OSPI Child and Adult Care Food Program (CACFP) Reference Sheet

Field Trips for At-Risk Afterschool Meals

All meals served and claimed as part of the Child and Adult Care Food Program (CACFP) 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 OSPI before the field trip occurs for meals to be eligible for reimbursement.

Requirements

- ✓ A Field Trip Notification must be submitted to OSPI before the field trip occurs and include:
  - Sponsoring organization name
  - Site name
  - CACFP contact name, email, and phone number
  - Field trip date
  - Field trip location
  - Meal type served off-site
  - Time of meal service
- ✓ All requirements of the meal pattern must be met for the field trip.
- ✓ A separate meal count form must be maintained for the field trip.
- ✓ Point of service meal count must be taken.
- ✓ If the meal taken on the field trip (i.e., sack lunch) differs from the meal served at the site, a separate menu must be kept.
- ✓ Health and safety standards set by the local and State Health Department must be in compliance with foods safety regulations.

Field Trip Notifications received on or after the date of the field trip will result in meals not being eligible for reimbursable. If changes occur to the planned field trip, Sponsors must revise their submitted field trip notification no later than the day prior to the field trip date.

Reference

- ✓ CACFP 10-2017 Taking Food Components Off-site in the At-Risk Afterschool Component of the CACFP

Resources

- ✓ CACFP At-Risk Afterschool Meals Guide | Food and Nutrition Administration
- ✓ CACFP Field Trip Notification Survey

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