

CACFP MANAGEMENT RESPONSIBILITIES FOR INSTITUTIONS

CACFP Policy 03-20

Purpose

To define management responsibilities of the CACFP

Scope

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

Description

Upon approval to participate in the CACFP, institutions enter into an agreement with the Indiana Department of Education (IDOE). Through this agreement, institutions accept final administrative and financial responsibility for management of CACFP operations in their organizations. This agreement makes sponsors accountable and responsible for all critical aspects of program management. Institutions must have an ongoing role in program management in order to retain firm control over CACFP operations.

Some of the most important management responsibilities include:

1. Preparation and completion of annual program renewal materials
3. Determining income eligibility and maintaining Applications for Free and Reduced-Price Meals
4. Official record keeping responsibilities, including meal count and enrollment information, roster maintenance, and maintaining documentation of the non-profit food service account
5. Claim completion and submission
6. Distribution of program payments to facilities under its jurisdiction
7. Attendance at IDOE mandatory training sessions
8. Training of administrative and program staff on CACFP duties and responsibilities
9. Monitoring of administrative staff at facilities under its jurisdiction
10. Enforcing corrective action

Due to the important nature of these functions, institutions may not contract out management responsibilities of the CACFP.

However, institutions may contract out form specific administrative tasks, such as bookkeeping, data processing, or the services of a nutritionist and claim these services on their administrative budget. The administrative budget must be submitted to IDOE for approval.

Institutions participating in the CACFP should review the administrative and management processes of the CACFP in their organization to ensure compliance with USDA/IDOE policies.

Sources

Indiana Department of Education, School and Community Nutrition