CHILD AND ADULT CARE FOOD PROGRAM GUIDEBOOK

FOR EARLY LEARNING CENTERS

OCTOBER 2020

PREFACE

Louisiana licensing regulations require all centers to meet the guidelines of the Child and Adult Care Food Program (CACFP). Participation in the food program is an opportunity to receive federal funding to provide nutritious meals. Many centers are missing out on these funds which offset food costs when providing meals within the CACFP guidelines. The guidebook provides administrators guidance related to the Child and Adult Care Food Program specific to:

› Applying for the program

› Managing the record-keeping requirements

› Maintaining good standing in the program

CACFP OVERVIEW

The Child and Adult Care Food Program (CACFP) is a reimbursement program funded by the U.S. Department of Agriculture (USDA) to provide nutritious meals and snacks to children who are enrolled for care at participating entities, including child care centers, family homes, after-school programs, and others.

The Child and Adult Care Food Program are both under the umbrella of the Division of Nutrition. The two programs are similar but have different requirements primarily due to the different age groups each program services. The CACFP program reimburses three eligible meals per day (Breakfast, Lunch, and Snack) for enrolled children 12 years of age and under. Reimbursement claims are calculated on sliding scale rates (Free, Reduced, or Above) for each eligible meal served.

The CACFP website address is http://cnp.doe.louisiana.gov. The website contains a vast wealth of information about the program and is vital to successful management of the program.

ELIGIBILITY REQUIREMENTS

The following must be met for a center to participate:

✓ **In operation for 3 months prior to applying;**

✓ **Financially viable** (have a positive net gain/profit) as evidenced in an Income Statement (previously called Profit & Loss Statement) covering at least a 3-month period;

✓ **Possession of a current Type II or Type III license;**

✓ **Eligible for public funding**

- **For profit centers** may only participate if at least 25 percent of their enrolled children are eligible for free or reduced priced meals based on the free/reduced meal applications. The 25 percent requirement must be met every month in order to submit the claim for that month.

- **Nonprofit centers** are required to have a 501(c)(3) tax exempt status from the Internal Revenue Service and are not required to meet the 25 percent free or reduced priced meal threshold.

Centers must also complete the following tasks:

✓ **Contact the CACFP office to express interest** in applying, and request an informational email which contains links to the Online Training Modules.

✓ **Attend a Potential Sponsor Orientation Informational Meeting** (Course registration can be found on the CACFP website). Application packets must be submitted within six months of attending the orientation. If a packet is not submitted within the six (6) month timeframe, another orientation must be attended. Please see the Application Tracker in this guide.

AT-RISK AFTER SCHOOL PROGRAM

Another program that centers may consider is the At-Risk After School Program. The program is a component of the Child and Adult Care Food Program and offers centers an additional opportunity to receive funding for providing nutritious meals. The At-Risk program reimburses two eligible meals per day (dinner and a snack) during the regular school year. For profit and nonprofit centers are both eligible to participate. Participants must meet the same eligibility requirements for the CACFP program, be located in an attendance area of a school where at least 50 percent of the children are eligible for free or reduced priced meals, and provide education or enrichment activities.

APPLICATION PROCESS AND TRACKER

Use this tracker to guide you through the steps of the application process.

› **Step 1: Register and attend a Potential CACFP Sponsor Orientation Informational Meeting after receiving informational email from CACFP Staff.** Course registration containing upcoming dates, times and location can be found on the CACFP website at **http://cnp.doe.louisiana.gov**.
Training Date: _____

› **Step 2: Receive email from CACFP Staff containing the application packet, complete the application and return by mail within six months of Step 1.** Incomplete applications will take longer to process. Faxed or emailed packets will **not** be accepted. See Exhibit 1 for Application Packet Checklist.
Date mailed: _____

› **Step 3: Review and sign the preprinted agreement and return by mail.** The agreement will be mailed once the application packet is complete and accepted. Contact the CACFP Office if corrections are needed.
Date mailed: _____

› **Step 4: A pre-approval site visit is scheduled and conducted after the agreement is received.** The site visit functions primarily as one on one technical assistance. Centers must have their completed free/reduced meal applications and enrollment rosters available for review along with several completed daily menu worksheets. An approval and effective date are given during the site visit. *See Exhibit 2 for Preapproval Visit Self Assessment.*
Date of site visit: _____

› **Step 5: Access.** A login name and password authorizing online access will be emailed from the CACFP technology team after being approved.

› **Step 6: Complete the three online applications.** The online applications must be approved before the first reimbursement claim can be submitted. The online applications are accessed through the CACFP website using the login name and password. *For Sponsors with more than one location, a facility application must be completed for each site.*
Date Submitted _____

DUNS NUMBER AND SAM REGISTRATION

All centers applying for participation in the CACFP program must obtain a DUNS number and have an active SAM registration before submitting an application packet. Since the CACFP program is federally funded through the USDA, all centers participating in the program must maintain an active status (completing registration) in order to remain eligible for the program.

What is a DUNS number? The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number for each physical location of a business. It is a system for maintaining accurate, comprehensive and timely information on businesses. The DUNS number is also a tool used by the federal government to track how federal money is distributed.

Who issues a DUNS number? The DUNS numbers are issued and maintained by Dun & Bradstreet. The number remains the same throughout the lifecycle of a business. All entities wanting to conduct business with the United States Federal Government must be assigned a number.

How is the DUNS number issued? The DUNS number assignment is **FREE OF CHARGE** and is typically issued in 1 business day. Government iUpdate allows business owners the ability to request or view a DUNS number as well as update and print their existing company information. Dun & Bradstreet uses identity matching technology to create a short series of challenge questions to validate identities and affiliation with the business.

What is SAM registration? The System for Award Management (SAM) is an official website of the United States Government. There is **NO COST** to use SAM. Please be careful when starting this registration to ensure you are on the official website. Fraudulent scammers have created websites which look identical to the official website. The fraudulent sites charge unsuspecting registrants large fees for submitting the registration which is **never** submitted through the official website.

Important to know: The DUNS number is required prior to SAM registration. Any updates to the company name or address should be made with Dun & Bradstreet.

HELPFUL TIPS FOR NAVIGATING THE DUNS AND SAM REGISTRATION

- Request and activate a DUNS number before starting the SAM registration. The link is **https://www.dnb.com/duns-number/get-a-duns.html**.

- Select the primary reason for D-U-N-S number registration: "*I am a U. S. Government Contractor or Grantee*".

- Make sure the physical address and mailing address entered for the DUNS number request EXACTLY matches the information listed with the Secretary of State. The website to check the information is **www.sos.la.gov**.

- The website address for the SAM registration is **www.sam.gov**. Before beginning the registration, check the address bar to ensure it is the official government website. It should match exactly with the address bar below. **STOP immediately if it does not match.**


Get a Dun & Bradstreet D-U-N-S® Number

The D-U-N-S Number is used to establish your company's D&B® file, which can help potential partners and lenders learn more about your business, and may also help them make more informed decisions about whether or not to work with you as a client, supplier, or partner.

The first step in creating a new D-U-N-S Number is searching to see whether Dun & Bradstreet has already created one for you.

Primary Reason for D-U-N-S Number Registration | I'm a U.S. Government Contractor or Grantee

Continue

General Services Administration (US) | https://www.sam.gov/SAM/
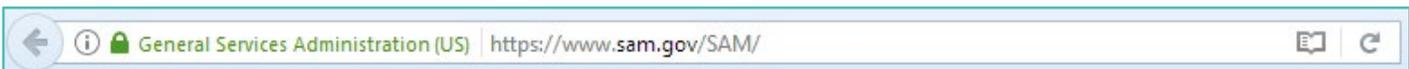
(The DUNS number and SAM registration are **FREE OF CHARGE**. Fraudulent sites are charging huge fees for these registrations).

- The SAM registration requires an account and cell phone number to be setup through login.gov. Use a cell phone number that is accessible during the account setup because an access code will be sent by text. The code is needed to continue the setup process.

- The purpose of the SAM registration must be designated. For CACFP participants the purpose of the registration is *Federal Assistance Awards*.

- During the SAM registration, a Marketing Partner Identification Number (MPIN) is required. It is a personal passcode that allows access to government applications. The MPIN is mandatory for SAM registrants. The nine character number is created during the registration process and is masked from view after creating it. **MPIN:** _____

- An Internal Revenue Service (IRS) validation is part of the SAM registration process. **Make sure the information entered in this section matches the most recent tax return exactly.** Otherwise the validation will fail.

- A Commercial and Government Entity Code (CAGE code) validation is also a part of the SAM registration process. The CAGE code is a unique identifier assigned to suppliers to various government or defense agencies. CAGE codes provide a standardized method of identifying a given facility at a specific location. The code will be assigned during the validation process by the Defense Logistics Agency (DLA). **It is very important to regularly check the email used for the registration throughout the SAM registration process.** If another entity was issued a CAGE code at the same physical address, the Defense Logistics Agency (DLA) will send an email requesting additional information with a short time frame for submittal of the information. If the requested information is not submitted timely, the validation will fail. If the IRS or CAGE validations fail, the SAM registration must be resubmitted and the process starts all over again. **CAGE Code:** _____

- You will be asked if you authorize your entity to be displayed through a **SAM public search.** When you indicate "YES," it makes your organization searchable using your entity's name, DUNS number, or CAGE code. If the public search authorization has not been given the entity information will not be visible.

SAM Search Authorization	
I authorize my entity's non-sensitive information to be displayed in SAM public search results:	Yes

The CACFP staff will check to make sure an active status is maintained. **Each year the CACFP staff has to hold several renewal authorizations which are not authorized for public search.**

- Bank account information must be entered during the SAM registration process. **Use the food program account.**

- A North American Industry Classification System (NAICS) code must be entered. Businesses are classified into a six-digit NAICS code number based on the majority of activity at the business. **The childcare NAICS code is 624410.**

- Additional user guides available to assist during the SAM registration process.

| HOME | SEARCH RECORDS | DATA ACCESS | CHECK STATUS | ABOUT | HELP |

Help	**User Guides**
	Quick User Guides

LOUISIANA VENDOR REGISTRATION

The Office of Statewide Reporting and Accounting Policy (OSRAP) is a division of the Louisiana Department of Administration. OSRAP provides and maintains a uniform system of accounting for all state agencies. Verification of registration with OSRAP/LaGov must be submitted with the application packet.

A step by step registration guide will be emailed from the Nutrition Support Staff along with the application packet. In order to receive CACFP reimbursement payments the centers must have an **ACTIVE** status in LaGov. **To accomplish this, a current W-9 must be faxed or emailed to OSRAP.** Reimbursement payments are generally received by direct deposits; otherwise a paper check will be mailed. An Electronic Funds Transfer (EFT) enrollment form must be submitted to OSRAP to receive direct deposits. Otherwise, paper checks will mailed.

For help with these forms, contact the appropriate entity:

EFT FORM: Please contact the OSRAP Help Desk at 225-342-1097 or email the OSRAP EFT section at DOA-OSRAP-EFT@la.gov

W-9 FORM: Send completed W-9 form to **DOA-OSRAP-LAGOV@la.gov**

GETTING ORGANIZED AFTER APPROVAL

It takes a lot of work to get approved, but participation in the program is worth it. After the preapproval site visit has been conducted, the center has been approved, and online applications have been approved, it is time to **"put systems in place."** The first three months on the program are considered a trial and error period. It is during this time period when menus will be adjusted, duties will be delegated, and changes will be made. An unannounced review could occur at any time. Therefore, it is critical to be prepared at all times.

SYSTEMS TO CONSIDER PUTTING IN PLACE:

› **Set up the 16 File Folder Method:** *See the Appendix for 16 File Folder Method Checklist.* You will learn about the 16 File Folder method during your official, required sponsor training. This system will help keep you in compliance. Designate a location for CACFP records such as a filing cabinet or file box. Then, set up the 16 file folder method and ensure that all documents are maintained in the proper location. This will require having organized procedures in place, and training staff to abide by them. Misplaced items such as receipts will result in having to repay funds. **Note: Misplaced receipts will result in the repayment of funds.**

› Maintain Enrollment Rosters and Meal Applications: The CACFP program year is October 1st to September 30th of each year. Each year starting September 1st, new meal applications (free/reduced forms) must be distributed to and collected from families. The meal applications must also be collected prior to the preapproval visit. The forms can be found on the CACFP website. **The forms are dated for each program year and THE CURRENT FORM MUST BE USED. If a parent is mistakenly given a prior year form, the parent has to complete the form again using the correct program year.**

Tips for CACFP success:

✓ Consider using a different color paper each year to identify the current form.

✓ Consider including the meal applications in enrollment packets.

✓ Double check the income calculations.

✓ Designate a second person to make sure the eligibility category is correct on the meal application and attendance records.

› **Create the Weekly Point of Meal Service Form:** Reimbursements in the food program are calculated based on the documented number of meals served. The weekly point of meal service form indicates that the person completing the form saw a plate put in front of the child. Therefore, the form should be completed at the time of meal service. The form can be found on the CACFP website.

Tips for CACFP success:

✓ Use the form as designed to make monthly claim submission efficient.

✓ Decide how the form is setup (by classroom, age group, or all together).

  • This decision is usually guided by the size of the center. Smaller centers are able to use one form while larger centers may separate the forms by classes.

✓ Identify who is responsible for completing the form (the teachers or cook).

✓ Decide when (monthly or weekly) and where (placed in a file or submitted to a designated person) forms are collected.

› **Set up the Meal Count/Attendance Records:** Decide who will be responsible for entering the attendance each month. The meal count on the attendance records and the menu worksheets should be the same counts.

Tips for CACFP success:

✓ Keep the meal applications, enrollment rosters, and attendance records in the same order (alphabetical, by ages or by classes).

✓ Add new children by their start date.

✓ Use legal paper to make it easier to read the meal count number when entering the monthly claim.

During the review process, which is conducted by the CACFP staff, a five day reconciliation will be conducted. The meal count attendance and the daily sign-in/sign-out records will be compared for consistency.

› **Prepare for Food Purchases:** *See Exhibit 4 for Food Purchasing Sheet.* There are many decisions to be made regarding food purchases.

- Decide how food will be purchased (retailer or vendor that delivers).

- Decide how milk will be received (½ pint cartons or gallons). Using ½ pint cartons of milk is a little more expensive than serving from gallon containers. However, these ensure the right amount of milk is being served.

- Plan delicious and healthy 4-week cycle menus. The 4-week cycle menu method is designed to make menu planning and food purchases less hectic. Sticking to the 4-week cycle makes food purchases easier and less time consuming. Use the *Food Buying Guide* when planning cycle menus, making changes to menus and when making food purchases to determine if the product is acceptable.

- Get in the habit of placing the date on all food purchases as it is being stored. The "first in-first out" method must be followed. That is, the oldest food purchased must be used first. For example – *There are 2 cans of sweet peas in the pantry. One can was purchased in January and the other can was purchased in February. The can purchased in January must be used first.*

> ****Buyer Beware****
>
> Recently there has been a growing issue with food vendors recommending products to CACFP participants by saying the product is approved for nutrition programs which leads the center to believe it is a CACFP approved product.

› **Document Special Diets:** Set up a binder to maintain documentation for dietary restrictions and keep the binder in the kitchen with the cook. Remember to document special milks (soy, almond, Lactaid milk, etc.) on the daily menu worksheets.

› **Maintain Receipts and Invoices:** Missing receipts are a common pitfall among centers and result in lost funding. Start the process off right by immediately copying all receipts and placing them in the folder for the corresponding month. Keep in mind that food purchases count towards the *"total cost of food used"* based on the month it was available for use. The *"total cost of food used"* is calculated on the *Cost of Food Used Worksheet* each month.

> **Beginning Inventory plus Total Cost of Food Purchased/Delivered = Total Cost of Food Available**
>
> **Total Cost of Food Available minus Ending Inventory = Total Cost of Food Used**
>
> **Total Cost of Food Used divided by Reimbursement Amount = Food Used Percentage**

- If a food vendor is being used, the food purchases count towards the food used percentage based on the month it was delivered and available for use regardless of when the payment is made. If the food used percentage falls below 50%, examining the following may help determine the issue:

  - ✓ **Milk usage:** Is enough milk being served to each age group?

  - ✓ **Portion sizes:** Is the correct portion size being served to each age group?

  - ✓ **Ladle sizes:** Are the correct ladle sizes being used for each age group?

  - ✓ **Components:** Are all required components being served?

  - ✓ **Donations:** Are prohibited food donations being accepted from parents?

  - ✓ **Inventory:** Was the prior month inventory counted correctly?

  - ✓ **Food Purchases:** Are general account or cash purchases being added?

  - ✓ **Attendance:** Are children who were not served being claimed?

> **Complete Daily Menu Worksheets:** Incomplete or missing menu worksheets is another common pitfall among centers and result in lost funding. The menu worksheets are a critical part of the record keeping requirements. A worksheet for each day must be fully completed and maintained.

Tips for CACFP success:

✓ Put edit checks in place to ensure the cook is completing the menu worksheets each day.

✓ Fill in the menu worksheets after each meal. It is unnecessary, additional work for the cook to write down the food items in a notebook then go back and fill in the worksheets later.

✓ Consider making the infant room teachers responsible for completing the daily infant menu worksheets.

✓ Create pre-typed menu worksheets to make it more efficient for the cook to complete them each day (versus handwriting them each day). Do not pre-type column 6 (amounts used) and column 7 (number served). Doing so could lead to false or incorrect documentation.

(1) MEAL PATTERN	(2) MENU	(3) SERVING SIZE	(4) NO. OF PLANNED MEALS	(5) FOOD ITEMS USED	(6) AMOUNTS USED	(7) NUMBER SERVED

> **Submit Timely Consistent Claims:** Submitting the reimbursement claim around the same time each month keeps the reimbursement deposits consistent. Consistent deposits keep CACFP funds from running out, causing the center to use general account funds for food purchases. Claims must be submitted within 60 calendar days.

> **Perform Annual Internal Trainings and Monitoring:** *See the appendix for Training and Monitoring Schedule.* The dates and topics for the 2 trainings along with the dates for the 3 required monitoring must be conducted according to the approved sponsor application. Helpful tip: Put the dates on the calendar and/or set electronic calendar reminders to ensure they are completed as required. The forms can be found on the CACFP website.

MAINTAINING PROGRAM PARTICIPATION

CACFP participants will be reviewed to ensure program compliance. Announced reviews are conducted every 2 to 3 years and unannounced reviews can occur at any time. The checklist below is used by the reviewer during the review. It can also be used by centers to regularly assess the compliance and accuracy of their systems, ensuring their program is ready for a review.

Child Nutrition Program Name: Child and Adult Care Food Program

○ **Free Reduced Price (FRP) Meal Applications or Enrollment Information Forms (expected days, hours, and meal participation)**

- The Institution (*if required to collect F/RP Meal Applications*) must provide current F/RP Meal Applications for enrolled participants, indicating Free, Reduced, and Above eligibility categories. It is very important that these forms be filled out completely and correctly to avoid loss of reimbursement for Free or Reduced meals. Categories must be accurately determined, Drop/Transfer/Re-enter dates must be clearly marked when applicable and all essential information must be present including appropriate signatures and last four digits of the Social Security Numbers and applicable SNAP, FITAP, FDPIR, or SSI/Medicaid numbers,

- Head Start, Shelter and At-Risk Agencies are not required to collect FRP Meal Applications, *but* must provide documentation of the enrollment (Enrolment Forms) and/or other documentation that identifies expected days,hours, and meal participation for each participant enrolled in the Institution. This includes any non-eating infants/others if applicable.

○ **Meal Count Records**

- The Institution must provide a Meal Count/Attendance Record for the claim/test period under review. All sheets must show the number of meals by type (i.e., Breakfast, Lunch, Snack) served to each child. The claim category for each child (i.e., Free, Reduced or Above) should also be indicated. Include Drop/Transfer/Re-enter dates if applicable. Non-Claimed Infant Attendance Records must be provided if applicable. Non-Claimed Infants are part of the institution's enrollment.

  Be Reminded: The Institution's Enrollment documentation or F/RP Applications, and Meal Count/Attendance Record identifying your participants should be organized and listed in the same order, as these three records will be compared for consistency and accuracy by the reviewer.

○ **Daily Attendance Records**

- Make available upon request daily sign-in/sign-out records (written or electronic showing the time children arrive and depart.

○ **Application Materials**

- The Institution must have on file a copy of the current Approved Application/Agreement and supporting documents submitted to the Louisiana Department of Education CACFP.

○ **Menus/Menu Worksheets**

- The Institution must provide cycle menus and menu worksheets for the review month. Menus must meet USDA component and portion-size requirements. If infants are claimed, infant menus and menu worksheets must also be provided. A copy of the menu worksheets for the test month must be provided for the reviewer to review. USDA Menu Component and Pattern requirements found in 7 CFR Part 226.6, including USDA Memo Code: CACFP 21-2011 dated May 11, 2011 concerning Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Program. Available on the CNP Website: **https://cnp.doe.louisiana.gov/**)

○ **Special Diets**

- The Institution must provide a written statement signed by a recognized medical authority for all participants who receive meal components that are different from the regular meal components listed on the meal pattern due to medical reasons.

○ **Training and Monitoring Records**

- The Institution must provide Training and Monitoring Records for the Program Year in accordance with the dates and topics on the Approved Application (a minimum of two trainings and three monitorings per program year).

○ **Financial Records**

  ○ Bank Statement
  ○ Deposit Receipt for CACFP Reimbursement
  ○ Disbursement Journal
  ○ Program Purchase Receipts, Invoices, Delivery Receipts, Etc.
  ○ Cost of Food Used Worksheet (Not required for Shelter and At-Risk Agencies)
  ○ Labor Expenses (payroll records and time sheets)
  ○ Payment types; Cancelled Checks, Debit Receipts, Etc...
  ○ Inventory (Not required for Shelter and At-Risk Agencies)

- The Institution must provide a copy of the bank statement(s), deposit of the CACFP reimbursement for the review month, Cost of Food Used Worksheet, Monthly Disbursement Journals, all receipts and payment type information documenting expenditures from the CACFP account.

- Copies of all milk receipts for the test month and Inventory sheets for the test month & the previous month must be provided to the reviewer.

- *Purchases/Delivery Receipts should be sorted by month Purchased/Received during the claim month. Include documentation of administrative costs, food costs, and the cost of non-food supplies.*

- Procurement records relating to contracted goods and services must also be on file (if applicable).

- The food service labor cost must be documented if any portion of the CACFP reimbursement is used to pay for the food service labor cost. Records that document food service labor costs are payroll records and the daily time sheets, which must be provided if CACFP funds are used for payment.

○ **Policies and Procedures**

The Institution must show that policies and procedures are provided and available for guardians and employees that include the following:

  ○ Copy of Nondiscrimination Policy
  ○ Copy of Procedures for Handling Civil Rights Complaints for Parents/Guardians and Employees
  ○ Copy of Critical Program Functions
  ○ Copy of Policy on Outside Employment
  ○ Copy of Compensation Plan
  ○ Justice for All Poster (posted in a prominent place)

○ **Licensing**

- The Institution must provide a current license for review to validate operation and capacity designations.

APPENDIX: CACFP PREAPPROVAL VISIT SELF ASSESSMENT

Date:

Administrative Capabilities	YES	NO
The center has a working computer.		
The center has internet service.		
The center has a working printer.		
The center has a dedicated office space.		
The center has Microsoft Office available for use.		
The Director is comfortable working with Word and Excel.		
The center has a separate checking account opened for CACFP funds.		

Recordkeeping Setup	YES	NO
The center has a Meal Application for every enrolled child.		
The eligibility categories have been determined (F/R/A).		
The Enrollment Rosters are complete.		
The Attendance Records form have been setup.		
The Meal Applications, Enrollment Rosters and Attendance Records are in the same order.		
The Weekly Point of Meal Service has been setup.		

Meal Service and Meal Count Procedures	YES	NO
The cook has been trained on CACFP requirements.		
The center has ladles, measuring cups and a scale.		
The cook has hair nets, gloves and an apron.		
Daily menu worksheets for the prior week are complete.		
Menus are posted in the kitchen.		
Special dietary restrictions are on file in the kitchen.		
Adequate food purchases have been made.		

Enclosed are the necessary documents and instructions required to apply for participation in the Child and Adult Care Food Program (CACFP). DO NOT RETURN TO STATE AGENCY UNLESS all required documentation is enclosed. <u>Incomplete and/or improperly documented packets will be returned</u>. If you have any questions, please call our office at (225) 342-3707 or toll-free 1-877-453-2721.

DOCUMENTS THAT MUST BE SUBMITTED

— Completed/Signed Training Certification Statement (attached to email)

— Completed/Signed Information Sheet and Site Summary Worksheet (**forms A-1 and A-2**)

— A copy of current Type II or III license or Adult Day Care License for each site listed on the Site Summary Worksheet

— Latest Income Statement or Audited Financial Statement (must cover at least a 3-month period) (**form C**)

— 4-week Cycle Menus used in your center

— Completed menu worksheet and infant production record (1-5 days' worth)

— Confirmation of System for Award Management (SAM) Registration (DUNS number registration) – status MUST be "Active".

— Verification of Registration in OSRAP/LaGov (vendor registration instructions attached to email)

— **Homeless/Emergency Shelters and At-risk Afterschool Meal Institutions:** a copy of current Health/Sanitation and Fire Marshall Inspection reports per regulations

— **Non-Profit Institutions:** 501(c) (3) Tax Exempt Letter

— **Non-Profit Institutions:** print out from Secretary of State website showing agency is in good standing

— **For-Profit Institutions:** EIN letter or any correspondence <u>from the IRS</u> including your agency/institution name, address, and EIN number

— **Child Care Centers (except Head Start)** - Enrollment percentage worksheet (**form B**)

— **Adult Day (Health) Care Center:** prior month's Title XIX remittance print-out sheets and provider agreement, if applicable

— **At Risk Sponsors** and **Sponsors of Unaffiliated Sites** MUST submit information listed on Financial Viability Form

— **If applicable**, Permanent Agreement Between Sponsoring Organization and Unaffiliated Site/Facility (if institution does not own facility) (find under Child and Adult Care Food Program Forms on CNP website)

— **If applicable**, Completed/Signed Food Service Agreement with supporting documents, (only if food prepared by an outside agency) (find under Child and Adult Care Food Program Forms on CNP website)

— **If applicable:** Form 8822-B

Mail this information to:
La Department of Education
CACFP Ste. 4-317
1201 North 3rd Street
Baton Rouge, LA 70802

SIXTEEN (16) FILE FOLDER METHOD:

1. Current Approved Applications and Permanent Agreement

2. Annual Trainings and Monitoring

3. Annual Enrollment Roster and F/R Price Applications (including infants, regular day care, and/or before/afterschool care)

4. Correspondence (Includes emails and posted memos)

A FOLDER FOR EACH MONTH OF THE FISCAL YEAR**

5. October	11. April
6. November	12. May
7. December	13. June
8. January	14. July
9. February	15. August
10. March	16. September

** Include in each folder the following:
Menu Worksheets
Inventory
Meal Count/Attendance Records
Time sheets
Itemized Receipts/Invoices
Cost of Food Used Report
Bank Statements/Canceled Checks
Cycle Menus
Claim Summary/Site Reimbursement Worksheet/Expense Worksheet
CACFP Disbursement Journal

APPENDIX: CACFP FOOD PURCHASING SHEET (SAMPLE)

A	B	C	D	E	B+C	B+C+D+E
Food Item	Amount Needed **Week 1**	Amount Needed **Week 2**	Amount Needed **Week 3**	Amount Needed **Week 4**	**2 week Total**	**4 week Total**
Diced Pears - #10 can	2	1	2	1	3	6
Diced Peaches - #10 can	2	2	2	2	4	8
Tropical Fruit - #10 can	2	2	2	2	4	8
Pineapple Tidbits - #10 can	2	2	1	2	4	7
Green Beans - #10 can	1	1	1	0	2	3
Sweet Peas - #10 can	1	1	0	1	2	3
Whole Kernel Corn - #10 can	1	0	1	1	1	3
Peas & Carrots - #10 can	0	1	0	0	1	1
Yams - #10 can	1	0	0	0	1	1
Baked Beans - #10 can	0	0	0	1	0	1
Frozen Broccoli - 16 oz bag	0	2	0	0	2	2
Whole Wheat Bread - 20 oz loaf	4	3	4	2	7	13
Frozen Waffles - 16 oz box	3	0	3	0	3	6
Frozen Pancakes - 16 oz box	0	3	0	3	3	6
Boneless Chicken Thighs	5lbs	0	5lbs	0	5lbs	10lbs
Boneless Pork Chops	0	5lbs	0	5lbs	5lbs	10lbs
80/20 Ground Beef	6lbs	4lbs	6lbs	5lbs	10lbs	21lbs
Blue Runner Red Beans - #10 can	2	0	2	0	2	4
Blue Runner White Beans - #10 can	0	2	0	2	2	4
Fresh Bananas	10lbs	0	10lbs	0	10lbs	20lbs
Fresh Apples	0	5lbs	0	5lbs	5lbs	10lbs
Fresh Strawberries	0	0	6lbs	0	0	6lbs

APPENDIX: CACFP FOOD PURCHASING SHEET (BLANK)

	A	B	C	D	E	B+C	B+C+D+E
	Food Item	Amount Needed **Week 1**	Amount Needed **Week 2**	Amount Needed **Week 3**	Amount Needed **Week 4**	**2 week Total**	**4 week Total**

INSTRUCTIONS

1. **Column A:** Use 4 Week Cycle Menus to fill in primary food items.

2. **Column B:** Use Week 1 Menu to calculate amounts needed for the week based on the number of planned meals x number of times the items is served for the week.

3. **Column C:** Use Week 2 Menu to calculate amounts needed for the week based on the number of planned meals x number of times the items is served for the week.

4. **Column D:** Use Week 3 Menu to calculate amounts needed for the week based on the number of planned meals x number of times the items is served for the week.

5. **Column E:** Use Week 4 Menu to calculate amounts needed for the week based on the number of planned meals x number of times the items is served for the week.

6. **2 Week Total:** Add the amounts in Column B and C.

7. **4 Week Total:** Add the amounts in Column B,C,D and E.

APPENDIX: CACFP TRAINING & MONITORING SCHEDULE

Program Year:

✓	Training	Required Month
	Training 1 - Recordkeeping	**Always October**
	Training 2 -	

✓	Monitoring	Required Month
	Monitoring 1	**Always October**
	Monitoring 2	
	Monitoring 3	

This schedule can be filled in based on the dates in your approved Sponsor Application each year.

Then posted and used as a reminder to complete them during the approved months.