

State Agency CACFP Guidance Memorandums
Child Care Centers, Outside of School Hours Centers,
At-Risk Afterschool Programs,
and Emergency Shelters

Community Nutrition Programs

Child and Adult Care Food Program (CACFP)

GM	Guidance Memorandum → Requirement Topics	Revision Date
1C	<u>Household Size-Income Statements (HSIS)</u> Determination & Approval of HSIS → Effective Month & Duration; Eligibility by Household Size & Income; Benefits Programs; Foster Children; Head Start Children; Sharing Eligibility between Programs; Completing the Household Size-Income Record; and electronic Record Retention	July 2016
2	<u>USDA Rates of Reimbursement</u> Meal Rates and Method of Reimbursement Calculation	July 2016
3C	<u>CACFP Claim Submission and Processing</u>	December 2015
4	<u>CACFP Procurement Requirements – For Purchasing and Vendor Agreements to Provide Meals/Snacks</u>	January 2016
5C	<u>CACFP Sponsoring Organization Requirements</u> Monitoring; Training; and Meal Count Edit Checks	December 2015
6C	<u>CACFP Enrollment Requirements</u> Group Child Care Centers (<i>including Head Starts</i>) & Outside of School Hours Ctrs	September 2016
8C	<u>Civil Rights Requirements for the CACFP</u> <i>And Justice for All</i> Poster; <i>Building for the Future</i> Flier; Nondiscrimination Statement & Complaint Filing Procedure; <i>Ethnic & Racial Data Form</i> ; and Civil Rights Training	December 2015
9C	<u>Administrative and Recordkeeping Requirements</u> CACFP Contract Responsibilities; Governing Board; WIC Information; Meal Counts; Training; CACFP records; and electronic storage	November 2016
10C	<u>CACFP Requirements for Household Contacts</u>	January 2017
11	<u>CACFP Requirements for Financial Management</u>	January 2016
12C	<u>CACFP Meal Pattern Requirements</u> Infants; 1-12+ Year Olds; Special Dietary Needs	December 2015

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