

# A Comparison of Operating the CACFP as a FDCH Provider and a Center Sponsor



Registered (RF) and Certified Family (CF) Child Care Homes may participate on the Child and Adult Care Food Program (CACFP) as a “Family Day Care Home Provider” and apply to participate through a Family Day Care Home CACFP Sponsor. Certified Child Care Centers (CC) must apply to be their own sponsor through the Oregon Department of Education Child Nutrition Programs (ODE CNP). There are similarities between operating the CACFP as a Provider and as a Center, but there are major differences between the two as well. Use this handout to decide if becoming a Center Sponsor is right for you.

## Family Day Care Home (FDCH) Provider

## Certified Child Care Center Sponsor

### Application Process

- ✓ Provider contacts Family Day Care Home Sponsoring Organization to express interest in joining the CACFP (See the [Becoming a CACFP Provider page](#) for a list of FDCH Sponsoring Organizations)
- ✓ The Sponsoring Organization completes on-site training and required document signing in one visit to the Family Day Care Home Provider

- ✓ Center Sponsor works directly with ODE CNP during application process
- ✓ Complete [Eligibility Assessment](#)
- ✓ Complete required [CACFP Trainings](#) independently
- ✓ Submit online and offline application forms to CNPweb, the web-based system used by ODE CNP.
- ✓ Provide documentation of financial viability. These documents will include:
  - Tax forms, Income Statements, Business Bank Statements and a CACFP Budget
- ✓ Pre-Approval visit from ODE CNP ensuring all CACFP regulations have been implemented

*This process can take a minimum of 4 months to complete. Applicants must meet all requirements and timelines in order to be approved to operate the CACFP.*

### Administrative Oversight & Responsibility

- ✓ Provider enters into an agreement with the Sponsoring Organization. The Sponsoring Organization has an agreement with the State Agency (ODE CNP)

- ✓ Enters into an agreement directly with the State Agency (ODE CNP)
- ✓ Is responsible for submitting accurate and true claims within the 60 day claim deadline
- ✓ Is responsible for ensuring CNPweb is up to date and a current reflection of CACFP operations
- ✓ The person(s) who administers the CACFP at the Center are responsible for ensuring CACFP is operating in accordance to federal and state regulations
- ✓ Is responsible for having written policies and procedures that outline how CACFP will be operated within the organization according to federal and state regulations

### Non-Profit Food Service

Not a requirement for Family Day Care Home Providers

- ✓ CACFP budget required to be submitted annually to ODE CNP
- ✓ Must maintain a non-profit food service and keep documentation of food service expenses.
- ✓ Documentation must show *all* CACFP reimbursement funds are used for allowable CACFP food services expenses, per federal regulations, and that no profit is made. Documentation is required to be maintained.

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### Eligibility Documentation

- ✓ Distribute, collect and maintain Child Enrollment Forms
- ✓ Reimbursement rate is determined by tier based system
  - System is based off of location of the day care home *or* the collected Confidential Income Statements of all enrolled children *or* provider's income

- ✓ Distribute, collect and maintain Child Enrollment Forms and create a One Month Enrollment Report for each site
- ✓ Reimbursement rate is determined by the eligibility of the children enrolled
  - Distribute, collect and maintain Confidential Income Statements for all eligible participants
  - The One Month Enrollment Roster determines the site's reimbursement rate

### Meal Service Documentation

- ✓ Meal count must be **recorded before end of day** and must not be filled out prior to meals being served

- ✓ Meal count is required to be **taken at point of service** (when the participant has a complete reimbursable meal in front of them)

### Menu Record Documentation

- ✓ Written menu records documenting:
  - Date
  - Non-Discrimination statement
  - Actual food items served
  - Substitutions made to the menu
  - Whole Grain, Milk, Yogurt documentation
- ✓ Separate Infant menus (If applicable)
- ✓ Medical statements
- ✓ Child Nutrition (CN) label for any commercially prepared combination food
- ✓ Nutrition facts label for cereal, yogurt or tofu items served
- ✓ Ingredient label for whole grain items served
- ✓ Product label with Standard of Identity for meat/meat alternate items served

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- ✓ Product label with Standard of Identity for meat/meat alternate items served
- ✓ **Recipes** with crediting information for homemade combination foods.

### Training Requirements

- ✓ Sponsoring Organization is responsible for providing Family Day Care Home Provider with required training
- ✓ Sponsoring Organization is responsible for maintaining training documentation requirements

- ✓ The person(s) who administers the CACFP must participate in ODE CNP sponsored CACFP Annual Training and the New Staff CACFP Policy & Procedure Training
- ✓ Center Sponsor is responsible for and required to provide and document training, including but not limited to:
  - Annual training for all staff involved with CACFP operations and record keeping
  - Training for new staff who become involved with CACFP operations and record keeping after annual training occurs
  - Annual Civil Rights training for all staff involved in CACFP functions

### Administrative Reviews

- ✓ Reviewed 3 times a year by the Sponsoring Organization

- ✓ Reviewed at least once every 3 years by ODE CNP
- ✓ Organization with multiple sites on the CACFP must meet [Multi-Site Sponsor- Monitoring](#) requirements