



Information for Family Day Care Home Providers

This information concerns the family day care component of 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, which is housed under the United States Department of Agriculture. The purpose of the Child and Adult Care Food Program is to help provide nutritious meals to children twelve years of age and under in day care settings. All CACFP participants are eligible for reimbursement of meals that meet the USDA standards for the types and amounts of foods served to enrolled children. Reimbursable meals include breakfast, lunch, supper, morning snack, afternoon snack, and night snack. For each child enrolled, you may claim up to:

- A: one (1) supplement and two (2) meals each day, or
- B: two (2) supplements and one (1) meal each day.

WHO IS ELIGIBLE TO PARTICIPATE IN THE CACFP?

Any licensed day care home provider or certified legally licensed exempt provider who has entered into an agreement with a sponsoring organization who has a current contract with this office to administer family day care homes.

WHAT KIND OF RECORDKEEPING IS REQUIRED?

In order to be eligible for meals served to children, paper documentation must be maintained. Menus must meet the minimum United States Department of Agriculture's meal pattern. The proper amount of each component of the meal must be served to each child, and records must be maintained at the point of meal service. At minimum, family day care homes must keep daily attendance records, meal participation records, and menus. Reimbursement may not be claimed for a child who is not enrolled in the provider's program.

Meals may not be claimed for reimbursement that exceeds the licensed capacity for the day care home. If the home has shift children, additional documentation must be maintained to demonstrate why more children were served over the licensed capacity.

HOW DO I FIND A SPONSOR OF FAMILY DAY CARE HOMES?

In this section of the CACFP web page, you will find a listing of sponsors of family day care homes for the state of Indiana. It is the recommendation of this office that you contact several

sponsors before entering into an agreement with any sponsor. A family day care provider should feel comfortable with their sponsor representative. To find a family day care home sponsor that serves your county, click on:

<http://www.doe.in.gov/food/childadults/childadultsponsors.pdf>.

WHAT DOES A SPONSOR OF FAMILY DAY CARE HOMES DO?

Sponsors of family day care homes are responsible for assessing compliance of meal pattern requirements, record keeping procedures, determining the eligibility of the provider's own children participating on the program, classifying tier I and tier II family day care homes, verifying provider household income, monitoring, and in-service training sessions.

WHAT ARE THE FEDERAL REIMBURSEMENT RATES?

The rates of reimbursement are established by the USDA annually and are in effect from July 1 to June 30. This is the rate of reimbursement family day care homes receive for meals served, based upon qualifying factors, such as location of the home, provider household income, or enrolled participant's household income. The most current rates for Family Day Care Homes can be found at <http://www.doe.in.gov/food/childadults/docs/cc12Rates.pdf>.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Laws (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS 12101,et.seq.).

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.