

Manage At Risk Center Claims

Overview

Child care centers (or similar programs) that operate in low income school areas are eligible to participate in the At Risk portion of the CACFP. The At Risk program applies to PM Snack (and in a few states, Dinner). Any school aged child served an At Risk snack (or dinner) will warrant reimbursement at the free rate, regardless what the IEF for the child states (or even whether an IEF is on file).

There are two basic types of At Risk programs:

- At Risk only programs – where only an At Risk snack (and/or dinner) is offered, and all children are school aged children.
- Dual programs – where a traditional child care center service is offered (possibly including breakfast and lunch), and in addition, at risk snacks/dinners are served as well.

Setting Up a Center

A center is designated as At Risk in Manage Center Information on the License / Schedule tab:

License Type	Program Type	At Risk?	At Risk #	F
CenterS	Child Care Center	<input checked="" type="checkbox"/>		...

In this case, the center is a dual program – operating a traditional Child Care Center, and also operating an At Risk program.

For sites that are exclusively At Risk, set them up as follows:

License Type	Program Type	At Risk?	At Risk #	Fur
CenterS	At Risk - ASCS	<input type="checkbox"/>		---

Note: you can put a check in the At Risk box, or leave it unchecked. The critical thing is to choose At Risk - ASCS as the Program Type.

Enrollment Issues

For dual program sites, every child will be enrolled as with any other child care center. If a child doesn't have an IEF that indicates the child is Free, even if the child is only claimed on the at risk program, don't designate him as free. The system will automatically count school agers served PM Snack on the At Risk as free, even if they happen to be claimed at Breakfast on the same day and their IEF designates them as Paid or Reduced.

However, in At Risk only programs, the data entry requirements are relaxed when enrolling children. So you will only need to supply some basic identifying info (child's name, DOB, and

enrollment date). In these At Risk only programs, be sure to designate every child as Free for the Reimbursement Level.

Claim Basics

For At Risk only programs, claim processing isn't any different than normal.

For dual programs, after the claim is processed, the system will create two distinct claims, one for the normal claim, and one for the At Risk claim. School Aged children claimed at PM Snack will automatically be counted in the At Risk portion of the claim. If they are exclusively claimed on the At Risk claim, they might not be counted in your normal roster (depending upon state policies).

At Risk meals apply to all PM Snacks (and in the relevant states, all Dinners) served as long as the school year is in session – so even on weekends and school out days. But you'll need to note the beginning & end of the school year. To do this, go to **Menus / Attendance >> Manage School Year for At Risk**. If you're in an area where school runs all year, use 7/1 – 6/30 as your school year date range.

Roster Issues

When printing the roster in At Risk only programs, the roster isn't any different than normal.

When printing them in dual programs, the roster can appear in two different formats. Before your claim is processed for a given month, all the children will be lumped together on the roster. After the claim is processed – and the system has determined which children are school aged and are served an At Risk PM Snack (and/or Dinner) – the roster will print in two pages. One page will be your normal child care program. The other will be those children claimed on the At Risk program.

Other Reporting

When printing the Weekly Paid Attendance & Meal Count Report, children paid as part of the At Risk claim will have special notation indicated for those At Risk snacks (and or dinners).