AGENDA

What is CACFP?
Sponsoring Organization or a Site?
Eligibility Requirements
Meal Pattern Requirements
CACFP Reimbursement - Food Budget
7 Steps to Apply for CACFP
Partnerships - Sponsoring Organizations
Farm to Preschool - Resources
What is CACFP?

- The Child and Adult Care Food Program is a federally funded child and adult nutrition program of the Food and Nutrition Service (FNS), United States Department of Agriculture (USDA).

- It is available to all eligible participants regardless of race, color, national origin, sex, disability, or age.
1968
Public Law established the Special Food Services Program for Children (SFSPFC).

1975
Child Care Food Program and the Summer Food Service Program became separate programs.

1978
Public Law made the program permanent.

1986
The Midwest Sponsors Association was born. Now known as the National CACFP Sponsors Association.

1987
Adult Day Care facilities were added to the program.

1989
Name of program changed to the Child and Adult Care Food Program.

1998
At-Risk Afterschool and Homeless Shelters became eligible.

1999
2.5 million children served in the CACFP.

2016
New Meal Patterns announced. First time since 1968 major changes were made to meal requirements.

2018
50 years later, serving over 4,000,000 children every day!

Visit us online at cacfp.org

Know someone who isn’t participating on the food program? Help them get reimbursed for serving nutritious meals. Connect them with Find a Sponsor at cacfp.org.
CACFP Regulations, Policies, and State Policies

- Child and Adult Care Food Program (CACFP) Policy - https://www.fns.usda.gov/cacfp/policy
- Regulations - https://www.fns.usda.gov/cacfp/regulations
  - 7CFR Part 226: Child and Adult Care Food Program
- Disaster Assistance - https://www.fns.usda.gov/disaster/disaster-assistance
Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
    Office of the Assistant Secretary for Civil Rights
    1400 Independence Avenue, SW
    Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
New Jersey FY 2019:

- 97,071 Total Daily Child and Adult Participants
- 44,712,083 Total FY2019 Meals Claimed
- $87,643,601 Total FY2019 Reimbursement

Source: USDA FNS Child Nutrition Data Tables

CACFP contributes to the wellness, healthy growth, and development of young children and adults in New Jersey
When Are Meals Available?

365 DAYS A YEAR

January-June  July-August  September-December

Child and Adult Care Food Program

At-Risk Afterschool Meal Program

Summer Food Service Program

At-Risk Afterschool Meal Program
Who is Eligible to Participate?
Sponsors and Sites

Private Non-Profit (PNP)
- Requires Federal Tax Exemption
- IRS 501(c) 3 Documentation
- Current Federal Tax-exempt Status

PUBLIC - Schools and Government

For Profit (FPR)
- Certificate of Incorporation/Formation
- 25% Free\Reduced Participation
- 25% Title XX \ Child Care Subsidy
CACFP SPONSORING ORGANIZATIONS

SPONSOR ORGANIZATION CAN SPONSOR:

► AFFILIATED SITES
► UNAFFILIATED SITES (NON-PROFIT ONLY)
► FAMILY DAY CARE HOME PROVIDERS

***Family Day Care Home Providers are not permitted to be a Sponsor.
CACFP SITE

Serve Meals Daily

Report Daily CACFP Participation
FAMILY DAY CARE HOME PROVIDER

- Prepare and Serve Meals at Home
- Maintain Menus
- Report Daily Participation
- Recordkeeping for Participant Eligibility
<table>
<thead>
<tr>
<th>SPONSOR</th>
<th>SITE</th>
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<tbody>
<tr>
<td>- Administratively Responsible</td>
<td>- Sponsor Provides Children’s Meals Daily</td>
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<tr>
<td>- Financially Responsible</td>
<td>- Report Attendance</td>
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<tr>
<td>- Maintains CACFP Sponsorship</td>
<td>- Record Meal Counts</td>
</tr>
<tr>
<td>- Receives Reimbursement\Sites</td>
<td>- Gather CACFP Eligibility Applications</td>
</tr>
<tr>
<td>- Distributes Reimbursement\for Homes</td>
<td>- Post Menus in Center</td>
</tr>
<tr>
<td>- Determines Eligibility Applications</td>
<td>- Serve Eligible Meals</td>
</tr>
<tr>
<td>- Prepares or Purchases Meals</td>
<td>- Serve at Approved Meal Service Times</td>
</tr>
<tr>
<td>- Trains Staff -Sites\Facilities\Homes</td>
<td>- Attend CACFP Sponsor Trainings</td>
</tr>
<tr>
<td>- Monitors Sites\Facilities\Homes</td>
<td>- Participate in Sponsor Monitoring Visits</td>
</tr>
</tbody>
</table>
Types of Sites or Homes in CACFP

- **Licensed** Child Care Centers:
  - Preschool Meal Program
  - Infant and Preschool Meal Program

- **Licensed** Outside School Hour Program (OSH)

- **Licensed** Emergency Shelters

- **Registered** Family Day Care Home Provider

- At-Risk Afterschool Meals Program
  - Child Care Licensed, if applicable
  - Attendance Zone Letter of School - 50% Free and Reduced Participation
  - Certificate of Occupancy
  - Fire Certificate
Program Age Groups in CACFP

- **Child Care Center Programs**
  - 0 to 6 years old

- **Outside School Hours**
  - School Age to 12 years old

- **Family Day Care Home Provider**
  - 0 to 12 years old

- **At-Risk Afterschool Meals Program**
  - 0 to 18 years old

- **Emergency Shelters**
  - 0 to 18 years old
Sponsor Requirements

- Fully capable of operating independently
- No charge for meals
- Commitment to helping your participants develop nutritional eating habits
- Must have additional funding sources to administer program
CACFP Required Documents

- Schedule A (Report From CARES Operating Data)
- Eligibility Record
- Attendance Records
- Meal Count Records
- CARES Electronic Claims for Reimbursement
- Monitoring/Household Contact Surveys
- Dated Menus
- Child Nutrition (CN) Food Labels
- Vendor Contracts
- Delivery Slips
- Cost Documentation
- Staff Training Forms
- Civil Rights Documentation
- Renewal Application
- 501C Tax Documentation or Formation Papers
- Procurement Standards
- Procurement Plan
- Procurement Code of Conduct
CACFP Program Recordkeeping Cycle

**DAILY**
- Attendance
- Meal Counts

**WEEKLY**
- Menus
- Payroll - Biweekly

**MONTHLY**
- Cost Records
- Eligibility Record
- Schedule A (Facility Maintenance and Operating Data Revision in CARES)
- Menus
- CARES Claims for Reimbursement

**ANNUALLY**
- Household Contacts
- Eligibility Applications
- Staff Training
- Online Renewal Application (CARES)

**ON GOING**
- Monitoring Systems
  (must conduct at least 2 unannounced visits and 1 announced visit per year)
WHO WILL BE RESPONSIBLE?

• PRIMARY CACFP PERSON
  • AND
• SUBSTITUTE PERSON
The Goal of the CACFP

- The goal of CACFP participation is to improve the diet of enrolled and at-risk children ranging from infancy to the 18 years old.

- Through the provision of *supplemental* CACFP Reimbursement for meals, your participants will be assured to receive balanced, nutritious and wholesome meals, to hopefully result in better health outcomes.
Reimbursements for nutritious meals and snacks served to children enrolled for care at:

- Childcare Centers
- Family Day Care Homes
- Afterschool Care Programs
- Schools - Weekends \ Breaks
- Children in Emergency Shelters
MEAL LIMIT
PER DAY

► CHILD CARE PROGRAMS  TWO MEALS AND ONE SNACK PER DAY, PER CHILD
  ► Infant Meal Program
  ► Preschool Meal Program
  ► Outside-School-Hours Program
  ► Family Day Care Home

► AT-RISK AFTERSCHOOL PROGRAM  ONE MEAL AND ONE SNACK PER DAY, PER CHILD

► Emergency Shelter  THREE MAIN MEALS PER DAY, PER CHILD
Which Meal Types Can be Reimbursed?

**USDA CACFP Meal Pattern Requirements:**

- **Breakfast** - Milk, Grain, Fruit or Vegetable
- **AM Snack** - Any Two different Food Components
- **Lunch** - Milk, Grain, Fruit, Vegetable, Meat
- **PM Snack** - Any Two different Food Components
- **Dinner** - Milk, Grain, Fruit, Vegetable, Meat
- **Evening Snack** - Any Two different Food Components
CACFP MEAL TYPES

Sample Breakfast

- ⅛ serving Whole Grains
- ½ cup Sliced Strawberries
- ¼ cup Unflavored Low-Fat (1%) or Fat-Free (Skin) Milk
- 1 Taco Made with 1 ½ oz. Lean Ground Beef, ¼ cup Lettuce, and ¼ cup Chopped Tomatoes
- ½ serving Enriched Flour Tortilla

Sample Lunch/Supper

- ¼ cup Roasted Sweet Potatoes

Grilled Cheese Sandwich

- ½ cup Unflavored whole milk
- ⅛ cup Unflavored low-fat (1%) or fat-free (skin) milk
- 1 ½ oz. Enriched Bread and 1 oz. Cheese

Sample Snack

- ⅛ oz. Cheddar Cheese
- ½ cup Apple Slices
CACFP REIMBURSEMENT RATES

► FREE - Most Needy
► REDUCED - Needy
► PAID - Least Needed

Reminder: NO CHARGE FOR MEALS

<table>
<thead>
<tr>
<th>MEAL TYPE</th>
<th>FREE</th>
<th>REDUCED</th>
<th>PAID</th>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.89</td>
<td>$1.59</td>
<td>$0.32</td>
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<tr>
<td>Lunch or Supper(^1)</td>
<td>$3.51</td>
<td>$3.11</td>
<td>$0.33</td>
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<tr>
<td>Snack</td>
<td>$0.96</td>
<td>$0.48</td>
<td>$0.08</td>
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</tbody>
</table>

\(^1\)These rates do not include the value of USDA Foods (or cash-in-lieu of USDA Foods), which institutions receive as additional assistance for each lunch or supper served to participants under the program. A notice announcing the value of USDA Foods and cash-in-lieu of USDA Foods is published separately in the Federal Register.

*LUNCH/SUPPER does not include the USDA Cash-in-lieu of Commodities (.2450)

Reminder: Meal Counts must be taken at the point of each meal service and recorded on the Required Standard Meal Count Form provided by the Child and Adult Care Food Program office.
FAMILY DAY CARE

Provider: (based on Tiering) CACFP Meal Reimbursement Rates

Sponsoring Organization: Monthly Administrative Payment Per Home

**FDC Income Eligibility Application

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<table>
<thead>
<tr>
<th>TO:</th>
<th>Family Day Care Sponsoring Organizations</th>
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<tbody>
<tr>
<td>FROM:</td>
<td>Stephanie Mullen, Coordinator Child and Adult Care Food Program (CACFP) Division of Food and Nutrition</td>
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<tr>
<td>DATE:</td>
<td>July 2020</td>
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<tr>
<td>SUBJECT:</td>
<td>MEMO #21-01 – Reimbursement Rates Effective July 1, 2020 – June 30, 2021</td>
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The reimbursement rates for meals served in day care homes and the administrative payment for sponsors of day care homes have been published by the United States Department of Agriculture (USDA).

These rates of reimbursement are effective July 1, 2020 through June 30, 2021 for the CACFP Family Day Care Program. This year’s rates reflect an increase for all Tier I and Tier II meal types. Monthly administrative payment rates for Sponsors for each sponsored day care home remain unchanged from the 2019-2020 level.

Reimbursement Rates for Provider Payments for Meals Served in Day Care Homes

<table>
<thead>
<tr>
<th></th>
<th>Tier I</th>
<th>Tier II</th>
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<tbody>
<tr>
<td>Breakfast</td>
<td>$1.39</td>
<td>$0.50</td>
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<tr>
<td>Lunch/Supper</td>
<td>$2.61</td>
<td>$1.58</td>
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<tr>
<td>Supplement</td>
<td>$0.78</td>
<td>$0.21</td>
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</table>

Administrative Payment Rates for Sponsoring Organizations of Day Care Homes

| Initial 1 – 50 Homes | $120.00 Per Home |
| Next 150 Homes (51 to 200) | $91.00 Per Home |
| Next 800 Homes (201 to 1,000) | $71.00 Per Home |
| All additional Homes (1,001 and over) | $63.00 Per Home |

Please contact our office at (609) 984-1250, if additional information is needed.
FAMILY DAY CARE HOME PROVIDER

TIERING DETERMINATION

Section 4 - Tier Determination

This home is eligible for Tier I Reimbursement?  Yes  

If Yes, this determination was made from the following source of information:

☐ School Data - If selected, enter school name ABC  School ID

☐ Census Data - 0 %

☐ Income-Eligible/Categorical (Income Eligibility Application on file and income or categorical eligibility has been verified)

   If Categorical, is it based on SNAP?  No  

   If Yes, provide SNAP Number: 

Date of Determination:  Date Determination Expires:  

TIER II HOMES—OPTIONS FOR REIMBURSEMENT

FOR TIER II HOMES ONLY: (check one)

☑ I elect to receive reimbursement at the Tier II rate for all children in my home.

☐ I elect to require the sponsoring organization to collect income eligibility applications and determine eligibility of enrolled children.

☐ I elect to collect income eligibility applications on my enrolled children and submit documentation to the SO for eligibility determination.
INCOME ELIGIBILITY GUIDELINES AND ELIGIBILITY APPLICATIONS

2021 NJDA CHILD AND ADULT CARE FOOD PROGRAM
ELIGIBILITY APPLICATION

CHILD AND ADULT CARE FOOD PROGRAM FAMILY SIZE AND INCOME SCALE
EFFECTIVE JULY 1, 2020 THROUGH JUNE 30, 2021
FOR DETERMINING ELIGIBILITY FOR FREE, REDUCED AND PAID RATES OF REIMBURSEMENT

INCOME ELIGIBILITY GUIDELINES

<table>
<thead>
<tr>
<th>HOUSEHOLD SIZE</th>
<th>FREE</th>
<th>REDUCED</th>
<th>PAID</th>
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<tbody>
<tr>
<td></td>
<td>ANNUAL</td>
<td>MONTHLY</td>
<td>WEEKLY</td>
</tr>
<tr>
<td>1</td>
<td>$0 - $15,588</td>
<td>$0 - $1,383</td>
<td>$0 - $319</td>
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<tr>
<td>2</td>
<td>$0 - $32,412</td>
<td>$0 - $2,688</td>
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<td>3</td>
<td>$0 - $50,588</td>
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<tr>
<td>4</td>
<td>$0 - $75,588</td>
<td>$0 - $5,375</td>
<td>$0 - $687</td>
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<tr>
<td>5</td>
<td>$0 - $125,588</td>
<td>$0 - $8,500</td>
<td>$0 - $1,090</td>
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<tr>
<td>6</td>
<td>$0 - $215,588</td>
<td>$0 - $13,750</td>
<td>$0 - $1,875</td>
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</table>

OPTIONS:

- SNAP/Case #
- FMNP Case #
- Food Case #

OPTION A: BENEFICIARIES of Supplemental Nutrition Assistance Programs (SNAP), Special Supplemental Nutrition Program for Women, Infants and Children (WIC), or Food Distribution Program on Indian Reservations (FDPIR)

- 1, 2, 3, 4, 5, 6, or 7 = Food Stamp Beneficiary
- 1, 2, 3, 4, 5, 6, or 7 = Food Stamp Group Beneficiary

OPTION B: FOSTER CHILD

- Additional PO Box Member: +5.824
- Additional 401 Member: +4.888
- Additional 601 Member: +3.570

DETERMINED BY THE UNITED STATES DEPARTMENT OF AGRICULTURE

These new income poverty guidelines do not allow for hardship deductions: a standard deduction has been calculated in all of the income levels.

COUNTY OF 2021 INDIGENT MEDICAL CARE: 2020 INDIGENT MEDICAL CARE: 2021 SOCIAL SERVICES COSTS AND INCOME SCALE

DEPARTMENT OF AGRICULTURE
Division of Food and Nutrition
Child and Adult Care Food Program
120 Biddle Rd
Trenton, New Jersey 08693-0174
- AT-RISK MEAL PARTICIPANTS
- HEAD START ENROLLED CHILDREN
- FOSTER CHILDREN
- TANF HOUSEHOLD CHILDREN
- SNAP HOUSEHOLD CHILDREN
- CHILDREN RESIDING IN A SHELTER

**No Participant Eligibility Application Required**
CACFP BUDGET EXAMPLE

- CHILD CARE CENTER - 100 Enrolled Children

- Eligibility Categories Determined, Based on Household Income:
  - 30 FREE Category
  - 30 REDUCED Category
  - 40 PAID Category
CACFP BUDGET EXAMPLE

► 100 Children served Morning Snack, Lunch, and Dinner for 20 Meal Service Days

► 30 Free  X 20 Days X Free Reimbursement Rate X (S,L,D)  = $4788

► 30 Reduced  X 20 Days X Reduced Reimbursement Rate X (S,L,D) = $4020

► 40 Paid X 20 Days X Paid Reimbursement Rate X (S,L,D) = $592

► *****Cash-in-Lieu of Commodities = $980

Total Monthly Reimbursement $10,380
Total Yearly Reimbursement $124,560
<table>
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<th>Meal Type</th>
<th>Total # Of Days</th>
<th>x</th>
<th>Current Rate</th>
<th>x</th>
<th>Avq. Meal</th>
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<th>Estimated Reimbursement</th>
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<tr>
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<tr>
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<td>0.3300</td>
<td>x</td>
<td>40</td>
<td>=</td>
<td>$</td>
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**LINE A. TOTAL ESTIMATED REIMBURSEMENT FOR**
$ 9,400,000

**TOTAL ESTIMATED CASH-IN-LIEU OF COMMODITIES FOR**
$ 980,000
## Child and Adult Care Food Program

### 2021 Renewal Package - Administrative and Operating Budget

Estimating Maximum Reimbursement for the 2021 Agreement Year

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>Total # of Days</th>
<th>Current Rate</th>
<th>Avg. Meal</th>
<th>Estimated Reimbursement</th>
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<tbody>
<tr>
<td>Breakfast</td>
<td></td>
<td></td>
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<tr>
<td>A.M. Snack</td>
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</tr>
<tr>
<td>Lunch</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>P.M. Snack</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
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</tbody>
</table>

**Cash-in-lieu of Commodities**

**LINE A. TOTAL ESTIMATED REIMBURSEMENT FOR YEAR:** $3,480,000

**TOTAL ESTIMATED CASH-IN-LIEU OF COMMODITIES FOR YEAR:** $1,600,000

### Estimating Food Service Cost

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>Average Cost</th>
<th>Average # of Meals</th>
<th>Days of Operation</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
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<td>169</td>
<td>20</td>
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<td>155</td>
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<td>P.M. Snack</td>
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<td>$4,560</td>
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<td>Dinner</td>
<td>$2.26</td>
<td>155</td>
<td>20</td>
<td>$4,600</td>
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</tbody>
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**LINE B. TOTAL ESTIMATED FOOD COSTS FOR YEAR:** $10,200

**DIFFERENCE:** $0.00
CACFP
NEW SPONSOR
APPLICATION PROCESS
7 STEPS TO CACFP APPLICATION APPROVAL

1. OUTREACH Survey- Are you eligible to participate?
2. PRE-REGISTRATION - Are your Business Requirements in order?
3. TRAINING - Complete All Required Online CACFP Training Sessions
4. GAIN AGREEMENT NUMBER - ACCESS TO ONLINE APPLICATION - ONLINE PART 1
5. COMPLETE APPLICATION REQUIRED RECORDS - Outside System Part 2
6. PRE-APPROVAL VISIT - APPROVED OBSERVATION OF CACFP OPERATION
7. FINAL APPROVAL GRANTED - When steps 1-6 are Complete and Approved.

For Assistance - Email: NJDACACFPAPPLICATION@ag.nj.gov
### STEP ONE – Outreach Survey

<table>
<thead>
<tr>
<th>AGENCY INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CACFP Specialist:</td>
</tr>
<tr>
<td>SNP or SFSP Specialist <em>(If Applicable)</em>:</td>
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<tr>
<td>NAME OF INSTITUTION:</td>
</tr>
<tr>
<td>Agreement #:</td>
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<tr>
<td><em>(If Other CNP)</em>:</td>
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<tr>
<td>Address:</td>
</tr>
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<td>City:</td>
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<td>State (NJ):</td>
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<td>Contact Name:</td>
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<td>Email:</td>
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<td>Contact Title:</td>
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</tbody>
</table>

**Multi-state agency? List the Other States in which the agency Operates:** *(N/A If it does not Apply)*

<table>
<thead>
<tr>
<th>TAX STATUS / INSTITUTION CHARACTERISTICS / OPERATION:</th>
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<tbody>
<tr>
<td>Tax Exemption:</td>
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<td>PUBLIC</td>
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<td>Proprietary</td>
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NEW INSTITUTION PREREGISTRATION AND APPLICATION PROCEDURES

Adult Day Care Center
At-Risk Afterschool Meal Program
Child Care Center
Emergency Shelter
Family Day Care Home
Outside School Hours Care Center
CACFP Institution
Business Requirements

**BUSINESS REQUIREMENTS RECORDS:**

- Copy of 501C3 or Certificate of Formation / Incorporation
- Copy of DUNS Number \ UNIQUE ENTITY IDENTIFIER (UEI) - Coming Soon!
- Access to SYSTEM AWARD MANAGEMENT REGISTRATION (SAM) - (4 TO 6 WEEKS)
- Copy NJ START REGISTRATION and Vendor Identification Number (VIN)
- Copy of Business Registration Certificate
- Copy of License(s) for all childcare centers
- Registration Certificate(s) for All Family Day Care Providers
- Sanitation Certificate(s) for All Facilities - (Needed to feed the Public)
- CACFP VCA Performance Standards Questionnaire
Types Of Food Service Operations

Self Prepared Meals
- Prepared on Premise
- Full-Service Kitchen/Cook
- Approved by Health Department

Vended Meal Service
- Required CACFP Contracts
- Menu created by the Sponsor
Self-Prep Requirements

Kitchen must have:

- Refrigerator
- Stove
- Sink
- Storage Area
- Sanitation Certificate
Vended Food Contracts

- Vended Meal Service
  - School/Hospital/Small Purchase (<250,000 Small Purchase contract)
  - Invitation for BID (IFB) / Bid Advertisement
  - Request for Proposal (RFP) - Competitive Proposal
  - Non-Competitive Proposals
REQUIRED TRAINING

State of New Jersey
DEPARTMENT OF AGRICULTURE

Home > Divisions > Food and Nutrition > Child and Adult Nutrition Programs > Child and Adult Care Food Program

Child and Adult Care Food Program

- FY2021 Annual Certification for Approved/Returning CACFP Institutions
- Program Description
- Farm to Preschool
- Family Day Care Homes
- CACFP Meal Benefits (Eligibility Application) Forms
- Meal Index
- CACFP Technical Assistance Forms
- CACFP Procurement Policy, Regulations and Resources
- CACFP Healthy Meal Pattern Resources
- CARES Resource Guides
- Other Guides and Resources
- Contacts

Required Training

FINANCIAL VIABILITY (CORE-800)
Register today!
7 STEPS TO CACFP APPLICATION APPROVAL

1. OUTREACH Survey- Are you eligible to participate?
2. PRE-REGISTRATION - Are your Business Requirements in order?
3. TRAINING - Complete All Required Online CACFP Training Sessions
4. GAIN AGREEMENT NUMBER - ACCESS TO ONLINE APPLICATION - Online Part 1
5. COMPLETE APPLICATION REQUIRED RECORDS - Outside System Part 2
6. PRE-APPROVAL VISIT - APPROVED OBSERVATION OF CACFP OPERATION
7. FINAL APPROVAL GRANTED - When steps 1-6 are Complete and Approved.
CACFP CARES ONLINE SYSTEM APPLICATION - PART 1
Application Record Requirements-Part 2
(Outside of Online System Application)

- Program Budget Worksheet
- FY2021 Annual Family Day Care (FDCFP) Budget Worksheet
- Family Day Care SNAP Participation List
- Annual Audit Letter or Audit Exemption Letter
- Monitoring Form and Schedule
- Outside Employment Policy and Sample
- Permanent Agreement Addendum
- Procurement Standards
- Procurement Plan
- Procurement Code of Conduct
- Annual Food Service Contract or Contract Addendum (Vended Meal Service Only)

- Reimbursement Rates - Home-Based Program
- Potential Sponsor Registration Form (pdf 16k)
- NJ Office of Licensing
- ChooseMyPlate.gov
- Institute of Child Nutrition
CACFP Staff Conduct Pre-Approval Visit of Your CACFP Program

**CACFP PRE-APPROVAL VISIT FORM FOR CENTERS**

1. **Center Name:**
   - Address:
   - Telephone:

2. **Licensed Capacity:**
   - Age(s):  
   - Expiration Date:

3. **Total Number of Participants Enrolled:**
   - Number in Attendance:

4. **TYPE OF MEAL SERVICE:**
   - Breakfast  
   - A.M. Supplement  
   - Lunch  
   - P.M. Supplement  
   - Dinner  
   - MEAL SERVICE TIME:  
     -  

5. **Average Number of Meals Served:**

6. **What food preparation and service equipment is available?**
FINAL APPLICATION APPROVAL GRANTED

***Reimbursement begins in the month Final Approval is Granted.
Ready to Apply to CACFP?

To Apply:

Email: 
NJDACACFPAPPLICATION@ag.nj.gov

Call:
CACFP Office 609-984-1250
PARTNERSHIPS WITH SPONSORING ORGANIZATIONS

FOOD BANKS

CACFP SPONSOR MENTOR

NON-PROFIT SPONSORS OF UNAFFILIATED SITES
Farm to Preschool

Early Childcare is the perfect place to highlight local products and feature fresh food and nutrition education for our youngest eaters. From taste tests to school gardens, multiple resources are available to help sites and sponsors bring local food to early childcare settings.
Farm to Preschool

Early Childcare is the perfect place to highlight local products and feature fresh food and nutrition education for our youngest eaters. From taste tests to school gardens, multiple resources are available to help sites and sponsors bring local food to early childcare settings.

Getting Started with Farm to Preschool

Farm to Preschool Fact Sheet

Getting Started with Farm to Early Care and Education

USDA Resources: Farm to CACFP

Team Nutrition Resource Library

USDA Procurement Guide: Procuring Local Foods for Child Nutrition Programs (pages 89-94)

Grow It, Try It, Like It Toolkit

Farm to Table Curriculum and Activity Sheet

ABC Fruit and Veggie Fact Cards

National Farm to School Network and Other Resources

Local Procurement for Child Care Centers

Local Procurement for Family Child Care Providers

Farm to Early Care and Education: Cultivating Healthy Habits for Our Littlest Eaters

https://www.farmtoschool.nj.gov/agriculture/farmtoschool/summer-preschool/ece/
Getting Started with Farm to Early Care and Education
NJDA CACFP STATE WEBSITE

► https://www.nj.gov/agriculture/divisions/fn/childadult/food.html

► CACFP OFFICE - 609-984-1250

► CACFP EMAIL ADDRESS: NJDACACFPCommunication@ag.nj.gov
Each day, more than 4.2 million children and 130,000 adults receive nutritious meals and snacks each day through the Child and Adult Care Food Program.
CACFP Administrative Resources

Child and Adult Care Food Program (CACFP)

CACFP Handbooks

These resources are periodically updated to reflect changes to the Child and Adult Care Food Program and highlight new resources available for sponsors.

State agencies that use USDA’s prototypes and templates should always verify that forms include the current USDA Nondiscrimination Statement available here: https://www.fns.usda.gov/fns-nondiscrimination-statement.

- Adult Day Care Handbook
- At-risk Afterschool Care Handbook
- At-risk Afterschool Care Handbook (Designed)
- Family Day Care Home Monitor Handbook
- Guidance for Management Plans and Budgets
- Independent Child Care Centers Handbook
- Monitoring Handbook for State Agencies
- Serious Deficiency, Suspension, & Appeals for State Agencies and Sponsoring Organizations

https://www.fns.usda.gov/cacfp/cacfp-handbooks
Thank you for the opportunity to present an Overview of CACFP

Stephanie Mullin
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New Jersey Department of Agriculture
Child and Adult Care Food Program
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Phone: 609-984-1250
Email: Stephanie.Mullin@ag.nj.gov

TO APPLY: NJDACACFPAPPLICATION@ag.nj.gov or 609-984-1250