New Child & Adult Care Food Program Sponsors

I am delighted that you are interested in the Child and Adult Care Food Program (CACFP). The CACFP is a Child Nutrition Program of the U.S. Department of Agriculture. In Kansas, the program is administered by the Child Nutrition & Wellness Team, Kansas State Department of Education. The CACFP reimburses child care centers, family day care homes, adult day care centers, and emergency shelters for serving nutritious foods to the children/adults in their care.

The information and forms required for CACFP Program Initiation can be found on our webpage at https://cnw.ksde.gov , CACFP, Program Certification / Initiation.

Requirement for Participation

- Each sponsor must complete and submit the items listed on the Instructions for Initial Application and complete the required Introduction to CACFP training.
- Each site must be appropriately licensed, either through KDHE for child care facilities, or for the care of nonresidential adults.
- Each site must be either:
    a) Nonprofit with a tax-exempt status from the IRS or
    b) For-profit with 25% of participants qualifying for free and reduced price meals or 25% of the children receiving child care subsidies (child care only).

Reimbursement

Reimbursement is paid at assigned rates for meals and snacks served to participants. The amount of reimbursement is based on the number of meals and snacks served daily and the percentage of participants qualifying for free, reduced price, and paid meals.

Meal Requirements

Each facility participating in the CACFP may serve one or more of the following types of meals: breakfast, morning snack, lunch, afternoon snack, supper or evening snack. Reimbursement may be claimed for no more than two meals and one snack or two snacks and one meal per participant per day. To be eligible for reimbursement, meals must meet the requirements outlined in the CACFP Program Agreement (Schedule F).

Program Administration

Each sponsoring agency must agree to certain administrative responsibilities as outlined in the Program Agreement. Responsibilities include:

a) Accept financial and administrative responsibility for the Child and Adult Care Food Program.
b) Keep required monthly records of menus, quantities of food prepared, number of meals served to participants, and CACFP income and expenditures.
c) Submit required information such as the Center Claim for Reimbursement timely.
d) Attend CACFP training as required.

Please do not hesitate to contact our office at (785) 296-2276 with any questions. We look forward to working with you.

For more information, contact:

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This institution is an equal opportunity provider.

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.