

The Child and Adult Care Food Program (CACFP)

Today's Topics

- The CACFP, a quick background
- The role of the state agency
- What the Sponsor provides
- Meal Patterns
- Meal Reimbursement
- The New CHAAMPS Management Information System (MIS)

A quick look at the CACFP

Background of the CACFP

The CACFP is a Federally funded Child Nutrition Program.

- Authorized by the United States Congress
- Federally administered by the United States Department of Agriculture (USDA)
- Administered in Virginia by the Department of Health
- Made available to program participants by sponsoring organizations

Goals of the CACFP

- Provide supplemental funding to eligible institutions for serving nutritious meals to children and eligible adults
- Foster lifelong healthy eating and physical activity habits



Program Sponsorship

Two Types of Program Sponsorship

Independent Center

- Oversees the operation of one center
- Assumes final administrative and financial responsibility for the Program operation

Sponsoring Organization

- Entirely responsible for the CACFP in two or more institutions
- Sponsorship can be affiliated (organizations like the Boys and Girls Club or YMCA) or unaffiliated

Who Operates the Program?

- Afterschool Care Programs
- Adult Day Care Centers
- At-Risk Afterschool Centers
- Emergency Shelters
- Outside School Hours Care Centers
- Family Day Care Homes
- Child Care Centers



Organization Types

In order to be a CACFP provider your organization must fall into one of the following categories:

- Private Non Profit
- Proprietary For Profit
- Federal, State or Local Government Entity
- U.S. Military

CACFP Participants

Who receives meals through the CACFP?

- Children age 12 years and under
- Children of migrant workers age 15 and under
- Adults who are functionally impaired or over the age of 60
- Mentally/physically disabled persons at any age if the majority of enrollees are age 18 or under; or
- Children age 18 and under participating in approved temporary emergency shelters or at-risk after school Programs.

The role of the State Agency

What does the State Agency do?

- Application Review- The state agency reviews all yearly applications to the program to ensure there is an appropriate management plan, budget, and all other necessary documentation in place
 - Other necessary documentation can include child care licenses, health inspections, fire code inspections, etc.
- Process Claims- The state agency processes all claims for reimbursement. Once the weekly batch process is run, the state agency tells the Virginia Department of Accounts (DOA) to issue payments
- Administrative Reviews- This is one of the most important aspects of the state agency's job. These reviews ensure that all participating organizations are following federal guidelines

Purpose of the Admin Review, further defined

- Designed to ensure the overall program is operating according to federal regulation.
- Provide technical assistance about program operations (teaching moments).
- Ensure Program integrity.

Review Procedures

- Sponsor Level
 - A Sponsor is typically reviewed once every three years
 - Items for review include Recordkeeping and Claim for reimbursement, typically we sample one claim month and all the records associated with it
- Center Operations Level
 - This is a smaller scale review and occurs more frequently
 - Items for review at the center level include observation of meal service operations and recordkeeping at the center
- Reviews can be either Announced or Unannounced



Records Retention/Review

- The State agency evaluates the institution's compliance with the collection and maintenance of records relating to (but not limited to):
 - Yearly Application
 - Participant enrollment and eligibility
 - Attendance
 - Meal Counts
 - Invoices and receipts
 - Claims submitted to the State agency
 - Menus
 - Training Documentation

Common Findings

These are typical findings that we see across the board. These findings can stem from either a lack of procedure to capture the desired information, or simply a lack of procedure to ensure that these business processes exist.

- Staff Training Records – should include dates, times and attendees of the training as well as a list of topics covered
- Monitoring of Staffing Standards – Do you have enough staff at your organization and are they being properly trained?
- Monitoring of Center Operations- Do you have systems in place to review your operations to ensure they are adhering to federal guidelines?
- Review Content Requirements- When reviewing your operations, are you capturing enough information?

The Sponsor's Role

A Child Care Sponsor Perspective

Child Care Sponsor

From a high level perspective, an organization operating as a Child Care Sponsor must do the following to operate in the CACFP:

- Provide meals that meet the meal pattern requirements to eligible program participants
- Maintain all necessary documentation associated with CACFP operations and administration
- File monthly claims for reimbursement in a timely manner

But lets take a look under the hood and see what is really going on...

Performance Standards “VCA”

In order to be considered for participation in the CACFP an organization must meet three fundamental benchmarks:

- Financial Viability
- Administrative Capability
- Program Accountability

But what do these mean?

Financial Viability

- Organizations must demonstrate that they have the financial resources to operate the Program on a day-to-day basis;
- They must also have enough sources of funds to withstand temporary interruptions in Program payments should disruptions in Federal funding occur and/or when fiscal claims are taken against the organization;
- Costs in the organization's budget must be necessary, reasonable, allocable, and appropriately documented

Administrative Capability

The Sponsor must be capable of administering the CACFP. To demonstrate administrative capability, a new Sponsor must document that it has:

- Appropriate and effective management practices in effect to ensure compliant operations of the CACFP;
- Adequate number and type of staff;
- Written policies and procedures that assign CACFP responsibilities and duties; and
- Written policies and procedures that ensure compliance with civil rights requirements

Program Accountability

- 1) Nonprofit organizations must have adequate oversight by the governing board of directors. In for-profit organizations, the owner is held responsible for overseeing the use of CACFP funds.
- 2) Sponsors must maintain records to document compliance with Program requirements, including budgets, accounting records, and approved budget amendments.

Program Accountability (cont.)

- 3) Sponsors must have financial systems with management controls in writing that ensure:
 - a. Fiscal integrity and accountability for all funds and property received, held, and dispersed,
 - b. Integrity and accountability of all expenses incurred,
 - c. Claims are processed accurately and timely,
 - d. Funds and property are safeguarded and used for authorized CACFP purposes, and
 - e. The system of safeguards and controls prevent and detect improper financial activities by employees

Important Note: Most of the items that show a Sponsor meets the VCA standards are captured within the application process

Operational Eligibility

Ok, so we just talked about what qualifies a **Sponsor** to participate, but what about Child Care Centers specifically?

- Child Care Centers must have Federal, State, or local licensing or approval to provide day care services to children.
 - In Virginia, this means that Child Care Centers must have licensing by either:
 - Military Certification (Federal)
 - Department of Social Services (State)
 - County Certification (Local)
- [§ 226.17(b)(1)]

- Religious Exempt Child Care Centers **do not** qualify to participate as a child care center. The reasoning for this is that State child care licensing standards are stricter than what a religious exempt child care center must adhere to.
- Child Care Centers may be:

✓ Non-Profit
✓ For-Profit
✓ Public
- **Non-profit** Child Care Centers must have tax exempt status under the Internal Revenue Code of 1986.
 - This is determined with a 501 (C) 3 Letter of Tax Exemption from the IRS.

- **For-Profit** Child Care Centers may claim meals during a month in which 25% or more of the children in care (enrolled or license capacity, whichever is less) are eligible for:

	Free or Reduced Price Meals		Title XX Benefits
Determined by:	Household Income and Family Size	<u>OR</u>	Receipt of funds for child care provided on a monthly basis (Child Care Subsidy)
	OR Receipt of SNAP, TANF, or FDPIR Benefits		
Documented by:	Income Eligibility Forms		Purchase of Care Invoices from Department of Social Services

[§ 226.17(b)(4)]

- SNAP = Supplemental Nutrition Assistance Program
- TANF = Temporary Assistance for Needy Families
- FDPIR = Food Distribution Program on Indian Reservation

Claiming Ability

- Child Care Centers may be approved to serve:

✓ Breakfast
✓ AM Snack
✓ Lunch
✓ PM Snack
✓ Supper

- Reimbursement may be claimed for **two main meals and one snack** or **one main meal and two snacks** per child per day.

Documentation Requirements

- Regulatory Citation: [7 CFR 226.15](#)
- Child Care Centers must maintain, at minimum, the following records:

Documentation	Citation	Definition
Attendance Records	226.15(e)(4)	Documentation of the number of participants in attendance. Roster format is required when more than three meals are served.
Meal Count Records	226.15(e)(4)	Documentation of the point of service meal counts by type in either of the following formats: Head Count Roster Format (required when more than three meals are served).

Monthly Documentation

Documentation	Citation	Definition
Cost Documentation	226.15(e)(6) 226.15(e)(13)	Invoices, receipts, or other records and documentation of non-profit food service.
Reimbursement Documentation	226.15(e)(7) 226.15(e)(8)	Copies of all claims for reimbursement and receipts of all program payments from the State agency.
Menu Documentation	226.15(e)(10)	Meal Type Components Served (specific) Month, Day, Year of Meal Service Best Practice: include serving sizes on center menus

Annual Documentation

Documentation	Citation	Definition
Income Eligibility Forms	226.15(e)(2)	Documentation used to determine eligibility for free or reduced price meals.
Enrollment Forms	226.15(e)(2)	Documentation of the enrollment of each child. Federal Regulations require that this includes: Normal days and hours of care Meals normally received while in care
Training Documentation	226.15(e)(12)	Documentation of training session date(s) and location(s), as well as topics presented and names of participants.
Application Documentation	226.15(e)(1)	Copies of all applications and supporting documents submitted to the State Agency.

Documentation Requirements Summary

Documentation	Frequency		
	DAILY	MONTHLY	YEARLY
Attendance Records	X		
Meal Count Records	X		
Income Eligibility Forms			X
Enrollment Forms			X
Menu		X	
Cost Documentation		X	
Reimbursement Documentation		X	
Training Documentation			X
Application Documentation			X

All records supporting claims for reimbursement must be maintained for a period of at least 3 years. [§ 226.10(d)]

Distribution Requirements

- Child Care Centers must distribute the following documentation **annually**:

Documentation	Purpose
Letter to Households	Provides information on the center and child's participation in the CACFP.
Income Eligibility Forms	Required annually to document the income classification of each child.
Enrollment Forms	Required annually to document the enrollment of each child.
WIC Fact Sheet	Provides information to parents regarding the Women, Infant, and Child program.

Publication Requirements

- Child Care Centers must have posted the following publications:

Publication	Purpose
Building for the Future Poster	Discloses the center's participation in the CACFP.
And Justice For All Poster	Discloses that the center will not discriminate and will meet all civil rights requirements.



Meal Pattern Requirements

Meal Pattern Requirements

CACFP meal pattern requirements assist the menu planner in providing well-balanced meals and snacks for children that:

- Meet nutritional needs of children
- Are consistent with the Dietary Guidelines for Americans
- Taste appetizing and contain a variety of food items (rotating foods). A child's palate is like a blank canvas, the more exposure they receive to different healthy foods, the greater propensity to eat healthy as a lifelong practice

Child Meal Pattern: Breakfast

ALL 3 Components Required for Reimbursement:

Milk (1)

- Fluid milk (low/nonfat for children over 2)

Fruits/Vegetables (1)

- 100% fruit juice, fruit and/or vegetable

Grain/Bread (1)

- Bread
- Cornbread, biscuit, roll, muffin
- Cold dry or hot cooked cereal
- Pasta, noodles, grains



Child Meal Pattern: Lunch or Supper

ALL 5 Components Required for Reimbursement:

Milk (1)

- Fluid milk (low/nonfat for children over 2)

Fruits/Vegetables (2)

- 100% fruit juice, fruit and/or vegetable

Grain/Bread (1)

- Bread
- Cornbread, biscuit, roll, muffin
- Cold dry or hot cooked cereal
- Pasta, noodles, grains



Child Meal Pattern: Lunch or Supper

ALL 5 Components Required for Reimbursement (cont):

Meat/Meat Alternate (1)

- Meat, poultry, fish, or alternate protein product
- Cheese
- Egg
- Cooked dry beans or peas
- Peanut, other nut or seed butters, nuts and/or seeds
- Yogurt

Child Meal Pattern: Snack

2:4 Components Required for Reimbursement (cont):

Milk (1)

- Fluid milk (low/nonfat for children over 2)

Fruits/Vegetables (1)

- 100% fruit juice, fruit and/or vegetable

Grain/Bread (1)

- Bread
- Cornbread, biscuit, roll, muffin
- Cold dry or hot cooked cereal
- Pasta, noodles, grains

Child Meal Pattern: Snack

2:4 Components Required for Reimbursement (cont):

Meat/Meat Alternate (1)

- Meat, poultry, fish, or alternate protein product
- Cheese
- Egg
- Cooked dry beans or peas
- Peanut, other nut or seed butters, nuts and/or seeds
- Yogurt



Meal Pattern Requirements

Some important items to note about meal patterns:

- Portion sizes vary for each meal component depending on age range, information on the different portions can be found in the Independent Child Care Centers Handbook found at <http://www.fns.usda.gov/cacfp/cacfp-handbooks>
- There will be several changes coming to the meal pattern; these changes are currently implemented in the National School Lunch Program and will be part of the CACFP at a later date
- The Food Buying Guide is a wonderful resource to determine exactly what food items are considered creditable and can be found at <http://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

Meal Reimbursement

Reimbursement for Meals Served

Each meal type that a Sponsor serves earns a different reimbursement rate. Furthermore, the category of the eligible participant dictates what rate will be received for a given meal.

Lets begin by talking about participant eligibility...

Participant Eligibility

There are three tiers of participant eligibility and they are:

- Free
- Reduced
- Paid

These categories refer to whether the child would qualify for a free, reduced or paid lunch through the NSLP

How do we determine a participant's eligibility level?

For Child Care Centers, each participant's family will fill out an income eligibility form. This form will look at the income of the family and overall household size (number of people). That information is then compared against the income eligibility guidelines that are published annually. Depending on where the income and household size fall on the guideline chart, is how a participant is classified.

Current income eligibility guidelines can be found on our website P at <http://www.vdh.virginia.gov/ofhs/dcn/cacfp/Forms.htm>

A couple of caveats

- If a participant is a foster child, they automatically qualify as free
- If a participant also receives SNAP, TANF or FDPIR benefits, that child qualifies as free
- If a parent does not wish to fill out the income eligibility form, then the child may still participate but must be classified as paid

Rates

So now that we know about the participant categories, let's talk about meal rates. Each meal category (breakfast, lunch, etc) has three tiers of rates associated with it for Free, Reduced or Paid participants. These are also published and adjusted annually. When you file your claim you will receive payment for the number of meals you served, weighted against the different participant categories you have enrolled at your center.

In short, if 20% of your enrolled participants classify as free, then 20% of the breakfasts you served for a given month will be reimbursed at the free rate.

Looking toward the future!

The CHAAMPS Management
Information System (MIS)

CHAAMPS

The Virginia Department of Health has been working diligently to bring aboard a new computer system to bring the CACFP into the 21st century. The new CHAAMPS MIS will change the way VDH and its Sponsoring Partners do business together!

CHAAMPS, a little background

Some interesting facts about CHAAMPS:

- CHAAMPS is developed by the Colyar Consulting Group
- CHAAMPS addresses the technological needs of not only the CACFP but also the Summer Food Service Program as well as the National School Lunch Program (NSLP)
- Colyar provides this software service to over 30 states in the nation! That speaks pretty highly of its reception in the industry!

CHAAMPS, what will it do?

CHAAMPS will change the way we all do business, both from the state agency perspective as well as you, our potential and current partnering Sponsor organizations.

- The Application Process- gone will be the days of chasing around a pile of paperwork to file the yearly application. CHAAMPS completely automates the Application process, capturing all of your application information electronically.
- Claims- The changes to the claiming process will be more on the back end but will help eliminate some ongoing bugs that make the existing process challenging

CHAAMPS, what will it do? (cont.)

- Program Updates- Presently, if you have a center opening, have a center closing, have a change to your operational staff, etc. those updates need to be sent in manually, and typically via a paper form. CHAAMPS will change this process and everything will be filed electronically. Once you receive approval for your change, CHAAMPS will send you an automated email letting you know!
- Administrative Reviews and Corrective Actions- All administrative reviews will be captured within the computer system so you can review your findings at the touch of a button. Hopefully you won't need to use the functionality, but if you are required to submit a Corrective Action Plan for a finding in your review, you can now do it all through the computer system

CHAAMPS, what will it do? (cont.)

- Training – a new training section will allow you to enroll for trainings scheduled by your state agency, keep track of your progress with different trainings, and if you take a course outside of our curriculum, it will allow you to upload your certificate number so you can get credit for that training as well
- **The Most Important Change** – The best part about this system is that it will pare down the amount of paperwork everyone must keep up with. As a State Agency that means we can spend more time focused on helping you all meet the challenges of providing these programs. As a Sponsor, this means you can spend more time focusing on what is important, feeding kids!

QUESTIONS?