

Child and Adult Care Food Program  
Homeless or Emergency Shelter Fact Sheet

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**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**

- An Emergency Shelter Program may participate in CACFP as an independent institution or under the sponsorship of a sponsoring organization.
- A child care center or unlicensed registered ministry may be operated 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
- Emergency Shelter Programs must have annual fire and health inspections. Any violations must be corrected immediately, and prior to approval for CACFP.
- Emergency Shelter Programs must provide temporary shelter and food to homeless children.

**ELIGIBLE AGE RANGE**

- Birth through 18 years of age; disabled persons of any age  
(NOTE: Disabled participants must be disabled, as defined by the State, and receiving services from a shelter that serves children. Emergency shelters serving only adults are not eligible to participate.)

**ELIGIBLE OPERATIONAL TIME**

- 365 days per year

**MEAL PATTERN REQUIREMENTS**

- Meals and snacks served to children age 1 through 18 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.
- Meals and snacks served to disabled adults, 19 and older, must meet the requirements set forth in the CACFP Meal Pattern for Adults. The chart specifies the required food components and portion sizes.

**RECORDKEEPING REQUIREMENTS**

- Annual CACFP Renewal
- Intake Records
- Dated menus listing the food items and serving size for each meal and snack
- Accurate point-of-service meal counts
- Receipts and Invoices

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- Bank Statements, cancelled checks and cost allocation plans, as applicable
- Record of annual Civil Rights training
- Record of annual CACFP training
- Food Vendor Contracts, as applicable
- Doctor Statement for medical changes to the meal pattern
- Obligation to Serve Infants in the CACFP form for each enrolled infant

**REIMBURSEMENT**

- Emergency Shelter Programs can be reimbursed for **up to three feedings per child per day**. The combination of allowable meals includes three meals (breakfast, lunch, supper), two meals and one snack OR one meal and two snacks, per child per day
- The amount of reimbursement an institution is eligible for depends on the number of meals served to children.
- All participants are reimbursed at the free rate.
- Emergency Shelter Programs may not profit from CACFP. Institutions must operate a nonprofit food service program, which means that all reimbursement received for food service is restricted and used only for allowable food program costs. Any reimbursement in excess of food program expenses must be used to maintain, expand or improve the institution's nonprofit food service program.
- Emergency Shelter Programs may not charge for meals or snacks.
- Meals and snacks must be consumed while the child is at the facility.
- Meals for children age 1 through 19 and meals for disabled adults must be served in group meal settings. Meals for infants, age birth through 11 months, are the only meals that may be fed in private quarters.
- Meals and snacks served to children who are not residents of the shelter (walk-ins) may not be claimed for reimbursement.

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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](http://www.fns.usda.gov/snap/contact_info/hotlines.htm) (click the link for a listing of hotline numbers by State); found online at [http://www.fns.usda.gov/snap/contact\\_info/hotlines.htm](http://www.fns.usda.gov/snap/contact_info/hotlines.htm).

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