

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



What is CACFP?

CACFP is the Child and Adult Care Food Program. This Federal program supports and provides funding for healthy meals and snacks served to children and adults receiving day care. It plays an important role in improving the quality of day care and ensuring access to adequate nutrition. It also makes both more affordable for families. In Nevada, the CACFP program is administered by the Nevada Department of Agriculture (NDA) 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 NDA 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 if applicable, centers for meals served; and tracking the use of federal funds.

Operational responsibilities include: 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 parent surveys
- Providing training annually and offering technical assistance as part of regular reviews
- Processing claims for meal reimbursement
- Reviewing menus
- Describing how the Sponsor will ensure that unaffiliated centers that receive reimbursement will use the meal reimbursement only for approved program costs



This factsheet is part of a series on CACFP participation specific to early childhood education/ child care providers, funded by the United States Department of Agriculture's (USDA) Supplemental Nutritional Assistance Program—SNAP. The entire series, as well as information on how non-ECE providers may participate, is available on the NDA CACFP website at <http://agri.nv.gov/Food/CACFP/>. NDA is an equal opportunity employer.

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 Menu Records
- Nutrition Labels
- Commercial Food-CN Labels
- Recipes

Participant Records

- Enrollment Records
- Daily Attendance Records
- Meal Benefit Income Records

Training Agendas and Sign-In Sheets

Monitoring Records

Financial records

- Operating Costs
- Food Costs
- 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 support the various administrative and operational costs outlined on the previous page. It is at the discretion of the sponsoring organization to determine how these funds are applied to these expense areas. CACFP recommends at least 50% of the reimbursed funds go toward purchasing healthy, nutritious food.



Point 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 dinner. These counts must be taken when a participant receives a meal or soon after. Point 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 NDA. NDA offers annual training covering administrative responsibilities, meal service, point of service meal counts for centers only, monitoring visits, health and safety standards, menus, meal pattern, and all other regulations.