

## CACFP FACT SHEET FOR NEW INDEPENDENT INSTITUTIONS

Institutions participating in CACFP must adhere to all program requirements outlined in the CAC2 – Program Agreement. This Fact Sheet summarizes important points related to reimbursement, attendance, enrollment, income eligibility, mal counts, meal service, and menus. The institution's Authorized Representative should read all items before signing.

<b>Reimbursement Claims and Payments</b>
7 CFR 226. 11 (a) states, "Payments shall be made only to institutions operating under an agreement with the State agency for the meal types specified in the agreement."
Reimbursement payment is based on the number of approved meals served and claimed. Reimbursement is not based on actual cost.
Reimbursement must be used to pay for food service costs as outlined in the approved budget. Follow approved budget when submitting claims.
Receipts and/or invoices must be maintained to document costs claimed, including food, milk, labor, supplies and administrative costs.
All records to support the claim for reimbursement must be on file <u>before</u> the claim is submitted
All shared costs (such as rent, labor, office supplies) must have a cost allocation plan on file to support costs charged to CACFP.
<b>Attendance and Enrollment</b>
Attendance of participants must be taken and maintained daily.
Documentation of enrollment as specified in 7 CFR Part 226 must be on file for participants. Exceptions: Participants in emergency shelters and at-risk afterschool meal programs are not required to have enrollment documentation.
<b>Income Eligibility Documentation</b>
Income eligibility applications must be on file for all participants who are classified as free or reduced. Income eligibility applications must be updated annually and are only valid if signed by the Eligibility Official.
If a participant does not have an updated income eligibility application on file, the participant will be classified as "Denied/Paid."
Exceptions: Participants enrolled in Head Start, emergency shelters, at-risk afterschool meals programs, Head Start and Early Head Start are classified as "Free."

(See other side)

## Meal Counts, Meal Patterns, and Meal Service

The infant meal pattern must be offered to all infants, birth through 11 months of age. Maintain documentation to support offering the CACFP meal pattern.

Meals must be counted at the time of each meal service. Attendance sheets cannot be used as meal count documentation.

All meals must be served as a unit.

A breakfast meal for children (24 months and older) must contain: milk, grain, and fruit or vegetable. A meat/meat alternate can be served in place of the grain up to 3 times per week.

A breakfast meal for adults must contain: milk, 2 grains, and fruit or vegetable. A meat/meat alternate can be served in place of a grain up to three times per week. Yogurt can be served in place of milk one time per day for adults.

A lunch and supper meal for children must contain: milk, grain, a vegetable, a fruit or second vegetable, and a meat/meat alternate.

A lunch and supper meal for adults must contain: milk, 2 grains, a vegetable, a fruit or second vegetable, and a meat/meat alternate.

A snack for children and adults must contain two of the following components: milk, grain, fruit, vegetable, meat/meat alternate.

Milk served to children ages 12-23 months must be whole milk.

Milk served to children ages 2 years to 18 years and to adults must be low-fat (1%) or skim milk. Flavored, nonfat milk may only be served to children 6 years and older and to adults.

Juice is limited to no more than one serving per day for children and adults. Juice and milk cannot be served at the same snack.

Juice cannot be served to infants.

Water must be made available and offered to all children throughout the day.

Facilities are required to offer at least one whole grain-rich serving of grains/bread per day across all meals and/or snacks offered.

## Menus

Daily menus must be dated and maintained for all approved meal types.

Menus must reflect actual foods served, including substitutions.

Menus must include the type of milk(s), type of cereal, and identify whole grain-rich grains.

**The institution's Authorized Representative should read all items in the CACFP Fact Sheet before signing below.**

Institution Name	
Authorized Representative Signature	
Printed name of Authorized Representative	
Date	