

Child and Adult Care Food Program

Quick Reference Guide for Centers

**CACFP
Contacts:**

CACFP Child Nutrition Consultants:

- *Diana Floyd*, dfloyd@ksde.org, 785-258-2045, north central Kansas including Salina
- *Laura Hodgson*, lhodgson@ksde.org, 785-296-2276, southeast Kansas including Topeka
- *Jeanie Galemore*, jgalemore@ksde.org, 620-367-4650, south central Kansas including Wichita
- *Linnea Rieger*, lrieger@ksde.org, 785-296-2276, northeast Kansas
- *Sean Hoffman*, shoffman@ksde.org, 785-296-2276, northeast Kansas
- *Tara Witthuhn*, twitthuhn@ksde.org, 620-272-0271, western Kansas (home and center sponsors)
- *Hannah Tillery*, htillery@ksde.org, 785-296-2276, home sponsors

Administration:

- *Mark Thompson*, Assistant Director, mathompson@ksde.org, 785-296-2276
- *Sarah Bruschi*, Senior Administrative Assistant, sbruschi@ksde.org, 785-296-7877

**Contact
Information:**

Child Nutrition & Wellness, Kansas State Department of Education
900 SW Jackson Avenue, Suite 251, Topeka KS 66612
785.296.2276
Fax: 785.296.0232

Resources:

- **Administrative Handbook** (“AH”) contains information on meal patterns, meal attendance, Income Eligibility Forms, reimbursement claims, and sample forms. The most current Administrative Handbook information can be found on the CACFP website at www.kn-eat.org, CACFP, Administrative Handbook.
- **Crediting Foods** contains information on food components including milk, meat/meat alternates, fruits and vegetables, and breads/grains. The resource can be found on the CACFP website at www.kn-eat.org, CACFP, Guidance, Menu Planning & Production Records, Crediting Handbook USDA.
- **Meal Production Records** are the forms the staff use to document the menu items and the amount of food prepared for each meal. Calculations showing the number of servings for each food component. This ensures enough food is prepared for the participants in care. If the center receives prepared meals from a vendor, the vendor will provide a “Meal Transport Sheet” which lists the food components delivered. A center does not need to document foods in the menu book if meals received from the vendor are documented on the Meal Transport Sheets. The Menu Book Guide and meal documentation forms can be found on the CACFP website at www.kn-eat.org, CACFP, Guidance, Center Meal Documentation.

**Daily
Attendance &
Meal Counts:**

Record of each participant’s attendance at the center must be kept daily. This can be done using sign in/out sheets, a daily attendance log, or along with meal counts on the CACFP meal count form. As participants are eating the meal, center staff indicates with an “X” each participant who receives a creditable meal. A meal count form has each participant’s last and first names and meals are recorded by meal type (breakfast, am snack, lunch, pm snack, etc.). The meal counts must be recorded at the time the participants are served the meal (point of service). No more than two meals and one snack or two snacks and one meal may be claimed per participant per day.

Menus:

Menus should be posted in the center.

Infants:

- An Infant Offer Form should be on file for every infant enrolled, even if meals are not claimed.
- The center must document the formula offered and whether the parent accepts/declines the formula/solids provided by the center.
- The CACFP has two separate meal patterns according to the infant’s age: 0-5 months and 6-11 months.
- Information on infants and infant record keeping is in the “Infant Feeding Guide”.

- Reimbursement Claims:**
- After completing meal count records for a calendar month, the center will total the breakfasts, lunches, and/or snacks served during the month. The meal totals are entered in the KN-CLAIM “Claim for Reimbursement” and submitted to KSDE. KSDE processes the claim form on a weekly basis.
 - Detailed instructions can be found on the CACFP website at www.kn-eat.org, CACFP, Guidance, Claim Information.
 - Claim forms must be submitted within 60 days after the end of the claim month or KSDE cannot pay the claim.
 - For-profit centers must submit a list of children with each month’s claim to document a participation level of at least 25% Child Care Subsidy or 25% limited-resource (free and reduced) children to be eligible to participate in CACFP.
 - A for-profit adult day care center qualifies with at least 25% of participants receiving Medicaid benefits.
- Income Eligibility Categories:**
- The number of free, reduced price, and paid must be reported on the “Claim for Reimbursement” on a sponsor’s initial claim and every October or if enrollment changes by more than 15%. To determine the numbers for October, see detailed instructions in the Administrative Handbook, chapter 12.
- Enrollment and Income Eligibility Form:**
- An “Enrollment and Income Eligibility Form” must be on file for each participant. **A participant’s meals may not be counted in the meal attendance if a current enrollment is not on file.** The form must be completed by the parent (or guardian) and is valid for 12 months (and must be kept for 4 years). Detailed instructions for the form are in the Administrative Handbook, chapter 9.
- Change in Authorized Representative:**
- The Authorized Representative receives all correspondence from KSDE/CACFP and signs CACFP documents including, but not limited to reimbursement claims. The Authorized Representative may delegate the preparation of monthly claims to a Person Authorized to Submit Claims. That person can be given a separate log-in. See “Designated User” in the applications menu. A Sponsor Change Form is located in the Administrative Handbook, Chapter 3.
- Training:**
- The sponsor is required to attend the CACFP Administrative Workshop training annually.
 - The new Authorized Representative working with the CACFP is required to attend the CACFP Jump Start training within 6 months of assuming responsibilities.
 - The sponsor is required to attend an approved food safety training at least once every 3 years.
 - Training opportunities can be found on the CACFP website at www.kn-eat.org, CACFP, Training.
- Food Receipts:**
- The CACFP reimbursement must be used for the food service operation (“nonprofit food service fund”). File receipts for the cost of food/food labor in a folder for each month and document the amounts on a monthly ledger or accounting system. This provides a clear accounting of CACFP expenditures and reimbursements.
- Other Important CACFP Information:**
- The following CACFP contract documents should be on file: Program Agreement and Certification Statement.
 - The Sponsor Application, Center Site Application(s), Center Budget, and Management Plan can be found on KN-CLAIM.
 - The following CACFP documents should be kept organized and on file: daily attendance forms and meal count rosters, Enrollment and Income Eligibility Forms, Income Category Summary (for initial claim and October and April claims), monthly KSDE claim reports, and other pertinent forms which document the participation in the CACFP.
 - If you have a vendor providing meals to the center, you need a CACFP meal contract. The contract is generally for a 12-month period and must be renewed annually. Information can be found on the CACFP website at www.kn-eat.org, CACFP, Meal Contracts.
 - All CACFP records must be kept for 4 years.