

# How can a center participate in the Child and Adult Care Food Program (CACFP)?



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- They can do so as an Independent Institution
- They can do so as their own Sponsor
- Or as a an affiliated or unaffiliated center site under a Sponsoring Organization



# What is the difference between a Independent Institution, Sponsor and a Center Site?

***Independent Institution*** signs an agreement with the State Agency to operate the CACFP at a single location or campus.

A ***Sponsor*** signs an agreement with the State Agency to operate the CACFP in one or more facilities.

A ***Center Site*** (*affiliated or unaffiliated*) is a facility where meals are served to participants who eat in a supervised setting and participate in the CACFP under a Sponsoring Organization.



# What is the Difference between an Affiliated and an Unaffiliated center?

- **Affiliated Center** - Part of the same legal entity as the sponsoring organization.
- **Unaffiliated Center** - Not part of the same legal entity as the Sponsoring Organization.
- All Centers must meet eligibility requirements, such as license requirements, non-residential day care services requirements (except for Homeless Shelters) and tax exempt and for profit requirements as outlined in USDA regulations.

# What is a Sponsor?

**A public or nonprofit organization that is responsible for the administration of the CACFP in :**

- One or more Day Care Homes.
- One or more affiliated or unaffiliated child care centers, emergency shelters, at-risk afterschool centers, outside-school hours care centers, or adult day care centers.
- Any combination of the above mentioned facilities.



**OR**



# What is a Sponsor ? (continued)

- A for-profit organization that is responsible for the administration of the CACFP in any combination of two or more child care centers, at-risk afterschool care centers, adult day care centers or outside-school-hours care centers which are part of the same legal entity as the organization.
- A for-profit sponsoring organization may sponsor only those centers that are *legally* part of the sponsoring organization (affiliated centers) and may not sponsor Day Care Homes.

# EXAMPLES

- A nonprofit institution that sponsors Day Care Homes could also sponsor centers.
- A nonprofit institution, such as a Community Action Agency, could sponsor both affiliated and unaffiliated centers and Family Daycare Homes.
- A for-profit business can only sponsor child care centers that it owns and operates (affiliated centers).



# UNAFFILIATED CENTERS

- Must sign an **Agreement** with the Sponsoring Organization.
- **Agreement** should specify either a Cash or Non-Cash.
- **Cash agreement-** Sponsoring organization provides reimbursements for meals served to cover costs incurred by the facility. In exchange, the sponsoring organization charges an administrative fee, which may **not exceed 15 percent** of the facility meals reimbursements.
- **Non-Cash Agreement-**The sponsoring organizations provides food to the facility and keeps all reimbursements and does not charge the facility for meals or administrative expenses.



# ADVANTAGES to UNAFFILIATED CENTER SPONSORS

- Supports the mission to reach more low income children.

- Additional revenue stream.



- Enables more centers to participate n the CACFP.

- Increase community presence.



# Responsibilities of Unaffiliated Sponsors

- Prepare site claims and disburse reimbursement to the site.
- Conduct reviews and program monitoring of center sites.
- Assume final administrative and financial responsibility.
- Train center site staff and ensure that all CACFP requirements are met.
- May or may not prepare/deliver meals.

# RESPONSIBILITIES OF UNAFFILIATED CENTER SITES

- Allow Sponsor to retain a portion of the reimbursement for administration.
- Serve reimbursable meals to eligible children (a site may or may not prepare meals).
- Maintain recordkeeping as required by the sponsor and CACFP.
- Attend trainings required by the sponsor.
- Allow Sponsor to perform required number of program reviews.

# ADVANTAGES to UNAFFILIATED CENTER SITES

- Improve quality of meal service.
- Rely on Sponsor's CACFP knowledge.
- Nutrition training available for all staff.
- Participate sooner as they do not have to go through the application process.
- Assistance with budgeting and allowable costs.
- Sponsor accepts final responsibility for mistakes or over claims.
- Sponsor accepts responsibility for the center's CACFP participation.

