

CACFP Program Overview

WHERE TO START?

- New applicants looking to participate in the Child Adult Care Food Program (CACFP) should review the program information on the OSSE website.
- Once the program has decided to participate, designated representatives can reach out to the CACFP team for application and training information, as well as to schedule a preapproval site visit.
- All new program participants must complete program training and an online application. OSSE has 30 calendar days to review an application and provide feedback.

APPLYING IN ORCHARD

- New and returning participants must complete an annual program application through OSSE's web based system, Orchard.
- Each participant will be able to determine the programs it operates, assign users, and change information in the system as needed. Access to Orchard is available 24 hours a day.
- Participants can apply at any time throughout the year and payments for meals will start during a specified month determined by your program specialist following approval.

SUBMITTING CLAIMS

- Accurate claims are due to OSSE 60 calendar days after the last day of the operating month, and must contain all required information.
- Any additional claims or sites added to an already submitted claim received by OSSE after 60 calendar days will not be paid.
- All institutions (sponsoring organizations and independent centers) submit only one claim to OSSE monthly and are responsible for the timely submission of meal counts to OSSE for payment. OSSE can only allow one exemption within a 36 month time period per agreement.

GETTING PAID

- Valid claims will be paid within 45 calendar days of submission per federal guidelines. Any errors in claim submissions can result in a delay in the validation and payment process.
- Sites that have a cash agreement with their sponsor receive payment directly from the sponsor, rather than OSSE. Sponsors have five (5) calendar days to disburse payment to the sponsored sites upon receiving payment from OSSE.
- To ensure fast and timely payments, OSSE recommends that sponsors enroll in direct deposit to receive payment.