# OSPI CNS Child and Adult Care Food Program (CACFP) Reference Sheet

## For-Profit Eligibility – Child Care

For-profit (proprietary) child care institutions can participate in the Child and Adult Care Food Program (CACFP) if 25% of the children in care (based on total attendance or license capacity, whichever is less) are eligible for free or reduced-price meals.

When sponsors have one or more sites that do not meet the 25% eligibility criteria for the month, they cannot claim meals for that site. Once the site again qualifies, meals may be claimed.

#### Requirements

- ✓ For-profit sponsors are required to keep documentation on file to verify each site meets the 25% eligibility criteria each month.
  - One way to document this is to put the information for all months of the year on one form. Another way is to put the information for each month on separate forms.
  - Each site must document their for-profit eligibility separately each month. Some sponsors complete a new attendance roster for each site each month. Since this is a more labor-intensive method of documentation, it is recommended that you use one of the provided templates to meet the requirements.
- ✓ The easiest method to determine if your site meets the 25% eligibility criteria is based on license capacity, since you **only** need to list the free and reduced-price children in attendance.
  - If the site does not qualify based on license capacity, then you need to list **all** children in attendance for eligibility based on total attendance.
- ✓ One of your sites may meet the 25% criteria based on license capacity while another site meets the criteria based on total attendance.
- ✓ The **effective** date is the date the center representative signed page 2 of the Enrollment and Income Eligibility Application (EIEA) or the date the parent signed page 1 of the EIEA (the representative's signature must be in the same or successive month).
- ✓ The total percentage **must** meet or exceed 25% each month and may not be rounded up to 25%.

### **Eligibility Examples**

- **Based on total attendance:** 20 (total free and reduced-price children in attendance) divided by the total attendance of 40 = 50%
- **Based on license capacity:** 20 (total free and reduced-price children in attendance) divided by the license capacity of 40 = 50%



#### Documentation Required to Verify For-Profit Eligibility

- List of free and reduced-price children in attendance
- Attendance or parent sign-in/out records
- Enrollment and Income Eligibility Applications (EIEAs)

#### Tracking For-Profit Eligibility by Attendance

- List all children in attendance during the month
- Record the effective date of the EIEA for each child
- Indicate whether the child is free or reduced-price based on the child's EIEA
- Total the number of free and reduced-price children in attendance and divide by the total number of children in attendance to calculate the percentage

#### Tracking For-Profit Eligibility by License Capacity

- List **only** the free and reduced-price children in attendance during the month
- Record the effective date of the EIEA for each child
- Indicate whether the child is free or reduced-price based on the child's EIEA
- Total the number of free and reduced-price children in attendance and divide by the license capacity to calculate the percentage

#### Resources

Attendance Roster Templates

#### **Acronym Reference**

- CACFP- Child and Adult Care Food Program
- CNS- Child Nutrition Services
- EIEA- Enrollment and Income Eligibility Application
- OSPI- Office of Superintendent of Public Instruction