



# AGENDA

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What is CACFP ?

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Sponsoring Organization or a Site?

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Eligibility Requirements

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Meal Pattern Requirements

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CACFP Reimbursement - Food Budget

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7 Steps to Apply for CACFP

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Partnerships - Sponsoring Organizations

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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.

*12,000 Family Child Care Providers participated.*

# 1986

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

*You thought saying CACFP was a mouthful.*

# 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!*



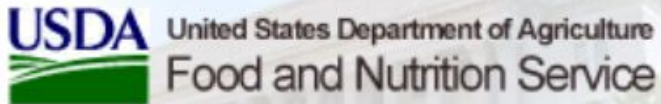
This institution is an equal opportunity provider.



## Visit us online at [cacfp.org](http://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](http://cacfp.org).

# CACFP Regulations, Policies, and State Policies



- ▶ Federal Register Documents - <https://www.fns.usda.gov/cacfp/federal-register-documents>
- ▶ 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>
- ▶ Reimbursement Rates - <https://www.fns.usda.gov/cacfp/reimbursement-rates>



# 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.

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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](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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

USDA



▶ NJDA CACFP



SPONSOR OR SITE

### 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

<https://www.fns.usda.gov/pd/child-nutrition-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

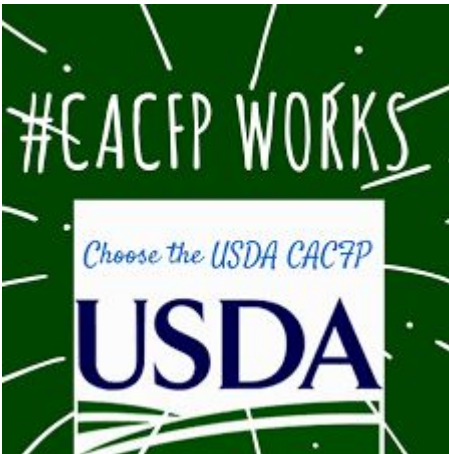
25% Free\Reduced Participation

25% Title XX \ Child Care Subsidy



# CACFP SPONSOR

# 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



# SPONSOR OR SITE ?

## SPONSOR

- ▶ Administratively Responsible
- ▶ Financially Responsible
- ▶ Maintains CACFP Sponsorship
- ▶ Receives Reimbursement\Sites
- ▶ Distributes Reimbursement\for Homes
- ▶ Determines Eligibility Applications
- ▶ Prepares or Purchases Meals
- ▶ Trains Staff -Sites\Facilities\Homes
- ▶ Monitors Sites\Facilities\Homes

## SITE

- ▶ Sponsor Provides Children's Meals Daily
- ▶ Report Attendance
- ▶ Record Meal Counts
- ▶ Gather CACFP Eligibility Applications
- ▶ Post Menus in Center
- ▶ Serve Eligible Meals
- ▶ Serve at Approved Meal Service Times
- ▶ Attend CACFP Sponsor Trainings
- ▶ Participate in Sponsor Monitoring Visits

# 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

## ON GOING

- Monitoring Systems  
(must conduct at least 2 unannounced visits and 1 announced visit per year)

## ● ANNUALLY

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

# 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.



# REIMBURSEMENT FOR MEALS SERVED

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

**½ serving**  
Whole Grain-Rich  
Mini Pancakes



**¾ cup**  
Unflavored  
Low-Fat (1%)  
or Fat-Free  
(Skim) Milk

**½ cup**  
Sliced  
Strawberries

**Sample Breakfast**

**¾ cup**  
Unflavored Low-Fat (1%)  
or Fat-Free (Skim) milk



**1 Taco**  
Made with  
**1½ oz.**  
Lean Ground Beef,  
**¼ cup**  
Lettuce\*, and  
**⅓ cup**  
Chopped Tomatoes

**½ serving**  
Enriched Flour Tortilla



**¼ cup**  
Roasted Sweet  
Potatoes

**Sample Lunch/Supper**

A second, different vegetable may be served in place of fruit at lunch and supper. In this meal, the ¼ cup of lettuce and ⅓ cup of tomatoes in the taco meets the vegetable component, and the ¼ cup of sweet potatoes is used to meet the fruit component.

\*Raw leafy greens, such as lettuce, credit for half the amount served. The ¼ cup of lettuce in the taco counts as ⅓ cup of vegetables in this meal.

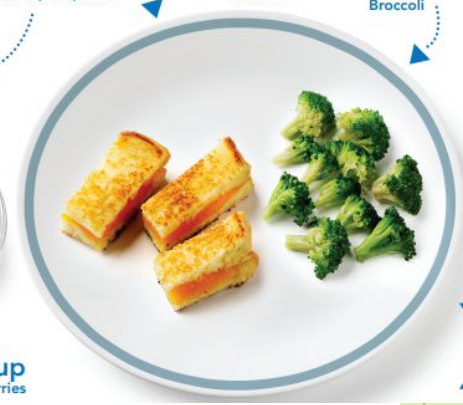
**Grilled Cheese Sandwich**  
Made with

**½ serving**  
Enriched Bread and  
**1 oz.**  
Cheese

**½ cup**  
1-year-olds:  
Unflavored whole milk  
2-year-olds:  
Unflavored low-fat (1%)  
or fat-free (skim) milk

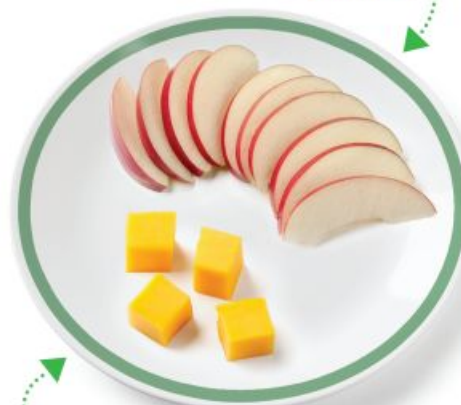


**⅓ cup**  
Blueberries



**⅓ cup**  
Broccoli

**½ cup**  
Apple Slices



**½ oz.**  
Cheddar Cheese

**Sample Snack**

# CACFP REIMBURSEMENT RATES

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

Effective July 1, 2020 -June 30, 2021 CACFP Reimbursement Rates For Meals Served in Centers			
MEAL TYPE	FREE	REDUCED	PAID
Breakfast	\$1.89	\$1.59	\$0.32
Lunch or Supper <sup>1</sup>	\$3.51	\$3.11	\$0.33
Snack	\$0.96	\$0.48	\$0.08
<small>*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.</small>			
<small>*LUNCH/ SUPPER does not include the USDA Cash-in-lieu of Commodities (.2450)</small>			
<small>REMINDER: Meal Counts must be taken at the point of each meal service and recorded on the <u>Required</u> Standard Meal Count Form provided by the Child and Adult Care Food Program office.</small>			

*Reminder: NO CHARGE FOR MEALS*



State of New Jersey

DEPARTMENT OF AGRICULTURE  
DIVISION OF FOOD AND NUTRITION  
PO Box 334  
TRENTON NJ 08625-0334

PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lt. Governor

DOUGLAS H. FISHER  
Secretary

TO: Family Day Care Sponsoring Organizations  
FROM: Stephanie Mullin, Coordinator  
Child and Adult Care Food Program (CACFP)  
Division of Food and Nutrition  
DATE: July 2020  
SUBJECT: MEMO #21-01 –Reimbursement Rates Effective July 1, 2020 – June 30, 2021

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

	Tier I	Tier II
Breakfast	\$1.39	\$0.50
Lunch/Supper	\$2.61	\$1.58
Supplement	\$0.78	\$0.21

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

## Provider: (based on Tiering) CACFP Meal Reimbursement Rates

## Sponsoring Organization: Monthly Administrative Payment Per Home

## **\*\*FDC Income Eligibility Application**

# FAMILY DAY CARE HOME PROVIDER TIERING DETERMINATION

## Section 4 - Tier Determination

This home is eligible for Tier I Reimbursement?

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

- ☐ School Data - If selected, enter school name  School ID
- ☐ Census Data -  %
- ☐ Income-Eligible/Categorical (Income Eligibility Application on file and income or categorical eligibility has been verified)  
If Categorical, is it based on SNAP?   
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**

<b>NAME(S) &amp; AGE(S) OF ENROLLED PARTICIPANT</b>	
(Name) _____ (Age) _____	(Name) _____ (Age) _____
<small>OPTIONAL: RACIAL/ETHNIC IDENTITY OF PARTICIPANT</small>	
Check one ETHNIC identity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Mark one or more RACIAL identity (ies): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
<b>Enrollment Information</b>	
<small>Check (✓) each day the above participant is enrolled for care, the hours of care each day, and the meal type(s) served:</small>	
DAYS OF CARE: <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THURS <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN HOURS OF CARE: _____ <small>Swing / Rotating Shifts: (If Applicable)</small> _____ MEAL TYPES SERVED: <input type="checkbox"/> BREAKFAST <input type="checkbox"/> A.M. SUPPLEMENT <input type="checkbox"/> LUNCH <input type="checkbox"/> P.M. SUPPLEMENT <input type="checkbox"/> DINNER	
<b>CHILD DAY CARE FOOD PROGRAM PARTICIPANTS ONLY</b>	
<b>OPTION 1A:</b> BENEFICIARIES of Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) <small>If you are now receiving SNAP, TANF or FDPIR for this child, complete <u>one</u> of the following numbers:</small> SNAP CASE # _____ OR TANF CASE # _____ OR FDPIR CASE # _____	
<b>OPTION 1B: FOSTER CHILD</b>	

State of New Jersey



DEPARTMENT OF AGRICULTURE  
Division of Food and Nutrition  
Child and Adult Care Food Program  
PO Box 334  
Trenton, New Jersey 08625-0334

## 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

HOUSEHOLD SIZE	FREE			REDUCED			PAID		
	ANNUAL	MONTHLY	WEEKLY	ANNUAL	MONTHLY	WEEKLY	ANNUAL	MONTHLY	WEEKLY
1	\$0 - \$16,588	\$0 - \$1,383	\$0 - \$ 319	\$16,589 - \$23,606	\$1,384 - \$1,968	\$ 320 - \$ 454	\$23,607 and up	\$1,969 and up	\$ 455 and up
2	\$0 - \$22,412	\$0 - \$1,868	\$0 - \$ 431	\$22,413 - \$31,894	\$1,869 - \$2,658	\$ 432 - \$ 614	\$31,895 and up	\$2,659 and up	\$ 615 and up
3	\$0 - \$28,236	\$0 - \$2,353	\$0 - \$ 543	\$28,237 - \$40,182	\$2,354 - \$3,349	\$ 544 - \$ 773	\$40,183 and up	\$3,350 and up	\$ 774 and up
4	\$0 - \$34,060	\$0 - \$2,839	\$0 - \$ 655	\$34,061 - \$48,470	\$2,840 - \$4,040	\$ 656 - \$ 933	\$48,471 and up	\$4,041 and up	\$ 934 and up
5	\$0 - \$39,884	\$0 - \$3,324	\$0 - \$ 767	\$39,885 - \$56,758	\$3,325 - \$4,730	\$ 768 - \$1,092	\$56,759 and up	\$4,731 and up	\$1,093 and up
6	\$0 - \$45,708	\$0 - \$3,809	\$0 - \$ 879	\$45,709 - \$65,046	\$3,810 - \$5,421	\$ 880 - \$1,251	\$65,047 and up	\$5,422 and up	\$1,252 and up
7	\$0 - \$51,532	\$0 - \$4,295	\$0 - \$ 991	\$51,533 - \$73,334	\$4,296 - \$6,112	\$ 992 - \$1,411	\$73,335 and up	\$6,113 and up	\$1,412 and up
8	\$0 - \$57,356	\$0 - \$4,780	\$0 - \$1,103	\$57,357 - \$81,622	\$4,781 - \$6,802	\$1,104 - \$1,570	\$81,623 and up	\$6,803 and up	\$1,571 and up
<b>Each Additional Family Member</b>	<b>+5,824</b>	<b>+486</b>	<b>+112</b>	<b>+8,288</b>	<b>+691</b>	<b>+160</b>			

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.

- ▶ AT-RISK MEAL PARTICIPANTS
- ▶ HEAD START ENROLLED CHILDREN
- ▶ FOSTER CHILDREN
- ▶ TANF HOUSEHOLD CHILDREN
- ▶ SNAP HOUSEHOLD CHILDREN
- ▶ CHILDREN RESIDING IN A SHELTER



CATEGORICALLY  
ELIGIBLE FOR  
FREE MEAL  
REIMBURSEMENT RATE

\*\*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**

## REIMBURSEMENT:

### Institution Preference

## **x** Cash-in-lieu of Commodities

[illegible]

CHILD AND ADULT CARE FOOD PROGRAM  
2021 RENEWAL PACKAGE - ADMINISTRATIVE AND OPERATING BUDGET  
ESTIMATING MAXIMUM REIMBURSEMENT FOR THE 2021 AGREEMENT YEAR

Institution Name  Agree#

REIMBURSEMENT:  Institution Preference ☒ Cash-in-lieu of Commodities

Meal Type	Total # Of Days	x		Current Rate	x	Avg. Meal	=	Estimated Reimbursement
Breakfast		x	E	1.8900	x		=	\$ -
		x	B	1.5900	x		=	\$ -
		x	P	0.3200	x		=	\$ -
A.M. Snack	20	x	E	0.9600	x	30	=	\$ 576.0000
	20	x	B	0.4800	x	30	=	\$ 288.0000
	20	x	P	0.0800	x	40	=	\$ 64.0000
Lunch	20	x	E	3.5100	x	30	=	\$ 2,106.0000
	20	x	B	3.1100	x	30	=	\$ 1,866.0000
	20	x	P	0.3300	x	40	=	\$ 264.0000
P.M. Snack		x	E	0.9600	x		=	\$ -
		x	B	0.4800	x		=	\$ -
		x	P	0.0800	x		=	\$ -
Dinner	20	x	E	3.5100	x	30	=	\$ 2,106.0000
	20	x	B	3.1100	x	30	=	\$ 1,866.0000
	20	x	P	0.3300	x	40	=	\$ 264.0000
LINE A. TOTAL ESTIMATED REIMBURSEMENT FOR								\$ 9,400.0000
TOTAL ESTIMATED CASH-IN-LIEU OF COMMODITIES FOR								\$ 980.0000
ESTIMATING FOOD SERVICE COST								
Meal Type	Average Cost /	X	Average # Of Meals /	X	# Days / Yr.	=	Total	
Breakfast		X		X		=	\$0.00	
A.M. Snack	\$0.65	X	100	X	20	=	\$1,300.00	
Lunch	\$2.20	X	100	X	20	=	\$4,400.00	
P.M. Snack		X		x		=	\$0.00	
Dinner	\$2.25		100		20	=	\$4,500.00	
LINE B. TOTAL ESTIMATED FOOD COSTS FOR YEAR:								\$10,200.00
DIFFERENCE								\$ 180.00

CACFP  
BUDGET  
SAMPLE



# 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](mailto:NJDACACFPAPPLICATION@ag.nj.gov)**

CACFP OUTREACH					
Potential Institution Information					
AGENCY INFORMATION					
CACFP Specialist:		SNP or SFSP Specialist <i>(If Applicable)</i> :			
NAME OF INSTITUTION:				Agreement # <i>(If Other CNP)</i> :	
Address:					
Address 2:					
City:		State (NJ):		Postal Code:	
Phone #:		County:			
Fax #:		Contact Name:			
Email:		Contact Title:			
Multi-state agency? List the Other States in which the agency Operates: <i>(N/A If it does not Apply)</i>					
TAX STATUS / INSTITUTION CHARACTERISTICS/ OPERATION:					
Tax Exemption: <input type="checkbox"/> PUBLIC <input type="checkbox"/> PNP <input type="checkbox"/> Proprietary					

# STEP ONE - Outreach Survey



# PREREGISTRATION



## 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



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## 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 Benefit \(Eligibility Application\) Forms](#)
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## Child and Adult Care Food Programs (CACFP)

# 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.



PLEASE BE REMINDED it is important to submit reimbursement claims timely. Federal regulations state, "only reimbursement claims certified to state agencies within 60 days following the end of the claiming month, shall be eligible for reimbursement. If your voucher is received after the 60 day deadline, it is considered late." USDA allows late payments of one month's reimbursement voucher, only once every 36 months.



Welcome STEPHANIE MULLIN

Child Nutrition - Child & Adult Care Food Program (CACFP) Release: 5.0.6

10/8/2020, 6:00:31 PM

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**Institution Checklist - Sponsor of Center Facilities**

**\*\*\*For Profit Sponsor can only sponsor Affiliated Centers\*\*\***

**Z1-1408 - TEST - CACFP CORE**

Contract Period: 10/01/2019 to 09/30/2020 [Update](#)

Item Description	Started	Completed by Entity	Approved By NPS	Additional Info Requested
<b>901-Line Documents</b>				
1. <a href="#">Institution Management Plan</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 08/15/2019	<input checked="" type="checkbox"/> 11/14/2019	<input type="checkbox"/> <a href="#">Details</a>
2. <a href="#">Responsible Parties/Principals</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 11/20/2019	<input type="checkbox"/> <a href="#">Details</a>
3. <a href="#">Application Questionnaire - (Program Integrity)</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 11/20/2019	<input checked="" type="checkbox"/> 11/20/2019	<input type="checkbox"/> <a href="#">Details</a>
4. <a href="#">Institution Administrative Budget</a> (Please complete a facility maintenance form for each sponsored facility before completing this form.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 11/20/2019	<input checked="" type="checkbox"/> 11/20/2019	<input type="checkbox"/> <a href="#">Details</a>
5. <a href="#">Pre-Award Civil Rights Questionnaire (New Institutions Only)</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 02/27/2017	<input checked="" type="checkbox"/> 02/27/2017	<input type="checkbox"/> <a href="#">Details</a>
6. <a href="#">News Release (New Institutions Only)</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 05/11/2017	<input checked="" type="checkbox"/> 02/27/2017	<input type="checkbox"/> <a href="#">Details</a>
7. <a href="#">Permanent Agreement (includes policy statement) (New Institutions Only)</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 02/27/2017	<input checked="" type="checkbox"/> 02/27/2017	<input type="checkbox"/> <a href="#">Details</a>
8. <a href="#">Application for Center Facility Participation</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 3 of 6	<input type="checkbox"/>	<input type="checkbox"/> <a href="#">Details</a>
Comments				
EMail text: <input type="text"/> <a href="#">EMail</a>				
<b>Institution Document Uploads</b>				
- <a href="#">Upload or View Uploaded Documents</a>	<b>Uploaded</b>	<b>Completed</b>	<b>Approved By NPS</b>	<b>Additional Info Requested</b>
9. <a href="#">501(c)(3) Tax Exempt Status (Not for Profit New Institutions Only)</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 11/20/2019	<input checked="" type="checkbox"/> 11/20/2019	<input type="checkbox"/> <a href="#">Details</a>
10. <a href="#">Disclosure of Ownership and Certificate of Incorporation (New Proprietary Institutions Only)</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 11/20/2019	<input checked="" type="checkbox"/> 11/20/2019	<input type="checkbox"/> <a href="#">Details</a>
11. <a href="#">Sponsoring Organization Letter (If Institution Name is different than Legal Name)</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 11/20/2019	<input checked="" type="checkbox"/> 11/20/2019	<input type="checkbox"/> <a href="#">Details</a>
12. <a href="#">W-9 Form (New Institutions Only)</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 11/20/2019	<input checked="" type="checkbox"/> 11/20/2019	<input type="checkbox"/> <a href="#">Details</a>
13. <a href="#">ACH Electronic Funds Transfer (Bank Information) (New Institutions Only)</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 11/20/2019	<input checked="" type="checkbox"/> 11/20/2019	<input type="checkbox"/> <a href="#">Details</a>
14. <a href="#">Outside Employment Policy (New Institutions Only)</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 11/20/2019	<input checked="" type="checkbox"/> 11/20/2019	<input type="checkbox"/> <a href="#">Details</a>
15. <a href="#">Monitoring Schedule for this fiscal year</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 11/20/2019	<input checked="" type="checkbox"/> 11/20/2019	<input type="checkbox"/> <a href="#">Details</a>
16. <a href="#">Current Completed Monitoring Form</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 11/20/2019	<input checked="" type="checkbox"/> 11/20/2019	<input type="checkbox"/> <a href="#">Details</a>
17. <a href="#">Job Descriptions for CACFP Staff (New or Modified CACFP Job Positions/Descriptions)</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 11/20/2019	<input checked="" type="checkbox"/> 11/20/2019	<input type="checkbox"/> <a href="#">Details</a>

# 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

**REQUIRED DOCUMENT**  
(FOR NEW SITES ONLY)

Sponsoring Organization Agreement # \_\_\_\_\_

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:		<input type="checkbox"/> BREAKFAST <input type="checkbox"/> A.M. SUPPLEMENT <input type="checkbox"/> LUNCH <input type="checkbox"/> P.M. SUPPLEMENT <input type="checkbox"/> DINNER		
MEAL SERVICE TIME:		_____ : _____ : _____ : _____ : _____		
5. Average Number of Meals Served:				
6. What food preparation and service equipment is available?				



# FINAL APPLICATION APPROVAL GRANTED



*Approved*



*Reimbursed*

\*\*\*Reimbursement begins in the month Final Approval is Granted.



# Ready to Apply to CACFP?

To Apply:

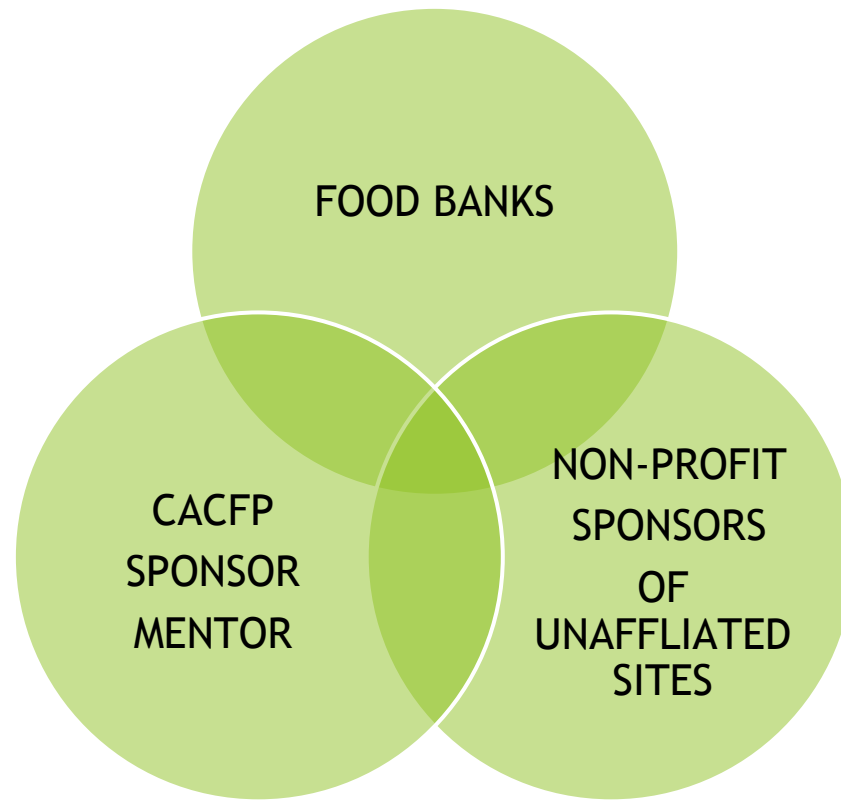
Email:

[NJDACACFPAPPLICATION@ag.nj.gov](mailto:NJDACACFPAPPLICATION@ag.nj.gov)

Call:

CACFP Office 609-984-1250

# PARTNERSHIPS WITH SPONSORING ORGANIZATIONS





Proudly Serving Our Students



*Farm to School*



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[Farm to Summer](#)

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## 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.



[Home](#) > [Summer, Preschool & Adult care](#) > [Farm to Preschool](#)

**Farm to Summer**

**Farm to Preschool**

**Farm to Adult care**

## 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

### Stay Informed

Join our network:  
[FarmtoSchool.org](http://FarmtoSchool.org)

Twitter  
[@FarmtoSchool](https://twitter.com/FarmtoSchool)

Facebook  
National Farm to School  
Network

Instagram  
[@FarmtoSchool](https://www.instagram.com/FarmtoSchool)



**GROWING STRONGER TOGETHER**  
The National Farm to School Network is an information, advocacy and networking hub for communities working to bring local food sourcing, school gardens and food and agriculture education into school systems and early and education settings.

### What is farm to early care and education?

Farm to early care and education is a set of strategies and activities that offer increased access to healthy, local foods through local procurement, gardening opportunities, and food and agriculture education activities to enhance the quality of educational experience. These same core elements as farm to school adapt well to all types of early care and education settings (e.g., preschools, child care centers, family child care homes, Head Start/Early Head Start, programs in K-12 school districts). In addition to promoting health, wellness, and high quality educational opportunities, farm to early care and education also expands healthy food access, encourages family and community engagement, provides additional market opportunities for farmers, and supports thriving communities.



### Getting started

Farm to early care and education offers multiple strategies to improve the health of children, increase the quality of educational experiences, and promote valuable family engagement opportunities, aligning with goals of the early care and education community. This list provides easy first steps to develop a lasting initiative in your community:

- 1 Assess where you are and where you'd like to be.** Are your goals centered on:
  - Purchasing healthy, local foods to be served in meals or snacks?
  - Establishing a garden or offering gardening experiences?
  - Enhancing the learning environment with other food and agriculture related activities (e.g., field trips to farms or farmers markets, cooking lessons, etc.)?
  - Engaging families in local food access and education?
  - All of the above?
- 2 Form a team and collaborate.** Educators and administrators, parents, Child Care Resource and Referral staff, local farmers and producers, community organizations, and even local colleges/universities can play important roles in supporting farm to early care and education activities.
- 3 Establish one or two attainable goals to get started.** Some ideas include:
  - Identify snack or meal items that you would like to transition to local.
  - Find a farmer, farmers market, grocery store, or wholesaler to connect you to local foods. Search LocalHarvest ([localharvest.org](http://localharvest.org)) or reach out to the National Farm to School Network for help making these connections.
  - Identify curricula, activities or books related to gardens, preparing and eating healthy, local foods or learning about where food comes from and how it grows.
  - Plan a local foods meal, snack, day, or special event.
  - Reach out to a local nursery or hardware store for donations or other support for starting an edible garden.
  - Plan a farm or farmers market field trip, a farmer or chef visit to the classroom, or host a tasting of local produce.

# 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



The screenshot displays the official website of the State of New Jersey Department of Agriculture, specifically the Child and Adult Care Food Program (CACFP) page. The header features the state seal and the department's name. A navigation menu on the left lists various divisions, with 'Food and Nutrition' expanded to show 'Child and Adult Nutrition Programs'. The main content area is titled 'Child and Adult Care Food Program' and lists numerous resources such as 'FY2021 Annual Certification for Approved/Returning CACFP Institutions', 'Program Description', 'Farm to Preschool', and 'Family Day Care Homes'. A right-hand sidebar contains links to 'School Nutrition Programs', 'Child and Adult Care Food Program', 'Summer Food Service Program', 'Farm to School Program', and 'Farm to School and School Garden Fund Tax Check Off'. The breadcrumb trail at the top indicates the path from the home page to the current page.

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**

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- ▶ School Nutrition Programs
- ▶ **Child and Adult Care Food Program**
- ▶ Summer Food Service Program
- ▶ Farm to School Program
- ▶ Farm to School and School Garden Fund Tax Check Off



# USDA FNS CACFP WEBSITE

USDA Food and Nutrition Service  
U.S. DEPARTMENT OF AGRICULTURE

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Child and Adult Care Food Program

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.

<https://www.fns.usda.gov/cacfp>

USDA United States Department of Agriculture

FOOD AND NUTRITION SERVICE

## Child and Adult Care Food Program

**What is the Child and Adult Care Food Program?**  
The Child and Adult Care Food Program (CACFP) helps child and adult care institutions and family or group day care homes provide nutritious foods to young children, at-risk youth, and adults who are chronically impaired.

**Who Administers CACFP?**  
The U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) administers CACFP through grants to States. State agencies administer CACFP through agreements with child and adult care institutions.

**How Does CACFP Work?**  
Child care centers, adult day care centers, family day care homes, afterschool care centers, and emergency shelters receive cash reimbursement for serving meals and snacks that meet Federal nutritional guidelines to eligible children and adult participants. Centers and day care homes may be approved to claim reimbursement for serving up to two meals and one snack per day to each eligible child or adult participant.

Meals served to children in centers are reimbursed at rates based upon a child's eligibility for free, reduced-price, or paid meals.

In day care homes, all meals are served free. Day care home providers who serve children in low-income areas or meet low-income eligibility requirements themselves receive higher levels of reimbursement.

**How Can Children and Adults Participate in CACFP?**  
Infants and children through age 12 in child care centers and day care homes are eligible to participate in CACFP. Adults who are 60 years or older, or are physically or mentally impaired, and enrolled in adult day care are also eligible for CACFP.

In afterschool care centers and emergency shelters, children through age 18 are eligible for free meals and snacks.

**Where Can I Go To Learn More About CACFP?**  
To learn more, please visit CACFP website: <https://www.fns.usda.gov/cacfp/child-and-adult-care-food-program>. For reimbursement rates, visit: <https://www.fns.usda.gov/cacfp/reimbursement-rates>

For more information about participating in CACFP, please contact your State agency: <https://www.fns.usda.gov/cacfp/cacfp-contacts>

**Whom at FNS Can I Contact To Discuss CACFP?**  
Please call FNS Division of External and Governmental Affairs at 703-305-2281.

Key Child and Adult Care Food Program Data	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 (estimate)
Average participation (in thousands)	3,681	3,897	4,182	4,405	4,439
Meals served (in millions)	1,957	1,979	2,019	2,082	2,046

FY = Fiscal Year

November 2018, FNS-803  
USDA is an equal opportunity provider, employer and lender.

# 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  
State CACFP Coordinator  
New Jersey Department of Agriculture  
Child and Adult Care Food Program

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Trenton, New Jersey 08625-0334

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TO APPLY: [NJDACACFPAPPLICATION@ag.nj.gov](mailto:NJDACACFPAPPLICATION@ag.nj.gov) or 609-984-1250