Welcome!

to

The

Child and Adult Care Food Program Pre-Operational Workshop

Purpose

To provide information on how to effectively administer the CACFP

Objectives:

🍽 To provide an overview of the CACFP Program

🍽 Identify the step-by-step process in making application to the CACFP

🍽 Explain how to determine program eligibility and household eligibility

🍽 Introduce the required CACFP forms
 - Recording Attendance and Participation
 - Financial Records

🍴 To discuss Meal Requirements
- Meal Components
- Recordkeeping

🍴 Provide an overview of Policies and Procedures

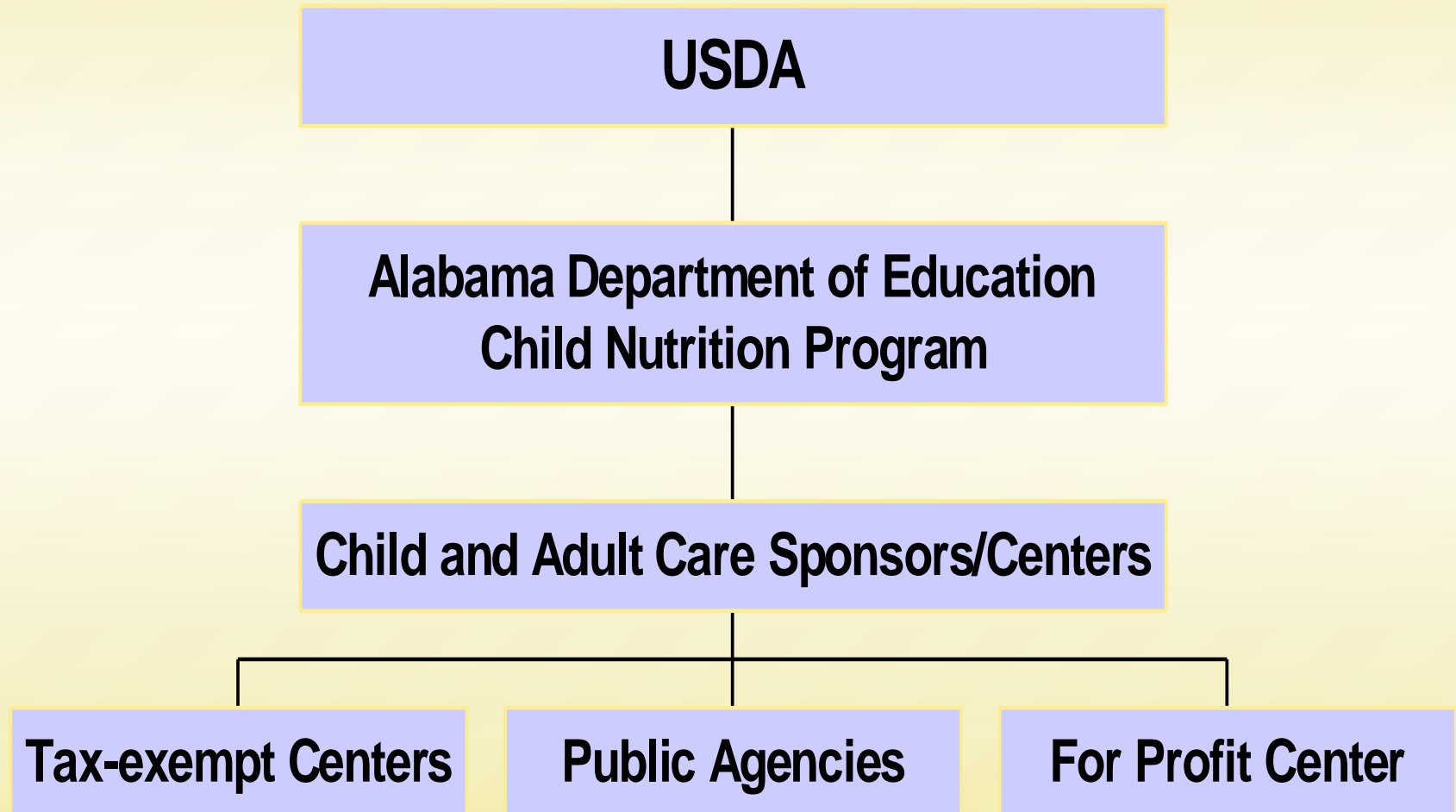🍴 Illustrate how to prepare Monthly Claims for Reimbursement

Child and Adult Food Program

- USDA's Child and Adult Care Food Program (CACFP) plays a vital role in improving the quality of day care and making it more affordable for many low-income families.

- The CACFP provides nutritious meals and snacks to infants and children as a regular part of their day care.

- Each day nation-wide, more than 3.3 million children receive nutritious meals and snacks through CACFP.

- This program also provides meals and snacks nation-wide to 120,000 adults who receive care in nonresidential adult day care centers.

- The CACFP reaches even further to provide meals to children residing in emergency shelters, and snacks and suppers to youth participation in eligible afterschool care programs.

- The CACFP is a federally-funded and state administered program.

- The CACFP was established in 1968 and the Adult Care component was added in 1988.

- The CACFP is authorized at section 17of the National School Lunch Act (42 U.S.C 1766).

- Program regulations are issued by the U.S. Department of Agriculture (USDA) under 7 CFR part 226.

- **Remember:** The goal of the CACFP is to improve the nutritional well-being of children and adults.

Organizational Structure of CACFP

USDA

Alabama Department of Education Child Nutrition Program

Child and Adult Care Sponsors/Centers

Tax-exempt Centers

Public Agencies

For Profit Center

Who's Who?

June Barrett, Coordinator

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**CACFP/SFSP
Alfredia Griffin, Administrator**

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**Teri Short, CACFP
Kimberlei Bowen, At Risk
Latosha Green, Farm to Preschool
Ben Guthrie, FDCH
Danielle Turk, SFSP
Brittany Snyder, Adm. Assist.**

House Keeping

- **Restrooms**
- **Cell Phones**
- **Sign-in Sheets**
- **Breaks and Lunch Schedule**
- **Evaluations**
- **Certificates**
- **Staff will be available for questions after workshop**

The State Department's Role

⦿ Provide training and technical assistance

⦿ Assist with on-line application and claim processing

⦿ Administer USDA' s reimbursement program

⦿ Review and monitor services provided

The Sponsor's Role

- Serve meals that meet program requirements

- Maintain required records

- Collect and maintain eligibility information

- Comply with regulations and policies

- Maintain program integrity

The Program Serves:

Enrollees:

🍽 Age 12 years and under; or

🍽 Children of migrant workers through age 15 and under; or

🍽 Mentally/Physically disabled persons, at any if the enrollees are age 18 or under; or

🍽 Children age 18 and under participation in approved temporary emergency shelters and at-risk after school Programs.

The Program Serves:

Adults:

- 🍽 In nonresidential daycare settings
- 🍽 Adults 60 years or older
- 🍽 Chronically impaired persons 18 years of age or older

Who Must Attend This Training?

The Official Representative

❖ President or highest-ranking official of the organization for incorporated and LLC's

❖ Owner(s) of a sole proprietorship or partnership

❖ The pastor or highest ranking official of a church

❖ Center director of a governmental agency

Sponsor Eligibility

1. Public Institution
✓ Examples: city, county government, public schools, community colleges.

OR

2. Non Profit that has Tax exempt Status
✓ 501© 3 letter **or**
✓ Churches registered with Alabama Secretary of State's Office

3. **For Profit**
   - ✓ Meets the 25% requirement
     (25 % of participants in care are eligible for free or reduced priced meals)

AND

4. **Licensed, exempt licensed, or an approved certification**
   - ✓ Alabama Department of Human Resources
   - ✓ Department of Mental Health
   - ✓ Federal Government Approval
   - ✓ Or Certified by an approved governing Agency

For <u>profit centers</u> must meet the 25% requirement:
- ✓ the month prior to approval (qualifying month)
- ✓ each month in order to get paid

Maintain a DHR license, DHR exempt license, or approved certification

Possess financial viability, organizational capability, and program accountability

Not be currently on the National Disqualified List or be in Seriously Deficient Status

Sponsoring Organization of Centers

- A sponsoring organization of centers assumes the administrative costs and in some situations the operating costs for the CACFP at sponsored facilities.

- Sponsored centers are considered "affiliated" or "unaffiliated."

- An affiliated center is part of the same legal entity of the sponsoring organization.

- An unaffiliated is legally distinct from the sponsoring organization.

Non or For – Profit ???????

Non-Profit

- sponsoring organizations may sponsor both affiliated and unaffiliated centers.

For-profit

- sponsoring organizations may only sponsor those centers that are legally part of their for-profit organization.

<div align="center">"affiliated"</div>

Sponsoring Organization of Centers

- A sponsoring organization of either affiliated or unaffiliated centers may provide meal reimbursement or the actual meal to its centers.

- If a sponsoring organization provides food to its sponsored centers, then each month it must collect from center all required records to compile a claim for reimbursement. If the sponsor incurs all cost of the meal service then none of the reimbursement will be provided to the facility.

Sponsoring Organization of Centers

- If the sponsoring organization provides reimbursement to its facilities for food, meal service labor and supplies that the sponsored center is providing to participants, then funds must be disbursed to each center within five working days of receipt of reimbursement from the State Agency.

- A sponsoring organization may retain a portion of the reimbursement for costs associated with administering the CACFP up to 15% of the total CACFP reimbursement received or the actual net administrative costs incurred whichever is less. These costs must be included in the sponsors budget and approved by the State Agency.

Sponsoring Organization of Centers

15% Administrative Rate Supports:
- Training
- Monitoring
- Reviewing required records
- Submitting claim for reimbursement
- Payment to centers
- Administrative labor
- Other approved expenses

The Child and Adult Care Food Program is majority a non-pricing program which means:

🍴 There is no separate charge for meals.

🍴 The cost of meals and fees are covered in the cost of tuition.

🍴 No money is exchanged at mealtime.

🍽 No portion of tuition is earmarked for meals.

🍽 If enrollees pay different tuition rates, it is for reasons other than food service.

🍽 All children are served the same meal regardless of race, color, national origin, sex, age, or disability.

Centers and Sponsors must demonstrate:

- Financial Viability

- Administrative Capability

- Program Accountability

Viable, Capable and Accountable

The sponsor must demonstrate it is:

➢ Financially viable as an organization

➢ The staff are capable of meeting all of the CACFP requirements

➢ The staff and governing board/owner is willing and able to be accountable to the State agency for CACF requirements

Required Documents and Other Requirements

🍴 Must have access to a computer

🍴 Must provide an e-mail address with application
   - Submit a monthly claim
   - Enter and update application information

🍴 Checklist for new sponsors – manual pages 15 – 19, or Potential Sponsor tab on ALSDE website.

Checklist for New Sponsor Applications
Pages 15 - 19

Documents needed to be submitted:

- **Onsite visit form**
- **Pre-Inspection Form**
- **Menus**
- **(W-9) replaced by STARRS Vendor Self Service (VSS)**
- **Management Plan**
- **Fiscal Responsibility Statement**
- **Budget Planning Worksheet**
- **Copy of license or certificate**

- **Business Documentation**

- **Financial Viability Documentation**

- **Bank Statements**

- **DUNS number**

- **E-Verify (Alabama Immigration Law)**

- **Food Service Contracts, if required**

- **After 60 days incomplete application will be denied.**

- **After application approval, an onsite visit is scheduled.**

- **Claiming for reimbursement usually begins the day following the on-site visit.**

The Road to CACFP

**Step 1 -
Attend a Pre-operational Workshop**

**Step 2 -
Submit <u>completed</u> required materials by July 5, 2016**

**Step 3 -
Complete and submit on-line applications and successfully complete onsite visit by state staff**

Step 4 - Attend the Annual training or watch the webinar