

Child and Adult Care Food Program (CACFP) Emergency Shelter Component Information Sheet

What is the CACFP?

The CACFP is a federally funded nutrition assistance program that provides healthy meals and snacks to young children in child care settings. The program also serves adults who receive care in nonresidential adult day care centers. In 1999, the CACFP was extended further to provide meals and snacks to children residing in homeless shelters.

A site cannot participate in both the CACFP and the Special Milk Program.

Which Emergency Shelters Can Participate in the CACFP?

CACFP regulations define “emergency shelter” as a public or private nonprofit organization or its site that provides temporary shelter and food services to homeless children. This includes family shelters, domestic abuse shelters, and other facilities that provide temporary shelter and food services to homeless children/youth, with or without their families. It also includes sites that do not offer overnight services if the site provides written assurance that the shelter is a legitimate provider of services to homeless children and that the children who receive meals and snacks are residents of emergency shelters.

Who is Eligible for CACFP Meals and Snacks?

Children/youth 18 years of age or younger and residents with disabilities, regardless of age, may receive up to three reimbursable meals per day at the emergency shelter.

Eligibility Requirements

- To participate in the CACFP, an emergency shelter does not have to offer formal child care as recognized by a licensing authority.
- There is no Federal requirement for emergency shelters to have Federal, State or local licensing or approval as a condition of eligibility. However there may be State of Wisconsin licensing requirements. To find out if your site requires a license you will need to contact the Department of Children and Families (DCF). To assist you with this, you can use the [Group Child Care License Exemption Form \(PI-6016\)](#) and follow the instructions provided.
- Sites that are not required to be licensed by DCF must meet State or local health and safety standards. Required documentation consists of: (1) a copy of the current occupancy permit; (2) a copy of the current fire inspection report and length of validity; (3) a copy of the most recent health department inspection report, or certification that there are no applicable local health standards.

Meal Service

- All participating sites must serve meals that meet the CACFP meal pattern requirements. [Guidance Memorandum 12C: CACFP Meal Pattern Requirements](#)
- Reimbursable meals may include breakfast, lunch, supper and snacks, on weekdays and weekends. Sites may receive reimbursement for up to three meals (breakfast, lunch, and supper) **or** two meals and one snack for each resident child each day.
- Shelter residents may prepare and serve their own meals if the shelter provides supervision of the meal preparation and service, and the shelter can ensure that:
 - The meal is served in a congregate setting;
 - The meal meets the CACFP meal pattern requirements; and
 - A correct meal count is taken.
- All sites must maintain a daily roster of children receiving meals, total meal counts by type, and menus for all meals served to eligible infants and children.
- All sites must maintain a nonprofit food service.

Reimbursement

Program meal payments are based on the number of meals per meal type served to eligible children/youth multiplied by the Free rate of reimbursement.

The free rates of reimbursement effective July 1, 2016 through June 30, 2017 are:

Breakfast	\$1.71
Lunch/ Supper*	\$3.16
Snack (Supplement)	\$0.86

*** Cash-in-Lieu of USDA Foods - A cash reimbursement of \$0.2300 for each lunch or supper claimed is paid in addition to the Program meal reimbursement.**

Reimbursement may not be claimed for meal vouchers.

Administering Agency

In Wisconsin, the CACFP Emergency Shelter component is administered by the Department of Public Instruction (DPI). For additional information **call (608) 267-9129 or visit:**

<http://dpi.wi.gov/community-nutrition/cacfp/emergency-shelter>

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