



CACFP FACT SHEET FOR SPONSORING ORGANIZATIONS

Sponsoring Organizations (SOs) participating in CACFP must adhere to all program requirements outlined in the Program Agreement and this **Fact Sheet**. The institution's Authorized Representative should read all items before signing.

Reimbursement Claims and Payments

- 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 upon the number of approved meals served and claimed, not actual costs incurred.
- Reimbursement must be used to pay for food service costs as outlined in the approved budget. Follow the approved budget line items when submitting claims.
- Except for daycare homes, 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 before the claim is submitted.
- All shared costs (such as rent, labor, office supplies) must have a cost allocation plan on file and included in the approved budget to support costs charged to CACFP.

Sponsoring Organizations must ensure that all sponsored facilities are in compliance with the following:

Attendance and Enrollment

- 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 and updated annually.

Exceptions: Participants in emergency shelters and at-risk afterschool meal programs are not required to have enrollment documentation.

Income Eligibility Documentation

- Income Eligibility Applications (IEAs) must be on file for all participants who are classified as free or reduced. IEAs must be updated annually and are only valid if signed by and authorized representative. Day care homes must have income eligibility applications on file if Tier 1 by income, Tier II High, or Tier II Mixed.
- If a participant does not have an updated IEA on file, the participant is classified as "Denied/Paid." Exceptions: Participants enrolled in At-Risk Afterschool Meal programs, Early Head Start and Head Start, and emergency shelters are classified as "Free".

Meal Counts and Meal Service

- Meals must be counted at the time of each meal service, also referred to as ‘point-of-service.’ Attendance sheets are never used as meal count documentation. (Day care home providers are required to document meals served to eligible participants by the end of each day.)
- All meal components must be served as one unit.

Menus

- Daily menus must be dated, posted and retained by the institution and each facility.
- Menu templates must reflect USDA meal patterns.
- Menus must reflect actual food items and beverages served, including substitutions.
- Menus must be appropriate for age groups served (i.e., separate infant menu if infants are enrolled).

Infant Meal Patterns and Menu Documentation (For participants birth through 11 months of age)

- The infant meal pattern must be offered to all infants that are enrolled for care. Maintain the “Infant Feeding Consent” form for each enrolled infant to support offering the CACFP meal pattern.
- Infant formula and infant cereal must be iron-fortified.
- Solid foods, including combination foods, are gradually introduced as developmentally appropriate, typically at around 6 months of age. Once developmentally appropriate, infants 6-11 months of age will receive three components at breakfast, lunch/supper and snack.
- Ready-to-eat cereal is only served at snack.
- Non-creditable infant menu items include: cheese food, cheese spread, juice, honey, soy yogurt, and tofu.
- Families may provide up to one creditable component per meal/snack per day. If the family wishes to provide more than one, the meal/snack may not be claimed for reimbursement.
- Serving sizes listed for meals and snacks are the minimum required to be served, not the maximum. Additional servings of any meal component may be offered at any meal/snack served.

Child Meal Patterns and Menu Documentation (For participants 12 months to 18 years of age)

- A breakfast meal must contain three components: milk, grain, and vegetable or fruit. A meat/meat alternate may replace the grain up to three times per week.
- A lunch/supper meal must contain five components: milk, grain, a vegetable, a fruit or second vegetable, and a meat/meat alternate.
- A snack must contain two of the five components: milk, grain, fruit, vegetable, or meat/meat alternate. (100% juice and milk served together do not credit as two components of a reimbursable snack.)

- Serving sizes listed for meals and snacks are the minimum required to be served, not the maximum. Additional servings of any meal component may be offered at any meal/snack served.
- Creditable milk for children ages 12-23 months: unflavored whole milk; Children are given a one-month period from 12 to 13 months of age to transition from iron-fortified infant formula to whole cow milk.
- Creditable milk for children ages 2 to 5 years: unflavored low-fat (1%) or unflavored skim milk; Children are given a one-month period from 24 to 25 months to transition from whole milk to low-fat (1%) or skim milk.
- Creditable milk for children ages 6-18 years: unflavored low-fat (1%), unflavored skim, flavored low-fat (1%), or flavored skim milk.
- Breast milk is creditable at any age.
- Families may request in writing non-dairy beverages that are nutritionally equivalent to cow's milk. Other non-dairy beverages may be served if medically necessary and supported by written medical statement.
- Non-dairy beverages, if served, must be documented on the menu. Sweetened non-dairy beverages, nutritionally equivalent to cow's milk, are only creditable for participants age 6 and up.
- Families may provide up to one creditable component per meal/snack per day. If a family wishes to provide more than one, the meal/snack may not be claimed for reimbursement.
- Juice, if served, must be 100% fruit/vegetable juice, labeled on menu, and limited to no more than one serving per day.
- Water must be made available and offered to all children throughout the day.

Adult Meal Patterns and Menu Documentation

(Participants 60 years of age and older and participants with chronically impairing disabilities)

- A breakfast meal for adults must contain three components: milk, two grain servings, and vegetable or fruit. A meat/meat alternate may be served in place of the grain up to three times per week.
- A lunch/supper meal for adults must contain five components: milk, two grains, a vegetable, a fruit or second vegetable, and a meat/meat alternate.
- A snack for adults must contain two of the following five components: milk, grain, fruit, vegetable, or meat/meat alternate. (100% juice and milk served together do not credit as two components of a reimbursable snack.)
- Creditable milk for adults: unflavored low-fat (1%), unflavored skim, flavored low-fat (1%), or flavored skim milk
- Yogurt may be served in place of milk one time per day for adults.
- Non-dairy beverages, if served, must be documented on the menu.

- Families may request in writing non-dairy beverages that are nutritionally equivalent to cow's milk. Other non-dairy beverages may be served if medically necessary and supported by written medical statement.
- Families may provide up to one creditable component per meal/snack per day. If the family wishes to provide more than one, the meal/snack may not be claimed for reimbursement.
- Juice, if served, must be 100% fruit/vegetable juice, labeled on menu, and limited to no more than one serving per day.

Cereals, Combination Foods, Grain-Based Desserts, Whole Grains, & Yogurts (Applies to all age groups)

- Cereals must have 6 grams or less of sugar per ounce. Brand of cereal must be identified on the menu.
- When serving combination foods (e.g., casseroles, chicken nuggets, fish sticks, lasagna, macaroni and cheese, pizza, etc.), documentation of meal pattern contributions must be on file. Acceptable documentation includes CN labels and product formulation statements for commercially prepared items and standardized recipes for homemade items.
- Grain-based desserts (such as brownies, cakes, cereal bars, coffee cakes, doughnuts, granola bars, sweet pie crusts, sweet rolls, and toaster pastries) are not creditable as grains and cannot be purchased with CACFP funds.
- Whole grain-rich items: At least one of the grain items served per day must be whole grain-rich. If a snack is the only meal served, and a grain is on the menu, it must qualify as whole grain-rich. (Note the whole grain requirement does not apply to infants.)
- Label whole grain-rich items on the menu. Abbreviations ("WG", "WGR," and "WW") are acceptable for identification purposes.
- Supporting documentation must be on file for all grain items identified as fulfilling the whole grain-rich requirement. Acceptable documentation includes packaging, photo copies, or photographs, ingredient list, WIC list, or CN labels, as applicable.
- Yogurt must have 23 grams of sugar or less per 6 ounce serving. Supporting documentation must be on file for all yogurts served.

Monitoring

- The SO is required to review each of its facilities three times every year. Exceptions: facilities in operation less than 7 months per year require fewer visits as outlined in Sponsor Review Instruction Booklet.
- At least one review must be made during each new facility's first four weeks of Program operations. (Note: The first review requirement also applies to a facility that changes sponsors or to a facility that re-enters CACFP after a break in participation).
- At least two of the three reviews must be unannounced.
- At least one unannounced review must include observation of a meal service.

- The amount of time between reviews may not exceed six months (unless review averaging is used).
- Review averaging allows SOs to focus more monitoring efforts on facilities that need additional oversight and less time on facilities that have a documented history of CACFP compliance. Review averaging is conducted by averaging both total and unannounced reviews each year. SOs exercising the review averaging option must have a written monitoring schedule in place at the beginning of each Federal fiscal year that includes rationale as to why a facility may be receiving more or less than the required three monitoring reviews [7 CFR 226.16(d)(4)(iv)].
- The timing of unannounced reviews must be varied in a way that would ensure they are unpredictable to the facility [CACFP 16- 2011] and must be made only during the facility’s normal hours of operation.
- Monitors conducting reviews must show photo ID that proves they are employees of the SO.
- SOs are expected to use the Center Review Tool or Home Review Tool, found on the Nutrition Services Branch website at <http://www.nutritionnc.com/snp/forms.htm>, to conduct reviews.

CACFP Record Retention

- All recordkeeping documents supporting claims must be maintained for 3 years plus the current year.

By signing below, the institution’s Authorized Representative agrees to comply with the above statements as applicable.

Institution Name		CACFP Agreement Number	
Owner, Board Chair, or Authorized Representative Printed Name		Official Title	
Owner, Board Chair, or Authorized Representative Signature		Date	