



School and Community Nutrition

Information for Licensed Child Care Centers and Head Start Centers

Thank you for contacting our office to inquire about the Child and Adult Care Food Program (CACFP). In the state of Indiana, the Department of Education, Division of School and Community Nutrition Programs, administers the program under an agreement with the United States Department of Agriculture. In addition to the CACFP, our division also administers the National School Nutrition Programs, the Summer Food Service Program for Children, and the Indiana Food Distribution Program.

The Child and Adult Care Food Program provides reimbursement for several types of child care settings that serve meals. Reimbursement for meals that meet specific requirements is available for children in Licensed Child Care Centers, Family Day Care Homes, Registered Child Care Ministries, Head Start programs, Outside School Hours programs, At-Risk After School Hours Snack programs, Homeless/Emergency shelters, and Adult Day Care Centers. For-profit (proprietary) childcare centers may qualify for reimbursement from the Child and Adult Care Food Program if 25 percent of the enrolled students or licensed capacity receive Title XX funding or if 25 percent of the enrolled students or licensed capacity is eligible for free or reduced-price meals.

In this section of the web page, you will find materials to assist you in determining whether the Child and Adult Care Food Program is a viable option for your child care organization. The Estimating Reimbursement Worksheet

(http://www.doe.in.gov/food/childadults/docs/estimated_reimbursement_fy12.doc) will help you determine the approximate amount of reimbursement you could receive from participation in the CACFP. Please take the time to calculate your estimated reimbursement. If you do not serve a majority of low income families, the reimbursement you receive may not compensate for the time spent on the CACFP paperwork.

The Rates of Reimbursement (<http://www.doe.in.gov/food/childadults/docs/cc12Rates.pdf>) and Income Guidelines (<http://www.doe.in.gov/food/childadults/docs/incomeguide.doc>) should be used when calculating your estimated reimbursement. The Meal Pattern (<http://www.doe.in.gov/food/childadults/mealpattern-children.html>) shows what constitutes a creditable meal for the purpose of reimbursement from the CACFP.

Before becoming a CACFP sponsor we require that potential program participants attend a training session. In the training session, you will gain an understanding of the contract between your agency and the state of Indiana. You will also learn about the paperwork required in the administration of the program.

Additionally, please note the following documents must be submitted *at the time of application*, before approval for participation is granted:

1. A current copy of the center License from the Family and Social Services Administration or a completed Alternate Approval Form
2. A copy of tax-exempt status [501 (c)(3) Determination Letter] issued by the Internal Revenue Service or a Proprietary Certification Form (for-profit entities)
3. VCA Profile
4. Pre-approval Form
5. Pre-Award Compliance Review
6. Board of Director Listing
7. Vendor Information Form
8. Health Inspection
9. Menus

A CNP Agreement and Program Application must be executed between the sponsor and the Department of Education. The application process is complex; it is not just a checklist of items submitted to our office for review. The application includes a detailed management plan as to how the sponsor will operate the program, information on the organization's governing board and administrative structure, and an administrative budget. In order for your organization to participate in the CACFP, the management plan and budget must demonstrate financial viability, administrative capability, and program accountability. USDA Standards to be met are the following:

- ✓ The sponsor can clearly demonstrate in its management plan that the organization and its principals have sufficient experience to ensure financial viability.
- ✓ The sponsor commands adequate resources to ensure the effective management of the CACFP. It must also command adequate outside resources to support its non-CACFP activities.
- ✓ The sponsor must be financially sound.

Thank you again for your interest in the Child and Adult Care Food Program in Indiana. If you have any questions, please contact:

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Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Human Resources Director, Indiana Department of Education, 151 West Ohio Street, Indianapolis, IN 46204, or by telephone to 317-232-6610, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204.

-Dr. Tony Bennett, State Superintendent of Public Instruction.

