**CACFP FY25**

**Site Application Guide**

FBA sponsors At Risk Afterschool Sites for the Child and Adult Care Food Program. To be eligible to participate an at-risk afterschool site you your organization must:

* Be organized primarily to provide care for children after school or on the weekends, holidays, or school vacations during the regular school year
* Provide organized regularly scheduled activities (i.e., in a structured and supervised environment)
* Include education or enrichment activities; and
* Be located in an eligible area [7 CFR §226.2; 7 CFR §226.17a(b)].
	+ Eligible area means the site is in the attendance area of a public school (an elementary, middle, or high school) where at least 50 percent of the students are eligible for free or reduced-price meals under the NSLP. Or the school has a community eligibility provision (CEP)

Food Bank of Alaska provides a variety of credible unitized shelf stable CACFP Lunch/Supper meals and Milk to sites though bulk shipments (typically 1,100lbs) to qualifying sites. These meals are then served in alignment of CACFP meal service requirements during the sites selected meal service times.

**Sites must complete and submit the following forms to participate in the CACFP program:**

* Child Care Standards Certification
* Unaffiliated Site information and Agreement
* Provide a weekly activity calendar
* Complete FBA’s online site sponsorship application
	+ All paper forms are submitted though the online sponsorship application.

**Once all site application forms are submitted:**

* CACFP Sponsor Site training
	+ At least 2 site staff will attend a virtual site training (one of those staff must be the primary contact)
* Coordinate meal delivery logistics
* Select a start day for the program

**Site operations:**

* Daily attendance sheet
* Daily meal count sheet
* At Risk Monitoring Review form
	+ Completed in 1st, 4th, & 12th week of site operations
* Racial Ethnic Data Report
	+ Taken in 4th week of site operations

**Child Care Standards Certification: Form Instructions Guide**

When completing this form please answer these questions honestly and completely. There are no disqualifying answers in this form so answering with a “Not in Compliance” of “N/A” is fine. Please provide in the “Notes” column of that row any necessary Information for that question. If a question requires additional documentation, you must provide that in the upload of your forms. If you are unsure of how to answer a question, please contact a member of the child programs team at the Food Bank of Alaska. We have some frequently asked questions that we have answers below for.

* Health and sanitation permit or report
	+ If you do not have this, please respond with N/A and in the notes say when the last report or permit was and if there was never one, please leave it blank.
* Fire/Building inspection
	+ If you do not have a current satisfactory inspection, please request an inspection from your local fire marshal. Please submit your request to the fire marshal and their response (if there is a response) as documentation for this.
	+ When reaching out to the fire marshal please indicate that you are intending to operate a CACPF program to provide free after-school meals to children in the community. You are required to either have the facility inspected or have documentation from the fire marshal stating there are no objections to the meal service at the facility.
	+ With many of our sites in rural areas of the state that are hard to receive inspections, we regularly have sites that cannot get an inspection but notify the marshal of their operations.
* Procedure to notify participants gradian of child illness of injury
	+ Procedure can be explained in the note's column of this row and can be brief. With this being increasingly complex as sites are open to all children, we understand how sites may have improvised procedures.
* Procedure for sponsor and self-evaluation (Last question on the form)
	+ Answer "In Compliance”
	+ In notes, please say “Site will conduct a 1st, 4th, & 12th week site monitoring review form. This will be done by FBA though either in person or virtual site visit”

**Unaffiliated Site Informiation and Agreement: Form Instructions Guide**

This form is to provide site information and an agreement on that information between the sponsor organization Food Bank of Alaska and your organization the site. Please fill this form out completely and with correct information. If you have any questions, please reach out to a member of the Food Bank of Alaska child programs team. Below are a few regular questions that we can provide some Insite on for your reference.

* Educational and Enrichment activities
	+ These activities are generic to how you plan to provide the same activity option to all who attend your site.
	+ Please reference the Activity Calander Form Instructions Guide on the next page for more information.
* Recordkeeping
	+ Sites must take daily attendance on an attendance form that FBA will provide.
	+ Sites also must take daily meal counts on a separate sheet that FBA will provide. Meal counts are taken “At point of service”
	+ These forms will be submitted weekly to an online reporting form that reports the weekly meals served and attendance to FBA

**Weekly Activity Calendar: Form Instructions Guide**

All At-Risk Afterschool Sites must have daily activities provided with the CACFP meal. These activities must be available to all children who attend the CACFP program. An example of activities that can be provided are Coloring page, Science questions of the day, Trivia, Arts and Crafts, cultural enrichment, Reading, and other. These weekly calendars are generic and so there is a reference to what might be provided at the site that day. Please use the activity guide page if you need to create a weekly schedule for your CACFP programs activities. If you have any questions, please reach out to a member of the Food bank of Alaska child programs team.