

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 funding for serving healthy meals and snacks to participants (children and teens) in emergency shelters.

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

What emergency shelters can participate in the CACFP?

CACFP regulations define “emergency shelter” as a public or private nonprofit organization which 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 benefits?

- Homeless participants who are 18 years of age or younger
- Homeless participants regardless of age who meet the definition of “Persons with disabilities.” Agencies must contact the Department of Public Instruction (DPI) for additional guidance regarding complying with the requirements for “Persons with disabilities”.

Eligibility Requirements

- There is no Federal requirement to be licensed for child care, unless required by the Wisconsin Department of Participants and Families (DCF). To determine whether your site must be licensed for child care, you must contact the Department of Participants and Families (DCF) by following the instructions provided on the [Group Child Care License Exemption Form \(PI-6016\)](#).
- 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 completed [Group Child Care License Exemption Form \(PI-6016\)](#) (2) a copy of the current occupancy permit; (3) a copy of the current fire inspection report and length of validity; (4) 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 participant 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 participants receiving meals, total meal counts by type, and menus for all meals served to infants and 1-18 year olds.
- The agency must maintain a nonprofit food service.

Reimbursement

Program meal payments are based on the number of meals per meal type served to eligible participants multiplied by the Free rate of reimbursement. For the most current Free rate of reimbursement per meal, please refer to [Guidance Memorandum 2: CACFP Reimbursement – USDA Rates of Reimbursement](#).

- Sites cannot receive meal reimbursement for adults.
- 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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