chips (wheat or corn)</li> <li>•Taco shells</li> </ul>	<p>1 oz eq = 28 gm or 1.0 oz            3/4 oz eq = 21 gm or 0.75 oz            1/2 oz eq = 14 gm or 0.5 oz            1/4 oz eq = 7 gm or 0.25 oz</p>
GROUP C	MINIMUM SERVING SIZE FOR GROUP C
<ul style="list-style-type: none"> <li>•Cookies<sup>3</sup> (plain, includes vanilla wafers)</li> <li>•Cornbread</li> <li>•Corn muffins</li> <li>•Croissants</li> <li>•Pancakes</li> <li>•Pie crust (dessert pies<sup>3</sup>, fruit turnovers<sup>3</sup>, cobbler<sup>3</sup>, and meat/meat alternate pies)</li> <li>•Waffles</li> </ul>	<p>1 oz eq = 34 gm or 1.2 oz            3/4 oz eq = 26 gm or 0.9 oz            1/2 oz eq = 17 gm or 0.6 oz            1/4 oz eq = 9 gm or 0.3 oz</p>

<sup>1</sup> Under the CACFP, the following foods are whole grain or enriched or made with enriched or whole-grain meal and/or flour, bran, and/or germ. For meals and snacks served to children and adults, at least one serving of grains per day in the CACFP must be whole grain-rich starting October 1, 2017. Under the NSLP and SBP, the following food quantities from Group A-G must contain at least 16 grams of whole grain or can be made with 8 grams of whole grain and 8 grams of enriched meal and/or enriched flour to be considered whole grain-rich.

<sup>2</sup> Some of the following foods or their accompaniments may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

<sup>3</sup> Considered a grain-based dessert and cannot count toward the grain component at any meal served under the CACFP beginning October 1, 2017, as specified in §226.20(a)(4).

<sup>4</sup> Refer to program regulations for the appropriate serving size for supplements served to children and adult participants. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

<sup>5</sup> Under the CACFP, cereals may be whole grain, enriched, or fortified, and must contain no more than 6 grams of sugar per dry ounce.

# CACFP GRAINS CHART

## Exhibit A continued

GROUP D	MINIMUM SERVING SIZE FOR GROUP D
<ul style="list-style-type: none"><li>•Doughnuts<sup>3</sup> (cake and yeast-raised, unfrosted)</li><li>•Granola bars<sup>3</sup> (plain, cereal bars, breakfast bars)</li><li>•Muffins (all except corn)</li><li>•Sweet roll<sup>3</sup> (unfrosted)</li><li>•Toaster pastry<sup>3</sup> (unfrosted)</li></ul>	1 oz eq = 55 gm or 2.0 oz 3/4 oz eq = 42 gm or 1.5 oz 1/2 oz eq = 28 gm or 1.0 oz 1/4 oz eq = 14 gm or 0.5 oz
GROUP E	MINIMUM SERVING SIZE FOR GROUP E
<ul style="list-style-type: none"><li>•Cookies<sup>3</sup> (with nuts, raisins, chocolate pieces, fruit purees)</li><li>•Doughnuts<sup>3</sup> (cake and yeast-raised, frosted and glazed)</li><li>•French toast</li><li>•Granola bars<sup>3</sup> (with nuts, chocolate pieces, or dried fruit)</li><li>•Sweet rolls<sup>3</sup> (frosted)</li><li>•Toaster pastry<sup>3</sup> (frosted)</li></ul>	1 oz eq = 69 gm or 2.4 oz 3/4 oz eq = 52 gm or 1.8 oz 1/2 oz eq = 35 gm or 1.2 oz 1/4 oz eq = 18 gm or 0.6 oz
GROUP F	MINIMUM SERVING SIZE FOR GROUP F
<ul style="list-style-type: none"><li>•Cake<sup>3</sup> (plain, unfrosted)</li><li>•Coffee cake<sup>3</sup></li></ul>	1 oz eq = 82 gm or 2.9 oz 3/4 oz eq = 62 gm or 2.2 oz 1/2 oz eq = 41 gm or 1.5 oz 1/4 oz eq = 21 gm or 0.7 oz
GROUP G	MINIMUM SERVING SIZE FOR GROUP G
<ul style="list-style-type: none"><li>•Brownies<sup>3</sup> (plain)</li><li>•Cake<sup>3</sup> (all varieties, frosted)</li></ul>	1 oz eq = 125 gm or 4.4 oz 3/4 oz eq = 94 gm or 3.3 oz 1/2 oz eq = 63 gm or 2.2 oz 1/4 oz eq = 32 gm or 1.1 oz
GROUP H	MINIMUM SERVING SIZE FOR GROUP H
<ul style="list-style-type: none"><li>•Cereal grains (barley, quinoa, etc.)</li><li>•Breakfast cereals<sup>4,5</sup> (cooked)</li><li>•Bulgur or cracked wheat</li><li>•Macaroni (all shapes)</li><li>•Noodles (all varieties)</li><li>•Pasta (all shapes)</li><li>•Ravioli (noodle only)</li><li>•Rice (enriched white or brown)</li></ul>	1 oz eq = 1/2 cup cooked (or 28 gm dry)
GROUP I	MINIMUM SERVING SIZE FOR GROUP I
<ul style="list-style-type: none"><li>•Ready-to-eat breakfast cereal<sup>4,5</sup> (cold, dry)</li></ul>	1 oz eq = 1 cup or 1.0 oz for flakes or rounds 1 oz eq = 1.25 cup or 1.0 oz for puffed cereal 1 oz eq = 1/4 cup or 1.0 oz for granola

<sup>3</sup> Considered a grain-based dessert and cannot count toward the grain component at any meal served under the CACFP beginning October 1, 2017, as specified in §226.20(a)(4).

<sup>4</sup> Refer to program regulations for the appropriate serving size for supplements served to children and adult participants. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

<sup>5</sup> Under the CACFP, cereals may be whole grain, enriched, or fortified, and must contain no more than 6 grams of sugar per dry ounce.