

How to Apply for At-Risk Afterschool Meals for School Food Authorities



Health and Nutrition Services
Arizona Department of Education





Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Intended Audience

This training is intended for School Food Authorities (SFAs) operating the National School Lunch Program (NSLP). All regulations are specific to operating the NSLP under the direction of ADE.

Objectives

At the end of this training, attendees should be able to:

- understand the application process used to participate in At-Risk Afterschool Meals (At-Risk) for School Food Authorities;
- complete the fields applicable to At-Risk within the CNPWeb site application; and
- determine if any pending checklist items need to be sent to the Arizona Department of Education (ADE).

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: How to Apply for At-Risk Afterschool Meals for School Food Authorities

Key Area: 3000 – Administration & 4000 – Communication

Learning Code: 3310, 4120

Length: 30 minutes

Quiz Time



Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning. Be sure to review these quiz questions and answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.



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The following slides will only cover how-to instructions for the At-Risk section of the CNPWeb site application. Please refer to the [NSLP and SBP Training webpage](#) for how to complete other sections of the CNPWeb applications.

At-Risk Application Documentation

SECTION # 1



Definitions

**ADEConnect:**

An online portal that houses web access to different reports and program applications for multiple program areas within ADE. Throughout the program year, ADE will require LEAs to submit reports using this online portal.

School Food Authority (SFA):

The governing body which is responsible for the administration of one or more schools; and has the legal authority to operate the Child Nutrition Programs therein or is otherwise approved by the Food and Nutrition Service to operate the Child Nutrition Programs.

Site Eligible:

Indicates that the site where meal service occurs has at least 50% of enrolled students eligible for free or reduced-price meals.

Area Eligible:

Indicates that the site where meal service occurs does not have at least 50% of enrolled students eligible for free or reduced-price meals but is located in the attendance area of a school that does have at least 50% of enrolled students eligible for free or reduced-price meals.

Definitions



Site:

ADE's term for the individual location where meal service takes place.

Sponsor:

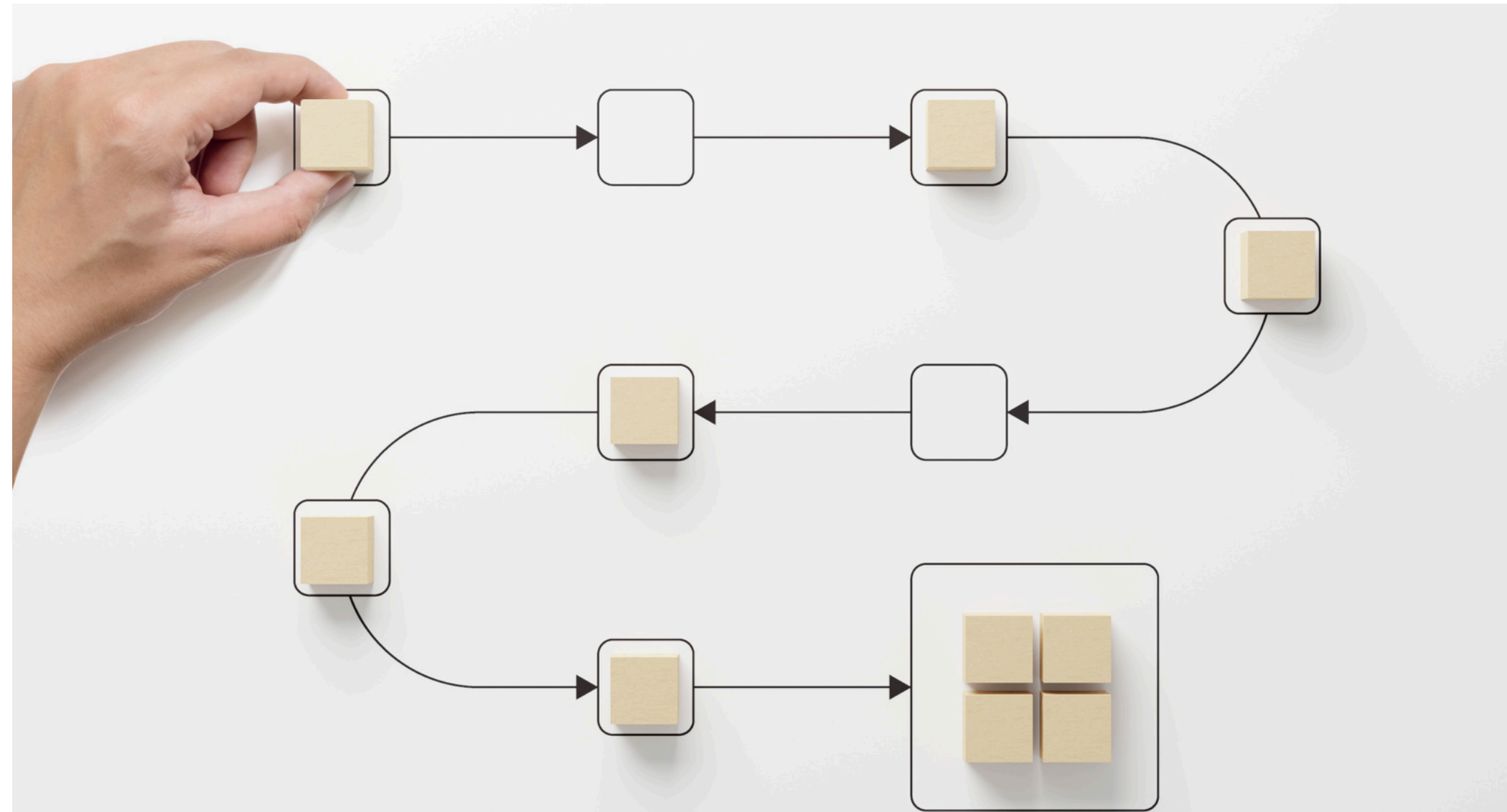
ADE's term for the entity that is responsible for the administration of Child Nutrition Programs.

Introduction

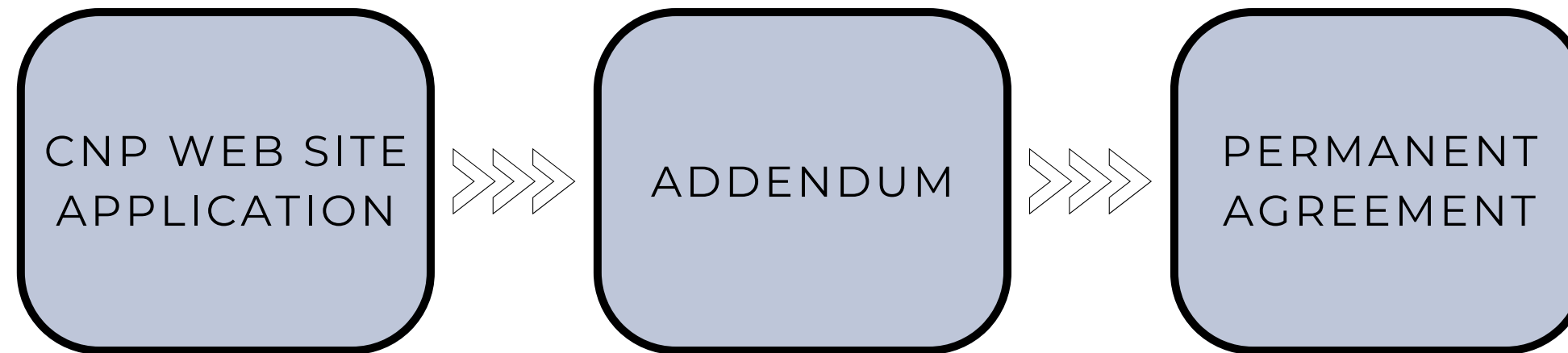
APPLYING TO OPERATE AT-RISK AFTER SCHOOL MEALS

The process for SFAs to apply for At-Risk Afterschool Meals has been streamlined to align with the NSLP application process. Depending on the operation, some sites will be required to submit additional application documentation that will be addressed in this training.

- SFAs can apply for At-Risk at any time during the school year or at the beginning of each program year when NSLP applications are being renewed.



Required Application Documentation



CNPWEB SITE APPLICATION

The SFA is required to indicate At-Risk implementation on the site application for all sites that wish to operate At-Risk.

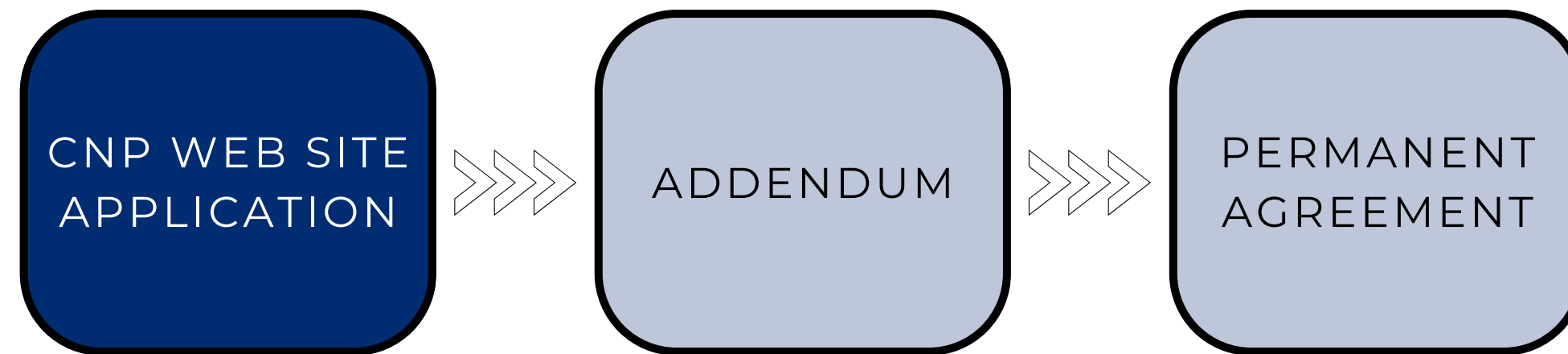
ADDENDUM

The SFA At-Risk Afterschool Meals Responsible Principals Addendum is required to be submitted to ADE for all SFAs that wish to operate At-Risk.

PERMANENT AGREEMENT

The most updated version of the Food Program Permanent Service Agreement (FPPSA) is required to be submitted to ADE for all SFAs that wish to operate At-Risk.

Required Application Documentation



CNPWEB SITE APPLICATION

The site application in CNPWeb, specifically sections 10a. and 10c., contains site-specific information pertaining to At-Risk which is required to be provided. Once approved by ADE, claims that include fields for At-Risk will generate in CNPWeb for the months of operation indicated in the site application.

- Detailed instruction on how to complete sections 10a. and 10c. of the site application will be available in the next section of this training.
- CNPWeb site and sponsor applications are required to be renewed annually.

Required Application Documentation

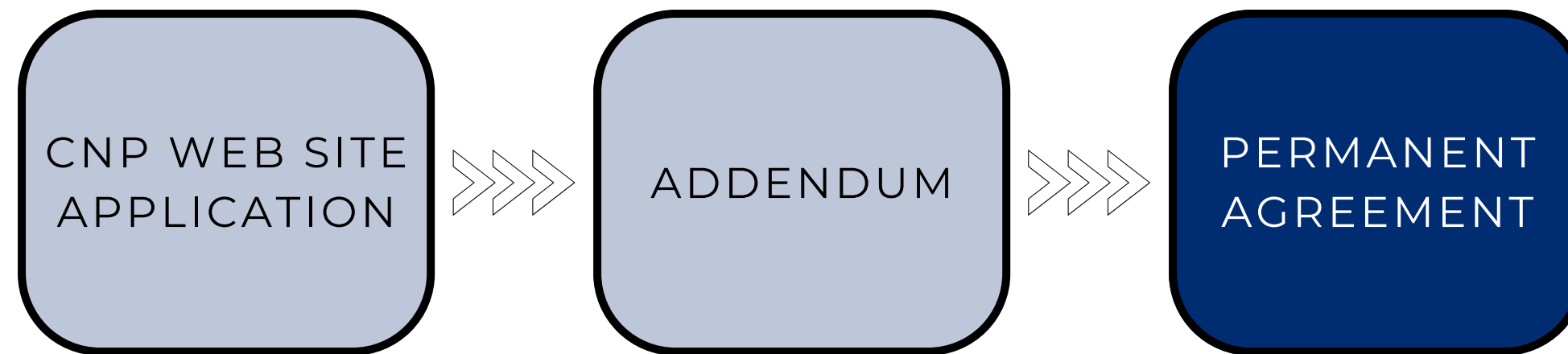


ADDENDUM

The [SFA At-Risk Afterschool Meals Responsible Principals Addendum](#) must be completed by SFAs who wish to participate in At-Risk. Information in this addendum is required by the Child and Adult Care Food Program (CACFP) but is not obtained in the CNPWeb site application for NSLP. SFAs are required to include, at a minimum, the school food service director, accountant, and the responsible administrator (principal or superintendent).

- This addendum is not submitted annually but rather when there is a change in responsible principals.
- When submitting this addendum, please email a copy to your assigned Program Specialist.

Required Application Documentation



FOOD PROGRAM PERMANENT SERVICE AGREEMENT

SFAs must ensure ADE has on file the [Food Program Permanent Service Agreement \(FPPSA\)](#) that was made available starting June 2019; this FPPSA includes the At-Risk information. Any FPPSA that ADE has on file dated prior to June 2019 will be considered outdated and required to be renewed for At-Risk operators.

- The FPPSA is not submitted annually but rather when there is a change to the agreement or a change in authorized representatives.
- Please note, if a FPPSA has been submitted after June 2019, and all signers are still active, an additional submission is not required.



Catering and Food Service Management Contracts

For SFAs who are under contract with a caterer or a Food Service Management Company, a material change may be required. This circumstance occurs on a case-by-case basis, and the SFA is required to contact ADE's Contracts Management Officer to inquire about this potential change.

- Please contact HNS at HNSContracts@azed.gov to determine whether a material change is needed to operate At-Risk.

Legally Separated Sites

All Sponsors of the Child Nutrition Programs (CNP) have the option of entering into an [Inter-Agency Agreement \(IAA\)](#) with non-associated sites. A non-associated site is any site legally separated with a different CTD number. An example of this is a school district that goes into contract through an IAA with another site that is legally separated and not a part of the school district.

- Please see the example of Scottsdale Unified District and the *Boys & Girls Club – Ladmo* where, although the site is listed under the sponsor, their CTD numbers do not correlate.

NSLP Applications Index
You are in NSLP Home > Applications Index

If you do not see certain Applications it may be due to security settings in place for your login.

Program Year: 2020
Search For: Sponsor
● Search by Name: Begins with... [input] [Go]
○ Search by CTDS: [input] [Go] (Enter as a number with no punctuation)

Scottsdale Unified District (07-02-48)
Sponsor Applications (2)

Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.

Action	Revision	Type	Status	Effective Date	Checklist
View	Original	Regular Application	Approved	September 2019	View Checklist
View	Revision 1	Regular Application	Submitted to ADE		View Checklist

Associated Sites (31)

Anasazi Elementary (07-02-48-128)

Action	Revision	Status	Effective Date
Edit	Original	Pending Submission	

Arcadia High School (07-02-48-292)
[Create New Application](#)

Boys & Girls Club - Ladmo (07-90-13-102)

Action	Revision	Status	Effective Date
View	Original	Not-Reviewed	

**THE IAA CAN BE FOUND ON
THE NSLP AND SBP PROGRAM
FORMS WEBPAGE UNDER THE
VENDOR CONTRACTS
ACCORDION.**

Please send all IAAs to
HNSContracts@azed.gov.

Submitting the IAA

An IAA must be submitted to ADE when a school district operates any CNP, including At-Risk, at one or more non-associated sites. In these cases, one district would administer the school meals program for the district sites as well as the non-associated site. The administering district is responsible for submitting the contract to ADE. A signed copy of the agreement must be provided to ADE for approval.

Quiz Time

Of the following options below, which application documentation is required for all SFAs who wish to operate At-Risk?

- A** The CNPWeb site application, current Permanent Agreement, and contract material.
- B** The CNPWeb site application, SFA At-Risk Afterschool Meals Responsible Principals Addendum, and current Permanent Agreement.
- C** The CNPWeb site application, SFA At-Risk Afterschool Meals Responsible Principals Addendum, and IAA.



Quiz Time

Of the following options below, which application documentation is required for all SFAs who wish to operate At-Risk?

A The CNPWeb site application, current Permanent Agreement, and contract material.

B The CNPWeb site application, SFA At-Risk Afterschool Meals Responsible Principals Addendum, and current Permanent Agreement.

C The CNPWeb site application, SFA At-Risk Afterschool Meals Responsible Principals Addendum, and IAA.

A material change within a catering contract or Food Service Management Company and an IAA are only required to be submitted for those with special circumstances in their operation. The CNPWeb site application, SFA At-Risk Afterschool Meals Responsible Principals Addendum, and the current Permanent Agreement are the only application documents required for all SFAs.



Quiz Time

When is an SFA required to submit an IAA to ADE's Contracts Management Officer?

- A** When a material change is needed in the catering or Food Service Management Company contract.
- B** When any SFA applies for At-Risk.
- C** When a responsible principals contact has changed in the SFA At-Risk Afterschool Meals Responsible Principals Addendum.
- D** When an SFA has agreed to sponsor the At-Risk meal service for a non-associated site.



Quiz Time

When is an SFA required to submit an IAA to ADE's Contracts Management Officer?

- A** When a material change is needed in the catering or Food Service Management Company contract.
- B** When any SFA applies for At-Risk.
- C** When a responsible principals contact has changed in the SFA At-Risk Afterschool Meals Responsible Principals Addendum.
- D** When an SFA has agreed to sponsor the At-Risk meal service for a non-associated site.

SFAs are only required to submit an IAA to ADE when they have agreed to sponsor and operate any CNP, including At-Risk, at a non-associated site that is legally separate.



Completing Sections 10a. & 10c. of the Site Applications

SECTION # 2



Before Continuing

- Prior to taking this step-by-step training, attendees were instructed to take ADE's training [How to Submit CNPWeb Applications for the National School Lunch Program](#)
- This training will only cover the application process for At-Risk—not the entire application process.
- To complete the application process for At-Risk, a sponsor application must be submitted after the site application.
- If you are not familiar with submitting a site and sponsor application in CNPWeb, please refer to the training above.
- The next slide displays directions on how to complete the At-Risk sections (10a. and 10c.) of the site application.

[**HOW TO SUBMIT CNPWEB
APPLICATIONS FOR THE
NATIONAL SCHOOL LUNCH
PROGRAM**](#)

Application Examples

To the right, you will see visual examples of sections 10a. and 10c. of the site application that will contain information on At-Risk. This is what the user should see when completing the application for At-Risk.

The image displays two overlapping screenshots of a web-based application form. The top screenshot shows section 10c, titled "At-Risk Afterschool Meals Participation", with fields for breakfast and morning snack participation, including start/end times and meal patterns. The bottom screenshot shows section 10a, titled "Afterschool Care Snack Program Eligibility / At-Risk Afterschool Meals Eligibility".

10a. Afterschool Care Snack Program Eligibility / At-Risk Afterschool Meals Eligibility	
Afterschool Care Snack/At-Risk Eligibility:	Site Eligible *
Eligibility Determination Beginning Program Year:	2019 *
Eligibility Determination Ending Program Year:	2023 *
Name of Site Used to Determine Eligibility:	<input type="text" value="Wilcox Elementary Schools"/>

The bottom screenshot also includes fields for evening snack participation, a description of education/enrichment activities, and a calendar for selecting months of service.

Section 10a. of the site application contains eligibility for both the Afterschool Care Snack Program and At-Risk Afterschool Meals. The user will not be able to edit the first three fields in this section; however, the Programs Specialist will review these fields for accuracy and, if needed, will apply any changes prior to approval.

*For the purposes of this training, section 10b. will be skipped. If guidance on section 10b. is needed, attendees should refer to the training linked on slide 22.

10a. Afterschool Care Snack Program Eligibility / At-Risk Afterschool Meals Eligibility	
Afterschool Care Snack/At-Risk Eligibility:	Site Eligible *
Eligibility Determination Beginning Program Year:	2019 *
Eligibility Determination Ending Program Year:	2023 *
Name of Site Used to Determine Eligibility:	<input type="text" value="Willcox Middle School"/>

Eligibility

IT IS UP TO THE USER TO ENTER THE NAME OF SITE USED TO DETERMINE ELIGIBILITY.

This will be the name of the site that is Site Eligible or Area Eligible.

- **Site Eligible:** Indicates that the site where snack/At-Risk is being served has at least 50% of enrolled students eligible for free or reduced-price meals. The user will input the name of the school as it appears in CNPWeb.
- **Area Eligible:** Indicates that the site where snack/At-Risk is being served *does not* have at least 50% of enrolled students eligible for free or reduced-price meals, but is located in the attendance area of a school that has either at least 50% of enrolled students eligible for free or reduced-price meals. The user will input the name of the site that's data will be used to support area eligibility for the site providing At-Risk meals.

Participation in At-Risk Breakfast

SECTION 10C

In section 10c., if the site is operating At-Risk Breakfast, the drop-down for participation should show Participating.

10c. At-Risk Afterschool Meals Participation	
At-Risk Breakfast Participation:	<input type="checkbox"/> Participating
At-Risk Breakfast Start Time:	<input type="checkbox"/> 08:00 AM (Format: hh:mm am/pm)
At-Risk Breakfast End Time:	<input type="checkbox"/> 08:30 AM (Format: hh:mm am/pm)
At-Risk Breakfast Meal Pattern Type:	<input type="checkbox"/> NSLP
Offer versus Serve Implemented During At-Risk Breakfast:	<input type="checkbox"/> Yes

At-Risk Breakfast Start and End Time

TWO-HOUR GAP

The At-Risk Breakfast Start Time and At-Risk Breakfast End Time must be recorded in the application. The start time is particularly important since At-Risk meal services are required to have a two-hour gap in between meal and/or snack service start times.

Please note the specific format that must be used when inputting meal service start and end times (hh:mm am/pm).

At-Risk Breakfast Meal Pattern Selection

NSLP OR CACFP

The At-Risk Breakfast Meal Pattern Type must be selected. The user will either select NSLP or CACFP from the drop-down. SFAs will have the option to select either the breakfast meal pattern under the NSLP or the breakfast meal pattern under the CACFP. SFAs will be reviewed using meal pattern regulations for the meal pattern selected in the site application.

10c. At-Risk Afterschool Meals Participation

At-Risk Breakfast Participation:	<input type="checkbox"/> Participating
At-Risk Breakfast Start Time:	<input type="text" value="08:00 AM"/> (Format: hh:mm am pm)
At-Risk Breakfast End Time:	<input type="text" value="08:00 AM"/> (Format: hh:mm am pm)
At-Risk Breakfast Meal Pattern Type:	<input type="checkbox"/> NSLP
Offer versus Serve Implemented During At-Risk Breakfast:	<input type="checkbox"/> Yes

At-Risk Breakfast Offer Versus Serve

OVS OR SERVE ONLY

Offer versus Serve (OVS) or Serve Only meal service options must be chosen for each meal service for At-Risk. The user will either select Yes or No from the Offer versus Serve Implementation During At-Risk Breakfast drop-down. If the user selects Yes, they are opting to operate OVS at breakfast. If the user selects No, they are opting to operate Serve Only at breakfast.

Participating in At-Risk Morning Snack

SECTION 10C

If the site is operating At-Risk Snack in the morning, the drop-down for participation should show Participating.



At-Risk Morning Snack Participation:	<input type="checkbox"/>	Participating	<input type="button" value="v"/>
At-Risk Morning Snack Start Time:	<input type="checkbox"/>	10:00 AM	(Format: hh:mm am/pm)
At-Risk Morning Snack End Time:	<input type="checkbox"/>	10:15 AM	(Format: hh:mm am/pm)
At-Risk Morning Snack Meal Pattern Type:	<input type="checkbox"/>	NSLP	<input type="button" value="v"/>



At-Risk Morning Snack Start and End Time

TWO-HOUR GAP

The At-Risk Morning Snack Start Time and At-Risk Morning Snack End Time are required to be recorded in the application.

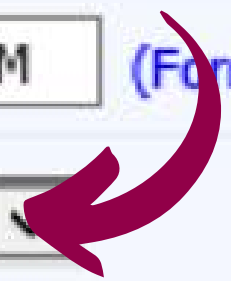
Please note the specific format that must be used when inputting meal service start and end times (hh:mm am/pm).

At-Risk Morning Snack Meal Pattern Selection

NSLP OR CACFP

The At-Risk Morning Snack Meal Pattern Type must be selected. The user will either select NSLP or CACFP from the drop-down. SFAs will have the option to select either the snack meal pattern under the NSLP or the snack meal pattern under the CACFP. SFAs will be reviewed using meal pattern regulations for the meal pattern selected in the site application.

At-Risk Morning Snack Participation:	<input type="checkbox"/>	Participating	▼
At-Risk Morning Snack Start Time:	<input type="checkbox"/>	10:00 AM	(Format: hh:mm am/pm)
At-Risk Morning Snack End Time:	<input type="checkbox"/>	10:15 AM	(Format: hh:mm am/pm)
At-Risk Morning Snack Meal Pattern Type:	<input type="checkbox"/>	NSLP	▼



Quiz Time

In the previous slides, we can see the user input start times for At-Risk Breakfast (8:00 am) and At-Risk Morning Snack (10:00 am). If these meal services were both offered on the same non-school day, would the meal service start times be allowable?

A Yes

B No



Quiz Time

In the previous slides, we can see the user input start times for At-Risk Breakfast (8:00 am) and At-Risk Morning Snack (10:00 am). If these meal services were both offered on the same non-school day, would the meal service start times be allowable?

A Yes

B No

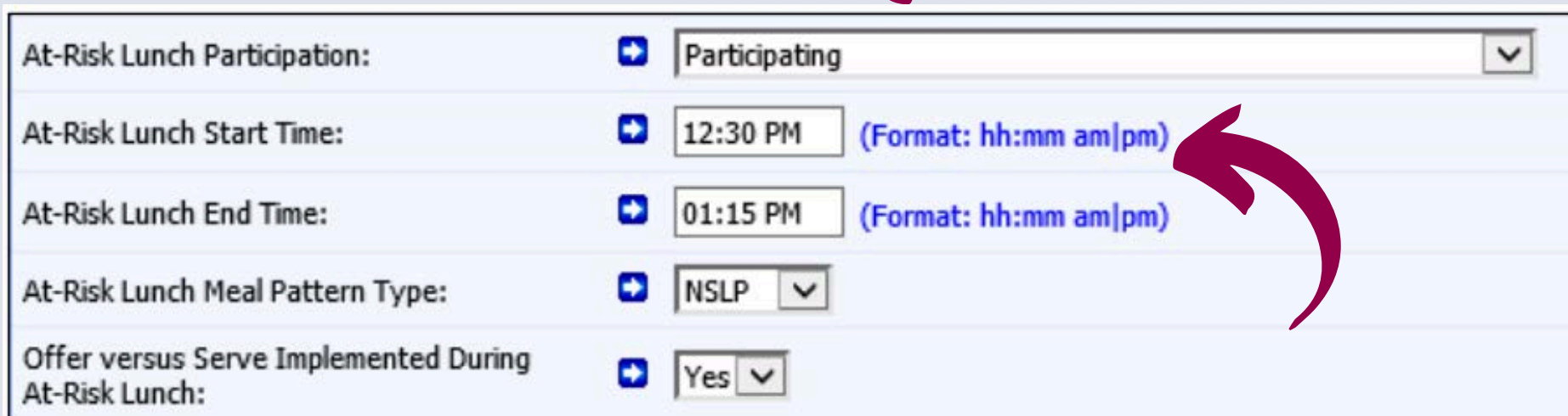
Since the start times have a two-hour gap in between meal services, this scenario would be allowable. If the meal service start times were less than two hours apart, the user would be required to provide an explanation in the site application at the end a section 10c. An allowable explanation would be that these meal services would not occur on the same day; therefore, they would not need a two-hour gap in between start times.



Participating in At-Risk Lunch

SECTION 10C

If the site is operating At-Risk Lunch, the drop-down for participation should show Participating.



At-Risk Lunch Participation:	<input type="checkbox"/>	Participating	<input type="button" value="v"/>
At-Risk Lunch Start Time:	<input type="checkbox"/>	12:30 PM	(Format: hh:mm am/pm)
At-Risk Lunch End Time:	<input type="checkbox"/>	01:15 PM	(Format: hh:mm am/pm)
At-Risk Lunch Meal Pattern Type:	<input type="checkbox"/>	NSLP	<input type="button" value="v"/>
Offer versus Serve Implemented During At-Risk Lunch:	<input type="checkbox"/>	Yes	<input type="button" value="v"/>

At-Risk Lunch Start and End Time

TWO-HOUR GAP

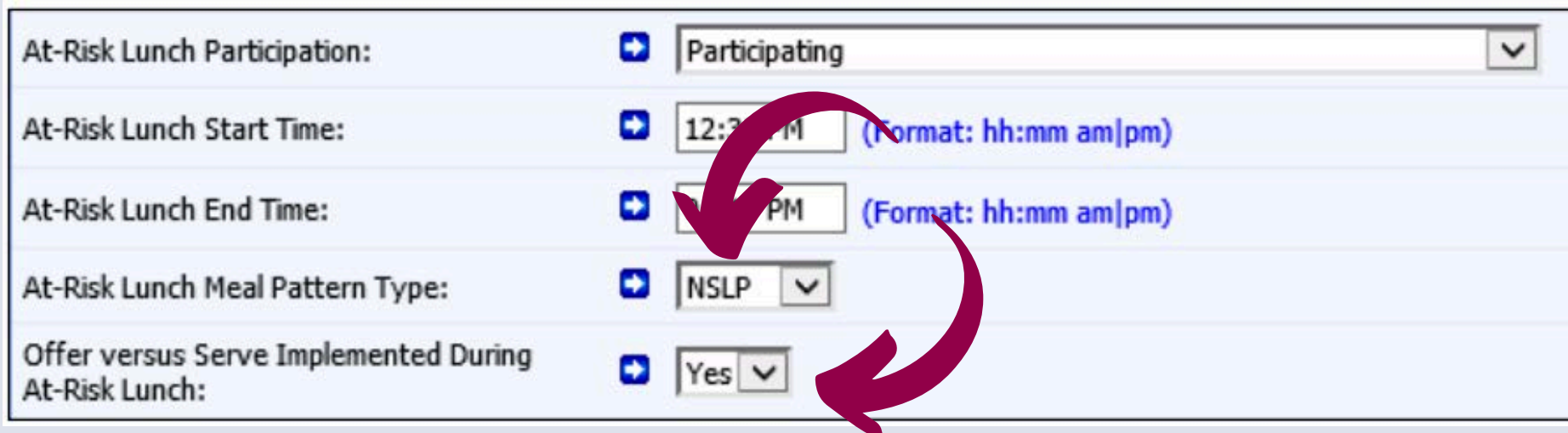
The At-Risk Lunch Start Time and At-Risk Lunch End Time are required to be recorded in the application.

Please note the specific format that must be used when inputting meal service start and end times (hh:mm am/pm).

At-Risk Lunch Meal Pattern Selection

NSLP OR CACFP

The At-Risk Lunch Meal Pattern Type must be selected. The user will either select NSLP or CACFP from the drop-down. SFAs will have the option to select either the lunch meal pattern under the NSLP or the lunch meal pattern under the CACFP. SFAs will be reviewed using meal pattern regulations for the meal pattern selected in the site application.



At-Risk Lunch Participation:	<input type="checkbox"/> Participating
At-Risk Lunch Start Time:	<input type="checkbox"/> 12:30 PM (Format: hh:mm am pm)
At-Risk Lunch End Time:	<input type="checkbox"/> PM (Format: hh:mm am pm)
At-Risk Lunch Meal Pattern Type:	<input type="checkbox"/> NSLP
Offer versus Serve Implemented During At-Risk Lunch:	<input type="checkbox"/> Yes

At-Risk Lunch Offer Versus Serve

OVS OR SERVE ONLY

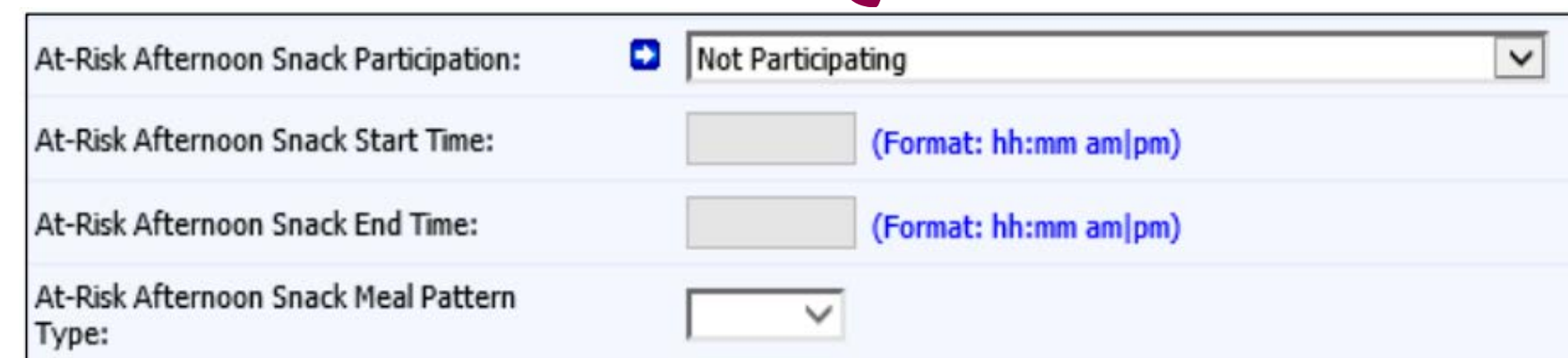
Offer versus Serve (OVS) or Serve Only meal service options must be chosen for each meal service for At-Risk. The user will either select Yes or No in the Offer versus Serve Implementation During At-Risk Lunch drop-down. If the user selects Yes, they are opting to operate OVS at lunch. If the user selects No, they are opting to operate Serve Only at lunch.

Participating in At-Risk Afternoon Snack

SECTION 10C

If the site is not operating At-Risk Snack in the afternoon, the drop-down for participation should show Not Participating.

If the SFA is not participating in an At-Risk meal service, they will follow the example above and move on to the next blue arrow that indicates that the field is required for the user to complete.



At-Risk Afternoon Snack Participation: Not Participating

At-Risk Afternoon Snack Start Time: (Format: hh:mm am/pm)

At-Risk Afternoon Snack End Time: (Format: hh:mm am/pm)

At-Risk Afternoon Snack Meal Pattern Type:

Quiz Time

True or False: If a site is participating in one or more At-Risk meal services, the user should indicate “Participating” in all meal service participation drop-downs.

A True

B False



Quiz Time

True or False: If a site is participating in one or more At-Risk meal services, the user should indicate “Participating” in all meal service participation drop-downs.

A True

B False

The user should only indicate “Participating” in the participation drop-downs for At-Risk meal services the site is participating in. The user should indicate “Not Participating” for all At-Risk meal services the site is not participating in.



Completing Section 10c

Operators who serve At-Risk Supper and Evening Snack will complete the appropriate fields in Section 10c. as shown in the previous slides.

- Please note to only complete fields in Section 10c. for the meal services the SFA is operating. Do not indicate Participating for an At-Risk meal service that is not being provided.

Education or Enrichment Activity Description

In this section, it is important to describe in detail what the education or enrichment activity is and provide the title of the program and who administers it. This description should include that the activity is open to all students enrolled in the program and that the program is in a safe, supervised environment.



Description of Education or Enrichment Activities in the At-Risk Meal Service: 

The screenshot shows a form field with a light blue header containing the text "Description of Education or Enrichment Activities in the At-Risk Meal Service:" followed by a small blue plus icon. To the right of the header is a large, empty white text area with a vertical scrollbar on the right side, indicating it is a scrollable input field.

At-Risk Operating Months

The user must inform ADE through the site application which months the site will be serving At-Risk meals and/or snacks. Please note the SFA will not be faulted for not claiming every month that has been selected in the site application; however, a claim will only be generated for those months that have been chosen.

- Summer months should not be selected unless the SFA is a year-round school or if their regular operating days are during those months.

Months At-Risk Meals Are Served:



July



Aug



Sep



Oct



Nov



Dec



Jan



Feb



Mar



Apr



May



June

At-Risk Meal Service Explanation

It is important for the user to be as detailed as possible when completing the 'Explain' when you are serving At-Risk Meals section in 10c. This is where the user will let ADE know if they are serving after the regular school day, during fall break or weekends, etc. Also, it is important to indicate if more than one meal or snack for At-Risk is being served in one day and to what populations they will be served to.

- If weekend meals are being served under At-Risk, do not update Section 4 of the site application. Weekend meals should be included in Section 10c.
- Example Description: Afternoon Snack will be served every day after school. At-Risk Breakfast, Morning Snack, Lunch and Afternoon Snack will be served to students during fall break Oct 2-10 and spring break March 3-11. POS tracks students by scanning their lunch card to ensure that they are not claimed for more than one meal/snack per day.



Explain when you are serving At-Risk Meals (Example: after school, during fall break, holidays):





+

↑

↓

The image shows a screenshot of a software interface. On the left, there is a text label: "Explain when you are serving At-Risk Meals (Example: after school, during fall break, holidays):". To the right of this label is a small blue square icon with a white plus sign. Further to the right is a large, empty rectangular text input field. On the right side of this input field, there are two vertical arrows: an upward-pointing arrow above a downward-pointing arrow, indicating a scrollable area.

Completing the Site Application

-  **AT THIS POINT, ALL AT-RISK FIELDS HAVE BEEN COMPLETED AND THE USER IS READY TO MOVE ON TO THE REMAINING SITE APPLICATION FIELDS.**
-  **PLEASE NOTE THAT PRIOR TO SUBMITTING THE SPONSOR APPLICATION IN CNPWEB, SFAS WILL BE FLAGGED TO SUBMIT REQUIRED CHECKLIST ITEMS.**
-  **THESE CHECKLIST ITEMS MUST BE SUBMITTED BEFORE YOUR ASSIGNED PROGRAMS SPECIALIST CAN APPROVE THE APPLICATION.**
-  **IF FURTHER ASSISTANCE IS NEEDED WHILE SUBMITTING THE SITE AND SPONSOR APPLICATION OR ANY REQUIRED CHECKLIST ITEMS, PLEASE USE THE TRAINING THAT IS LINKED ON SLIDE 22.**

CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



ContactHNS@azed.gov



www.azed.gov/hns





Congratulations

**You have completed the Online Course:
How to Apply for At -Risk Afterschool Meals for
School Food Authorities**

Information to include when documenting this
training for Professional Standards:

Training Title:
How to Apply for At -Risk
Afterschool Meals for
School Food Authorities

Key Area: 3000 – Administration
& 4000 – Communication

Learning Code: 3310, 4120

Length: 30 Minutes

Please note, attendees must document the amount of training hours
indicated on the training despite the amount of time it takes to complete it.

Certificate

Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Information to include when documenting this training for Professional Standards:

Training Title:

How to Apply for At -Risk
Afterschool Meals for
School Food Authorities

Key Area: 3000 –

Administration & 4000 –
Communication

Learning Code: 3310, 4120

Length: 30 Minutes

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.



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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.

