

**North Carolina Department of Health and Human Services  
Division of Public Health  
Women's & Children's Health Section  
Nutrition Services Branch  
Special Nutrition Programs  
Child and Adult Care Food Program**

**CACFP FACT SHEET FOR NEW SPONSORING ORGANIZATIONS**

- 7 CFR §226.11(a) states, "Payments shall be made only to institutions operating under an agreement with the State agency for the meal types specified in the agreement." New Institutions and new centers will be approved to claim reimbursement the day of approval and forward.
- For independent institutions and sponsoring organizations of centers, reimbursement payment is based on the number of approved meals served and claimed. It is not based on actual costs. Reimbursement must be used to pay for food service costs, as outlined in the approved budget.
- Attendance of participants must be taken and maintained daily.
- Meals must be counted at the **point of meal service**, not from attendance sheet. Day care homes may record meal counts daily.
- Except for day care homes, receipts and/or invoices must be maintained to document the amount of milk purchased and served.
- Use a measuring cup to measure milk to ensure that each participant receives the minimum amount required, by age group.
- Receipts and/or invoices must be maintained to document other costs claimed, including food, labor, supplies, and administrative.
- Daily dated menus must be maintained.
- A **breakfast** meal must contain: milk, bread, fruit or vegetable. All components must be listed on the menu. Fat-free (skim) or low-fat milk (1%) must be served to participants 2 years of age and older.
- A **lunch and supper** meal must contain: milk, bread, 2 different fruits or vegetables, meat. All components must be listed on the menu. Fat-free (skim) or low-fat milk (1%) must be served to participants 2 years of age and older.
- A **snack** must contain two of the following four components: milk, bread, fruit or vegetable, meat. All components must be listed on the menu. If milk is offered as a snack, fat-free (skim) or low-fat milk (1%) must be served to participants 2 years of age and older.
- Juice and milk cannot be served at the same snack.

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- Water must be made available to all children throughout the day.
- All meals must be served as a unit.
- Income eligibility applications must be on file for all participants who are classified as free or reduced. Income eligibility applications must be completed yearly and are only good for 12 months from the date of completion. Day care homes must have income eligibility applications on file if Tier 1 by income, Tier II High or Tier II mixed.
- If a participant does not have an income eligibility application on file, the participant will be classified as denied/paid. Tier II day care homes without income eligibility applications will be paid the low rate.
- Documentation of Enrollment as specified in 7 CFR Part 226 must be on file for all participants.
- All shared cost items must have a cost allocation plan on file to support costs charged to CACFP.
- Follow approved budget when submitting claims.
- The infant meal pattern must be offered to all infants, birth through eleven months of age. Maintain documentation to support offering the CACFP infant meal pattern.
- All records to support the claim for reimbursement must be on file **before** the claim is submitted.

Institution Name: \_\_\_\_\_

Agreement Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_