

2026-2027 REQUIRED POSTINGS CHECKLIST

AT-RISK AFTERSCHOOL PROGRAMS

COMPLETE CHECKLIST FOR THIS SITE TYPE

Common GHNC requirements are repeated here - there is no separate "All Sites" list to check.

PRINT THIS PAGE and use it as your site posting guide.

POST / DISPLAY AT YOUR SITE

- ☐ **And Justice for All poster**
Post the current official TDA/USDA version where participants and families can easily see it.
- ☐ **GHNC Civil Rights Complaint Log**
Print a blank copy and keep it posted/available. Completed complaint entries must be handled confidentially.
- ☐ **Current GHNC-approved menu**
Post the menu currently being served.
- ☐ **Current Daily Meal Production Record (H1530)**
Post/keep the current MPR available and complete it as food is actually prepared and served.
- ☐ **CACFP meal pattern chart(s)**
Post the meal pattern chart(s) for the ages served.
- ☐ **Building for the Future - English AND Spanish**
Post both versions in a visible area and administrative office.
- ☐ **Current enrichment/activity schedule**
Post the structured enrichment being offered; it should match actual site operations.
- ☐ **Local health/fire/occupancy postings**
Post current permit, occupancy, or other notices required by GHNC or local authorities.

ANNUAL / HOUSEHOLD MATERIALS

- ☐ **Building for the Future**
Distribute annually and retain documentation of the distribution method.
- ☐ **WIC information**
Use/distribute the current TDA material when applicable under GHNC/TDA instructions.
- ☐ **Letter to Household / MBIE materials**
Not generally used for area-eligible drop-in ARAS unless GHNC specifically directs otherwise.

Website control:

Use the current forms/postings available through GHNC or TDA. Replace outdated copies whenever GHNC/TDA issues a revision.

OFFICIAL TDA / USDA DOWNLOADS

Use these links to print the current official versions.



And Justice for All - current TDA printing page
Use the 2019 poster until TDA/USDA releases a replacement. Do not alter it.
[Click to open official source](#)



TDA CACFP Administration & Forms
Current Building for the Future, MPRs, Letters to Household, MBIE forms, WIC materials, and other CACFP forms.
[Click to open official source](#)



TDA CACFP Policy & Handbook
Check for current handbook sections and supplemental guidance before replacing saved forms.
[Click to open official source](#)



USDA Program Discrimination Complaint Form (AD-3027)
Official federal complaint form. Civil Rights complaints must be handled confidentially and forwarded promptly.
[Click to open official source](#)

Building for the Future: Print and post both English and Spanish versions, and distribute the flyer annually by the beginning of the CACFP Program Year. TDA states this Notice to Parents requirement is not applicable to Adult Day Care.

Important: TDA currently lists the WIC handout by program year on the Administration & Forms page. Use the most recent version posted by TDA. Do not relabel an older WIC handout as 2026-2027.

GHNC CIVIL RIGHTS COMPLAINT LOG

Blank Site Copy - Print and Keep Available

CONFIDENTIALITY: This blank log may be posted/kept available as directed by GHNC. Once a complaint is recorded, remove the completed page from public view, place it in the confidential CACFP file, and notify GHNC immediately. TDA requires Civil Rights complaints to be kept separate from standard Program complaints and complainant confidentiality to be protected.

Site Name: _____	Site ID: _____
Program Year: 2026-2027	GHNC Compliance: compliance@ghnutrition.org

Date received	Complainant / anonymous	Contact (optional)	Issue / basis alleged	Forwarded to GHNC / USDA	Staff initials

When a complaint is made: Accept written or verbal complaints. Do not investigate or discourage the complaint at the site. Record enough information to identify the concern, protect confidentiality, and contact GHNC immediately. Civil Rights complaints filed at sponsored sites must be forwarded to USDA by the sponsor.

CURRENT CACFP MEAL PATTERN QUICK REFERENCE

AT-RISK AFTERSCHOOL - based on TDA Section 4400, June 2026

Breakfast - serve all 3 components

Component	Ages 6-12	Ages 13-18
Fluid milk	8 fl oz	8 fl oz
Fruit/vegetable	1/2 cup	1/2 cup
Grains	1 oz eq	1 oz eq

Lunch/Supper - serve all 5 components

Component	Ages 6-12	Ages 13-18
Fluid milk	8 fl oz	8 fl oz
Meat/meat alternate	2 oz eq	2 oz eq
Vegetables	1/2 cup	1/2 cup
Fruits	1/4 cup	1/4 cup
Grains	1 oz eq	1 oz eq

Snack - select 2 different components

Component	Ages 6-12	Ages 13-18
Fluid milk	8 fl oz	8 fl oz
Meat/meat alternate	1 oz eq	1 oz eq
Vegetables	3/4 cup	3/4 cup
Fruits	3/4 cup	3/4 cup
Grains	1 oz eq	1 oz eq

- **Milk:** ages 6+ may receive flavored or unflavored whole, 2%, 1%, or fat-free milk.
- **Juice:** pasteurized, full-strength juice may credit at only one meal or snack per day.
- **Whole grain-rich:** at least one grain serving across the day must be whole grain-rich.
- **Breakfast cereal:** no more than 6 g added sugars per dry ounce.
- **Yogurt:** no more than 12 g added sugars per 6 oz.

Use the full current TDA meal pattern and GHNC menu instructions when a food item has special crediting requirements. This page is a quick reference, not a replacement for the TDA handbook.

BEFORE YOU FINISH POSTING

At-Risk Afterschool Final Check

- ☐ And Justice for All: current official version is visible to participants.
- ☐ Civil Rights Complaint Log: blank copy available; completed entries are confidential.
- ☐ Current approved menu: correct dates and meal types are posted.
- ☐ Current daily Meal Production Record: available/displayed per GHNC procedure and completed as food is actually prepared/served.
- ☐ Meal pattern reference: correct chart for your participants is posted.
- ☐ Local permits/safety postings: current documents are displayed when required by your licensing/local authority.
- ☐ Building for the Future: English + Spanish posted in a visible area and administrative office; annual distribution documented.
- ☐ Enrichment: current enrichment/activity schedule is posted and matches actual operations.
- ☐ Eligibility: do not use individual MBIE/free-reduced-paid paperwork for area-eligible drop-in At-Risk participants unless GHNC specifically directs otherwise.
- ☐ WIC: follow GHNC instructions using the current TDA material applicable to your program/enrollment model.

Website update control: Before the Program Year begins - and whenever GHNC/TDA announces a revision - replace outdated forms on your wall and in your site files. Always use the current version available through GHNC or TDA.

Sources verified September 3, 2026: TDA CACFP Handbook Section 4400 (June 2026), Section 4500 (March 2026), Section 6000 (March 2026), TDA CACFP Administration & Forms, TDA CACFP Policy/Handbook page, and TDA And Justice for All guidance.