



## The Child and Adult Care Food Program

### **Successfully Operating the Child and Adult Care Food Program** An Overview of the Responsibilities of a Sponsoring Organization

#### **One-Time Duty**

- **Prepare and submit the application, supporting documents, and budget**

#### **Daily Duties at Each Facility**

- **Record attendance**
- **Prepare meals or collect delivery tickets**
- **Verify that each meal meets the CACFP meal pattern requirements**
  - If not, make a creditable substitution or addition
- **Record all menu changes**
- **Serve meals**
  - For adult meals: Offer at least the minimum portion of all required components and ensure that participants accept the appropriate number of components in order to claim the meal
  - For child meals:
    - For family-style meal service: place enough food on the table for each participant to have the minimum portion of each required component
    - For pre-plated meals: serve each participant the correct portion of each required component
  - For infant meals: Feed infants on demand and as developmentally appropriate
  - Ensure that participants with special dietary needs receive the appropriate foods
- **Record the number of reimbursable meals served** (at the point of service, as required)
  - For infant meals: count each meal once all of its components have been served
- **Record the number of meals served to staff or volunteers**
  - These meals are not reimbursable but must be tracked

#### **Monthly Duties**

- **Create or update the menu as needed**
- **For child development and adult day care centers: Update the Master Enrollment List (MEL)**
  - Ensure that the monthly MEL includes all participants who attended during that month
  - Save the MEL for each month as a separate file or worksheet – do not continuously update it
  - If serving (Early) Head Start participants, have the authorized Head Start Representative sign the MEL
- **Prepare the claim for reimbursement**
  - Consolidate attendance records – determine total attendance
  - Consolidate meal counts – determine total number of breakfasts, lunches, suppers and/or snacks served
    - If participating in the at-risk program, total the at-risk meal counts separately from other counts
  - Transfer enrollment and eligibility category information from the MEL
  - Sign the claim
  - For-profit institutions: complete the Addendum for each facility and submit with the claim to document that the eligibility requirements were met
- **Submit the claim for reimbursement**
  - Email, deliver or fax the completed claim to the Claims Specialist
  - Submit by the 10<sup>th</sup> of the month following the claim month (i.e. by April 10<sup>th</sup> for the March claim)
- **File the invoices, receipts, menus, attendance, MEL, and meal count records for the previous month**

## **Annual Duties**

- **Attend annual and civil rights training provided by the D.C. CACFP office (the State Agency)**
- **Train facility and sponsoring organization staff on their CACFP duties and civil rights responsibilities**
  - Document all CACFP-related staff training
- **Submit application updates to the State Agency**
- **For institutions or facilities with a Food Service Management Company:** sign a contract, following proper procurement procedures, or renew an existing contract (up to three times)
- **For child development and adult day care centers: Distribute the Enrollment Form/Income Eligibility Statement (IES) with the Letter to Households**
- **Collect, classify, and file the IES for each household**
- **Create a MEL based on IES forms (and/or Head Start enrollment records, if applicable)**
- **Complete the Annual Civil Rights Data Documentation Form using November enrollment or attendance**
- **Conduct facility monitoring (at least three times per year per facility)**
- **Submit the annual budget for State Agency approval**
- **Sponsors of family day care homes:**
  - Complete and submit the Provider Payment Reconciliation
  - Complete and submit the Administrative Cost and Carryover Analysis and return excess unspent administrative funds
- **Properly file and maintain all CACFP records for current year**

## **Duties Performed on an As-Needed Basis**

- **Send the State Agency updates on operations**
- **Obtain paperwork for each newly enrolled participant: Enrollment Form or IES, Medical Substitution Form, Soy Milk Notification Form, and/or Infant Formula and Food Notification Form, as required**
- **Collect, classify, and file the IES for each newly enrolled participant, as required**
- **Update MEL to include all new participants, as required**
- **Conduct CACFP training for new staff or as problems occur**
- **Submit budget updates**
- **Submit application and supporting documents for new facilities**
- **Sponsors of family day care homes: Follow seriously deficient procedures with providers and forward communications to the State Agency**

## **Ongoing Recordkeeping – Maintain permanently**

- Permanent Agreement and Policy Statement
- IRS Letter of Determination (if non-profit)
- Memos, policies, regulations and instructional materials issued by the State Agency (unless redacted or outdated)
- Institution policies and procedures, including
  - Employee compensation plan
  - Outside employment policy
  - Plans and procedures developed as part of a corrective action plan
- “And Justice for All...” poster and “Building for the Future” flyer (must be posted at each facility except family day care homes)
- Information about the WIC program for child development centers and family day care homes to share with families (handout or information from website)

## **Ongoing Recordkeeping – Maintain for three (3) years after the end of the fiscal year**

- CACFP initial application and annual renewal documentation (Annual Information Certification, institution file information spreadsheet, copies of licenses/alternate approval documentation, copies of Certified Food Safety Manager certificates)
- Facility pre-approval visit and monitoring forms
- Facility application documents and agreements
- Family day care home provider serious deficiency documentation and correspondence
- Documents pertaining to CACFP administrative reviews and/or technical assistance visits
- Enrollment Form/Income Eligibility Statement (IES) for each enrolled participant, as required
- Master Enrollment List (MEL) for each facility, as required, for each month claimed
- Dated daily attendance records for each facility
- Dated daily or point-of-service meal count records for each facility
- Dated daily menus for infants, children, and/or adults that include all foods actually served
- Medical Substitution Forms, Soy Milk Notification Forms, and/or Infant Formula and Food Notification Forms (as applicable)
- Food service management company procurement and contract documents plus license and inspection reports
- Invoices, receipts, delivery tickets, and financial tracking documents to support:
  - Food costs
    - Itemized receipts, invoices or delivery tickets correspond to the foods listed on the menus
  - Food service operating costs (i.e. non-food items and services to support the food program like: serving utensils, cleaning supplies, pest control, etc.)
  - Food service labor costs (i.e. payroll records for the cook, time-and-attendance and payroll records for teachers with food service duties)
  - Administrative costs
    - Administrative labor costs (i.e. time-and-attendance and payroll for staff with record-keeping duties)
    - Administrative operating costs (i.e. items and services to support CACFP administration)
- Copies of all submitted claims (with addendum for any for-profit facilities)
- Copies of monthly child care subsidy program (i.e. vouchers or Title XX) statements (for any for-profit facilities)
- Training documentation – specify date, location, topic, and attendees
- Civil Rights Data Documentation
- A-133 Audit Reports (for institutions receiving \$500,000 or more in federal funding across all funding sources)
- Budget with narrative, documentation to support administrative cost estimates, and any amendments
- Allocation plan (for multi-state sponsoring organizations)
- Family Day Care Home Provider Payment Reconciliation report
- Family Day Care Home Sponsoring Organization Administrative Cost and Carryover Analysis report
- Requests for advance funds, start-up funds, and/or expansion funds and all related documentation