

CACFP Administrative Handbook

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3. Program Participation

Sponsors enter into an agreement with KSDE to operate the Child & Adult Care Food Program.

Program Application Documents

CACFP application documents include the following:

- ◆ Certification Statement
- ◆ Program Agreement (non-expiring)
- ◆ Sponsor Application
- ◆ Site Information (centers and/or homes)
- ◆ Budget
- ◆ Financial Statement
- ◆ Management Plan
- ◆ Contract for Purchasing Meals (if applicable)
- ◆ Purchasing Plan
- ◆ Sponsor Code of Conduct
- ◆ Lobbying Certification Statement (if an agency received \$100,000 or more in Federal funds)
- ◆ Viability, Capability, and Accountability (VCA) Checklist (if applicable)

CACFP application documents must be submitted to KSDE and approved before CACFP payments can be made. Documents are updated (renewed) annually unless otherwise specified by KSDE.

Authorized Representative

Each sponsor appoints its own Authorized Representative. The Authorized Representative (AR) is the person responsible for administering the CACFP at the local level. The responsibilities of the AR include:

- ◆ Preparing and signing reports, claims, and other documents. An original signature of the AR is required on CACFP documents including, but not limited to the Program Agreement and the Sponsor Change Form. The AR is also responsible for signing meal contracts and the Verification of CACFP Staff Training Form.
- ◆ CACFP management including financial accountability, compliance monitoring, and staff training.
- ◆ Maintaining adequate supervisory and operational personnel for effective management of the CACFP.

The AR receives all correspondence from KSDE and is responsible for timely dissemination of information to persons in the sponsor who assist with the administration of the CACFP. The AR is designated by the sponsor's board of directors. If a change in AR occurs, complete the Appointment of a New Authorized Representative form.

Record Keeping

The CACFP Program Year is October 1 through September 30. All records must be kept for four years (three CACFP Program Years plus the current year). All records must be readily available, upon request, to auditors and representatives of KSDE or USDA. If any audit findings are not resolved, the records must be kept as long as required to resolve all questions raised by the audit.

An organized filing system that permits rapid access to required resources and records must be established and maintained. Records should be kept on the premises. Resources and records include but are not limited to:

- ◆ CACFP Monthly Updates
- ◆ CACFP Administrative Handbook
- ◆ Crediting Handbook for the Child and Adult Food Care Program
- ◆ Program application/certification documentation
- ◆ Claiming Records & Documentation
- ◆ Menu Book/Meal Production Documentation
- ◆ CACFP Infant Feeding Guide

KSDE should be notified immediately if access to records is compromised (fire, flood, theft, etc).

Refer to *Chapter 10, Recordkeeping*, for more information regarding requirements for recordkeeping.

Electronic Transactions in the Child Nutrition Program

On an annual basis, sponsors wishing to use an online system to capture enrollment or income eligibility or are capturing electronic signatures to meet other CACFP requirements must complete a Request to Use Electronic Transactions in the Child Nutrition Program. The Request to Use Electronic Transitions in the Child Nutrition Program should be completed by the Sponsors Authorized Representative, Executive Director (if applicable) and Board Chairperson or Owner. Sponsors should also consider obtaining technology and legal counsel when completing the request. Requests should be submitted and reviewed by KSDE prior to accepting electronic signatures.

Training

All centers and sponsors of day care homes are required to attend CACFP training provided or approved by KSDE. The following trainings are required for all sponsors:

- ◆ Completion of the CACFP Administrative Workshop each program year
- ◆ Food safety training approved by KSDE every three years
- ◆ Other trainings as deemed necessary

All new Authorized Representatives are required to attend the CACFP Jump Start training within 6 months of taking the responsibility. Other staff may attend if they have questions concerning CACFP administration and record keeping. The workshop will provide information on:

- ◆ Program responsibilities, including documentation and claiming
- ◆ Menu Book calculations and Crediting Foods
- ◆ Feeding Infants, including documentation and claiming

KSDE offers other special-topic trainings during the year that the sponsor's staff is encouraged to attend. These additional trainings will be offered in various locations around the state.

Responsibility of Sponsors to Train Staff

Sponsors are expected to train staff that has CACFP responsibilities. Training may include, but not be limited to:

- ◆ Annual Civil Rights Training (refer to *Chapter 6, Civil Rights* for requirement)
- ◆ CACFP Meal Pattern
- ◆ Meal counts
- ◆ Food Safety
- ◆ Family Style Meal Service

Sponsors will submit annually with renewal/certification a Verification of CACFP Staff Training Form. Documentation of staff training must be kept on file for each program year.

WIC Information for CACFP

Section 107(i) of the Child Nutrition Reauthorization Act of 1998 (P. L. 105-336) requires KSDE to ensure that each CACFP child care center (except for outside-school-hours care centers and emergency shelters) and each family and group day care home receives and shares WIC information annually: (1) a basic explanation of the benefits and importance of the WIC Program, including information on how benefits may be obtained is available at <https://www.kdhe.ks.gov/DocumentCenter/View/11728/WIC-Fact-Sheet-PDF?bidId=>; and (2) the maximum Kansas income eligibility standards for the WIC Program according to family size can be found at <https://www.kdhe.ks.gov/162/Personal-Family-Health>. This information must be provided by CACFP Sponsors to the parents/guardians of children at the time of enrollment.

Types of Programs Center

The traditional component of the CACFP includes child care centers, Head Start centers, and adult day care centers. Centers may claim reimbursement for up to two meals and one snack, or one meal and two snacks per participant per day. Reimbursement is based on claiming percentages of free, reduced price, and paid participation established from information reported by families on the Enrollment & Income Eligibility Form.

Child care centers must be licensed appropriately for child care by the Kansas Department of Health & Environment. If the center is located on a military base or on an Indian reservation, the license may be issued by the overseeing agency. Facilities licensed as a group day care through KDHE, but located in a commercial building, could be eligible to participate as a center on CACFP.

Adult care centers should be licensed appropriately for the care of nonresidential adults. The purpose of the adult day care component of CACFP is to assist participants to remain in the community, enabling families and other caregivers to continue caring for the participant at home. If the participant must reside in an institutional setting temporarily (hospital, nursing or convalescent home, residential facility, assisted living, or hospice) they would be eligible to participate again only when they return to their community residence.

Additionally, sheltered workshops, vocational or substance abuse rehabilitation centers, social centers or other types of centers do not qualify as adult day care centers for purposes of CACFP participation, since they are not operated primarily to provide day care to elderly and disabled adults in order to avoid premature institutionalization.

For-Profit Center

For-profit centers do not qualify for tax-exempt status under the Internal Revenue Code of 1986. For-profit centers must meet the criteria described below:

1. 25% of the children in care (enrolled or licensed capacity, whichever is less) are eligible for free or reduced-price meals, or
2. 25% of the children in care (enrolled or licensed capacity, whichever is less) receive child care subsidy benefits from title XX of the Social Security Act and the center receives compensation.
3. 25% of adult participants in an Adult Day Care Center receive compensation from amounts granted under title XIX, title XX, or a combination of both.

A for-profit center must use one method to qualify for eligibility each month. A center cannot combine methods in a single month.

Pricing Programs

Centers which charge separately for meals from daycare fees shall develop a policy statement for determining eligibility for free and reduced-price meals that includes all of the requirements set forth in 7 CFR 226.23.

Home Day Care

The traditional component of the CACFP also includes family day care home providers. Home providers will participate on the CACFP through a Home Sponsoring Organization.

Providers may claim reimbursement for up to two meals and one snack, or one meal and two snacks per participant per day. Providers are reimbursed for children's meals at rates (i.e. Tier 1 or Tier 2) dependent upon the location of the home or the household income of the provider.

Day care home providers must be licensed through the Kansas Department of Health & Environment. The facility must be a residence in order to participate as a day care home provider. If located in a commercial building, the facility could be eligible to participate as a center on CACFP.

At-Risk Afterschool Meals

At-Risk Afterschool Meals provides free reimbursement to afterschool programs that are organized primarily to provide care for children that serve a meal and/or snack to children after school or on the weekends, holidays, or school vacations during the regular school year. Programs must provide organized regularly scheduled activities in a structured and supervised environment that include education or enrichment activities and be located in an eligible area and licensed appropriately, as required.

Refer to *Chapter 13, At-Risk Afterschool Meals*, for more information.

Outside School Hours Care Center

An Outside School Hours Care Center (OSHCC) means an organization licensed to provide organized nonresidential care and supervision of school age children outside of school hours. The main purpose of the program will be the care and supervision of children.

An OSHCC may claim reimbursement for children up to age 13. Breakfast, afternoon snack, and supper may be claimed for children on a school day. Reimbursement is based on claiming percentages of free, reduced price, and paid participation established from information reported by families on the Enrollment & Income Eligibility Form. Breakfast, lunch, supper and/or snacks (morning, afternoon, or evening) may be claimed for reimbursement when served to all children during periods of school vacation, including weekends and holidays. However, outside school hours care programs may not operate under the CACFP on weekends only. **If an OSHCC has school age children in care in the summer when school is not in session, CACFP enrollment forms are required per 7 CFR 226.15(e)(2).**

An OSHCC may participate in the CACFP either as an independent center or under the auspices of a sponsor. All sites must be appropriately licensed for child care. A program that is operated by a public school and is located in a school building may be exempt from licensing.

Refer to the [USDA At-Risk Afterschool Meals \(Designed\) Guide](#), page 82 for more information.

Emergency Shelter Program

The Emergency Shelter Program allows emergency shelters, homeless shelters and domestic violence shelters to receive free reimbursement for nutritious meals served to children.

Meals may be claimed any day of the year that meals are served to children, including weekends and holidays. The shelter does not have to collect Enrollment & Income Eligibility Forms or enrollment forms.

To qualify for reimbursement:

- ◆ The emergency shelter must provide temporary residential and food services to children and their parents or guardians.
- ◆ The emergency shelter must be a nonprofit agency.
- ◆ An eligible site must meet all health and safety codes as required by state and local laws.

Any child 18 years of age and younger is eligible to participate in the emergency shelter component of CACFP. An emergency shelter may claim reimbursement for up to three meal services per child per day. This can be any combination of breakfast, lunch, supper, and snacks.

KSDE Review of CACFP

The primary purpose of the KSDE review is to offer technical assistance, review record keeping procedures and documented CACFP information, verify compliance with federal regulations, and observe meal preparation and service.

Reviews are conducted announced or unannounced every 12 to 36 months, or sooner if deemed necessary. The amount of time to complete the review will depend on the size of the sponsor, the number of sites, and the organization of the records.