

**Child and Adult Care Food Program (CACFP)
Handbook for Non-Schools: At-Risk Afterschool Meals
Revised 2024**



Division of School and Community Nutrition

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USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete the [USDA Program Discrimination Complaint Online Form](#) (AD-3027) found online at [How to file a Complaint](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (833) 256-1665 or (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

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AT-RISK AFTERSCHOOL MEALS PROGRAM

The At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP) offers Federal funding to Afterschool Programs that serve a meal or snack to children in low-income areas. All At-Risk Afterschool meals are reimbursed at the “Free” reimbursement rate.

Site Eligibility

To be eligible to operate the At-Risk Afterschool Meals component of CACFP, an Afterschool Site must:

- Be organized primarily to provide care for children after school or on the weekends, holidays, or school vacations during the regular school year
- Provide organized regularly scheduled education or enrichment activities (i.e., in a structured and supervised environment)
- Be in an attendance area of school where at least 50 percent or more of the children are eligible for free or reduced-price meals (See Part 1, Section C) [7 CFR 226.2; 7 CFR 226.17a(b)]. CEP (Community Eligibility Provision) data cannot be used for school district eligibility. October Qualifying data must be used to report actual free and reduced percentages.
- Have a childcare license or be exempt from licensure
- Meet state/local health and safety standards
- Operate only during the regular school year

Participant Eligibility

At-Risk Afterschool Programs may claim reimbursement only for meals and snacks served to children who participate in an approved Afterschool Program and who are age 18 or under at the start of the school year. Programs may be either drop-in or enrolled. There is no requirement that all children receiving meals participate in the scheduled activities, but children should remain onsite while consuming the meal. Reimbursement also may be claimed for participants who turn age 19 during the school year [7 CFR 226.17a (c)]. There is no age limit for persons with disabilities [7 CFR 226.2 Definitions].

Federal law has no minimum age for At-Risk participants. Meals and snacks served to children who are enrolled in preschool, Head Start, Even Start, etc., and who are participating in an eligible Afterschool Program are eligible for reimbursement.

Educational or Enrichment Activities

Programs must provide educational or enrichment activities that are open to all children in an organized, structured, and supervised environment. Although there are no specific requirements for the types of educational and enrichment activities that a program can offer, examples include, but are not limited to, arts and crafts, homework assistance, life skills, remedial education, organized fitness activities, etc. Organizations should contact their State Agency for assistance in determining if an activity is eligible.

NOTE: There is no requirement that all children receiving meals participate in the scheduled activities; the activities just need to be available to all children.

Institutions may contract with other organizations, including a for-profit entity, to provide enrichment or educational activities required for the Afterschool Program. However, the sponsor or independent center must retain administrative and fiscal responsibility for the meal service. Furthermore, the sponsor or independent center must be the party that enters into the agreement with the State agency and must assume responsibility for meeting all meal service requirements, including ensuring that meals are served at eligible sites (CACFP 08-2012: *At-Risk Afterschool Meals Component of the CACFP, Questions and Answers*, February 17, 2012).

Athletic Programs

Students who are part of school sports teams and clubs can receive Afterschool Snacks or Meals as part of a broad, overarching educational or enrichment program, but the Program cannot be limited to a sports team (*Athletic Programs and Afterschool Meals*, October 2, 2012).

Organized athletic programs that only participate in interscholastic or community level competitive sports (for example, youth sports leagues such as “Babe Ruth” and “Pop Warner” baseball leagues, community soccer and football leagues, area swim teams, etc.) may not be approved as sponsors or independent centers in the Program.

Additionally, Afterschool Programs that include supervised athletic activity may participate if they are “open to all” and do not limit membership for reasons other than space, security, or licensing requirements. For example, an afterschool police athletic league program that uses sports and recreational activities to provide constructive opportunities for community youth could be approved to participate [7 CFR 226.17a(b)].

Special Needs Programs

At-Risk Afterschool Programs that are designed to meet the special needs of enrolled children or that have other limiting factors may be eligible to participate. These could include programs for children who have learning disabilities or for those who are academically gifted. Other targeted programs may be eligible as well.

Weekends, Holidays, and Vacations

Under the CACFP At-Risk Afterschool Meals component, meals and snacks may be reimbursed if they are served on weekends or holidays, including vacation periods (for example, spring break), during the regular school year only. Meals and snacks served through CACFP on weekends or holidays during the school year may be served at any time of day as approved by the State agency (CACFP 08-2012: *At-Risk Afterschool Meals Component of the CACFP, Questions and Answers*, February 17, 2012).

In areas where schools operate on a year-round basis (i.e., the regularly scheduled school year is year-round), At-Risk Afterschool Programs set up to serve children attending the year-round schools may receive reimbursement for meals and snacks through the CACFP all year [7 CFR 226.17a(b)(i)].

Non-Traditional Instruction (NTI) Days: NTI days are considered a school day which means at-risk meals can only be served after the end of the school day.

FEDERAL REQUIREMENTS

The Child and Adult Care Food Program Federal regulations at **7 CFR Part 226** require participating institutions to maintain supporting documentation for submitted claims.

OUTSIDE EMPLOYMENT

This requirement will be addressed under the Management Plan in CNIPS

- Regulation states that Sponsors are required to describe the institution's policy that restricts other employment by employees that interferes with the program responsibilities. 7 CFR 226.6 (b) (xvi)
- "No employee with responsibilities and duties for the Child and Adult Care Food Program shall have other employment that interferes with the completion of those CACFP responsibilities and duties. In addition, any other employment may not constitute a real or apparent conflict of interest with the CACFP."

SPONSORNET

SponsorNet is the State Agency website where all CACFP forms with instructions, materials and specialized training links mentioned in this handbook are located. It contains:

- Compliance Forms and Documents: Manual and Electronic (eDocs)
- Trainings - Record Keeping, New Sponsor, Annual Training, etc.
- Documents for Adding a Site
- CACFP State Agency Newsletters
- Catering Resources
- Civil Rights Resources
- Security Agreement for obtaining additional CNIPS usernames and passwords (CNIPS)
- Eligibility Guidelines
- Nutrition Resources (Food Crediting and Buying Guides, etc.)
- Reimbursement Calculator
- Reimbursement Rates
- USDA Handbooks

FY2022-2023 Annual Training for Childcare Independent Institutions FY2022-2023 Annual Training for Childcare Sponsoring Organizations FY2022-2023 Handbook for Childcare Independent Institutions FY2022-2023 Handbook for Childcare Sponsoring Organizations	
<p><u>Electronic Forms</u></p> <p>☰ Support Document Type : Menu Forms (2)</p> <p>EDOC Child 5 day Menu Form BLP 4-17-2023 EDOC Monthly Milk Estimate 04-23-2020</p> <p>☰ Support Document Type : Monitor Review Forms (1)</p> <p>EDOC Child Care Centers Monitoring Form 04-04-2023</p> <p>☰ Support Document Type : Monthly Claim Form (7)</p> <p>EDOC Child All In One with Menus 04-17-2023 EDOC Child Daily Attendance EDOC Child Membership Roster 01-29-19 EDOC Child Record of Expenditures EDOC Child Record of Meals Served 11-19-2020 EDOC Meal count sheet for multiple rooms 03-04-2020 EDOC Meal Subtraction Form 03-09-2020</p> <p>☰ Support Document Type : Monthly Justification for Reimbursement (1)</p> <p>EDOC Child Justification for CACFP Reimbursement</p>	<p><u>Resources</u></p> <p>Adding a Site Appeal Procedures CACFP Newsletters Catering Email Catering Resources Civil Rights Resources CNIPS Eligibility Guidelines Nutrition Resources Reimbursement Calculator Reimbursement Rates Staff Directory Trainings USDA Handbooks USDA Information and Policy Memos</p>

- To access SponsorNet, email the state agency and an invitation along with instructions will be sent to the email address you provide.
- If materials are needed in an accessible format, please contact the State Agency.

INSTITUTION AND SPONSORING ORGANIZATIONS RESPONSIBILITIES

Reimbursement Payments to Sites: Sponsoring Organizations must disperse reimbursements to participating sites within 5 days of receiving payment.

RECORDKEEPING RESPONSIBILITIES OF INSTITUTIONS AND SPONSORING ORGANIZATIONS

- All CACFP records must be maintained on file for three years plus the current year.
- Failure to maintain such records will result in the recovery of reimbursement and/or termination from the Program.
- Institutions should assign responsibility for maintaining CACFP records to specific staff.
- All CACFP records must accurately reflect program operations.
- All original CACFP monthly records and supporting documentation to justify the monthly claim for reimbursement must be assembled in the institution and sponsoring organization’s main office.
- Each center or site must maintain copies of originals for both the current month and the previous twelve months.

- Sponsors must have a system to file and maintain CACFP records whether electronic, manual or a combination of both.
- The records retained in these file systems must be organized and readily available upon request by the State Agency.
- Records should be completed and stored in their electronic file or monthly folder in a timely manner.
- While not mandatory, sponsors/sites are encouraged to utilize the State Agency's electronic documents as well as the electronic folder sets.
- All electronic folders should be backed up at least monthly using an external storage method such as a flash drive, external hard drive, disk, or cloud.
- Supplies purchased to maintain a filing system for CACFP records may be documented as a "non-food" expense on the *Record of Expenditures*. This could include items such as file folders, binders, storage containers, flash drives, external hard drives, disks, etc.

RECORDKEEPING (AT-RISK AFTERSCHOOL MEALS)

Institutions are required to keep the following records relating to participation in the CACFP:

1. Records relating to attendance and the number of meals served:
 - Daily attendance rosters or sign in sheets, or other methods with State approval, which result in accurate recording of daily attendance.
 - Number of At-Risk Afterschool Snacks and/or Meals prepared or delivered for each meal service.
 - Daily record of the number of At-Risk Afterschool Snacks and/or Meals served at each snack and/or meal service.
 - Daily records indicating the number of meals, by type, served to adults performing labor necessary to the food service.
 - Any additional records required by the State agency.
2. Records establishing that the meal patterns were met:
 - Menus for each At-Risk Afterschool Snack and/or Meal service.
3. Records establishing eligibility:
 - Copies of all applications and supporting documents submitted to the State.
 - If applicable, information about the location and dates of childcare center reviews, any problems noted, and the corrective action prescribed and effected.
 - Documentation of nonprofit food service, to ensure that all Program reimbursement funds are only used for the food service operations.
4. Records pertaining to fiscal management:

- Copies of invoices, receipts, or other records required by the State agency financial management instruction to document:
 - Administrative costs claimed by the institution,
 - Operating costs claimed by the institution
 - Income to the Program
 - Copies of all claims for reimbursement submitted to the State agency.
 - Receipts from all Program payments received from State agency.
 - If applicable, information concerning the dates, and amounts of disbursement to sponsored centers.
5. Records documenting training:
- Information on training session dates, locations, topics presented, and names of participants.
 - For sponsors, records documenting attendance at training of each staff member with monitoring responsibilities.

Failure to maintain any of these records may result in the recovery of meal reimbursement.

[7 CFR 226.10(d)]

All CACFP records identified above are to be on site within an hour of being requested, whether announced or unannounced, to KDE and USDA officials, or any other appropriate officials determined by KDE.

CIVIL RIGHTS COMPLIANCE

The goal of Civil Rights Assurance and Compliance is to ensure that Child Nutrition Program benefits are made available and provided to all eligible individuals without discrimination.

Customer Service

- Excellent customer service is one way to comply with civil rights laws and ensure that everyone is treated equally.
- Providing good customer service is key to avoiding the appearance or perception by anyone of unlawful discriminatory statements or actions.
- Professionalism, listening skills, availability, responsiveness, reliability, and conflict resolution are all factors that contribute to customer satisfaction. These skills can turn an unacceptable or disappointing experience into a success story.

Conflict Resolution

- Conflict resolution is key to preventing a situation from potentially getting out of hand and is one component of quality customer service.
- Conflict resolution skills can help in everyday life as well as in professional life.
- For more information on Conflict Resolution, visit the Conflict Resolution Network.

Discrimination is defined as intentionally distinguishing a person, or group of people, either in favor of or against others and doing so by neglect or by actions or by lack of actions based on the six protected classes. **The six protected classes** associated with the Child and Adult Care Food Program are race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

USDA regulations outline the following areas of Civil Rights compliance in CACFP:

1. Public Notification System (PNS)

a. News Release:

- The State Agency will publish the News Release on behalf of all sponsors.

b. “And Justice for All” poster

- The poster contains the non-discrimination statement and contact information for filing a USDA program complaint of discrimination.
- The poster must be displayed in a prominent place in every site and every sponsoring organization office. The main entrance is ideal for placement.
- Additional posters may be obtained by contacting the State Agency.

c. Non-Discrimination Statement

- The statement in its entirety is required on all materials where the CACFP is referenced. Such as, but not limited to, promotional literature, parent handbooks and websites.
- On a website, the statement can be listed in its entirety or by listing a hyperlink.
- Institutions and sponsoring organizations must convey the message of equal opportunity in all photographic and other graphics used to provide program information.
- The complete Non-Discrimination Statement is found on the main page of this handbook.

d. Language Barriers/Limited English Proficiency (LEP)

- All institutions must have the capability of providing informational materials concerning the availability and nutritional benefits of the Child and Adult Care Food Program in the appropriate translation, as well as the procedures for filing a discrimination complaint.

Data Collection

- Institutions must collect data annually and maintain the data documentation for 3 years plus current year.
- The collection of racial and ethnic data allows institutions and sponsoring organizations and the state agency to determine how effectively the program is reaching the diversity of a population and if outreach is needed.
- Visual identification is not an option for collecting participant racial and ethnic data. This means program operators may not collect racial or ethnic data simply by looking at participants. Instead, program operators should use methods that are based on self-identification and self-reporting.
- Obtaining data from parents or guardians is the preferred method of data collection, as parents or guardians can provide accurate information.
- Parents and guardians may be asked to identify the racial or ethnic group of the participant only after it has been explained, and they understand, that providing the information is to ensure compliance with USDA nondiscrimination requirements only.
- Providing racial and ethnic data is voluntary and failure to report the information will not impact the participant’s eligibility for meals.

**CACFP Ethnic/Racial Data Survey Form
(For Independent and Sponsoring Organizations which do not collect CACFP Enrollment forms)**

- The *Ethnic/Racial Data Survey* form is available on the state agency *SponsorNet* website.
- Sponsors must provide the form annually to the parent/guardian of each participant through one of the following methods.
 - Electronically via email or other electronic distribution method
 - Hard copy completion onsite when parents are present
 - Hard copy sent home and returned
- One form should be collected per participant.
- The sponsor should insert the return deadline date on each form.
- The sponsor should tally the results of all surveys which were completed by the deadline.
- If less than 50% of the surveys were completed by the deadline, school data may be used. School data can be accessed on the Kentucky Department of Education website under “Qualifying Data” at <https://education.ky.gov/federal/SCN/Pages/Qualifying-Data.aspx>.
- The sponsor should review the survey data or the school data and consider if additional outreach efforts are needed.

2. Civil Rights Training

- The *Sponsor In-Service Training Documentation* form is available in *SponsorNet*.
- Institutions and sponsoring organizations must provide and document Civil Rights training to all staff involved with the CACFP.
- Civil Rights compliance training is required once each calendar year. If staff have completed NSLP or SFSP Civil Rights training this meets the requirements for CACFP Civil Rights training.
- Using the Civil Rights training video provided by the State Agency is highly recommended as it pertains specifically to the Child and Adult Care Food Program. If the sponsor prefers to use a different Civil Rights training presentation, it must contain the same information as the State Agency version.
- The State Agency Civil Rights video is available on *SponsorNet*.
- Training is required **prior** to the start of any program duties; training is ongoing as staff, volunteers and contractors enter throughout the fiscal year.
- Each sponsor is responsible for providing and documenting Civil Rights and any additional CACFP training for their own staff.

3. Civil Rights Discrimination Complaint Procedure

Institutions and sponsoring organization responsibilities

- Accept either written or verbal civil rights complaints
- Never impede participant’s ability to file
- Forward complaint to USDA in a timely manner

Participant Rights

- Knowledge of all non-discrimination information
- How to file a claim if they believe their civil rights have been violated

- May file a claim up to 180 days following an alleged action or incident

USDA Program Discrimination Complaint forms are accessible via the link within the nondiscrimination statement on page 1 of this handbook.

IN-SERVICE TRAINING DOCUMENTATION

All staff must be trained in Civil Rights annually, this is the responsibility of the Sponsoring Organization or Independent Center.

Institutions and Sponsoring Organizations must conduct and document training with key staff regarding Child and Adult Care Food Program requirements prior to the new fiscal year and as new staff are hired throughout the year. Sponsoring organizations *must conduct training with key staff within the first four weeks of program participation as new sites are added.* Documentation of the training should be recorded on the In-Service Training form.

7 CFR 226.16 (d)(2-3) states: *“Training on Program duties and responsibilities to key staff from all sponsored facilities prior to the beginning of Program operations. At a minimum, such training must include instruction, appropriate to the level of staff experience and duties, on the program’s meal patterns, meal counts, claim submission and review procedures, record keeping requirements, and the reimbursement system. Attendance by the key staff as defined by the State agency is mandatory.*

Additional mandatory training sessions for key staff from all sponsored childcare and adult care facilities not less frequently than annually. At a minimum, such training must include instruction, appropriate to the level of staff experience and duties on the programs meal patterns, meal counts, claim submission and review procedures, record keeping requirements, and reimbursement system. Attendance by key staff, as defined by the state agency, is mandatory.”

The Kentucky CACFP State Agency defines “Key Staff” as any staff member with primary responsibility for the operation of the CACFP and/or maintenance of the records that support the monthly claim for reimbursement and compliance with any CACFP requirement. This includes staff members who have monitoring responsibilities along with staff, volunteers, or contractors.

In addition to mandatory Civil Rights Training, the State Agency recommends the following training topics:

1. Meal pattern requirements (necessary food components and proper portion sizes to be served at each meal as illustrated on the Food Chart)
2. Meal counts (staff must conduct the meal count at the time of each meal service and document the number of meals served on Record of Meals Served Form)
3. Attendance records
4. Menus
5. Other records required by the Child and Adult Care Food Program (CACFP), the United States Department of Agriculture (USDA) and the State Agency

Reminders:

- Ongoing training should be conducted and documented as the institution hires new staff throughout the fiscal year.

- New staff must receive training within the 1st week of employment.
- New staff must complete the In-Service Training form upon receiving training and the trainer must also sign and date the form.
- Any staff conducting in-service training must have completed training on CACFP policies and procedures.

A Civil Rights training video is available on SponsorNet.

INSTRUCTIONS: COMPLETING THE IN-SERVICE TRAINING REGISTRATION FORM

1. Fill in the Name of Institution, Location of training and Training Conducted by.
2. Mark the boxes next to the topics covered at the training (*Civil Rights is mandatory*). Mark the boxes and list any additional topics covered.
3. Have participants print name, sign name, list their title and write the name of the center they are associated with under the Site Name column.
4. Attach additional pages if needed.
5. The trainer must sign and date the form.
6. File the form with the CACFP records.

[MENUS 7 CFR 226.15 \(e\) 10](#)

Institutions are responsible for purchasing and preparing adequate amounts of each meal component for the number of children claimed during the meal service. **All institutions are required to keep Menu Records.** Foods on the menus will be cross-referenced with the purchases on food receipts and invoices. Completed Menus must be posted or available and support food purchases. Menu Record templates are available on SponsorNet.

Menus must:

- Be dated
- Be posted for parents/guardians and participants
- Have all required creditable components listed in the appropriate component category
- Provide nutritious, quality foods
- Include foods participants like
- Indicate which items are whole Grain/whole Grain-Rich
- Have all menu substitutions noted at the beginning of the day or as soon as possible.

MENU REVIEW CHECKLIST

- The Menu Review Checklist can be found in SponsorNet
- The checklist is used to evaluate menus and ensure that all menu requirements have been met.
- After menus have been planned, another staff member should use the checklist to second-party the menus for accuracy.
- Failure to meet meal requirements may cause a disallowance to occur.

USDA CREDITING HANDBOOK FOR THE CHILD AND ADULT CARE FOOD PROGRAM

- Assists Food Program Operators in determining which food items are creditable and reimbursable.

- An abbreviated version along with a link to the Crediting Handbook can be found on SponsorNet at <https://staffkyschools.sharepoint.com/sites/kde/scn/CACFP%20Documents/2022%20Food%20Crediting%20Guide%204-20-2022.pdf>

MENU PLANNING RESOURCES

A variety of menu planning trainings and materials are available on SponsorNet:

- Child Meal Pattern and Portion Sizes
- Milk
- Whole Grains
- Yogurts
- Cereals

MEAL PATTERN REQUIREMENTS

- It is the responsibility of the center/sponsor to ensure that meals meet minimum requirements for meal components and portion sizes per participant.
- Licensed facilities must also follow licensing requirements.
- The parent/guardian may only provide 1 creditable component of a meal service. The center/sponsor must provide all other required components.

MILK

The appropriate type of milk for each age group is:

- Age 1 year: Unflavored whole milk.
- Ages 2-5 years: Unflavored 1% low-fat or fat-free milk.
- Ages 6-18 years and Adults: Unflavored or flavored 1% low-fat or fat-free milk.

The process of transitioning from formula to whole milk or from whole milk to 1% low-fat/fat-free milk is limited to **one month**.

Transitioning from Infant Formula to Whole Milk:

- A parent may request to continue feeding infant formula after 12 months of age.
- A **1-month** transition period is allowed to help infants adjust to unflavored whole milk (from the infant's 1st birthday to the date the child reaches 13 months of age).
- Both unflavored whole milk and infant formula can be served during this 1-month transition time.
- No medical statement is required.

Transitioning from Whole Milk to 1% Low Fat or Fat Free Milk:

- A **1-month** transition period is allowed. During this time only, meals that contain whole milk or 2% reduced-fat milk served to children ages 24 months to 25 months may be claimed for reimbursement.
- No medical statement is required.

No food items are allowed to be deep-fat fried on-site.

MEAT/MEAT ALTERNATES

- Meat/meat alternates can be served instead of the entire grain component at breakfast up to 3 times per week.
- Meat/meat alternates can never be served instead of milk, vegetables, or fruit.
- To include meat/meat alternates as part of a reimbursable breakfast:
 - Substitute 1 ounce equivalent of meat/meat alternates for 1 ounce equivalent of grains.
 - Ounce equivalents are a way to measure amounts of food.
 - In the CACFP, 1 ounce equivalent of a meat/meat alternate is equal to 2 tablespoons of peanut butter, ½ of a large egg, or 1 ounce of lean meat, poultry, or fish.
- If meat/meat alternates are served at breakfast more than 3 times per week, they must be offered as additional foods which do not count toward a reimbursable breakfast.
- Bacon and imitation bacon products are not creditable in the CACFP.
- Turkey bacon and some types of sausage are creditable only if the product has a Child Nutrition (CN) label, or a Product Formulation Statement (PFS) signed by the manufacturer.

Yogurt

- Cannot contain more than 23 grams of sugar per 6 ounces. (Retain Nutrition Facts Label)
- Commercially prepared frozen yogurt is not creditable.
- Regular yogurt may be purchased by the provider and then frozen to serve as frozen yogurt.

Tofu and Soy Yogurt may be served as a meat alternate for ages 1 year and older.

- Must be commercially prepared
- Must meet protein requirement: 5 grams of protein per 2.2 ounces (1/4 cup) by weight to equal 1 ounce of meat/meat alternative
- Must be easily recognized as a meat substitute:
 - Creditable – Tofu sausage
 - Not Creditable – Tofu noodles

Creditable Cheese

Natural Cheese and Pasteurized Process Cheese

- 1 ounce serving = 1 ounce Meat/Meat Alternate
- American cheese is creditable if the label states “Pasteurized processed cheese”, “Cheese food” or “Natural Cheese.”

Cottage Cheese, Ricotta Cheese, Cheese Food, Cheese Spread

- 2 ounce serving = 1 ounce Meat/Meat Alternate

Non-Creditable Cheese

- Imitation Cheese and Cheese Products
- Cheese Sauces: Require a Child Nutrition (CN) Label

VEGETABLES AND FRUITS

- During lunch and supper, either one vegetable and one fruit or two vegetables must be served.
- Serving two fruits with no vegetable is not allowed.

- When two vegetables are served, they must be two different types of vegetables.

Juice

- Can only be served at one meal service per day for ages 1 year and older (cannot be served to infants).
- Must be 100% juice.
- May be chosen from any WIC-approved food list.
- Only credits when served as a beverage or in a smoothie, not when used in a recipe. Refer to the Smoothie Memo (CACFP17-2019) for more information
- Juice Blends & Purees credit as a fruit or vegetable component depending on the ingredients:
 - Credits as the fruit component if it has more fruits than vegetables
 - Credits as the vegetable component if it has more vegetables than fruits

WATER

- In accordance with FNS Policy Memo CACFP 20-2016, childcare centers participating in CACFP shall make potable water available and offered to children throughout the day, including mealtimes.
- Water should be made available to children upon request but does not have to be available to children self-serve.

CARRY OUT FOODS (Fast Food Restaurants)

- Components must be identified on menus
- Ensure that portion size requirements are met.
- Retain receipts

GRAINS

Grain Ounce (Oz.) Equivalents

- Ounce Equivalents must be used to determine the serving size of grain.
- Additional information is available on SponsorNet.
- USDA Worksheets: <https://www.fns.usda.gov/tn/grains-ounce-equivalents-resources-cacfp>

Whole Grain-rich

At least one serving of grains per day must be whole grain-rich. *CACFP09-2018*

Any **one** of the following five options may be used to determine if a grain product meets the whole grain-rich criteria. Use of these methods is intended to be flexible so that individual operators, who may use different methods to purchase food (such as wholesale or retail), can easily identify creditable whole grain-rich foods. The operator must only ensure that a food meets at least **one** of the following to be considered whole grain-rich:

1. The product is found on any State agency's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) -approved whole grain food list.
2. The product is labeled as "whole wheat" and has a Standard of Identity issued by the U.S. Food and Drug Administration (FDA).

3. The product includes one of the following Food and Drug Administration approved whole-grain health claims on its packaging, exactly as written:
 - *“Diets rich in whole grain foods and other plant foods and low in total fat, saturated fat, and cholesterol may reduce the risk of heart disease and some cancers.”*
 - *“Diets rich in whole grain foods and other plant foods, and low in saturated fat and cholesterol, may help reduce the risk of heart disease.”*
4. The food meets the FNS *Rule of Three*, a three-step process for identifying whole grain-rich products in the CACFP.
5. Proper documentation from a manufacturer or a standardized recipe demonstrates that whole grains are the primary grain ingredient by weight.

Whole grain-rich foods & menu planning:

- The person planning the menu decides which meal will include the whole grain-rich food.
- Identify whole grain-rich foods on the menu by writing “WG” or “Whole Grain” next to the grain component or marking the “WG” checkbox on the menu template. This will indicate that at least one meal service per day contained a whole grain-rich item.
- If a site only claims reimbursement for one meal per day, the grain must be whole grain-rich.
- If a site only claims reimbursement for one snack per day and serves a grain as one of the components, the grain must be whole grain-rich.
- Documentation (labels) for all whole grain-rich products served must be kept on file.
- If a whole grain-rich food is not served during at least one of the meal services, the meal service with the lowest reimbursement rate will be disallowed.

Animal Crackers and Graham Crackers are creditable.

Grain-based desserts and sweet grains are not creditable components. Some examples:

- | | |
|------------------|------------------|
| ○ Breakfast bars | Brownies |
| ○ Cakes | Cereal bars |
| ○ Cookies | Doughnuts |
| ○ Granola bars | Sweet pie crust |
| ○ Sweet rolls | Toaster pastries |

Grain based desserts and sweet grains may be served as additional items only. They cannot be purchased with CACFP funds or counted as a component. These costs must be deducted from the receipt and not entered on the Record of Expenditures. For example, if food cost were \$100.00 and included \$10.00 of sweet grains, only \$90.00 would be recorded on the Record of Expenditures.

Breakfast cereals cannot contain more than 6 grams of sugar per dry ounce.

- Includes all types: Ready-to-eat, Instant, & Regular Hot Cereals.
- Choose breakfast cereals from any WIC-Approved Foods list:
 - WIC-approved food lists can be found online.
 - Not every WIC cereal is whole grain-rich.
- Documentation (Product name, ingredients list, nutrition facts label or WIC food list) for each cereal served must be kept on file.

Exhibit A is a resource found in the Crediting Handbook used to determine the required serving size and ounce-equivalent for various grains to meet the meal pattern.

Exhibit A: Grain Requirement for Child Nutrition Programs^{1,2}		
Group A	Minimum Serving Size for Group A	Oz Eq for Group A
Bread type coating Bread sticks (hard) Chow mein noodles Savory Crackers (saltines and snack crackers) Croutons Pretzels (hard) Stuffing (dry) Note: weights apply to bread in stuffing	1 serving = 20 gm or 0.7 oz 3/4 serving = 15 gm or 0.5 oz 1/2 serving = 10 gm or 0.4 oz 1/4 serving = 5 gm or 0.2 oz	1 oz eq = 22 gm or 0.8 oz 3/4 oz eq = 17 gm or 0.6 oz 1/2 oz eq = 11 gm or 0.4 oz 1/4 oz eq = 6 gm or 0.2 oz
Group B	Minimum Serving Size for Group B	Oz Eq for Group B
Bagels Batter type coating Biscuits Breads (sliced white, whole wheat, French, Italian) Buns (hamburger and hot dog) Sweet Crackers ³ (graham crackers - all shapes, animal crackers) Egg roll skins English muffins Pita bread (white, whole wheat, whole grain-rich) Pizza crust Pretzels (soft) Rolls (white, whole wheat, whole grain-rich) Tortillas (wheat or corn) Tortilla chips (wheat or corn) Taco shells	1 serving = 25 gm or 0.9 oz 3/4 serving = 19 gm or 0.7 oz 1/2 serving = 13 gm or 0.5 oz 1/4 serving = 6 gm or 0.2 oz	1 oz eq = 28 gm or 1.0 oz 3/4 oz eq = 21 gm or 0.75 oz 1/2 oz eq = 14 gm or 0.5 oz 1/4 oz eq = 7 gm or 0.25 oz

Group C	Minimum Serving Size for Group C	Oz Eq for Group C
Cookies² (plain – includes vanilla wafers) Cornbread Corn muffins Croissants Pancakes Pie crust (dessert pies², cobbler², fruit turnovers⁴ , and meat/meat alternate pies) Waffles	1 serving = 31 gm or 1.1 oz 3/4 serving = 23 gm or 0.8 oz 1/2 serving = 16 gm or 0.6 oz 1/4 serving = 8 gm or 0.3 oz	1 oz eq = 34 gm or 1.2 oz 3/4 oz eq = 26 gm or 0.9 oz 1/2 oz eq = 17 gm or 0.6 oz 1/4 oz eq = 9 gm or 0.3 oz
Group D	Minimum Serving Size for Group D	Oz Eq for Group D
Doughnuts² (cake and yeast raised, unfrosted) Cereal bars, breakfast bars, granola bars⁴ (plain) Muffins (all, except corn) Sweet roll⁴ (unfrosted) Toaster pastry⁴ (unfrosted)	1 serving = 50 gm or 1.8 oz 3/4 serving = 38 gm or 1.3 oz 1/2 serving = 25 gm or 0.9 oz 1/4 serving = 13 gm or 0.5 oz	1 oz eq = 55 gm or 2.0 oz 3/4 oz eq = 42 gm or 1.5 oz 1/2 oz eq = 28 gm or 1.0 oz 1/4 oz eq = 14 gm or 0.5 oz
Group E	Minimum Serving Size for Group E	Oz Eq for Group E
Cereal bars, breakfast bars, granola bars⁴ (with nuts, dried fruit, and/or chocolate pieces) Cookies² (with nuts, raisins, chocolate pieces and/or fruit purees) Doughnuts⁴ (cake and yeast raised, frosted or glazed) French toast Sweet rolls⁴ (frosted) Toaster pastry⁴ (frosted)	1 serving = 63 gm or 2.2 oz 3/4 serving = 47 gm or 1.7 oz 1/2 serving = 31 gm or 1.1 oz 1/4 serving = 16 gm or 0.6 oz	1 oz eq = 69 gm or 2.4 oz 3/4 oz eq = 52 gm or 1.8 oz 1/2 oz eq = 35 gm or 1.2 oz 1/4 oz eq = 18 gm or 0.6 oz

****Items that are bold with a strikethrough are not creditable and cannot be counted towards a meal component nor claimed as a reimbursable expense.****

PROCESSED COMBINATION FOODS

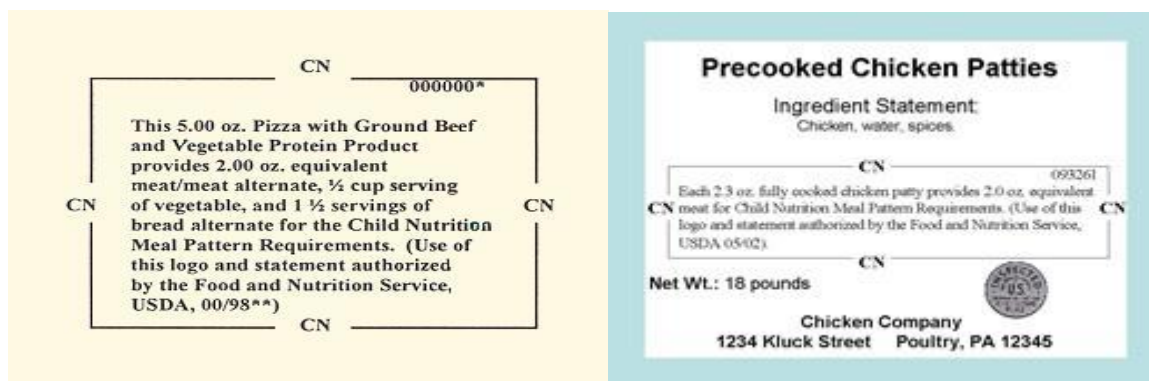
- Child Nutrition (CN) and Product Formulation Statements (PFS) ensure that all commercially processed combination dishes (i.e., those dishes containing more than one meal pattern component) meet the meal pattern requirements.
- Commercially processed combination foods must have a **CN label** or a **Product Formulation Statement** from the manufacturer stating the food component contribution to the meal pattern.
Example: Chicken Nuggets. A CN Label or PFS is needed to confirm how many nuggets are needed to meet the portion requirements for the Meat/Meat Alternate and/or Grain component.
- If a CN label/PFS is not available, verify that another creditable food is added in enough quantity to meet the meal pattern requirements. For example, adding extra creditable cheese to a commercially prepared pizza.
- Meals containing a processed food without a CN label or Product Formulation Statement may be **disallowed**.
- CN Labels and Product Formulation Statements must match the item claimed in expenses, entered on the menu, and served.

DOCUMENTING CHILD NUTRITION (CN) LABELED PRODUCTS

The CN Label is the gold standard for verifying the crediting of menu items and provides a warranty against audit claims when the product is used according to the manufacturer's instructions. The CN Label clearly specifies the food components and serving sizes provided by the product. Valid and acceptable documentation for the CN Label is:

1. The original CN Label from the product carton; or
2. A photocopy of the CN Label shown attached to the original product carton; or
3. A photograph of the CN Label shown attached to the original product carton. (CN Labels that are photocopied or photographed must be visible and legible.)
4. If the original CN Label from the product carton, or the valid photograph or photocopy of the original CN label is not available, the Bill of Lading (invoice) containing the product name and:
5. A hard copy of the CN Label copied with a watermark displaying the product name and CN number provided by the vendor; or
6. An electronic copy of the CN Label with a watermark displaying the product name and CN number provided by the vendor.

USDA Policy Memo-CACFP09-2015



The CN label is not the Nutrition Facts label or the Ingredients List

- To search for Child Nutrition labels or companies that have Child Nutrition labels, a Child Nutrition Label Verification Report is available on the USDA website

PRODUCT FORMULATION STATEMENT (for items which have no CN label available)

The Product Formulation Statement (PFS) should only be requested when reviewing a processed product *without* a CN Label. *USDA Policy Memo-CACFP09-2015*.

A PFS is a signed statement on manufacturer’s letterhead that demonstrates how the product contributes to meal pattern requirements. It must include:

- Product name
- Product code
- Serving or portion size
- Creditable ingredient(s)
- Information explaining how the product contributes towards meal pattern requirements
- Signed by manufacturer’s person of authority (e.g., Quality Control manager, sales manager, nutritionist, research and development)
- Listed on company letterhead or received via email directly from the manufacturer

The product’s *Nutrition Facts* label cannot be used. The information must come from the manufacturer’s Product Formulation Statement.

Nutrition Facts		(-) Information is currently not available for this nutrient.	
Serving Size	84 G		
Servings Per Container	7		
Amount Per Serving			
Calories			
Calories From Fat			
	% Daily Value		
Total Fat 9 G	18		
Saturated Fat 1.5 G	3		
Trans Fat 0 G	0		
Cholesterol 10 Mg	2		
Sodium 540.0 Mg	13		
Total Carbohydrate 24 G	8		
Dietary Fiber 2 G	4		
Sugars 2 G	4		
Protein 9 G	18		
Vitamin A	0		
Vitamin C	0		
Calcium	2		
Iron	8		
		* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:**	
		** Percent Daily Values listed below are intended for adults and children over 4 years of age. Foods represented or purported to be for use by infants, children less than 4 years of age, pregnant women, or lactating women shall use the RDI's that are specified for the intended group provided by the FDA.	
		Calories:	2,000 2,500
Total Fat	Less than	65g	80g
Saturated Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2400mg	2400mg
Potassium		3500mg	3500mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g
Calories per gram:			
Fat 9 • Carbohydrate 4 • Protein 4			

Example of a Product Formulation Statement:

Commercially processed Fish Sticks

Fish - 0.5 oz stick × 0.25 (25% Fish) × 0.75 (USDA yield factor) = 0.0975 oz/stick
Soy Protein concentrate - 0.5 oz stick × 0.066 (6.6% SPC) × 3.6 Hydration factor × 1.00 (USDA yield factor) = 0.1188 oz/stick
0.0975 oz + 0.1188 oz = 0.2163 oz meat/meat alternate per stick

7 Sticks × 0.2163 oz meat/meat alternate per stick = 1.51 oz meat/meat alternate

Seven 0.5 oz sticks would provide 1.50 oz equivalent meat for Child Nutrition.

DISCLAIMER: This product contains grains that are not creditable in school meal programs. Additional grains must be served to meet meal pattern requirements.

Please note this item is not currently produced to CN standards, nor is CN approved.

Per this PFS example, the CACFP serving sizes required for this product would be:

- 1-2-year-olds: 4.5 -5 sticks for lunch/supper
- 3-5-year-olds: 7 sticks for lunch/supper
- 6 years-Adult: 9.5-10 sticks for lunch/supper.

Since the amount required for ages 3 years and older is greater than the serving size stated by the manufacturer, the number of servings per container will be less than the nutrition label states. This is not cost effective because more boxes will need to be purchased to meet the meat/meat alternative portion requirement per child. Purchasing non-processed foods is more cost effective.

MAINTAINING A FILE OF LABELS AND PRODUCT FORMULATION STATEMENTS

- Maintain a file of labels from whole grain-rich items, yogurt and cereals which include the name of the product, the ingredients list, and the nutrition facts label.
- Maintain a file of Child Nutrition (CN) labels or Product Formulation Statements for all processed items such as pizza, lasagna, fish sticks and ravioli.
- Actual labels, hard copies, electronic copies or printed photos of labels are acceptable.
- The documentation must be available during an administrative review to ensure that meal pattern requirements are met.

Labels are not required for:

- Every single item on menu
- Items that do not contribute to the meal pattern (i.e., condiments, herbs, seasonings)
- Unprocessed items with a standard meal pattern contribution (i.e., fresh fruits, vegetables, milk and whole cuts of meat)

PROCEDURE FOR HANDLING LEFTOVERS

CACFP Institutions should utilize proper menu planning and production practices to reduce leftovers.

If the CACFP Institution has a significant amount of leftovers the Institution should consider the following options:

- Using the leftovers in a subsequent meal
- Offer seconds to all CACFP participants

Where it is not feasible to reuse leftovers, excess food may be donated to a non-profit organization, such as a community food bank, homeless shelter, or other nonprofit charitable organizations.

The charitable organization must be tax exempt under section 501(c)(3) of the Internal Revenue Code of 1986.

All State Food Codes must be followed.

INTERNAL PROCEDURE FOR DONATED FOOD –USDA POLICY MEMO, CACFP 05-2012

Institutions and Sponsors Accepting Donated Food

- Institutions may accept donations of food.
- Documentation must include the date of the donation along with an itemized list of what was donated and how much.
- The value of the donated items cannot be used as part of the monthly food expense justification.

Institution and Sponsor Donating Leftover Food

Institutions may donate leftover food to local food banks or other charitable organizations with 501(c)(3) tax exempt status.

TAKING MEAL COMPONENTS OFF-SITE

Refer to the August 10, 2016, USDA Memo CACFP 22-2016: *Taking Food Components Off-site in the At-Risk Afterschool Component of the Child and Adult Care Food Program*

FIELD TRIPS

- Check with the local health department and Licensure to ensure approval of the planned field trip
- Notify the Sponsoring Organization or the State Agency (whichever is appropriate) in writing (email) of the dates/times the children will be out of the center
- Update the menu to reflect any changes in the meal served on the field trip
- Keep required documentation, including meals counts and attendance.

OFFER VS. SERVE (OVS)

- OVS is an approach to menu planning and meal service that allows participants to decline some of the food offered in a reimbursable breakfast, lunch, or supper.
- OVS is only allowed in CACFP at-risk afterschool settings for breakfast, lunch, and supper meals. OVS is not allowed at snack.
- Using OVS is optional. At-risk afterschool programs are not required to implement OVS.

FNS Memo: CACFP 05-2017 Offer versus Serve and Family Style Meals in the Child and Adult Care Food Program:

All sponsors and independent centers electing to use OVS in the at-risk afterschool setting of the CACFP are required to follow the CACFP OVS requirements. Due to the distinguishing nature of the CACFP from the NSLP, SBP and SFSP, including variations in settings and resources, the OVS requirements in the at-risk afterschool setting of the CACFP are slightly different from the OVS requirements in NSLP, SBP and SFSP. The OVS requirements in the CACFP are as follows:

OVS AT BREAKFAST

The CACFP breakfast meal pattern requires offering three food components: milk, fruits and vegetables, and grains. As a reminder, fruit and vegetables are one combined component in the breakfast meal patterns.

When using OVS at breakfast, at least the following four food items, in the required minimum serving sizes, must be offered:

1. A serving of milk.
2. A food item from the fruit and vegetable component.
3. A food item from the grain component; and
4. A food item from the meat/meat alternate component **or** one additional item from the fruit and vegetable component **or** grains component.

All food items offered must be different from each other. For example, while a flake cereal, such as bran flakes with raisins, and a puff cereal, such as a puffed rice cereal, are two types of cereals that are not identical, they are the same food item.

A child or adult must take at least three different food items from any of the food items offered. The food items selected may be from any of the required components and must be in the required minimum serving sizes. Here is an example of a reimbursable OVS breakfast menu:

- ½ cup berries.
- ½ cup grapefruit.
- 1 serving pancakes; and
- 1 cup (8 oz.) of fluid milk

Under this menu, a child may take the berries, grapefruit and milk, OR berries, pancakes and milk, and many other combinations. If the child takes two servings of pancakes and the milk, it is not a reimbursable meal because two of the food items are the same and all three items selected must be different from each other.

OVS AT LUNCH OR SUPPER

The CACFP lunch and supper meal patterns requires offering all five food components: milk, meat/meat alternates, vegetables, fruits, and grains.

When using OVS at lunch or supper, at least one food item from each of the five food components, in the required minimum serving sizes, required at lunch and supper must be offered:

1. A serving of milk.
2. A food item from the meat/meat alternate component.
3. A food item from the vegetable component.
4. A food item from the fruit component; and
5. A food item from the grain's component

Similar to OVS at breakfast, all of the food items offered at lunch and supper must be different from each other. For example, while apple slices and apple sauce are two types of apples that are not identical, they are the same food item.

OVS at lunch or supper is different than OVS at breakfast. At breakfast, at least **3 food items** must be taken. At lunch or supper, a child or adult must take at least **3 food components**. A child or adult must select at least the minimum required serving size of the components for them to be counted.

Here is an example of a reimbursable OVS lunch menu:

- 2 ounces Parmesan Chicken.
- ½ cup spinach salad.
- ¼ cup broccoli.
- 1 cup pasta; and
- 1 cup (8 oz.) of fluid milk

When serving OVS meals:

- Meal components can be served pre-portioned or directly by a provider.
- Each participant may decline some food components or items, based on the meal being served. However, each participant must take at least the minimum serving of the food item or component in order for the meal to be reimbursable.
- At-risk afterschool programs may not specify what food items a participant must select.

SHARE TABLES

Share tables are an innovative way to encourage the consumption of nutritious foods and to reduce waste. Share tables are tables or stations where children may return whole food or beverage items they choose to not eat. This must be done in compliance with local and state health and food safety codes. These items then are available to other children who may want additional servings. Refer to the June 22, 2016, USDA Memo CACFP 13-2016: *The Use of Share Tables in Child Nutrition Programs*

MEAL PATTERN

The 13 through 18-year-old age group is an addition to the meal pattern requirements. This age group was added to better reflect the characteristics of the populations served in the CACFP, specifically those in the at-risk afterschool programs and emergency shelters. Therefore, this age group is used specifically for individuals operating at-risk afterschool programs and emergency shelters only.

CHILD AND ADULT CARE FOOD PROGRAM
MEAL PATTERNS FOR CHILDREN

This chart lists the amounts and types of food to be served to children one year and older.

Breakfast (Select all three components for a reimbursable meal)				
Food Components and Food Items¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18² (at-risk afterschool programs and emergency shelters)
Fluid Milk³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Vegetables, fruits, or portions of both⁴	¼ cup	½ cup	½ cup	½ cup
Grains^{5,6,7}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁸ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{8,9}				
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
Granola	⅛ cup	⅛ cup	¼ cup	¼ cup

1 Must serve all three components for a reimbursable meal.

2 Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

3 Must be unflavored whole milk for children aged one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored or flavored fat-free or 1% for children six years old and older and adults.

4 Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day. Juice served to infants is not creditable.

5 At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

6 Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.

8 Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21 grams sucrose and other sugars per 100 grams of dry cereal).

9 Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; ¾ cup for children 6-12; and 1 ½ cups for adults.

7 CFR 226.20

Lunch and Supper
(Select all five components for a reimbursable meal)

Food Components and Food Items¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18² (at-risk afterschool programs and emergency shelters)
Fluid Milk³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Meat/meat alternates				
Lean meat, poultry, or fish	1 ounce	1 ½ ounce	2 ounces	2 ounces
Tofu, soy product, or alternate protein products ⁴	1 ounce	1 ½ ounce	2 ounces	2 ounces
Cheese	1 ounce	1 ½ ounce	2 ounces	2 ounces
Large egg	½	¾	1	1
Cooked dry beans or peas	¼ cup	⅜ cup	½ cup	½ cup
Peanut butter or soy nut butter or other nut or seed butters	2 tbsp.	3 tbsp.	4 tbsp.	4 tbsp.
Yogurt, plain or flavored unsweetened or sweetened ⁵	4 ounces or ½ cup	6 ounces or ¾ cup	8 ounces or 1 cup	8 ounces or 1 cup
The following may be used to meet no more than 50% of the requirement: Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounces of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)	½ ounce = 50%	¾ ounce = 50%	1 ounce = 50%	1 ounce = 50%
Vegetables⁶	⅛ cup	¼ cup	½ cup	½ cup
Fruits^{6,7}	⅛ cup	¼ cup	¼ cup	¼ cup
Grains^{8,9}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ¹⁰ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup

1. Must serve all five components for a reimbursable meal. Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
2. Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored or flavored fat-free or 1% milk for children six years old and older and adults.
3. Alternate protein products must meet the requirements in Appendix A to Part 226.
4. Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
5. Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
6. A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
7. At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.
8. Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21 grams sucrose and other sugars per 100 grams of dry cereal).

Snack				
(Select two of the five components for a reimbursable snack)				
Food Components and Food Items¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18² (at-risk afterschool programs and emergency shelters)
Fluid Milk²	4 fluid oz.	4 fluid oz.	8 fluid oz.	8 fluid oz.
Meat/meat alternates				
Lean meat, poultry, or fish	½ ounce	½ ounce	1 ounce	1 ounce
Tofu, soy product, or alternate protein products ¹	½ ounce	½ ounce	1 ounce	1 ounce
Cheese	½ ounce	½ ounce	1 ounce	1 ounce
Large egg	½	½	½	½
Cooked dry beans or peas	⅛ cup	⅛ cup	¼ cup	¼ cup
Peanut butter or soy nut butter or other nut or seed butters	1 tbsp.	1 tbsp.	2 tbsp.	2 tbsp.
Yogurt, plain or flavored unsweetened or sweetened ⁵	2 oz. or ¼ cup	2 oz or ¼ cup	4 ounces or ½ cup	4 ounces or ½ cup
Peanuts, soy nuts, tree nuts, or seeds	½ ounce	½ ounce	1 ounce	1 ounce
Vegetables⁶	½ cup	½ cup	¾ cup	¾ cup
Fruits⁶	½ cup	½ cup	¾ cup	¾ cup
Grains^{7,8}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁹ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{9,10}				
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
Granola	⅛ cup	⅛ cup	¼ cup	¼ cup

1. Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.
2. Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
3. Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored or flavored fat-free or 1% milk for children six years old and older and adults.
4. Alternate protein products must meet the requirements in Appendix A to Part 226.
5. Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
6. Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
7. At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.
8. Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21 grams sucrose and other sugars per 100 grams of dry cereal).
9. Beginning October 1, 2019, the minimum serving sizes specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; ¾ cup for children 6-12; and 1 ½ cups for adults.

MEDICAL STATEMENT FOR PARTICIPANTS WITH DISABILITIES OR MEDICAL CONDITIONS

CACFP 14-2017 states:

- “The central concern for Program operators should be ensuring equal opportunity to participate in or benefit from the Program.”
- “A physical or mental impairment does not need to be life threatening to constitute a disability. It is enough that the impairment limits a major life activity.”
- “Program operators must make reasonable modifications to the meal, including providing special meals at no extra charge, to accommodate disabilities which restrict a participant’s diet.”
- “Exclusion of any participant from the Program environment is not considered an appropriate or reasonable modification.”

The medical statement must include:

- The Food to be avoided (allergen)
- Brief explanation of how exposure to the food affects the participant
- Recommended substitute(s)
- Signature of a medical authority (a medical authority is anyone authorized to write a prescription).

INSTRUCTIONS: COMPLETING THE MEDICAL STATEMENT FOR PARTICIPANTS WITH DISABILITIES OR MEDICAL CONDITIONS

Parent/Guardian Section

- Fill in information located in the first section. “To be completed by a Parent, Guardian, or Authorized Representative”.
- A Medical Authority must complete the second section. A recognized medical authority is anyone who can prescribe medication.
- The Medical Authority must describe the participant’s mental or physical impairment, list the foods to omit, the recommended alternatives, food texture modifications and other information regarding the diet.
- Any substitutions dictated by the Medical Authority override any component requirements required by the CACFP.
- Medical Authority must print their name, title, and telephone number where they may be contacted.

Sponsor Information

- The *Medical Statement for Participants with Disabilities or Medical Conditions* must be completed in its entirety and on file prior to substituting any meals.
- If any changes are needed after the original request, a new form will need to be submitted.
- List all component substitutions at the bottom of the weekly menu to document what was omitted and substituted. Do not write the name of the participant on the menu.

PARENT/GUARDIAN REQUEST FOR MODIFIED MEALS
(For religious or moral convictions or personal preferences)

- A parent or guardian can submit a written request for a fluid milk or meal component substitution.
- The *Parent/Guardian Request for Modified Meals* form should be used.
- Fluid milk substitutes and non-dairy beverages must be nutritionally equivalent to cow's milk. They must at a minimum meet the following nutrient requirements per 8-ounce serving to qualify as an acceptable fluid milk substitute:

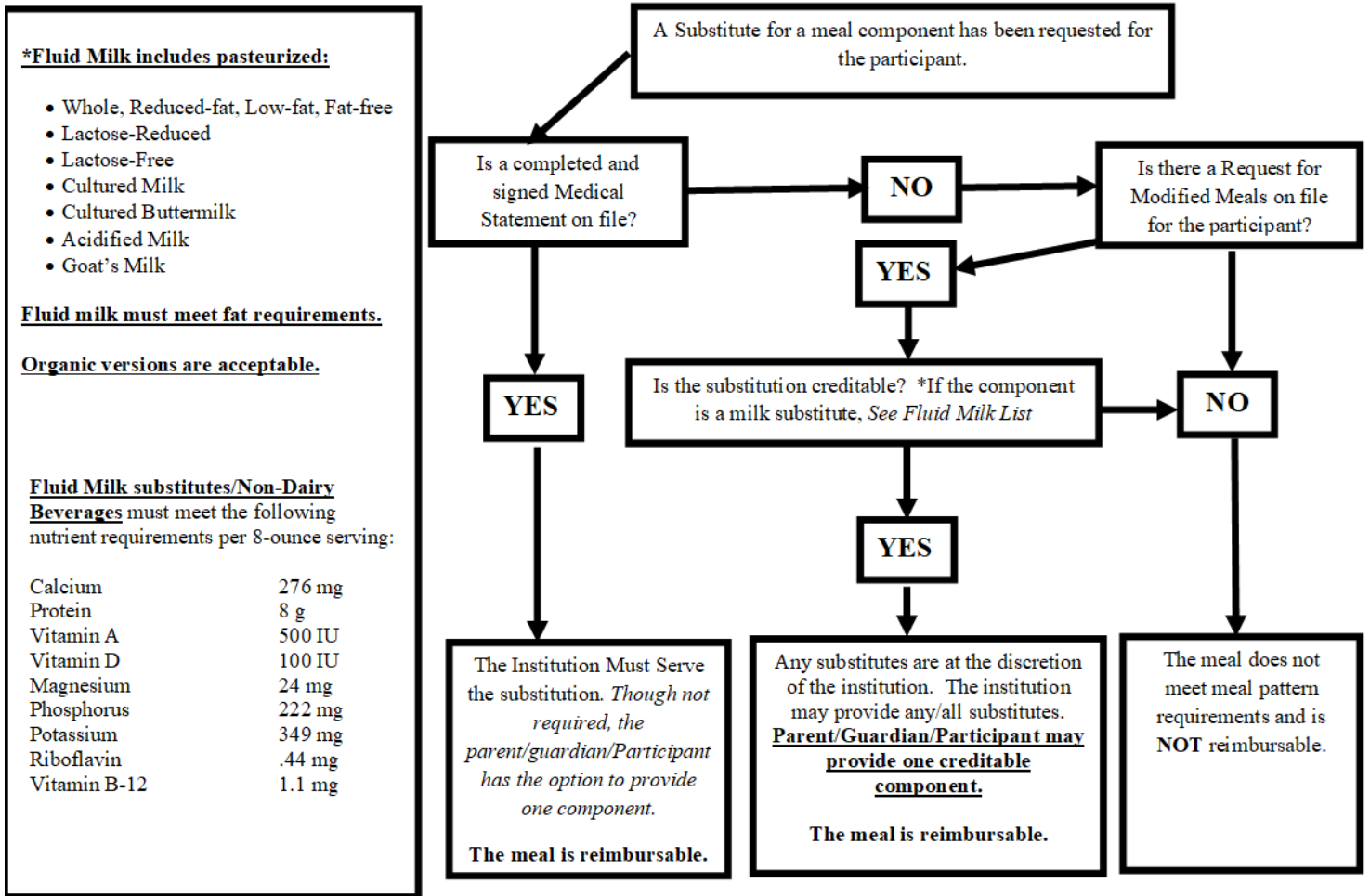
a. Calcium 276 mg	d. Vitamin D 100 IU	g. Potassium 349 mg
b. Protein 8 g	e. Magnesium 24 mg	h. Riboflavin .44 mg
c. Vitamin A 500 IU	f. Phosphorus 222 mg	i. Vitamin B-12 1.1 mcg

- A meal component substitute must be a creditable component which meets the CACFP meal pattern requirements.

INSTRUCTIONS: COMPLETING THE *PARENT/GUARDIAN REQUEST FOR MODIFIED MEALS* FORM

1. Complete Parent, Guardian, or Authorized Representative section.
2. If the request involves a fluid milk substitute, indicate the request by placing a checkmark in the box.
3. Complete the *Foods to be omitted* and the *Substitutions* sections.
4. List any modifications needed for food texture changes.
5. List any additional information regarding the diet.
6. Sign and date.
7. Print Name and telephone number.

Meal Component Substitution Flow Chart



- [Use the flowchart](#) to determine if a meal component or fluid milk substitute is creditable.
- Fluid cow's milk or its equivalent must be served for Breakfast, Lunch, Supper and is optional as a component for snack.
- If a parent or guardian requests a fluid milk substitute or non-dairy beverage using the *Parent/Guardian Request for Modified Meals* form, it must be nutritionally equivalent to cow's milk.
- Refer to the fluid milk substitutes/non-dairy beverages nutrition requirements listed on the flow chart to ensure the substitute meets the nutrient requirements.

DAILY MEAL COUNTS AND ATTENDANCE RECORDS

At each meal service, the following must be documented:

- attendance
- the number of meals prepared or delivered
- the number of meals served to participants
- the number of meals served to program adults

Instructions: At-Risk Daily Meal Count and Attendance Record form

1. Record the site name and date.
2. Record the number of meals prepared or delivered.
3. Record the full name of each participant. Participant names can be pre-filled as a roster or each participant can sign their own full name. Use additional sheets if needed.
4. Place a check mark (✓) in the Attendance column if the participant is in attendance at the site on the day for which attendance and meal counts are being recorded. Mark the participant in attendance if they are at the site for any amount of time, even if the participant does not participate in the meal service.
5. If the participant receives a complete meal or snack, place a check mark (✓) in the appropriate meal service column beside the participant's name. If the participant is not in attendance, does not take a meal, or takes an incomplete meal, do not place a check mark in the meal service column.
6. After every participant has had an opportunity to receive a meal or snack, leftover (second) meals and snacks may be served per the second meals guidelines. If a participant takes a second complete meal or snack, place a second check mark (✓✓) in the appropriate meal service column beside the participant's name. *Incomplete second meals and meals/foods from share tables cannot be counted.*
7. At the end of the meal service, record the total attendance and total number of meals and snacks served (both first & second) at the bottom of each column.
8. Record the number of meals and snacks served to Program Adults. Do not include these meals in the total number of meals served. Meals served to Program Adults must be documented but cannot be claimed for reimbursement.
9. The person completing the form must sign and date.
10. Keep the form on file with the CACFP At-Risk program records.

DAILY MEAL COUNT TALLY

Sites which prefer to record attendance separately from meal counts may use the ***At-Risk Daily Meal Count Tally*** form to record the number of meals served to participants at the point of service, the number of meals prepared or delivered, and the number of meals served to program adults. **However, if this form is used, a separate record of attendance (by full name of participant) must also be completed.**

Instructions: Daily Meal Count Tally form

1. Record the Site Name and Date.
2. Circle the type of meal being served.
3. Record the number of meals or snacks prepared or delivered.
4. As each participant receives a complete first meal, cross off a number. Do not cross off a number if the participant does not take a complete meal. Use the continuation page if needed.
5. After every participant has had an opportunity to receive a meal or snack, leftover (second) meals may be served per the second meals guidelines. If a participant takes a second complete meal or snack, cross off a number in the "Second Meals Served to Participants" section. *Incomplete second meals and meals/foods from share tables cannot be counted.*
6. Total the number of first and second meals served. Include meal counts from continuation pages if needed.
7. Record the number of meals served to Program Adults. Do not include these meals in the total number of meals served. Meals served to Program Adults cannot be claimed for reimbursement.
8. The person taking the meal count must sign and date the form.
9. Keep the form on file with the CACFP At-Risk program records.
10. Collect the attendance records for the afterschool program and keep on file with the CACFP At-Risk program records.

INSTRUCTIONS: DAILY ATTENDANCE RECORD

1. Fill in the Month/Year and Sponsor/Site information.
2. Record the first and last names of the participants.
3. Record attendance and total the columns daily.

Daily Attendance Record totals cannot be used as meal counts because every participant in attendance may not have taken a reimbursable meal.

EDIT CHECKS: AT-RISK AFTERSCHOOL MEALS (NON-SCHOOLS)

- Calculation errors on the *Daily Attendance Record* and the *Record of Meals Served* can increase/decrease the CACFP reimbursement.
- Edit Checks ensure the information submitted on the CACFP claim for reimbursement is correct before the claim is submitted.

EDIT CHECK PROCESS (OPTIONAL FOR INDEPENDENT INSTITUTIONS)

Use this process to ensure reported numbers are accurate, prevent under/over claiming meals and eliminate the need for a modified claim.

Daily Attendance

- Ensure the days of operation total is correct. These are the days meals were served and claimed.
- Ensure attendance is recorded by full names of participants for each day of operation.
- Ensure daily and monthly attendance totals are accurate.

Record of Meals Served

- Ensure the daily meal counts for each meal service do not exceed the total daily attendance (TDA).
- Ensure the total monthly meal counts for each meal service do not exceed the total monthly attendance.
- Subtract meals, if necessary, by utilizing the *Meal Subtraction Form*.

CACFP Operating Expenses

- Complete the *Record of Food Program Expenditures for The Month* form before the claim is filed.
 - Document Food and Non-food expenses.
 - Document Program Labor and/or Administrative Expenses, if applicable.
- Ensure supporting documentation of expenses is on file (receipts, invoices, pay statements, Personnel Activity Reports, etc.).

MEAL SUBTRACTION FORM

The *Meal Subtraction Form* must be completed before filing the claim. The form is available in SponsorNet. The form is utilized to remove meals if:

- Meals served to participants were missing a component
- A participant was served a non-creditable item without a Medical Statement form on file.

Other situations requiring the subtraction of meals may exist such as a milk shortage. Please contact the State agency with any questions.

Instructions for completing the Meal Subtraction Form

1. Place the meal totals from the Record of Meals Served Form under the appropriate heading.
2. Enter the Participant's name (Last, First).
3. Enter the reason for the subtraction.
 - a. If subtracting a meal for all participants due to a missing meal component, it is not necessary to enter every participant's name, write, "All Participants" under the Participant's Name column, enter the reason, indicate the meal service and the total number of meals served.
4. Using the Daily Attendance Form enter the number of Days the Participant was in attendance for the month.
5. Enter the meals normally consumed while in care. (B=Breakfast, A=AM Snack, L=Lunch, P=PM Snack, S=Supper).
6. Place the number of days the participant was in attendance under each meal service the participant normally consumes while in care.
7. Using the original meal totals listed in step 1, subtract the number of days the participant was in attendance for each participant listed for every meal service claimed for the month.
8. Sign and Date the Form and File with the monthly records.
9. The adjusted numbers will be used to file the monthly claim for reimbursement.

[AT-RISK SITE APPLICATION AND PRE-APPROVAL VISIT FORM](#)

The **At-Risk Afterschool Meals Site Application and Pre-Approval Visit Form** must be completed for all afterschool meal sites. Refer to SponsorNet to ensure the current form is used.

Sponsors of At-risk afterschool meals who have already been approved for an initial afterschool meals site and would like to add additional sites should email their CACFP consultant with a request that the new site(s) be added to the site application list in CNIPS.

The ***Pre-Approval Site Request/Visit form*** must be completed for all additional **Child Care** and **Head Start** sites.

Instructions: Applying for additional At-Risk Afterschool Meals sites

1. Verify the site's responsible principals and responsible individuals are **not on the National Disqualified List**. This is accomplished by either contacting the state agency or by obtaining a Level I access to the National Disqualified List.
2. Submit the pre-approval site request form and childcare license (if applicable) to the sponsor's CACFP Consultant who will review the site request and inform the sponsor of the results.
3. If the site request is approved, the CACFP Staff will create the new Site Application in CNIPS.
4. Complete the Site Application in CNIPS, update the Management Plan and Sponsor Budget Detail and submit the application packet via CNIPS for approval.
5. Upon approval by the CACFP Consultant, meals served at the new site can be claimed for the month in which the site application was approved.
6. Complete **In-Service Training** with the new site (remember to include Civil Rights).
7. Complete a monitor review for the new site within the first four weeks of program operation and two additional monitor reviews within the fiscal year. A total of 3 must be conducted.

A video to assist with becoming a Sponsoring Organization can be found on SponsorNet.

**AGREEMENT BETWEEN SPONSORING ORGANIZATION
AND UNAFFILIATED AT-RISK SITE
FOR THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP)**

Sponsoring Organizations must have agreements with unaffiliated sites. Unaffiliated sites are not owned by or affiliated with the Sponsoring Organization. If the Sponsoring Organization provides meals in lieu of reimbursement, any reimbursement remaining after the cost of serving the meals must be distributed to the site within 5 working days after receiving payment(s) from the state agency.

- **Agreement to Provide Meals in Lieu of Reimbursement:**

<https://staffkyschools.sharepoint.com/:w:/r/sites/kde/scn/ layouts/15/Doc.aspx?sourcedoc=%7BBBD9EF159-6F84-4F5F-B0EF-D3283015D8D2%7D&file=Agreement%20Sponsoring%20Organizations%20and%20Unaffiliated%20Centers%20PROVIDING%20MEALS%20.docx&action=default&mobileredirect=true>

If the Sponsoring Organization provides reimbursement in lieu of meals, the reimbursement must be distributed to the site within five (5) working days after receiving payment(s) from the state agency.

- **Agreement to Provide Reimbursement in Lieu of Meals:**

[https://staffkyschools.sharepoint.com/:w:/r/sites/kde/scn/ layouts/15/Doc.aspx?sourcedoc=%7B9A3BE08E-CA4E-4CA3-9E85-CAD6304B990C%7D&file=At-Risk%20Agreement%20Between%20Sponsoring%20Organization%20and%20Unaffiliated%20At-Risk%20Sites%20\(1\).docx&action=default&mobileredirect=true](https://staffkyschools.sharepoint.com/:w:/r/sites/kde/scn/ layouts/15/Doc.aspx?sourcedoc=%7B9A3BE08E-CA4E-4CA3-9E85-CAD6304B990C%7D&file=At-Risk%20Agreement%20Between%20Sponsoring%20Organization%20and%20Unaffiliated%20At-Risk%20Sites%20(1).docx&action=default&mobileredirect=true)

When adding a new site, the applicable agreement must be submitted to the State Agency along with the Pre-Approval Form.

Agreement forms can be found in SponsorNet under “Adding a Site>Documents”.

PROCUREMENT

Remember to complete the appropriate procurement annually

There are 3 methods of procurement:

Micro-Purchase: Used when single purchase transactions are equal to or less than \$10,000 and the annual aggregate total of all transactions does not exceed \$250,000. The following requirements must be met:

- Micro-purchases may be made without soliciting competitive quotes if the sponsor considers the price to be reasonable.
- To the extent practicable, the sponsor must distribute micro-purchases equitably among suppliers.
- The sponsor must maintain all receipts/invoices.
- Purchases can be from any qualified supplier.
- Getting quotes or comparing prices is not required.

Example: Micro-Purchase Procurement:

- Milk delivered by local dairy company: \$580
- Food items purchased at grocery store: \$1,054
- Paper products purchased at retail store: \$427

****Each transaction less than \$10,000? Yes***

****Purchased from qualified suppliers? Yes***

****Purchases distributed equitably among various businesses? Yes***

•

Small Purchase/Informal: Used when single purchase transactions are between \$10,001 and \$249,999. The following requirements must be met:

- Price quotations must be obtained from at least three qualified suppliers.
- The sponsor must maintain written documentation of the quotes.
- The sponsor must maintain all receipts/invoices.

DOCUMENTING QUOTES FROM QUALIFIED SUPPLIERS

To meet the requirements for small purchase/informal procurement, such as those items purchased from a grocery, retail store or vendor, the State Agency requires annual quotes from at least 3 qualified suppliers. Sponsors will document in writing at least three separate but similar quotes on the cost of at least 6 items and compare the costs of these items from each supplier. Sponsors are required to select the supplier that has the lowest price unless other circumstances, such as proximity of the store or consistency of quality, impact their decision. This information must be documented on the Small Purchase/Informal Procurement form.

Instructions for Completing the Small Purchase/Informal Procurement Form:

1. Record the date of procurement.
2. Enter 6 most commonly purchased items.
3. Enter 3 qualified suppliers.
4. Enter the prices of the 6 items at each of the suppliers.
5. Choose the supplier from which the items will be purchased.
6. If the supplier chosen doesn't offer the lowest price, explain why the supplier was chosen (location, options, etc.).
7. File the form with the CACFP records.

Formal Bid: Used when single purchase transactions or the annual aggregate total of all transactions or contracts are equal to or greater than \$250,000. The following requirements must be met. Contact the State Agency for assistance.

CATERED MEALS

Catering Guidance is available on SponsorNet by selecting "Resources" > "Catering Resources".

FARM TO CACFP

Farm to CACFP is purchasing and serving more locally grown and fresh produce through the Farmers Market, Community Support Agriculture (CSA) and local Farmers.

There are many benefits of participating in Farm to CACFP!

- Establish and promote healthier eating habits for all ages
- Address obesity among preschool children
- Increase willingness to try new foods
- Create a market for local agricultural
- Teach food and environmental literacy

Allowable costs associated with participating in Farm to CACFP

- Equipment/tools-shovels, hoes, hand tools
- Gardening Materials-seeds, soils, vegetable brushes, wood for making raised beds, containers

Purchasing from a Farmers Market or a local Farmer documentation. A receipt is needed that includes the following information:

1. Date
2. Name of the Farmer/Farm
3. Item Purchased
4. Quantity or lbs. purchased
5. Cost per lb./item or basket
6. Total cost
7. Signature of the Farmer
8. Signature of Center Representative (Owner, Director, Cook)

All receipts must be maintained, and the information captured on the Monthly Record of Expenditures.

PROGRAM EXPENSE DOCUMENTATION

Every institution participating in the CACFP must demonstrate the operation of a non-profit food service program. As provided by USDA's Financial Management-Child and Adult Care Food Program Food and Nutrition Service (FNS) Instruction 796-2, Revision 4, all institutions must operate a non-profit food service in which all CACFP meal payments are expended for allowable costs. This means ALL money received in CACFP reimbursement MUST be used ONLY in the food service operation.

- Expenses should be monitored monthly to ensure they meet or exceed the reimbursement amount for the month.
- The Annual Expense Report (AER) located in CNIPS under the *Applications* tab shows expenses and reimbursement amounts.
- The AER should be reviewed periodically to ensure operation of a not-for-profit food program.

The following are examples only and are not intended to be a complete guide as to how CACFP funds may or may not be spent. Refer to the FNS Instruction 796-2, Rev. 4 or contact the State Agency if you have questions about allowable expenses.

FOOD AND MILK EXPENSE DOCUMENTATION

Allowable Expenses: price of purchased foods referenced to menus, invoices, a food service management company, or caterer.

Not Allowable: value of donated foods; cost of food lost as a result of fire, water, spoilage or other contamination in excess of \$100; personal groceries or items such as cigarettes, soda, pet food, etc.

Minimum Records that Support the Expense of Food & Milk Used

- a. Invoices, bills, receipts (all food receipts used to document costs to the CACFP must be original, dated, itemized, and include the name of the store where the food was purchased).
- b. Food inventory records.
- c. Records of cash discounts and other credits when they are not shown on purchase orders and/or invoices.
- d. Menus (Participant and Infant).
- e. Invoices from the food management company, caterer or school (reported as cost of food used).
- f. Daily delivery tickets that include components served, as well as the name of the catering source, date, number of meals ordered, and number of meals delivered. These also must be signed and dated by vendor staff delivering meals and sponsor staff receiving meals.

Compare the daily delivery tickets to the monthly invoice received from the vendor to ensure that the sponsor was charged for the correct number of meals ordered.

Increasing Food Expenses

- Serve self-prepared entrees instead of low-grade processed foods.
- Buy fresh, whole cuts of meat such as: chicken, turkey, ham, roasts instead of less expensive processed meats.
- Buy high quality breads and grains.
- Serve more fruits, vegetables, meats and milk as snacks.
- Serve 3 components at snack instead of only 2 components.
- Serve a meat/meat alternate at breakfast in addition to the 3 required breakfast components.
- Purchase individual ½ pint containers of milk for each participant instead of purchasing gallons (contact your local milk delivery company or food service vendor).

NON-FOOD EXPENSE DOCUMENTATION

Allowable Costs: Supplies needed to administer the CACFP. For example: dishes, cups, utensils, bibs, highchairs, paper plates and cups, plastic ware, napkins, cleaning supplies for kitchen and dining room, cookware, and small equipment (toaster, crockpot, microwave). Costs associated with purchases such as fuel surcharges, delivery fees and/or tips.

- If nonfood items are used entirely for the meal service, the total cost and tax can be claimed. If only

a portion of the nonfood items are used for the food program (i.e., trash bags, paper towels), then only one-half of the cost and one-half of the tax can be claimed.

Not Allowable: Supplies not used to administer the CACFP. Examples: toilet paper, facial tissue, baby wipes, air freshener, general day care supplies, toys, any laundry, or cleaning supplies not used in the food service area.

Minimum Records that Support the Expense of Nonfood Supplies and Expendable Equipment

- a. Invoices, bills, receipts, (all receipts used to document costs to the CACFP must be original, dated, itemized, and include the name of the store where the non-food was purchased).
- b. Bank statements (used only to verify payment of original receipts and cannot be used as the only source of documentation).

Receipts Must:

- Be originals
- Be dated
- Be itemized
- Include store name
- Include method of payment: Cash, Check, Credit, Debit (cannot use SNAP EBT card)
- Verify allowable CACFP costs
- Reflect menu items:
 - Meal Compliance will be evaluated by comparing menus, receipts and/or meal observations.
 - Receipts will serve as supporting documentation for the menu.
 - Meals may be disallowed if food items on the receipts are not reflected on the menus or if food items on the menu are not reflected on the receipts.

Deducting Costs of Non-Creditable Food and Non-program Items from receipts

- The cost of all non-creditable foods, such as sweet grains, must be subtracted.
- The cost, including tax, of non-program items must be subtracted. For example, toilet paper, facial tissue.

PROCESS FOR OBTAINING SPECIFIC PRIOR WRITTEN APPROVAL FOR UNUSUAL PROGRAM COSTS

STATE AGENCY CACFP POLICY AND PROCEDURE MEMORANDUM 2015-05

FNS Instruction 796-2, Rev 4 (VIII)(E)(F) provides guidance regarding identifying items that must be specifically identified and items that may not be allowed unless provided written approval prior to the cost being incurred.

Specific prior written approval is required for items that are not allowed. The State Agency (SA) must provide the sponsoring organization/institution with written approval of both the cost and the amount of the cost that can be charged to the Child and Adult Care Food Program (CACFP). These are costs that are not customarily incurred in the routine operation of the CACFP but can be sometimes necessary and reasonable for proper and effective operation of the program.

A list of items that require prior written approval may be obtained by contacting the State agency.

Procedure for Requesting Approval

When budgets are submitted, SA consultants are required to ensure that the item requested separately for specific prior written approval. The sponsoring organization/institution must submit a request prior to costs being incurred. The State Agency must give written approval prior to the purchase of the item.

The following information must be provided for approval:

- Cost of item
- Cost to program
- Quantity
- Purpose of purchase
- Description of internal procedures that ensure the item is used only for program purposes

PROGRAM LABOR COSTS

If an institution's food and non-food expenses are less than the monthly reimbursement amount, Program Labor must be reported as an expense to justify they are operating a not-for-profit food program.

Program Labor Costs for Food Service are limited to wages and fringe benefits paid by the institution to employees directly involved with the food service program. If the institution is reimbursed for an employee's wages from some other source, it cannot be claimed as a cost to the Program.

Allowable Direct Costs: wages paid for preparing and serving food; wages paid to personnel who assist participants at mealtime; wages paid for on-site preparation of records required for the food program. Program Labor duties include cooking, serving, menu planning, grocery shopping and cleaning of kitchen and dining room.

Not allowable: volunteer labor, salaries of staff who do not perform CACFP duties; wages paid from sources other than the sponsoring organization.

Minimum Records that Support Program Labor Costs (Staff wages):

- **Pay Statements (Payroll documented labor costs)**
 - One hundred percent (100%) of gross wages may be reported as program labor for staff whose daily duties are solely related to the CACFP (food program/kitchen staff). These individuals cannot be responsible for any other non-CACFP related duties such as covering classrooms during staff breaks, performing janitorial work, driving a site bus, or working as a classroom aide, etc.
 - Fifty percent (50%) of gross wages of infant teachers/nursery staff may be reported as program labor.
 - Proof of wages, such as a copy of the employee's pay statement, must be on file with the monthly CACFP records.

- **Personnel Activity Reports**

- A *Personnel Activity Report (PAR)* form is used to assist in justifying reimbursement when food and non-food costs are not sufficient. If food, non-food, and payroll documented labor costs are greater than the monthly reimbursement, Personnel Activity Reports are not required.
- A PAR may be completed daily by an employee to establish the amount of time spent per day on CACFP-related duties if the employee also has other non-CACFP duties.
- The PAR must be signed and dated by the employee and their supervisor at the end of the month.
- The PAR must be maintained with the monthly records.
-

[INSTRUCTIONS: COMPLETING THE PERSONNEL ACTIVITY REPORT \(PAR\)](#)

Employee Section (Completed daily by employee):

- Print Name, Title, and Month/Year at the top of the PAR.
- On the appropriate date, record the number of hours worked for CACFP Administrative Labor* and/or CACFP Program Labor in the appropriate column.
- Record the number of non CACFP hours worked under the “Non CACFP Hours Worked” column.
- Total the columns for each row and record the total under “Total Hours Worked” for each day claimed.
- At the end of the month, sign, and date the form to verify the information provided is correct.

****Administrative hours should only be used if the expense is approved in the CNIPS budget***

Sponsor Section (Completed by Director/Authorized Representative at the end of the month):

A. Hourly Paid Staff

1. Using the total of Administrative Labor* hours worked on CACFP from the table; insert the administrative hours and multiply them by the hourly wage of the employee. Record the total in the blank provided (Total administrative CACFP Salary).

****Administrative hours should only be used if the expense is approved in the CNIPS budget***

2. Using the total of Program Labor hours worked on CACFP from the table; insert the program labor hours and multiply them by the hourly wage of the employee. Record the total in the blank provided (Total program labor CACFP salary).

B. Salaried Staff

1. Using the total of Administrative Labor* hours worked on CACFP from the table; insert the administrative hours worked and divide by the total hours worked. Multiply the total by 100 and place the percentage in the blank provided (%). Then, multiply the total salary for the month by the percentage found above. Record the total in the blank provided (Total administrative CACFP salary).

****Administrative hours should only be used if the expense is approved in the CNIPS budget***

2. Using the total of program labor hours worked on CACFP from the table; insert the program labor hours worked and divide by the total hours worked. Multiply total by 100 and place percentage in blank provided (%) Then, multiply the total salary for the month by the percentage found above. Record the total in the blank provided (Total program labor CACFP salary).
3. Verify totals, sign, and date form.

C. Record the employee's name, position, and labor expense on the *Record of Food Program Expenditures* form.

PROGRAM ADMINISTRATIVE COSTS

Independent centers (only 1 site) cannot claim Administrative Costs

Program Administrative Costs:

- Include expenditures incurred by a sponsoring organization with more than 1 site that relate to planning, organizing, and managing the food service program.
- May be up to 15% of the site's reimbursement amount minus Cash in Lieu.
- Must be pre-approved on the CNIPs budget prior to claiming.
- Must be necessary and reasonable.
- Must meet the requirements of the FNS Instruction 796-2 Rev 4.

Allowable Direct Costs: wages paid for completing the application packet, approving income applications, conducting monitor reviews, training center personnel regarding CACFP requirements, time spent compiling the monthly Claim for Reimbursement, cost of computer equipment used to administer CACFP and attending State Agency training (training time may only be claimed for the month in which it occurs).

Not Allowable: volunteer labor, wages paid from sources other than sponsoring organization, costs incurred to comply with licensing standards.

Records that Support Administrative Costs

- Payroll records (bank statements, canceled checks, pay stubs, etc.).
- Personnel Activity Reports (see Info/Instructions in the Program Labor section).
- Mileage documentation.
- Rental agreements and invoices for office equipment or office space.
- Invoices and canceled checks for any costs claimed as an administrative expense.

LESS-THAN-ARMS-LENGTH TRANSACTION:

According to the FNS Instruction 796-2 Rev 4, if a site has a less-than-arms-length transaction it must receive prior approval from the State Agency. Information is provided below regarding what constitutes a less-than-arms-length transaction and the information needed to request approval.

Less-than-arms-length transaction is one under which one party to the transaction is able to control or substantially influence the actions of the other(s). Such transactions include, but are not limited to, those between divisions of an organization; organizations under common control through common officers, directors, or members; and an organization and a director, trustee, officer, key employee of the institution or such a person's immediate family, either directly or through corporations, trusts or similar arrangements in which a controlling interest is held. All less-than-arms-length transactions by CACFP institutions require specific prior written approval.

Related party transaction is a transaction between the institution and its parent corporation, corporate divisions, subsidiaries, an employee(s), officer(s), agent(s) of the institution or members of their immediate family either directly or indirectly through corporations, trusts or similar arrangements in which they hold a controlling interest, no matter how represented. All related party transactions are less-than-arms-length transactions.

Examples of less-than-arms-length transactions

1. Renting a facility for use by the center from a family member.
2. Receiving catered meals from a catering company owned by a relative.
3. Paying a relative for repairs to kitchen equipment.

If you have any less-than-arms-length transactions, please request approval from the state agency. The request for approval shall include the following:

- The type of service.
- Details regarding the service provider.
- The total cost of all services obtained.
- Agreement between service provider and site.

Please note that additional information may be requested by the state agency in order to approve.

RECORD OF EXPENDITURES

- The Record of Food Program Expenditures for the Month form is used to record all CACFP expenses in order to justify the monthly CACFP reimbursement.
- Institutions will keep this form, all receipts, and the menu record, with the corresponding monthly records. Each month, institutions will report their program expenses on the claim for reimbursement.
- The Record of Food Program Expenditures Form may be completed throughout the month or at the end of the month but must be complete before the claim is submitted.

CROSS REFERENCING MENUS AND EXPENDITURES

- Supporting documentation for reimbursable food and non-food expenses for each month must be on file.
- This information is used to verify that the meals indicated on the weekly menu were creditable and both purchased and served.
- Only claim reimbursable expenses on the Record of Expenditures Form
- Items listed on the menu for the month should appear on receipts.
- Any menu items that require a CN/PFS, Nutrition Facts Label or Ingredients List must be available when requested.
- Any CN labels maintained for food products must pertain to the actual product that was served.

INSTRUCTIONS: COMPLETING THE RECORD OF EXPENDITURES

1. Enter the month, Sponsoring Organization, center and CNIPS Number.
2. Record the date, name of store/Food Management Company, food, quantity of milk purchased (in gallons) and any non-food Expenses (chronological order) as purchases are made.
3. At the end of the month, place information from all Personnel Activity Reports at the bottom of the form. The employee's name should be entered above the totals row under the "Name of Store, Vendor, Food Management Company or Program Labor" column and expenses for payroll under the Program Labor column.
4. If Program Administrative Costs are claimed, place information from all Personnel Activity Reports at the bottom of the form. The employee's name should be entered above the totals row under the "Name of Store, Vendor, Food Management Company or Program Labor" column and expenses for payroll under the Program Administrative Costs column.
5. File completed form with the monthly CACFP records.

REPORTING EXPENSES ON THE MONTHLY CLAIM FOR REIMBURSEMENT IN CNIPS

Options:

- **Non-school sponsor of At-Risk site(s) and Child Care and/or Head Start:**
 - Report each site's CACFP operating expenses on their individual site claim, or
 - Combine CACFP operating expenses of all sites and report the total on one site claim. The number "1" must be reported on the remaining site claims.
- **Non-school sponsor of At-Risk only site(s):**
 - Report each site's CACFP operating expenses on their individual site claim, or
 - Combine CACFP operating expenses of all sites and report the total on one site claim. The number "1" must be reported on the remaining site claims.

An Expense Reporting Training Video may be found on SponsorNet.

Claim Filing Reminders:

- All claims must be submitted by the 15th of each month. Not filing the claim by the 15th could result in delay of payment and a required submission of a corrective action plan.
- Sponsoring Organizations should file all claims concurrently and completely. Claims should not be modified once submitted for payment.

COMPLIANCE REVIEW REQUIREMENTS AND PROCESS

The compliance review is performed to ensure an institution's compliance with federal requirements.

- Once trained in the federal requirements, an institution is given a first month visit to assist the new institution in achieving compliance.
- Sponsors initially enrolling in the program with 5 or more sites will receive an official compliance review within 90 days.
- Sponsors initially enrolling in the program with fewer than 5 sites will receive an official compliance review the following year.
- If the institution is found to be in compliance, they will receive the next review within the next three years.
- If the institution is found to be deficient, they will be reviewed the following year.
- If the same deficiencies are discovered in subsequent reviews, the institution may be moved to intent to terminate.
- Once terminated, the institution and responsible parties will be added to the National Disqualified list (NDL) and may not participate with the CACFP for up to 7 years.
- Institutions will be notified of any deficits during an exit conference and via email through a Findings report.
- These findings must be addressed by the institutions through the submittal of a Corrective Action Plan.
- Any Technical Assistance provided by the State Agency doesn't require a Corrective Action Plan from the institution.
- The Corrective Action Plan is due 15 days from the date of the email.
- The Corrective Action Plan must include the following information:
 - What are the findings and the procedures that will be implemented to address the findings?
 - Who will address the findings? List Personnel responsible for this task.
 - When will the problem be addressed? Provide a timeline for implementing the procedure (i.e., will the procedure be done daily, weekly, monthly, or annually, and when will it begin.)
 - Where will the corrective action plan documentation be retained within the facility?
 - How will the staff be informed of the new policies?
- Additional supporting documentation (i.e., policies and procedures that have been modified or implemented to ensure that findings are fully and permanently corrected) must be submitted with the corrective action plan.

SINGLE AUDITS

Single Audits are required for all non-federal entities that expend \$750,000 or more in federal funds during the entity's fiscal year. This includes all federal fund sources such as Child and Adult Care Food Program Funds, Summer Feeding Funds, Medicaid, Childcare Assistance Program, and federal grants.

All nonprofit CACFP sponsors must answer this question on the Sponsor Application in CNIPS: *"During the past 12 months, has the Sponsor expended \$750,000 or more in TOTAL federal funds for any programs administered?"*

This question alerts the state agency if you need to have a Single Audit completed by an accounting firm that meets the requirements of 2 CFR 200.

Upon completion, single audit reports should be submitted to the School and Community Nutrition general mailbox at scncacfpgeneral@education.ky.gov

Additional information can be found in the *Code of Federal Regulations*: Subpart F § 200.501 - Audit Requirements <https://www.ecfr.gov/current/title-2/part-200/subpart-F>.

MONITOR REVIEWS

(Required for Sponsoring Organizations with more than one site)

Per federal regulations, Sponsoring Organizations are required to perform monitor reviews of every sponsored site.

Monitor reviews ensure affiliated and unaffiliated sites are compliant with CACFP regulations and allows the sponsor to provide technical assistance when needed.

Note: *Sponsors operating both SFSP and CACFP At-Risk Meals are not required to monitor sites following the SFSP requirements during the summer and then monitor those same sites again following the CACFP requirements during the school year. Instead, such sponsors may follow the CACFP monitoring schedule year-round.*

If At-risk Afterschool sponsors choose to follow the CACFP monitoring schedule year-round, one of the three annual reviews must occur during the summer, review for SFSP requirements, include the review of a meal service, and be unannounced; two reviews must occur during the school year, review for CACFP requirements, at least one must include the review of a meal service, and at least one must be unannounced.

Monitor reviews should be unbiased and performed by someone not associated with or in charge of the center. If the Owner of the Sponsoring Organization is also the Director/Owner of a site, the Owner/Director may complete the Monitor Review.

The At-Risk Meals Monitor Review form is available in SponsorNet.

Monitor Review Checklist:

- Twelve (12) months of supporting documentation must be on file at each site.
- A monitor review for a new site must be completed within the first four weeks of program operation.
- 3 reviews per each site must be conducted each fiscal year (between October-September).
- 2 reviews must be unannounced.
- The time span between reviews must not be more than 6 months (i.e., Oct., Feb., June).
- Sponsoring organizations must ensure that the timing of unannounced reviews is varied and unpredictable. *For example, unannounced reviews that always occur during the third week of January, third week of May, and third week of September are predictable. The review schedule should be varied enough that facilities staff are unable to anticipate the date/timing of the review.*
- A meal service must be observed during at least one of the monitor reviews conducted during the year.
- A 5-Day Reconciliation of Meal Counts and Attendance must be performed during every review. If the reviewer notices a discrepancy of 20% or more between the attendance and meal counts from the previous 5 days and the counts on the day of observation, the reviewer should discuss this with the site staff to determine if there is a reasonable explanation and document their response. If a reasonable explanation isn't provided, the Household Contact Procedure must be performed (CACFP Policy and Procedure Memo 2015-03).
- The reviewer must determine if a facility has corrected problems noted on prior reviews.
- Review findings should be entered including the corrective action required and the date by which they must be corrected.
- If a follow-up review is necessary, it must be documented on a separate monitor review form.
- Problems indicating imminent health and safety issues must have a follow-up within 24 hours and be reported to the proper licensing agency and/or health department immediately.
- All other problems identified should have a follow-up review within 30 days.

- The Monitor Review Form must be complete and include documentation of any technical assistance provided.
- If during a review, a sponsor finds one or more serious deficiencies, that site's next review must be unannounced.

5-DAY RECONCILIATION

- When completing the 5-day Reconciliation, if there is a major discrepancy between the attendance and meal counts from the previous 5 days and the counts on the day of observation, Household Contacts may be necessary.
- To determine if Household Contacts are necessary, take the 5-day average and multiply it by 0.80 (This allows for an 20% discrepancy between the reported 5-day average and observed meal counts).
- Compare the number of meals served during the meal observation on the day of the review to the above calculation (5-day average X 0.80)
- If the number of meals observed is less than the calculation, household contacts should be considered.
- The reviewer should discuss any discrepancies in the attendance and meal count numbers with the site staff to determine if there is a reasonable explanation before initiating Household Contacts.

HOUSEHOLD CONTACT PROCEDURE

The following procedure will be utilized by the State Agency during compliance reviews or Sponsoring Organizations during monitoring reviews to verify the attendance and meal counts of participants:

The household contact procedure shall be used in the following conditions:

1. If the review of records shows a 20% variance as calculated by the steps below.
 - a. Determine the average records of meals served for the meal type observed on the day of review for the prior 5 days of operation.
 - b. This will be accomplished by taking the total number of meals and dividing by 5.
 - c. If the center has failed to maintain the 5-day look back, the consultant may use a monthly average from the previous months Records of Meals Served Form.
 - d. The average will then be multiplied by .8 to determine 80% of average meals served.
2. If the percentage is greater than or equal to the number of meals served during the meal service on the day of review.
3. As a follow up to specific or identified meal count and/or attendance concerns or claiming patterns.
4. The State Agency or Sponsoring Organization will follow up on any complaint or concern they feel necessary.

Procedure for Conducting the Household Contact:

1. The Household contact form will be used to gather information.
2. Twenty percent or more of the enrolled participants will be randomly selected to be contacted.
3. Three attempts will be made to verify the information on the household contact form with the parents or guardians of the participant.
4. If contact cannot be verified in three attempts by phone, the Institution will be responsible for contacting the parent or guardian and having them contact the State Agency or Sponsoring Organization.
5. If the household contacts cannot be verified, a finding will be assigned, and a corrective action will be written.

The *Household Contact* form can be found on SponsorNet.

REVIEW AVERAGING

- Review averaging allows sponsoring organizations to focus more monitoring efforts on facilities that need additional oversight and less time on facilities that have a documented history of CACFP compliance.
- Review averaging is conducted by averaging both total and unannounced reviews each year.
- Sponsoring organizations exercising the review averaging option must have a written monitoring schedule in place at the beginning of each Federal fiscal year that includes rationale as to why a facility may be receiving more or less than the required three monitoring reviews [7 CFR 226.16(d)(4)(iv)].

Example:

Of the 220 childcares sponsored by ABC Sponsorship Inc., 5 childcares were declared seriously deficient, and the serious deficiency was deferred within the last fiscal year. Twenty childcares were billed for over 10% of their annual reimbursement as overclaims within the last year.

These 25 Childcares are targeted for additional reviews in the current fiscal year. A random sample of the other childcares that are fully compliant will be reviewed less than 3 times this year, but still within the required 9-month time frame.

SERIOUS DEFICIENCY (SD) DETERMINATION

Serious Deficiency Process

CACFP regulations define seriously deficient as the status of an institution that has been determined to be non-compliant in one or more aspects in its operation of the Program [7 CFR 226.2]. The serious deficiency process offers a systematic way for State agencies to take actions allowing institutions to correct serious Program problems and ensures due process. If institutions are unwilling or incapable of correcting serious problems, the serious deficiency process protects Program integrity by removing the institution from the Program and preventing the institution and RPIs from returning to the Program until the approval to reapply for participation is granted by FNS.

The serious deficiency process has six steps that start when a State Agency identifies a serious deficiency. The resolution will be either the correction of the problem and the issuance of a temporary deferment of the serious deficiency, or the institution's termination and disqualification from the Program. The six steps are:

1. Identify the serious deficiencies.
2. Issue a notice of serious deficiency.
3. Receive and assess the institution's written corrective action plan (CAP) for adequacy.
4. Issue a notice of temporary deferral of the serious deficiency if the CAP is approved, or issue a notice of proposed termination and disqualification, including appeal procedures, if the CAP is not adequate (or if no CAP plan is received).
5. Provide an appeal review (appeal hearing, administrative review), if requested, of the proposed termination and disqualification; and
6. Issue a notice of final termination and disqualification if the appeal is upheld or if the timeframe for requesting an appeal has passed or issue a notice of temporary deferral if the appeal is overturned.

For more information, please refer to the USDA Serious Deficiency Handbook.

NATIONAL DISQUALIFIED LIST (NDL)

Section 243(c) of Public Law 106-224, the Agricultural Risk Protection Act of 2000, amended § 17(d)(5) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766 (d)(5)(E)(i) and (ii)) by requiring the U.S. Department of Agriculture (USDA) to maintain a list of institutions, day care home providers, and individuals that have been terminated or otherwise disqualified from Program participation.

The law also required USDA to make the list available to State agencies and sponsoring organizations for their use in reviewing applications to participate. This is to ensure that any institutions that have been disqualified from the Program do not participate in the CACFP and any persons who have been disqualified from the Program are not a responsible principal for any institution participating in the CACFP. This statutory mandate was incorporated into § 226.6(b)(1)(xii), § 226.6(b)(2)(ii), § 226.6(c)(7) of the Program regulations. The resulting National Disqualified List (NDL) became effective in 2002. The purpose of maintaining a National Disqualified List (NDL) and making it available to State agencies and sponsoring organizations is to provide these entities with a tool for promoting Child and Adult Care Food Program (CACFP) integrity by preventing several situations from occurring. First, it prevents institutions whose Program agreements were terminated for cause in one State from simply moving to another State and reapplying for Program participation. Second, it prevents individuals responsible for serious mismanagement from continuing to be involved in Program administration by forming a new corporate entity and entering the Program under a different organizational name. Third, it prevents individuals associated with a disqualified institution from re-entering the Program as a day care home provider, as a principal with another institution, or as a principal in a sponsored center. Finally, it prevents day care home providers terminated for cause by one sponsoring organization from re-entering the Program under the auspices of a different sponsoring organization. The NDL is a web-based system designed for use by various user types to add, update, search and view the data of disqualified individuals and institutions. Specifically, State agencies will enter disqualified institutions and individuals as well as be able to conduct searches.

<https://www.eauth.usda.gov/eauth/b/usda/login>

[NATIONAL DISQUALIFIED LIST \(NDL\) DETERMINATION PROCESS](#)

- **FOR NEW SPONSORING ORGANIZATIONS:** A compliance review may be performed to ensure an institution's compliance with federal requirements.
- Once trained in the federal requirements, an institution is given a first month visit to assist the new institution in achieving compliance.
The institution will then receive an actual compliance review the following year.
- If the institution is found to be compliant, they will receive the next review within the next three years.
- If the institution is found to be deficient, they may be reviewed the following year.
- If the same deficiencies are discovered in any follow up review, the institution may be moved to intent to terminate.
- If terminated, the institution and responsible parties will be added to the National Disqualified list (NDL) and may not participate with the CACFP for up to 7 years.
 - For more information, please refer to the Serious Deficiency, Suspension, & Appeals for State Agencies & Sponsoring Organizations handbook. Pgs. 76-80
- Institutions will be notified of any deficits via email through a Findings report.
- These findings must be addressed by the institutions through the submittal of a Corrective Action Plan.
- The Corrective Action Plan is due 30 days from the date of the email.
- The Corrective Action Plan must include the following information:
 - What are the findings and the procedures that will be implemented to address the findings?
 - Who will address the findings? List Personnel responsible for this task.
 - When will the problem be addressed? Provide a timeline for implementing the procedure (i.e., will the procedure be done daily, weekly, monthly, or annually, and when will it begin.)
 - Where will the corrective action plan documentation be retained within the facility?
 - How will the staff be informed of the new policies?
 - Additional supporting documentation (i.e., policies and procedures that have been modified or implemented to ensure that findings are fully and permanently corrected) must be submitted with the corrective action plan.

National disqualified list: The list, maintained by the Department, of institutions, responsible principals and responsible individuals, and day care homes disqualified from participation in the Program.

Presence on the National disqualified list. If an institution or one of its principals is on the National disqualified list and submits an application, the State agency may not approve the application.

Effect on institutions. No organization on the National disqualified list may participate in the Program as an institution.

Effect on individuals. No individual on the National disqualified list may serve as a principal in any institution or facility or as a day care home provider.

Removal of institutions, principals, and individuals from the list. Once included on the National disqualified list, an institution and responsible principals and responsible individuals remain on the list until such time as FNS, in consultation with the appropriate State agency, determines that the serious deficiency(ies) that led to their placement on the list has(ve) been corrected, or until seven years have elapsed since they were disqualified from participation. However, if the institution, principal, or individual has failed to repay debts owed under the Program, they will remain on the list until the debt has been repaid.

[TO DO LIST FOR NEW/RENEWING INSTITUTIONS](#)

After attending State agency training, the sponsor must:

- Complete the online CNIPS application and submit to the State Agency.
- Conduct In-Service Training:
 - New Institutions- *Prior to claiming meals.*
 - Renewing Institutions- Prior to the new fiscal year and as new staff are hired.
- Complete Catering Procurement immediately following New Sponsor Training (if applicable).
- Complete the appropriate procurement prior to the new fiscal year.
- Display the “And Justice for All” poster in a prominent place.
- Provide *Ethnic/Racial Data Survey* form to the parent/guardian of each participant and complete the Ethnic/Racial Data collection process.

Maintain the following records beginning the first day of participation:

- Daily Attendance Records
- Record of Meals Served
- Menu Records
- Receipts, Invoices, documentation of food and non-food costs
- Personnel Activity Reports (if applicable). These are used to document program labor expenses when food and non-food expenses are not sufficient to justify the reimbursement received.

Please note that this list is not inclusive of all documentation that must be maintained.

Information Needed for Claim

Daily Attendance & Meal Count Forms

- Use Daily Meal Count form or Tally Sheet (Tally sheet requires additional documentation of attendance)
- Record participant’s full name
- Record attendance and meal counts during the meal service
- Complete and total daily
- Report monthly attendance and meal count totals on the monthly claim for reimbursement

Menus

- Dated
- Must meet meal pattern guidelines
- Current month posted
- Food must be creditable
- Document component substitutions at the beginning of the day
- Document substitutions for Disabilities, Medical Conditions or Parent Request
- Keep menus on file with the monthly CACFP records

Receipts for all CACFP-related purchases

- ✓ Dated
- ✓ Originals only
- ✓ Program related items only
- ✓ Purchases reflect menu items
- Catering Invoices, if applicable
- Delivery Tickets, if applicable

Record of Program Expenditures

Complete monthly by documenting:

- Food and non-food costs
- Amount of milk purchased
- Program Labor (if applicable)
- Administrative Costs (if applicable)

Program Labor

- **Personnel Activity Report**
 - ✓ For staff with partial CACFP duties (if applicable)
 - ✓ Employee completes daily
 - ✓ Signed by employee
- **Pay Statements**
 - ✓ 100% of gross wages reported for staff with CACFP-only duties (i.e., preparing meals, grocery shopping, serving meals) and 50% of gross wages for nursery staff.
 - ✓ Keep copies of pay statements on file with the monthly CACFP records.

Procurement

- **Micro-Purchase Procurement**
- **Small Purchase/Informal**
 - Completed yearly; within first 4 weeks of fiscal year
 - 6 most used items
 - 3 price comparisons
- **Formal Bid Procurement**
 - Completed yearly; within first 4 weeks of fiscal year
 - All vendor purchased items
 - 3 vendor comparisons
- **Catering Procurement**
 - See Catering Guidance

Civil Rights

Public Notification System

- *And Justice for All* poster
- Non-Discrimination Statement

Ethnic & Racial Data Collection

- Provide *Ethnic/Racial Data Survey* form to the parent/guardian of each participant and complete the collection process.

Discrimination Complaint Procedures

- Ensure staff know website or process for filing a discrimination complaint.

Training

- Must provide Civil Rights training for all staff involved with CACFP
- Required prior to start of any program duties
- Performed annually and as needed for new staff/site
- Documented and filed with appropriate CACFP records

Monitor Reviews

- Only required for sponsors with multiple sites
- Must complete at least 3 per site, per year
- 1st review must occur within first 4 weeks of CACFP participation
- No more than a 6-month lapse between reviews (i.e., Oct., Feb., June) and timing should be varied
- On-site staff cannot conduct monitor reviews.