

AFTERSCHOOL *Annual* **TRAINING**

2024/2025

Core Academy

803-622-4777

afterschoolprogramreports@gmail.com

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Core Academy institution is an equal opportunity provider.

INTRODUCTION

- + Child and Adult Care Food Program At-Risk Afterschool Program provides a nutritious hot meal and snack meal to children who are in a structured program.
- + Our goal is to help improve and maintain the health and nutritional well being of children while promoting the development of good eating habits.
- + Meals are free to your participants.

TRAINING AGENDA

Afterschool Eligibility

Training Sign-in Sheet

Supper and Snack Times

Mealtime Requirements

Delivery Tickets & Recordkeeping

Menu Requirements

Meal Service Requirements

Attendance & Meal Count Requirements

Visits

Questions

AFTERSCHOOL ELIGIBILITY

- ❖ Each facility must have an Afterschool program or Enrichment program and provide activities for all participants in the meals program (Ex. Tutoring, homework, sports, etc.)
- ❖ The Afterschool program must not be more than 4 hours per day.
- ❖ Each facility must provide meals for eligible enrolled participants 5-18 years old.
- ❖ Limit to 1 snack and 1 meal per child per day.

TRAINING SIGN-IN SHEET

- ❖ During this training, please make sure you have signed the Training Documentation form.
- **Site supervisors must ensure all staff have been trained *Annually* by Core Academy prior to serving meals.**

YOUR SUPPER AND SNACK TIMES

- + You must serve meals during your designated supper and snack times.
- + Your meal service times are updated in the DSS applications system.
- + Failure to notify Core about these changes will result in temporary meal suspension.

Serving outside your mealtimes is a violation.

MEAL TIMES REQUIREMENTS

- ❖ If you need to adjust your mealtimes, please email afterschoolprogramreports@gmail.com and make sure you receive a reply to confirm receipt of email.

Temperature Control

Cold food at **41** degrees or below

Hot food at **135** degrees or above

DELIVERY TICKETS & RECORDKEEPING

- ❖ Starting **March 2024**, you must organize and maintain all delivery tickets along with the menu, attendance and meal count reports.
- ❖ Drivers will now leave a copy of the delivery ticket at each approved facility.
- ❖ Please print and date both copies. If you don't receive a copy of your delivery tickets, email us and we will email it to you.

MENU REQUIREMENTS

- ❖ Make sure you are keeping a copy of all menus.
- ❖ Compare the menu with the delivery ticket and what you received.
- ❖ Make necessary changes, if applicable.
- ❖ Do not **white out**, cross one line through and write in the correction.

MENU REQUIREMENTS

- ❖ In the event an item is not delivered, please call your delivery driver immediately.
- ❖ In the event you cannot contact the delivery driver, please call one of our staff.
- ❖ If possible, we will delivery any missing items as soon as the call is received.
- ❖ Incorrect number of meals or items must be reported.

MENU REQUIREMENTS

- ❖ ***** **You will never serve JUICE with the supper meals.**
- ❖ Make sure you know what is to be served for supper and what items to serve for snack.
- ❖ Each item on the menu is a reimbursable meal, therefore, if you do not serve all for supper and snack items listed on the menu or delivery tickets (apart from participants with allergies), you are not serving a reimbursable meals and is in violation of the meal service requirements

MEDICAL STATEMENTS REQUIRE DOCUMENTATION

Disability or Life Threatening Allergy

Written Statement from a MEDICAL AUTHORITY

A Licensed Physician, Physician Assistant or Nurse Practitioner.

- The non-dairy beverage does not need to be nutritionally equivalent to milk,
- The medical statement must include Identification of the disability or dietary condition which restricts the participants' diet,
- The food or foods to be omitted from the participant's diet,
- The food or choice of foods to be substituted.
- Site staff must provide a list of allergies to the sponsor prior to start date.

FOOD SERVICE

The following must be in a prominent area where it is visible to parents and children:

1. Menu (weekly or daily)

WEEK 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	Choose from: cereal (e.g. Wheaties™, rice bubbles, cornflakes), porridge, muesli, wholemeal toast served with milk / water				
MORNING TEA					
Food	Fresh fruit platter (apples, oranges, bananas)	Yoghurt with canned peaches in natural juice	Fresh fruit and vegetable platter (apples, mandarins, red capsicums, cucumbers)	Fresh fruit platter (oranges, bananas, pears)	Fresh fruit and vegetable platter (apples, pears, mandarins, red capsicums, cucumbers)
Drink	Milk / Water	Milk / Water	Milk / Water	Milk / Water	Milk / Water
LUNCH					
Food (include recipe/ingredient details)	Pasta bolognese (Main ingredients: beef mince, onion, carrot, zucchini, herbs, tomato, pasta)	Tuna and broccoli fritata with green salad and wholemeal bread	Chili con carne and rice (Main ingredients: beef mince, onion, capsicum, chickpeas, kidney beans, tomato, rice)	Baked chicken and vegetable medley	Pumpkin soup served with a platter of wholemeal or multigrain sandwiches: Tuna, corn, sliced tomato Egg and mayonnaise, lettuce and sliced red capsicum Roast beef, grated carrot and sliced cucumber
Drink	Water	Water	Water	Water	Water
AFTERNOON TEA					
Food	Platter of wholemeal sandwich triangles: Cheese and tomato Cream cheese and grated carrot	Fresh apple slices and cashew bread	Yoghurt and fruit muesli	Tostitos and hummus dip, wholemeal pita bread, vegetable sticks (capsicum, steamed carrots)	Fruity bread pudding
Drink	Milk / Water	Milk / Water	Milk / Water	Milk / Water	Milk / Water
LATE SNACK	Choose from: crackers and cheese, toast, wholemeal sandwiches served with water				

2. And Justice for All poster



Materials can be posted on serving table

3. Building for the Future
(English & Spanish Version)

Good nutrition today means a stronger tomorrow!
Building for the Future
with
CACFP
This day care receives support from the Child and Adult Care Food Program to serve healthy meals to your children.
Meals served here must meet USDA's nutrition standards.

Questions? Concerns?
[Here is space for the State agency and sponsoring organization to add contact information]
Learn more about CACFP at USDA's website:
<https://www.fns.usda.gov/>
USDA is an equal opportunity provider, employer and lender.
United States Department of Agriculture
Food and Nutrition Service (FNS) 2019
November 2019



¡Buena nutrición hoy significa un mañana más saludable!
Construyendo para el Futuro
con
CACFP
Esta guardería infantil recibe ayuda del Child and Adult Care Food Program para servir comidas nutritivas a sus niños.
Comidas servidas aquí deben de seguir los requisitos nutricionales establecidos por USDA.
¿Preguntas? ¿Inquietudes?

[Here is space for the State agency and sponsoring organization to add contact information]
Aprenda más información sobre CACFP en el sitio web del USDA: <https://www.fns.usda.gov/>
USDA es un proveedor, empleador y prestador de servicios que ofrece igualdad de oportunidades.
United States Department of Agriculture
Food and Nutrition Service (FNS) 2019
November 2019



CHANGES TO REPORT TO SPONSOR

- + **Name changes;**
- + **Address changes (temporary or permanent relocation) ;**
- + **Changes in meal-times;**
- + **Change of staff involved in the CACFP, i.e., Site Director, CACFP Site Managers, Assistants;**
- + **Enrollment numbers;**
- + **Program directors must keep track of your facility's yearly Fire Inspection Reports to remain eligible during the school year.**

MEAL SERVICE REQUIREMENTS

- ❖ Keep **hot** foods **hot** and **cold** foods **cold**. Make sure you are maintaining the time and temperature control rules.
- ❖ Adjust your meal count number, as necessary.
- ❖ When asking for an increase, make sure your daily **attendance** number(s) reflects the increase and submit an undated copy along with your email request.
- ❖ Please discard any leftovers at the end of each meal service (Supper and Snack).
- ❖ Leftovers and anything left on the **share table** should not be counted on the meal count record.

MEAL SERVICE REQUIREMENTS ATTENDANCE RECORD

POINT-OF-SERVICE

Documenting the ATTENDANCE: Document the monthly attendance record each day **as each child arrives**. Do not forget to document late comers.

*** This is taking the **Attendance** at the point-of-service.

-
- ❖ Never use your meal count number or the number of meal delivered for your attendance numbers.
 - ❖ The attendance numbers may exceed the meal count number for each day.

ATTENDANCE MUST BE ADMINISTERED AS CHILDREN ARRIVES.

Blue or
Black Ink
Only

Attendance Record

Sponsor: Core Academy

Center: Facility Name Here

Month / Year: October-20

Total: 159

Operating days: 0

verage Daily Attendance: ####

	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	26	27	28	28	30
1	Anderson, Cayleigh																							p	p	p	p					
2	Anderson, Lamar																							a	p	p	p					
3	Bailey, Michael																							p	p	p	p					
4	Bullock, Sean																							p	p	p	p					
5	Burnell, Angela																							a	p	p	p					
6	Clark, Alivia																							p	p	p	p					
7	Corbett, Mikel																							p	p	p	p					
8	Cornelius, Brianna																							p	p	p	a					
9	English, Damoni																							p	p	p	a					
10	Friday, Kennedy																							p	p	p	p					
11	Giles, Mauriah																							p	p	p	p					
	Gilliard, Trinity																							p	p	p	p					
12	Gibbs, Kendra																							p	p	p	p					
13	Haltiwanger, Kadence																							p	p	p	p					
14	Hamilton, Payton																							p	p	p	p					
15	Hutchinson, Madison																							p	p	p	p					
16	Jennings, Thaddeus																							p	p	p	p					
17	Johnson, Na'Tshaun																							p	p	p	p					
18	Jones, Emerson																							p	p	p	p					
19	Jones, Erin																							p	p	p	p					
20	Kennedy, Emily																							p	p	p	p					
21	King-Turner, Allison																							p	p	a	p					
22	Lane, Jeremiah																							p	p	p	p					
23	London, Kamryn																							p	p	p	a					

List students in
alphabetical order,
if typed.

MEAL SERVICE REQUIREMENTS

MEAL COUNT RECORD

POINT-OF-SERVICE

Documenting the MEAL COUNT: Make sure you are annotating the number of meals served immediately after you serve all meal items or at the end of each meal service.

***** This is taking the Meal Count at **the point-of-service**.

-
- ❖ Do not complete your meal count sheet the next day or when it is requested. Must be done at the point-of-service.
 - ❖ Do not annotate your meal count based on your attendance, or the number of meals delivered for that day.

***** This is a violation of the meal service requirements.

- ❖ The meal count numbers **cannot exceed** the attendance, and the numbers of meals served for each day.

Facility:	Facility Name Here						Month / Year:		October 2020			
	Breakfast		AM Supplement		Lunch		PM Supplement		Supper		Eve. Supplement	
	Participan	Staff ?	Participan	Staff ?	Participan	Staff ?	Participan	Staff ?	Participan	Staff ?	Participan	Staff ?
Date	Participan	Staff ?	Participan	Staff ?	Participan	Staff ?	Participan	Staff ?	Participan	Staff ?	Participan	Staff ?
1												
2												
3												
4												
5												
6												
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16												
17												
18												
19												
20												
21												
22												
23									39		39	
24									42		42	
25									41		41	
26									37		37	
27												
28												
29												
30												
31												
Totals	0	0	0	0	0	0	0	0	159	0	159	0

RECORD
KEEPING
MEAL COUNT
SHEET

DAILY MEAL COUNT SHEET
MUST BE ADMINISTERED AS
CHILDREN RECEIVES A
MEAL.

If Handwritten
Blue or Black
Ink Only

ATTENDANCE & MEAL COUNT REQUIREMENTS

Handwritten Reports

- ❖ Send a copy of your handwritten reports by the end of **every Friday** weekly.
- ❖ Make sure you are sending in your updated reports.
- ❖ Make necessary corrections in a timely manor if asked by one of Core's admin staff.
- ❖ Use only Black or Blue ink.
- ❖ When sending in copies of your reports, make sure you capture the entire report, and it is legible.

ATTENDANCE & MEAL COUNT REQUIREMENTS

Electronic Reports

- ❖ Electronic reports must be **updated each day** you operate.
- ❖ Make sure the electronic report is shared with Core Academy so we can have access to it in real-time.
- ❖ Make necessary corrections in a timely manor if asked by one of Core's admin staff.

VISITS

- ❖ In the event your facility receives a visit from our monitoring staff or a visit from the Department of Social Services (DSS), make sure you are conducting the meal services as required in this refresher training.
- ❖ Failure to do so will result in a temporary or permanent suspension of meals and all decisions concerning the terms and length suspension will be made by the Executive Director of Core Academy.

REVIEW FINDINGS

- Core Academy monitor will visit your site to evaluate your how you are managing the afterschool food program.
- Monitor will observe any inconsistencies between our observations and the information that you submitted on your application.
 - **Number of children**
 - **Maintenance of Menu, Attendance, Meal Count, and Parent/Guardian Meal Pick-up Sheet (if applicable).**
 - **Point of service meal count**
- Monitor will provide technical assistance to improve your management ability and reduce the risk of program noncompliance, which could result in adverse action.

CORRECTIVE ACTION

If findings are cited during a review, you will be given the opportunity to make corrections:

- Staff will discuss findings with staff during visit.
- A follow-up email will be sent to site staff and management.
- Staff will submit to sponsor a correction plan for making corrections.
 - What procedures will be implemented to permanently correct the finding(s)
 - Who will be responsible for completing the task
- Corrections are to be made immediately.
- More visits will be made to verify if corrections have been made.

CONSEQUENCES FOR UNCORRECTED FINDINGS

If corrections are not made:

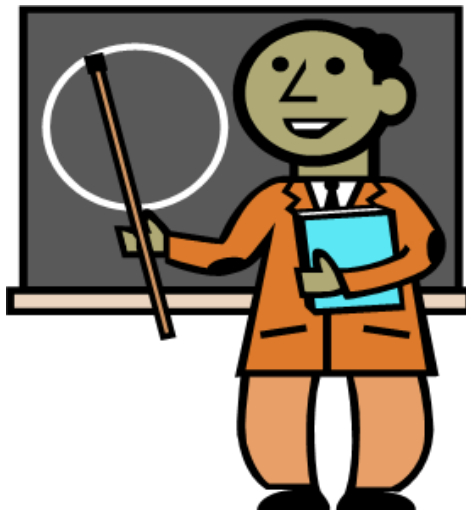
- Sponsor will move to suspend your site from the program for **30 days**.
- If corrections have not been made at the end of 30 days, site contract will be **terminated**.





Civil Rights Training

Civil Rights Training



CACFP

State
Agency

CACFP
Sponsors

Approved
Facilities

Refer to: The Institute of Child Nutrition (theicn.org)

The Goals of Civil Rights:

Eliminate barriers

that prevent or deter people from receiving benefits of a government-sponsored or funded program

Provide equitable treatment

in the delivery of programs and services for applicants, participants, and beneficiaries of a federal program

- + Ensure that applicants and participants understand their rights and responsibilities
- + Show respect and dignity to all

Civil Rights requirements for Child Nutrition Programs can be found in
[FNS Instruction 113-1](#)

What Is Discrimination?

Different treatment which makes a distinction of one person or a group of persons from others; *either intentionally*, by neglect, or by the actions *or lack of actions*.

6 Protected Classes



What is a protected class?

A protected class refers to any person or group of people who have characteristics for which discrimination is prohibited based on law, regulation or an executive order.

- + Race
- + Color
- + National origin
- + Sex
- + Disability
- + Age

Public Notification



Program Availability

Inform applicants, participants, and potentially eligible persons of their program rights and responsibilities and steps necessary for participation.

Complaint Information

Advise applicants and participants at the service delivery point

- + right to file a complaint
- + how to file a complaint
- + the complaint procedures

Non-discrimination Statement

Is Required...

On all materials shared with the public that mention USDA programs.
Including web page for CN Program

Is Not Required...

On cups, buttons, magnets, pens or other items that mention the program when the size or shape make it impractical.



When using graphics, reflect diversity.

Civil Rights Requirements

Data Collection

This is conducted during the monitoring visit by Core Academy Monitor

Sponsors must collect and maintain racial/ethnic data as part of the federal requirements for operating Child Nutrition Programs. Ethnic and racial data must be collected for each CACFP site at least one time during the CACFP operations using the Racial Ethnic Data Form.

Civil Rights Requirements

Limited English Proficiency (LEP):

Applies to individuals who do not speak English as their primary language and have a limited ability to read, speak, write, or understand English.

Recipients of Federal financial assistance have a responsibility to take reasonable steps to ensure meaningful access to their programs and activities by persons with LEP.

Accommodations for Persons with Disabilities:

When a program participant has a diagnosed disability that restricts their diet, the sponsor must provide the prescribed food substitutions or modifications at no charge.

- + Requires a medical note from a recognized medical authority

Civil Rights Complaints Process



Complaints shall be:

Accepted and forwarded to DSS

Filed within 180 days of any alleged discriminatory action

Verbal, written, or anonymous

State Agency or Sponsor may develop their own complaint form but lack of form is not needed for report

Civil Rights Complaint Log maintained



Customer Service

- Good customer service decreases the likelihood of all complaints.
 - Effective communication
 - Responding to customer complaints
 - Valuing customer's worth
- Instilling excellence through courtesy, confidence, and enthusiasm

Conflict Resolution:

In no way is the CACFP Sponsor to impede with a customer's right to file a civil rights complaint. However, most conflicts are easily solved by using appropriate tools.

Address conflict early and prevent from escalating.

Treat all parties with respect and dignity.

Provide timely services.

Avoid casual comments involving race, color, national origin, sex, age, or disability.

Compliance Reviews

There are three types of compliance reviews:

Pre-Award Compliance Reviews

Routine (Post-Award) Compliance Reviews

Special Compliance Reviews

- + To follow-up on previous findings of noncompliance;
- + To investigate reports of noncompliance by other agencies, media, or grassroots organizations;
- + Pattern of complaints of discrimination

Resolution of Noncompliance

- + **Noncompliance**: A factual finding that any civil rights requirement, as provided by law, regulation, policy, instruction, or guidelines, is not being adhered to by a State agency, local agency, or other sub recipient.
- + Steps must be taken immediately to obtain **voluntary** compliance.
- + A finding's effective date is the date of notice to the reviewed entity.

- + Display the poster in a prominent location for all to view

+ For more copies

**Call the office at
803.622.4777**



QUESTIONS?

CONTACT INFORMATION:

afterschoolprogramreports@gmail.com

Office: 803-622-4777

Fax: 866-221-1712