

# Food Service Facts Table of Contents

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# 29. Residential Child Care Institutions

## Overview

Residential institutions may participate in the Child Nutrition Programs (CNP) if they meet the following criteria:

- ◆ Public or non-profit residential child care institutions (RCCIs) that provide continuous care of children under 21 years of age
- ◆ Non-profit institutions where both children and adults are in residence – If an institution primarily serves and cares for adults, it may participate in the CNP if the residing children are located in a distinct part of the institution (such as a separate wing or area) designated primarily for the care of children. In such an institution, as well as in an institution that operates principally for the care of children, but also has adults (persons 21 chronological years of age and over) in residence, only those meals served to children may be claimed for reimbursement.
- ◆ Public or non-profit private residential child care institutions that have a temporary clientele (i.e. detention or run-away shelters), if the institution operates on a continuous basis

Institutions that may **NOT** participate include:

- ◆ Non-residential child care institutions
- ◆ Residential summer camps that participate in the Summer Food Service Program
- ◆ RCCI that operates only on weekends
- ◆ RCCI that is private and not licensed to provide residential child care services
- ◆ RCCI that does not have tax exempt status under the Internal Revenue Code

## Eligibility for Reduced Price or Free Meal Benefits

USDA requires resident children of the participating RCCI to be eligible for the reduced price and free meal program. An enrollment roster must be maintained that includes the children's names and ages and the dates they enter and depart from the institution.

Institutionalized children are not categorically eligible for reduced price or free benefits. A child residing in an RCCI is considered a household of one. Documentation of the income actually received by each resident child, including jobs and weekly allowance must be maintained to verify that the child's income does not exceed the reduced price and free eligibility guidelines. Payments from any source directly received by the institution on a child's behalf are not considered income to the child. Even if the child has zero income, a record of the child's income must be maintained using one of the following:

1. An Application for Child Nutrition Program Benefits that includes the child's name, age, type and amount of any funds personally received by the child and which is signed by an official of the RCCI;
2. The RCCI may use a RCCI Eligibility Documentation Sheet (Form 29-A) for all children residing in the RCCI. The documentation sheet must provide information indicating the child's name and the personal income received by the child, the child's date of birth, date of admission and date of release. The documentation sheet must be signed by an appropriate official and provide the official's title and contact information;
3. An application or other document of enrollment in the institution and/or a file for the child that indicates the funds personally received by the child.

RCCIs are **NOT** required to verify income of the children enrolled.

## Food Service Fund

RCCIs, like other sponsors of the Child Nutrition Programs, are required to maintain a separate Food Service Fund. The activities of the Food Service Fund are recorded on the Monthly Financial Report and the Annual Financial Report.

There are some differences in how RCCI and school programs report transactions in the Food Service Fund. These differences occur because (1) RCCIs serve suppers and possibly snacks that are not reimbursable; and (2) for most RCCIs, all meals served to the residential students are claimed in the free category.

For information concerning the Food Service Fund, refer to Chapter 10 in *Food Service Facts*. The chapter provides information concerning allowable and unallowable expenditures and includes instructions for non-public schools, RCCIs and state operated schools.

Below are additional requirements for managing an RCCI's Food Service Fund:

1. All expenditures of the food service program should be recorded. Include food and labor costs for breakfasts, lunches, suppers, snacks and other foods.
2. Funds must be transferred to the Food Service Fund to assure that the RCCI complies with the cash basis requirements. To comply with cash basis accounting principles, the closing cash balance in the Food Service Fund must **NOT** be less than \$0.
3. KSDE provides state and federal reimbursement for breakfasts, lunches and after school snacks served that meet CNP requirements. Revenue from an outside source or from other RCCI funds must be transferred to the Food Service Fund to cover any short-fall in revenue.

### Meal Times

School Breakfast Program regulations require breakfasts to be served in the morning hours, at or close to the beginning of the school day. Lunch must be served between 10 AM and 2 PM.

Either breakfast **or** lunch reimbursement may be claimed for a brunch meal. If brunch is served, the meal is to be claimed in the meal category that meets the meal pattern for the meal time criteria mentioned above. For example, if brunch was served after 10 AM, the meals must meet the meal pattern for lunch and should be claimed as lunches. If the brunch was served before 10 AM, the meals must meet the meal pattern for breakfast and should be claimed as breakfasts.

### Meal Accountability

The meal accountability procedure(s) used must:

- ◆ Accurately account at the point-of-service for the number of full price, reduced price and free meals served. Point-of-service is “that point in the food service operation where a determination can accurately be made that a reimbursable full price, reduced price or free meal has been served to an eligible child.” In most cases, point-of-service will be at the end of the serving line, where meals can be monitored to be sure all required components are included.
- ◆ Provide a system for counting and recording meal totals that yields correct reimbursement claims for full price, reduced price and free meals at the food service site and at the sponsor level.
- ◆ Ensure that there is no overt identification of a child's eligibility status for CNP benefits.
- ◆ Ensure that all reimbursable meals and after school snacks meet program requirements.

Sponsors of RCCI programs can ensure that these requirements are met by providing a system that counts and records the number of children served reimbursable meals at the time the meal is served. This can be accomplished with any of the following three methods.

1. An adult staff member uses a roster to check-off or scan the name of each child served a meal after each child passes through the serving line.
2. An adult staff member uses a roster to check off the name of each child served a meal as the child is eating at the table.
3. If all children are eligible for free meals, a head count is taken as children are served the meal; the number of children served is compared to the daily population report.

Refer to Chapter 17 and 18 in *Food Service Facts* for information concerning the “Offer or Serve” provisions. RCCIs implementing the “Offer” provision must assure that all meals claimed for reimbursement include not less than the minimum number of required food items. Refer to Chapter 17 for Food Based Menu Planning “offer” requirements or Chapter 16 for NSMP Menu Planning “offer” requirements. RCCIs (or sections of an RCCI) that operate in a correctional setting may not be required to implement the “Offer” provision. Check with Child Nutrition & Wellness, KSDE.

## Meal Requirements

Meal requirements for RCCIs are the same as those for other CNPs. Using daily food production records, sponsors must document that all breakfasts, lunches and snacks claimed for reimbursement meet the meal requirements.

Refer to Chapters 16, 17 and 18 in *Food Service Facts* and to the *KSDE Planning Menus for Healthy School Meals* manual for information concerning menu planning and meal requirements.

**Pre-Prepared Food Products:** For sponsors using Food Based menu planning, component documentation is required when pre-prepared food items are purchased. Examples of pre-prepared products include frozen pizza, corn dogs, breaded chicken, beef or pork pattie products, hamburger patties with additives, etc.

To credit any pre-prepared food item toward meeting the meat/meat alternate or fruit/vegetable requirement, the menu planner must have on file a copy of the Child Nutrition (CN) label or a Product Analysis Form. The CN label or product analysis states the amount of meat/meat alternate, grain/bread and/or fruit/vegetable the product contains. For participating food manufacturers, the CN label is printed on the package. The RCCI may obtain the product analysis by contacting the vendor or manufacturer. Generally, foods purchased at a grocery store do not have CN labels or product analysis available. Wholesale vendors that sell foods to school food service programs will provide information for products they sell, if it is available. While many RCCI facilities regularly purchase foods from the local grocer, pre-prepared entrées should not be served at breakfast or lunch, unless appropriate documentation of the item’s component contribution(s) can be obtained.

## Other Meal and Service Requirements

**Meals Purchased from Restaurants or Convenience Stores:** Meals purchased from restaurants or convenience stores are **NOT** reimbursable.

**Commodities:** Kansas sponsors of the National School Lunch program receive cash in lieu of commodities which is paid as part of the lunch reimbursement. RCCIs participating in the NSLP are restricted from receiving other USDA commodities.

**Family Style Service:** Family style service is used by some RCCI facilities. It is important to understand all requirements of family style service. For more information, refer to Chapter 4, Meal Service Policies, Family Style Meal Service.

**Residents Attending Public or Other Private Schools:** Only one breakfast, one lunch and one after school snack may be claimed for each child per day. For children who attend public or other private schools that participate in the School Breakfast, National School Lunch, or After School Care Snack Programs, the meal or snack may **NOT** be claimed at both the RCCI and at the school. If students are allowed to eat meals at the school, the meal served at the RCCI may not be claimed. If a child is home from school due to sickness or other reasons, the meal may be claimed as long as it meets all requirements of a reimbursable meal.

**Doctor and Other Appointments:** When students must be away from the RCCI during regularly scheduled meal periods, the meals may be claimed if certain criteria are met. The meal must contain all required food items. Breakfast may be served and claimed if it is at the beginning of the school day. Lunch may be served and claimed if it served between 10 AM and 2 PM. Meals purchased from restaurants or convenience stores may not be claimed for reimbursement. Meals are not to be recorded as served until the point in time when the meal is actually served.

## After School Care Snack Program (ASCSP)

Any RCCI that participates in the National School Lunch Program may participate in the ASCSP if the institution operates an after school care program with enrichment or education activities in organized, structured and supervised environments.

Unless school is in session, after school snacks may **NOT** be claimed on weekends, holidays and vacations. ASCSP applies only to snacks served by sponsors after an educational activity. If no regularly scheduled education activity is taking place, as is generally the case on weekends, holidays and vacations, reimbursement cannot be claimed for snacks served on those days. The limitation applies only for snacks. RCCIs may claim breakfasts and lunches served on weekends, holidays and during school vacations.

The age limitation for the ASCSP is 18 years old or under. However, if a child turns 19 before the end of the school year that ends on June 30, the RCCI may continue to claim reimbursement for the snacks until the end of that school year. Under no circumstances can an RCCI continue to be reimbursed for snacks served to children after the school year in which they become 19. RCCI students become ineligible for reimbursable lunches or breakfasts as soon as they reach age 21.

An RCCI can claim reimbursement for a snack served to a child who did not attend school that day (e.g. the child was ill) if the child is participating in an approved after school program on that day. If the child is participating in the approved after school care activity, it doesn't matter that he may not have been in school.

An RCCI may not claim a snack that is served as part of an evening meal. A separate snack must be served at some other time during the afternoon or evening in order to receive the reimbursement. The snack must always be served in association with the after school education activities in organized, structured and supervised environments.

Refer to Chapter 26, in *Food Service Facts* for more information concerning the After School Care Snack Program.

### **Breakfast at School**

**Q** *If a child eats breakfast at the RCCI before going to school, can he also eat breakfast at school?*

**A** No. Only one breakfast per child per day may be claimed for reimbursement. A policy should be developed to assure that meals are handled consistently. For example, it could state that students will eat breakfast at the RCCI. The RCCI should notify the school that the student is not to eat breakfast at school.



### **Late Lunch**

**Q** *When a child is at an appointment that takes him away from the facility during the meal period, can the lunch be held so the child can be served later?*

**A** Yes, the lunch can be held for the child. Care should be given to either refrigerate all of the meal or to keep the hot foods hot and the cold foods cold. The lunch must be served by 2 PM to be claimed. The meal may not be recorded as being served until the child is actually served.



### Meals Cannot Be Withheld

**Q** *A resident has misbehaved and a counselor wants to withhold a meal. Is this permitted?*

**A** No. Residents may not be denied breakfast, lunch or snacks served as part of Child Nutrition Programs. However, residents may lose the privilege of eating in the cafeteria or may be restricted to eating in a different area.



### Residents Choosing Not to Eat

**Q** *A resident states that he/she is not hungry and does not eat. May this meal be claimed for reimbursement?*

**A** If no meal was served to the resident, the meal may not be claimed for reimbursement. For example, if residents have the privilege of sleeping late on the weekend, and choose to sleep instead of eating breakfast, the breakfasts that were NOT served may NOT be claimed for those residents. If a resident is served or selects a reimbursable meal, the meal may be claimed for reimbursement, regardless of whether the resident eats the meal.



### Honoring a Resident's Food Preferences

**Q-1** *Must an RCCI honor a resident's food preferences based on the resident's religion?*

**A** USDA does not require the RCCI to make accommodations for food preferences based on a resident's religion. However, RCCIs may make these accommodations as long as all required foods for a reimbursable meal are offered to the resident.

**Q-2** *Must an RCCI honor a resident's request for vegetarian meals?*

**A** USDA does not require the RCCI to make vegetarian meals available. Other oversight entities may require an RCCI to offer choices or make substitutions under certain prescribed situations. Care must be taken to ensure USDA menu planning requirements are met, so meals can be claimed for reimbursement. Contact Child Nutrition & Wellness, KSDE for additional guidance.

