

# Outside-School-Hour Centers

Outside-school-hour centers may participant in CACFP with SDE either as independent centers or under the auspices of a sponsoring organization of centers. All outside-school-hour centers must also comply with their Institution type provisions. Please refer to either the Independent Center or Sponsoring Organization of Centers section of this manual, depending on your Institution type for additional requirements that apply to outside school hour centers.

## DEFINITION OF OUTSIDE-SCHOOL-HOUR CENTERS

A public or private nonprofit Institution or facility (except daycare homes), or a For-profit center in which 25% or more of the children are eligible for free or reduced-price meals, that is licensed to provide organized nonresidential child care services to children during hours outside of school.

This manual section provides guidance on:

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## Eligible Institutions

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Outside-school-hours care centers may participate in CACFP either as independent centers or under the auspices of a sponsoring organization; provided, however, that public and private nonprofit centers shall not be eligible to participate in CACFP under the auspices of a for-profit sponsoring organization. Outside-school-hours care centers participating as independent centers shall comply with the provisions of 7 CFR 226.15 and provided in the Independent Centers manual section.

All outside-school-hours care centers, whether independent or sponsored shall meet the following requirements:

1. Meet Federal, State or local licensing requirements or if exempt from child care licensing requirements the center(s) must meet State or local health and safety standards. See licensing requirements below.
2. Except for for-profit centers, outside-school-hours care centers shall be public, or

have tax-exempt status under the Internal Revenue Code of 1986.

3. Nonresidential public or private nonprofit schools which provide organized child care programs for school children may participate in CACFP as outside-school-hours care centers if:
  - a) Children participate in a regularly scheduled program that meets the criteria for licensing or Health and Safety Standards. CACFP is organized for the purpose of providing services to children and is distinct from any extracurricular programs organized primarily for scholastic, cultural, or athletic purposes; and
  - b) Separate CACFP records are maintained.

## LICENSING REQUIREMENTS

In accordance with 7 CFR 226.6(d)(1), if Federal, State or local licensing is not otherwise required, outside-school-hours care centers must meet State or local health and safety standards. Meeting these standards will remain a precondition for any outside-school-hours care center's eligibility for CACFP nutrition benefits.

Institutions that are exempt from state licensing must submit a copy of their most current Health Department Inspection and Fire Department Safety Inspection to SDE. To be current the inspections must occur annually in Idaho. Each inspection must be attached in the Institution's application packet in MyIdahoCNP on the site checklist.

In cases where Federal, State or local licensing is required, outside-school-hours care centers that are complying with applicable procedures to renew licensing or approval may participate in CACFP during the renewal process, unless SDE has information that indicates the renewal will be denied.

## Eligible Participants

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### CHILDREN:

1. Children age 12 and under;
2. Children age 15 and under who are children of migrant workers; and
3. Children of any age with disabilities as defined in the Acronyms and Definitions section of this manual.

## Meal Service Requirements

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Each meal service must be supervised by an adequate number of operational personnel who have been trained in CACFP requirements. Operational personnel must ensure that:

1. Meals are served only to children and to adults who perform necessary food service labor;
2. Meals served to children meet the meal pattern requirements specified in 7 CFR 226.20;
3. Meals served are consumed on the premises of the centers;
4. Accurate records are maintained; and
5. The number of meals prepared or ordered is promptly adjusted on the basis of participation trends.

### FOOD SERVICE VENDOR CONTRACT

An outside-school-hour care center may utilize existing school food service facilities or obtain meals from a school food service facility. The outside-school-hour center must have a written food service contract between the outside-school-hours care center and the school. The center shall maintain responsibility for all CACFP requirements. For more information on food service contracts please see the Food Service Contract section of this manual.

### REIMBURSABLE MEALS AND SNACKS

Outside-school-hours care centers shall be eligible to serve one or more of the following meal types: breakfasts, snacks and suppers. In addition, outside-school-hours care centers shall be eligible to serve lunches to enrolled children during periods of school vacation, including weekends and holidays, and to children attending schools which do not offer a lunch program. Notwithstanding the eligibility of outside-school-hours care centers to serve CACFP meals to children on school vacation, including holidays and weekends, such centers shall not operate under CACFP on weekends only.

Each outside-school-hours care center participating in CACFP shall claim only the meal types specified in its approved site application in MyIdahoCNP and served in compliance with the meal pattern requirements of 7 CFR 226.20. Reimbursement may not be claimed for more than two meals and one snack provided daily to each child or for meals served to children at any one time in excess of authorized capacity. For-profit centers may not claim reimbursement for meals served to children in any month in which less than 25 percent of the children in care (enrolled or licensed capacity, whichever is less) were eligible for free or reduced-price meals nor were title XX beneficiaries.

## Record Maintenance Requirements

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Each outside-school-hours care center shall comply with the recordkeeping requirements established in 7 CFR 226.10(d), 7 CFR 226.19 and, if applicable, in 7 CFR 226.15(e). Failure to maintain such records shall be grounds for the denial of reimbursement. Records must be maintained for three years plus the current program year.

In addition to the other records required to be maintained by Institutions (Independent Centers or Sponsoring Organizations of Centers) as provided in these manual sections, each outside-school-hour care center shall accurately maintain the following records:

1. Information used to determine eligibility for free or reduced price meals in accordance with 7 CFR 226.23(e)(1) and guidance provided in the Income Eligibility Form manual section;
2. Number of meals prepared or delivered for each meal service;
3. Daily detailed menu records for each meal service. Please refer to the Menu Planning and Menu Record Requirement manual section;
4. Number of meals served to children at each meal service. Daily time of meal service meal count records must be recorded by child's name;
5. Number of children in attendance during each meal service. Daily time in and out attendance records must be recorded for each child;
6. Number of meals served to adults performing necessary food service labor for each meal service;
7. All other records required by the SDE financial management system.

## Training Requirements

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Each outside-school-hours care center must require key operational staff, as defined by SDE, to attend CACFP and Civil Rights training prior to the center's participation in CACFP, and at least annually thereafter, on content areas established by SDE. More information on training requirements is provided under the Institutions Type (Independent Center or Sponsoring Organization of Centers) sections of this manual.