

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.

OUTSIDE-SCHOOL-HOURS PROGRAMS ELIGIBILITY REQUIREMENTS

- An Outside-School-Hours Program may participate in CACFP as an independent institution or under the sponsorship of a sponsoring organization.
- An Outside-School-Hours Program 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
 - For-Profit Child Care Institution—a child care institution that does not qualify for tax-exempt status under the Internal Revenue Code. The institution must operate a child care center that received subsidized child care payments for at least 25 percent of its licensed capacity or enrollment (whichever is less), or at least 25 percent of its licensed capacity or enrollment (whichever is less) must be eligible for free or reduced price meals. Children who only participate in the Outside-School-Hours Program must not be counted in determining the 25 percent calculation.
- An Outside-School-Hours Program must be licensed or license-exempt as determined by the Family and Social Services Administration (FSSA), Bureau of Child Care (BCC)
 - Outside-School-Hours Program operated by a public school in a school building are not required to be licensed.
- An Outside-School-Hours Program must provide care for school-age children outside the regular school hours. Eligible programs may provide care before school, after school, on school holidays and/or during school vacation periods, including summer break. Weekend only programs may not participate.
- The Outside-School-Hours Program must be regularly scheduled and organized for the purpose of providing services to children. It must be distinct from any other extracurricular programs organized primarily for scholastic, cultural or athletic purposes

ELIGIBLE AGE RANGE

- 3 through 12 years of age; children of migrant workers through age 15; disabled persons of any age. (NOTE: Disabled participants must be disabled, as defined by the State, and enrolled in an institution serving a majority of persons 18 years of age and younger.)

ELIGIBLE OPERATIONAL TIME

- Year-round

MEAL PATTERN REQUIREMENTS

- Meals and snacks served to children must meet the requirements set forth in the CACFP Meal Pattern for Children. The chart specifies the required food components and portion sizes.
- If the Outside-School-Hours Program is operated by a school participating in the National School Lunch Program (NSLP), the same menu planning approach used for NSLP may also be used for CACFP.
- Outside-School-Hours Programs are eligible to serve the meal types of breakfast, snack, and supper on school days. On days when school is not in session, the program may serve lunch.

Child and Adult Care Food Program
Outside-School-Hours Programs Fact Sheet

RECORDKEEPING REQUIREMENTS

- Annual CACFP Renewal
- Applications for Free and Reduced Price Meals for all free and reduced price eligible children (NOTE: If the Outside-School-Hours Program is operated by a public school that participates in the National School Lunch Program (NSLP), the CACFP children may use the same applications as NSLP.)
- Attendance records
- Dated menus listing the food items and serving size for each meal and snack
- Accurate point-of-service meal counts
- Receipts and Invoices
- 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

REIMBURSEMENT

- Outside-School-Hours Programs can be reimbursed for up to three meal services per child per day. The combination of allowable meal services includes two meals (breakfast, lunch, supper) and on snack **or** one meal and two snacks, per child per day. Lunch is only allowable on days when school is not in session.
- The amount of reimbursement an institution is eligible for depends on the number of meals served to children and each child's household income eligibility.
- Outside-School-Hours 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.
- Meals and snacks may not be sent home with the child. Meals and snacks must be consumed while the child is at the facility.

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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.

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