

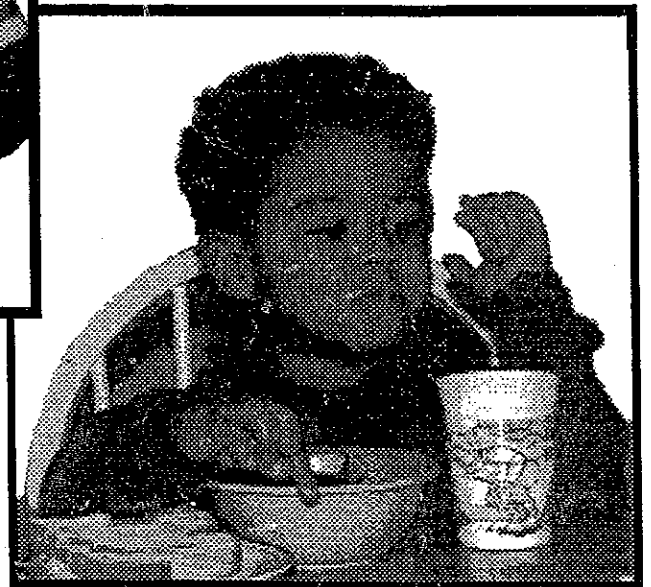
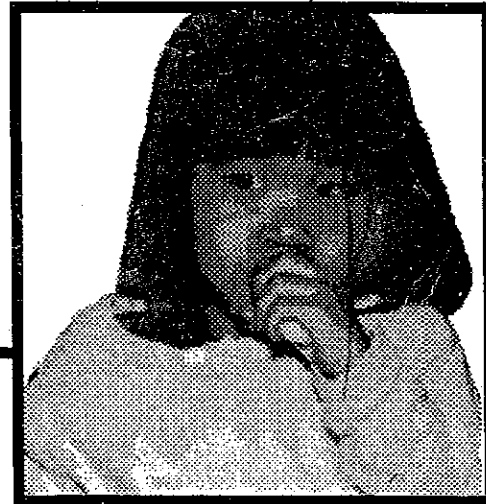


United States
Department of
Agriculture

Food and
Nutrition
Service

Child and Adult Care Food Program

Day Care Homes Handbook



The Child and Adult Care Food Program is an equal opportunity program. If you believe you or anyone has been discriminated against because of race, color, national origin, sex, age, or disability, write immediately to: Administrator, Food and Nutrition Service, U.S. Department of Agriculture, 3101 Park Center Drive, Alexandria, VA 22302.

October 1994

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Introduction

The mission of the U.S. Department of Agriculture's Food and Nutrition Service is to alleviate hunger and to safeguard the health and nutritional well-being of the Nation through the administration of nutrition education and domestic food assistance programs. One such program is the Child and Adult Care Food Program (CACFP). Under the child care component of CACFP, cash reimbursement and donated commodities, or cash-in-lieu of commodities, are provided for nutritious meals served in three distinct types of nonresidential facilities for children—day care homes, child care centers, and outside-school-hours care centers. There are significant differences in the conditions for participation and the required procedures for operating the Program in these three types of child care facilities.

This handbook specifically focuses on and covers CACFP operations in day care homes by sponsoring organizations and providers. Guidance for child care centers (day care and outside-school-hours care) and for centers in the adult day care component of the Program is provided in separate handbooks.

Sponsors of all of the above types of facilities should be sure to discuss Program participation and operating procedures with their administering agency, since there may be additional or more restrictive State level rules.

Sponsoring organizations and the providers who are responsible for the care and feeding of children enrolled in participating day care homes provide a much needed service to their communities. Food and Nutrition Service acknowledges the dedication and commitment of these sponsors and caregivers who ensure that the meals claimed for reimbursement meet CACFP requirements, and that meal time is a pleasant, nutritious and sociable experience for the enrolled children.

A Reference Section is included at the back of this handbook that provides sample forms and resources that can be used in operating the Program.



Chapter 1

Background

Legislative History

Reimbursement for meals in day care, when first authorized by Public Law 90-302 in 1968 as the year-round Special Food Service Program for Children (SFSPFC), was limited specifically to centers located in areas with high concentrations of working mothers and where poor economic conditions existed. In 1972, Public Law 92-433 reauthorized that limited pilot program through Fiscal Year 1975. Then the year-round SFSPFC was replaced in November 1975 when Public Law 94-105 established and authorized the Child Care Food Program (CCFP) for three years under a new Section 17 of the National School Lunch Act.

Under the CCFP, family and group day care homes sponsored by public or private nonprofit organizations, and all child care centers regardless of location, became eligible to participate. All child care facilities—day care homes and centers—were, for the first time, required to meet certain licensing or approval standards, and funding procedures were altered significantly. Application requirements, enrollee eligibility determinations, and reimbursement rates were the same for both day care homes and centers. Specifically, individual determinations based on household size/income statements were required, and the reimbursement rates paid to sponsors of day care homes and to centers were based on each enrolled child's eligibility for free, reduced price, or paid meals.

Later, when concern arose that certain licensing, paperwork, and recordkeeping requirements were restricting or discouraging day care home participation, and it had become clear that there were major differences between the needs and operating methods of day care home providers and child care center operators, Public Law 95-627 was enacted in 1978. That law amended Section 17, addressing the above concerns and permanently authorizing the CCFP. Major changes affecting day care homes included:

- elimination of the means test (individual free and reduced price eligibility determinations) and the establishment of a single reimbursement rate for each meal type served in day care homes;
- more precise definition of the roles and responsibilities of the administering agencies and sponsoring organizations;
- adjustment of the administrative funding formula and provision of administrative rates for day care home sponsoring organizations;

- making advance payments available to all institutions, and start-up payments available to day care home sponsors; and
- broadening the definition of "children" to include mentally and physically disabled persons over 18 attending eligible child care facilities.

Elimination of the means test, together with the single reimbursement rate (slightly lower than the "free" rates centers receive) for each meal type, encouraged day care home providers' participation by reducing their administrative paperwork burden. Public Law 97-35 further amended Section 17 in 1981 to:

- require that meals served to a provider's own children be reimbursable only if the household has been determined income eligible by the sponsoring organization;
- reduce the age limit of eligible children from 18 to 12, except for migrant workers' children who can participate through age 15, and disabled persons; and
- limit the maximum number of reimbursable meals to two meals and one supplement (snack) per child per day. (This limitation was later modified by policy issuance to alternately allow a maximum of one meal and two snacks per child per day.)

A provision of Public Law 97-370, in 1982, specified that reimbursement claims must be submitted to the administering agency within 60 days following the claiming month to be eligible for payment. Most recently, Public Law 101-147, enacted in November 1989, authorized additional administrative funding for sponsors to expand the Program to reach more day care homes in low-income and rural areas; allowed administering agencies to take sponsor renewal applications and agreements on an every-other-year basis; and changed the name of the CCFP to the Child and Adult Care Food Program.

Who Administers the Program?

The U.S. Department of Agriculture's Food and Nutrition Service (FNS) administers the Program at the national level. The national office develops regulations and establishes policies necessary to carry out the Program. A State agency or FNS regional office manages and directs the Program in each State. Attachment A provides an overview of the administration of the Program.

Chapter 2

Eligibility Requirements

Day care homes can participate in the Child and Adult Care Food Program (CACFP) only through an eligible sponsoring organization. This chapter provides information on the eligibility requirements for sponsoring organizations and the day care home providers they sponsor.

Sponsoring Organizations

To be eligible to participate, sponsoring organizations must be:

- public agencies, or
- private nonprofit organizations.

These organizations must agree:

- to accept final administrative and financial responsibility for operating the CACFP in all homes they sponsor, and not to contract out for the entire management of the Program;
- to submit applications for participation for themselves and for the day care home providers they sponsor;
- to complete and sign an agreement with each day care home provider they sponsor;
- to provide training and technical assistance;
- to provide adequate supervisory and operational personnel for managing and monitoring the Program;
- to ensure that meals served meet the meal pattern requirements;
- to ensure proper use of donated commodities (if the sponsored homes receive them);
- to establish procedures to collect and maintain all necessary Program records from all homes they sponsor;

- to prepare and submit a consolidated monthly reimbursement claim form; and
- that an administrative fee will not be charged to the homes for the sponsor services.

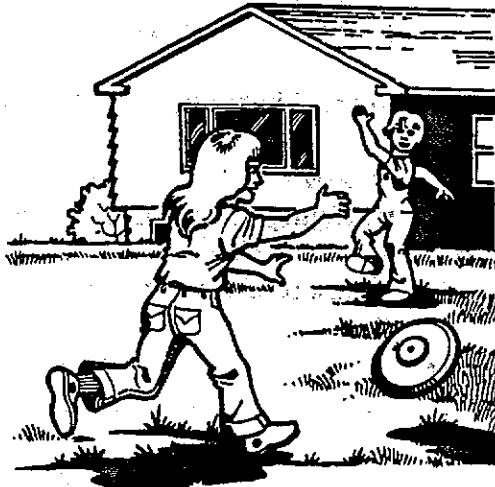
Sponsoring organizations also need to know how tax-exemption and licensing will affect them. See these sections in this chapter.

Day Care Homes

To be eligible to participate in the Program, day care homes must:

- be located in a residential facility—the provider's own private residence, the private residence of another person, or an unoccupied private residence; **AND**
- be licensed or approved as a family or group day care home.

The home cannot provide child care services on a 24 hour a day basis. Of course, this restriction does not apply to the provider's own children. See Chapter 4 for explanation of the term "provider's own children."



The provider must agree to:

- participate under the authority of a sponsoring organization;
- sign an agreement with the sponsoring organization that specifies the rights and responsibilities of both parties;
- prepare and serve meals that meet the Program meal pattern requirements;
- maintain accurate records on daily menus, daily count of the number of meals served to enrolled children, and daily count of the number of enrolled children in attendance;
- serve meals at no separate charge to enrolled children;
- promptly inform the sponsoring organization about any change in the number of children enrolled for care or any change in the licensing or approval status;
- claim only those meal types that have been approved by the administering agency for reimbursement; and
- submit household size and income information to the sponsoring organization to document their own enrolled children's eligibility for reimbursed Program meals.

**Children Who
Can Benefit**

Children enrolled in day care homes are eligible to participate in the Program if they are:

- 12 years of age or under; or
- children of migrant workers and are 15 years of age or under; or
- disabled at any age if the majority of enrollees are 18 years of age or under.

The provider's own children are eligible only when:

- they are enrolled and participating in the Program during the time of the meal service;

- enrolled nonresidential children are present and participating in the meal service; and
- the household has been determined eligible under the income eligibility guidelines.

Chapter 4, Free and Reduced Price Policy, provides more information on provider's own children.

Tax-Exempt Status

Public sponsoring organizations, such as a county or city social services agency, are automatically eligible to participate. Day care homes are not required to be tax-exempt. However, private nonprofit sponsoring organizations must:

- have tax-exempt status under the Internal Revenue Code of 1986, or
- be moving toward compliance with the requirements for Federal tax-exempt status.

A private sponsoring organization that has applied to the Internal Revenue Service (IRS) for tax-exempt status may be approved to participate in the Program while the IRS reviews the application. If the IRS denies the application, the sponsoring organization must notify the administering agency immediately. The administering agency will then discontinue the sponsoring organization's participation in the Program. If the IRS has neither approved nor denied the sponsoring organization's tax-exempt status within 12 months after its application has been filed, and the IRS shows that all required information was not provided, the administering agency will discontinue that sponsor's participation.

Given the fact that the amount of time and effort required to obtain tax-exempt status cannot be predicted, the administering agency has the responsibility of ensuring that sponsoring organizations without proof of tax-exempt status are participating in the Program **ONLY** while legitimately awaiting action on their application by the IRS. In order to more effectively carry out these responsibilities, administering agencies will notify all sponsoring organizations that apply to participate in the Program under the "moving toward" provision of the specific requirements which govern their participation.

"Moving toward" means making a good faith effort to obtain tax-exempt status. Administering agencies will, within a reasonable amount of time,

require the submission of copies of all correspondence sent to and received from the IRS. This would include a copy of the letter from the IRS which acknowledges receipt of the application for nonprofit status and notification that the application is complete and/or approved. Administering agencies will carefully review such correspondence to ascertain that the applicant has complied with all IRS requests in a timely and complete manner. When there is evidence of unresponsiveness, the administering agency will advise that failure to actively pursue tax-exempt status is grounds for removal from the Program. Continued unresponsiveness must result in termination. The administering agency will also inform the organization that, if the IRS denies its application, its participation in the Program will cease on the date of the denial letter from the IRS.

**Licensing
or Approval**

Each sponsored day care home must have Federal, State, or local licensing or approval to provide nonresidential day care services to children; document that it receives Title XX funds for providing child care, if licensing or approval is not available; or comply with alternate State, local or CACFP standards.

**Federal
Approval**

Federal approval occurs when facilities participate in certain federally operated and administered programs. Two examples are approval of day care homes to participate in the Head Start Program under the Department of Health and Human Services standards and day care homes approved under Department of Defense instructions and standards.

**Alternate
Approval**

Where Federal, State, or local licensing or approval standards are not applicable, or no mechanism exists to determine compliance with licensing or approval standards, day care homes may participate if they can:

- show that they are complying with applicable State or local child care standards, or
- show that they are in compliance with CACFP child care standards.

Procedures for Alternate Child Care Standards Approval

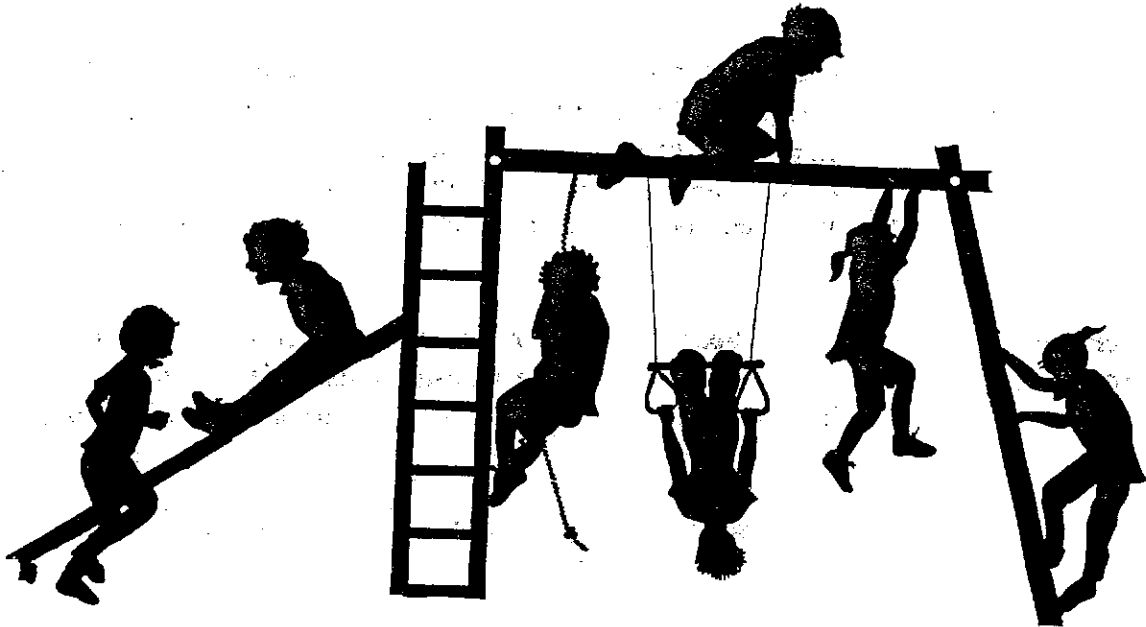
When a sponsoring organization of day care homes, which have no applicable Federal, State, or local licensing or approval, wants to submit

an application for Program participation, the administering agency will provide step-by-step information on how to demonstrate compliance with overall State or local standards or with Federal CACFP child care standards.

As soon as the sponsoring organization can demonstrate that its day care homes are licensed, approved, or in compliance with alternate child care standards, the administering agency can begin processing the application.

Renewal

Homes that are complying with procedures for renewing Federal, State, or local licenses or approvals may participate in the Program during the renewal process, unless the sponsoring organization and/or administering agency has information that indicates that renewal will be denied. The agreement for an alternately approved facility may be renewed as long as the fire permit and health certificate are current.



Chapter 3

Applying for the Program

Forms

Regulations require that the administering agency establish an application process for participation in the Child and Adult Care Food Program (CACFP), and that specific information be submitted by the sponsoring organization. While the actual forms used by administering agencies to request this information may vary, the following describes the types of forms and the information that may be included.

- **Application for Participation and Management Plan for Sponsoring Organizations** — At a minimum the sponsor application requests information about public or private nonprofit status, number of planned homes, planned meal service, licensed capacity and number of enrolled participants, an administrative budget, and, in some cases, a food service budget. It also asks for a management plan that includes information about staffing patterns, staff training, reviewing the homes' food service, and distributing reimbursement payments to home providers for the meals they serve and claim.
- **Policy Statement for Free and Reduced Price Meals** — Each sponsoring organization must submit for approval to the administering agency a written policy statement specifying the status of all its sponsored day care homes as nonpricing programs (that is, they do not and may not charge separately for meals served to children). This statement must be submitted as a prerequisite to the initial approval to participate or the agreement for renewal. The policy statement also includes an assurance to the administering agency that all participants are served the same meal at no separately identifiable charge and that no participant will be discriminated against during the course of meal service in the home. More details concerning this policy statement are provided in Chapter 4, Free and Reduced Price Policy.
- **Application for Participation by Day Care Providers** — The day care home provider application requests information about the type of day care home; licensed or approved capacity or compliance with applicable Federal, State, local, or CACFP child care standards; planned meal services; and number of enrolled participants.

- **Sponsor Agreement** — The responsibilities of both the sponsoring organization and the administering agency are set forth in the sponsor agreement. It outlines the sponsoring organization's approved administrative budget and the types of meals that are approved to be served and claimed for reimbursement. It includes the civil rights assurance and the approved list of sponsored homes that will operate the food service under the CACFP. Both the administering agency and the sponsoring organization must sign the agreement.

The administering agency may require a sponsoring organization that operates both day care homes and centers to enter into a separate agreement for each type of facility. Such sponsors should also refer to the Child Care Centers Handbook.

- **Agreement Between Sponsoring Organization and Homes** — The document defines the rights and responsibilities of the day care home provider and the sponsoring organization. Both the home provider and the sponsoring organization must sign the form.

Signing the Forms All of the forms described in this chapter must be signed, as applicable, by the sponsoring organization's chief officer (the individual elected or appointed to assume legal responsibility for the organization) and/or the provider of the day care home. If a delegated person signs the form for the sponsoring organization, the chief officer must submit a letter or a "certificate of authority" with the application verifying this delegation of authority. The legal representative's title may vary from one sponsoring organization to the next. The signer might be the chairman of the board of directors, the president of the organization, a public official like the mayor (if a public institution), or the superintendent of education. The pastor of a church may be able to sign for church-sponsored programs if the governing body of the church has authorized the pastor to assume this responsibility.



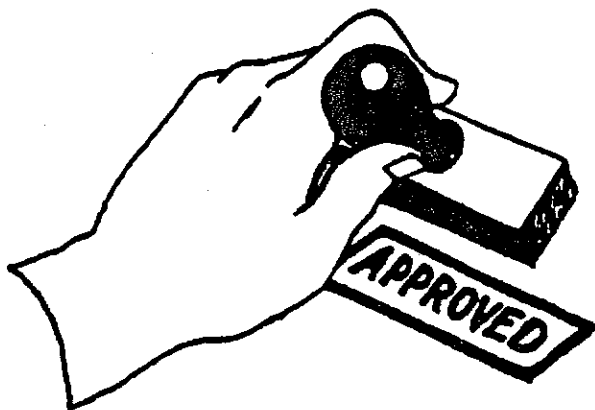
Approval

The administering agency will notify the sponsor applicant of approval or disapproval for participation in the Program within 30 calendar days after a complete and correct application is submitted. If the application is incomplete, the administering agency will notify the potential sponsor as to what information is missing within 15 calendar days of receipt of the application. If needed, the administering agency may provide technical assistance in completing the application.

Sponsor Agreement Renewal

While the law requires sponsors to reapply for continuing participation at least once every 2 years, Program policy allows the State administering agency considerable flexibility and freedom in establishing the renewal process and requirements. Since both the contents of the "renewal" application and the agreement effective period are left to State discretion, sponsoring organizations must comply with their administering agency's guidance on agreement renewals, and the submission date of specific information or documentation that is annually required.

Information on applying for start-up funds to initiate or expand the Program in day care homes can be found in Chapter 6.





Chapter 4

Free and Reduced Price Policy

This chapter discusses the sponsor's policy statement and requirements for the provider's own children to receive Child and Adult Care Food Program (CACFP) benefits. Since day care home providers cannot serve meals at a separate charge (all meals are reimbursed at a single standardized rate by type of meal), free and reduced price eligibility determinations are required only for the households of providers who want to be reimbursed for meals served to enrolled children who reside in their household.

The term "provider's own children" refers to any children who reside in the household, such as provider's own children by birth or adoption, grandchildren, or housemates' children, who are part of the economic unit. Foster children are considered a household of one.

Income Eligibility Statement

Each year sponsoring organizations will provide an income eligibility statement to each day care home provider who wants to receive reimbursement for meals served to their own enrolled children when other enrolled day care children are served meals. Eligibility to receive this benefit is based on either the provider's household size and income information, or foster child status, or the food stamp, Aid to Families with Dependent Children (AFDC), or Food Distribution Program on Indian Reservations (FDPIR) case number. The statement as well as a letter transmitting the statement to the provider must contain certain information. Attachment B describes the required information in the form of a suggested transmittal letter to the provider, and Attachments C-1 and C-2 provide a sample income eligibility statement with instructions.

The sponsoring organization reviews the statement submitted by the provider and determines if the provider can claim reimbursement for his/her own household children based on:

- household size and income information; or
- foster child status; or
- a food stamp, AFDC, or FDPIR case number.

The household size and income information on the submitted eligibility statement are compared by the sponsor to the U.S. Department of Agriculture's (USDA) current income eligibility guidelines that can be obtained from the administering agency. If the provider's household is determined eligible based on size and total income, or on a foster child's income, the provider's own enrolled children are eligible to receive Program benefits. If a food stamp, AFDC, or FDPIR case number is included on the submitted statement, eligibility for Program benefits is automatically granted. The sponsor may verify the level of income or public assistance case number reported on the provider's submitted eligibility statement.

Once the annual eligibility determination is made, meals served to that provider's own children may be reimbursed when enrolled nonresidential children are present and participating in the meal service, unless there is a change in household size, income, or public benefits during the year. As stated in Attachment B, the suggested Letter for "Provider's Own" Eligibility, eligible providers must notify their sponsor in the event of such change.

Confidentiality

The information on file at the sponsor's office on the income eligibility statement and the eligibility status of the provider's own children is always treated as **CONFIDENTIAL**.

INCOME ELIGIBILITY STATEMENT
Child and Adult Care Food Program

Child's Name: C. Jones State: Ill

Part 1: 0000000000 Form # 11

PART 1A - HOUSEHOLDS NOW GETTING FOOD STAMPS, AFDC OR FDPIR BENEFITS: Complete this part and sign the statement in Part 3 - DO NOT complete Part 2B.

PART 2B - ALL OTHER HOUSEHOLDS: If you did not complete Part 1A, complete this Part and Part 3.

NAME	Relationship to Head of Household	CURRENT INCOME/FREQUENCY		Frequency of Receipt	Case Number
		Monthly	Weekly		

PART 3 - SIGNATURE: I certify that all of the above information is true and correct and that the food stamp information is correct or that all income is reported. I understand that this information is being given for the receipt of AFDC or FDPIR benefits and that the information may be used for the purpose of determining the household's eligibility for AFDC or FDPIR benefits. I understand that this information is being given for the receipt of AFDC or FDPIR benefits and that the information may be used for the purpose of determining the household's eligibility for AFDC or FDPIR benefits.

Signature of adult: Mary C. Jones Social Security Number: 8

PART 4 - RACIAL/ETHNIC IDENTITY: You are not required to answer this question.

For Sponsor Use Only: Food stamp/AFDC/FDPIR household responsibility eligible for program benefit: Yes No
MONTHLY INCOME CONVERSION: WEEKLY X 4.33, EVERY 2 WEEKS X 2.11, TWICE A MONTH X 1
Eligible: Yes No
Determining official: _____ Date: _____

Policy Statement

As a prerequisite to approval of the application or renewal agreement to participate in the CACFP, the sponsoring organization must submit a written policy statement concerning free and reduced price meals. Included in this statement is an assurance that all day care homes under its sponsorship will operate as nonpricing programs, i.e., they will serve the same meals to all children at no separately identifiable charge regardless of race, color, national origin, sex, age, or disability.

In a nonpricing program, the meal cost is included in the overall child care fee or tuition charge that covers all areas of day care services provided. Since no portion of the fee or tuition payment may be specifically set aside for food service, there is no separate charge for the meals, nor is money exchanged at mealtime. The administering agency can provide newly applying and renewing sponsors with guidance on the standard policy statement.

Public Release

Sponsoring organizations must annually prepare a public release to the local media announcing their intention to operate the USDA-funded CACFP in day care homes under their sponsorship. This release must include:

- a statement that meals are available at no separate charge; and
- a statement that neither the sponsoring organization nor its providers discriminate against any participant because of race, color, national origin, sex, age, or disability.

A copy of this public release, along with any additional information the sponsoring organization wishes to include, must be sent to one or more local community newspaper(s) or radio or television station(s) that serve the area. A copy of the release should be kept on file by the sponsor and a copy sent to the administering agency. Whether or not the media actually use the sponsor's public release, the responsibility has been fulfilled when the release is sent to them. Attachment D provides a copy of a sample public release that may be used by sponsoring organizations.

Public Notification

In addition to the public release, any brochures, news articles, or bulletins provided to the public by the sponsor or provider should state that enrollment is open to all participants regardless of race, color, national origin, sex, age, or disability.




Chapter 5

Meal Patterns and Food Service

This chapter outlines the meal patterns required by Child and Adult Care Food Program (CACFP) regulations. Under the Program, a day care home provider can be approved to serve and be reimbursed for a maximum of two meals (breakfast, lunch, or supper) and one supplement (snack), or one meal and two snacks served daily to children enrolled for day care. The meal patterns specify the minimum amounts and types of food required to be served in order to be reimbursed for each of these types of meals.


Meal Patterns

Infants Age Birth Through 3 Months



	COMPONENTS	QUANTITY
BREAKFAST	Infant formula (iron-fortified) or Breastmilk *	4-6 fluid ounces
SUPPLEMENT (SNACK)	Infant formula (iron-fortified) or Breastmilk *	4-6 fluid ounces
LUNCH OR SUPPER	Infant formula (iron-fortified) or Breastmilk *	4-6 fluid ounces

Infants Age 4 Months Through 7 Months

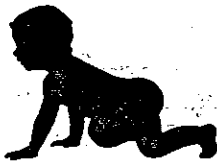


BREAKFAST	Infant formula (iron-fortified) or Breastmilk **	4-8 fluid ounces
	Infant cereal (iron-fortified, dry) (optional)	0-3 tablespoons
SUPPLEMENT (SNACK)	Infant formula (iron-fortified) or Breastmilk *	4-6 fluid ounces
LUNCH OR SUPPER	Infant formula (iron-fortified) or Breastmilk **	4-8 fluid ounces
	Infant cereal (iron-fortified, dry) (optional)	0-3 tablespoons
	Fruit and/or vegetable (optional)	0-3 tablespoons

* Not reimbursable, but strongly encouraged.

** Reimbursable when optional component(s) served.

Infants Age 8 Months Through 11 Months



	COMPONENTS	QUANTITY
BREAKFAST	Infant formula (iron-fortified) or Breastmilk *** or Whole milk	6-8 fluid ounces
	Infant cereal (iron-fortified, dry)	2-4 tablespoons
	Fruit and/or vegetable	1-4 tablespoons
SUPPLEMENT (SNACK)	Infant formula (iron-fortified) or Breastmilk ** or Whole milk or Full-strength fruit juice	2-4 fluid ounces
	Bread or Crackers (optional)	0-½ slice 0-2 crackers
LUNCH OR SUPPER	Infant formula (iron-fortified) or Breastmilk *** or Whole milk	6-8 fluid ounces
	Infant cereal (iron-fortified, dry) and/or Meat, fish, poultry, egg yolk or Cooked dry beans or peas	2-4 tablespoons 1-4 tablespoons
	Cheese	½-2 ounces
	Cottage cheese, cheese food, cheese spread	1-4 ounces
	Fruit and/or vegetable	1-4 tablespoons



** Reimbursable when optional component(s) served.

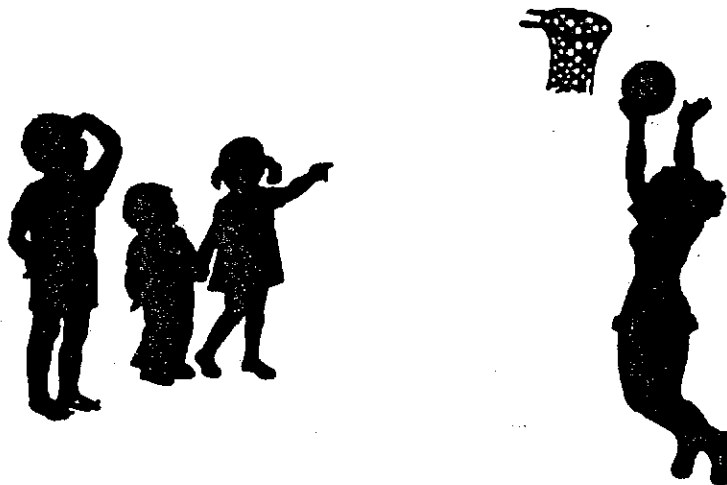
*** Reimbursable when the other components are served.

Attachment L lists the publication "Feeding Infants, A Guide for Use in the Child Care Food Program." This publication provides information on breastfeeding, basic tips on introducing solid foods, and tips on sanitation, food preparation, and food handling.

Breakfast Meal Pattern for Children Ages 1 Through 12

COMPONENTS	Age 1 and 2	Age 3 through 5	Age 6 through 12 ¹
Milk Milk, fluid	½ cup ²	¾ cup	1 cup
Vegetables and Fruits Vegetable(s) and/or fruit(s) or Full-strength fruit or vegetable juice or An equivalent quantity of any combination of the above	¼ cup	½ cup	½ cup
Bread and Bread Alternates³ Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold dry cereal ⁴ or Cooked cereal or Cooked pasta or noodle products or Cooked cereal grains or An equivalent quantity of any combination of bread and bread alternate	½ slice ½ serving ¼ cup or 1/3 oz. ¼ cup ¼ cup ¼ cup	½ slice ½ serving 1/3 cup or ½ oz. ¼ cup ¼ cup ¼ cup	1 slice 1 serving ¾ cup or 1 oz. ½ cup ½ cup ½ cup

Note: Indicated endnotes can be found on page 24.



Supplement (Snack) Meal Pattern for Children Ages 1 Through 12

COMPONENTS (Serve two food items selected from any two of these four components)	Age 1 and 2	Age 3 through 5	Age 6 through 12 ¹
Milk Milk, fluid	½ cup ²	½ cup	1 cup
Vegetables and Fruits Vegetable(s) and/or fruit(s) or Full-strength fruit or vegetable juice or An equivalent quantity of any combination of the above (Juice may not be served when milk is the only other component)	½ cup	½ cup	¾ cup
Bread and Bread Alternates³ Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold dry cereal ⁴ or Cooked cereal or Cooked pasta or noodle products or Cooked cereal grains or An equivalent quantity of any combination of the above bread and bread alternates	½ slice ½ serving ¼ cup or 1/3 oz. ¼ cup ¼ cup ¼ cup	½ slice ½ serving 1/3 cup or ½ oz. ¼ cup ¼ cup ¼ cup	1 slice 1 serving ¾ cup or 1 oz. ½ cup ½ cup ½ cup
Meat and Meat Alternates Lean meat or poultry or fish ⁵ or Cheese or Eggs or Cooked dry beans or peas or Peanut butter or soybean butter or other nut or seed butters or Peanuts or soybeans or tree nuts or seeds ⁶ or Yogurt, plain or sweetened and flavored or An equivalent quantity of any combination of the above meat and meat alternates	½ oz. ½ oz. ½ egg 1/8 cup 1 tbsp. ½ oz. 2 oz. or ¼ cup	½ oz. ½ oz. ½ egg 1/8 cup 1 tbsp. ½ oz. 2 oz. or ¼ cup	1 oz. 1 oz. 1 egg ¼ cup 2 tbsp. 1 oz. 4 oz. or ½ cup

Note: Indicated endnotes can be found on page 24.

Lunch or Supper Meal Pattern for Children Ages 1 Through 12

COMPONENTS	Age 1 and 2	Age 3 through 5	Age 6 through 12 ¹
Milk Milk, fluid	½ cup ²	¾ cup	1 cup
Vegetables and Fruits⁷ Vegetable(s) and/or fruit(s)	¼ cup total	½ cup total	¾ cup total
Bread and Bread Alternates³ Bread or Cornbread, biscuits, rolls, muffins, etc. or Cooked pasta or noodle products or Cooked cereal grains or An equivalent quantity of any combination of bread and bread alternates	½ slice ½ serving ¼ cup ¼ cup	½ slice ½ serving ¼ cup ¼ cup	1 slice 1 serving ½ cup ½ cup
Meat and Meat Alternates Lean meat or poultry or fish ⁵ or Cheese or Eggs or Cooked dry beans or peas or Peanut butter or soy nut butter or other nut or seed butters or Peanuts or soy nuts or tree nuts or seeds ⁶ or An equivalent quantity of any combination of the above meat and meat alternates	1 oz. 1 oz. 1 egg ¼ cup 2 tbsp. ½ oz. ⁸ = 50%	1 ½ oz. 1 ½ oz. 1 egg ¾ cup 3 tbsp. ¾ oz. ⁸ = 50%	2 oz. 2 oz. 1 egg ½ cup 4 tbsp. 1 oz. ⁸ = 50%

Note: Indicated endnotes can be found on page 24.



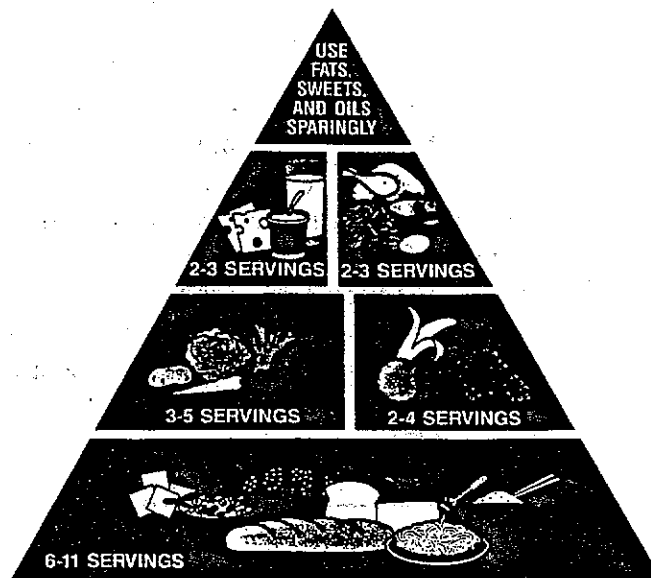
Endnotes

1. While children age 12 and up may be served larger portions based on their development and the greater food needs of older boys and girls, they must be served the minimum quantities specified in this section for children age 6 through 12.
2. For the purposes of the requirements, a cup means a standard measuring cup.
3. Bread, pasta or noodle products, and cereal grains must be wholegrain or enriched; cornbread, biscuits, rolls, muffins, etc., must be made with wholegrain or enriched meal or flour; cereal must be wholegrain or enriched or fortified.
4. Either volume (cup) or weight (oz.) whichever is less.
5. Edible portion as served.
6. Tree nuts and seeds that may be used as meat alternates are listed in Program Aid 1331, Food Buying Guide for Child Nutrition Programs (1984, 1990—Supplements Added 1993).
7. Serve two or more kinds of vegetable(s) and/or fruit(s). Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.
8. No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds must be combined with another meat/meat alternate to fulfill the requirement. For the purpose of determining combinations, 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry or fish.

Nutrition Education

A day care home provider is often the first out-of-home care experience for infants and young children. Many parents select this type of care since it is usually based on a skilled parenting model rather than the more structured programs found in child care centers. Day care homes represent one of the best opportunities to reinforce and expand good eating behaviors started by parents. Day care also provides the opportunity to teach both young children and parents healthy eating behaviors by providing nutritious meals and snacks, incorporating nutrition education activities in the day care program, and providing nutrition education information to parents.

There are many resources available that can assist sponsors and providers in teaching nutrition education to participating children and their parents. Attachment L is a list of publications and contacts for audio-visual and printed materials available through the Food and Nutrition Information Center, the National Food Service Management Institute and other organizations. A list of State Nutrition Education and Training Coordinators is also provided as Attachment M. These coordinators can assist sponsors and providers with additional nutrition education resources.



Food Guide Pyramid

Variations/ Substitutions

In certain instances the Food and Nutrition Service (FNS) national office may grant approval through the administering agency for variations in food components. Approval may be requested when evidence is provided that shows that the variations are nutritionally sound and are necessary to meet ethnic, religious, economic, or physical needs. In addition, substitutions may be made in the meal patterns for individual participants with special medical or dietary needs if a statement is on file from a recognized medical authority that specifies recommended alternate foods.

Commodities or Cash-in-Lieu of Commodities

The U.S. Department of Agriculture (USDA) provides another type of assistance (in addition to per meal cash reimbursement) through donated commodities or cash-in-lieu of commodities.

Commodities are foods that USDA acquires through subsidy programs or purchases in large quantities. Depending on the season and crop conditions, USDA may buy beef, canned or fresh fruits and vegetables, wheat products, peanut butter, or any number of other products. USDA then disperses these foods to State Distributing Agencies, which in turn distribute them to hospitals, prisons, schools, and other institutions and organizations that participate in federally funded meal service programs such as the CACFP.

With respect to day care homes, USDA has already included a payment for cash-in-lieu of commodities in the annually adjusted lunch/supper food service rate of reimbursement for homes. This is because Program history has shown that most sponsoring organizations do not choose to distribute commodities for use in the homes under their sponsorship. However, should a sponsoring organization elect to receive commodities for its homes, the food service reimbursement rate for lunches and suppers will be reduced by the current entitlement commodity value. The administering agency can provide additional information on the entitlement value of commodities.

The option to receive commodity foods is not available in all States. Discuss this option with the administering agency.

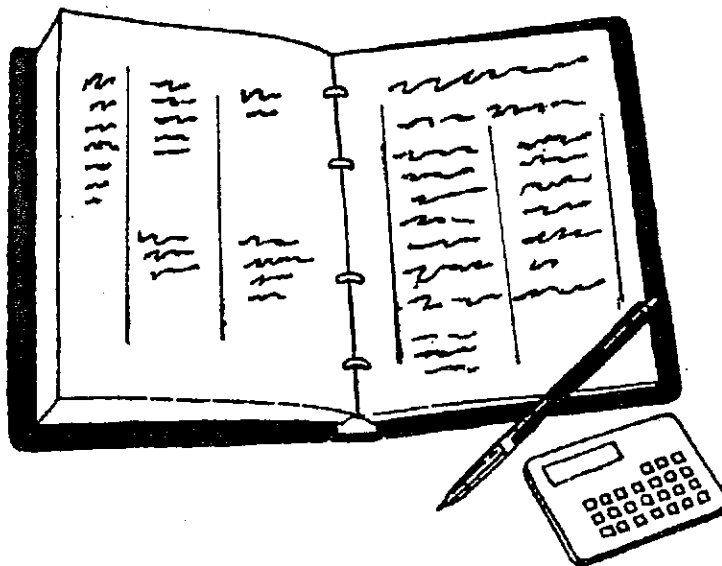
Procurement Standards

While providers have the responsibility to prepare and serve reimbursable meals in their own day care homes, in certain instances they may agree in their written provider/sponsor agreements to obtain Program food items or complete meals through the sponsor. Sponsoring

organizations purchasing meals, food items, supplies, equipment, or related services from food service management companies or commercial vendors, as well as administrative equipment and services, should be aware of the procurement provisions governing the Program. Since State and local laws differ, the administering agency can provide specific information regarding any purchasing or contracting.

Be alert to conflict of interest situations, both internal and external. AVOID:

- the exchange of anything of monetary value between the contractor and sponsor or provider that might influence the award or prohibit maximum open and free competition; and
- contracting with family or board members to do outreach or monitoring.





Chapter 6

Program Payments

The Child and Adult Care Food Program (CACFP) provides food service reimbursement to day care home providers through their sponsors and administrative reimbursement payments to sponsoring organizations. For providers, Program payments are limited to the number of meals served to enrolled children multiplied by the appropriate annually adjusted reimbursement rates for each breakfast, lunch, supper, and/or snack they are approved to serve.

Food Service Payments

Sponsoring organizations receive monthly food service payments at the currently applicable reimbursement rates for each eligible meal served to enrolled children in their sponsored homes. The reimbursement rates, which are adjusted annually every July 1 to reflect changes in the Consumer Price Index, should cover the providers' food and labor costs for preparing and serving meals meeting the CACFP meal patterns. The sponsoring organization is required to pass the full amount of these food service payments on to its providers within 5 working days of receiving it from the administering agency. Each provider's payment is based on the number of meals served during the month to enrolled children, less any payments advanced to that home, unless the written provider/sponsor agreement authorizes the sponsor to provide food or vended meals to the home. In this case, the sponsoring organization may withhold that part of the provider's food service payment that covers the cost of the food or vended meals it furnished.

Meals of each type—breakfast, lunch, supper, or a supplement (snack)—served in day care homes are reimbursed at a single rate for that meal type, regardless of the household size and income or the food stamp, Aid to Families with Dependent Children, or Food Distribution Program on Indian Reservations status of the enrolled nonresidential children who are served. Day care home providers can receive reimbursement for the meals served to their own enrolled children when the sponsoring organization has determined the household's eligibility based on an approved income eligibility statement and other nonresidential enrolled children are present and participating in the meal service. Providers receive the full rate of reimbursement for each meal type regardless of the cost of those meals, and they are not required by CACFP legislation and regulations to document or keep records of the homes' food service costs. However,

providers will need to be aware of, and comply with, all applicable Internal Revenue Service child care recordkeeping requirements.

Administrative Payments

CACFP legislation and regulations set maximum limits on the amount of administrative reimbursement that sponsoring organizations of day care homes can receive. When completing the monthly consolidated claim form, the sponsor will indicate the number of home providers who served meals and submitted claims during the month and the sponsoring organization's actual total administrative costs for that month. Administrative payments will be made to sponsoring organizations based on the lesser of the following annual amounts:

- actual administrative costs less income to the Program; or
- the sponsor's approved administrative budget; or
- the appropriate monthly rates per home times the number of operating homes in each month.

During any fiscal year, total administrative payments to a sponsoring organization may not exceed 30 percent of the total amount of administrative payments and food service payments.

Administrative reimbursement rates are adjusted and announced annually on July 1. Sponsoring organizations should contact the administering agency for the current administrative rates.

Reimbursement for Food Provided by Parents

The basic premise of the CACFP is to reimburse participating homes for costs associated with providing wholesome, nutritious meals to children. If costs are not incurred, then reimbursement is not paid. When children bring their own food to a day care home, such meals cannot be claimed for reimbursement. A parent may, however, furnish breastmilk or iron-fortified formula for her child's reimbursable meal, without documentation from a medical authority. (See Chapter 5, Infant Meal Patterns for reimbursement guidance.)

If it is necessary for a parent to furnish a particular food item for medical reasons, the meal may still be claimed for reimbursement if the provider supplies at least one required meal component. Substituted food items must be fully documented and approved. (See Variations/Substitutions in Chapter 5.) Examples include:

- infant formula that does not meet the FDA definition for "iron-fortified,"
- a substitute required by an allergic reaction to milk, and
- rice crackers instead of bread for children with a wheat absorption problem.

Meals That Cannot Be Claimed

Meals that cannot be claimed for reimbursement are:

- meals served to any child who is not enrolled for care in the home;
- meals served in excess of the authorized capacity of each home (see Participation Controls in this chapter);
- meal types not approved in the administering agency/sponsor agreement;
- meals served that are in excess of the two meals and a snack (or one meal and two snacks) claimed daily for each child;
- meals that do not meet the meal pattern requirements; and
- meals served to a provider's own children who are not determined income eligible or, if income eligible, when no other enrolled nonresidential children are participating in the meal service.

Other Federal Funding

Meal service funds may also be available from other Federal sources to sponsors of day care homes participating in CACFP. For instance, the U.S. Department of Health and Human Services (DHHS) provides some meal service funding as a budget line item to Head Start grantees. Also, both appropriated and nonappropriated military funds are made available under U.S. Department of Defense (DOD) rules for meals served in child care facilities on military installations. USDA/CACFP funding is, however, primary in all cases and the same costs may not be paid from both CACFP and other Federal funds. When participating sponsors claim and receive CACFP reimbursement for meals, funding from DHHS, DOD, and similar Federal sources can only pay for the costs associated with the meals that are not funded by USDA.

Claims for Reimbursement

All sponsoring organizations must submit to the administering agency accurate monthly reports on the total number of meals served, number of homes participating, and, if applicable, actual costs incurred that month for Program administration. Sponsoring organizations submit these monthly reports on claim for reimbursement forms. The initial claim forms must be received by the administering agency no later than 60 days following the last day of the month covered by the claim, unless the State administering agency requires them to be submitted in less than 60 days.

Whenever a Program operates for more than 10 days in a month, a separate claim for reimbursement must be submitted for that month. If meals are served on 10 days or less, the claim for meals served in that month can be combined with the claim for the prior or following month. However, since claims cannot combine operations in 2 fiscal years, operating days in September and October cannot be combined. Therefore, if meals were served for 10 days or less in the first month of the fiscal year (October), the claim for those days can be combined with the second month's (November) claim or if meals were served for 10 days or less in the last month of the fiscal year (September), the claim for those days can be combined with the prior month's (August) claim.



Claim Forms

Administering agencies may use slightly different claim forms. However, all claim forms will, at a minimum, require submission of the following information:

- month and year meals were served,
- total number of each type of meal served in all sponsored homes,
- days of operation,
- number of homes participating that month,
- administrative costs (this may not occur every month but must be reported at least annually),
- income to the program (if applicable),
- enrollment numbers, and
- attendance numbers.

Chapter 8, Recordkeeping, includes information on the records sponsoring organizations will need to keep to support their claims.

Processing Claims

The administering agency will pay all valid claims for reimbursement within 45 calendar days after receiving them. If a sponsor submits an incomplete or incorrectly completed claim, the administering agency will return the form, explain the problem, and advise how to correct the claim, within 15 calendar days after it is received. If the administering agency disallows all or part of a claim, it will advise the sponsor of the reason and provide an opportunity to appeal the decision under the administering agency's fair hearing procedure. Sponsors should discuss timeframes for submission of claims and appeal procedures with the administering agency.

Participation Controls

The administering agency may not reimburse sponsoring organizations for meals served to participants in excess of the authorized licensed or approved capacity of each home. Claims will not be processed for payment if they show that a greater number of meals were served than the authorized limit on the license for the day care home. However, if the home serves participants in shifts (for example, if a meal type is served at two different times to two different groups of participants), and does not violate the authorized capacity, the home provider may receive

reimbursement for the meals. Serving meals in shifts must be clearly indicated on the provider's application form. Sponsors are encouraged to develop and distribute to their providers a written policy on claiming procedures for shift care.

Advance Payments

All participating sponsoring organizations are eligible to receive advance payments equal to their average monthly reimbursement. The administering agency makes advance payments available on the first of each month for expenses to be incurred during the rest of that month. Sponsors may choose to receive all or part of the advance for which they are eligible or they may choose not to receive any advance payments. The administering agency will estimate the amount for which new sponsors are eligible, and the amount of the first advance payment each fiscal year for all other sponsors, based on information such as enrollment figures and prior year reimbursement claims.

When a sponsor submits its claim for reimbursement at the end of each month, the administering agency will compare it to the amount that sponsor has been receiving in its advance payment. If it is receiving more or less money in its monthly advances than it is claiming at the end of each month, the administering agency will adjust the amount of the sponsor's advance payment to more closely reflect its claim for reimbursement.

The administering agency will not advance money to the sponsor when it is questionable that the sponsor would be able to submit a valid claim for reimbursement for any month. Also, the administering agency may discontinue advance payments if the sponsor is slow in submitting its claims for reimbursement. If the administering agency decides to withhold a sponsor's advance payment, it will tell the sponsor why and provide the opportunity and guidance to appeal the decision through the State's fair hearing procedure.

Each sponsoring organization that has chosen to receive advance payments for its day care homes must disburse the appropriate amount to each home provider within 5 working days after receipt of the advance payment from the administering agency. The sponsoring organization may choose to receive less than the estimated full advance for which it is eligible. If a partial advance is received, sponsors may distribute the advance payments to individual providers in whatever amount that they feel is appropriate. Regardless of the choices each sponsoring organization makes, the total amount of operating advance payments received from the administering agency must be passed on to its providers within the 5-day period.

Start-up Payments

Start-up payments are available to prospective and participating sponsoring organizations. The administering agency will approve start-up payments only **ONCE** for any eligible sponsor. Prospective sponsoring organizations that want to apply for start-up payments must document to the administering agency that they:

- are public or private nonprofit entities, as explained in the tax-exempt status section, Chapter 2. Prospective sponsoring organizations, however, that are taking steps toward complying with the Federal Internal Revenue Service tax exemption requirements must demonstrate current tax-exempt status under State law and regulations;
- have the capacity to manage funds and ongoing activities in public or private programs;
- have an acceptable and realistic plan for recruiting day care home providers to participate in the Program. This plan may be based on estimates of the number of day care homes to be recruited and information documenting their existence; and
- have included an acceptable sponsor management plan on the application for Program start-up funds. This plan is a preliminary outline of staff commitment and proposed activities for recruiting providers, organizing the Program, pre-approval visits, and training.

The administering agency will notify the prospective sponsoring organization that it has been approved for or denied start-up payments within 30 calendar days after it receives the sponsoring organization's completed Program application. If an incomplete application is received, the administering agency will notify the organization within 15 calendar days after its receipt, that additional data is required. The administering agency will help the sponsoring organization complete the application if assistance is needed. If the administering agency denies the sponsor's application for start-up payments, it will tell the sponsoring organization why and advise it of the right to appeal the decision under the administering agency's fair hearing procedure.

When the application for start-up payments from a prospective or participating sponsor is approved, the organization's chief officer will sign an agreement to receive and utilize start-up funds. The agreement details how the sponsoring organization will use the start-up funds and how long it has to use the funds to initiate or expand Program operations in day care

homes. At the end of this time, the sponsor must submit documentation of activities performed and costs for review by the administering agency. Thus the agreement makes clear that the sponsoring organization must repay the funds if they are not used in accordance with its terms.

No prospective sponsoring organization may receive start-up payments for more than 50 homes. Participating sponsors with fewer than 50 homes at the time they apply for start-up funds will be approved to receive payments only for the number of additional homes needed to total 50. Total start-up payments that may be approved are equal to between 1 and 2 months of the sponsoring organization's anticipated additional administrative reimbursement as determined by the administering agency.

Approved sponsoring organizations must make every effort to initiate their planned start-up activities within the timeframes set in the agreement. If this cannot be done, the administering agency may demand full or partial repayment of the start-up money. In all cases, sponsoring organizations must repay the administering agency for all start-up funds they receive that exceed their actual costs in accomplishing the activities listed in the agreement for start-up payments.

Expansion Funds

Administering agencies may provide expansion funds to an approved sponsoring organization that wishes to expand its day care home food service operations in low-income or rural areas. These funds are limited to sponsoring organizations which have already used start-up funds; or are no longer eligible for start-up funds because they administer more than 50 homes; or, at the discretion of the administering agency, administer less than 50 homes. Upon approval of its application, each sponsoring organization will sign an agreement detailing how and during what time period it will use the expansion funds to provide CACFP benefits to additional children.

These funds are generally available only once. However, if a sponsoring organization has satisfactorily expanded into the areas for which its initial expansion funds application was approved, it may apply for further expansion funding to reach additional day care homes in low-income and/or rural areas. This application must justify the need for further expansion and may be approved by the administering agency only with the concurrence of the appropriate Food and Nutrition Service Regional Office. Before the organization can reapply for further expansion funds, a period of 12 months must elapse after the expiration of the time allotted to the sponsoring organization under its initial expansion agreement with the administering agency.

Chapter 7

Monitoring and Administrative Reviews

Monitoring and administrative reviews are important aspects of effective Program operations at each level. Through reviews and monitoring, the administering agency's staff can provide technical assistance to sponsoring organizations. The sponsoring organization's staff can, in turn, assist providers to ensure that the children enrolled receive wholesome, nutritious meals.

Assistance from the Administering Agency

It is important for sponsoring organization personnel to remember that the administering agency is available to provide services and assistance to help in operating an effective Program. The administering agency will:

- provide training on Program rules and regulations, recordkeeping requirements, application procedures, food service operations, meal service techniques, and financial management;
- review the sponsoring organization and its day care home operations, to ensure that Programs operate in accordance with Child and Adult Care Food Program (CACFP) regulations;
- provide information on audits;
- notify all nonparticipating day care homes annually about the availability of the CACFP and its benefits;
- process sponsoring organization applications, and approve or deny them in a timely manner;
- reimburse sponsoring organizations for eligible meals served in their sponsored homes, and for allowable administrative expenses;
- request each sponsoring organization's annual preference for commodities or cash-in-lieu of commodities;
- provide forms, publications, and guidelines to help sponsors and home providers operate the Program;

- establish a State appeal procedure to be followed by a sponsoring organization when the administering agency makes an adverse decision affecting participation or reimbursement; and
- assist prospective home providers to obtain alternate approval where State or local licensing is not available.

Review Requirements

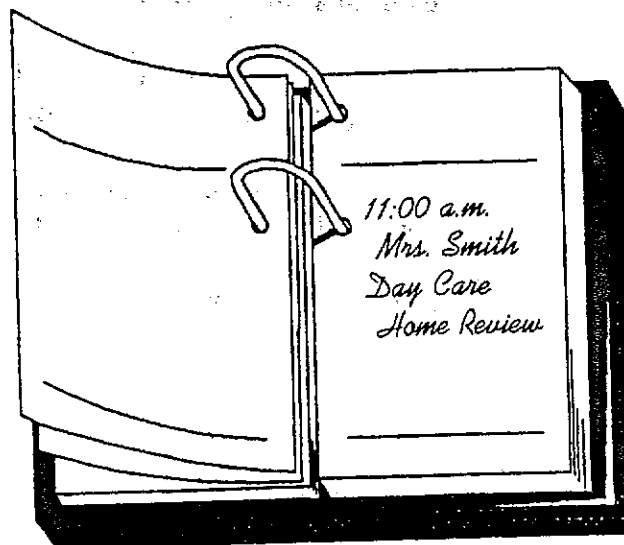
Sponsoring organizations are required to review and monitor the food service operations in all day care homes they sponsor. It is recommended that some of these visits be unannounced. These reviews must assess compliance with CACFP meal patterns, recordkeeping, and other requirements.

Review Timeframes

Sponsoring organizations must schedule reviews of sponsored day care homes as follows:

- food service operations must be reviewed at least three times a year at each day care home;
- one of these reviews must be made during the home's first 4 weeks of CACFP operation and not more than 6 months can elapse between each review; and
- follow-up visits should be scheduled when assistance toward corrective action is appropriate.

Attachments E and F include prototype review forms that sponsoring organizations may use when they review day care homes. Sponsoring organizations, however, should contact the administering agency to see if there are State mandated forms before using these prototypes.



Pre-approval Visits Sponsoring organizations must conduct pre-approval visits to homes that wish to participate in the Program. During a pre-approval visit, the sponsoring organization personnel must discuss Program benefits and requirements and make sure that the day care home provider is capable of providing the proposed food service.

Official Visitors Official visits will be made to the sponsoring organization and/or the homes under its sponsorship by representatives of the administering agency and representatives of the U.S. Department of Agriculture (USDA). These officials will review the records and operation of the Program. They will also provide technical assistance in all areas of food program operations.

Training

Pre-operational Training

Training is absolutely vital if the Program is to operate properly. Each sponsoring organization must thoroughly train its day care home providers on all Program duties and responsibilities before the CACFP becomes operational. This training emphasizes food service procedures and recordkeeping requirements. Only those home providers who understand Program rules and requirements will be able to operate the CACFP efficiently.

Annual Training

The sponsoring organization must provide training on the CACFP at least once a year for all home providers to review current Program requirements. New staff should be thoroughly trained before beginning their work in the Program. Sponsors are encouraged to include nutrition education in their training program.



Appeals and Fair Hearings

A fair hearing system is provided for sponsoring organizations to appeal adverse administrative actions and decisions by the administering agency. A number of specific steps must be followed in the fair hearing system. Under the CACFP regulations, each administering agency will develop a fair hearing procedure for sponsoring organizations to appeal denials and adverse actions.

The administering agency will provide guidance to all sponsoring organizations to follow in the event of an adverse administrative action. The sponsoring organization's written request for an appeal must be filed within 15 calendar days of its receiving notification of an adverse action or decision.

Adverse actions and decisions may include, but are not limited to:

- denial of the sponsoring organization's application for participation;
- denial of an application submitted by a sponsoring organization on behalf of a day care home provider;
- termination or suspension of participation;
- denial of an application for start-up or expansion funds;
- denial of an advance payment;
- denial of all or part of a claim for reimbursement (except for late submission);
- denial by the administering agency to forward to the Food and Nutrition Service an exception request for payment of a late claim or request for an upward adjustment to a claim; and
- demand for return of any overpayment.

Seriously Deficient

For a variety of reasons, the administering agency might not approve a sponsoring organization's application or may discontinue a sponsor's participation in the Program. Any sponsoring organization found to be seriously deficient in the operation of any Federal Child Nutrition Program at any time may not participate in the CACFP, unless the administering agency and the USDA determine that necessary corrective action has been taken that will prevent such deficiency from recurring.

Some of the reasons that a sponsor may be declared seriously deficient include, but are not limited to:

- submitting false information;
- failing to keep records;
- claiming meals not actually served to participants;
- claiming meals that do not meet the CACFP meal pattern requirements;
- non-compliance with bid or contract requirements;
- failing to adjust meal preparation or vended meal orders, if applicable, to meet the needs of enrollees who are actually present at meal service periods;
- failing to effectively and timely correct violations of health codes;
- failing to return disputed start-up or advance payments to the administering agency;
- failing to disburse payments to sponsored day care home providers within 5 working days, or according to the approved management plan; and
- failing to monitor and train home providers.





Chapter 8

Recordkeeping

Keeping accurate records is vital to making sure that sponsoring organizations and day care home providers receive all the reimbursement payments to which they are entitled, and that Child and Adult Care Food Program (CACFP) reimbursement accurately reflects Program operations. This chapter provides information about the types of records that must be kept to justify the sponsoring organization's reimbursement claim and suggestions on managing this portion of the Program. The administering agency can provide help in answering any questions about the required records or about systems for collecting and maintaining these records.

Recordkeeping System

For sponsoring organizations, an efficient recordkeeping system that supports all administrative costs and reimbursement payments received under the Program must be established and maintained. An orderly system for collecting and filing records is essential and will save time each month when the sponsor's claim for reimbursement form is completed. In addition, all records should be readily available upon request for review or audit by the administering agency and representatives of the U.S. Department of Agriculture.

Retention of Records

Records must be maintained for a minimum of 3 years after the end of the fiscal year to which they pertain. For example, records related to reimbursement during Fiscal Year 1994 (October 1, 1993 through September 30, 1994) must be kept until October 1, 1997. Fiscal Year 1994 records may be disposed of in October 1997 ONLY if there are no unresolved audit findings or the sponsoring organization's Program is not under investigation.

For these reasons, and for good management practices, it is important that sponsoring organizations set up an organized and integrated filing system so that all current records are easily accessible.

Training Records

Records of sponsoring organization training sessions for participating day care home providers must be maintained. These records must contain dates, locations, CACFP topics and procedures discussed, and a list of participants in attendance.

Review Records

The sponsoring organization must keep documents on file on the location and date of each day care home review, any problems cited, and the required corrective action. The sponsoring organization should also maintain records documenting the assistance and guidance it has provided to home providers to help them complete corrective action(s) and the date(s) on which corrective action was completed.

Meal Service Records

Day care home providers must keep daily records on meal counts, menus, enrollment, and attendance to support their sponsoring organization's reimbursement claim. A description of what each of these records must contain is discussed below. The sponsoring organization must collect these daily records from each day care home it sponsors, at least once a month, to complete its monthly consolidated claim for reimbursement. However, sponsoring organizations may want to collect records from the sponsored homes more frequently than monthly to verify that records are current and correct, and to help the day care home provider understand and correct any identified mistakes prior to completion and submission of the claim.

While CACFP legislation and regulations do not require either sponsors or day care home providers to document or maintain any records of food service operational costs—meal preparation labor, supplies, or food purchases—providers should be aware of, and comply with, all Internal Revenue Service recordkeeping and reporting requirements for their child care business.

Meal Count Records

Daily meal count records must contain the number of meals served to enrolled participants by meal type—breakfast, lunch, supper or supplement. Attachments G-1 and G-2 provide a suggested meal count form, with instructions.

Daily Menu Records

Daily records of menus must contain a listing of the food items served in each meal type to ensure that the requirements of the CACFP meal patterns were met. The sponsoring organization must monitor the menus served in its sponsored homes and give menu planning assistance to providers who are not meeting the nutritional goals of the Program. Attachments H-1 and H-2 provide a sample menu planning worksheet with instructions.

Enrollment/Attendance Records

Records supporting the enrollment and daily attendance of the children receiving care must be kept. Attachments I-1, I-2, and I-3 provide a sample enrollment roster, enrollment statement, and attendance record.

Income Eligibility Statements

At least once a year sponsoring organizations of day care homes must collect eligibility statements from their day care home providers who wish to apply for Program benefits for their own enrolled children. Sponsoring organizations must keep these approved statements on file. See Attachments C-1 and C-2.

Records to Support Administrative Costs

While maintenance of operational cost records is not required, sponsoring organizations must keep records of their CACFP administrative costs. Discussed below are the types of costs included in each category and the records that must be kept to ensure that Program funds are used properly.

Administrative costs are incurred by sponsoring organizations of homes to administer the Program. Administrative costs include those costs associated with planning, organizing, and managing a food service operation under the Program. Sponsoring organizations of homes may claim reimbursement for administrative costs as long as these costs have been included in the sponsoring organization's CACFP budget and have been approved by the administering agency.

Administrative cost categories that may be claimed for reimbursement include the cost of such items as administrative labor, supplies, and transportation. Attachments J-1 and J-2 include a suggested form and instructions for reporting administrative expenses.

Administrative Labor Costs

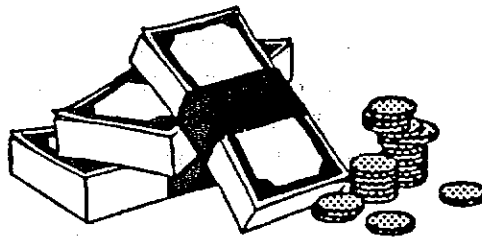
Administrative labor costs include compensation paid by the sponsoring organization for labor needed for administering the CACFP. This may include wages, salaries, employee benefits, and the share of taxes paid by the sponsor.

Administrative labor is labor necessary to perform the following tasks:

- planning, organizing, and managing the food service operation in the sponsored homes;
- completing CACFP renewal materials;
- compiling records to complete the monthly reimbursement claim;
- preparing the monthly reimbursement claim; and
- training, monitoring, and reviewing provider records for accuracy.

Sponsoring organizations must document the cost of administrative labor to justify their reimbursement under the CACFP. Records that must be maintained include payroll records and time and attendance reports. The value of volunteer labor may not be claimed under this or any other category of total Program costs.

If some administrative staff only work part time on CACFP administrative duties, the cost of the labor must be prorated based on time distribution records so that only CACFP administrative labor is claimed for reimbursement. When a portion of an administrative staff member's salary is paid through another source of income, the sponsoring organization must maintain accurate records to ensure that payment is not duplicated. This information must be included in the sponsor's administrative budget so the administering agency can approve in advance the amount claimed for CACFP reimbursement.



Administrative Supplies

Costs incurred by sponsoring organizations for supplies and services used to administer the CACFP may be claimed for reimbursement. These costs may include:

- the cost of printing or reproducing materials that are used for the CACFP, and
- telephone calls and postage necessary for the Program.

Itemized receipts, invoices, and other records to document these costs must be kept. Some administering agencies may require either a monthly or yearly inventory of administrative supplies. The administering agency can provide additional information about these costs.

Other Administrative Costs

That portion of a sponsoring organization's expenditures for rent, utilities, office supplies, professional activities, training, transportation, and other allowable costs, that is applicable to CACFP is reimbursable.

When vehicles owned by the sponsoring organization or by one of the organization's employees are used for CACFP administrative duties (such as visits to homes for monitoring or training), the transportation cost—approved mileage rate times total miles plus parking and toll fees—can be claimed for reimbursement. Records must be kept to document the mileage claimed. A sample mileage record is included as Attachment K.

The administering agency will provide information about the amount of reimbursement that can be claimed for these and other expenditures while completing CACFP administrative duties.

Administering Agency Option

The administering agency may require additional records other than the ones that are listed in this chapter. The administering agency can provide assistance in completing the records. All Program records must be readily available for review by the administering agency.

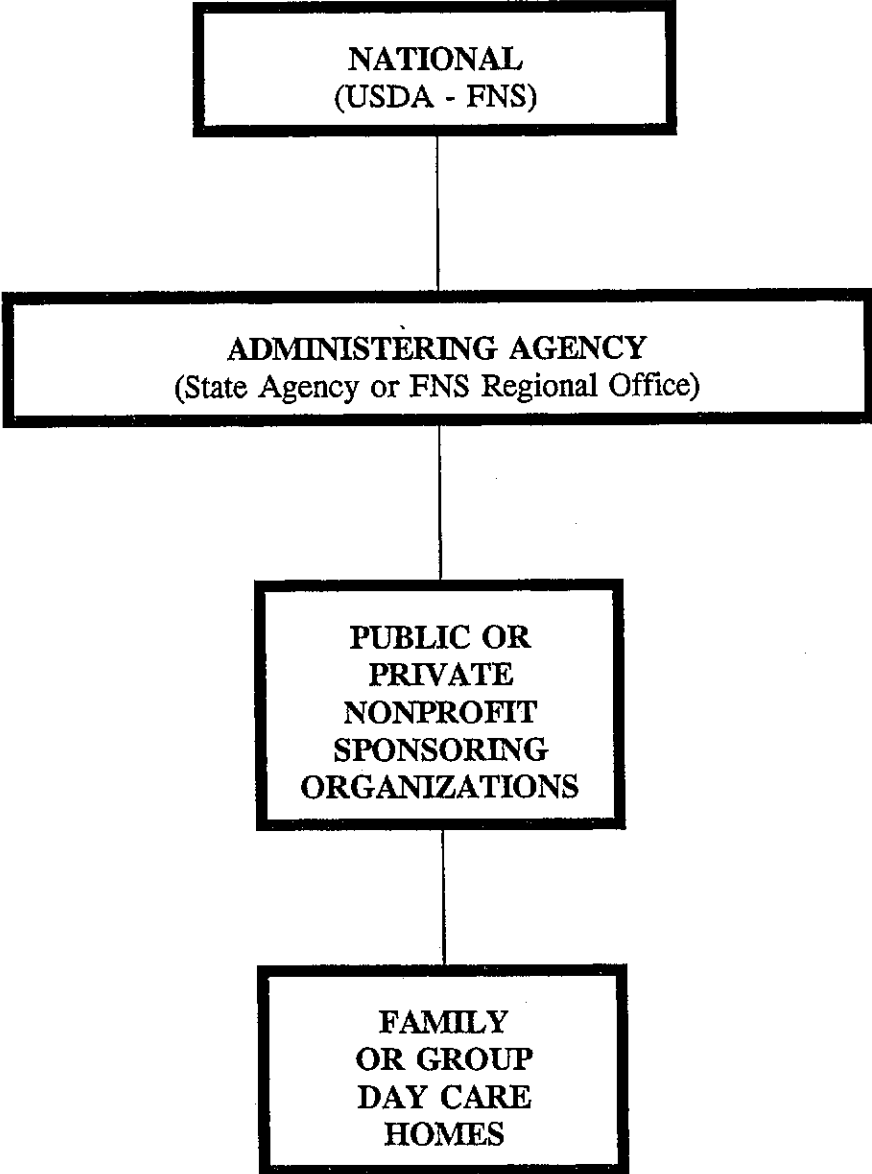


Reference Section

Organizational Chart	Attachment A
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Organizational Chart





Letter for "Provider's Own" Eligibility

Dear Provider:

Please help us comply with the requirements of the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). Complete, sign, and return the enclosed income eligibility statement as soon as possible. This information is necessary so that we may determine if you can receive CACFP reimbursement for the meals served to your own enrolled child(ren). This form will be placed in our files and treated as **confidential** information.

FOOD STAMP/AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC)/FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR) HOUSEHOLDS: All nonresidential children enrolled in the CACFP receive their meals free of charge, but the determination of your eligibility affects your ability to claim the meals served to your own child(ren) when other enrolled children are being served. If you receive food stamps, AFDC, or FDPIR benefits on behalf of your child(ren), then you may list either your food stamp, AFDC, or FDPIR case number and your children are automatically eligible for CACFP benefits. In addition, you must sign and date the statement at the bottom of the form.

ALL OTHER HOUSEHOLDS: If your household's income is at or below the level shown on the attached income scale, your child is eligible for CACFP benefits. To apply, the following information must be provided or the income eligibility statement cannot be considered.

- **HOUSEHOLD MEMBERS:** List the names of all household members. A household is defined as a group of related or unrelated individuals (not residents of an institution or boarding house) who are living as one economic unit (i.e., sharing living expenses).
- **MONTHLY INCOME:** List the amount of income each person earned **last** month or earned through self employment (BEFORE deductions for taxes, social security, etc.), the frequency of income, and where it is from, such as wages, retirement, or welfare. If any household member's income last month was higher or lower than usual, list that person's expected average monthly income.
- **SIGNATURE:** An adult household member must sign the income eligibility statement.
- **SOCIAL SECURITY NUMBER:** List the social security number of the adult who signs the income eligibility statement. If that adult does not have a social security number, print "None."

You are required to notify us if there is a change in household size or an increase in income which exceeds \$50 per month or \$600 per year. If you list a food stamp, AFDC, or FDPIR number, you must notify us when you no longer receive these benefits. Similarly, you should notify us if a household member becomes unemployed and of the loss of income during the period of unemployment.

In the operation of USDA's feeding programs, no one will be discriminated against because of race, color, national origin, sex, age, or disability. If you believe you have been discriminated against, write immediately to: Administrator, Food and Nutrition Service, U.S. Department of Agriculture, 3101 Park Center Drive, Alexandria, VA 22302.

Sincerely,

The current Reduced Price Income Eligibility Guidelines must be attached or included on the reverse of this letter.



10/10/10

INCOME ELIGIBILITY STATEMENT

Child and Adult Care Food Program

PART 1

Child's Name:

Last

First

M.I.

PART 2A - HOUSEHOLDS NOW GETTING FOOD STAMPS, AFDC OR FDPIR BENEFITS: Complete this part and sign the statement in Part 3 - DO NOT complete Part 2B.

Food stamp case number: _____

AFDC identification number: _____

FDPIR identification number: _____

PART 2B - ALL OTHER HOUSEHOLDS: If you did not complete Part 2A, complete this Part and Part 3.

NAMES	CURRENT INCOME/FREQUENCY			
Names of All - Household Members	Earnings from Work (Before Deductions) Job 1	Welfare, Child Support, Alimony	Payments from Pensions, Retirement, Social Security	Earnings from Job 2 or any Other Income
1. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
2. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
3. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
4. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
5. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
6. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
7. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
8. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____

PART 2C - FOSTER CHILD: Complete this Part and Part 3. If this is a foster child check here [] and write the child's income and how often it is received here: \$ _____ / _____

PART 3 - SIGNATURE: An adult household member must sign the statement before it can be approved.

PENALTIES FOR MISREPRESENTATION: I certify that all of the above information is true and correct and that the food stamp, AFDC, or FDPIR number is correct or that all income is reported. I understand that this information is being given for the receipt of Federal funds; that institution officials may verify the information on the statement and the deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws.

Signature of adult: _____ Social security number _____ - _____ - _____

Printed name of adult: _____

Date signed Home telephone Work telephone Home address Zip code

PART 4 - RACIAL/ETHNIC IDENTITY: You are not required to answer this question.

White, not of Hispanic Origin Black, not of Hispanic Origin Hispanic Asian/Pacific Islander American Indian/Alaska Native

Section 9 of the National School Lunch Act requires that, unless the participant's food stamp, AFDC, or FDPIR number is provided, you must include the social security number of the household member signing the statement or an indication that the household member signing the statement does not possess a social security number. Provision of a social security number is not mandatory, but if a social security number is not provided or an indication is not made that the adult household member signing the statement does not have one, the statement cannot be approved. The social security number may be used to identify the household member in carrying out efforts to verify the correctness of information stated on the statement. These verification efforts may be carried out through program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp, AFDC, or FDPIR office to determine current certification for receipt of food stamps, AFDC, or FDPIR benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household member to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal actions if incorrect information is reported.

For Sponsor Use Only: Food stamp/AFDC/FDPIR household categorically eligible for program benefits: Yes No

MONTHLY INCOME CONVERSION: WEEKLY X 4.33, EVERY 2 WEEKS X 2.15, TWICE A MONTH X 2

Total family income: _____ Family size: _____

Eligible: _____ NOT Eligible: _____

Determining official: _____ Signature: _____ Date: _____

INCOME ELIGIBILITY STATEMENT INSTRUCTIONS

Please complete the Child and Adult Care Food Program Income Eligibility Statement using the instructions below. Sign the statement and return it to the sponsoring organization. Call the sponsor if you need help: # _____

PART 1 - PARTICIPANT'S INFORMATION: COMPLETE THIS PART.

(1) Print the name or names of your own child(ren) enrolled in your day care home.

PART 2A - HOUSEHOLDS GETTING FOOD STAMPS OR AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC) OR FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR) BENEFITS: COMPLETE THIS PART AND PART 3.

(1) List your current food stamp case number or your AFDC or FDPIR identification number for the participant. Do not complete Part 2B.

(2) An adult household member must sign the statement in PART 3.

PART 2B - ALL OTHER HOUSEHOLDS: COMPLETE THIS PART AND PART 3.

(1) Write the names of everyone in your household.

(2) Write the amount of income (the amount before taxes or anything else is taken out), the frequency of income (i.e., weekly, every two weeks, twice a month, or monthly) received last month for each household member, and where it came from, such as earnings, welfare, pensions, and other income (refer to examples below for types of income to report). If any amount last month was more or less than usual, write that person's usual income.

(3) You, the provider, or another adult household member must sign and give his/her social security number in PART 3.

PART 2C - FOSTER CHILD: COMPLETE THIS PART AND PART 3 FOR EACH FOSTER CHILD LIVING IN YOUR HOME AND ENROLLED FOR CARE.

PART 3 - SIGNATURE AND SOCIAL SECURITY NUMBER: ALL HOUSEHOLDS COMPLETE THIS PART.

(1) All income eligibility statements must have the signature of an adult household member.

(2) The adult household member who signs the statement must include his/her social security number. If he/she does not have a social security number, write "none" or something else to show that he/she does not have a social security number. If you listed a food stamp, AFDC, or FDPIR number, a social security number is not needed.

PART 4 - RACIAL/ETHNIC IDENTITY: COMPLETE THE RACIAL/ETHNIC IDENTITY QUESTION IF YOU WISH. You are not required to answer this question to get meal benefits. However, this information will help ensure that everyone is treated fairly.

INCOME TO REPORT

Earnings from Employment

Wages/salaries/tips
Strike benefits
Unemployment compensation
Worker's compensation
Net income from self-owned business or farm

Welfare/Child Support/Alimony

Public assistance payments
Welfare payments
Alimony/child support payments

Foster Child's Income

ONLY funds from welfare agency identified by category for personal use of child (clothing, school fees, etc.), funds from child's family for personal use and earnings from other than occasional or part-time employment. DO NOT COUNT funds from welfare agency for shelter, care, etc.

Pensions/Retirement/Social Security

Pensions
Supplemental security income
Retirement income
Veteran's payments
Social security

Military Households

All cash income, including military housing/uniform allowances. Does not include "in-kind" benefits NOT paid in cash (base housing, clothing, food, medical care, etc.).

Other Income

Disability benefits
Cash withdrawn from savings
Interest/dividends
Income from estates/trusts/investments
Regular contributions from persons not living in the household
Net royalties/annuities/net rental income
Any other income

Sponsoring Organization's Public Release

The _____ (Name of sponsoring organization) _____ announces the sponsorship of the U.S. Department of Agriculture funded Child and Adult Care Food Program. The same meals will be available at no separate charge to enrolled children in each of our sponsored day care homes, and will be provided without regard to race, color, national origin, sex, age, or disability. Any person who believes that he or she has been discriminated against should write immediately to: Administrator, Food and Nutrition Service, USDA, 3101 Park Center Drive, Alexandria, VA 22302.

Sponsor's name _____

Sponsor's address _____

Person to contact _____

Telephone number _____



Pre-operational Visit Form for Sponsoring Organizations

1. Provider's name _____
Address _____

Telephone _____
2. License capacity _____ Expiration date _____
3. Will provider's own children be claimed? Yes No Number _____
4. Total number of children enrolled _____ Number in attendance _____
5. Type of meal service: Breakfast ___ AM snack ___ Lunch ___ PM snack ___ Supper ___
6. Time(s) of meal service _____
7. Average number of meals served _____
8. What food preparation and service equipment is available? _____
9. Is this adequate to prepare, store, and serve the necessary meals? Yes No
10. If no, explain what additional equipment is needed? _____
11. Have recordkeeping requirements been explained to and discussed with the provider?
 Yes No If no, explain _____
12. Is the provider willing to and capable of maintaining the required records daily?
 Yes No If no, explain _____

Signature of Sponsoring Organization Representative

Date

Signature of Day Care Provider

Date



Sponsoring Organization Review Form

1. Provider's name _____

Address _____

Telephone _____

2. A. If applicable, list any problem areas noted during most recent prior review and give date of that review. _____

_____B. Have these problems been corrected as of today's visit? Yes No
If no, indicate what follow-up action is necessary and the timeframe required for correction. _____

3. License capacity _____ Expiration date _____ Number of infants enrolled _____

Number of children enrolled _____ Total children/infants in attendance _____

4. Dates of operation _____ Operating days _____ Hours: _____ AM to _____ PM

5. Is care provided in shifts? Yes No List hours of shifts _____

6. Number of children served at each meal and time of service:

	Number of Meals	Times of Meal Service
Breakfast	_____	_____
AM snack	_____	_____
Lunch	_____	_____
PM snack	_____	_____
Supper	_____	_____

7. Does the time between meal servings seem reasonable? Yes No

8. Has the provider and/or staff attended the sponsoring organization's training sessions? Yes No When? _____ What topics were covered? _____

9. Briefly describe the organized activities at the facility. _____

10. Food Service

A. How far in advance are menus planned? _____

B. What food service guidance materials are available at the home? _____

Are the guidance materials adequate? Yes No (If no, explain)

C. Based on the past month's menus:

(1) Are menus retained on file? Yes No Where? _____

(2) Are all of the required components served for each meal? Yes No

(If no, describe what components are missing.) _____

(3) Does the provider/staff demonstrate familiarity with the types and quantities of food required for each type of meal service? Yes No

11. Sanitation

A. Are sanitary procedures followed in all aspects of food service? Yes No

(If no, explain) _____

B. Is the kitchen area kept clean at all times? Yes No

(If no, explain) _____

- C. Are the dishes sanitized after washing and rinsing? Yes No
- D. Are refrigeration facilities adequate for cold and frozen foods? Yes No
- E. Is the cold storage 40 degrees F or below? Yes No
- F. Is the freezer storage 0 degrees F or below? Yes No
- G. Is there evidence of insect or rodent infestation? Yes No

If yes, what measures are being taken to eliminate this problem? _____

- H. Are frozen perishable foods thawed under refrigeration? Yes No
- I. Are all insecticides, polishes, and cleaning compounds stored in an area separate from food and in an area that is not accessible to children? Yes No

12. Space, Facilities, and Equipment

- A. Is there adequate dry storage for food items? Yes No
- B. Is dining space adequate for the number of children enrolled? Yes No
- C. Is there working equipment for heating food? Yes No
- D. Is there a working refrigerator-freezer available? Yes No
- E. Is a sink with running hot and cold water available? Yes No
- F. Is the outside play area safe and clean? Yes No

13. Recordkeeping

- A. Are daily records kept of the number of meals served to children? Yes No
- B. Are accurate attendance records maintained on enrolled children separate from meal count records? Yes No
- C. Are the daily enrollment, attendance, and meal counts records reconciled to ensure the accuracy of the sponsor's claims? Yes No
(If no, explain) _____
- D. Are enrollment records on file for all children? Yes No

E. Are these records given to the sponsoring organization on a regular basis as provided for in the agreement between the sponsoring organization and the day care home? Yes [] No []

F. Is there a copy of the agreement between the sponsoring organization and the day care home on file? Yes [] No [] Where? _____

14. Meal Service

A. For the meal service(s) you observe, record the types and quantity of food prepared.

Meals	Requirements for Meals	Food Used
Breakfast	Milk	
	Fruit or vegetable juice or fruit or vegetable	
	Bread or alternate and/or cereal	
	Other foods	
Lunch or Supper	Milk	
	Meat and/or meat alternate	
	Vegetables and/or fruits (two or more)	
	Bread or alternate	
	Other foods	
Supplement (Snack) (select two of the four components)	Milk	
	Meat and/or meat alternate	
	Bread or alternate and/or cereal	
	Fruit or vegetable juice or fruit or vegetable	

B. Note if any missing components or insufficient quantities of food are observed in today's meal service. _____

C. Number of infants served: _____ Number of children served: _____

15. Civil Rights

- A. Are admission and placement criteria and procedures nondiscriminatory?
Yes _____ No _____
- B. Is "Justice for All" poster on display? Yes _____ No _____
- C. Has a public announcement been made stating that admission is open to all regardless of race, color, national origin, sex, age, or disability? Yes _____
No _____ Give dates announcements were made. _____ Attach copies.
- D. Is there any separation by race, color, national origin, sex, age, or disability?
Yes _____ No _____
- E. Are all services and facilities used routinely by all persons without regard to race, color, national origin, sex, age, or disability? Yes _____ No _____
- F. In the opinion of the reviewer based on information obtained by personal observation does the institution or facility appear to be in compliance with Title VI of the Civil Rights Act of 1964? Yes _____ No _____ If no, explain _____

16. Write a short summary of your visit. Point out program strengths and weaknesses. Give your opinion on how the program could be improved. Recommend changes that you see as desirable or required. (Note: Short comments such as "good program" are not sufficient.) _____

Signature of Reviewer Date

Signature of Provider Date



DAILY MEAL COUNT FORM

(1) Provider:

(2) Week of:

	(3) MONDAY			(3) TUESDAY			(3) WEDNESDAY			(3) THURSDAY			(3) FRIDAY					
	Date			Date			Date			Date			Date					
(4) Child's Name	B	A	M	S	P	M	S	P	M	S	P	M	S	P	M	S	P	M

B = Breakfast AM = AM snack L = Lunch PM = PM snack S = Supper



Menu Record Worksheet						
(1) Provider:						
(2) Week of:						
MEAL PATTERN	(3) MONDAY Date _____	(3) TUESDAY Date _____	(3) WEDNESDAY Date _____	(3) THURSDAY Date _____	(3) FRIDAY Date _____	
BREAKFAST Milk, Fluid Vegetable or Fruit or Juice Bread/Bread Alternate or Cereal						
AM SNACK (Choose 2 of the 4 components) Milk, Fluid Vegetable or Fruit or Juice Bread/Bread Alternate or Cereal Meat/Meat Alternate						
LUNCH Milk, Fluid Vegetable or Fruit or Juice (Choose 2 or more items) Bread/Bread Alternate Meat/Meat Alternate						
PM SNACK (Choose 2 of the 4 components) Milk, Fluid Vegetable or Fruit or Juice Bread/Bread Alternate or Cereal Meat/Meat Alternate						
SUPPER Milk, Fluid Vegetable or Fruit or Juice (Choose 2 or more items) Bread/Bread Alternate Meat/Meat Alternate						



Enrollment Roster for Child and Adult Care Food Program				
Name of Child	Date Entered	Provider Initial	Date Exited	Provider Initial



Enrollment Statement

_____, age _____ is enrolled at
(Name of child)

(Name of day care home)

(Address of day care home)

Beginning on _____
(Month/day/year)

Signature _____
(Parent/guardian)

Date _____

For home use only

Child withdrawn on _____
(Date)



Attendance Record for Day Care Home

Provider:

Week of:

Child's Name	Monday		Tuesday		Wednesday		Thursday		Friday	
	Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out



Summary of CACFP Administrative Expenses

1. Sponsoring Organization _____

2. Month and Year _____ 3. Number of Homes Sponsored _____

4.	Position (a)	No. of People in that Position (b)	x	Labor Cost* Per Hour (c)	x	No. of Hours Spent on CACFP Food Service (d)	=	Total (e)
_____	_____	_____	x	_____	x	_____	=	_____
_____	_____	_____	x	_____	x	_____	=	_____
_____	_____	_____	x	_____	x	_____	=	_____
_____	_____	_____	x	_____	x	_____	=	_____
_____	_____	_____	x	_____	x	_____	=	_____
(f) Total personnel costs paid \$								_____

* Include cost of taxes (if paid by sponsor), insurance, and other employee benefits if applicable.

- 5. Personnel costs \$ _____
- 6. Transportation _____
- 7. Communication _____
- 8. Rental of office space _____
- 9. Office supplies _____
- 10. Utilities _____
- 11. Other (specify) _____

- 12. TOTAL \$ _____

Summary of CACFP Administrative Expenses Instructions

Item Number

1. Enter the name of the sponsoring organization.
2. Enter the time period (month and year) covered by the form.
3. Enter the number of homes sponsored.
4. Enter:
 - a. the position;
 - b. the number of people working in that position;
 - c. the hourly labor cost (includes cost of taxes, if paid by sponsor, insurance and other employee benefits, if applicable);
 - d. the number of hours they spend working with CACFP food service;
 - e. the total dollar amount spent on salaries for that position ($b \times c \times d$); and
 - f. the total dollar amount spent on CACFP personnel costs.
5. Enter the total dollar amount spent on personnel costs during the month (item 4f).
6. Enter the total dollar amount spent on transportation including administrative mileage expense for CACFP during the month.
7. Enter the total dollar amount spent on communication for CACFP during the month.
8. Enter the CACFP portion of the total dollar amount spent on the rental of office space during the month.
9. Enter the total dollar amount spent on office supplies for CACFP during the month.
10. Enter the CACFP portion of the total dollar amount spent on utilities during the month.
11. Enter the total dollar amount spent on miscellaneous CACFP administrative supplies or services during the month that do not fall under any of the categories mentioned above.
12. Add items 5 through 11 and enter the total administrative expenses for the month.

Be sure to collect and keep the receipts for all of the administrative expenses (i.e., cancelled checks, gasoline receipts, receipts for printing).



Child and Adult Care Food Program Resources

Food Program Publications

- **Food Buying Guide for Child Nutrition Programs, USDA, PA-1331 (1984, 1990—Supplements Added 1993).**
- **A Planning Guide for Food Service in Child Care Centers, USDA, FNS-64, 1989**
- **Feeding Infants, A Guide For Food Service in the Child Care Food Program, USDA, FNS-258, 1988**
- **Nutrition Guidance for the Child Nutrition Programs, USDA, FNS-279, 1992.**
- **Making Healthy Food Choices, Home and Garden Bulletin No. 250, February 1993**
(Contact the administering agency for copies of these publications.)
- **The Food Guide Pyramid, USDA, HNIS, August 1992, MP-1503**
(Order from Consumer Information Center, Department 159-Y, Pueblo, Colorado 81009. Cost is \$1.00 each. Make check or money order to "Superintendent of Documents".)

For additional audiovisual and print materials related to food service and nutrition education for children, contact the Food and Nutrition Information Center or the National Food Service Management Institute. Materials include books, journal articles, pamphlets, government documents, special reports, proceedings, bibliographies, and a collection of nonprint media in the form of films, filmstrips, slides, games, charts, audiotapes, and video cassettes. Contact:

The Food and Nutrition Information Center
National Agricultural Library, Room 304
10301 Baltimore Boulevard
Beltsville, Maryland 20705
Telephone: (301) 504-5719

National Food Service Management Institute
The University of Mississippi
P. O. Drawer 188
University, Mississippi 38677-0188
Telephone: (800) 321-3054

There are many other sources of information about nutrition within the community. They can provide valuable resource materials, filmstrips, bibliographies, and contacts to expand or improve your organization's nutrition resource center. Contact the local office of any of these groups for more information.

Cooperative Extension Service (county extension agent)

U.S. Department of Health and Human Services, Food and Drug Administration

USDA Food Safety Inspection Service Hotline, (800) 535-4555

Local Health Department, Public Library, Department of Social Services, or Public Welfare

College or University Home Economics Department

Dairy Council

American Dietetics Association (or State level office)

State or local licensing agency

A listing of State Nutrition Education and Training Coordinators is provided as Attachment M.

