

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

Frequently Asked Questions

How are meals and snacks reimbursed through the CACFP?

Claims for creditable meals that meet the CACFP meal pattern are entered into the NDA system monthly and the NDA pays the claims to the Sponsor/operator. agreements with the NDA.

Will we have to track the meals served in order to get reimbursed? If so, how do we do that?

Yes. This is easy to do with a meal count form and the NDA can provide templates to use as an example. Additionally, the NDA provides training to new Sponsors on how to easily track daily attendance and meal counts, per meal or snack offered.

How will I know how to prepare menus that follow CACFP requirements?

The NDA provides training to Sponsors on CACFP nutrition requirements including the meal pattern and how to create a menu. The menu is reviewed before the program starts and NDA provides templates to ensure all requirements are met. Sample meal information can be found at fns.usda.gov/cacfp/meals-and-snacks.

Do we have to collect Meal Benefit Income Eligibility (MBIE) forms from parents?

MBIE forms are optional for parents to complete but it does benefit the childcare centers and day care homes' reimbursement per meal rate. All MBIE forms are kept confidential and are only reviewed by the Sponsor and NDA staff. Forms can be sent and collected electronically.

What types of costs are allowable under CACFP?

- **Administrative:** Staffing labor, benefits, travel, training, communication, office supplies, contracted services, utilities, rent, etc.
- **Operating:** Staffing labor, benefits, food, delivery of food, non-food supplies, equipment, etc.

What types of records need to be kept?

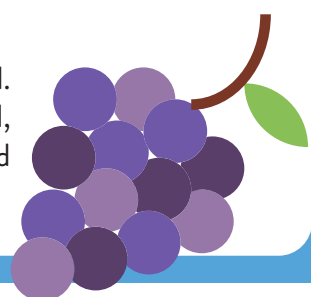
Records to support monthly claims, such as receipts, nutrition labels, timecards, training, inventory, etc. must be kept on file by the Sponsor. Centers are provided with information that is required to be kept on file dating back three federal fiscal years in addition to the current fiscal year being operated under.

Can for-profit centers participate in the CACFP?

Yes, for-profit centers can participate if 25% of the children in their care are from households that meet free- or reduced-price income. MBIE forms must be completed to determine eligibility.

Do I need a commercial kitchen to participate in the CACFP?

Commercial kitchens are not a requirement, instead an area to prepare the meals can be used. A refrigerator and warmer to keep food at the proper temperature is most important. If needed, equipment costs can be added to the Sponsor's budget and reimbursement funds can be used towards purchasing equipment.



This factsheet is funded by the USDA's Supplemental Nutrition Assistance Program Education (SNAP-Ed). More information is available on the NDA CACFP webpage at agri.nv.gov/Food/CACFP. The USDA and NDA are equal opportunity providers.