Guidance for Sponsors Operating the Child and Adult Care Food Program

This document was developed as a technical assistance tool to aid your sponsorship in operating the Child and Adult Care Food Program (CACFP) and for new staff to learn the basics of the CACFP. Sponsors should establish CACFP procedures before participating in the program and annually review those procedures to ensure current practices are adequate. These procedures will aid you in administering the program and to help you run a successful and efficient program. This tool can be very important in helping you learn the program and creating the procedures for your sponsorship.

When developing CACFP procedures, refer to the Minnesota Department of Education (MDE) website, select School Support, then Food and Nutrition Program Administration, and from the left hand side choose Child and Adult Care Food Program for Centers. Resources on program administration can be located on the specific topics listed by program areas located on the left hand side of the screen. It is important to view the trainings that pertain to your center under Trainings: Child and Adult Care Food Program for Centers.

Recommended Resources:

- View the MDE website for Food and Nutrition CACFP for Centers.
- View the Crediting Handbook for the Child and Adult Care Food Program on the U.S. Department of Agriculture (USDA) website.
- View the USDA website links (Program regulations, information and resources).
- View the Cyber-Linked Interactive Child Nutrition System (CLiCS) Program Administration website page and the Claim and Application Quick Step Process.
- View the At-Risk Afterschool Meals Handbook on the USDA website.

Overall Administration:

☐ Listserv Subscribe/Unsubscribe form – informs MDE where to send email messages with important information – it is recommended that at least two separate email addresses receive the listserv messages for a sponsor. View the Listserv Subscribe/Unsubscribe form.

☐ Cyber-Linked Interactive Child Nutrition System (CLiCS) User ID Request form – needed to access claims and applications in the MDE secure website – it is recommended that at least two members of an organization have a CLiCS User ID/password. View the CLiCS User ID Request form (add/delete).

☐ Any new sites? Each site needs its own site ID and application in order to submit a claim for meals served at the site. If there are any new sites, complete the Site ID Request form and contact the MDE application team. View the Site ID Request form.
Required Public Notifications

☐ “And Justice for All” civil rights poster – must be the most current version, the original size, and be displayed in a public location where it can be seen and read at each site and in the sponsor’s office. Contact MDE to request posters be mailed to you.

☐ Women, Infants and Children (WIC) Fact Sheet and Posters (not required at adult centers and outside school hours afterschool programs) - display poster in public areas or provide fact sheet annually and upon registration. View WIC Program Information.

☐ Building for the Future Poster must be displayed in a public location at all child care centers (not required at adult centers and outside school hour’s afterschool programs). If the center uses the MDE Child Enrollment Form, the Building for the Future poster requirement is waived as the MDE Child Enrollment Form explains the Child and Adult Care Food Program. View the Building for the Future Poster.

☐ Public Release (needs to be completed the sponsor’s first operating year only) – documentation must be on file listing the publications the public release was sent to and the date of submission. View the Sample Public Release.

Child Enrollment Forms (Child Care Centers Only) – Does not apply to adult centers, emergency shelters, or At-Risk Afterschool Meal Programs.

☐ Child Enrollment Forms – Sponsors are required to have Child Enrollment Forms on all enrolled children. The MDE version of the Child Enrollment Form also explains the CACFP to households. Sponsors may develop their own enrollment forms, but it must include all required data listed below (meals child receives in the center, etc.). View the Child Enrollment Forms.

☐ CACFP-specific (usual days/hours in care, meals received at center) enrollment information must be on file for all children.

☐ Information must be obtained or updated at least annually – information can be no more than 12 months old.

☐ The household address and phone number must be updated annually.

☐ The parent/legal guardian must sign the form attesting to the accuracy of the information provided.

Rate of Reimbursement/Number of Participants Approved for Category A, B and C (free/reduced price/paid) reporting

How does your center determine participant’s category of eligibility?

☐ At-Risk Afterschool Meals only: Site is area eligible and all participants receive the highest rate of reimbursement-category A.

☐ Emergency Shelter only: All participants receive the highest rate of reimbursement – category A.

☐ Head Start only: We have only Head Start sites. All our participants qualify for the highest rate of reimbursement – category A.

☐ We choose to receive the lowest rate of reimbursement (category C) for our participants.

☐ We obtain documentation of eligibility from another Child Nutrition Program sponsor (Head Start, school, migrant program, etc.) and that documentation is current (based on the current
We collect Household Income Statements (HISs) from participants to document their eligibility status. Complete steps listed below:

- Obtain and read through the current Household Income Eligibility Guidelines and Forms for your facility from the MDE website. View the Household Income Eligibility Guidelines and Forms – Child Care or View the Household Income Eligibility Guidelines and Forms – Adult Care.

- Provide all households with a current version of the HIS and the correct Household Letter (Child Care: non-pricing or pricing, or Adult Care Center) that explains the HIS form.

- HISs containing a five to nine digit case number for the Food Stamp program, the Minnesota Family Investment Program (MFIP) or the Federal Distribution Program on Indian Reservations (FDPIR) number are approved for category A status. No social security number is required.

- The income eligibility guidelines (IEG) are used to approve the HIS based on the date HISs are submitted. (Current IEG is valid for July 1, 20XX – June 30, 20XX.)

- Approved category A or B HISs must contain a household adult signature.

- Approved category A or B HISs qualified by income must include the last four numbers of the signing adult’s social security number.

- Income approved HISs reporting more than one time period for incomes are to be converted to annual income amounts.

- Approve foster children (wards of the court) for category A on the HIS. They are also included in the household size when the HIS contains other enrolled children. Other children in the household (those that are not foster children) are approved based on the total household income or categorical eligibility for MFIP, Food Stamps or FDPIR.

- All HISs must be checked for accuracy, then signed and dated by the center’s approving authority on the actual date of approval.

- HISs are valid for a one year period of time from the beginning of the month of approval. The sponsor will use which date to start the approval time for all HISs:
  - Date the sponsor official certifies eligibility and approves the HIS.
  - Submission date of HIS (must date stamp HIS on date household submits the HIS to the sponsor).
  - Date parent/guardian signed the HIS.

- All participants present during the claiming month should have a HIS on file, or they are claimed at the category C rate if a HIS was not obtained, or have documentation from another Child Nutrition Program of their eligibility status.
Keep information on the HIS confidential, with limited access by only those with a right and a need to know. Do not write the participant’s eligibility (A, B, or C) on the attendance or meal count sheets that are kept in a classroom or can be seen by others.

Determining the Rate of Reimbursement and Reporting the ABCs each month on the claims for reimbursement:

- Attendance sheets for the reporting month are used to determine who to include in the enrollment totals. Every participant that attended at any time during the reporting month (including drop-ins) is included in the enrollment totals, except children who ONLY attended the At-Risk Afterschool Program. Ensure children who attended more than one classroom are counted only once.

- Approved category A or B HISs, valid for the timeframe reported, are matched to the reporting month’s attendance or enrollment list.

- The numbers of category A, B, and Cs reported on the claim for reimbursement must match those on the reporting month’s attendance or enrollment list. Check to ensure that the total number of A, B and Cs added together matches the total number of participants that attended during the month. Exception children who ONLY attended the At-Risk Afterschool Program are not included in the enrollment total count.

- Optional: the Estimated Reimbursement Worksheet, located on the MDE website, can be used to check the approximate amount of reimbursement. View the Estimated Reimbursement Worksheet.

Attendance and Meal Count Forms:

- Attendance must be documented for every participant who attends at any time of the day. Attendance must be taken at least one time per day. If also operating the At-Risk Afterschool Program, a separate attendance must be taken for that program and recorded daily. Review sample attendance forms to determine which form works best for your facility. View Meal Count and Attendance Records.

- Meal counts must be recorded at the point of service when it can be determined that a participant has a reimbursable meal. (Point of service meal counts are not required for the At-Risk Afterschool Meals Program; however meal counts must be accurately recorded daily.) Review sample meal count forms to determine which form works best for your facility. View Meal Count and Attendance Records.

- Claim only for approved meal or snack services (check the meals on your CACFP site application).

- Head counts can be taken to record meals if a site is only approved to serve no more than two meals and one snack or one meal and two snacks and does not have a separate charge for meals.

- Meals counts by name are required for pricing centers or if sites are approved for more than three meals/snacks per day. Must also keep separate attendance records.

- Meals can only be claimed for those served at only the specific address identified on the site application (except for field trips).

- The number of meals claimed must be within the attendance numbers. No participants can be claimed for “seconds”.

- Meals can only be claimed within the license capacity (for total capacity and per age group limitations), unless there is adequate documentation of split shifts (time in/out, etc.).
Meals can only be claimed within license restrictions (days, hours, etc.).
Claim meals only for eligible participants.
No participant can be claimed for more than three meals/snacks per day.
• Emergency shelters may claim any three meals or snacks.
• At-Risk Afterschool Meal sponsors can claim no more than one at-risk meal and one at-risk snack per day.
• All other sponsors may claim a maximum of two meals and one snack or one meal and two snacks, including sponsors which have both CACFP and At-Risk Afterschool Meals Program.

Monthly Claim for Reimbursement:
Claim numbers should be checked to ensure accuracy, include all rooms at a site, and then are entered correctly in CLiCS.
Average Daily Attendance (ADA) is calculated as follows: take the total attendance of a site divided by the number of days served (always round UP to the whole number).
Claim and adjustments can be submitted within 60 days from end of reporting month in CLiCS. Contact MDE if claims must be adjusted down after the 60th day.

Fiscal Integrity and Procurement:
Determine your CACFP budget for the annual CACFP sponsor application. View the CACFP Detail Budget Worksheet.
Sponsors must be able to demonstrate a non-profit food service status. Documentation to keep on file at the sponsor office may include receipts, revenue and expenditure ledger, payroll, bank statements, and catering billing statements. A sample electronic journal ledger can be located on the MDE website under Food Service Operations/Recordkeeping. View the Journal Ledger.
Nonprofit status: sponsors can have a positive fund balance not to exceed three months operating expenses in the food service account.
Non-foodservice items are to be subtracted from reported foodservice costs if on the same receipt.
Food service operations must operate primarily for the benefit of enrolled participants.
CACFP reimbursement cannot be used for outside catering (the center does not cater to outside entities or if they do, the expenses are kept separate from CACFP expenses), non-food service related expenses, etc.
All expenses coded to food service must be allowable expenses. View Assessing Costs in the Child and Adult Care Food Program.
Multi-site sponsors can only retain a maximum of a 15 percent cap of a site’s reimbursement to use for administrative expenses, if it distributes reimbursements to sites. Records to support any administrative costs supported by the CACFP reimbursement must be available.
Proper procurement procedures are to be developed and followed for purchases that are equitably distributed and below $10,000 (micropurchasing) and procurement based on comparison shopping (small purchasing). View the Informal Procurement (Micro and Small Purchase) Methods.
Proper procurement procedures (formal competitive bids) are to be followed for purchases of like items totaling $250,000 or greater and required documentation must be available.

“Cost plus a percentage of cost” method of procurement/contracting cannot be used.

**Supporting Documents and Record Retention:**

*The following documents must be on file and available for review at the sponsor’s office:*

- Current CACFP sponsor and site applications (allowable to access from CLiCS online).
- Changes need to be made to the sponsor or site application and submitted to MDE as needed to reflect accurate, current operations.
- CACFP Agreement.
- CACFP Policy Statement for Free and Reduced-Price Meals (for pricing or non-pricing meal service).
- Management Plan (multi-site sponsors only).
- Catering Contracts/Vended Meals Contracts - update and submit annually and when changes occur (vended meals sponsors only).
- Department of Human Services (DHS) license or alternate licensing standards for each site.
- Health Department Food and Beverage License – if required. Check with your local health department to see if you need one. If they say it is not required for your operations, please have them send you an email stating that and keep that email on file.
- Health Department inspection report from the last inspection.
- Certified Food Manager requirements, if applicable. Check with your local health department to see if you need one. If they say it is not required for your operations, please have them send you an email stating that and keep that email on file. View the [Minnesota Department of Health website](https://www.health.state.mn.us). 
- Staff training on CACFP requirements must be completed annually. Documentation (date, names, agenda) must be kept on file.
- All documentation pertaining to the CACFP must be retained on file for a period of three years after the date of the final reimbursement claim for the fiscal year to which they pertain, except that if audit findings have not been resolved the records are retained beyond the three-year period as long as required for resolution of issues raised by the audit.
- Current listing of names, addresses and birthdates of all board members, owners and directors of the institution must be available. View the [Principal Identification Form](https://www.health.state.mn.us). 

**Civil Rights:**

- Do not discriminate on basis of race, color, national origin, age, sex or disability.
- Translations are available for CACFP materials in languages other than English. View the [HIS form translations](https://www.health.state.mn.us). 
- Include the current civil rights statement in the center handbook and on your organization’s website, if applicable. View the [Civil Rights Statement](https://www.health.state.mn.us). 
- Complete the Civil Rights Data Collection and Comparison form annually and maintain documentation on file. View the [Civil Rights Data Collection and Comparison Form](https://www.health.state.mn.us).
Provide civil rights training to “front-line” staff (anyone who works with the public, including volunteers) annually and maintain documentation on file. View the Annual Civil Rights Staff Training.

Infants must be offered the CACFP. The center must provide at least one type of iron-fortified infant formula and cereal and infant appropriate foods.

**Meal Patterns Requirements:**

- Written, dated menus must be recorded for each meal and snack served (including cycle and seasonal menus). Maintain documentation on file.

- Written dated menus or food production records contain 1 whole-grain rich food item per day, the fat content and flavor of the milk served and 100% juice once per day.

- Menus meet CACFP meal pattern requirements – both for creditable components and portion sizes for the different age groups. View the CACFP Child Meal Pattern / View the CACFP Infant Meal Patterns / View the CACFP Adult Meal Pattern.

- Only one percent (unflavored) or skim (flavored or unflavored milk) is to be served to participants age two and older.

- Foods are to be identified specifically on menus or food production records (make it easy to tell what was served – “lettuce salad” instead of “salad”, “peaches” instead of “fruit”).

- Record substitutions as needed.

- Special diet statements must be on file for participants who cannot follow the CACFP meal pattern and need diet accommodations. View Guidance on Dietary Request with or without a Disability and Parent/Guardian Provided Food. View Special Diet Statement to Request Dietary Accommodations. / View the Special Diet Statement for a Participant With a Disability form. / View the Special Diet Statement for a Participants Without a Disability form.

- Parents or guardians may supply one food component for special dietary needs.

- The center must have a system to ensure meal pattern requirements are met, adequate amounts of each component are prepared, and the total number of servings are recorded (this requirement could be met by completing daily food production records).

- Vended meals sponsors: Caterer must provide food production records to the center when requested.

- Convenience meat/meat alternate-based entrees need a Child Nutrition (CN) labels or Product Formulation Statements to document how the product contributes to CACFP meal pattern requirements.

- Standardized recipes used in food preparation state the amount of each ingredient, total yield/number of servings, portion size of each serving, etc.

- Prepackaged snack and breakfast items meet portion size requirements. View the Grains Crediting in the Child and Adult Care Food Program.

- Grain-based desserts are not creditable in CACFP.
Meal Service Styles:

How do you serve your meals/snacks? (Select all that apply)

☐ Pre-plated: Plates are dished up by staff, ensuring each participant receives at least the minimum portion size of each food component for their age group at the initial serving.

☐ Family-style: Serving containers/bowls are placed on every table with enough food to serve each participant at the table at least the minimum portion size of each food component. The food is passed to each participant and the participant dishes up their own food. Staff supervises to ensure each food component has been offered/passed to each participant. Food stays on the table throughout the meal service.

☐ Combination style: This is a combination of pre-plated and family-style. Food that is easily passed is set up family style and stays on the table throughout the meal service. Food that may be difficult or dangerous to pass around (i.e. hot soup) is dished up by staff. Items that are dished up by staff must be given in at least the minimum portion size at the initial serving.

☐ Cafeteria-style: participants line up and walk through a serving line. Students are served the food components of their meal by food service staff as they proceed down the serving line.

☐ Offer vs. Serve: Adult care centers and At-Risk centers have the option of using Offer vs. Serve (OVS) in their center to adults and school-age children at meals only. For more information, use the Adult Day Care Handbook.

Meal Service Requirements:

☐ All required food components are served to participants at the same time.

☐ Point of service meal counts are to be taken at the time of the meal service when it can be determined that participants have received a reimbursable meal. (Point of service meal counts are not required for the At-Risk Afterschool Meals Program; however meal counts must be accurately recorded daily).

☐ Meals shall be consumed with appropriate supervision.

☐ Meals are consumed on-site, except for approved field trips.

☐ A written request for a fluid milk substitute from a parent that identifies a medical condition as a reason for the request is on file, as needed. Fluid Milk Substitutes must be nutritionally equivalent to cow’s milk.

☐ Meals cannot be claimed for participants who brought food from home (the exception is approved fluid milk substitutes).

☐ Develop a system to ensure participants transitioning from one classroom to another are only claimed for one meal.

☐ Choking posters need to be present in every eating area.

☐ Water is to be offered and available to children throughout the day.

Infants (for centers with infants):

☐ The center must offer and provide at least one type of iron-fortified infant formula (IFIF).

☐ The center provides iron-fortified infant cereal and infant appropriate fruits and vegetables.

☐ Parents or guardians may supply a maximum of one creditable food component toward a reimbursable meal or snack, breast-milk included. All other required food components must be supplied by the center.
Notify households with infant children of the availability of at least one IFIF and infant foods (e.g. notification in parent handbook, center brochure, etc.). View the Infant Meal Notification Letter.

Maintain documentation on file for all households who supply their own IFIF or breast milk and/or baby food (e.g. any form of documentation: printed on infant menu, parent meal notification letter, etc.).

Maintain documentation on file that all meals and snacks meet CACFP meal pattern requirements for the age groups served. This documentation may include infant menus, infant food production records, or other types of documentation which contain served quantities.

Serve creditable infant foods as developmentally appropriate. Examples of non-creditable infant foods are: combination dinners, baby food desserts, infant cereals containing fruit, adult cereal, low-iron formula, yogurt, fish sticks, hot dogs, peanut butter, egg yolks, cheese foods, cheese spreads, etc.

Obtain special diet statements and maintain on file for infants receiving low-iron-fortified infant formula or cereal; “exempt” infant formulas (special formulas such as Nutramigen or Neosure); or, for infants not following CACFP infant meal patterns.

Complete attendance and point of service meal count records for children 12-16 months of age.

Claim infant meals and snacks when mother breastfeeds on site.

Sanitation:

- Food preparation and storage areas, including stove, oven and refrigerators, are clean and well maintained.
- Working thermometers are in all refrigerator and freezer units, including classroom units.
- Refrigerators temperatures are maintained at 32-40 degrees F and freezers at or below 0 degrees F.
- Prepare, handle and refrigerate all IFIF and breast milk appropriately (label with dates, store on trays or in leak-proof containers).
- Properly label, date and store food at least six inches off the floor. Secure storage areas from theft.
- Maintain food at safe temperatures (above 140 degrees F for hot food or below 41 degrees F for cold food) when thawing, holding or during transportation. Potentially hazardous foods pass through the “danger zone” quickly. Cooked foods reach 165 degrees F, or if microwaved 165 degrees for 15 seconds.
- Check temperatures of foods (prepared by self-prep or vendor-prep) during handling and record at time of service, and if vended, upon receipt.
- Food holding equipment (including transport containers) must meet the Minnesota Food Code requirements. View the Minnesota Food Code on the Minnesota Department of Health website.
- Cover food as it is transported through hallways and public places.
- Staff and participants must wash their hands before preparing and serving food. Direct hand contact with food should be limited.
- Staff and participants must wash their hands immediately prior to eating. Do not sit on the floor after hand washing.
Wash and sanitize tables before the meal service.
Properly use two or three compartment sink (Wash/Rinse/Sanitize/Air Dry).
Commercial dishwasher temperatures are adequate according to the manufacturer’s guidelines for the machine.
Store cleaning supplies and other toxic materials away from food and out of reach of children and vulnerable adults.
Citations issued by the health department must be corrected.
A state certified food manager is employed by the facility (for self-prep kitchens serving more than 18 participants), if required.

Special Program Provisions Section:

At-Risk After-School Meals Program Only:
- Regularly scheduled activities are organized in a structured and supervised environment.
- Enrichment or educational activities must be available in the afterschool program.
- Menus are documented for all at-risk meals and snacks claimed.
- The at-risk afterschool snack and/or meal service menu meets program requirements, both in required components and portion sizes served to participants.
- An attendance record (roster or sign in sheet) is maintained for all at-risk afterschool participants.
- Separate attendance and meal counts are kept for the at-risk after-school program from regular CACFP for schoolagers (child care centers only).
- A daily record of the total number of at-risk afterschool snacks and/or meals served at each snack and/or meal service is documented.
- No more than one at-risk meal and one at-risk snack are claimed for at-risk afterschool participants on any day.
- At a maximum, no child is claimed for more than two meals and one snack or one meal and two snacks (including the at-risk meals and snacks) on any day.
- A daily record indicating the number of meals, by type, served to adults performing labor necessary to the food service is documented.
- On school days, the At-Risk meals and snacks are served AFTER the school day ends.
- All children claimed for at-risk meals and snacks currently attend school – K-12, Head Start, Even Start, or preschool.
- Schoolage children who only attend the After-School Program are not included in the A, B, and C eligibility numbers (child care centers only).
- Schoolage children who attend the center before school or on school release days are included in the A, B, or C eligibility numbers (child care centers only).
- The afterschool care program meets state or local health and safety standards if not a licensed program.
- At-Risk meals and snack totals are entered appropriately in the At-Risk section on the Claim for Reimbursement.
FOR PROFIT ONLY: At-risk meals and snacks are only claimed for months in which the child care center met the 25 percent threshold eligibility requirement.

At-risk afterschool meals or snacks are only claimed during the school year, not summer (unless located in an area where schools operate on a year-round basis).

During the summer months, sponsors only claiming the at-risk afterschool snacks and/or meals can choose to not claim for snacks/meals, or become the sponsor of the Summer Food Service Program (SFSP), or switch to the regular CACFP.

During the summer, we will:

- Not claim the At-Risk meals/snacks during the summer.
- Apply to be a SFSP sponsor.
- Operate as a regular CACFP sponsor during the summer.

**Multi-site Sponsors Only: Overall Administration**

- We have an outside employment policy that restricts other employment by employees that interferes with an employee’s performance of CACFP-related duties and responsibilities, including outside employment that constitutes a real or apparent conflict of interest.
- Any changes to the CACFP Management Plan are submitted to MDE (updated job descriptions, new hires, changes in operations, etc.).
- Claims editing is conducted verifying that each site is approved to serve the type of meal claimed and that the number of meals served do not exceed the number of participants enrolled times the number of days served for the month.
- Each site has its own claim for reimbursement using the site ID number assigned to the site.
- Recommended practice (not required): During claims editing, claims are checked for blocked claims (same number of meals claimed for 15 or more consecutive days). If blocked claims are discovered, follow-up procedures are documented.
- Household contact procedures are followed, when warranted. Documentation of any household contacts that are conducted during the previous and current fiscal year is on file, if applicable.

**Multi-site Sponsors Only: Monitoring**

- Sponsor maintains administrative control for monitoring visits. Monitoring cannot be contracted out.
- MDE’s multi-site monitoring visit form is used, or if sponsor uses their own form it contains all required information and has been approved by MDE.
- New sites must have a preoperational visit documented prior to starting CACFP operations.
- New sites must receive a monitoring visit documented within four weeks of starting CACFP operations.
- All approved sites (whether claiming or not) receive three monitoring visits documented for the year (unless they qualify for less with special circumstances, such as review averaging).
- No more than six months can elapse between visits.
- Each site must receive at least two unannounced visits per year.
- At least one of the unannounced visits for each site must include a quality meal visit (the entire meal service is observed).
All approved meal services should be visited (breakfasts, suppers, weekends, etc.) if claiming.

During monitoring visits, historical claiming and five-day reconciliations are conducted/completed. For information on conducting both the historical claiming check and the five day reconciliation, please see the MDE website section on CACFP multi-sites sponsors and monitoring.

Record corrective actions for any problems noted during monitoring visits.

Conduct follow-up visits if during a monitoring visit one or more serious deficiencies are detected (examples: meal counts not up to date, non-creditable meals, failure to maintain adequate records, etc.). Follow-up visits are unannounced.

If conditions that pose an imminent threat to the health or safety of participating children or the public are discovered during a monitoring visit, the appropriate state or local licensing or health authorities are notified (or action was taken that is consistent with the recommendations and requirements of those authorities).

**Multi-site Sponsors Only: Training**

- Identify key staff for the following: menu planning, meal service, meal counts, claims submission, recordkeeping.
- Provide key staff with training prior to program operations/duties. When new staff is hired, train on their CACFP responsibilities. When new sites start CACFP operations, train staff for the new site prior to starting the CACFP at the site.
- Key staff must receive annual training on their CACFP responsibilities. Maintain documentation on file that includes training date, names and positions of staff trained, and the agenda. Ensure annual training covers the required content areas: meal patterns, meal counts, claims submission and review procedures, recordkeeping requirements and reimbursement.

**Pricing Programs Only:**

- Meal counts must be recorded by name at the time of the meal service.
- There can be no overt identification of participants receiving free or reduced-price benefits in the processes of determining eligibility, billing, collecting payments, or recording meal counts. Take care to protect the anonymity of the participants receiving free or reduced-price meal benefits. Eligibility information should be limited to persons directly connected with the administration and enforcement of the CACFP.
- Participants eligible for free benefits cannot be charged for meals or snacks. Participants eligible for reduced-price benefits are charged no more than $.15 for snack, $.30 for breakfast, and $.40 for lunch or supper.
- Participants applying for benefits must be given written notification of their benefits in a timely manner. An appeals procedure is included for denial of benefits.
- The sponsor must complete the state’s verification process requirements on an annual basis. View the Verification Requirement for Centers with Separate Meal Charges.

**Child Care Center For Profit Sponsors Only:**

- A sponsor can only submit claims for months in which at least 25 percent of enrolled participants (or license capacity) are correctly approved as category A or B - OR – the center received Title XIX/XX compensation for at least 25 percent of the participants. Documentation of that compensation must be maintained on file.
Adult Day Care Centers Only:

☐ Meals cannot be claimed for participants who reside in an institution.
☐ Meals cannot be claimed for both CACFP reimbursement and Title III funds (congregate or home-delivered elderly nutrition programs).
☐ Written individual care plans must be on file for all participates, documenting impairment for those under age 60.

Adult Day Care Center For Profit Sponsors Only:

☐ A sponsor can only submit claims in which the center has documentation that 25 percent or more of the adults officially and currently enrolled at the site were eligible for Medical Assistance.

Emergency Shelters Only:

☐ Meals are claimed only for those served in a congregate dining manner for participants age one and older (participants do not eat in their rooms unless under age one).
☐ Claim infant meals and snacks when mother breastfeeds on site.