

CACFP FACT SHEET FOR RENEWING SPONSORING ORGANIZATIONS

- 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.
- The Child and Adult Care Food Program year begins on October 1 and ends on September 30. If an institution’s agreement is not approved on or before November 30, a lapse in participation exists. (Submission of an application packet on or before November 30 does not constitute approval). The institution is then considered a new institution and therefore will be reimbursed beginning the day of approval by the state agency. For example, if an institution participated in fiscal year 2008-2009, and the renewal application packet is not approved until December 10, 2009, the first day the institution can begin claiming is December 10, 2009. The institution is not eligible to claim reimbursement for October, November, and December 1-9, 2009.
- Likewise, if a renewing sponsoring organization is submitting applications for both new facilities and renewing facilities and the entire application is approved prior to November 30, 2009, the renewing sponsoring organization may be able to claim reimbursement for renewing facilities back to October 1, 2009. However, the new facilities will be reimbursed the day of approval and forward. For example, if a renewing sponsoring organization’s packet is approved on November 13, 2009, the renewing sponsoring organization and renewing facilities may be reimbursed retroactive to October 1, 2009. However, the new facilities will be reimbursed beginning November 13, 2009 and forward. Furthermore, if a renewing sponsoring organization’s application packet is approved on October 13, 2009, the renewing sponsoring organization and renewing facilities may be reimbursed retroactive to October 1, 2009; however, the new facilities will be reimbursed beginning October 13, 2009 and forward. To avoid a lapse in participation and the loss of reimbursement, please submit your renewal application packets in a timely manner.
- Attendance of participants must be taken and maintained daily.
- Meals must be counted at the **point of meal service**, not from an attendance sheet. Day care homes may record meal counts daily.

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- 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 expenses.
- 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 valid 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.

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- 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: _____