

## 4123Field Trips

DFPS considers organized activities directly related to the provision of child care (for example, field trips) to be an "extension of the facility and subject to regulation." Therefore, you may claim reimbursement for meals that are served during a field trip if:

- the activity is directly related to child care, and
- all program requirements are met.

Program requirements include, but are not limited to the following:

- Meals served must meet the CACFP meal pattern for the appropriate age group and must be served to eligible children.
- All state and local health department standards, including maintaining food at proper temperatures, must be followed.
- Daily menu records that include the food items and amounts of food prepared must be maintained.
- Meal counts for meals served to eligible children must be documented on Form H1535, Daily Meal Count and Attendance Records, or an alternate meal count form approved by the SNP Alternate Forms Committee. You must also maintain these forms as required.
- Meals must be provided by the approved source (self-prep or vended) named in the contractor's application. If a food service management company (FSMC) supplies the meals, they must be provided in a manner and detail prescribed in the contract between you and the FSMC.
- **Meals purchased from restaurants or fast food outlets are not reimbursable.** In addition, meals prepared by the CACFP contractor are not reimbursable when the approved source of meals is a vendor.
- Meals served to children in transit to the center or their homes cannot be claimed as reimbursable meals.

Field trips must be documented in writing. The documentation must include the following information:

- date of trip;
- destination of trip;
- duration (departure and return time) of the trip; meal types served on the trip;
- a description of the location where the meal was served;
- a description of the method used to ensure that foods are held at proper temperatures;
- a list of foods served on the field trip; and a list of everyone that participated in the field trip.
- In addition, the employee completing the documentation of the field trip must sign a certification statement that reads: "I certify that to the best of my knowledge the information reported about this field trip is true and correct. I understand misrepresentation may result in prosecution under applicable state or federal statutes. I certify that meals were prepared, delivered, and served in accordance with all state and local health department standards."
- You are not required to obtain prior approval when planning a field trip. However, sponsors of child care centers may require facilities to obtain prior approval for field trips as a condition of reimbursement.

Revision No.: 07-6 policy  
Effective date: Upon Receipt