

Child and Adult Care Food Program
Family Day Care Home Provider Fact Sheet

THE PURPOSE OF THE CHILD AND ADULT CARE FOOD PROGRAM

The Indiana Department of Education (IDOE) operates the United States Department of Agriculture (USDA) Child Nutrition Programs (CNP). The Child and Adult Care Food Program (CACFP) provides reimbursement for nonresidential child care institutions to plan, purchase, prepare, and serve nutritious meals and snacks to eligible participants.

ELIGIBILITY REQUIREMENTS

- A licensed day care home provider or certified legally licensed exempt provider who has entered into an agreement with a sponsoring organization. (NOTE: A sponsoring organization has a current contract with the IDOE to administer the CACFP in family day care home settings.)
- A family day care home may be sponsored by one of the following types of institutions:
 - Public Entity—a municipal, county, state, or federal government agency
 - Nonprofit Institution—a federally tax-exempt institution, per section 501(c)(3) of the Internal Revenue Code, as determined by the US Department of Treasury, Internal Revenue Service
- A family day care home must be licensed or license-exempt as determined by the Family and Social Services Administration (FSSA), Bureau of Child Care (BCC). Legally Licensed Exempt Providers may participate if they have been certified to receive CCDF funding.

ELIGIBLE AGE RANGE

- Birth through 12 years of age

ELIGIBLE OPERATIONAL TIME

- Year-round

MEAL PATTERN REQUIREMENTS

- Meals and snacks served to children age 1 through 12 must meet the requirements set forth in the CACFP Meal Pattern for Children. The chart specifies the required food components and portion sizes.
- Meals and snacks served to infants, children age birth through 11 months, must meet the requirements set forth in the CACFP Infant Meal Pattern. The chart specifies the required food components and portion sizes.

RECORDKEEPING REQUIREMENTS

- CACFP Annual Enrollment Forms for all participating children
- Applications for Free and Reduced Price Meals for all free and reduced price eligible children
- Attendance records
- Dated menus listing the food items and serving size for each meal and snack
- Accurate daily meal counts
- Record of attendance for annual CACFP training
- Doctor Statement for medical changes to the meal pattern
- Obligation to Serve Infants in the CACFP form for each enrolled infant

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REIMBURSEMENT

- A licensed day care home provider or certified legally licensed exempt provider can be reimbursed for **up to three feedings per child per day one of which must be a snack**. The combination of allowable meals includes two meals (breakfast, lunch, supper) and one snack OR one meal and two snacks, per child per day
- The amount of reimbursement a family day care home is eligible for depends on the number of meals served to children and the tier classification of the home.
- Meals and snacks may not be sent home with the child. Meals and snacks must be consumed while the child is at the facility.

Here is the link for a list of Sponsors of Family Day Care Homes:

<http://www.doe.in.gov/sites/default/files/nutrition/fdcspn-3-19-13.pdf>.

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](#) (click the link for a listing of hotline numbers by State); found online at http://www.fns.usda.gov/snap/contact_info/hotlines.htm.

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