CACFP At-Risk Afterschool Care Centers
Application Cheat Sheet for School Districts

1. Gain access to CACFP Module in TX-UNPS by completing the pre-eligibility information online (remember to select “yes” to the question regarding operating multiple CNS programs) and submitting CACFP Form FND-101 that will be emailed.

2. Complete Sponsor CE Information in TX-UNPS
   A. Complete the Contracting Entity Application as detailed on the screen.
   B. Complete Board of Director’s portion with the District’s Student Nutrition Director (or equivalent) information.
   C. Complete the Budget Detail page by filling all areas requesting a dollar amount with $1.00
   D. Complete the Checklist Items by checking in the boxes, even if nothing is submitted. The only item on this screen that is required to be submitted is the Permanent Agreement Contracting Entity Specific Amendment, CACFP-002

3. Complete Site Information
   A. Add a site and complete the information (location, contacts, meal service days/times, etc.) for each site that will be a CACFP At-Risk Afterschool Care site.
   B. For the site checklist items, all that needs to be submitted is a description of the enrichment or educational activities that will be provided. Area eligibility information and licensing information is not needed for schools operating the program at their school. However, both boxes will need to be checked.

4. Wait for F&N approval. Check your status in TX-UNPS for approval status or if any additional information is requested.

Send the required information to:

Mail to: Texas Department of Agriculture Food and Nutrition Attn: Business Operations—Applications P.O. Box 12847 Austin, Texas 78711

Overnight to: Texas Department of Agriculture Food and Nutrition Attn: Business Operations—Applications 1700 North Congress Ave. Austin, Texas 78701

Email to: CACFP.Bops@TexasAgriculture.gov Fax to: 888-223-8645
Streamlined Topics and Summary for Schools

These areas have been streamlined or modified for school districts wanting to offer meals in At-Risk After School Care Centers on school grounds through the CACFP.

**Application** – Streamlined, see cheat sheet for workarounds.

**Financial Management** – CACFP reimbursement funds can be lumped with NSLP as a general Child Nutrition Program account. The same types of documentation will need to be kept, but you won’t have to complete a separate budget, make separate contracts etc. (that doesn’t mean your current contracts won’t change though since they probably will if you’re adding new meals). Your current procurement procedures satisfy the intent of CACFP.

**Meal Patterns** – You can follow NSLP OR CACFP meal patterns, but the respective requirements of each must be followed (vegetable subgroups and whole grains for NSLP, etc). Schools can use their commodities on CACFP meals, but will not receive additional commodities. Cash-in-lieu of commodities is given for CACFP.

**Meal Service** – Meals cannot be offered before the end of the normal school day. Two hours must elapse between the beginning of one snack/meal and the beginning of another snack/meal. Snack service cannot last longer than one hour and a meal service cannot last longer than 2 hours. Meals can be served after school hours, on holidays, and on weekends only during the normal school year. A maximum of one snack and one meal can be claimed per child per day.

**Pre-approval visits** – These are waived for school districts.

**Monitoring** – If monitoring for NSLP has not been conducted then you can do CACFP monitoring along with your usual NSLP reviews. If it has already been done then you must follow the CACFP monitoring schedule until the next year when the reviews can be aligned.

**Training** – You must train staff on CACFP duties as applicable (additional training CACFP on meal patterns isn’t needed if you use NSLP).

**Claiming** – CACFP claims are done a little differently. There is a training video in the TXUNPS support area that you can watch. It is located at: SquareMeals.org → F&N Resources link at top of page → TX-UNPS Program Resources → TX-UNPS Resources for CACFP.