

# Becoming a Child and Adult Care Food Program (CACFP) Sponsor



## What is CACFP?

CACFP is the Child and Adult Care Food Program. This Federal program supports and provides funding for healthy meals and snacks served to children and adults receiving day care. It plays an important role in improving the quality of day care and ensuring access to adequate nutrition. It also makes both more affordable for families. In Nevada, the CACFP program is administered by the Nevada Department of Agriculture (NDA) with funds from the United States Department of Agriculture (USDA).

## What Does it Mean to be a Sponsor?

A CACFP Sponsor is entirely responsible for the administration of a CACFP program. A public or nonprofit organization may be a sponsor for any number of eligible child or adult care facilities. For-profit organizations may only sponsor for-profit centers within the same legal entity (affiliated). A nonprofit organization may sponsor any type of site affiliated and unaffiliated.

For example, an organization that operates multiple child care facilities in different locations may serve as the sponsor for them all. Conversely, an outside organization may serve as the sponsor for multiple unrelated facilities only if it is a nonprofit organization. A good example is the Food for Kids, Inc. nonprofit organization. Day Care Homes participating in CACFP **must** operate under a sponsor. In Nevada, **Food for Kids, Inc.** currently serves as the sponsor for all Day Care Homes.

CACFP Sponsors must be willing and able to assume financial and administrative responsibility for the CACFP activities at each Participating Site they oversee. This includes attending and providing required trainings, ensuring adequate internal staffing, preparing claims for reimbursement, reimbursing facilities when required, ensuring required permits are obtained and maintained, and monitoring Participating Sites on a regular basis. A detailed list of responsibilities is available in the *Program Administration Guidelines for CACFP Sponsors* factsheet, located on the **NDA CACFP website**.

Please note that applications for sponsorship will be denied if the applicant or any of the sites are on the USDA CACFP National Disqualified List.

## Alternatives to Being a Sponsor

If you are not yet ready to take on the responsibilities of a Sponsor but still want to participate in CACFP, your program can operate as a Participating Site under a Sponsor. This allows your program to benefit from CACFP assistance under the oversight of a more experienced organization. It is also an effective way to prepare for becoming a Sponsor in future years.

To apply as a Participating Site, complete the application located on the **NDA CACFP website**, call 775-353-3758 or 702-668-4585, or email [fnd@agri.nv.gov](mailto:fnd@agri.nv.gov).



This factsheet is part of a series on CACFP participation specific to early childhood education/ child care providers, funded by the United States Department of Agriculture's (USDA) Supplemental Nutritional Assistance Program—SNAP. The entire series, as well as information on how non-ECE providers may participate, is available on the NDA CACFP website at <http://agri.nv.gov/Food/CACFP/>. NDA is an equal opportunity employer.

## Becoming a Sponsor: A Step by Step Guide

New Sponsors are supported with training and assistance via NDA staff and resources available on the NDA CACFP website at <http://agri.nv.gov/Food/CACFP/>. Applications will be approved or denied within 30 days of the completion of all steps below.

### STEP one



#### — Complete and submit the CACFP Initial Application

The initial application is available on the **NDA CACFP website**. All Sponsors must be financially viable. Include the following financial documents using Generally Accepted Accounting Principles (GAAP) from your last fiscal year:

- Balance Sheet
- Profit and Loss Statement
- Cash Flow Statement
- Financial Summary Document

### STEP two



#### — Complete new sponsor training when prompted by NDA

A staff member from the Nevada Department of Agriculture will contact you with more information on how to participate in required trainings.

### STEP three



#### — Complete all items on the CACFP Application Checklist

- Complete the Civil Rights Training and CACFP Required Trainings
- Submit Annual Documents
- Complete the Permanent Agreement with NDA (includes non-pricing or pricing policy)
- Develop and submit a Management Plan, FAF 101 form, Civil Rights Assessment, and a Procurement Plan
- Complete a three to four Week Cycle Menu Template
- Submit Meal Benefit forms and related documents to determine meal reimbursement rates. At-Risk Afterschool Programs, Emergency Shelters, and Head Start Programs do not need to submit these forms.

For each Participating Site:

- Complete the Racial Data Collection Form
- Ensure appropriate licenses and health and safety inspections are current
- Participate in a pre-approval site visit conducted by NDA to verify the new Sponsor and their site(s)