

# Child and Adult Care Food Program

## Fact Sheet for Homeless Shelters Providing Assistance to Children

### Institution's Eligibility and Program Requirements

- Public or private non-profit homeless shelters are eligible to participate in the Child and Adult Care Food Program (CACFP) when they provide temporary shelter and food service to homeless children with or without their families. These facilities would include homeless shelters for families with children and shelters for runaways.
- A residential child care institution (RCCI) may participate in CACFP as a homeless shelter ONLY if it serves a distinct group of homeless children who are not enrolled in the RCCI's regular program.
- The shelter must have the appropriate documentation to verify all health and safety standards and requirements are met.
- Meals offered to children birth to 18 years of age must meet the established meal pattern requirements by offering all the food items for each particular meal service in the appropriate portion sizes.
  - √ Children from age 6 through 18 years of age should receive the portions stipulated for children 6 through 12, however, larger portions can be served to all children.
  - √ If caring for infants, one type of iron-fortified formula and other age-appropriate foods designated in the Infant Meal Pattern must be provided by the shelter.
- The shelter cannot charge or collect payments for the meals served to the children.
- The program requires the shelter to collect and maintain on file intake documents for each child or disabled person whose meals will be claimed for reimbursement. Household Eligibility Applications are not required.

### Age Groups Served

- Children 18 years of age and younger who are homeless and seeking shelter with or without their families.
- Disabled residents of any age receiving temporary shelter and food service at a homeless shelter that also provides shelter to children 18 years and younger. Homeless shelters accepting ONLY adults are not eligible to participate in CACFP.

### Time of Operation

- Year-round.

### Reimbursement

- All meals and supplements/snacks are paid at the highest (free) rate of reimbursement.
- Meals and supplements/snacks served to children who reside at the shelter must be eaten while at the facility.
  - √ Meals and supplements/snacks cannot be taken away from the facility and claimed for reimbursement.
  - √ Meals served in congregate meal settings are eligible for reimbursement as long as the children are residents of the shelter.
  - √ Meals served in private family quarters are not reimbursable. An exception may be made for infants from birth through age 11 months who are fed in private family quarters in a homeless shelter. Follow the Infant Meal Pattern and required guidelines to claim infant meals.

- Up to three meal services per child per day can be reimbursed. The combinations are three meals (breakfast, lunch, and/or supper), or one meal and two supplements/snacks, or two meals and one supplement/snack per child per day, including weekdays and weekends.
- Meals and snacks served to children who are not residents of the shelter may not be claimed for reimbursement. Meals served to walk-ins are not eligible for reimbursement.

### Records to Maintain

- All CACFP records must be maintained for three years plus the current fiscal year.
- Application documents of approval to participate in CACFP.
- Intake records for each residential child/disabled person with birthdate and dates they entered and left the shelter.
- Daily meal participation records to provide accurate meal counts for the residential children/disabled persons receiving meals and supplements/snacks. Separate counts must be kept for each type of meal service offered: breakfast, lunch, supper, and the different supplement/snacks. Meals served to non-residential children (walk-ins) cannot be recorded on this document and cannot be claimed for reimbursement.
- Daily menus listing the food items served for each meal and supplement/snack, including children's and infant meals.
  - √ Medical exception statements for those children with special feeding needs.
- Expenses associated with CACFP must be maintained (itemized receipts for food and milk, bank statements, canceled checks, mileage records, and indirect costs). The food service associated with the children's meals must operate at a nonprofit status. This does not mean the institution has to operate the food service program at a loss or break-even status. Since the shelter serves meals to both adults and children, it is recommended the shelter calculate the percent of children's meals based on the total number of meals served to everyone. Using this percentage will allow the shelter to determine costs associated with the children's meals.
- The institution must conduct annual training for staff with food service program responsibilities. A record of each training session must be maintained and include the date, location, agenda topics, and list of participants who attended the training.
- If meals are purchased from a food vendor, the contract must comply with federal procurement procedures. Documentation of the number of meals delivered must be maintained daily for each meal service.
- Sponsoring organizations with more than one site are required to establish a monitoring process to effectively manage their programs.
  - √ The sponsor must review each prospective new facility prior to starting the program and train staff.
  - √ Each site must be monitored three times per year. At least two of the required reviews must be unannounced and at least one of the unannounced reviews must include a meal observation. Reviews must be conducted no more than six months apart, and a new site must be reviewed within the first four weeks of starting CACFP.
  - √ Monitoring reports and corrective action taken must be kept on file.
- Documentation of civil rights compliance according to CACFP regulations.

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