

CACFP On-line Application Instructions

Notice to All Child and Adult Care Food Program (CACFP) Applicants

Thank you for your interest in the Child & Adult Care Food Program. To ensure your application is complete, please review the following listings as well as the *CACFP Checklist* on-line for any supplementary items that may apply to your Program.

CACFP Application On-Line Components

- ✓ CACFP Sponsor Enrollment Application
- ✓ CACFP Center Enrollment Application (*Includes Roster of Eligibility Participants*)
- ✓ CACFP Day Care Home Providers Enrollment Application (*Includes Roster of Eligibility for Providers Claiming Own Children*)
- ✓ CACFP Sponsor of Day Care Home Providers Budget Form
- ✓ CACFP Sponsor of Centers Budget Form (*Annual*)
- ✓ CACFP Sponsoring Organization Management Plan Form (*For Sponsors of Multiple Facilities*)

CACFP Application Mail-In Components

-  CACFP Agreement (*with ink signature*)
-  Child Care License (*Centers and Providers*)
-  Electronic Funds Transfer Authorization (*New Applicants Only*)
-  Fire Marshall Inspection Report (*Afterschool Programs*)
-  IRS Tax Exemption Letter (*Non-Profit Sponsors*)
-  Outreach Materials (*Brochures, Pamphlets, etc.*)
-  Public Health Inspection Report (*Afterschool, Homeless & Emergency Shelters*)
-  Purchase of Care Contractor Statement (*For Profit Sponsors*)
-  Purchase of Care Site Statement (*For Profit Sponsors*)
-  Supplementary Items – *Please... [Go to CACFP Checklist for details](#)*

Notice to New Applicants:

- ◆ USDA CACFP Guidelines require that applicant agencies prove *financial viability, accountability and capability*, demonstrating sufficient financial resources to continue operating the CACFP in full compliance with the regulatory requirements in the event that CACFP reimbursement does not cover your actual costs.
- ◆ Applicant organizations shall prove public or private non-profit status under the IRS Code of 1954 and subsequent amendments. Or the applicant must prove eligibility under the CACFP regulatory criteria governing for-profit institutions.
- ◆ Family Day Care Home Sponsoring organizations shall have an organizational history of managing funds and organizing activities (i.e., administering public or private programs with documented financial and compliance audits).
- ◆ Family Day Care Home Sponsoring organizations must demonstrate there is a need for their services. Soliciting or recruitment of any home that is already participating in the CACFP under another sponsor is prohibited.
- ◆ The Department of Education Child & Adult Care Food Program provides for payment of CACFP claims for reimbursement for all participating Programs via Electronic Transfer of Funds (EFT). An ETF Electronic Transfer-Direct Deposit Form must be completed to initiate this process. Please refer to the downloadable forms section of the Child Nutrition - CACFP Webpage for details.