

CACFP FACT SHEET FOR PARTICIPATING INDEPENDENT INSTITUTIONS

- 7 CFR §226.11(a) states, “Payments must be made only to institutions operating under an agreement with the State agency for the meal types specified in the agreement.”
- 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.
- Under 7 C.F.R. § 226.10, valid claims must be submitted no later than 60 days following the last day of the full month covered by the claim. Since “update” information is necessary to ensure the institution’s continued eligibility for the CACFP, the institution may not submit and the State Agency will not pay any new-fiscal-year claims until all “update” information is received and approved. It is therefore critical that institutions submit complete “update” information in a timely fashion to avoid a loss of reimbursement.

For example: Institution “ABC” has an existing agreement, but is still required to submit “update” information to remain eligible for reimbursement. ABC delays the submission of its “update” information until December 30th of the new fiscal year. Ultimately, ABC’s “update” materials are approved on January 15. Because January 15 is not within 60 days of October 31 (the last day of the month covered by the claim), ABC cannot claim reimbursement for the month of October.

- Attendance of participants must be taken and maintained daily.
- Meals must be counted at the **point of meal service**, not from attendance sheet.
- 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.

- A **lunch and supper** meal must contain: milk, bread, 2 different fruits or vegetables, meat. All components must be listed on the menu.
- A **snack** must contain two of the following four components: milk, bread, fruit or vegetable, meat. All components must be listed on the menu.
- Juice and milk cannot be served at the same snack.
- 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.
- If a participant does not have an income eligibility application on file, the participant will be classified as denied/paid.
- 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.
- The approved budget must be followed when submitting claims.
- The infant meal pattern must be offered to all infants, birth through eleven months of age. Documentation must be maintained 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: _____