

OSPI Child and Adult Care Food Program Reference Sheet

CACFP Sponsors of Unaffiliated Facilities

The Child and Adult Care Food Program (CACFP) is a federally funded child nutrition program that reimburses nonresidential child and adult care facilities for nutritious meals and snacks served to children and adults who are enrolled in care. The goal is to improve and maintain the health and nutritional status of children and adults in care while promoting the development of good eating habits.

Who Administers the Program?

United States Department of Agriculture (USDA) administers the CACFP through grants to states. The Program in Washington state is administered by the Office of Superintendent of Public Instruction (OSPI).

- **Sponsoring Organizations** enter into a permanent agreement with **OSPI** to assume administrative and financial responsibility for CACFP operations at unaffiliated Facilities ([7 CFR 226.2](#)).

Who Provides Program Oversight?

In CACFP unaffiliated facilities are either family day care homes or child/adult care centers with different tax identification numbers than the Sponsoring Organization. Sponsors must monitor all facilities at least three times per fiscal year to ensure Program compliance.

- **Sponsoring Organizations** enter into agreements with **unaffiliated facilities** to provide CACFP oversight.

Funding

The CACFP will reimburse up to two meals and one snack or two snacks and one meal per child, per day. Sponsors of unaffiliated centers may retain up to 15% of meal reimbursement to cover costs associated with administration of the Program.

- Reimbursable meals and snacks may be served to eligible children 12 years of age and younger; migrant children may be served through age 15 and children with disabilities may be served regardless of their age.
- Reimbursement is determined by the number of eligible enrolled participants who are served creditable meals, and the current reimbursement rates set by USDA.

- Reimbursement levels vary depending on the income eligibility level of each child. Visit the Child Nutrition [Claims, Fiscal Information and Resources](#) webpage for current reimbursement rates and resources.

Sponsor Eligibility Requirements

- Sponsoring organizations may be public agencies such city governments, or tax-exempt nonprofit organizations. For-profit organizations are ineligible to administer the CACFP as a Sponsor of unaffiliated facilities.
- Must be in “good standing” with OSPI Programs:
 - Child and Adult Care Food Program
 - National School Lunch & School Breakfast Program
 - Fresh Fruit and Vegetable Program
 - Summer Food Service Program
- Must have identified at least two eligible facilities that would like to participate in CACFP under the potential Sponsor’s oversight.
- Successfully complete OSPI’s **Financial Viability, Administrative Capability, and Accountability (VCA)** assessment. *Potential Sponsors must provide adequate resources to assess financial history of business operation for the past 6–12 months.* The only exception to this timeframe is when a Sponsor has demonstrated successful operation of the Summer Food Service Program.

Financial Viability:

- **Demonstrated Ability** includes financial data that supports unrestricted resources to support the CACFP.
- **Possession of resources** is an organization's actual money in the bank, reimbursements, or carry-over.
- **Contingency funds** are the amount of funds available to an organization in addition to CACFP reimbursements.

Administrative Capability and Accountability:

- Written policies and procedures must ensure internal controls:
 - Meet recordkeeping requirements.
 - Designate CACFP responsibilities and duties.
 - Ensure timely and accurate distribution of payments to facilities.
 - Training plan in place for onboarding new facilities and new facility staff.
 - Conduct Integrity/VCA check for new facilities.
 - Employ staff sufficient to meet the ratio of monitors to facilities.
 - Complete OSPI required annual training.

Probationary Period

The first 6 months a sponsor of unaffiliated facilities operates CACFP they are in a probationary period. During this time Sponsors:

- May recruit and onboard up to 24 sites.
- Will receive a first claim visit (1–2 months) by OSPI staff to review claim documentation, provide technical assistance (TA) and training as needed.
- Will receive their first administrative review (6–12 months). Sponsor will be assessed for removal from the probationary period during this review.

Center Eligibility Requirements

Child Care Must:

- Currently be providing care.
- Be licensed, unless operating in a school building.
- If for-profit, have at least 25% Free and Reduced-Price eligible participants based on either enrollment or licensed capacity (whichever is less).
- Have an established meal service operation.

At-Risk After School Care Programs Must:

- Currently offer education/enrichment activities.
- Be in an area eligible location.
- Have an established meal service operation.
- Have a current safety sanitation permit and a current fire building permit if not operating in a licensed facility or a school building.

Adult Care Must:

- Currently be providing nonresidential adult care services.
- Have a current safety sanitation permit and a current fire building permit.
- If for-profit, have at least 25% Free and Reduced-Price eligible participants based on either enrollment or licensed capacity (whichever is less).
- Have an established meal service operation.

*Please note, Sponsors may not also be the organization providing the educational/enrichment activities for At-Risk Programs or operate as the foodservice vendor to sponsored facilities. Centers must prepare their own meals or have vended meal agreements in place with an outside organization.

Meal Pattern Requirements

Meals and snacks served to children must meet specific USDA meal pattern requirements. To qualify for reimbursement, meals and snacks must include, at a minimum, food components in amounts specified by age. Meals must contain:

- Fluid milk
- Fruit
- Vegetable
- Grain
- Meat and meat alternates

It is the Sponsoring Organization's responsibility to ensure the meal pattern requirements are met when meals are prepared onsite or vended.

Child And Adult Care Food Program

Sample Child Care Menu

Refer to the [Child Care Food Program Meal Pattern](#) when planning portion sizes for different age groups. Children age 1 must be served unflavored whole milk. Children ages 2–5 must be served unflavored lowfat (1%) or fat-free (skim) milk. Children 6 years old and older must be served unflavored or flavored lowfat milk (1%) or fat-free (skim) milk. **All CACFP facilities must use the OSPI Menu Template.**

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Bagel Peaches Milk	WG Waffle Applesauce Turkey sausage Milk	WG Cheerios Banana Milk	Egg and cheese biscuit Strawberries Milk	WG English Muffin Orange slices Milk
Lunch or Supper	Baked chicken Mashed potatoes WG roll Broccoli Blueberries Milk	*Vegetable lasagna Garlic bread Green peas Pears Milk	Pork tenderloin Egg noodles Sweet potato Peas and Carrots Milk	*Bean and cheese quesadilla WG tortilla Corn Apple slices Milk	*Breaded fish WG bun Mixed greens salad Roasted potato wedges Milk
Snack	Mandarin oranges String cheese	100% Grape juice Pretzels	Bell pepper strips Cheese crackers	Yogurt Pineapple tidbits	Corn muffin Milk

*Requires a Child Nutrition Label, Product Formulation Statement, or standardized recipe. At least one serving of grains per day, across all eating occasions, must be 100% whole grain or whole grain-rich. Menus must clearly identify the whole grain or whole grain-rich item (e.g. "WG bread" or "WGR crackers"). Yogurt and cereal must not exceed sugar limits. 100% juice may be served, but only once per day. For more menu planning resources and to download the OSPI Menu Template, visit the [CACFP Meal Patterns and Menu Planning webpage](#)



References

- [CACFP CFR 7 226.6](#)

Resources

- [Financial Viability, Capability, and Accountability \(VCA\)](#)
- [Monitoring for Sponsoring Organizations Reference Sheet](#)
- [Annual Staff Training Requirements for Sponsoring Organizations Reference Sheet](#)
- [Child Care Food Program Meal Pattern](#)
- [OSPI CNS Sample Permanent Agreement](#)
- [CACFP Agreement Between Sponsoring Organization and Unaffiliated Centers](#)