

# DESIGNATION OF THE CACFP CONTACT

## CACFP Policy 03-19

### **Purpose**

To clarify the role and responsibilities of the program contact

### **Scope**

Institutions participating in the Child and Adult Care Food Program (CACFP).

### **Description**

An institution must designate an individual in their organization as the program contact. The program contact is responsible for the successful operation of the CACFP in the organization; therefore, this person should be selected carefully. The program contact must be:

1. A legal employee of the organization
2. Responsible for the management and daily operation of the CACFP in the organization
3. The point of contact for the Indiana Department of Education for all areas of management of the program
4. In attendance at all Indiana Department of Education mandatory training
5. Sufficiently trained and possesses the program knowledge to ensure success of the program to the institution
6. Available to provide any information needed during a review conducted by the Indiana Department of Education, the USDA Midwest Regional Office, or the USDA.

Institutions are responsible for ensuring their program contact has received the training necessary to manage the program effectively and operate the program in compliance with federal and state requirements.

If the designated program contact terminates their employment or is no longer responsible for the management of the program, the institution must designate a new program contact for the operation of the CACFP. The institution should change the CNPweb sponsor information form as soon as possible, but no later than 30 days after the change. The new program contact must register and attend the next refresher workshop.

### **Sources**

Indiana Department of Education, School and Community Nutrition