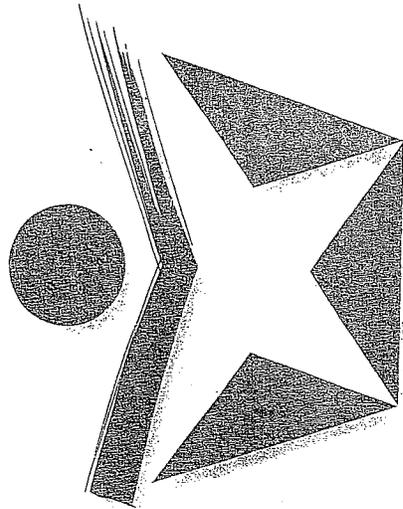


## How does CACFP work?

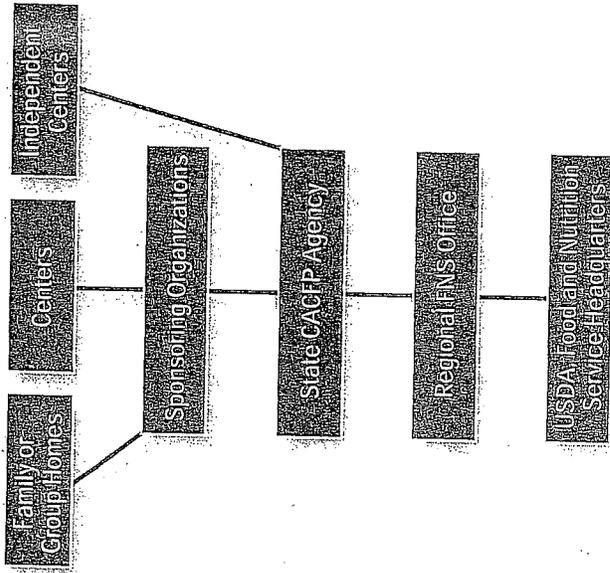
CACFP reimburses participating centers and day care homes for serving nutritious meals. It is administered at the Federal level by the Food and Nutrition Service (FNS), an agency of the U.S. Department of Agriculture (USDA).

The State education or health department administers CACFP in most States. State agencies approve sponsoring organizations and independent centers to operate the program on the local level. The State also monitors the program and provides guidance and assistance to ensure requirements are met.

**Sponsoring organizations** play a critical role in supporting home day care providers and centers through training, technical assistance, and monitoring. All family or group day care homes must come into the program under a sponsoring organization. Several types of organizations are approved by the States to serve as sponsors—community action groups, nonprofit organizations, and churches.



## CACFP Partners



## Contacts

If you are interested in participating in CACFP, or have questions about the program, the sponsoring organizations and State agencies can help. Our website has State agency CACFP contact information, or call (703) 305-2620.

[www.fns.usda.gov/cnd/contacts/StateDirectory.htm](http://www.fns.usda.gov/cnd/contacts/StateDirectory.htm)

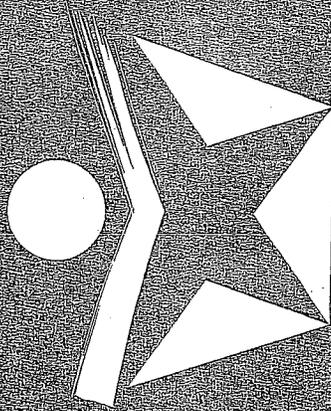


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United States Department of Agriculture  
Food and Nutrition Service

# Building for the Future



in the  
**Child and Adult  
Care Food Program  
(CACFP)**

# Building for the Future

## What is CACFP?

CACFP is the Child and Adult Care Food Program, a Federal program that provides healthy meals and snacks to children and adults receiving day care.

Each day more than 2.6 million children and almost 60,000 older adults participate in CACFP. Through CACFP, participants' nutritional needs are supported on a daily basis. The program plays a vital role in improving the quality of day care and making it more affordable for many low-income families.

In addition to day care, CACFP helps make afterschool programs more appealing to at-risk youth. By offering nutritious snacks in programs serving low-income areas, centers can increase participation and know that youth are having a healthy snack.

Homeless children and children from temporarily displaced families can also receive up to three meals each day through shelters that operate the program.

## Who is eligible for CACFP meals?

- children age 12 and under,
- migrant children age 15 and younger,
- functionally impaired adult participants or adults age 60 and older enrolled in an adult day care center, and
- youths through age 18 in afterschool programs in needy areas.

## What kinds of meals are served?

CACFP facilities follow the meal patterns established by USDA.

- **Breakfast** consists of a serving of milk, fruit or vegetable, and grains or bread.
- **Lunch and dinner** require milk, grains or bread, meat or meat alternate, and two different servings of fruits or vegetables.
- **Snacks** include two different servings of the four components: milk, fruits or vegetables, grains or bread, or meat or meat alternate.

## CACFP Facilities

Many different facilities operate CACFP, all sharing the common goal of bringing nutritious meals and snacks to participants.

- **Child Care Centers**  
Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers serve meals to large numbers of children.
- **Family Day Care Homes**  
Small groups of children receive nonresidential day care in licensed or approved private homes.
- **Afterschool Care Programs**  
Centers in low-income areas provide free snacks to school-age children and youth.
- **Homeless Shelters**  
Emergency shelters provide residential and food services to homeless children.
- **Adult Day Care Centers**  
Public, private nonprofit, and some for-profit adult day care facilities provide structured, comprehensive services to functionally impaired nonresident adults.

# Child and Adult Care Food Program (CACFP)

### Examples of Snacks Served:

- Baked chicken, steamed broccoli, apple slices, whole wheat roll, fat-free or low-fat milk
- Turkey sandwich on whole wheat bread, carrot sticks, apple sauce, fat-free or low-fat milk
- Grilled cheese sandwich on whole wheat bread, oven-baked sweet potato fries, plum, fat-free or low-fat milk
- Homemade baked chicken nuggets, baked potato wedges, cornbread, fresh strawberries, fat-free or low-fat milk

### Combining Meals and Activities:

When school is out and parents are still at work, children need a safe place to be with their friends, with structured activities, and supportive adults. Afterschool programs that serve meals or snacks draw children and teenagers into constructive activities that are safe, fun, and filled with opportunities for learning. The meals and snacks give them the nutrition they need to learn, play, and grow.

### Cash Reimbursement:

All meals and snacks served in afterschool programs in CACFP will earn reimbursement at the "free" rate. USDA rates are adjusted every July 1. Contact your State agency for the current rates.

### How to Apply:

Contact your State agency. For more information on afterschool meals and snacks, visit our website at [www.fns.usda.gov/cnd](http://www.fns.usda.gov/cnd)

### When School Lets Out:

Children need good nutrition all year long. The Summer Food Service Program is ideal if you sponsor activity programs during the summer. USDA provides cash reimbursement for meals served to children after the school year ends. Your State agency can provide you with more information on summer meals.

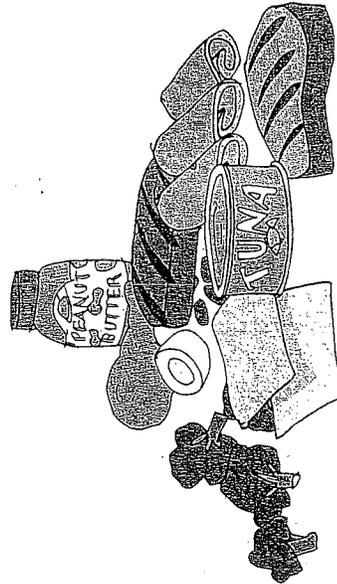
### State Agencies:

For a listing of State agencies, visit [www.fns.usda.gov/cnd/Contacts/StateDirectory.htm](http://www.fns.usda.gov/cnd/Contacts/StateDirectory.htm)

### For More Information Contact

June 2011

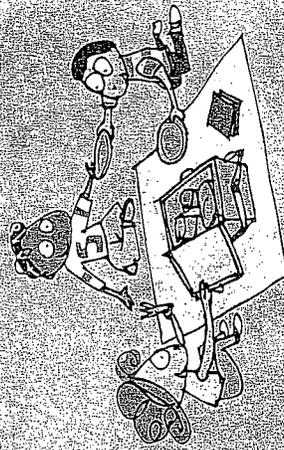
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United States Department of Agriculture  
Food and Nutrition Service

## At-Risk Afterschool MEALS in the Child and Adult Care Food Program (CACFP)

Be a Champion to End Childhood  
Hunger in Your Community



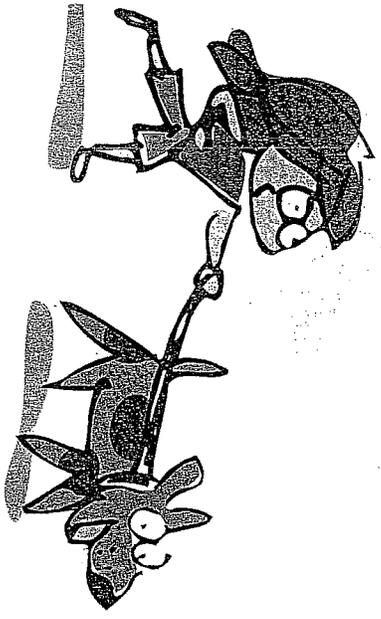
**Meals.** Cash reimbursement is available to institutions that serve nutritious meals and snacks to children in afterschool programs.

**Everyone.** At USDA, ensuring the health and well-being of children is one of our highest priorities. All children and youth attending qualified afterschool programs can have free meals and snacks.

**Afterschool.** Organized, structured, and supervised programs after school help students make the grade!

**Learning.** Nutritious meals and snacks are important for effective learning and developing healthy eating patterns now and in the future.

**State Agency.** Contact your State agency to apply. Meals and snacks are available in ALL States.



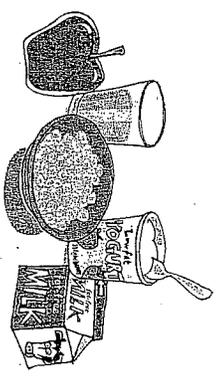
**Afterschool Programs that Can Participate:**

- Public or private nonprofit organizations or eligible for-profit organizations operating an afterschool program.
- Programs must be located in an attendance area of a public school where at least 50 percent of the enrolled students are certified as eligible for free or reduced-price meals.
- Programs must provide educational or enrichment activities in an organized, structured, and supervised environment after the end of the school day, on weekends, or on holidays during the school year.

**Qualified Educational and Enrichment Activities:**

- Arts and crafts
- Homework assistance
- Life skills
- Computers
- Remedial education
- Competitive sports teams are NOT eligible, but afterschool programs that include a sports activity as part of their enrichment program may be eligible.

Your State agency can assist you in determining if your program provides eligible educational or enrichment activities.



**Licensing Requirements:**

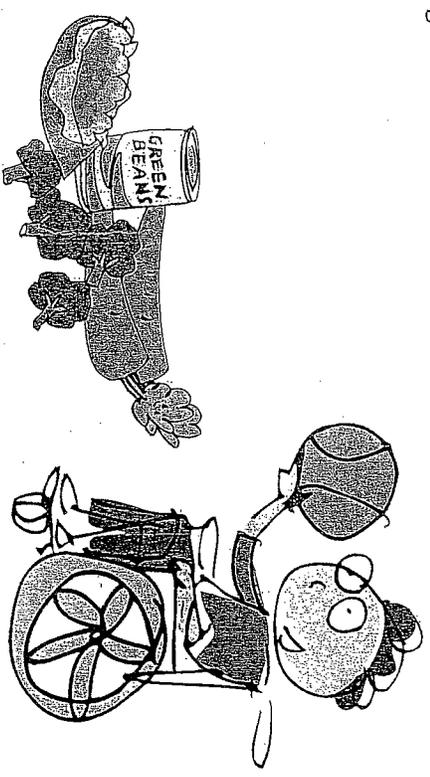
Afterschool programs do not need to be licensed in order to participate UNLESS there is a State or local requirement for licensing. All programs must meet State or local health and safety standards.

**Who Is Eligible:**

All children who are 18 and under at the start of the school year may receive a free meal, a snack, or both. There are no age limits for children with disabilities.

**Examples of Snacks Served:**

- String cheese, whole wheat crackers, and water
- Whole wheat bread, peanut butter, jam, and water
- Pita breads squares, hummus dip, water
- Pretzels and fat-free or low-fat milk



# Help Prevent Child Hunger All Year Long With SFSP & CACFP At-Risk!



<http://gamerflaction.com/2011/06/06/children-need-nutrition/>

## About the Programs

The *Summer Food Service Program* serves free, nutritious meals and snacks to kids and teens in low-income areas during the summer. The meals help children get the nutrition they need to grow, learn, and play when school is out.

The *CACFP At-Risk Afterschool Program* provides eligible after school programs with funds for nutritious meals and snacks served to all children and teens 18 years and younger. Providers can receive reimbursement throughout the school year for each child who is served a snack and/or meal after school hours.

These programs complement one another nicely.

CACFP At-Risk ends with the school each just in time for summer to begin. The After-School Snack Program through the National School Lunch Program is another option, but it does not allow for non-schools to participate or for a supper meal to be reimbursed.

## Why these Programs are Important:

*Hungry children cannot learn.*

Many children rely on the meals and snacks they receive at school. Healthy food is not always available for these children when the school day ends and when school lets out for the summer months. By providing nutritious food after school and during the summer children will have the fuel they need for success, as well as a safe place to learn and play.

## Who is Eligible?

### SFSP

There are a variety of ways to qualify a Summer Meal site.

- School data  
50% or more of the children are eligible for free or reduced price school meals
- Census data
- Local data

### CACFP At-Risk

After school programs may receive CACFP meal and snack reimbursement if:

- Educational or enrichment activities are provided
- Programs are located where 50% or more of the students qualify for free or reduced price school meals

Help Maine children receive the nutrition they need  
every day to be healthy, active, and ready for the future!

## Making the Transition

Learn more about how you can help feed youth in your community all year long!

These child nutrition programs are Federally-funded through the USDA Food and Nutrition Service.

State-administered in Maine by:

### Summer Food Service Program

The Department of Education  
Child Nutrition Services

Gail Lombardi, SFSP Administrator

(207) 624-6876

[gail.lombardi@maine.gov](mailto:gail.lombardi@maine.gov)

### CACFP At-Risk Program

Department of Health & Human Services  
Office of Child and Family Services

Ellen Shrader, Agreement Administrator

(207) 624-7960

[ellen.shrader@maine.gov](mailto:ellen.shrader@maine.gov)

## What does this mean for you?

*When you make the transition from one program to the other:*

- You will be offering children a place to access nutritious food every season!
- You will have contact with two State Agencies:
  - We are here to help you to meet program requirements and grow your programs.
- Initially, you will have two sets of paperwork and agreements
  - However, daily paperwork requirements are minimal.
- Most importantly –
  - You will be helping children in your care become **healthy, active, and ready for the future!**

### Program Similarities:

- Provides healthy, nutritious food
- Meal Patterns/Components
- Daily Record Keeping
  - Meal count requirements

### Program Differences:

- Eligibility
- Reimbursement Rates
- Type of meals reimbursed per day
- Required enrichment activities (CACFP)

## 2014 Reimbursement Rates:

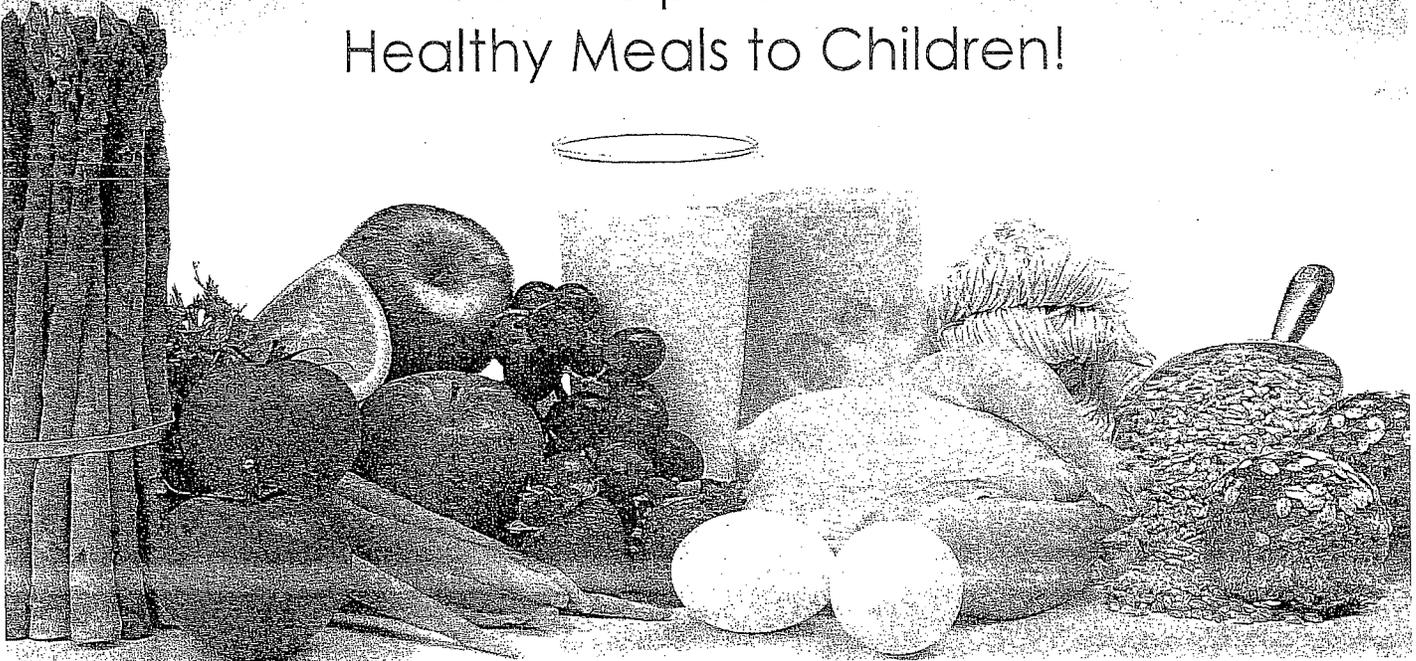
SFSP:

Rates	Breakfast	Lunch/Supper	Snack
Rural/Self-Prep	2.0225	3.5450	0.8400
Urban/Vended	1.9850	3.4875	0.8225

CACFP At-Risk:

Rates	Lunch/Supper	Snack
Free	\$2.93	\$0.80

# The Child and Adult Care Food Program (CACFP) Can Help You Feed Healthy Meals to Children!



## What is CACFP?

The Child and Adult Care Food Program offers child care providers the tools to provide healthy meals and nutrition education to children in their care.

Providers receive financial reimbursement for healthy meals (defined by the USDA) served to children.

This program is funded by the United States Department of Agriculture (USDA).

## What are the benefits?

State and local sponsoring agencies support care providers in a variety of ways. Examples include:

- Reimbursement for nutritious meals
- On-site support, information, and training
- Suggestions for healthy meals and snacks and physical activity

## Who can qualify?

CACFP is available through the State agency for:

- Nonprofit Child Care Centers
- Some eligible For-Profit Centers
- At-Risk Afterschool Care Centers
- Outside School Hours Care Centers
- Adult Day Care Centers
- Emergency Shelters

CACFP is available through local sponsors to Licensed Day Care Homes and some Legal Unlicensed Homes.

*(Please see back of flyer)*

## What is expected of providers?

- Help children develop life-long healthy eating habits
- Serve nutritious meals as defined by the USDA
- Provide a safe and healthy environment for children in your care.
- Meet State or home-sponsor enrollment and record keeping requirements.
- Comply with Staff/child ratios as defined by DHHS Licensing.

## Learn more about CACFP

### Maine's CACFP website:

[www.maine.gov/dhhs/ocfs/cc/ocfs/foodogm.html](http://www.maine.gov/dhhs/ocfs/cc/ocfs/foodogm.html)

### USDA website:

<http://www.ins.usda.gov/cacfp/child-and-adult-care-food-program>

A Federally funded children nutrition program through the USDA Food and Nutrition Services (FNS). State administered through Maine Department of Health and Human Service (DHHS).



Child and Family Services  
An Office of the  
Department of Health and Human Services

Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

The Child and Adult Care Food Program (CACFP)  
can help you pay for the cost of nutritious meals and snacks  
for children in your care.

2 Anthony Ave.  
11 State House Station  
Augusta, Maine 04333-0011  
Phone: 207-624-7909  
Fax: 207-287-6156  
TTY: Dial 711 (Maine Relay)

## How to enroll in the Child and Adult Care Food Program:

DHHS works with a variety of programs across the state to make CACFP work. To enroll in CACFP, contact one of the sponsoring agencies in your community listed below.

### Androscoggin

Androscoggin Head Start & Child Care  
207-795-4046

Catholic Charities Maine  
207-786-0925 or 1-800-784-0157

Community Concepts, Inc.  
207-739-6615

Family Focus  
207-386-1662

Western Maine Community Action  
(Livermore Falls Area)  
1-800-645-9636 or 207-645-3764

### Aroostook

Aroostook County Action Program  
207-764-3721

Horizons Unlimited, Inc.  
207-764-6659

### Cumberland

Catholic Charities Maine  
207-786-0925 or 1-800-784-0157

Child Care Services of York County  
207-324-0735

Family Focus  
207-386-1662

Midcoast Maine Community Action  
207-442-7963

### Franklin

Catholic Charities Maine  
207-786-0925 or 1-800-784-0157

Community Concepts, Inc.  
207-739-6615

Western Maine Community Action  
1-800-645-9636 or 207-645-3764

### Hancock

Child and Family Opportunities  
1-800-834-4378 or 207-667-2995

### Kennebec

Catholic Charities Maine  
207-786-0925 or 1-800-784-0157

So Kennebec Child Development Corp.  
207-582-3110

### Knox

Catholic Charities Maine  
207-786-0925 or 1-800-784-0157

Penquis  
207-973-3506

So Kennebec Child Development Corp.  
207-582-3110

### Lincoln

Catholic Charities Maine  
207-786-0925 or 1-800-784-0157

Family Focus  
207-386-1662

Midcoast Maine Community Action  
207-442-7963

Penquis  
207-973-3506

So Kennebec Child Development Corp.  
207-582-3110

### Oxford

Catholic Charities Maine  
207-786-0925 or 1-800-784-0157

Community Concepts, Inc.  
207-739-6615

### Penobscot

Catholic Charities Maine  
207-786-0925 or 1-800-784-0157

Child and Family Opportunities  
1-800-834-4378 or 207-667-2995

Penquis  
207-973-3506

### Piscataquis

Catholic Charities Maine  
207-786-0925 or 1-800-784-0157

Penquis  
207-973-3506

### Sagadahoc

Catholic Charities Maine  
207-786-0925 or 1-800-784-0157

Family Focus  
207-386-1662

Midcoast Maine Community Action  
207-442-7963

### Somerset

Catholic Charities Maine  
207-786-0925 or 1-800-784-0157

Penquis  
207-973-3506

So Kennebec Child Development Corp.  
207-582-3110

### Waldo

Catholic Charities Maine  
207-786-0925 or 1-800-784-0157

Child and Family Opportunities  
1-800-834-4378 or 207-667-2995

Penquis  
207-973-3506

So Kennebec Child Development Corp.  
207-582-3110

Waldo County CAP  
207-338-6809

### Washington

Child and Family Opportunities  
1-800-834-4378 or 207-667-2995

### York

Catholic Charities Maine  
207-786-0925 or 1-800-784-0157

Child Care Services of York County  
207-324-0735

Office of Child and Family Services  
2 Anthony Ave,  
11 State House Station  
Augusta, Maine 04333-0011

Phone: 207-624-7909  
Fax: 207-287-6156  
TTY: 1-800-606-0215

# Child and Adult Care Food Program (CACFP) Background



## Background

The Child and Adult Care Food Program (CACFP) provides federal funds for meals and snacks served in licensed child care centers, family child care homes and after-school programs. Children younger than 12 years, migrant children younger than 15 years, and children with disabilities of any age may participate in the program. The government reimburses child care providers at a higher rate for children from low-income families than for children from families earning higher incomes. In 2011, CACFP provided meals and snacks to over 3.3 million children daily in child care centers, family child care homes, and after-school programs.<sup>1</sup>

## Status

The CACFP program is authorized through FY 2015. Congress reauthorized and amended CACFP during the 111th Congress (December 2010), as part of the Healthy, Hunger-Free Kids Act.

## Funding

The CACFP is an open-ended entitlement, administered by the Department of Agriculture. This means that the federal government must contribute as much money as necessary to fully fund the program for every child who is eligible and wants to participate, even if this number increases substantially each year. In FY 2012, \$2.7 billion was appropriated for the child care component of CACFP.<sup>2</sup>

## Summary of the Healthy, Hunger-Free Kids Act:

The Health, Hunger-Free Kids Act authorizes federal child nutrition programs (such as the School Breakfast, School Lunch, and Summer Food programs, and the Child and Adult Care Food Program). The bill also increases funding on child nutrition programs by \$4.5 billion over ten years and aims to end child hood hunger and

<sup>1</sup> U.S. Department of Agriculture. (2012). *Child and Adult Care Food Program*. Retrieved February 28, 2013, from [http://www.fns.usda.gov/cfa/factsheets/CACFP\\_Quick\\_Facts.htm](http://www.fns.usda.gov/cfa/factsheets/CACFP_Quick_Facts.htm)

<sup>2</sup> Ibid.

address the epidemic of childhood obesity.

## Specific improvements made to CACFP

- Directs the U.S. Secretary of Agriculture to work with the U.S. Secretary of Health and Human Services to encourage state licensing agencies to include wellness standards within state licensing standards in order to ensure that licensed and regulated child care centers and family child care homes provide physical activity opportunities, limit screen time and offer food consistent with the health meals patterns and nutrition standards of CACFP.
- Expands the afterschool meals program for at-risk children to permit communities in all 50 states to be reimbursed for a meal, instead of just a snack.
- Strengthens nutrition requirements for child care providers participating in CACFP, and provides guidance and technical assistance to help providers improve the health of young children.
- Establishes a simplified method of determining sponsor monthly administrative funding by requiring only the number of homes multiplied by the administrative reimbursement rate calculation to determine the sponsors' administrative funds.
- Eliminates the need for sponsors and child care centers to resubmit duplicative paperwork each year.

## Key CACFP Talking Points



- CACFP plays a vital role to ensure that all children in child care settings eat nutritious meals to help them grow and develop to their full potential.
- Many young children eat the majority of their daily meals while in child care. CACFP helps child care providers prepare meals and snacks that meet USDA nutrition standards.
- CACFP also helps to increase the quality of family child care in the United States by providing an incentive for family child care providers to become licensed.



## Child and Adult Care Food Program (CACFP)

Building For the Future

Lyn Ludington – CACFP- State of Maine- 2014



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## CACFP Background

- **1968:** Established by Congress for licensed daycare facilities.
- **1978:** CACFP became permanent, expanding coverage to:
  - Licensed and approved centers
  - Outside school hours care centers
  - Family daycare homes
  - Institutions providing daycare for the handicapped.
- **1981:** Eligible private for-profit facilities were allowed.
- **1987:** Adult day care facilities started participation
- **1998:** Authorized meal reimbursement for At-Risk programs and Emergency shelters serving low income populations.

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## CACFP Overview

- CACFP provides meal reimbursement for nutritious meals and snacks that contribute to:
  - the wellness, healthy growth, and development of young children, and
  - the health and wellness of older adults and chronically impaired disabled persons.
- Federally-funded, State-Administered
  - Maine DHHS
- CACFP Nationally, more than:
  - 3.3 million children & 120,000 adults
  - Receive daily nutritious meals and snacks as part of the day care they receive.



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### CACFP in Maine

87 Institutions operating, with an average of 10,400 enrolled participants

- 14 Daycare Home Sponsors
    - 1031 licensed or legal unlicensed homes
  - 6 Adult Centers
  - 23 At Risk Programs
  - 71 Child Care Centers
    - Including 84 Head Start sites
  - 4 Emergency Shelters
  - 12 Outside School Hours Care Centers
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- \$8,000,000 paid out in claims for meals in 2013
  - 6,953,562 meals were served in CACFP Institutions in 2013

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### CACFP Benefits

1. Meal reimbursements help cover meal costs.
2. Practical and easy meal patterns.
  - Based on 4 Food Components
3. Training and Technical Assistance provided regularly.
  - Assure developmentally appropriate feeding practices
  - Help with meal planning and adequate portion sizes
  - Provide menu and recipe ideas
  - Offer easy ways to incorporate age appropriate physical activity into a child's day
4. CACFP provides eligibility and record keeping forms required for program compliance

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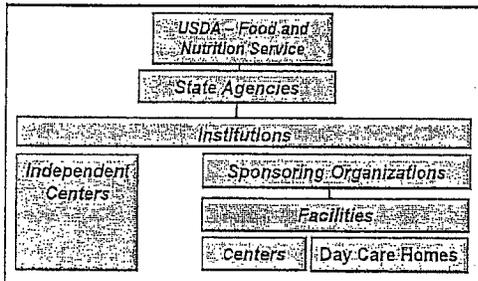
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### CACFP Structure



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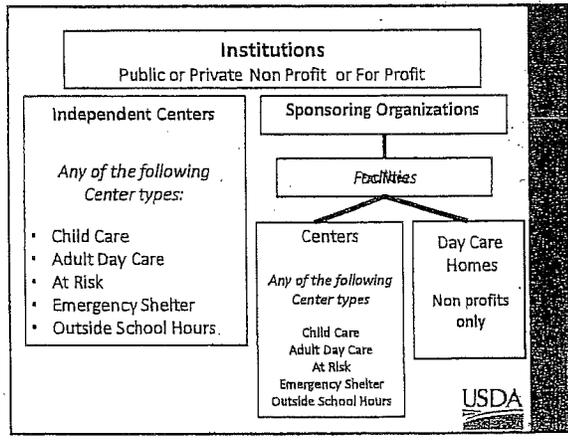
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**State CACFP Responsibilities:**

- Provide TA to all inquiries, new applicants, and current participants that may include:
  - Agreement completion
  - Enrollment and eligibility
  - Menu and meal patterns
  - Record keeping and claim systems
- Assure licensing requirements are met
- Assure all institutions have complete and correct agreement information and are operating in a manner that assures they are VCA.
- Complete required monitoring visits and reviews to all new applicants and current institutions
- Provide training mandated by Federal Regulation
- Work to expand the program in underserved program areas throughout the state

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**LICENSING**

CACFP participants are required by Federal Regulation to be state licensed unless exempt.

- **Exceptions:**
  - Emergency Shelters
  - At Risk Centers
  - Outside School Hours Child Care Centers
  - Legal Unlicensed Child Care Homes  
(no more than 2 children in care)

USDA

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### LICENSING

- Facility must show that the license is *current* or show proof that they are *in process*.
- If the license expires, CACFP participation and reimbursement is denied as of expiration date.
  - CACFP participation will not start again until the new license number is received.
- Staff-child ratios are monitored at each visit.
- Any CACFP Center or Daycare home issued a conditional license are visited as soon as possible.
  - See policy

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### CACFP Conditional License Policy

- Licensing alerts OCFS Associate Director once a Conditional License is issued.
- CACFP State staff and/or Sponsor staff visits the center or home to assess if it was issued due to an imminent health or safety threat or due to any other issue that may be out of compliance with CACFP regulation.
- Sponsors are told how to report findings to licensing.
- Findings at this visit are documented and reported as necessary.
  - A findings may result in more visits and corrective action.
- Reported or found imminent health and safety threats require CACFP to immediately suspend program reimbursement per Federal Regulation.

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### MONITORING

- State Agency Visits
  - Review institutions every 2-3 years with 10% of sponsored sites reviewed unannounced.
  - New enrolled participants receive a pre approval visit.
  - State agency staff can review any institution at any time either announced or unannounced.
- Sponsorship Visits
  - Sponsors of Centers or FDCH's review each site 3 times within a year - 2 unannounced, 1 announced - at varied meal times & with no more than 6 months elapsing.
  - New participants are visited within the first month of participation.
  - Sponsor staff can review any institution at any time as needed.

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### SITE MONITORING REQUIREMENTS

- Documents licensing or approval status and compliance with staff-child ratios within stated capacity.
- Checks for required & posted daily menu.
- Reviews menus for CACFP meal pattern compliance.
- Completes a 5 day reconciliation of meal counts and enrollments.
- Assures yearly CACFP training attendance.
- Reviews CACFP meal counts and meal records.
- Reviews on site CACFP enrollment forms or Income Eligibility Forms (IEFs) for children in care.
- Checks for required postings:
  - WIC, Justice for All, Building for the Future
- Checks for general health and safety compliance.

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### Questions?

For additional information on CACFP meal patterns, meal rates, or regulation and policy please check the web site:

<http://www.fns.usda.gov/>

or Contact

Maine CACFP Staff: 624-7909



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