

Administrative Handbook

Child and Adult Care
Food Program for
Child Care Centers

isbe.net



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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at 202-720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at 800-877-8339.

To file a program discrimination complaint, a complainant should complete a [USDA Program Discrimination Complaint Form AD-3027](#), which can be obtained online, from any USDA office, by calling 866-632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Ave., SW
Washington, D.C. 20250-9410

fax:

833-256-1665 or 202-690-7442

email:

program.intake@usda.gov

This institution is an equal opportunity provider.

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Glossary

ADA – Average daily attendance.

Administrative costs – Costs incurred by an institution related to planning, organizing, and managing a food service under the program and allowed by the state agency financial management instruction.

ADP – Average daily participation.

Agreement number – Your organization's unique 12 digit assigned number. This number is important to keep saved; it is used by Illinois State Board of Education staff to identify your organization. It is also referred to as an RCDT number.

At-risk afterschool care center – A public or private nonprofit organization that is participating or is eligible to participate in the Child and Adult Care Food Program as an institution or a sponsored facility and that provides nonresidential child care to children after school through an approved afterschool care program located in an eligible area. However, an emergency shelter, as defined in this section, may participate as an at-risk afterschool care center without regard to location.

CACFP – Child and Adult Care Food Program.

Center – A child care center, an at-risk afterschool care center, an emergency shelter, or an outside-school-hours care center.

Child care center – Any public or private nonprofit institution or facility (except day care homes), or any for-profit center, as defined in this section, that is licensed or approved to provide nonresidential child care services to enrolled children, primarily of preschool age, including but not limited to day care centers, settlement houses, neighborhood centers, Head Start centers, and organizations providing day care services for children with disabilities. Child care centers may participate in the program as independent centers or under the auspices of a sponsoring organization.

Child care facility – A licensed or approved child care center, at-risk afterschool care center, day care home, emergency shelter, or outside-school-hours care center under the auspices of a sponsoring organization.

Children – (a) Persons age 12 and under; (b) persons age 15 and under who are children of migrant workers; (c) persons with disabilities (as defined in this section); (d) for emergency shelters, persons age 18 and under; and (e) for at-risk afterschool care centers, persons age 18 and under at the start of the school year.

Child Nutrition Label – A voluntary, authorized statement on processed food products (typically entrees containing meat/meat alternates) that confirms their specific contribution toward Child Nutrition Program meal patterns.

Current income – Income received during the month prior to application for free or reduced-price meals. If such income does not accurately reflect the household’s annual income, income should be based on the projected annual household income. If the prior year’s income provides an accurate reflection of the household’s current annual income, the prior year may be used as a base for the projected annual income.

DCFS – Illinois Department of Children and Family Services.

Eligible area – (a) For the purpose of determining the eligibility of at-risk afterschool care centers, the attendance area of an elementary, middle, or high school in which at least 50% of the enrolled children are certified eligible for free or reduced-price school meals.

Emergency shelter – A public or private nonprofit organization or its site that provides temporary shelter and food services to homeless children, including a residential child care institution (RCCI) that serves a distinct group of homeless children who are not enrolled in the RCCI’s regular program.

Enrolled child – A child whose parent or guardian has submitted to an institution a signed document that indicates the child is enrolled for child care. For at-risk afterschool care centers, outside-school-hours care centers, or emergency shelters, the term “enrolled child” or “enrolled participant” does not apply.

Facility – A sponsored center.

Family – In the case of children, a group of related or nonrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit or, in the case of adult participants, the adult participant and, if residing with the adult participant, the spouse and dependent(s) of the adult participant.

Fiscal Year – For the federal government, this is a period of 12 calendar months beginning Oct. 1 of a year and ending with Sept. 30 of the following year.

FNS – Food and Nutrition Service of the USDA.

For-profit center – A child care center or outside-school-hours care center providing nonresidential care to children that does not qualify for tax-exempt status under the Internal Revenue Code of 1986.

GATA – Grant Accountability and Transparency Act.

HEA – Household Eligibility Application.

Head Start participant – A child currently receiving assistance under a federally funded Head Start program who is categorically eligible for free meals in the CACFP by virtue of meeting Head Start’s low-income criteria.

Household – Family, as defined in this section.

Household contact – A contact made by a sponsoring organization or a state agency to an adult member of a household with a child in a child care center in order to verify the attendance and enrollment of the child and the specific meal service(s) that the child routinely receives while in care.

Income guidelines – The family-size and income standards prescribed for determining eligibility for free and reduced-price meals under the National School Lunch Program and the School Breakfast Program, and used by the CACFP.

Income to the program – Any funds used in an institution's food service program, including but not limited to all monies, other than program payments, received from other federal, state, intermediate, or local government sources; participant's payments for meals and food service fees; income from any food sales to adults; and other income, including cash donations or grants from organizations or individuals.

Independent center – A child care center, at-risk afterschool care center, emergency shelter or outside-school-hours care center that enters into an agreement with the state agency to assume final administrative and financial responsibility for CACFP operations.

Infant cereal – Any iron-fortified dry cereal specially formulated for and generally recognized as cereal for infants that is routinely mixed with breast milk or iron-fortified infant formula prior to consumption.

Infant formula – Any iron-fortified formula intended for dietary use solely as a food for normal, healthy infants; excluding those formulas specifically formulated for infants with inborn errors of metabolism or digestive or absorptive problems. Infant formula, as served, must be in liquid state at recommended dilution.

Institution – A sponsoring organization, child care center, at-risk afterschool care center, outside-school-hours care center, emergency shelter, or adult day care center that enters into an agreement with the state agency to assume final administrative and financial responsibility for CACFP operations.

Internal controls – The policies, procedures, and organizational structure of an institution designed to reasonably assure that: (a) the CACFP achieves its intended result; (b) CACFP resources are used in a manner that protects against fraud, abuse, and mismanagement and in accordance with law, regulations, and guidance; and (c) timely and reliable CACFP information is obtained, maintained, reported, and used for decision-making.

ISBE – Illinois State Board of Education.

IWAS – ISBE Web Application Security System.

Meals – Food that is served to enrolled participants at an institution or child care facility and meets the nutritional requirements set forth by CACFP regulations. However, children participating in at-risk afterschool care centers, emergency shelters, or outside-schools-hours care centers do not have to be enrolled.

Milk – Pasteurized fluid types of unflavored or flavored whole milk, low-fat milk, skim milk, or cultured buttermilk that meet state and local standards for such milk, except that, in the meal pattern for infants (0 to 1 year of age), milk means breast milk or iron-fortified infant formula. All milk should contain vitamins A and D at levels specified by the Food and Drug Administration and be consistent with state and local standards for such milk.

National disqualified list – The list, maintained by the USDA, of institutions, responsible principals and responsible individuals disqualified from participation in the CACFP.

New institution – An institution applying to participate in the CACFP for the first time, or an institution applying to participate in the CACFP after a lapse in participation.

NSLP – National School Lunch Program.

Nonprofit food service – All food service operations conducted by the institution principally for the benefit of enrolled participants, from which all of the CACFP reimbursement funds are used solely for the operations or improvement of such food service.

Operating costs – Expenses incurred by an institution in serving meals to participants under the CACFP and allowed by the state agency financial management instruction.

Outside-school-hours care center – A public or private nonprofit institution or facility, or a for-profit center as defined in this section, that is licensed or approved in accordance with § 226.6(d)(1) to provide organized nonresidential child care services to children during hours outside of school. Outside-school-hours care centers may participate in the CACFP as independent centers or under the auspices of a sponsoring organization.

Participants – Children, as defined in this section.

Persons with disabilities – Persons of any age who have one or more disabilities, as determined by the state, and who are enrolled in an institution or child care facility serving a majority of persons who are age 18 and under.

Principal – Any individual who holds a management position within, or is an officer of, an institution or a sponsored center, including all members of the institution's board of directors or the sponsored center's board of directors.

Product Formulation Statement – A manufacturer provided document that details how a processed, commercial food product contributes to Child Nutrition Program meal patterns.

PY – Program year.

RCDT Number – Stands for Region-County-District-Type. It is your organization's unique 12-digit assigned number. This number is important to keep saved; it is used by Illinois State Board of Education staff to identify your organization. It is also referred to as an agreement number.

Reimbursement – Federal financial assistance paid or payable to institutions for CACFP costs within the rates assigned by the state agency.

Renewing institution – An institution that is participating in the CACFP at the time it submits a renewal application.

Responsible principal or responsible individual – (a) A principal, whether compensated or uncompensated, who the state agency or FNS determines to be responsible for an institution’s serious deficiency; (b) any other individual employed by, or under contract with, an institution or sponsored center who the state agency or FNS determines to be responsible for an institution’s serious deficiency; or (c) an uncompensated individual who the state agency or FNS determines to be responsible for an institution’s serious deficiency.

Seriously deficient – The status of an institution that has been determined to be non-compliant in one or more aspects of its operation of the CACFP.

SFSP – Summer Food Service Program.

Snack – A meal supplement that meets the meal pattern requirements as specified in USDA regulations.

SNAP – Supplemental Nutrition Assistance Program.

State agency – The state educational agency or any other state agency that has been designated by the governor or other appropriate executive, or by the legislative authority of the state, and has been approved by the department to administer the CACFP within the state or in states in which FNS administers the program.

State agency list – An actual paper or electronic list, or the retrievable paper records, maintained by the state agency, that includes a synopsis of information concerning seriously deficient institutions and providers terminated for cause in that state.

TANF – Temporary Assistance for Needy Families.

Unaffiliated sponsoring organization – A public or nonprofit private organization that is entirely responsible for the administration of the food program in: (a) a child care center, emergency shelter, at-risk afterschool care center, or outside-school-hours care center that is a legally distinct entity from the sponsoring organization; (b) two or more child care centers, emergency shelters, at-risk afterschool care centers, outside-school-hours care centers, or adult day care centers; or (c) any combination of child care centers, emergency shelters, at-risk afterschool care centers or outside-school-hours care centers. The term “sponsoring organization” also includes an organization that is entirely responsible for administration of the CACFP in any combination of two or more child care centers, at-risk afterschool care centers, or outside-school-hours care centers, which meet the definition of for-profit center in this section and are part of the same legal entity as the sponsoring organization.

USDA – U.S. Department of Agriculture.

WINS – Stands for Web-based Illinois Nutrition System. The claim entry system used for the food program.

Chapter 1:

Introduction

1.1 General Information

- What is the CACFP?

1.2 General Requirements

- Eligible Institutions
- Licensing Requirements
- Training and Technical Assistance

1.3 Program Requirements

- Eligibility Criteria by Program Type

1.4 Reimbursement Rates

- Participation in Other Child Nutrition Programs

1.5 CACFP Federal Regulations

Chapter 1: Introduction

1.1 General Information

What is the CACFP?

The Child and Adult Care Food Program (CACFP) is a federally funded program that provides monthly reimbursement to eligible participating institutions for serving nutritious meals and snacks.

Eligible participants include:

- Child care centers
- Head Start and Even Start programs
- At-risk afterschool meals programs
- Outside-school-hours programs
- Emergency shelters
- Family day care homes
- Adult day care centers
- Pre-kindergarten programs

Goals of the CACFP are to:

- Meet the nutritional needs of enrolled participants
- Promote healthy eating behaviors
- Improve the quality of day care, making it more affordable for families

The United States Department of Agriculture (USDA) funds the Illinois State Board of Education (ISBE), also referred to as the state agency throughout this handbook, to administer the CACFP. All participating institutions have an agreement with the state agency to operate the CACFP, and the state agency's CACFP staff provides assistance to institutions to help them meet program and recordkeeping requirements.

- The CACFP for Family Day Care Homes is administered by separate state agency staff who can be contacted at 217-782-2491.
- Adult Day Care Centers should contact the Illinois Department on Aging at 217-782-2407 to inquire about the adult portion of CACFP.

For additional program information, you may refer to the [CACFP page of the ISBE website](#).

1.2 General Requirements

Eligible Institutions

Eligible institutions include:

- *Public institutions* – Municipal, state, or federal institutions. For example, a public school district, a parks and recreation department, or a community college.
- *Nonprofit institutions* – Institutions with the Internal Revenue Service (IRS) tax-exempt status, such as community child care centers, afterschool programs, teen parent programs, Head Start programs.
- *For-profit institutions* – Institutions that do not qualify for tax-exempt status under the Internal Revenue Code.

Licensing Requirements

Most child care facilities must be licensed by the Illinois Department of Children and Family Services (DCFS). Facilities not required to be licensed by DCFS must meet DCFS license exempt requirements.

Training and Technical Assistance

CACFP and civil rights trainings are required to be conducted annually. Online trainings are available on our website under the [Training](#) option.

For training or technical assistance, sponsors may contact CACFP staff by phone or email:

- Phone: 800-545-7892 (for in-state phone calls) or 217-782-2491
- Email: cnp@isbe.net

1.3 Program Requirements

Facilities may participate in the CACFP either as an independent institution or under a sponsoring organization. Refer to the chart below for eligible programs:

Eligible Programs	Operated by
<ul style="list-style-type: none"> • Child care centers • Pre-kindergarten programs • Outside-school-hours programs • Head Start and Even Start programs • At-risk afterschool meals programs • Emergency shelters 	<ul style="list-style-type: none"> • Public entities • Nonprofit institutions • For-profit child care institutions • Public entities • Nonprofit institutions

Eligibility Criteria by Program Type

CHILD CARE CENTERS

- Licensing Requirements: Must be licensed or license-exempt as determined by DCFS
- Operational Time: Year-round
- Age Range: Children ages birth through 12

PRE-KINDERGARTEN PROGRAMS

- Licensing Requirements: Must be licensed or license-exempt as determined by DCFS
- Operational Time: In conjunction with the Pre-kindergarten Program calendar
- Age Range: Children ages 3-5

OUTSIDE-SCHOOL-HOURS PROGRAMS

- Licensing Requirements: Must be licensed or license-exempt as determined by DCFS
- Operational Time: Year-round
- Age Range: Children ages 3-12, children of migrant workers through age 15, or disabled persons of any age. (Note: Disabled participants must be considered disabled as defined by the state and enrolled in an institution serving a majority of persons 18 years of age and younger.)
- Schedule and Organization: Must be regularly scheduled and organized for the purpose of providing services to children outside of regular school hours: before school, after school, on school holidays, and/or during school vacation periods, including summer break. Weekend-only programs may not participate. Must be

distinct from any extracurricular programs organized primarily for scholastic, cultural, or athletic purposes.

HEAD START AND EVEN START PROGRAMS

- Licensing Requirements: Must be licensed or license-exempt as determined by DCFS
- Operational Time: In conjunction with the Head Start or Even Start Program calendar
- Age Range: Children ages birth through 5

EMERGENCY SHELTERS

- Annual Fire And Health Inspections: Shelters must comply with all applicable state or local health and safety standards. The shelter premises must have proper permits or certificates to show that health, sanitation, fire, and safety codes have been met.
- Operational Time: May claim meals 365 days per year
- Age Range: Ages birth through 18, and disabled persons of any age (Note: Disabled participants must be considered disabled as defined by the state and receiving services from a shelter that serves children. Emergency shelters serving only adults are not eligible to participate.)

AT-RISK AFTERSCHOOL MEALS PROGRAMS

- Licensing Requirements: Can be licensed or license-exempt as determined by DCFS
 - If a non-DCFS site, annual fire and health inspections are required to be submitted.
 - A current health/sanitation permit or satisfactory report and a current fire permit or satisfaction report of an inspection conducted by local authorities within the past 12 months must be submitted.
- Operational Time: May participate in CACFP in conjunction with the public school calendar of the school used to meet area eligibility. Meals or snacks may not be claimed during summer break, unless the public school used for area eligibility operates on a year-round calendar.
- Age Range: May claim meals for children who have reached school age, up to 18 years of age, and for disabled persons of any age. (Note: Federal law does not stipulate a minimum age, but the child must be enrolled in school to participate in the At-Risk Afterschool Meals Program. If a child turns 19 during the school year, the child may continue to participate the rest of the school year. Disabled participants must be considered disabled as defined by the state and enrolled in an institution serving a majority of persons 18 years of age and younger.)
- Location Eligibility: Must be located in the attendance area of a public school where at least 50% of the enrolled students are certified as eligible for free or reduced-price meals.
- *Organization*: Must provide educational or enrichment activities in an organized, structured, and supervised environment after the end of the school day, on weekends, or on holidays during the school year.
- *Enrollment*: Must be open to all children and not limited on a child's ability.
 - Programs designed to meet the special needs of enrolled children, such as programs for children with learning disabilities or children who are academically gifted, may also be eligible to participate.
- Programs may be targeted to specific age groups or may accommodate the needs of a wide variety of ages. Programs that provide meals to various age groups also must provide educational or enrichment activities for the various ages of the children served.
- Students who are part of school sports teams and clubs can receive afterschool snacks or meals as part of a broad, overarching educational or enrichment program offered by a school.
- Afterschool "drop in" programs are acceptable. There is no enrollment requirement, so individual student-athletes who attend afterschool programs before or after team practices may receive meals and snacks. There is no requirement that the afterschool programs track the specific activities in which the children participate or document that the children participated in the offered activities. As long as appropriate educational or enrichment activities are provided, the site is eligible to serve meals to the children who attend the program.

1.4 Reimbursement Rates

The federal government adjusts the meal reimbursement rates every year on July 1. Meal reimbursement is based on:

- Eligibility status of enrolled participants
- Type of meals served (breakfast, lunch, snack, or supper)
- The program in which an institution participates

Reimbursement rates can be found online under [Eligibility, Income and Reimbursement Information](#).

Participation in Other Child Nutrition Programs

A sponsoring institution that claims meals that are reimbursed under the School Breakfast Program, National School Lunch Program (NSLP), and Summer Food Service Program (SFSP) are not eligible to claim those same meals under the CACFP.

1.5 CACFP Federal Regulations

The content of this handbook is based on 7 CFR Part 226, CACFP policies from the USDA, and procedures set forth by the state agency. This handbook is intended to be used in conjunction with other [CACFP forms and resources](#) found on the ISBE website.

More information about CACFP program legislation, regulations, and policies can be found on the [USDA Child and Adult Care Food Program webpage](#).

Chapter 2:

Application and Program Participation

2.1 Application for New Institutions

- New Institution Application Process

2.2 Renewing Institutions

- Completing Your CACFP Application Online

2.3 Adding Additional New Sites

2.4 CACFP Training

- Training Topics
- Civil Rights Training
- Additional Training Requirements for Multi-Sites
- Compliance Monitoring and Auditing
- Types of State Agency Monitoring Reviews
- Frequency of Monitoring Reviews
- Types of Audits
- Complaint Investigations

2.6 Denial and Terminations

- Serious Deficiency
- National Disqualification List

Chapter 2: Application and Program Participation

2.1 Application for New Institutions

The USDA will provide reimbursement for you to plan, purchase, prepare, and serve nutritious meals and snacks to eligible children. Documentation must be maintained to support those meals.

A sponsor assumes final administrative and financial responsibilities for all facilities that operate the CACFP.

- If you wish to be an independent institution and sponsor your own program, reimbursement will come directly to your institution. You would apply using the steps outlined in the *New Institution Application Process* below.
- If you want your facility to be managed by a sponsoring organization, which would reduce administrative paperwork, you may contact an Unaffiliated Sponsoring Organization and request to be added as a facility under their sponsorship. These organizations are permitted by the state agency to charge your facility an administrative fee (a percentage of your reimbursement) for these CACFP services. You would receive reimbursement at a reduced amount. You can contact ISBE for a list of unaffiliated sponsors.
- After-school programs that wish to offer meals and/or snacks to children may contact one of the Unaffiliated Sponsoring Organizations and request to be added as a facility. Sponsoring organizations can deliver meals and/or snacks to the after-school facility at no charge. In those cases, the facility would not receive reimbursement; the reimbursement would go directly to the sponsoring organization for preparing and delivering the meals/snacks.

Program Participation

- You may apply as an independent institution and sponsor (administer) your own program.
- An established sponsoring organization can help administer your program, or
- A sponsoring organization can provide meals for your facility.

New Institution Application Process

For new institutions that want to apply for participation in the CACFP, the steps for the application process can be found on [ISBE's Child Care Institutions webpage](#) under "Join the CACFP."

To apply as a sponsoring organization, please follow the steps below:

1. Complete the [New Sponsor Inquiry form](#)
2. After you submit the New Sponsor Inquiry form, an ISBE consultant will reach out to you via email with an application checklist. The checklist contains all required application documents and instructions to access required training.

- a. When you have completed all required items on your New Sponsor checklist, you will email them to your ISBE consultant.
 - b. Your ISBE consultant will review your application documents and may request corrections or further documentation if needed.
3. After your New Sponsor application documents are complete and compliant, your organization will be added to our online claiming system, WINS (Web-based Illinois Nutrition System).
 4. A field monitor will be assigned to your organization to conduct an on-site pre-operational review visit.
 - a. Review the [Procedures for New Institutions](#).

ISBE will verify that an institution meets certain standards after the application is submitted and reviewed. An application can be returned or denied if any of the following items are missing or deficient, or if a principal or institution is found to be disqualified.

- The organization or any of its principals cannot be listed on the National Disqualified List or the Illinois Disqualified List.
- The organization must be in active status on the Secretary of State's website.
- The not-for-profit agency applying must be active and in good standing on the Internal Revenue Service website.

Contact Information

Don't miss out on important information: Keep your application up to date. Inform us whenever there is a change in personnel, including the contact names and email addresses, and make sure Child Nutrition Program emails are not going to your junk mail folder.

2.2 Renewing Institutions

Completing Your CACFP Application Online

If you are already approved to participate in CACFP and are renewing your application for the next fiscal year, you must renew your CACFP application documents via the ISBE Web Application Security (IWAS) and refer to the instructions provided for renewing your application.

2.3 Adding Additional New Sites

If you are already approved as an institution to participate in the CACFP with one site or multiple sites, you may add additional sites by following the [Instructions for Adding a New Site](#).

For additional information, refer to the chapter on Multi-Site Responsibilities in this handbook.

2.4 CACFP Training

Training on CACFP policies and procedures and civil rights is mandatory and must be conducted at the time of application and annually thereafter. Key staff who should participate includes owners of private for-profit child care centers, program directors, cooks, and all other persons with CACFP recordkeeping responsibilities. Training should be appropriate to the level of staff experience and their duties.

New applicants must complete the ISBE-120 CACFP New Sponsor training through the Brighton Training Group. Access instructions to this course can be found in the instructions of the Training Certification Form ([ISBE Form 65-08](#)).

New staff training and annual training can be customized for each individual's job responsibilities or conducted as a group training.

Training Topics

Independent centers are required to hold annual training for staff. The training topics below, while recommended, are only *required* for multi-site sponsoring organizations:

- *Meal Pattern Requirements for Children and Infants* – Discuss the food components, serving sizes, and what is included in a reimbursable meal
- *Meal Counts* – Discuss the form used to record meal counts, when to record meal counts, and how to take accurate daily meal counts
- *Claim Submission and Review Procedures* – Explain that a claim is submitted only after all records are checked thoroughly to prevent possible errors
- *Recordkeeping Requirements* – Review all the recordkeeping requirements, such as Household Eligibility Applications, milk analysis, and maintaining a nonprofit food service
- *Reimbursement System* – Explain the different reimbursement rates and how the organization receives federal funds for serving reimbursable meals

Civil Rights Training

Training on civil rights requirements is mandator. For detailed information on these requirements, refer to the chapter on Civil Rights Requirements in this handbook or the [Civil Rights Requirements webpage](#). Civil rights training is available online through Brighton Training Group; [view course access instructions](#).

Additional Training Requirements for Multi-Sites

- Sponsoring organizations with more than one CACFP facility must ensure key staff from their institution, each sponsored facility, and all monitors are trained annually.
- Trainings also must be conducted when any new facility is added to the CACFP.
- New staff at a facility should be trained prior to beginning their CACFP responsibilities.
- Monitors must be trained on what to look for during a review and how to complete a review document.

Keep a record of all trainings using the Document of Training Form ([ISBE Form 67-25](#)).

2.5 Compliance Monitoring and Auditing

Types of State Agency Monitoring Reviews

- *Pre-operational Review* – A comprehensive pre-approval review conducted by the state agency to confirm the information in the institution’s application and to further assess the institution’s ability to manage the program. This review is conducted on-site at all new institutions prior to approval for the program.
- *Administrative Review* – A comprehensive review conducted by the state agency to confirm compliance with program requirements. The monitor generally reviews current year documentation.
- *Follow-up Review* – A comprehensive review conducted by the state agency as a result of significant findings during a prior administrative review. The follow-up review is to ensure that all prior review findings were corrected and that the institution is presently operating in compliance with program requirements.

Frequency of Monitoring Reviews

Participating institutions with one to 100 facilities will receive an administrative review at least once every three years. Sponsoring organizations with more than 100 facilities will receive an administrative review at least once every two years. More frequent administrative reviews may be conducted based on certain criteria, such as, but not limited to, an institution being declared seriously deficient in the operation of the program during a prior review.

New institutions will receive their first administrative review during their first year of operation.

Most reviews will be announced, meaning that prior notification will be given to the institution. However, some reviews will be conducted unannounced. Unannounced means that an on-site review will be conducted with no prior notification to the facility or institution.

Institutions participating in CACFP are required to allow the state agency, USDA, and other state or federal officials to make announced or unannounced reviews of their operations during the institution’s normal hours of child care operations.

Types of Audits

- *Single Audit* – Institutions expending \$750,000 or more in total federal funds during a fiscal year are required to have a Single Audit. A Single Audit must be conducted by qualified, independent auditors, and the audit must meet the requirements set forth by the Office of Management and Budget.
- *State Agency Audit* – For-profit institutions receiving \$200,000 or more in total CACFP reimbursement during a fiscal year will receive a state agency audit each year that the institution does not receive a monitoring review. Generally, an institution will not receive a monitoring review and an audit in the same fiscal year. Audits are separate and in addition to monitoring reviews.

Complaint Investigations

Complaints received in connection with the operation of CACFP will be investigated. Announced or unannounced visits may result as part of the investigation.

2.6 Denial and Terminations

Serious Deficiency

Serious deficiencies are grounds for denial of applications for new institutions or grounds for termination of CACFP participation for renewing or participating institutions. They can be found in the regulations under 7 CFR 226.6(c). In these cases, the state agency will send a Notice of Serious Deficiency, and the institution will be given the opportunity to correct serious deficiencies with a Corrective Action Plan (CAP). If a timely CAP is not submitted, or no CAP is submitted, a Notice of Proposed Termination and Disqualification, with appeal rights, will be sent.

National Disqualified List

When an institution is terminated from participation in the CACFP, the organization and the principals who contributed to the deficiencies are placed on the National Disqualified List and are not eligible to participate in the CACFP for seven years. If the organization or principal owes money, neither may participate until the debt is paid in full.

Chapter 3: Multi-Site Responsibilities

3.1 Duties of Multi-Site Sponsoring Organizations

3.2 Criteria for Monitoring

3.3 Adding a New Facility

Chapter 3: Multi-Site Responsibilities

A sponsoring organization with more than one facility has additional responsibilities beyond those of a single-site institution.

Adding Sites

When adding a second site for the first time, an on-site technical assistance visit will be conducted to provide direct training on the added responsibilities of a multi-site sponsor.

3.1 Duties of Multi-Site Sponsoring Organizations

Annual Budget – The Annual Budget is part of the application to participate in the CACFP. The budget must list all food service expenses, administrative and operational, expected for a 12-month period. The budget also looks at whether the institution is financially viable.

Adequate Staffing – Sponsoring organizations must provide adequate staffing, both supervisory and operational personnel, for the effective management and monitoring of all CACFP facilities. The Annual Budget requires staffing information.

Management Plan – The Management Plan is part of the application to participate in the CACFP, which covers how the institution operates and how CACFP procedures are implemented. The information on the Management Plan must be followed on a daily basis exactly as specified. If the information needs to be updated during the year, please make the changes. If an update is made, the Management Plan status will change to *waiting for approval*. Please notify ISBE so we can review the update and set the status back to *approved*.

Edit Checks 1 and 2 – Edit Checks 1 and 2 must be included in processing each facility's Claim for Reimbursement to ensure meal types and meal counts are accurate. The Edit Checks 1 and 2 Form ([ISBE Form 65-09](#)) is available on our website.

- Edit Check 1 requires sponsoring organizations to verify each facility has been approved to serve the types of meals claimed.
- Edit Check 2 requires sponsoring organizations to verify more meals are never claimed than the possible maximum.

Training – All institutions, regardless of their size, must conduct mandatory CACFP training. In addition, multi-site sponsoring organizations are required to cover specific topics. For detailed information, refer to the chapter on Application Process and Program Participation in this handbook.

Disbursement of Funds – In the instances when the sites pay their own bills, sponsoring organizations must disburse CACFP reimbursement to the sites within five working days of receipt from the State agency.

Monitoring – Monitoring is required by all multi-site sponsoring organizations to ensure that all facilities are in compliance with CACFP requirements.

3.2 Criteria for Monitoring

Administrative staff from the sponsoring organization must be assigned and trained to conduct monitoring reviews of all sites participating in the Child and Adult Care Food Program. The following timelines and requirements must be met:

To guarantee completion of regularly scheduled reviews, consider scheduling reviews as follows:

- 1st review: October-January
 - 2nd review: February-May
 - 3rd review: June-September
-
- Each child care facility must be reviewed at least three times within a fiscal year, with no more than six months between each review.
 - At least two of the three reviews must be unannounced. If desired, all the reviews may be unannounced.
 - At least one unannounced review must observe a meal service.
 - When reviews are conducted by the sponsor, the meal services observed must be roughly proportional to the percentage of each type of meal claimed. For example, if a site claims more p.m. snacks than other meal types, then reviews must be conducted at p.m. snacks in roughly the same proportion.
 - Sponsoring organizations must conduct reviews on different days of the week and weekends if meals are claimed on the weekend. Every review cannot be conducted at the same time of day.
 - Sponsoring organizations must ensure that the timing of unannounced reviews is varied in a way that ensures that they are unpredictable to the facility.
 - Monitoring staff must complete the appropriate forms when conducting reviews. The Monitor Review Form for Sponsors ([ISBE Form 67-59](#)) and Monitor Review for At-Risk After-School Snack/Supper Program ([ISBE Form 67-77](#)) are available on our website. Document all findings and ensure problems are corrected.
 - Sponsoring organizations are required to conduct unannounced follow-up reviews if any serious deficiencies are identified.
 - Sponsoring organizations are responsible for evaluating the review forms completed by their monitoring team to ensure questions are answered, problems were addressed, and all boxes on the form are filled out appropriately.
 - Sponsoring organizations that discover conduct or conditions that pose an imminent threat to the health or safety of children or the public must immediately notify the appropriate state or local licensing or health authorities and take action consistent with the recommendations and requirements of those authorities.
 - Sponsoring organizations must provide each facility written notification of the rights of the sponsoring organization, the Illinois State Board of Education, the United States Department of Agriculture, and other state and federal officials to make announced or unannounced reviews of their operations during the facility's normal hours of operation. Facilities must be notified that anyone making such reviews must show photo identification that demonstrates they are employees of one of these entities.

Household Contacts

Part of a sponsoring organization's monitoring of facilities includes compliance with the household contact requirements. Household contacts verify the enrollment and attendance of participating children. Refer to the [Household Contact System document](#) when there are serious discrepancies between attendance, enrollment, and meal participation.

3.3 Adding a New Site

For directions on how to add a new site (child care center, after-school program, etc.), refer to the online [Instructions for Adding a New CACFP Site](#).

A review must be conducted within the first four weeks of operating the new CACFP site. This four-week visit may count as one of the three required monitoring reviews per fiscal year.

To determine the number of monitoring visits required each fiscal year for a new facility, follow these requirements:

If the approved start date of the facility is in this month:	Conduct this many reviews by Sept. 30 of the current fiscal year:
October-January	Three
February-May	Two
June-September	One

Chapter 4:

Meal Requirements

4.1 Meal Patterns

- Component Requirements
- Combination and Processed Foods

4.2 Infant Meal Pattern Requirements

- Infant Formula/Food Waiver Notification
- Developmental Readiness for Solid Foods

4.3 Child Meal Pattern Requirements, Ages 1-12

4.4 Meal Preparation

4.5 Vended Meal Guidelines

- School Agreement to Furnish Food Service
- Small Purchase Agreement for Purchase of Vended Meals
- Invitation for Bid and Contract

4.6 Meal Service Styles

4.7 Food Substitutions and Modifications

- Medical Authority Modified Meal Request Form and the Modified Meal Request by Parent/Guardian
- Substitutions for a Child with a Disability
- Substitutions for a Child without a Disability
- Substitutions for a child with a disability who is JUST requesting fluid Milk substitution from the meal pattern requirement

Chapter 4: Meal Requirements

4.1 Meal Patterns

The requirements of the CACFP Infant Meal Pattern and Meal Pattern for Children Ages 1-12 were designed to ensure that the nutritional needs of participants are met. Programs participating in the CACFP must serve meals to all the children who are enrolled.

The Illinois State Board of Education reimburses child care institutions participating in the CACFP for the meals served, not for individual foods. A meal is reimbursable if it contains foods in the amounts required by the meal pattern for the specific age group. Meals that contain foods in addition to all components specified in the meal pattern are also reimbursable.

Meal Pattern charts can be found on the [USDA's CACFP webpage](#).

Component Requirements

A meal component can consist of one or more creditable foods. Refer to the USDA's [Food Buying Guide](#) for a complete list of components used in the Child Nutrition Programs. If you have questions regarding the crediting of a particular item not listed here, contact the state agency or your sponsor for information. When planning menus, the practicality of the serving size for the age of the child being served should be taken into consideration.

Combination Foods and Processed Foods

A combination food is a single serving of a food item that contains two or more of the required meal components. Common examples of combination foods are pizza and chef salads.

You may credit some combination foods for a total of three different meal components:

1. Meat/meat alternate
2. Grains/breads
3. Vegetable/fruit (count as one component only)

Combination items such as pizzas vary greatly as to how they may be credited. Crediting for pizza typically includes the crust, the cheese and/or meat, and vegetable/fruit. This crediting will vary by pizza. Use items that have a CN label, product formulation statement, or a standardized recipe. Maintain a copy of the documentation on file for review.

CN Labeled Products Requirements

The CN Label is the gold standard for verifying the crediting of processed foods on the menu, which can be credited as multiple components. Valid and acceptable documentation for the CN Label includes:

- Original CN Label from the product carton; or
- Photocopy of the CN Label shown attached to the original product carton; or
- Photograph of the CN Label shown attached to the original product carton.

(CN Labels that are photocopied or photographed must be visible and legible.)

Documenting Watermarked CN Label Requirements

If the original CN Label, or the valid photograph or photocopy of the original CN Label, is not available, program operators may provide the Bill of Lading (invoice) containing the product name and:

1. A hard copy of the CN Label copied with a watermark displaying the product name and CN number provided by the vendor; or
2. An electronic copy of the CN Label with a watermark displaying the product name and CN number provided by the vendor.

Product Formulation Statement

A Product Formulation Statement should be requested when a processed product does not have a CN Label.

4.2 Infant Meal Pattern Requirements

All child care institutions participating in the CACFP must provide all the infant components appropriate for the age of the infant according to the Infant Meal Pattern.

The Meal Pattern is broken up into two age ranges:

- Birth through 5 months
- 6-11 months

You may claim reimbursement of meals when a mother nurses her baby at your child care site. This includes meals when the baby is only drinking breastmilk.

Infant Formula/Food Waiver Notification

The Infant Formula/Food Waiver Notification lets the parent know the specific brand of iron-fortified infant formula and types of baby food purchased by the child care institution. The notification provides official documentation of the parent's decision to accept or decline the infant formula, infant cereal, and/or baby food offered by the child care institution. For child care institutions, this document must be completed and signed by the parent and kept on file for all infants.

Developmental Readiness for Solid Foods

On the Infant Meal Pattern for 6-11 months of age, you will see foods listed under the category "When Developmentally Ready." Once an infant is regularly eating solid foods, you must offer all required food components.

An infant's developmental readiness determines which foods should be fed, what texture the foods should be, and which feeding style to use. All infants develop at their own rate. Although age and size often correspond with developmental readiness, these should not be used as sole considerations for deciding what and how to feed infants.

It is important to be aware of infants rapidly developing mouth abilities and hand and body control so you know the appropriate food and texture to serve them at each stage of their development. The [Infant Solid Food Readiness Form](#) can help determine when foods are appropriate to introduce.

Refer to the chart below for required food components for each age range:

Meal	Food Components	Birth Through 5 Months	6-11 Months
Breakfast/ Lunch/ Supper	Breast milk¹ or iron-fortified infant formula²	4-6 fluid ounces	6-8 fluid ounces; AND
	Iron-fortified infant cereal^{2,3} Meat,⁵ fish,⁵ poultry,⁵ whole egg,⁵ cooked dry beans, peas, and lentils,⁵ OR Cheese,⁵ OR Cottage Cheese,⁵ OR Yogurt,^{4,5} OR		0-1/2 oz eq OR 0-4 tablespoons OR 0-2 ounces 0-4 ounces (volume) 0-4 ounces or 1/2 cup; OR a combination of the above AND
	Vegetable⁶ or fruit,⁶ or a combination of both^{5,6}		0-2 tablespoons
Snack	Breast milk¹ or iron-fortified infant formula²	4-6 fluid ounces	2-4 fluid ounces AND
	Iron-fortified infant cereal^{2,3}		0-1/2 oz eq OR
	Ready-to-eat breakfast cereal^{3,5,7,8}		0-1/4 oz eq OR
	Crackers^{3,7}		0-1/4 oz eq OR
	Bread^{3,7}		0-1/2 oz eq AND
	Vegetable⁶ or fruit,⁶ or a combination of both^{5,6}		0-2 tablespoons

¹Breast milk or formula, or portions of both, must be served; however, it is recommended that breast milk be served from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered at a later time if the infant will consume more. Breastfeeding on site is creditable as part of a reimbursable meal or snack.

²Infant formula and dry infant cereal must be iron-fortified.

³Information on crediting grain items may be found in FNS guidance.

⁴Yogurt must contain no more than 12 grams of added sugars per 6 ounces (2 grams of added sugars per ounce).

⁵A serving of this component is required when the infant is developmentally ready to accept it.

⁶Fruit and vegetable juices must not be served to infants.

⁷A serving of grains must be whole grain-rich, enriched meal, enriched flour, bran, or germ.

⁸Breakfast cereals must contain no more than 6 grams of added sugars per dry ounce.

4.3 Child Meal Pattern Requirements, Ages 1-12

All child care institutions participating in the CACFP must provide all children the required components appropriate for the age group, according to the meal pattern for children ages 1-12. Refer to the charts below for required food components.

Breakfast (Select all three components for a reimbursable meal)				
Meal Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18^{1,2}
Fluid milk³	4 fluid oz	6 fluid oz	8 fluid oz	8 fluid oz
Vegetables, fruits, or portions of both⁴	¼ cup	½ cup	½ cup	½ cup
Grains^{5,6,7,10,11}	½ oz eq	½ oz eq	1 oz eq	1 oz eq

Lunch and Supper (Select all five components for a reimbursable meal)				
Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18^{1,2}
Fluid milk³	4 fluid oz	6 fluid oz	8 fluid oz	8 fluid oz
Meat/meat alternates⁸	1 oz eq	1½ oz eq	2 oz eq	2 oz eq
Vegetables⁴	⅛ cup	¼ cup	½ cup	½ cup
Fruits^{4,9}	⅛ cup	¼ cup	¼ cup	¼ cup
Grains^{5,7,10,11}	½ oz eq	½ oz eq	1 oz eq	1 oz eq

Snack (Select two of the five components for a reimbursable meal)¹²

Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ^{1,2}
Fluid milk³	4 fluid oz	4 fluid oz	8 fluid oz	8 fluid oz
Meat/meat alternates⁸	½ oz eq	½ oz eq	1 oz eq	1 oz eq
Vegetables⁴	½ cup	½ cup	¾ cup	¾ cup
Fruits⁴	½ cup	½ cup	¾ cup	¾ cup
Grains^{5,7,11, 12}	½ oz eq	½ oz eq	1 oz eq	1 oz eq

¹Offer versus serve is an option for at-risk afterschool meal program participants only. Offer versus serve is not allowed at snack.

²Participants 13-18 years of age may only be served by at-risk afterschool meal programs and emergency shelters.

³Must be unflavored whole milk for children age 1; unflavored low-fat (1%) or unflavored fat-free (skim) milk for children 2-5; unflavored low-fat (1%) or flavored low fat (1%), unflavored fat-free (skim) or flavored fat-free (skim) milk for children 6 and older. Breast milk is an allowable substitute for milk for children of any age.

⁴Juice may only be served at one meal or snack per day. Juice must be pasteurized and 100% juice.

⁵At least one serving per day across all meals and/or snacks must be whole grain-rich.

⁶Meat and meat alternates may be used to meet the entire grains component at breakfast a maximum of three times per week. One ounce of meat/meat alternate is equal to one ounce equivalent of grains. If yogurt is served as a meat/meat alternate, please see note ⁸ below.

⁷Breakfast cereal must contain no more than six grams of added sugars per dry ounce.

⁸Yogurt must contain no more than 12 grams of added sugars per six ounces (two grams of added sugars per ounce).

⁹A second different vegetable may be served to meet the entire fruit component.

¹⁰Sponsors and sites serving primarily American Indian or Alaska Native participants can substitute any vegetable to meet the grain requirement. A vegetable can be used to meet the daily whole grain-rich requirement as long as the minimum serving size is met. In order to meet one ounce equivalent of grains, sponsors must serve one-half cup of vegetables or one cup of leafy greens. Another vegetable must be served to meet the vegetable requirement if using this flexibility.

¹¹Grain-based desserts are not allowed in the CACFP.

¹²Only one of the two meal components for snack may be a beverage.

4.4 Meal Preparation

Sites participating in CACFP must indicate the way meals are prepared for the children. Acceptable meal preparations include:

- *On-Site* – Meals are prepared at the facility
- *Central Kitchen* – Meals are prepared in a central kitchen operated by the institution and transported to the facility for service to children
- *School Agreement* – Prepared meals for the facilities purchased from a public or private school
- *Formal Bid Contract* – Prepared meals for the facility are purchased from a vendor, and the annual meal purchases are equal to, or more than, \$250,000
- *Small Purchase Agreement for Procurement of Vended Meals* – Prepared meals for the facility are purchased, and the annual meal purchases are less than \$250,000

4.5 Vended Meal Guidelines

School Agreement to Furnish Food Service

The School Agreement to Furnish Food Service ([ISBE Form 68-62](#)) is appropriate for any institution that purchases their meals from a public school district or private school. The quoted meal rate(s) should be on a full cost recovery basis, including the value of government-donated commodities, if used in preparation. Meals included in this agreement must be claimed by the organization under CACFP. These meals cannot be claimed by the school under the National School Lunch Program.

Informal Agreement for Purchase of Vended Meals

The Informal Agreement is used by institutions with annual meal purchases under \$350,000. Those using the Informal Agreement must follow the instructions on the back of the form. The signed Informal Agreement for Procurement of Vended Meals form, all applicable contract certification forms, and a copy of the awarded vendor's most recent health inspection report (conducted within last 12 months) must be submitted to the state agency.

To view all applicable documents required, please refer to the "Informal Bidding Procedures & Documents" tab available on the [ISBE SFSP/CACFP Vended Meals Contracts webpage](#).

Invitation for Bid and Contract

The Invitation for Bid and Contract is used by institutions with annual meal purchases over \$350,000. Institutions must have their menus approved by this office and follow federal competitive bidding procurement procedures for obtaining vended meals during a fiscal year as stated in the Invitation for Bid and Contract packet. Once the contract is established, it shall be in effect for one year and may be renewed by mutual agreement for four consecutive one-year periods by submitting the Renewal of Competitively Bid Contracts.

All of the forms for vendor contracts, including a list of known vendors, are available on the [ISBE SFSP/CACFP Vended Meals Contracts webpage](#).

4.6 Meal Service Styles

Meals claimed under the CACFP must be consumed at the day care facility and may be served in various styles. The following are all acceptable meal service styles and may be used in any combination:

- *Pre-plated meals* – The adult pre-plates the meals and serves the children all of the required meal components in the correct portion sizes.
- *Family-style* – Enough food to serve the minimum portion sizes of all components is placed on the table, and food bowls are passed. The children serve themselves the amount of food they want. The adults encourage the children to take a minimum portion, but the meal is still reimbursable if the child doesn't.
- *Modified Family-style* – The children pass some of the menu items that they are capable of passing. The remaining food items are served by adults in the required portion sizes.
- *Buffet-style* – Children pass through a serving line and select pre-portioned food items. The pre-portioned items must, at least, be the minimum portion-size required per the Meal Pattern guidelines. The children must take all of the required food items for a reimbursable meal.
- *Cafeteria-style* – The children walk through a line as an adult serves the required meal components and portion sizes. The children must take all the required food items for the meal or snack to be reimbursable.

4.7 Food Substitutions and Modifications

Meals served to participants and claimed for reimbursement must meet the meal pattern requirements; however, food substitutions or modifications may be made in certain cases.

Medical Authority Modified Meal Request Form and the Modified Meal Request by Parent/Guardian

Substitutions for a child with a disability

Sponsors operating the federal Child Nutrition Programs must ensure children with disabilities have an equal opportunity to participate in the meal programs. The Americans with Disabilities Act (ADA), Section 504, and 7 CFR Part 15b define a disability as a physical or mental impairment that substantially limits one or more major life activities of an individual, a record of such an impairment, or being regarded as having such an impairment. According to the ADA, most physical and mental impairments will constitute a disability; a physical or mental impairment does not need to be life-threatening in order to be classified as a disability.

Certain physical or mental impairments require meal modifications that do not follow the required program meal pattern. In a disability situation, meal modifications outside the meal pattern must be supported by a medical statement signed by a state-licensed healthcare professional for program operators to receive reimbursement for the meal. When the modification does not meet meal pattern requirements, and therefore a medical statement is required, the medical statement must include:

1. Information about the child's physical or mental impairment that is sufficient to allow the operator to understand how it restricts the child's diet,
2. An explanation of what must be done to accommodate the child's disability, and
3. Food(s) to be omitted and recommended alternatives (if applicable). View a sample [Medical Authority Modified Meal Request Form](#) ([Medical Authority Modified Meal Request Form – Spanish Version](#)).

If a meal modification for a child's disability can be made within the program meal pattern, a medical statement is not required under USDA regulations. However, local program operators may choose to require a medical statement. In situations where program operators do not obtain a medical statement, record of the child's meal modification and the actions taken to accommodate it should be kept to safeguard the child.

Modifications in food texture – such as chopping, grinding, or pureeing – are allowed for any child, as long as the required portion of the component is provided and a licensed physician's written instructions indicating the appropriate texture is recommended, but not required.

Substitutions for a child without a disability

Requests may be made for a preference with the understanding that a Child Nutrition Program Sponsor may not be able to accommodate requests based on preference. Non-medical reasons for food substitution requests include diets that are vegetarian, vegan, religious reasons, personal preference, etc.

In cases where a parent requests a food substitution for non-medical reasons, CACFP facilities are encouraged to work with parents and children to provide foods that can be eaten. To receive USDA reimbursement, meals and snacks served must include all the required CACFP meal pattern components, and when substitutions are made, they should be documented.

CACFP facilities may choose to address the needs of individuals by substituting different food items within the same component of the meal pattern. For example, a child who does not eat pork for religious reasons or because they follow a vegetarian diet could be served another meat/meat alternate (such as cheese, yogurt, or beans) and still be provided a reimbursable meal.

To assist sponsors in making a determination, please provide:

- A signed statement from a parent/legal guardian is required. Child Nutrition Program Sponsors can provide the [Preference Modified Meal Request Form](#) to families or medical authority to complete.
- The statement must include the food(s)/beverage(s) to be omitted from the student's meal based on preference and food(s)/beverage(s) to be substituted. If a non-dairy milk substitute (i.e, soy milk) is served, it must meet the nutritional standards of milk as outlined below.

Substitutions for a child with a disability who is only requesting fluid milk substitution from the meal pattern requirement

Any fluid milk substitution that meets these requirements may be made by the Child Nutrition Sponsor for non-disabled students when the following requirements are met:

- A signed statement from a medical authority, parent, or guardian that includes the medical or other special dietary reason for the need for substitution. Any reasonable request could be accepted (e.g., milk allergy, vegan diet, and religious, cultural, or ethical reasons).
- The Child Nutrition Program Sponsor may choose the nondairy beverage to be provided, as long as the substituted beverage includes the following nutrients:

Nutrient	Per Cup
Calcium	276 mg
Protein	8 g
Vitamin A	150 mcg
Vitamin D	2.5 mcg
Magnesium	24 mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	0.44 mg

Chapter 5:

Enrollment and Eligibility

5.1 CACFP Annual Enrollment

- Processing Annual Enrollment Forms

5.2 Income Eligibility Guidelines

5.3 Electronic Direct Certification

- What is Direct Certification?
- Extended Categorical Eligibility

5.4 Household Eligibility Application

- Institution Responsibilities
- Processing Household Eligibility Applications

5.5 Determining Household Size and Income

5.6 Confidentiality and Disclosure of Information

Chapter 5: Enrollment and Eligibility

5.1 CACFP Annual Enrollment

The CACFP Annual Enrollment Form ([ISBE Form 67-98](#)) must be completed every year for every child enrolled in:

- Child care centers
- Pre-kindergarten programs
- Head Start or Even Start programs
- Outside-school-hours programs

Exempt from this requirement are:

- At-risk afterschool meals programs
- DCFS license-exempt outside-school-hours programs
- Emergency shelters

Processing Annual Enrollment Forms

Procedures should be established to complete new CACFP Annual Enrollment Forms every year. It is recommended to establish an annual renewal period for the CACFP Annual Enrollment Form and coordinate it with the distribution of the Household Eligibility Applications so that the facility is collecting both forms at the same time from parents/guardians.

- All enrollment forms are good for 12 months. Ensure no more than 12 months lapse between the completions of enrollment forms.
- For those programs that require it, a current enrollment form with parent/guardian signature and date must be on file for every child before you can claim their meals for reimbursement, regardless of whether they are in the paid, reduced-price, or free category.

5.2 Income Eligibility Guidelines

The USDA bases CACFP reimbursement for centers on three categories: free, reduced price, and paid. When using a family’s income level and household size to determine eligibility for the free or reduced-price categories, [Income Eligibility Guidelines](#) are used. The Income Eligibility Guidelines are adjusted annually by USDA and are effective July 1 through June 30.

- To determine whether a child qualifies for free meals, the total household income must be equal to or less than the free income guidelines.
- To determine the reduced-price category, the household income must be equal to or less than the reduced-priced income guideline but greater than the free guidelines.
- An application falls into the denied (paid) category when the household income is more than the reduced-price household income.

Example: If a household with five people has a total earning of \$40,000 per year, using the sample Income Eligibility Guidelines below, you would:

- First, find the row for a household of five.
- Following that row, notice the \$40,000 annual income is more than the free amount of \$36,972, but less than the reduced-price amount of \$52,614.
- Because the \$40,000 falls between the two amounts, the application would be approved as reduced-price for the children listed on the application.

Example: Income Eligibility Guidelines										
Sample Levels: Free Meals						Sample Levels: Reduced-Priced Meals				
Household Size	Annual	Monthly	2x per	Every Two		Annual	Monthly	2x per	Every Two	Weekly
1	15,444	1,287	644	594	297	21,978	1,832	916	846	423
2	20,826	1,736	868	801	401	29,637	2,470	1,235	1,140	570
3	26,208	2,184	1,092	1,008	504	37,296	3,108	1,554	1,435	718
4	31,590	2,633	1,317	1,215	608	44,955	3,747	1,874	1,730	865
5	36,972	3,081	1,541	1,422	711	52,614	4,385	2,193	2,024	1,012
6	42,354	3,530	1,765	1,629	815	60,273	5,023	2,512	2,319	1,160
7	47,749	3,980	1,990	1,837	919	67,951	5,663	2,832	2,614	1,307
8	53,157	4,430	2,215	2,045	1,023	75,647	6,304	3,152	2,910	1,455
For Each Additional Family Member Add:										
	5,408	451	226	208	104	7,696	642	321	296	148

5.3 Electronic Direct Certification

Your institution must be approved to participate in CACFP before you are given access to the Electronic Direct Certification System. Instructions can be found via IWAS.

What is Direct Certification?

Direct Certification is a simplified way to determine which children are eligible for free meal benefits based on the Supplemental Nutrition Assistance Program (SNAP) and/or the Temporary Assistance to Needy Families (TANF). Currently, if a family completes a Household Eligibility Application with a valid SNAP or TANF number, the application is approved in the free category. With Direct Certification, you can check to see if a child is receiving those benefits with information provided directly by the agency administering those programs.

The Illinois State Board of Education, in cooperation with the Illinois Department of Human Services (the agency administering SNAP and TANF), has developed an online system that allows your institution to verify enrolled children using the SNAP and TANF databases. The Direct Certification process can only be conducted via this system.

CACFP uses the same Direct Certification information used for school programs.

When a child is identified on the Direct Certification Report, a Household Eligibility Application is not needed. The printed report is your documentation to claim that child for free meal and snack benefits. You are still required to have a CACFP Annual Enrollment Form on file to claim meals for any child, regardless of eligibility category.

Using Direct Certification Results

Children approved through Direct Certification must be updated annually and may not be more than 12 months old. Forms are considered current and valid until the last day of the month in which the form was dated one year earlier.

Extended Categorical Eligibility

The Extended Categorical Eligibility policy states a valid SNAP or TANF case number allows all children in the same family to be automatically eligible for free meals. The USDA definition for *family* means *a group of related or nonrelated individuals who are not residents of an institution or boarding house, but who are living as one economic unit*. The SNAP or TANF case number can belong to any member of the family: a child or an adult; however, the Electronic Direct Certification System currently only matches to children 18 and younger.

When a child is listed on the Direct Certification Report, all children in that family attending your child care facility can be claimed for free meals and snacks. For example, if there are three children at your center from the same family and only one is identified through the Electronic Direct Certification System, the other two children can be approved for free meal benefits through the Extended Categorical Eligibility.

To document that Extended Categorical Eligibility is going to be given to the other children in the family, write their names clearly on the Direct Certification Report by the name of the child identified on the report, then record all children's names and information on the Master List of Enrolled Children ([ISBE Form 67-95](#)). The Master List includes columns for effective dates of both Household Eligibility Applications and Direct Certification. The Master List also includes a box to mark when a child is approved using Extended Categorical Eligibility. The CACFP Annual Enrollment Form will validate the children are within the same family unit. The Extended Categorical Eligibility is good for 12 months.

5.4 Household Eligibility Application

To determine eligibility for each child claimed in the free or reduced-price category, child care centers, pre-kindergarten programs, and outside-school-hours programs will need to evaluate income levels and household size. This information must be collected on the Household Eligibility Application (HEA) ([ISBE Form 69-88](#)).

All institutions must ensure HEAs are approved correctly and that completed applications are on file for each child claimed in the free or reduced-price category.

HEAs are effective for 12 months and must be renewed annually. They should be retained on file for at least three years, plus the current year, and should be kept confidential and in a secure location.

The Household Eligibility Application is not required for:

- At-risk afterschool meals programs
- Emergency shelters
- Head Start Programs – however, the Head Start Master List of Enrolled Children Form should be used
- Even Start Programs – however, every year the Even Start official must re-establish categorical eligibility for free meals for all Even Start children. Once a child enters kindergarten, the child’s family must be given an HEA to complete.

Institution Responsibilities

Parents or guardians should be provided with:

- *Parent Letter* – Copy the parent letter and distribute to parents or guardians with a copy of the Household Eligibility Application. A Spanish version is available on our website.
- *Household Eligibility Application* – Copy the application with instructions and distribute to parents or guardians of children upon enrollment and annually thereafter. A Spanish version is available on our website.

To encourage parents and guardians to complete an HEA for their child(ren), explain to them the CACFP is a way for your center to generate other revenue to purchase food so you can offer more nutritious meals to the children. If parents refuse to complete the application, information is missing on the application, they don’t return the application, or the income is over the income guidelines, the child must be claimed in the paid category. Income verification is not required for HEA approval.

Processing Household Eligibility Applications

The information entered on each HEA identifies how you will claim each child’s meals in the free, reduced-price, or paid category. You must claim children’s meals in the categories for which they were approved. Remember that all applications must be updated annually and may not be more than 12 months old, and all eligibility information must be kept confidential.

Section 1 – All Household Members

Provide the names of all household members, including the adults and child(ren) for whom the application is submitted and the children’s ages. Please note:

- All foster children in the same household may be listed on one application. A foster child application does not require all household members to be listed.
- The SNAP/TANF application does not need all household members to be listed.

Section 2 – Foster Child

If the child is under the legal responsibility of DCFS or the court, a check should be placed in the box next to that child’s name to indicate they are a foster child.

A foster child may be included on the same HEA as the other children in household. If the foster child has any personal income, that must be included. Even though all the children are on one application, the foster child is still eligible for free meals, but this free eligibility does not extend to the other children.

A foster child that is under the legal responsibility of DCFS or the court can be approved for free meals and snacks when the foster parent provides a copy of the legal document from DCFS, a local placement agency, or the court showing the child is a foster child.

Section 3 – SNAP or TANF Information

An HEA with one valid SNAP or TANF case number allows all children in the household (listed on the application) to be approved for free meals. This process is called Extended Categorical Eligibility. The household member receiving the SNAP or TANF benefit can be either a child or an adult.

Applications for children whose households receive SNAP or TANF must include:

- The names of all children for whom the application is made.
- A SNAP or TANF number for at least one household member. If there is an accurate case number on the application, all children within the household will be eligible for benefits.
- Appropriate SNAP/TANF case numbers are nine digits long.
 - Link card or Kid Care numbers are not acceptable numbers. An individual may have these cards to receive other benefits but may not be receiving SNAP or TANF.
- If income is reported, but an appropriate case number is given, the income is ignored and the application must be approved as free based upon the SNAP or TANF number reported.
- However, HEAs with invalid case numbers could be evaluated using household income to determine eligibility.
- Each application must contain the signature of an adult household member. A Social Security number is not required for a SNAP/TANF application.
- Some transitional numbers may not follow the number sequence listed above. The application may be approved if a letter is obtained from the public aid office and maintained with the signed application.

Section 4 – Homeless, Migrant, or Runaway

Homeless, migrant, or runaway children are categorically eligible for free meal benefits. To identify children eligible under these categories, contact your local school, homeless liaison, or migrant coordinator of these programs.

The box showing if child is a homeless, migrant, or runaway child should be marked and the signature of the School Homeless Liaison or Migrant Coordinator and the date signed should be provided.

Section 5 – Total Household Gross Income

Households reporting income may qualify for free or reduced-price benefits. Applications are approved based on the current Income Eligibility Guidelines and household size established by the USDA. Ensure you are using the correct Income Eligibility Guidelines; check the dates on the top of the chart. Refer back to the Income Eligibility Guidelines section of this chapter for more information.

Indication of “No Income”: Applicants without income are requested to write a “zero” in the applicable field or mark “no income.” The application must convey to the applicant that any income field left blank is a positive indication of no income and certifies that there is no income to report. Applications with blank income fields will be processed as complete.

Section 6 – Signature and Social Security Number

An adult household member must sign the form. If Part 5 is completed, or zero income is listed, the adult signing the form must also list the last four digits of their Social Security number OR place a check in the box: *I do not have a Social Security number.*

Section 7 – Contact Information

Providing contact information is optional.

Section 8 – Sharing Information with All Kids Insurance Program

Under Illinois law, each organization in the Child Nutrition Programs is required to share children’s eligibility status for purposes of enrolling children in the state Children’s Health Insurance Program, also known as All Kids. Households are given the opportunity to decline the disclosure of the information they are providing. If you are asked to disclose information, you must follow the disclosure rules and use the prototype [Disclosure of Information Form](#).

For more information, see the section on Confidentiality – Disclosure of Information in this chapter.

Child Care Representative – Use Only Sections, A, B, and C

The institution must complete Sections A, B, and C at the bottom of the application to determine whether the application can be approved for free or reduced-price meals.

Income Exclusions:

Income that is not to be reported or counted as income in the determination of a household’s eligibility for free and reduced-price benefits includes:

- Any cash income or value of benefits a household receives from any federal program that excludes such income by legislative prohibition, such as the value of assistance provided under SNAP
- Student financial assistance provided for the costs of attendance at an educational institution, such as grants and scholarships, awarded to meet educational expenses and not available to pay for meals
- Loans, such as bank loans, that are temporary and must be repaid
- The value of in-kind compensation, such as housing for clergy or any other noncash benefit
- Occasional earnings received on an irregular basis; e.g., not recurring, such as payment for occasional babysitting or mowing lawns

Section A – Complete the following:

1. If approving the application based on household income listed in Section 5, see a. and b. below. If not, see #2 below.
 - a. Enter the total amount of income and the number of people listed in the household. (If needed, convert income only if different frequencies of pay are reported. Do not round the annual income values resulting from each conversion. Total all converted annual income.)
 - a. Use the Income Eligibility Guidelines for the appropriate pay period to determine eligibility.
2. If the child(ren) qualifies for free or reduced-price meals, mark an X in the appropriate box for “Free based on” or “Reduced based on,” and place an X in the box for the reason why.
3. If the child(ren) does not qualify for free or reduced-price meals because household income is too high, or if you received an incomplete application or non-qualifying SNAP/TANF numbers, mark an X in the box for “Denied based on,” and place an X in both for the reason why it was denied.

Section B – The Determining Official (sponsor or independent center official) must sign and date the application.

Household Eligibility Application (HEA) determinations and Effective Dates

All CACFP institutions must select ONE method to determine and make effective all household eligibility applications.

All CACFP participants may select:

- The date the sponsor or independent center signs the application as the effective date certifying the child’s/children’s eligibility. (Includes schools participating in the National School Lunch Program.)
- For claiming purposes, the effective date may be made retroactive back to the first day the child participates in the CACFP as long as it occurs in the same month in which the child’s eligibility is certified.

Non-schools only may select:

- The date the parent or guardian signs the application as the effective date certifying the child’s (children’s) eligibility. However, if the date of the parent signature is not within the month of certification or the immediately preceding month, the effective date must be the date of certification by the sponsor or independent center.

Schools participating in the National School Lunch program only may select:

- The date the household submitted the application as the effective date certifying the child’s/children’s eligibility. The institution must have a method to document the date the application was submitted, such as a date stamp.
- For claiming purposes, the effective date may be made retroactive to the first day the child participates in the CACFP as long as it occurs in the same month in which the child’s eligibility is certified.

Eligibility Status Only		
Recipient of information	Information That May be Disclosed	Required Notification and Consent
Federal/state or local means-tested nutrition programs with eligibility standards comparable to the NSLP	Eligibility status only	Prior notice and consent not required
Federal education programs	Eligibility status only	Prior notice and consent not required
State education programs administered by a state agency or local education agency	Eligibility status only	Prior notice and consent not required
State health programs other than All Kids, administered by a state agency or local education agency	Eligibility status only	Prior consent not required

No Eligibility Information Unless Parental Consent is Obtained		
Recipient of Information	Information That May be Disclosed	Required Notification and Consent
Local education programs	NO eligibility information unless parental consent is obtained	Must obtain parental consent
Federal health programs other than SCHIP	NO eligibility information unless parental consent is obtained	Must obtain parental consent
Local health program	NO eligibility information unless parental consent is obtained	Must obtain parental consent

5.5 Determining Household Size and Income

To determine if a household meets income eligibility requirements for benefits, officials must compare the household size and total household income to the Income Eligibility Guidelines.

Households may ask for guidance on whom to include as a household member or what to include as income on the application for benefits; although, officials may have to use their own discretion in some instances. A household is defined as a group of related or nonrelated individuals who are not residents of an institution or boarding house, but who are living as one economic unit.

Income reported on the HEAs should be based on the total income received during the month prior to application for free or reduced-price meals. If such income does not accurately reflect the household's annual income, income shall be based on the projected annual household income. If the prior year's income provides an accurate reflection of the household's current annual income, the prior year may be used as a base for the projected annual income.

5.6 Confidentiality and Disclosure of Information

If asked to disclose information, reference the following chart:

All Eligibility Information		
Recipient of Information	Information That May be Disclosed	Required Notification and Consent
Child Nutrition Programs under the NSLP or Child Nutrition Act	All eligibility information	Prior notice and consent not required
Federal, state, or local law enforcement officials investigating alleged violations of any programs under the NSLA and CNA or investigating violations of the programs authorized to have access to names and eligibility status	All eligibility information	Prior notice and consent not required
Comptroller General of the United States for purposes of audit and examination	All eligibility information	Prior notice and consent not required
All Kids insurance administered by a state or local agency authorized under titles XIX or XXI of the Social Security Act to identify and enroll eligible children	All eligibility information, unless parents elect not to have information disclosed	Must give prior notice to parents and opportunity for parents to decline to have their information disclosed

Eligibility Status Only		
Recipient of information	Information That May be Disclosed	Required Notification and Consent
Federal/state or local means-tested nutrition programs with eligibility standards comparable to the NSLP	Eligibility status only	Prior notice and consent not required
Federal education programs	Eligibility status only	Prior notice and consent not required
State education programs administered by a state agency or local education agency	Eligibility status only	Prior notice and consent not required
State health programs other than All Kids, administered by a state agency or local education agency	Eligibility status only	Prior consent not required

No Eligibility Information Unless Parental Consent is Obtained

Recipient of Information	Information That May be Disclosed	Required Notification and Consent
Local education programs	NO eligibility information unless parental consent is obtained	Must obtain parental consent
Federal health programs other than SCHIP	NO eligibility information unless parental consent is obtained	Must obtain parental consent
Local health program	NO eligibility information unless parental consent is obtained	Must obtain parental consent

Chapter 6:

Recordkeeping

6.1 Recordkeeping Requirements

- Program Records
- Eligibility/Enrollment Documentation
- Claim for Reimbursement
- Meal Counts, Menus, and Meal Service
- Expenditures

6.2 Documenting Operation of a Nonprofit Food Program

- Maintaining Records

6.3 Meal Counts and Menus

Chapter 6: Recordkeeping

6.1 Recordkeeping Requirements

All CACFP records must be kept for three years plus the current program year, or until all audit or review findings are corrected, whichever is longer. Documents that should be kept on file include the following:

Program Records

- Approval letter – Copy stored in WINS attachments (paperclip icon)
- Sponsor and Site Applications – Completed and maintained in WINS
 - Questionnaire
 - Administrative Budget (multi-site sponsoring organizations only)
 - Sponsor Review (multi-site sponsoring organizations only)
 - Permanent Agreement
- A-133 Audit (only for not-for-profits receiving more than or equal to \$750,000 of federal reimbursement in a year) *NOTE: A-133 Audit or Certification Statement must be filed with ISBE annually*
- Annual Financial Report (AFR)(filing deadline Dec. 15) – Completed and maintained in WINS. View guidance and information on the [Child and Adult Care Food Program webpage](#).
- Documentation of Training Form ([ISBE Form 67-25](#)) – Must include dates, topics, and attendee’s signatures for all civil rights trainings completed.
- Sample Review Form ([ISBE 67-59](#)) and Review Form Attachment ([ISBE 67-59A](#))– Monitoring reports for each facility (**for multi-site sponsoring organizations only**)
- Sponsor’s Preapproval Visit Form ([ISBE 67-60](#))– to be completed if a new facility is added
- Ethnic/racial data for area served and beneficiaries ([ISBE 65-15](#))
- Contract for food service or small purchase agreement (if site is not self-prep)

Eligibility/Enrollment Documentation

- Master List of Eligible Children by facility
 - Sample Master List for Child Care Centers ([ISBE 67-95](#))
 - Sample Master List for Emergency Shelters ([ISBE 67-92](#))
 - Sample Master List for Head Start ([ISBE 65-10](#))
- Daily attendance for each facility
- [Household Eligibility Applications \(HEAs\)](#) or direct certification documentation
 - Exempt from this requirement are at-risk afterschool meals programs, Head Start and Even Start programs and emergency shelters.
 - Head Start organizations must have a signed and dated Head Start master list
 - If an outside-school-hours program or pre-kindergarten program is operated by a public school district that participates in the NSLP, the CACFP children may use the same household Eligibility Applications as NSLP.
- [CACFP Annual Enrollment Forms](#) – Meals served to children without a current enrollment form on file must not be claimed for reimbursement.
 - Exempt from enrollment forms are at-risk afterschool meals programs, school pre-kindergarten programs and emergency shelters.
 - Licensed outside-school-hours programs must have enrollment forms for all participating children. Non-licensed programs do not need enrollment forms.
- Intake documentation (emergency/homeless shelters only)
- Verification documentation for at-risk after-school meals program ([ISBE 63-82](#)) – **for at-risk afterschool meals programs only**.

Claim for Reimbursement

- Monthly claims – Completed and maintained in WINS
- For-profit (only) – Documentation showing 25% eligibility for each month claimed
 - Subsidized monthly billing reports from DHS and/or DCFS **or** free/reduced-price eligibility applications
- Edit Checks 1 and 2 ([ISBE Form 65-09](#)) (**for multi-site sponsoring organizations only**) – Must be completed each month and maintained on file

Meal Counts, Menus, and Meal Service

- Daily Meal Participation Records for all meals claimed
 - Use the Meal Participation Record ([ISBE Form 68-75D](#)) when you want to fill in the dates of operation
 - Or use [ISBE Form 68-75](#) for 31 days pre-recorded
 - Emergency/homeless shelters should use the Emergency Shelter Meal Participation Record ([ISBE Form 69-04](#)).
- Total Meal Recap Form ([ISBE Form 67-22](#))
- Menus served for all age groups for the entire month for all meals claimed
- Copies of Nutrition Facts labels, Child Nutrition (CN) label(s) and/or manufacturer's Product Formulation Statement(s) (PFS), if needed
- Standardized recipes used when food is prepared on-site
- [Medical Authority Meal Modification Request Form](#) (completed by a medical authority), or the [Preference Modified Meal Request](#) (completed by parent)
- End-of-year physical inventory of food
- Health inspections (for any non-DCFS licensed sites)

Expenditures

- Itemized receipts for food, milk, and other allowable expenses
- Canceled checks, bank statements, and other proof of payments
- Documentation of the number of vended meals delivered/invoice (if applicable)
- Personnel Activity Report (PAR) ([ISBE Form 67-54](#)) for both administrative and food service staff
- Cash Disbursement Journal ([ISBE Form 67-24](#)). Use this journal to list food program invoices and receipts.
- Monthly Milk Purchase Estimate ([ISBE Form 68-50](#)). Use this to gauge how much milk is needed.
- Monthly Profit or Loss Summary ([ISBE Form 67-93](#)). Track food service account balance with this form.
- Track food program YTD profit/loss with the [AFR Data Collection Worksheet](#)
- Meal counts records for program and non-program adults must be on file. The Program and Nonprogram Adult Food Service Participation Form ([ISBE Form 68-21](#)) may be used to track adult meals

As new children are enrolled, you will obtain new applications, enrollment forms, and medical exception statements (as necessary). These should be filed with your annual documents on an ongoing basis.

6.2 Documenting Operation of a Nonprofit Food Program

Centers must demonstrate operation of a nonprofit food service program. All revenue received or accruing to the food service is restricted and must only be used for allowable costs. Any revenue in excess of expenses must be used only to maintain, expand, or improve the institution's nonprofit food service for its participants.

Other Federal Funding

- Meal service funds from other sources, such as grants, may also be available to independent centers and sponsors of centers participating in the CACFP. CACFP funding is, however, primary in all cases and must be used first to cover food service costs.
- When participating centers and sponsors claim and receive CACFP reimbursement for meals, funding from other federal sources can only be used to cover excess food service costs.

Maintaining Records

All participating institutions must have a system in place to maintain records identifying all of its food service activities, retain all nonprofit food service revenue in restricted accounts, and use the nonprofit food service account only for allowable food program costs.

An example of an acceptable system would be to use the Cash Disbursements, Personnel Activity Report, and Monthly Profit or Loss Summary forms that are available online. Use this [tutorial](#) to supplement the details below to learn more about these forms.

Cash Disbursements

The Cash Disbursement Journal ([ISBE Form 67-24](#)) documents goods, services, and other costs associated with your operation of the CACFP. Costs listed on the cash disbursements document must be supported by itemized invoices and receipts. These costs include:

- Food costs – Includes creditable food and beverage items on your menu for approved meal services and consumed by the children in your care as part of a reimbursable meal or snack. Creditable foods are those foods that meet USDA meal pattern requirements.
- Allowable non-food costs – Non-food items used to support the operation of the food program, such as plates, cups, napkins, and dishwashing detergent
- Overhead costs – Rent, utilities, and trash may be allocated to the food program at a certain percentage.
- Administrative supplies – Items such as copy paper and printer ink that were used specifically for the operation of the food program
- Unallowable costs – Items that were included on a food program receipt but were not used in the operation of the food program

Personnel Activity Report (PAR)

Another cost associated with operation of the CACFP is labor expenses. Labor is a unique program cost, and there are specific federal regulations that govern the tracking of labor costs.

Maintaining Records

All participating institutions must have a system in place to maintain records identifying all of its food service activities, retain all nonprofit food service revenue in restricted accounts, and use the nonprofit food service account only for allowable food program costs.

An example of an acceptable system would be to use the Cash Disbursements, Personnel Activity Report, and Monthly Profit or Loss Summary forms that are available online. Use this [tutorial](#) to supplement the details below to learn more about these forms.

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- Food costs – Includes creditable food and beverage items on your menu for approved meal services and consumed by the children in your care as part of a reimbursable meal or snack. Creditable foods are those foods that meet USDA meal pattern requirements.
- Allowable non-food costs – Non-food items used to support the operation of the food program, such as plates, cups, napkins, and dishwashing detergent
- Overhead costs – Rent, utilities, and trash may be allocated to the food program at a certain percentage.
- Administrative supplies – Items such as copy paper and printer ink that were used specifically for the operation of the food program
- Unallowable costs – Items that were included on a food program receipt but were not used in the operation of the food program

Personnel Activity Report (PAR)

Another cost associated with operation of the CACFP is labor expenses. Labor is a unique program cost, and there are specific federal regulations that govern the tracking of labor costs.

- PARs must be done in addition to payroll reports. See [ISBE Form 67-54](#).
- On a daily basis, employees must document their own work hours (food program hours and non-CACFP hours) on the Personnel Activity Reports.
- Do not track labor using the Cash Disbursements Form
- Labor must be designated as administrative or operational:
 - Examples of administrative labor would include approving CACFP paperwork, making free and reduced-price meal determinations, filing the monthly claim, verifying meal participation records and meal counts, collecting and recording CACFP-related receipts and invoices, and
 - paying CACFP-related bills.
 - Examples of operational labor include writing the menus, preparing and serving the meals, taking the meal counts during the meal time, and shopping for and/or ordering groceries and other CACFP-related supplies.
- Additional PAR guidance is available on the [Nutrition Resources, Webinars and Workshops webpage](#) under the Child and Adult Care Food Program dropdown menu and Financial Management Webinars heading.

Monthly Profit or Loss Summary

It is important to summarize CACFP reimbursement and expenditures every month to document the operation of a non-profit food service program. The Monthly Profit or Loss Summary ([ISBE Form 67-93](#)) is a good example of how to maintain this information on a monthly basis.

Record:

- Meal reimbursement
- Cash in lieu of commodities reimbursement
- Administrative expenses
- Operational expenses
- Monthly profit or loss status
- Annual profit or loss status (year to date) – Use the [AFR Data Collection Worksheet](#) to track food program annual revenues and expenses.

View a presentation on [how to complete the monthly profit or loss summary](#).

Proof of Payments

Proof of payments must be on file to substantiate invoices and receipts. Proof of payment sources include canceled checks, EFT deposit verification, and bank statements. When cash is used as a payment method, a receipt of payment with a valid signature must be obtained. Cash as a payment method must only be used when the expense is of nominal amount.

6.3 Meal Counts and Menus

Meal participation records listing all enrolled children must be developed to record the meals to be claimed for reimbursement. It is best when meal participation records are organized by class and children are listed alphabetically. Children's first and last names should be noted. Meal counts must be taken for each meal service claimed. The meal count must be recorded while children are eating. Use the Meal Participation Record ([ISBE Form 68-75D](#)) when you want to fill in the dates of operation. Use [ISBE Form 68-75](#) for 31 days pre-recorded. Emergency/homeless shelters should use [ISBE Form 69-04](#).

Current, dated menus for infants and children must be posted at facilities in an area accessible to parents/guardians. The menus must indicate the required components and meet the meal pattern requirements. A whole grain or whole grain-rich must be served and indicated on the menu at least once per day. In addition, the types of milk served and their fat content must be noted on the menu. Any changes made to the menu due to seasonal changes or food substitutions must be recorded.

Sample 21 Day Cycle Menu ([ISBE 65-11B](#))

Chapter 7:

Reimbursement System

7.1 Allowances for Number of Meals or Snacks

- Participation in other Child Nutrition Programs

7.2 Reimbursement Rates

7.3 Submitting Claims for Reimbursement

- Claim Due Dates
- One-time Exceptions

Chapter 7: Reimbursement System

7.1 Allowances for Number of Meals or Snacks

A maximum of two meals and one snack or one meal and two snacks per child per day may be claimed for reimbursement. Exceptions include the at-risk afterschool meals program, which may be reimbursed for one snack and one meal per child per day, and emergency shelters, which may be reimbursed for up to three meals per child per day. If a child is served an extra meal, second meals are not reimbursable.

Limit of Reimbursable Meals and Snacks Sponsors Can Claim	
Sponsoring institutions of:	May be reimbursed for:
<ul style="list-style-type: none">• Day care centers• Head Start and Even Start programs• Outside-school-hours programs	<ul style="list-style-type: none">• A maximum of two meals and one snack, OR• Two snacks and one meal per participant, per day
<ul style="list-style-type: none">• At-risk afterschool meals programs	<ul style="list-style-type: none">• A maximum of one snack and one supper per participant, per day
<ul style="list-style-type: none">• Emergency shelter programs	<ul style="list-style-type: none">• A maximum of any three meals per participant, per day

A sponsoring institution which claims meals that are reimbursed under the School Breakfast Program, National School Lunch Program (NSLP), and Summer Food Service Program (SFSP) are not eligible to claim those same meals under the CACFP.

CACFP institutions that have sufficient changes in activities or enrollment, or develop a separate food service program for children who are not enrolled in the CACFP, and also meet SFSP eligibility criteria may be approved to participate in the SFSP. Institutions that are approved for both CACFP and SFSP must ensure that the same children are not served meals in both programs.

7.2 Reimbursement Rates

Meal reimbursement is based on the eligibility of the enrolled participants, the type of meal served (breakfast, lunch, snack, or supper), and the program in which they participate. The federal government adjusts the meal reimbursement rates every year on July 1.

Information for current reimbursement rates can be found on the [Eligibility, Income and Reimbursement Information webpage](#) under the “Reimbursement Rates” heading.

7.3 Submitting Claims for Reimbursement

Claims for CACFP centers are submitted online in WINS via IWAS. Submitting your claim(s) is a two-step process. You must first submit the site claim(s) and then you must submit the sponsor claim. Daily meal counts by eligibility category (free, reduced, and paid) must be entered. The daily meal counts must be supported by information recorded on meal participation records.

Claim Due Dates

Claims are to be submitted by the 10th of the following month (i.e., August claims are due by Sept. 10). Federal regulations require all valid final claims to be submitted no later than 60 calendar days following the last day of the full month covered by the claim. This means that all original claims and upward revisions are due within 60 calendar days. Downward revisions may continue to be submitted at any time.

Claim Month	Due Date
October	Dec. 30
November	Jan. 29
December	March 1 (Feb. 29 if leap year)
January	April 1 (March 31 if leap year)
February	April 29
March	May 30
April	June 29
May	July 30
June	Aug. 29
July	Sept. 29
August	Oct. 30
September	Nov. 29

One-time Exceptions

Once a claim is submitted after the 60th calendar day, it is submitted as “waiting for approval.” A one-time-in-three-years exception may be granted, or the claim may be denied. Downward claims will also go into “waiting for approval.”

For assistance on how to submit claims in WINS, find guidance in the [Claim Instruction Manual](#).

Chapter 8:

Civil Rights Requirements

8.1 Civil Rights Compliance

8.2 Data Collection

8.3 Mandatory Civil Rights Training

8.4 Additional Civil Rights Requirements

- Nondiscrimination Statement
- Documents to Display/Provide

Chapter 8: Civil Rights

Requirements

8.1 Civil Rights Compliance

Civil rights compliance and enforcement is an administrative responsibility in the Child Nutrition Programs. As an institution participating in the USDA-funded CACFP, you must not discriminate in the operation of your program and activities on the basis of race, color, national origin, sex, age, or disability.

The USDA has based its civil rights regulations on several civil rights laws. These laws include Title IX of the Education Amendments, which prohibits discrimination on the basis of sex; the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; and the Civil Rights Restoration Act of 1987, which prohibits discrimination based on race, color, and national origin. Together, these statutes and regulations prohibit discrimination in all USDA programs and activities on the basis of race, color, national origin, sex, age, or disability.

The goals of civil rights are:

- Equal treatment for all applicants and beneficiaries
- Knowledge of rights and responsibilities
- Elimination of illegal barriers that prevent or deter people from receiving benefits

8.2 Data Collection

Data collection is an important part of compliance with the USDA's civil rights requirements. The data is used to determine how effectively your program is reaching potentially eligible children and where outreach may be needed. There are three data collection requirements:

Data Collection Requirement #1:

Ethnic and racial data must be collected of all applicants, either by self-identification on enrollment forms or aggregate data collection. Collect ethnic and racial data on all participants every year.

For programs that are required to have a CACFP Annual Enrollment Form ([ISBE Form 67-98](#)) on file for all children, Section 5 on that form specifically collects this information. Ideally, parents will complete this information (self-identification). If a parent does not complete this section, you can use aggregate data on potential participants.

When sites do not require enrollment forms and data for actual participants cannot be obtained via self-reporting, aggregate data on potential participants may be used. Aggregate data must be specific to the service area of the meal service site and could include aggregate school enrollment data or census data. See [CACFP 09-2022](#), [SFSP 05-2023](#) for more information.

For more information, please see the [USDA's Q&A on Collection of Race and Ethnicity Data](#).

Ethnicity – Select one:

- *Hispanic or Latino* – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race. The term *Spanish origin* can be used in addition to Hispanic or Latino.
- *Not Hispanic or Latino*

Race – Select one or more racial categories that identifies a child.

There are five categories for race:

- *American Indian or Alaskan Native* – A person having origins in any of the original peoples of North America, Central America, or South America and who maintains tribal affiliation or community attachment. If a person's ancestors originated in Mexico or Central America, the person should mark the *American Indian or Alaska Native* because American Indian means the person's ancestors originated in the Americas (North America, Central America, or South America).
- *Asian* – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- *Black or African American* – A person having origins in any of the Black racial groups of Africa. The terms also include *Haitian, Black or African American*.
- *Native Hawaiian or Other Pacific Islander* – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- *White* – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. If a person's ancestors originated in Spain, a European country, that person could mark white as their race.

Data Collection Requirement #2:

Collect the estimated number of potential eligible beneficiaries by ethnic/racial categories for the area served by your institution.

To help you meet this requirement, we provide this information every year with the CACFP approval letter (your approval letter is available via IWAS).

The ethnic/racial categories are provided for the county or counties where you provide services. The ethnic/racial county data is on the last page. This data can be used to determine how effectively your program is reaching potential eligible participants and identify areas where additional outreach may be needed.

Your outreach efforts are important to:

- Reach as many potential eligible participants as possible
- Ensure program access
- Pay attention to under-represented groups
- Ensure information is available in other languages as needed

Data Collection Requirement #3:

Ensure that all records used to operate the CACFP are maintained for three years plus the current year, and safeguards are made so that data is kept confidential.

8.3 Mandatory Civil Rights Training

Annual training is required for CACFP and civil rights requirements. Staff who must receive civil rights training are frontline employees/volunteers who interact with the children/students, including monitors and those who supervise frontline staff.

Sponsoring organizations are responsible for training their staff, including frontline staff, who interact with program applicants or participants, and those persons who supervise frontline staff, must be provided civil rights training on an annual basis. Specific subject matter must include, but not be limited to:

- Collection and use of data
- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of noncompliance
- Requirements for reasonable accommodation of persons with disabilities
- Requirements for language assistance
- Conflict resolution
- Customer service

Training resources are available on the [Civil Rights webpage](#). Civil rights training is available online through Brighton Training Group; [view course access instructions](#).

8.4 Additional Civil Rights Requirements

All participating CACFP programs must include a public notification system. The purpose of this system is to inform applicants, participants, and potentially eligible persons of the following:

- Program availability
- Program rights and responsibilities
- Policy of nondiscrimination
- Procedure for filing a complaint

The public notification system requires your institution to:

1. Inform applicants, participants, potentially eligible persons, and grassroots organizations on how they can participate in the CACFP, including eligibility requirements, benefits, services, and changes in services, locations, and hours of service. This information can be communicated by methods such as the internet, newspaper articles, radio and television announcements, letters, leaflets, brochures, and bulletins.
2. Display the USDA “And Justice for All” poster in a prominent place, such as on a bulletin board. Posters are available free of charge from ISBE.
3. Provide to parents or display in a highly visible area the Building for the Future Brochure and the WIC (Women, Infants and Children) Flyer (Note: At-risk afterschool meals programs are not required to post the WIC flyer.)
4. Include the nondiscrimination statement and procedures for filing a complaint on all publications, websites, posters, and information materials provided to the public that mention USDA programs.

For additional information on civil rights requirements, refer to Nutrition Programs and Activities [FNS Instruction 113-1](#).

