

OSPI CACFP Reference Sheet

CACFP Reimbursement

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 enrolled in care.

Sponsor Eligibility

To participate in the Child and Adult Care Food Program (CACFP), an organization must be:

- Nonresidential, licensed public or private, nonprofit child care centers, family day care homes, and sponsoring organizations of unaffiliated centers are also eligible.
- Head Start, Early Childhood Educational Assistance Program (ECEAP), outside-school-hours programs, emergency shelters, and at-risk centers meeting the CACFP requirements are also eligible.
- Certain adult care centers providing services to persons 60 years or older, or persons 18 years or older that are chronically impaired or disabled, are also eligible.

Note: *For-profit childcare and adult care centers may participate if at least 25% of the participants in care are eligible for free or reduced-price meals.*

Sponsor Approval

To submit claims for reimbursement, organizations must:

- have a current permanent agreement with the Office of Superintendent of Public Instruction (OSPI)
- Be approved to operate the CACFP program with an approved Washington Integrative Nutrition System (WINS) application for the current year.

Reimbursable meals

Only meals that meet United States Department of Agriculture (USDA) meal pattern requirements are reimbursable. Required food components may include fluid milk, grains, meat/meat alternates, fruits, and vegetables. Up to two meals and one snack or two snacks and one meal may be claimed per participant per day for reimbursement.



Reimbursement Rates

USDA establishes and publishes CACFP reimbursement rates each year. These rates are typically adjusted annually to reflect changes in the cost of food and program operations. The reimbursement rates specify the amount paid for each approved meal and snack type. For the most recent rates, please visit the [Claims, Fiscal Information and Resources](#) page.

Child Care Centers

Meals are reimbursed based on each enrolled participant's eligibility category:

- Free – highest reimbursement rate
- Reduced-Price
- Paid (Above Scale) – lowest reimbursement rate

Family Daycare Home (FDCH) Sponsoring Organization

Reimbursement is based on a two-tier system:

- Tier 1: Higher reimbursement rate for homes located in eligible low-income areas, operated by a low-income provider or all families of enrolled children qualify for meals at the “free” rate.
- Tier 2: Lower reimbursement rate for all meals served.

How Reimbursement is Calculated

Each enrolled participant is assigned one category for the claim month based on the eligibility:

- Free
- Reduced
- Paid (Above Scale)

Calculate Eligibility Percentages

Example:

Category	Participants	Percentage
Free	70	70%
Reduced	10	10%
Paid (Above Scale)	20	20%
Total	100	100%

Apply Percentages to Meals Served

If 1,000 meals/snacks are served during the claim month at each meal service:

- 700 meals/snacks are reimbursed at the Free rate
- 100 meals/snacks are reimbursed at the Reduced rate
- 200 meals/snacks are reimbursed at the Paid (Above Scale) rate

Reimbursement Calculation

- Monthly Participant Eligibility → Eligibility Percentages
- Monthly Meal Claims × Eligibility Percentages × USDA Rates = Reimbursement

Apple Seed Academy (123456) Return to Sponsor Profile

(1) Sponsor Notes
(4) OSPI Notes
(7) Documents
(2) Status History
Go to Site:

1

OK to Pay

Claim Month: **May** Claim Year: **2026**

Revision Type: Sponsor Revision [edit](#)

▼ Sponsor Claim
Click to Calculate

▼ Apple Seed Academy (111111)
\$7,985.00

CACFP (CHILD CARE)

Monthly Participant Eligibility Data	
Free-Eligible	<input type="text" value="70"/>
Reduced Price-Eligible	<input type="text" value="10"/>
Above Scale/Paid	<input type="text" value="20"/>
Total	100

	License Capacity	License Capacity Percent Eligible	Monthly Participant Percent Eligible
Enrollment Detail ?	96	83.33%	80.00%

Child Care	
Total Attendance	<input type="text" value="2000"/>
Operating Days	<input type="text" value="20"/>
Average Daily Attendance	100

	Breakfast	Morning Snack	Lunch	Afternoon Snack
Child Care (Total)	<input type="text" value="1000"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>

1
OK to Pay

Claim Month: **May** Claim Year: **2026**

Revision Type: **Sponsor Revision** [edit](#)

Sponsor Claim

[Click to Calculate](#)

Apple Seed Academy (111111)

\$7,985.00

Child Care

\$7,985.00

Base \$7,680.00

Meal	Rate Type	Eligibility	Rate	Count	Amount
Breakfast	Standard	Free	2.4600	700	\$1,722.00
	Standard	Reduced	2.1600	100	\$216.00
	Standard	Paid	0.4000	200	\$80.00
Morning Snack	Standard	Free	1.2600	700	\$882.00
	Standard	Reduced	0.6300	100	\$63.00
	Standard	Paid	0.1100	200	\$22.00
Lunch	Standard	Free	4.6000	700	\$3,220.00
	Standard	Reduced	4.2000	100	\$420.00
	Standard	Paid	0.4400	200	\$88.00
Afternoon Snack	Standard	Free	1.2600	700	\$882.00
	Standard	Reduced	0.6300	100	\$63.00
	Standard	Paid	0.1100	200	\$22.00

Cash-In-Lieu \$305.00

Meal	Rate Type	Eligibility	Rate	Count	Amount
Lunch	Standard	Total	0.3050	1,000	\$305.00

Monthly Participant Eligibility Detail

Free Count	Free Percent	Reduced Count	Reduced Percent	Paid Count	Paid Percent
70	70.00%	10	10.00%	20	20.00%

Meal Count Calculations

Meal	Total Count	Free Count	Reduced Count	Paid Count
Breakfast	1000	700 (70.00%)	100 (10.00%)	200 (20.00%)
Morning Snack	1000	700 (70.00%)	100 (10.00%)	200 (20.00%)
Lunch	1000	700 (70.00%)	100 (10.00%)	200 (20.00%)
Afternoon Snack	1000	700 (70.00%)	100 (10.00%)	200 (20.00%)

Cash-in-Lieu of Commodities

Cash in lieu is an additional payment that CACFP programs receive instead of getting USDA food commodities. Programs earn this additional reimbursement for each eligible lunch or supper they serve. Cash-in-lieu payments are added to eligible CACFP reimbursements.

Calculation

Eligible Lunches and Suppers Served × USDA Cash-in-Lieu Rate

Eligible Programs

- Child care centers
- At-risk after-school programs
- Emergency shelters
- Adult day health services

Not Eligible

- Family Day Care Homes (FDCH)

Claim Submission Deadline

The OSPI initial claim deadline in WINS is **2 pm** on the 15th of the month following the claim period. Claims meeting this requirement that are in “OK to Pay” status will be processed and paid by the end of that month. The final deadline for entering claims is 60 days after the last day of the claim month. Please note, there is no extension if the claim due date falls on a weekend or holiday.

Sponsors that miss the 60-day deadline may request a one-time late claim exception, known as the 1-in-36 Claim Exception. This exception is not allowed more frequently than once every thirty-six months. To qualify, sponsors must submit a signed Corrective Action Plan (CAP) and supporting documentation demonstrating how future late claims will be prevented. To initiate a 1-in-36 Claim Exception, contact the fiscal team at cnsfiscalservices@k12.wa.us.

For more information about claims and deadlines, please go to the [Claims, Fiscal Information and Resources](#) page.

Documentation Required for Monthly Claims

USDA requires CACFP Sponsors to maintain accurate documentation that supports compliance with CACFP requirements. All records to support a claim must be kept on file for three years plus the current year per 7 CFR 226.10.

Meal Count Records

- Daily counts of: Breakfasts, lunches, suppers, and snacks

Participant Eligibility Records

- Approved Enrollment Income Eligibility Applications (EIEAs)
- Documentation of enrollment in a qualifying program like ECEAP or Head Start.

Attendance Records

- Daily attendance records
- Total monthly attendance

Expense Documentation

- [Monthly record of CACFP operating expenditures](#)
- [Administrative expenses](#) (if applicable)

Menu Records

- Dated menus
- Documentation showing USDA meal pattern compliance

Key Reminders

- Participant eligibility determines reimbursement percentages
- Meals served determine claim volume
- Final reimbursement = Meals Served × Eligibility Percentages × USDA Rates (+ Cash-in-Lieu, when applicable)

Resources

- [Claims, Fiscal Information and Resources](#)
- [Child and Adult Care Food Program](#)
 - [Requirements and Materials webpage](#)
 - [Meal Patterns and Menu Planning webpage](#)
- [CACFP Reimbursement Rates Webpage - USDA](#)

Acronyms

- CACFP – Child and Adult Care Program
- FDCH – Family Daycare Home
- OSPI – Office of Superintendent of Public Instructions
- USDA - United States Department of Agriculture
- WINS – Washington Integrated Nutrition System