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Child & Adult Care Food Program

CACFP Overview

Why Provide Snacks/Suppers?

By providing snacks and/or suppers at your organization, you can make sure children end their day with a healthy meal and help them develop healthy eating behaviors that can last a lifetime!

Benefits of Offering Snacks/Suppers:

- Institutions can receive reimbursements for snacks/suppers that would typically be paid for through the general program budget
- You can ensure that children end their day with a healthy meal!
- You help develop positive food attitudes and eating behaviors

What is the Child and Adult Care Food Program (CACFP)?

A federal program called the **USDA Child and Adult Care Food Program** can help you provide **FREE, healthy food** for low-income children participating in your afterschool program. The program provides students with a nutritional boost and encourages participation in supervised activities that are safe, fun and filled with learning opportunities.

- Provides funding to feed suppers in afterschool programs for children up through age 12 and that offer 2 activities.
- Increases organization's ability to meet the nutritional needs of children in their care by reimbursing them for meals.

How Can This Program Help Your Institution?

Institutions can use reimbursement to pay for the food costs and free up other funds to use for programming. Institutions receive technical assistance in meeting program requirements and in providing meals for children. In addition, institutions can be reimbursed for up to two meals and one snack or two snacks and one meal per child per day (Emergency shelters are eligible for three meals per child per day).

When Can Snacks/Suppers be Served?

Organizations can provide meals afterschool, year-round.

Are You Eligible?

Who Can Participate?

Any school, governmental organizations, or non-profit organizations can participate in CACFP.

- **Public Institutions**
Municipal, county, state or federal governmental organizations
- **Nonprofit organizations**
Documentation of federal tax-exempt status is required at the time of application

- **For-profit organizations**

These organizations must receive under Title XX of the Social Security Act reimbursement from their local county Department of Job and Family Services for at least 25% of license capacity or enrolled children during the month of preceding application, OR in 25% of licensed capacity or enrolled children are eligible for free and reduced price meals.

Establishing Eligibility

- The site must meet state or local health and fire safety standards.
- Income eligibility must be determined for each enrolled child.
- There are no site location guidelines as required by NSLP ASCS and CACFP Afterschool At Risk Snacks.

What Children are Eligible to Receive Snacks/Suppers?

- Children from birth through 12 years of age
- Children of migrant workers through 15 years of age
- Children 13-18 years of age if the site is located in an at risk area served by a school in which at least 50% of the enrolled children are certified eligible for free and reduced price meals (for At Risk SNACK Program only).
In some cases, a site may qualify as CACFP Afterschool At Risk (SNACKS) and Ohio Youth Development (SUPPERS)—allowing a sponsor to provide suppers to children birth through age 12 and snacks to children age 13-18.
- Reimbursement may also be claimed for individuals with mental or physical disabilities, as defined by the State (through 21 years of age), enrolled in an institution or child care facility serving a majority of persons 18 years of age and under.

CACFP Requirements

Programming Requirements

To receive snacks through the CACFP After School At Risk Snack Program, your afterschool program must provide at least one educational or enrichment activities in 1) an organized 2) structured and 3) supervised environment after the end of the school day.

Licensing Requirements

Child care centers, Head Starts and outside-school-hours centers must be licensed by:

Ohio Department of Job and Family Services

The district Offices of the Ohio Department of Job and Family Services are responsible for licensing Head Start Programs and childcare centers not operated by school districts. Verification of current license is required at the time of application and whenever a site is added.

Ohio Department of Education

The Ohio Department of Education licenses child care facilities operated by local boards of education. Verification of current licensure is required at the time of application and whenever a new site is added.

Currently licensure is not required for the following programs:

- Youth Development Centers (K-12 years)
- After School At Risk Centers (through age 18)
- Emergency Shelters (through age 18, effective 10/1/1004 age limit changes from 12 to 18 years).

Institutions with these types of program may participate in the CACFP by submitting a current license/permit or satisfactory inspection report from the local Health and Fire Departments.

Snack Meal Pattern Requirements

For students aged six years and older, snacks planned and served must contain two of the following components:

- 8 oz. fluid milk
- 1 oz. meat or meat alternate
- ¾ cup of fruit or vegetable (or ¾ cup full-strength juice)*
- 1 serving of grain or bread (bread = 1 slice; dry cereal = ¾ cup; cooked cereal = ½ cup)

**One or two items may be combined to meet the ¾ cup fruit and/or vegetable requirement*

Reporting Requirements

In general, institutions must keep accurate records of the following:

- Enrollment and attendance of all children
- Income eligibility documentation for children claimed in the free and reduced-price meal categories
- Number of meals served at each meal (point of service counts)
- Menus of food served
- Receipts for food and non-food purchases
- Annual Inventory
- Documentation of administrative, operating and related costs
- Annual CACFP training

All records must be kept for three years plus the current year.

How Do You Start?

What Do We Need to Do to Participate?

Afterschool sites that participate in this program need to:

- Offer USDA approved meals, for free to all children
- Commit to having two hours of organized educational or recreational activities each day
- Pass a fire and basic health inspection
- Provide a minimum of 1 staff person or volunteer to supervise the program

Steps to Becoming a CACFP Snacks/Suppers Sponsor

Step 1: Fill out CHA info sheet

Step 2: Attend one of the scheduled potential new sponsor workshops to obtain CACFP application forms.

Step 3: Complete and submit application to ODE

Step 4: Have an on-site pre-approval visit conducted by ODE

Step 5: Application will then be up for approval by ODE

For more information please contact:

**Ohio Department of Education
Child and Adult Care Food Program
25 South Front Street, Mail Stop 303
Columbus, OH 43215-4183
Phone: (614) 466-2945**

If you need more information or have any questions, please feel free to contact Charlie Kozlesky, Senior Vice President of School & Summer Nutrition, at 614-341-7700, ext. 221 or CKozlesky@ChildrensHungerAlliance.org.

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