

# Program Administration Guidelines for Child and Adult Care Food Program (CACFP) Sponsors



## What is CACFP?

The Child and Adult Care Food Program (CACFP) is a Federally-funded Program that provides payments for eligible meals served to participants who meet age and income requirements. Meals served by participating institutions and facilities must meet minimum guidelines set by the United States Department of Agriculture (USDA). The CACFP helps Institutions and facilities serve well-balanced, nutritious meals to the participants in their care. Serving nutritious meals helps improve and maintain the health and nutritional status of participants in a day care environment and can help them develop and maintain good eating habits. In Idaho, the CACFP program is administered by the Idaho State Department of Education (SDE), Child Nutrition Programs (CNP), with funds from the United States Department of Agriculture (USDA).

This factsheet is designed to help CACFP Sponsors understand the responsibilities and requirements associated with serving as a program administrator. Before reviewing this document, it is recommended that you familiarize yourself with the content in the Becoming a CACFP Sponsor Factsheet, available at the [SDE CACFP website](#).

## General Guidelines



### Staffing

Sponsoring organizations must have appropriate levels of staff to cover administrative and operational

responsibilities to successfully administer CACFP activities.

**Administrative responsibilities** include: completing the program application and updates; planning, organizing and managing the food service operation; ensuring menus meet meal requirements; training current and new administrative and operational staff; conducting and oversight of monitoring, financial and program recordkeeping; managing any changes to the program sites, civil rights compliance; validating and submitting claims for reimbursement; reimbursing homes and unaffiliated centers if applicable, centers for meals served; and tracking the use of federal funds.

**Operational responsibilities** include: planning purchasing, preparing and serving meals that meet the meal patterns and food safety and sanitation requirements; recording meal counts; and setting up food service locations.

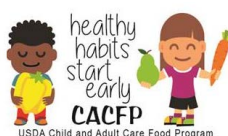


### Monitoring

Sponsor Organizations conduct site visits/reviews, and evaluations of the sites they oversee three times a year to ensure effective operation of CACFP activities. Sponsors must have one Full Time Equivalent employee designated to monitor every 25-150 CACFP centers and 50-150 Day Care Homes.

Other monitoring tasks include:

- Conducting household contacts
- Providing training and offering technical assistance as part of regular reviews
- Processing claims for meal reimbursement
- Reviewing menu records
- Validating that earned meal reimbursement is used for approved program costs.



This institution is an equal opportunity provider.

## General Guidelines, cont.



### Maintaining Records

Records must be kept for all program operations, financial management, and monitoring activities. Accurate records ensure reimbursements reflect the CACFP operations. All records must be retained for the current federal fiscal year and the three years preceding the current fiscal year.

Records that must be maintained include:

#### Program records

##### Meal Service Records

- Meal Count Records
- Daily Dated Menus
- Product Nutrition Fact Labels with ingredient list
- CN Labels & Product Formulation Statements (PFS)
- Standardized Recipes

##### Participant Records

- Enrollment Records
- Daily Attendance Records
- Meal Benefit Income Records
- Infant Benefit Notification Form

Training Agendas and Sign-In Sheets  
Monitoring Records

#### Financial records

- Operating Costs
- Food Costs-Receipts and Invoices
- Inventory Records
- Food Service Labor Costs
- Costs of Nonfood Supplies
- Cost of Purchased Services
- Administrative Costs
- Labor Costs
- Supply Costs



### Managing Reimbursements

Reimbursements provided to Participating Sites must be calculated based on the number of meals served within the approved serving times. Reimbursement funds can be used to cover various CACFP administrative and operational costs for the claim month as outlined on the previous page. It is important to note that all CACFP costs must be approved in the Sponsor's budget. CACFP recommends at least 50% of the reimbursed funds go toward purchasing healthy, nutritious food.



### Time of Service/ Accurate Meal Counts



Sponsors must ensure all approved Child Care Centers and Day Care Homes know how to take and record daily meal counts for each participant receiving a meal. Meal counts should also include a count of meals served to program adults working within Participating Sites. Although these meals are not claimed for reimbursement, they are part of food costs reported. Meal counts should be broken down by the type of meal served, including breakfast, lunch, snack, or supper. These counts must be taken when a participant receives a meal or soon after. Time of Service counts can only be taken when a participant receives a meal, during meal service, or shortly after meal service, and cannot be based on attendance records. Day Care Homes must record meals counts before the end of the day.

### Facilitating Training

Sponsors are responsible for providing CACFP-specific trainings to staff or connecting staff to administrative and operational training provided by the SDE. SDE offers annual training covering administrative responsibilities, meal service, time of service meal counts, monitoring visits, health and safety standards, menu records, meal pattern, and all other CACFP regulations.

