

Food Service Facts

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28. Other Related Programs

This chapter includes information about the Special Milk Program (SMP) and the Child and Adult Care Food Program (CACFP). The participation of Head Start participants in the Child Nutrition Programs is also discussed.

Special Milk Program (SMP)

The Special Milk Program (SMP) was first authorized in 1954. In 1966 it was included as part of the Child Nutrition Act. The program provides a subsidy for milk served to eligible children.

The SMP is available to schools and institutions that do not participate in any other Child Nutrition Program, and for split-session kindergarten and pre-kindergarten children who do not have the option of breakfast or lunch at school.

The law does not include split sessions for any age or grade levels other than kindergarten and pre-kindergarten programs. Regulations define a split session as “an educational program operating for approximately one-half of the regular school day.” Schools with kindergarten sessions lasting longer than one-half day are not eligible to participate in the SMP.

Sponsors that participate in the SMP may choose to provide milk to all participating students for a small fee to cover the cost of the milk (Paid Milk Only). Sponsors may also choose to provide milk free to those students whose households are eligible for free CNP benefits and charge students that do not qualify for free milk a small fee to cover the cost of the milk (Paid and Free Milk).

Paid Milk Only

Under the “Paid Milk Only” option, milk is served to all participating children for the same established price, without regard to the child’s eligibility for CNP benefits. Reimbursement is paid for half-pints of milk served to participating students at the established rate for “paid milk” set annually by USDA.

Regulations require that the program be operated in a non-profit manner. Revenues the sponsor collects from households and reimbursement received from KSDE should not exceed the total costs of providing the milk to students. To compute the charge for paid milk, use the following formula:

$$\begin{aligned} & \text{Cost of milk from the supplier} \\ & + \text{Cost of straw, napkin (approximate)} \\ & - \text{Paid milk reimbursement rate} \\ & = \text{Milk price charged students} \end{aligned}$$

Paid and Free Milk

The “Paid and Free Milk” option allows the sponsor to offer milk at no charge to students from households who are eligible for free CNP benefits. Free milk reimbursement is received for those children who are eligible. The free milk reimbursement is the average cost the sponsor pays per half-pint of milk. A lower “paid” reimbursement rate is received for other students who participate in the SMP.

Sponsors who wish to participate in the “Paid and Free Milk” option must make the Application for Child Nutrition Program Benefits and the Letter to Households, www.kn-eat.org, School Nutrition Programs, Administration, Program Renewal, Form 3-B or 3-C, available to all parents or guardians of enrolled students.

Non-Pricing Special Milk Program

A sponsor can provide milk at no charge to all eligible students participating in the Special Milk Program. If a non-pricing program is offered, the sponsor can claim only the paid milk reimbursement rate for milk served to all participating students. Other sponsor funds must be used to cover the remaining costs of providing milk.

Sponsors may charge an enrollment fee to cover the cost of books, supplies, snacks and milk and still participate in the non-pricing Special Milk Program.

Milk Service Accountability

For “Paid Milk Only” programs, accountability can be very simple. The person serving the milk must count the number of milk units served to students. This person can be a classroom teacher, aide or food service staff member.

For “Paid and Free” milk programs, the accountability system must allow for the number of paid and free milk units served to be counted. The system used must ensure that the eligibility category of students eligible for free milk is NOT overtly identified.

The system must allow for a point-of-service count of the milk served. Accountability systems that may be approved include coded paper tickets, coded rosters, computerized bar coded milk cards and computerized bar coded rosters.

The number of milk units served by eligibility category is recorded on the Daily Record of Milk Served and Income Received (Form 9-D) or the Daily Record of Special Milk Served (Form 9-E). Form 9-E is for use only by sponsors participating in the Special Milk Program for split session pre-K and kindergarten students.

Refer to Chapter 9 of *Food Service Facts* for more information about Special Milk Program accountability.

Special Milk Program for Nonprofit Residential Camps

Nonprofit Residential Camps may receive reimbursement based on the milk that is served to children in their residential camp program. Procedures are like the "Paid Milk Only" option. All participating children may receive milk. Reimbursement is paid for half-pints of milk served to participating students as documented on Form 28-A which accounts for the delivery and use of all milk to the camp. Form 28-A and invoices for the month are sent to KSDE for reimbursement.

Semester or Annual Fees for Milk

Q *May a school charge a flat fee for the semester or school year for Special Milk for their students?*

A Yes. A school may compute the cost of Special Milk over the semester or school year and charge the student at the time of enrollment.



Milk Allergies

Q *If a student is allergic to milk and is served juice in its place, is the Sponsor reimbursed for the juice served?*

A No. Sponsors are reimbursed only for milk served.



Milk Served Occasionally to Kindergartners/Pre-Kindergarten Students

Q *On occasions when a kindergarten or preschool student who normally does not have a meal available to him/her eats a school breakfast or lunch, is the milk served during the class reimbursable under the Special Milk Program?*

A No. Only milk served to split session kindergarten or pre-kindergarten students who do not have a breakfast or lunch available qualifies for the reimbursement. On that day, the student's milk would not be claimed for reimbursement.



Participation for Afternoon but not Morning Kindergartens

Q *When the morning kindergarten class is offered breakfast and afternoon kindergarten class does not have lunch available to them, can the sponsor participate in the Special Milk Program for the afternoon kindergarten class and not the morning kindergarten class?*

A Yes. Only the milk served to the afternoon kindergarten class would be claimed for reimbursement because they have no other program available to them. The sponsor must take into consideration that the milk served to the morning kindergarten class will not have the reimbursement subsidy. The sponsor would decide whether to charge the morning students the higher price for the milk or pay for that milk from some other source.



Child and Adult Care Food Program (CACFP)

The Child and Adult Care Food Program (CACFP) is a Federally-funded program that reimburses facilities for serving nutritious foods to the children or adults who are enrolled for care. Eligible children are 12 years of age and under, or children with a disability age 18 or under, or children 18 years of age and under participating in the Area Eligible Program. Eligible adults are functionally impaired adults or persons 60 years of age or older.

Up to two meals and one snack or two snacks and one meal per day per participant may be claimed for CACFP reimbursement. A facility may be approved to serve a breakfast, morning snack, lunch, afternoon snack, supper, and evening snack to participants enrolled in the day care program. Lunches may not be claimed for school age children on days when school is in session and lunch is served to that child at school.

Eligible Sites

To be eligible to participate in the CACFP, a sponsoring organization must (1) be a public entity, or (2) have tax-exempt status under the Internal Revenue Code of 1986, or (3) meet the requirements for a for-profit center. In addition, all programs in Kansas are non-pricing. A non-pricing program includes the price of meals served in the fee charged for day care.

A child care center is licensed or approved to provide nonresidential child care services to enrolled children, including but not limited to child care centers, 4-year-old at-risk programs, preschools, Head Start centers, outside of school hours care centers, and centers providing day care services for children with disabilities. Child care centers may participate in the CACFP as independent centers or under the auspices of a sponsoring organization.

Outside school hours care program (OSHCC) is a care program licensed to provide organized nonresidential care and supervision of school age children outside of school hours. Breakfast, afternoon snack, and supper may be claimed for children on a school day. Breakfast, lunch, supper and/or snacks (morning, afternoon, or evening) may be claimed for reimbursement when served to all children during periods of school vacation, including weekends and holidays. However, outside school hours care programs may not operate under the CACFP on weekends only.

The Area Eligible Program (AEP) provides free reimbursement for snacks and suppers served to children through age 18 who participate in eligible programs organized to provide care after school. A center that is area eligible may qualify for the AEP for snacks and suppers served to the children who attend the center after their school day has ended. Breakfast, lunch, supper and/or snacks (morning, afternoon, or evening) may be claimed for reimbursement when served to children during periods of school vacation, including weekends and holidays.

Reimbursement

The United States Department of Agriculture (USDA) bases CACFP reimbursement for centers on three categories: free, reduced price, and paid. To qualify for the free or reduced price categories, a family must meet the income level and household size specified on the Income Eligibility Guidelines. To evaluate income levels and household size, information is collected on the Enrollment & Income Eligibility Form (E/IEF). Up to two meals and one snack or two snacks and one meal per day per participant may be claimed for CACFP reimbursement. Reimbursement may not be claimed for meals served to children who are not enrolled, or for meals served to children at any one time in excess of authorized licensed capacity.

Responsibilities

CACFP sponsors must ensure that:

- ◆ Meals are served only to children enrolled for care.
- ◆ Meals served to children meet Food Based meal pattern requirements.
- ◆ Each meal service is consistent with meal time arrangements.
- ◆ Accurate records are maintained.
- ◆ The number of meals prepared or ordered is promptly adjusted on the basis of participation trends.

Recordkeeping

The following records must be maintained:

- ◆ Enrollment form with the following information: child's name, date of birth, arrival and departure times, days in care, types of meals received while in care, and racial/ethnic information. The enrollment form is to be completed by the parent annually.
- ◆ Income Eligibility Form including current household size and income information for each child eligible for reduced price and free meals. The school's Application for Child Nutrition Program Benefits can be used.
- ◆ Meal attendance roster with each enrolled child's name, type of meal service received, and documented at the point of meal service.
- ◆ Daily menu components and quantity prepared for each meal service.
- ◆ Number of meals prepared or delivered for each vended meal, if applicable.
- ◆ Copies of invoices, receipts and other records required by the KSDE financial management system.

Head Start

Head Start students may participate in the School Nutrition Programs (SNP) when the Head Start is operated by the school district. Otherwise, Head Start students may participate in the Child and Adult Care Food Program (CACFP).

The benefits of having Head Start students participate in the SNP include:

- ◆ One (1) program agreement with KSDE
- ◆ One (1) administrative review (CRE, SMI or STAR) from KSDE
- ◆ One (1) reimbursement claim
- ◆ One (1) set of regulations and guidance
- ◆ One (1) format for menu planning and production records
- ◆ No procedural agreement required as is needed in the CACFP
- ◆ Potential for more meal reimbursement:
 - State aid for all lunches (about \$.03)
 - Eligible for Severe Need Breakfast reimbursement if 40 percent of lunches in school were served reduced price or free in second preceding school year
 - Additional two cents reimbursement per lunch if 60 percent of lunches district-wide were served reduced price or free in previous school year
 - All Head Start students are categorically eligible for free meal benefits

The benefit of including Head Start students in the CACFP is that snack reimbursement is available. Snacks served to Head Start students do not qualify for the After School Care Snack Program.

The differences and similarities between the CACFP and the SNP are explained further on the following table. Each sponsor will want to carefully evaluate this information before determining which program will meet their need. If you need assistance to reach your area consultant, please call Child Nutrition & Wellness, Kansas State Department of Education at 785-296-2276.

Food Service Facts - Chapter 28, Other Related Programs

This information applies to any public school district that is a Head Start grantee.

Issue	Child & Adult Care Food Program (CACFP)	School Nutrition Programs (SNP)
Pricing	There is no separate, identifiable charge for meals or snacks.	Students who are not eligible for free meals pay either the reduced price or the “paid” meal charge.
Collection of Money	There is no collection of money for meals or snacks.	The approved collection procedure (as specified on each Site Application of the Program Agreement) must be used.
Automatic Eligibility for Free Meals	The Head Start Agency provides a certification list of children that meet Head Start criteria. These children are automatically eligible for free meals. There is no need for a separate CACFP Income Eligibility form or School Nutrition Program Application for Child Nutrition Program (CNP) Benefits.	
Applications for Benefits	If the site has non-Head Start children, an Enrollment & Income Eligibility Form must be completed for each non-Head Start child.	When a household exceeds the Head Start income eligibility guidelines, the parent/guardian must either (1) pay for the child’s meals or (2) complete the <u>Application for CNP Benefits</u> and meet eligibility guidelines.
Accountability for Meals Served	A roster is used to record meals served.	Meals served are tracked by the child’s eligibility category OR with the same accountability method used for the rest of the school.
Meals & Snacks	Two meals and one snack OR one meal and two snacks may be reimbursed per child each day.	Breakfasts and lunches are reimbursable. Head Start snacks do not qualify for the After School Care Snack Program.
Meal Pattern	No difference – Meals must meet Head Start guidelines.	
Meal Documentation	CACFP Menu Book	Food Based Menu Planning and Production Records
Service Style	Family style service is required for Head Start programs regardless of whether participation is in the CACFP or the SNP.	
Serving Amounts	Children may take less than full portion of a food item.	Children must take full portion of a food item.

Food Service Facts - Chapter 28, Other Related Programs

Issue	Child & Adult Care Food Program (CACFP)	School Nutrition Programs (SNP)
Program Agreement	CACFP Program Agreement	SNP Program Agreement
Procedural Agreement	Agreement between the district and the Head Start Program	Not used
Reviews	CACFP review conducted by KSDE	SNP reviews (CRE, SMI, STAR) conducted by KSDE
Reimbursement Claims	CACFP reimbursement claim – The percentage of children in each eligibility category is computed periodically. These “claiming percentages” are applied to the total meals served to determine the meal count in each eligibility category.	SNP reimbursement claim - Head Start meals would be added to the reimbursement claim for the site where meals are served. Reimbursement is based on the actual count of meals served in each eligibility category.
Reimbursement Rates	<p>Breakfast..... Same for “regular” breakfast. Additional Severe Need reimbursement (up to \$.21 per meal) may be available in the SNP for schools that serve 40% or more free/reduced.</p> <p>Lunch Same for “regular” lunch. SNP provides an additional \$.03 per lunch in state funds. SNP “high rate” (\$.02 per lunch) reimbursement may also be available.</p> <p>Snacks..... Reimbursable only through CACFP</p>	
KSDE-Sponsored Training	<p>CACFP training focuses on skills and knowledge to provide high quality nutrition and nutrition education in a preschool setting.</p> <p>Attendance at a minimum of six (6) clock hours of training by each Sponsor is required during the CACFP year.</p>	<p>SNP training covers a broad range of topics, focused on the elementary/secondary education setting.</p> <p>KSDE requires all school food service personnel to complete specified food safety training.</p> <p>Head Start program personnel are welcome to participate in KSDE-sponsored CACFP training opportunities.</p>