Becoming a Sponsoring Organization: Adding a Site to the CACFP

Adding a site to the Child and Adult Care Food Program (CACFP) contract changes the agency from an independent center to a sponsoring organization (SO). To learn about the additional SO requirements, go to the CACFP Training webpage. Under **CACFP E-Learning Courses**, select the applicable program type and in the course locate the Sponsoring Organization section to view applicable lessons.

It is also recommended to have staff at the new site view all applicable lessons.

Before adding an additional site, contact your assigned consultant to verify that the site qualifies for the CACFP (i.e., for-profit sites and At-Risk afterschool sites must establish eligibility). Once the agency verifies the new site is eligible to participate, refer to the items below that must be completed:

- **Sponsoring Organization Requirements -** Read *Guidance Memorandum (GM) 5* for all SO requirements. GM 5 and all forms mentioned can be found on the Guidance Memorandum webpage and select the applicable component.

Each sponsoring organization must provide adequate supervisory and operational personnel for the effective management and monitoring of the program at all sites it sponsors.

Pre-Operational Visits

- Agency staff must complete a pre-operational visit at the new site prior to approving the site to begin CACFP operation to ensure the facility is adequate and to train staff on CACFP responsibilities
- Agency should use the DPI *Pre-operational Visit Form* found under GM 5

Reviews

- A minimum of three (3) reviews must be conducted each year at each site, and the first of the three required reviews must be conducted within the first four weeks of CACFP operation
- Agency should use one of the following forms under GM 5:
  - Childcare, Outside of School Hours, Emergency Shelters: *CACFP Monitoring Form*
  - At Risk Afterschool Programs: The *CACFP At-Risk Site Review Form* is found on the At-Risk Afterschool Programs Guidance Memorandum webpage under GM 5.

Training

- Provide training on CACFP responsibilities to key staff, including monitors, for all sites prior to the start of program operations and annually thereafter
- Agency may use the *CACFP Training Checklist for Sponsoring Organizations* as a guide and as a document to keep on file
- Civil rights training must be provided to all staff who interacts with program participants, and those who supervise them. You may use the handout or presentation found under GM 8.

Edit Checks

- SO must perform and document two meal count edit checks for each site's meal counts prior to submitting the monthly claim. A *Meal Count Edit Checks Sample Form* is found under GM 3.

Financial Management for Food Service Operations - *Read GM 11 for SO financial requirements*

- Sponsoring organizations are required to file a quarterly financial report, rather than an annual report. Refer to the quarterly due dates in GM 11.
- If you have any questions, contact Cari Ann Muggenburg at 608-264-9551 or by email at cari.muggenburg@dpi.wi.gov

Vendor Agreement (if applicable) – *Read GM 4 for vendor requirements*

- Upload the signed *Vendor Agreement* for the new site(s) to the *Site Upload(s)* page of the contract.

Rev. 10/2024

The Vendor Agreement is found under GM 4.

Amend CACFP Contract

Refer to the Contract Manual for detailed instructions. The following contract pages must be revised:

General information

☐ Answer '**YES'** to the question: *"Will your agency operate more than one site on the CACFP?"*
☐ Change the '*Number of sites participating on the CACFP'* to **'2'** or total number of sites now participating

Estimated Enrollment Information

☐ Update to include enrollment information for all sites

Staffing Personnel

☐ List staff at the new site for each applicable CACFP task. The following additional SO tasks must also be completed:

- Training, Purchases food supplies, Supervises food preparation, Issues policies and procedures, Monitor sites, Approves site applications

Training & Monitoring Information

☐ Check all boxes to certify the agency will provide the required annual training to all key staff and the required monitoring at each site

Controls C

☐ Outside Employment Policy: Sponsors must have an outside employment policy for CACFP staff

- Check **'Yes'** to the question, '*Does your agency have personnel policies on outside employment of CACFP employees?*' In the box, describe the outside employment policy.
- Policy must restrict employment that interferes with an employee's performance of Program tasks, including outside employment that constitutes a real or apparent conflict of interest.

☐ Answer all other questions on the ***Controls C*** page

Budget Summary Information

☐ Complete a detailed budget (Attachment G) and enter the numbers from the Budget Summary tab onto the *Budget Summary Information* contract page

Controls D

☐ Upload support documents for any item in the CACFP Budget (Attachment G) as being directly paid for, in whole or in part, with CACFP funds, as well as other documents listed in the Contract Manual
☐ Upload one PDF file of Bank Account Activity documents from the last current month of CACFP participation that has been reconciled

- Refer to page 21 of the Contract Manual for descriptions of the Bank Account Activity documents that must comprise the PDF file to be uploaded to the *Controls D* contract page under the *'Financial Viability, Organization Audit'* section.

Site Application

☐ Complete a CACFP Site Application for the new site(s) and upload the license(s), if a licensed site

Site Uploads

☐ Un-licensed sites: upload all Health and Safety documents
☐ Sites receiving prepared food from an outside source: upload CACFP Vendor Agreement

Program Uploads

☐ Upload a *Statement of the Unmet Program Need* that will be addressed by the agency's sponsorship of the CACFP. To help answer this requirement, include:

- Region(s) of services your agency is in (counties, cities);

- The need in the community you are serving;
- How your service will be different or unique from other sponsoring organizations;
- Any underserved populations not receiving CACFP without your sponsorship.

After you submit the above contract changes, email your assigned consultant, informing them that you revised the contract and the date you would like the new site to start participating on the CACFP.
Note: This may not be the actual CACFP start date depending on when the submitted changes are approved.