

## **CHILD & ADULT CARE FOOD PROGRAM (CACFP) FAQs**

### **1) Q: Who is eligible to participate in CACFP?**

A: All of the following:

- i. Child care centers or preschools
- ii. Adult daycare centers
- iii. Head Starts
- iv. Emergency shelters
- v. At-risk afterschool snack programs or outside school hours programs
- vi. Daycare homes

### **2) Q: How do you apply to participate in the CACFP?**

A: You must attend a Business Track, Nutrition Track, and Computer Track training course. You can register for each class online at: [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration). You will receive an application electronically and must submit it within 90 days of the first training.

### **3) Q: Where can I find recordkeeping forms for CACFP?**

A: All recordkeeping forms for child care centers are available at [www.ade.az.gov/health-safety/cnp/cacfp/child](http://www.ade.az.gov/health-safety/cnp/cacfp/child) and all recordkeeping forms for adult care centers are available at [www.ade.az.gov/health-safety/cnp/cacfp/adult](http://www.ade.az.gov/health-safety/cnp/cacfp/adult).

### **4) Q: I already participate in the CACFP but I would like to add an additional site. How do I do this?**

A: If the new site is not part of the same legal entity as the participating center, you must apply as if you are a new sponsor. If the new site is part of the same legal entity as the participating center, you will need to do the following:

- i. Provide program training to all the new staff.
- ii. Collect income affidavits for all children or adult enrolled in the new site (not applicable for head starts, emergency, shelters, or at-risk

afterschool snack programs).

- iii. Update your current application and management plan to include the new site and submit to ADE.
- iv. Conduct a pre-approval visit at the new site using the Child or Adult Care Center Monitoring Evaluation Form. This must be submitted to ADE. Please contact your assigned specialist or the Specialist of the Day for technical assistance on monitoring requirements for centers with multiple sites.
- v. Complete a hard copy site application and submit to ADE.
- vi. Submit a copy of the new site's current DHS license
- vii. Complete a Sponsor & Site – Add/Change/Delete form and submit to ADE.

ATTENTION HEAD STARTS: You must first go to [www.ade.az.gov/schoolfinance/FAQs/CTDS\\_District](http://www.ade.az.gov/schoolfinance/FAQs/CTDS_District) and read the instructions and complete a form for each site being added. After the forms are processed, you may follow the instructions above.

**5) Q: What are the benefits of CACFP?**

A: Institutions that participate in the CACFP receive reimbursement to enhance their current menus to offer more fresh fruits and vegetables, whole grains, and low fat dairy products. This increases the health and nutritional status of children and adults enrolled while enforcing good eating habits. The additional reimbursement also helps to keep the cost of tuition at more affordable levels.

**6) Q: I am a daycare home provider. How can I apply to participate in the program?**

A: Daycare home providers may participate under the auspices of a non-profit or public agency called a sponsoring organization. These organizations are responsible for the training, monitoring, and implementation of the Program. For a list of currently participating sponsoring organizations go to [www.ade.az.gov/healthsafety/cnp/cacfp/family/familycareinfo.asp](http://www.ade.az.gov/healthsafety/cnp/cacfp/family/familycareinfo.asp) and click on the link for “Family Daycare Home Sponsoring Organizations.”

**7) Q: What meals are reimbursable?**

A: Institutions are reimbursed for two meals and a snack or two snacks and a meal per day per eligible participant.

Emergency shelters may be reimbursed for up to three meals per day per eligible child.

At-Risk Afterschool Programs may be reimbursed for one snack and one supper per day per eligible child.

**8) Q: What are the meal pattern requirements?**

A: Breakfast must include a milk component, a grain component, and a fruit or vegetable component.

Lunch/Supper must include a milk component, a grain component, a meat or meat alternate component, and a fruit and vegetable component from two different sources.

Snacks must include two of the following four components: milk, grain, meat or meal alternate, and fruit or vegetable.

High sugars must be limited to two times per week and may only be served at breakfast and/or snack time. High fat items must be limited to two times per week.