



# CHILD AND ADULT CARE FOOD PROGRAM MANUAL

## IDAHO STATE DEPARTMENT OF EDUCATION DIVISION OF CHILD NUTRITION PROGRAMS



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## Acknowledgements

This manual was developed by the Idaho State Department of Education (SDE), Child Nutrition Programs (CNP), and funded by the United States Department of Agriculture (USDA), Food and Nutrition Services (FNS). It is being used to provide technical assistance, regulation guidance, and practical information for all sponsors that participate in the Child and Adult Care Food Program (CACFP). Institution administrators are responsible for knowing the information and are urged to read all of the material carefully and share it with their staff members responsible for CACFP operations.

Title 7, Part 226 of the code of Federal Regulations (7 CFR 226) governs the operation of the Child and Adult Care Food Program. Federal regulation revisions or clarification of the regulations occur routinely. When this occurs, USDA will issue policy memorandums describing the change(s) or provide additional clarification to existing regulations. SDE will forward the policy memorandums to program administrators via CNP's broadcast email system and provide a link to all USDA policy memorandums and regulations on the CNP website at <https://www.sde.idaho.gov/cnp/resource-center.html>

When significant policy changes necessitate updating this manual, SDE will post the revisions on the CNP website and notify program administrators via broadcast email when revisions are available. The manual is provided in sections which will allow the user to simply replace specific sections as they are revised. It is the responsibility of Institutions to keep informed of new or revised program policies and to implement them when applicable.

## Introduction

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.

USDA's Food and Nutrition Services (FNS) administers the CACFP through grants to the Idaho State Department of Education (SDE). An Institution is a sponsoring organization, child care center, at-risk afterschool care center, outside-school- hours care center, emergency shelter or adult day care center which enters into an agreement with the Idaho State Department of Education (SDE) to operate the CACFP in Idaho. Idaho SDE-CACFP Coordinators provide technical assistance to Institutions to assist them in meeting program requirements and in menu planning, food preparation, food service sanitation, and record keeping as well as providing financial and organizational oversight.

Institutions earn Federal reimbursement for meals served to eligible children, and eligible adults in an adult day care center, when the meals meet regulatory requirements. In addition, Institutions that are sponsoring organizations of day care homes (DCH) are provided Federal funds to accomplish administrative activities in support of their sponsored facilities which provide meals to participants.

Overall, Institutions assume final administrative and financial responsibility for their Program operations.

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, audiotape, 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 a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, 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:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

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