

Overview

The Child and Adult Care Food Program (CACFP) provides reimbursement for nutritious meals and snacks served to children and functionally impaired adults in the following sites:

- Child Care Centers • Head Start Centers • Emergency and Homeless Shelters
- At-Risk Programs • Outside School Hours Centers • Adult Care Centers • Preschools

Participants served:

- Children age 0-12 years in child care centers
- Children through age 18 in at-risk programs
- Children and young adults through age 24 in emergency shelters until 6/30/2022 (through age 18 thereafter)
- Children of migrant workers, through age 15
- Functionally impaired disabled persons, of any age, receiving care in a center where most children are 18 years of age or younger
- Elderly adults age 60 and over or impaired adults of any age in a non-residential adult day care setting

Goals of CACFP

- Subsidize qualifying organizations for serving meals to eligible children and adults
- Serve nutritious meals and snacks to participants
- Foster lifelong healthy eating and physical activity habits

Eligible Center-Based Programs

Child Care Centers & Preschools:

Public and Private Nonprofit

Any child care organization in Iowa providing non-residential care for children may participate in the CACFP if all the following requirements are met:

- The organization is a public institution or it is a private nonprofit organization, with tax exempt status [501(c) 3] as defined by the Internal Revenue Service (IRS), Code of 1986.
- A Board of Directors governs the private nonprofit organization. Voting board members should not have a vested interest in the center(s) or be a paid center employee.
- The center is licensed by the Iowa Department of Human Services (DHS), or is specifically exempt from licensing and has the documented, proper health and safety inspections
- A private nonprofit or public organization can operate a preschool, full day child care center, an "At-Risk" program, outside school hours child care center, or an emergency/homeless shelter program.

Child Care Centers: Private For-Profit

A private for-profit child care center organization in Iowa, providing non-residential care for children, may participate in the CACFP if all the following requirements are met:

- The center is licensed by the Iowa Department of Human Services (DHS), or is specifically exempt from licensing and has the documented, proper health and safety inspections
- The center has at least 25% free and reduced-price eligible children enrolled relative to the total enrollment or licensed capacity. A private for-profit center must distribute the Iowa Eligibility

Application and cover letter to parents, and complete the 25% documentation survey form to determine CACFP eligibility.

Outside School Hours Care Center (OSHCC)

A public, nonprofit or for-profit organization licensed or approved to provide organized child care services to children outside of school hours (usually before and after school) may participate in the CACFP if the criteria above are met. This program may claim meals served to school children on days when school is not in session during the regular school year such as weekends, holidays, and school vacations (including summer vacation). Lunch may only be claimed for reimbursement in school-based programs if the school does not have a lunch program.

At-Risk Programs

An after-school care program may participate in the CACFP if it is located in the attendance area of a school where at least 50% of the enrolled children are eligible for free or reduced-price meals (area eligible). After school care programs can use free and reduced-price meal data, provided by the Bureau of Nutrition and Health Services from elementary, middle, or high schools to document a site as "area eligible". The area eligibility requirement has been waived until 6/30/2022 for areas in need due to the COVID-19 public health emergency.

The program must also offer an educational or enrichment activity in a supervised environment each day that meals are offered. There are no federal licensing requirements, however, the program must adhere to state and local licensing and health regulations. Up to one snack and one meal per child per day may be reimbursed. This program operates only during the school year. Meals must be served after school (except for extended day programs and schools that operate year round) or at any time on days when school is not in session. However, At-Risk meals and snacks cannot be claimed during summer vacation. All meals are reimbursed at the free rate and income applications are not required.

Adult Day Care Centers

Any adult day care organization providing non-residential care for adults may participate in the CACFP if certain requirements are met.

- The center is a public, private nonprofit organization with tax exempt status, or a proprietary (private for-profit) center with at least 25% adults enrolled eligible for Medicaid relative to the total enrollment or approved capacity
- The center cares for elderly persons 60 years or older and/or functionally impaired adults
- The center has funding certification from the Area Agency on Aging; has an inspection from the Department of Inspection and Appeals; or is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF).

Emergency Shelters

An emergency shelter or a temporary residential site must provide residential care and food services to homeless children. It must be a public or private nonprofit organization or be sponsored by a public or private nonprofit organization. Unlike most other CACFP facilities, a shelter does not have to be licensed to provide day care. However, it must meet any health and safety codes that are required by state or local law.

CACFP Participation Options

Feeding sites of all organization types may have an agreement with the State agency, or it may participate as a facility under an existing CACFP sponsoring organization.

Nutrition Requirements

CACFP meals are planned to include required food components in required amounts. Participating organizations must serve meals that fulfill the USDA meal pattern for the age group(s) served.

Meal Patterns

(Ages one and over)

Breakfast

(3 Components)

Milk
Fruit/Veg
Grain or Meat/Meat Alt Grain

Lunch/Supper

(5 Components)

Milk
1 Veg & 1 Frt or 2 Veg
Grain
Meat/Meat Alt.

Snacks

(2 of 5 Components)

Milk
Fruit &/or Veg
Grain
Meat/Meat Alt.

Skim or 1% milk must be served to participants over two years of age. One year olds must be served whole milk. Infants and adults follow a separate meal pattern.

Estimating your Reimbursement

Most organizations may claim reimbursement for up to two meals and one snack per participant each day. Emergency shelters may claim three meals or two meals and one snack. The meals that may be reimbursed are breakfast, lunch, morning and afternoon snack, supper, and evening snack.

The meals and snacks claimed will vary depending on the type of organization participating and its needs.

CACFP Reimbursement Rates

Effective 7/1/2021-6/30/2022

Meals	Free	Reduced	Paid	Commodity Payment
Breakfast	1.97	1.67	.33	N/A
Lunch/Supper	3.66	3.26	.35	.26
Snacks	1.00	.50	.09	N/A

Recordkeeping Requirements

Monthly claims for reimbursement are submitted that determine the amount of reimbursement received. The following is a sampling of the records that are required for reimbursement:

- Income Eligibility Applications
- Daily Meal Participation Records
- Daily Attendance Records
- Food Receipts
- Menus
- Food Production Records
- Infant Menu Records (if applicable)

Some programs may be exempt from keeping some of the above listed records. It is important to keep accurate and organized records. Every organization must show a nonprofit food service. All reimbursement received must be spent on the CACFP. Your organization cannot make a profit from the CACFP.

How to Apply for CACFP Participation

1. Complete "Joining the CACFP" on Iowa Learning Online Professional Development.
2. Contact Cheryl Tolley, CACFP Consultant: Chery.Tolley@iowa.gov or 515-681-2304
3. Request an application if you are eligible to participate.
4. Complete the Iowa CACFP online Steps to Success training to become familiar with Program requirements.
5. Start keeping records.
6. Schedule a pre-approval visit with a CACFP consultant located in your area.
7. Submit the CACFP application packet to the State agency after the preapproval visit; an online account will be created for you. Complete the remainder of the application online.

The [Joining the CACFP](#) online course discusses CACFP eligibility and the application process. DHS training credit is available for completing this course.

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If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515-281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312/730-1560, fax 312/730-1576, or email: OCR.Chicago@ed.gov

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