

Becoming a Child and Adult Care Food Program (CACFP) Sponsor



What is CACFP?

CACFP is the Child and Adult Care Food Program. This Federal program supports and provides funding for healthy meals and snacks served to children and adults receiving day care. It plays an important role in improving the quality of day care and ensuring access to adequate nutrition. It also makes both more affordable for families. In Idaho, the CACFP program is administered by the Idaho State Department of Education (SDE), Child Nutrition Programs (CNP) with funds from the United States Department of Agriculture (USDA).

What Does it Mean to be a Sponsor?

A CACFP Sponsor is entirely responsible for the administration of a CACFP program. A public or nonprofit organization may be a Sponsor for any number of eligible child or adult care facilities. For-profit organizations may only sponsor for-profit centers within the same legal entity (affiliated). A nonprofit organization may sponsor any type of site affiliated and unaffiliated.

For example, an organization that operates multiple child care facilities in different locations may serve as the Sponsor for them all. Conversely, an outside organization may serve as the Sponsor for multiple unaffiliated facilities only if it is a nonprofit organization. Day Care Homes participating in CACFP **must** operate under a Sponsor.

To participate in CACFP, new applicants must submit information sufficient to document that is financially viable, is administratively capable of operating CACFP, and has internal controls in effect to ensure accountability per 7 CFR 226.6. Any new applicant must demonstrate in its application that it is capable of operating in conformance with the above performance standards.

CACFP Sponsors must be willing and able to assume financial and administrative responsibility for the CACFP activities at each Participating Site they oversee. This includes attending and providing required trainings, ensuring adequate internal staffing, preparing claims for reimbursement, reimbursing facilities when required, ensuring required permits are obtained and maintained, and monitoring Participating Sites on a regular basis. A detailed list of responsibilities is available in the Child and Adult Care Food Program (CACFP) Manual section, located on the **SDE CACFP website**.

Please note that applications for sponsorship will be denied if the applicant or any of the sites are on the USDA CACFP National Disqualified List.

Alternatives to Being a Sponsor

If you are not yet ready to take on the responsibilities of a Sponsor, or if you are a Day Care Home provider, your program can operate as a Participating Site under a Sponsor. This allows your program to benefit from CACFP assistance under the oversight of a more experienced organization. For a center, it is also an effective way to prepare for becoming a Sponsor in future years.

To apply as a Participating Site, complete the CACFP Information Request form located on the **SDE CACFP website**, or call 208-332-6805.



This institution is an equal opportunity provider.

Becoming a Sponsor: A Step by Step Guide

New Sponsors are supported with training and assistance by SDE staff. The applicant must successfully complete the following steps in the application process. Each step will be approved by SDE prior to the potential Sponsor moving on to next step in the process. Applications will be approved or denied within 30 days of the completion of all steps below.

Step One



Fiscal Resource and Financial History

A new applicant must demonstrate that they have adequate financial resources to operate CACFP on a daily basis. Sponsors must be financially viable. A potential applicant must submit the applicant's most current three years of financial records to SDE for Approval.

1. US Income Tax Returns
2. Balance Sheets
3. Profit and Loss Statement
4. Cash Flow Statement

Step Two



Required Documents for SDE to Set Up MyIdahoCNP Application Packet

The applicant must submit a completed "Start-Up" Application form and the following documents to SDE.

1. MyIdahoCNP User Authorization Form
2. IRS Form W-9
3. Copy of 501-C-3 for authorization from the IRS (7 CFR 226.15 Tax exempt status, except for for-profit centers and Sponsoring Organization of or-profit centers, Institutions must be public, or have tax exempt status under the Internal Revenue Code of 1986).

Step Three



Complete Required Training

1. Applicant's key administrative staff will complete assigned New Center Training Modules on-line in SDE's CNP Training portal
2. Key administrative staff - The director or the owner of CACFP, the center program contact, and the financial or business manager (if applicable).

Step Four



Submit Completed Application Packet to SDE

SDE will provide the applicant with access to the application packet in MyIdahoCNP. The new Sponsor must fully complete the application and submit for approval.

Step Five



Pre-Approval Visit

New private non-profit and proprietary child care Institutions must receive a pre-approval visit by SDE to confirm the information in the Institution's application and to further assess its ability to manage CACFP. Applicants must implement all meal and record keeping requirements prior to the visit or final approval of the application will be delayed.