



## SECTION 1: Overview of CACFP

CACFP serves nutritious meals and snacks to eligible children enrolled in care at participating family day care homes (FDCH) and group homes. FDCHs and group homes participating in CACFP must follow program regulations.

- How to Contact the Program
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# How to Contact the Program

For questions about the Child and Adult Care Food Program (CACFP) and requests for technical assistance, please contact:

**Missouri Department of Health and Senior Services  
Division of Community and Public Health  
Bureau of Community Food and Nutrition Assistance**

P.O. Box 570  
930 Wildwood Drive  
Jefferson City, MO 65102

1-800-733-6251

1-573-536-1599

Fax: 573-526-3679

Email: [Melanie.Blochberger@health.mo.gov](mailto:Melanie.Blochberger@health.mo.gov)

## Training

**Online trainings include:**

- Under CACFP Training for Child Care Centers:
  - Module 2 Meal Pattern Training
  - Module 3 Infants
- Civil Rights
- CORE (CACFP Operational Resources & Education)

# Training Objectives

- Understand the staff's responsibilities for the family day care home (FDCH) and group home providers' participation in the Child and Adult Care Food Program (CACFP).
- Understand the responsibilities of the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) in administering the CACFP.
- Understand how providers meet and comply with CACFP performance standards.
- Understand the importance of accurate recordkeeping and its role in verifying the FDCH's and group home's claims for reimbursement.
- Identify the records that must be maintained by providers and staff to meet regulatory requirements. Explain the procedures for completing each record.
- Understand Civil Rights compliance requirements.
- Use the meal pattern requirements and menu planning process to create nutritious and creditable meals.
- Explain how to use the United States Department of Agriculture Food Buying Guide (FBG) for Child Nutrition Programs and the Crediting Handbook for the CACFP to assist with menu planning.
- Explain the importance of good nutrition in the FDCH and group home setting.



# Benefits of the Child and Adult Care Food Program

**Child and Adult Care Food Program (CACFP) can help your providers and the families you serve.**

The CACFP is a federal program that provides reimbursements for nutritious meals and snacks to eligible children enrolled in care at participating FDCHs and group homes. The CACFP improves the quality of day care and contributes to the wellness, healthy growth, and development of young children in the United States.

CACFP plays a vital role in improving the quality of child care, making it more affordable for the organization. Benefits include:

- FDCHs and group homes may be approved to claim up to two meals (breakfast, lunch, or supper) and one snack (morning, afternoon, or evening) OR two snacks and one meal per enrolled participant in attendance each day.
- Training and technical assistance are available on nutrition, food service operations, program management, nutrition education, and recordkeeping.
- Improved health and well-being of infants and children through age 12 by providing nutritious, well-balanced meals.
- Development of healthy eating habits in children that will last through their lifetime.

## **Key points to remember about the CACFP:**

- Providing nutritious meals and snacks is the primary goal. The mission of the Food and Nutrition Service (FNS) is to provide children and families better access to food and a more healthful diet through its food assistance programs, such as CACFP, and nutrition education efforts in compliance with 7 CFR 226.
- The CACFP is a supplementary program, not an entitlement program, which requires accurate recordkeeping and program compliance.
- United States Department of Agriculture's (USDA) FNS administers the CACFP at the national level, and the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) is the State Agency (SA) that administers the program in Missouri.
- The CACFP is regulated by Congress and the USDA.
- The DHSS-CFNA will conduct CACFP monitoring reviews at all participating FDCHs and group homes and sponsoring organizations pursuant to [7 CFR 226](#).

# Eligibility Requirements

## Sponsoring Organizations

Sponsoring organizations may participate in the Child and Adult Care Food Program (CACFP) under the following conditions:

- The organization is tax-exempt and is sponsoring one or more family day care homes (FDCH) or group homes.
- The organization applies and is approved under the criteria established by the Department of Health and Senior Services–Community Food and Nutrition Assistance (DHSS-CFNA).

## Family Day Care Homes and Group Homes

FDCHs and group homes can participate in the CACFP under the following conditions:

- The home is licensed by the Department of Elementary and Secondary Education – Office of Childhood (DESE-OOC) or a branch of the military; or is registered with the Family Support Division as a Registered Provider.
- A sponsoring organization sponsors the home.
- The home is nonresidential.\*
- Child care is conducted in a private residence. \*\*

\*A FDCH or group home participating in the CACFP cannot provide day care to the same children for more than 24 hours on a regular basis. Situations may occur where a child may need to be housed overnight due to emergencies out of the parents' control. Thus, the child would be in care for longer than 24 hours. When an **emergency temporary residential** situation occurs, the children may continue to be considered nonresidential for the CACFP. Reimbursement may be claimed in temporary residential situations for up to three consecutive calendar days (72 hours).

\*\*In the CACFP, FDCH and group homes are limited to the provider's private residence, the private residence of another, or a rented or unoccupied private residence. Commercial properties, including churches or schools, are not private residences and are not eligible to participate in the CACFP as FDCHs.

The purpose of the group homes and FDCH is to assist small, home-based day care efforts operated by individuals in their homes. The day care is provided to small groups of children in a private residence.

FDCH and group home providers are limited to one home per provider. A provider may open a second home if one is a limited liability company (LLC) or a limited liability partnership (LLP). The provider will then have another provider at the second location. In instances where more than one provider operates out of the same residence, both individuals must be licensed or appropriately approved at the same residence, care for different children at different times, and each provider must participate under the same sponsoring organization. A provider may only have one contract with DHSS and be paid for one home.

## **Incorporated Family Day Care Homes and Group Homes**

### **Agreement**

The decision for an FDCH or group home to become an LLC or to incorporate (not-for-profit or for-profit) is up to the provider and plays no role in the provider's participation in CACFP. When a provider chooses to become an LLC or incorporate the FDCH or group home and wishes to participate in the CACFP, the owner of the LLC or corporation must have an agreement with the sponsoring organization. Sponsors may only enter into an agreement with a provider as an individual, not as an LLC or corporation.

It should also be noted that providers associated with a corporation may have wages from the corporation rather than the typical self-employment status of home providers. Also, if the provider is a shareholder of the corporation, the provider may receive dividends. Wages and any dividends received from the corporation must be reported as income.

Therefore, because the agreement is with the owner of the LLC or corporation, it is the owner's income that is subjected to the income test for tiering determinations and the purpose of reimbursement of meals served to the provider's children.

### **Seriously Deficient**

Although the agreement is with the owner of the LLC or corporation, in instances where the FDCH or group home is declared seriously deficient (SD) in the operation of the CACFP, the LLC or corporation name must be included in the SD letter. Consequently, if the FDCH or group home is terminated and placed on the National Disqualified List (NDL), the LLC or corporation name must be included on the list.

### **Authorized Capacity**

Per the "[Licensing Rules for Group Child Care Homes and Child Care Centers](#)," 5 CSR 25-500, and the "[Licensing Rules for Family Child Care Homes](#)," 5 CSR 25-400, related children are exempt from licensing requirements in a home. In a home, two related children will not count in capacity. Related children under five years of age will count in the ratio. Relatives 5 years of age and older do not count in capacity. The Department of Social Services does not count children five years of age and older who reside in a Registered Home in the capacity. Capacity may not be exceeded at any time. For purposes of the CACFP, related children in an LLC or incorporated group home or FDCH count in the home's authorized capacity. At no time may a group home or FDCH, including an LLC or incorporated group home or FDCH, claim meals for children over its authorized capacity without the proper shift or overlap approval or as allowed by the Office of Child Care exemptions. Registered homes (six or fewer) with residential children five years of age or older do not count in capacity. All other children count in capacity.

# Performance Standards

## Financial Viability, Administrative Capability, Program Accountability

The executive director and the board chair or sponsoring organization (SO) and those named as a responsible individual and food program contact must, due to their position in the facility, accept final administrative and financial responsibility for the Child and Adult Care Food Program (CACFP) and ensure that the CACFP is operated with program integrity.

Each new or renewing SO must submit information sufficient to document that it is financially viable, administratively capable of operating the program in accordance with CACFP regulations and has internal controls in place to ensure accountability. To document this, any new SO must demonstrate in its application that it is capable of operating in conformance with the CACFP performance standards.

The DHSS-CFNA must only approve the applications of those new SOs that meet these performance standards and deny the applications of those new SOs that do not meet the standards. In ensuring compliance with these performance standards, the DHSS-CFNA establishes rules and procedures and makes decisions based on information from internal controls at the federal and state level that includes information obtained during the application process, information from audits and complaints, results of edit checks, claim reviews, monitoring reviews; and notice of civil and criminal action.

Each new sponsoring organization (SO) or renewing SO must submit information sufficient to document they are operating in accordance with the **CACFP Performance Standards – Viability, Capability, and Accountability (VCA)** outlined in 7 CFR 226.6(b)(1):

1. The SO must be **Financially Viable**. The SO must have a budget and demonstrate it has adequate financial resources to operate the CACFP on a daily basis, has adequate sources of funds to continue to pay employees and suppliers during periods of temporary interruptions in CACFP payments and/or to pay debts when fiscal claims have been assessed against the SO, and can document financial viability through audits or financial statements. SOs must ensure that CACFP funds are expended and accounted for in accordance with CACFP regulations, 2 CFR 400, and the requirements in FNS Instruction 796-2, rev. 4.

The SO should expect that DHSS-CFNA will review the financial records at least annually. The following records must be made available to DHSS-CFNA upon request:

- At least one month of all the SO's bank account activity that is associated with CACFP will be reviewed against other associated records to verify that the financial transactions meet program requirements.
  - The SO's actual expenditures of CACFP funds and the amount of meal reimbursement funds retained from providers to support the SO's administrative costs will be reviewed.
  - The reported expenditures will be reconciled with program payments to ensure that funds are accounted for fully.
2. The SO must be **Administratively Capable**. The SO must have appropriate and effective management practices in place to provide program benefits to all participants and an adequate number and type of qualified staff to operate the CACFP. An SO must



document in its management plan that it employs staff sufficient to meet the ratio of monitors to facilities, taking into account the factors that DHSS-CFNA will consider in determining an SO's staffing needs, as set forth in CACFP regulations. An SO must have written program policies and procedures that assign program responsibilities and duties. An SO's policies and procedures must also ensure compliance with civil rights requirements.

3. The SO's program must be **Accountable**. The SO must have internal controls and other management systems in effect to ensure fiscal accountability and ensure that the CACFP will operate in accordance with requirements. To demonstrate program accountability, the institution must document that it meets the following criteria:
  - **Board of Directors** – have adequate oversight of the program by an independent governing board of directors.
  - **Fiscal Accountability** – have a financial system with management controls specified in writing. These written operational policies must ensure the following:
    - Fiscal integrity and accountability for all funds and property received, held, and disbursed.
    - The integrity and accountability of all expenses incurred.
    - Claims will be processed accurately and in a timely manner.
    - Funds and property are properly safeguarded and used.
    - Expenses incurred are for authorized program purposes.
    - A system of safeguards and controls is in place to prevent and detect improper financial activities by employees.
  - **Recordkeeping** - maintains appropriate records to document compliance with CACFP requirements, including budgets, accounting records, approved budget amendments, management plans, and appropriate records on facility operations. There must be documentation in the management plan that the organization will provide adequate and regular training for their staff and the FDCH or group home staff.
  - **SO operations** - documentation in the management plan that the SO will perform monitoring to ensure the FDCH and group home accountably and that the home appropriately operates the program and has a system in place to ensure that administrative costs do not exceed the regulatory 15 percent limitation.
  - **Meal Service and other operational requirements** - follow the practices that result in the operation of the program in accordance with the meal service, recordkeeping, and other operational requirements of the federal regulations. These practices must be documented and must demonstrate homes and/or group homes will:
    - Provide meals that meet meal pattern requirements.
    - Comply with licensure or approved requirements.
    - Have food service that complies with applicable state and local health and sanitation requirements.
    - Comply with civil rights requirements.
    - Maintain complete and appropriate records on file.
    - Submit claim reimbursement only for eligible meals.

# Program Integrity

CACFP regulations define Seriously Deficient (SD) as the status of a sponsoring organization (SO) that has been determined to be non-compliant in one or more aspects of its operation of the program. If the SOs are unwilling or incapable of correcting serious problems, the SD process protects program integrity by removing the institution from the program.

The chairman of the Board of Directors, the executive director, or owner, as well as other person(s) responsible for the Child and Adult Care Food Program (CACFP) operation, such as the responsible individual and the food program contact, noted on Sponsor Information Sheet and the Application/Claims database are considered the “responsible individual(s)” or “responsible principal(s)” of the SO’s. By virtue of the management position as a “responsible principal,” you have administrative and financial responsibility for the oversight, management, and integrity of the CACFP and compliance with applicable regulations.

Should your SO ever be classified as SD and terminated due to mismanagement of the CACFP, the name(s) of the “responsible principal(s)” and “responsible individual(s)” will be placed on the United States Department of Agriculture’s (USDA) National Disqualified List (NDL). Once on the NDL, the responsible parties named would not be able to work in another organization that participates in the CACFP or any other Child Nutrition Program for up to seven years.

## Management Tools and Resources

SOs enter into a contract with Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) to participate in the CACFP. The following management tools and resources are available on the Missouri CACFP website at [www.health.mo.gov/cacfp](http://www.health.mo.gov/cacfp)

- CACFP Income Eligibility Guidance
- United States Department of Agriculture Food Buying Guide for Child Nutrition Programs
- Crediting Handbook for the Child and Adult Care Food Program
- Child & Adult Care Food Program Manual for Family Day Care Homes
- “And Justice For All” poster
- Building for the Future flyer and pamphlet
- Missouri WIC outreach poster

# Discovering Problems

The following is a management assessment tool that describes some of the more common indicators of program mismanagement identified through federal and state- level internal controls.

## **Child and Adult Care Food Program Institutions Indicators of Potential or Existing Problems (RED FLAGS!)**

### **Budget/Claim for Reimbursement**

Year-to-date claims do not reflect the approved budget.

Questionable or potentially fraudulent meal-claiming practice (e.g., meals claimed when the facility is closed).

Expenditures charged to the nonprofit food service that are not listed on the budget approved by the state agency.

### **Operational Oversight**

No qualified accountant or an adequate accounting information system.

Lack of internal controls (e.g. inadequate separation of duties, position held by family member limits internal control).

Related party transactions (e.g., when the director or family member is the owner of the catering company used for contracted meals or owner of the rented property housing the CACFP sponsoring organization or facility).

Absentee management.

Substantial difference between the number of participants observed at meal time during the monitoring review and the Average Daily Participation (ADP) for the same meal for the review month.

Substantial difference between the attendance documented by the Office of Childhood, Child Care Compliance in the "Show Me Child Care Provider Search" and the ADP for the meal claimed when the Office of Childhood, Child Care Compliance specialist was in the facility.

### **Audits**

Required audits or monitoring reviews are not performed by SOs. Management/Board of Directors does not follow up on corrective action taken.

### **Other**

Health and safety concerns reported from any source.

# Household Contacts

## Sponsoring Organization's Household Contact Requirement

Household contacts, sometimes referred to as parent audits or parent contacts, must be made by sponsoring organizations (SO) when a Family Day Care Home (FDCH) or group home under an SO's jurisdiction is suspected of Child and Adult Care Food Program (CACFP) mismanagement.

The SO may use the [Sponsoring Organization Household Survey](#) form developed by Community Food and Nutrition Assistance (CFNA), available online at [www.health.mo.gov/cacfp](http://www.health.mo.gov/cacfp) - Forms, or develop a form to collect information from parents. The SO can choose the survey method to contact the parents, which can be done by mail, phone, or email. It is strongly recommended that parents are informed of the procedure to be used to contact them when the parent completes the child's enrollment form.

Parents should be strongly encouraged to support SO's efforts to contact them, as the outcome of the contacts can impact the quality of care provided to their child. Homes shall be required to cooperate in the event of a parent audit. If a parent informs a home that they have been contacted by the SO or state or federal officials, the home must encourage the parent to cooperate fully. Any effort on the part of an FDCH to interfere with a household contact would be the basis for a declaration of seriously deficient.

To ensure a good response to a household contact, the SO shall survey parents as follows:

- Ten or less children enrolled: 100% of parents surveyed.
- 11 to 20 children enrolled: 75% of parents surveyed.
- Twenty-one or more children enrolled: 50% of parents surveyed.

Efforts to contact a parent by any means, including phone, must be documented.

SOs shall strive for a 50% response rate on household contacts, particularly for homes that have ten or fewer children enrolled. If a 50% response rate is not achieved for homes with ten or fewer children enrolled, the SO must conduct additional follow-ups with parents to obtain the necessary responses. Response rates for homes with larger enrollments may be less than 50%. However, a minimum of five parent responses is required.

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)  
**SPONSORING ORGANIZATION HOUSEHOLD CONTACT SURVEY**

Please complete and return immediately in the envelope provided.

<b>PARTICIPANT'S NAME</b>		<b>PARTICIPANT'S BIRTHDATE</b>	
<b>FACILITY NAME</b>			
<b>DATE OF ENROLLMENT AT CENTER (FIRST DAY ATTENDED AT THIS FACILITY)</b>			
<b>TIME PARTICIPANT ARRIVES AND TIME OF PICK UP</b>			
ARRIVAL TIME		PICK UP TIME	
<b>CHECK THE DAYS PARTICIPANT ATTENDS THE FACILITY</b> <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY	<b>PARTICIPANT IS IN CARE (CHECK THE APPROPRIATE BOX)</b> <input type="checkbox"/> ALL DAY <input type="checkbox"/> BEFORE SCHOOL <input type="checkbox"/> AFTER SCHOOL <input type="checkbox"/> HALF DAY MORNING <input type="checkbox"/> HALF DAY AFTERNOON <input type="checkbox"/> BEFORE & AFTER SCHOOL <input type="checkbox"/> EVENING <input type="checkbox"/> OVERNIGHT	<b>CHECK THE MEALS YOU EXPECT THE PARTICIPANT TO RECEIVE WHILE IN CARE</b> <input type="checkbox"/> BREAKFAST <input type="checkbox"/> AM SNACK <input type="checkbox"/> LUNCH <input type="checkbox"/> PM SNACK <input type="checkbox"/> SUPPER <input type="checkbox"/> EVENING SNACK	
<b>SIGNATURE</b>			<b>DATE</b>
<b>PHONE NUMBER</b>			
May we contact you for additional information, if necessary? <input type="checkbox"/> YES <input type="checkbox"/> NO			

Thank you for your time and assistance.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

2. **fax:** (833) 256-1665 or (202) 690-7442; or

3. **email:** program.intake@usda.gov

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