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
  o Requests must be made no later than the end of the day prior to the field trip date
  o 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
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](#)

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<tr>
<th>Acronym Reference</th>
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<tbody>
<tr>
<td>-CACFP</td>
<td>Child and Adult Care Food Program</td>
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<tr>
<td>-CNS</td>
<td>Child Nutrition Services</td>
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<td>-OSPI</td>
<td>Office of Superintendent of Public Instruction</td>
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<td>-USDA</td>
<td>United States Department of Agriculture</td>
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