

SCHOOL BREAK MEALS HOW-TO

for those not currently approved as At-Risk Afterschool Meals sponsors

The At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP) allows sponsors to serve meals during school breaks to children and teenagers 18 and under. School divisions, community and faith-based organizations, and local government agencies can all serve as sponsors for this program.

Sites serving meals to children during school breaks must:

- Be located within a public school attendance zone of $\geq 50\%$ free or reduced-priced school meal eligibility
- Meet state and local health and safety requirements
- Offer enrichment or educational activities
 - Examples include: [nutrition education](#), arts and crafts, non-competitive games and physical activities, story/reading time, and homework help
- Serve nutritious meals that meet CACFP nutritional guidelines
 - Sites can receive funding to offset the cost for any one meal (breakfast, lunch, or supper) and/or snack

To fill out the application to become an At-Risk Afterschool Meals sponsor in Virginia, visit the [Virginia Department of Health CHAAMPS website](#).

What are the meal requirements?

Sites must serve nutritionally balanced meals that follow [CACFP meal patterns](#). Breakfast must include all three components- milk, vegetable/fruit, and grains. Lunch and supper must include all five components- milk, fruits and/or vegetables, grains, and protein. Snack must include two of the five components.

Is there training involved?

Yes; sponsors and sites must be trained by the Department of Health to serve meals through this program. Once approved as a sponsor, the Department of Health will follow up with sponsors on required trainings.

Who is going to prepare and serve meals?

If you're already serving meals, your food service staff may be interested in picking up extra hours during school breaks to maintain a steady source of income. Using the staff that administers other meals or snacks during regular school days or afterschool programs means that they are familiar with meal preparation and meal service, and are trusted faces to children. If you're not currently serving meals, you can have the option to prepare meals yourself, have each site prepare their own meals, or get meals delivered from a caterer or school. Individuals, especially during the holidays, are often interested in volunteering and giving back to their local communities. Volunteers must be trained to serve meals.

How do you make families aware of school break meals?

Advertising school break meals is vital to making them a success. Consider the following outreach strategies to make families aware of school break meals:

- Send flyers home with students and email parents about these meals 2 weeks prior to the school break.
- Include information on the locations and times of meal service during school or activity announcements the week leading up to the school break.
- Add information to the sponsors' and sites' websites for at least 2 weeks prior to the school break.

What must sponsors record and submit to the Department of Health for reimbursement?

They must report the number of meals served to children and daily attendance. For the 2016-2017 school year, the reimbursement for supper is \$3.16, and the reimbursement for snack is \$0.86.

How do you keep serving meals through this program on regular school days or weekends?

Good news! If you are approved as a CACFP sponsor to serve meals during school breaks, you can serve meals at approved sites on regular school days and weekends, too. Requirements are similar, but check out the [Department of Health website](#) for specifics. Your application to serve meals during school breaks has an increased likelihood of being approved if you are interested in serving meals on a regular basis such as daily afterschool meals.