

### Do we provide insurance?

- No, we don't offer it, but providers can purchase their own insurance.

### You will learn to:

- Plan menus a week ahead
- Use a shopping list to save money
- Plan for a variety of Color
- Think about the flavor of foods
- Use a combination of foods with different textures
- Use different temperatures of foods
- Try different ways of fixing familiar foods
- Consider the children's cultural and ethnic background
- Include foods that are good sources of Vitamin A and C and Iron
- Hand washing is the most important thing you can do with the children
- Keep kitchen surfaces clean and sanitized
- Cover and store foods properly
- Keep hot foods hot
- Keep cold foods cold
- When in doubt throw it out



### Will my parents be contacted at any time?

- Parents will be randomly selected to verify program participation
- Parents may be contacted by phone or my mail.

### What kind of documents do I need to turn in monthly?

- If you claim weekends, holidays and suppers, you will be required to turn in a parent signature sheet monthly
- Part time hours form will be required if you are overcapacity and are a Category B or C2.
- Enrollments if you start new children in that month.
- You can always fax documents at 323-5211
- You can turn in documents in our drop box outside of our office in the parking lot.



### If you feel you are being discriminated against you may file a complaint.

To file a complaint, complainants may write to:

**USDA, Director,  
Office of Civil Rights,  
1400 Independence Avenue SW,  
Washington, DC 20250-9410  
or call (800) 795-3272 or (202) 720-6382 (TDD).**

*"This institution is an equal opportunity provider"*



CHILD & ADULT CARE FOOD PROGRAM

### CACFP-CHILD AND ADULT CARE FOOD PROGRAM

2309 Euclid Avenue  
Des Moines, IA 50310-9915

**CACFP** –The program reimburses family child care providers for part of the cost of the meals they serve to the children and ensure that well balanced nutritious meals are served. This is a federally funded program. Your tax dollars return to your community when you participate in the program.

### What are the food program Requirements:

- Must be State Registered.
- Enroll all children in care.
- Serve meals that meet USDA meal patterns
- Record attendance, meal participation and menus daily.
- Attend one Nutrition workshop each year.
- Allow 3 in-home unannounced visits by sponsor each calendar year (Oct 1-Sept 30).

### How do I sign up for the Child Adult Care Food Program?

- Call CACFP Receptionist at **286-2136**
- First you need a **valid Registration** with the state and at least 1 daycare child in your home that is not your own child.
- Questions we ask when putting a provider on our program:
  - Name
  - Address
  - Home phone and cell phone
  - Social Security number
  - Registration ID#
  - Category on Registration (A,B, C1 or C2)
  - Registration start and end dates

### **Who is eligible for CACFP meals?**

- Children age 12 and under
- Children over 12 who are special needs would need a doctor's note yearly

### **How many times a year does your monitor come out to visit?**

- 3 times a year, all unannounced
- The first visit is announced when starting the food program. (This is called a preapproval visit)

### **How much paperwork is involved?**

- Enrollments for each child are collected each year and must be filled out by the **parent**. Our calendar year starts October 1st and ends September 30th.
- We offer on line claiming through Minutemenu menu –very easy to learn
  - You must have internet explorer 6.0 or higher and a valid email address, working printer and computer skills.
  - iPads, iPhones can be used to enter daily work only.
- We also offer scannable forms for providers without computers.

### **How much training do I need for the food program?**

- You need 2 hours of Nutrition or Record keeping training each year.
- Free Nutrition training is offered monthly.
- It must be completed annually between October 1 and September 30 each program year.
- CACFP training can be used to meet part of the 12 hours of annual training required to maintain your Registration.

- You must get prior approval if you are taking another Nutrition class elsewhere.
- Online Nutrition classes are available.



### **What do I need to feed the children to be reimbursed for meals?**

- Meals must meet simple requirements and serve a variety of foods and your- sponsor will provide you with details.
- Breakfast must include Milk, Fruit/Vegetable and Bread
- Lunch/Supper meals must include –Milk, Meat, 2 Fruits/Vegetable and Bread
- All Snacks need to include – 2 foods from 2 different food groups.

### **How many meals can I be reimbursed for each day?**

- You can only claim 2 meals and 1 snack.
- Or you can claim 2 snacks and 1 meal.



### **How are we reimbursed?**

- Payment is based on number of children, meals by type, and the number of days recorded each month.

### **How do I know what tier I am?**

- You are paid according to their classification: Tier 1 or Tier 2.
- All providers are eligible for Tier 2 rates for meals served.
- The Sponsor will assist the provider in qualifying them in the right Tier level for

reimbursement. The meal reimbursement rates changes each year on July 1<sup>st</sup>.

### **How do I qualify for Tier 1 rates or Tier 2 rates?**

- It is first determined by school district
- Then by census
- Then by income
- If you don't qualify for any three above you are eligible for tier 2 rates.
- You can also become tier 2 mixed which means we would mail out the Iowa eligibility applications to all your parents to see if they would qualify.

### **Can I claim my own children?**

- If you meet the income eligibility, then we can reimburse you for your children under 13.

### **When are checks mailed out?**

- You are paid monthly.
- Checks are mailed out the 3rd full week of the month on a Wednesday.
- You are always paid a month behind (Example: You turn in your October claim by November 5<sup>th</sup>, your checks will be mailed in November).

### **Claims are due when?**

- 5<sup>th</sup> of the month
- If the 5<sup>th</sup> lands on a Saturday and Sunday, you have until Monday's date to turn in paperwork.
- The best practice would be to submit your work by the end of each month.