



**NEW JERSEY DEPARTMENT OF AGRICULTURE  
DIVISION OF FOOD AND NUTRITION  
CHILD AND ADULT CARE FOOD PROGRAM**

**CHILD AND ADULT CARE FOOD PROGRAM  
ADULT DAY CARE FIELD TRIP POLICY**

7 CFR Part 226.19 of the Child and Adult Care Food Program (CACFP) regulations requires that operational personnel ensure that meals served are consumed on the premises of the centers; that accurate records are maintained; and the number of meals are prepared or ordered is promptly adjusted on the basis of participation trends.

The purpose of this instruction is to provide you with the state agency policy regarding meals served away from licensed facilities. Sponsors must review this policy in all staff and provider trainings. Failure to meet USDA meal requirements and to maintain the required records is grounds for the denial of reimbursement.

As part of a center's comprehensive program, an agency may take the participants on field trips. When necessary and appropriate, meals meeting USDA requirements may be served to participants on these outings. **Field trip requests to restaurants are not allowed.** "Restaurants" include all eateries including traditional full service dining establishments, "fast food"- type eating places, cafeterias, dining halls, buffets and snack bars. When field trip meals are claimed for reimbursement, operational personnel must ensure the following:

1. The meals served contain all of the required components.
2. All transported meals are maintained and served under proper temperatures and sanitary conditions as established by the New Jersey Department of Health and Senior Services.
3. Meal counts are recorded "at the point of meal service" for enrolled participants and program staff.
4. Meals served to other participants along on the outings but not enrolled are "non-program meals" and may not be claimed for reimbursement.
5. When the CACFP office schedules an administrative review, we will inform our specialist if a field trip is scheduled for the day of the review.

**The Field Trip Certification contained in the CACFP Sponsor Management Plan must be signed by all sponsors who will be providing meals to enrolled participants on field trips. A copy of this policy must be maintained on file for review by the Child and Adult Care Food Program, auditors or other interested persons.**