

## Field Trips for At-Risk Afterschool Meals

All meals served and claimed as part of the At-Risk Afterschool Meals Program must be at approved sites. When meals are taken off site to feed children during a field trip, the sponsor must submit a notification to CNS before the field trip occurs to be eligible to claim those meals.

### Requirements:

- ✓ Sponsors must notify CNS **before** serving meals taken off-site to feed children during a field trip to be eligible for reimbursement
- ✓ The online [Field Trip Notification form](#) must be completed and submitted
- ✓ Field trip notifications must be submitted **before** the field trip occurs
  - Requests must be made **no later** than the end of the day prior to the field trip date
  - Once your notification is received, you will receive an email confirmation
- ✓ A separate meal count form must be maintained for the field trip
- ✓ If the field trip meal is different than the meal served at the site, a separate menu must be kept
- ✓ Information that must be provided for the Field Trip Notification includes:
  - Sponsor Name
  - Site Name
  - Contact Name
  - Contact Email
  - Field Trip Date
  - Field Trip Location
  - Meal Service Type
  - Meal Time
- ✓ If meals are served on a field trip that does not have a submitted notification or the notification is not received before the field trip occurs, the meals served are **not eligible** for reimbursement and **cannot** be claimed

# OSPI Child and Adult Care Food Program Reference Sheets

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## Reference:

- ✓ [CACFP 10-2017](#) Taking Food Components Off-site in the At-Risk Afterschool Component of the CACFP

## Resources:

- ✓ [USDA At-Risk Afterschool Meals Handbook](#)

## Acronym Reference

-CACFP	Child and Adult Care Food Program
-CNS	Child Nutrition Services
-OSPI	Office of Superintendent of Public Instruction
-USDA	United States Department of Agriculture

# OSPI Child and Adult Care Food Program Reference Sheets

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