



2023 CACFP FACT SHEET FOR SPONSORING ORGANIZATIONS

Sponsoring Organizations (SOs) participating in the North Carolina CACFP must adhere to all program requirements outlined in the Program Agreement, regulations, policies, and this fact sheet. The Institution’s Authorized Representative should read all items before entering initials on the right-hand side of the box for each heading. Please sign this fact sheet on Page 5.

Reimbursement Claims and Payments	Initials:
<ul style="list-style-type: none"> • 7 CFR 226. 11 (a) states, “Payments shall be made only to institutions operating under an agreement with the State agency for the meal types specified in the agreement.” • Reimbursement payment is based upon the number of approved meals served and claimed, not actual costs incurred. • Reimbursement must be used to pay for food service costs as outlined in the approved budget. Follow the approved budget line items when submitting claims. • Except for daycare homes, receipts and/or invoices must be maintained to document costs claimed, including food, milk, labor, supplies and administrative costs. • All records to support the claim for reimbursement must be on file before the claim is submitted. • All shared costs (such as rent, labor, office supplies) must have a cost allocation plan on file and included in the approved budget to support costs charged to CACFP. 	

Monitoring	Initials:
<ul style="list-style-type: none"> • The SO is required to review each of its facilities three times every year. Exceptions: facilities in operation less than 7 months per year require fewer visits as outlined in the Sponsor Review Instruction Booklet. • At least one review must be made during each new facility's first four weeks of Program operations. (Note: The first review requirement also applies to a facility that changes sponsors and to a facility that re-enters CACFP after a break in participation). • At least two of the three reviews must be unannounced. • At least one unannounced review must include a meal service observation. • The amount of time between reviews may not exceed six months (unless review averaging is used). • Review averaging allows SOs to focus more monitoring efforts on facilities that need additional oversight and less time on facilities that have a documented history of CACFP compliance. Review averaging is conducted by averaging both total and unannounced reviews each year. SOs exercising the review averaging option must have a written monitoring schedule in place at the beginning of each Federal fiscal year that includes rationale as to why a facility may be receiving more or less than the required three monitoring reviews [7 CFR 226.16(d)(4)(iv)]. • The timing of unannounced reviews must be varied in a way that would ensure they are unpredictable to the facility [CACFP 14-11] and must be made only during the facility’s normal hours of operation. • Monitors conducting reviews must show photo ID that proves they are employees of the SO. 	

- SOs are expected to use the Center Review Tool or the Day Care Home Review Tool, found on the NC CACFP website at <https://www.ncdhhs.gov/nccacfp>, to conduct reviews.

Sponsoring Organizations must ensure that all sponsored facilities comply the following:

Attendance and Enrollment	Initials:
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- Attendance of participants must be taken daily and maintained for three years plus the current fiscal year.
- Enrollment documentation as specified in 7 CFR Part 226 must be on file for participants and updated annually. Exceptions: Participants in emergency shelters and At-Risk Afterschool Meals (ARAM) programs are not required to have enrollment documentation.

Income Eligibility Documentation	Initials:
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- Income Eligibility Applications (IEAs) must be on file for all participants who are classified as free or reduced. IEAs must be updated annually and are only valid if signed by the Institution’s Authorized Representative. Day care homes must have Income Eligibility Applications on file if Tier 1 by income, Tier II High, or Tier II Mixed.
- If a participant does not have an updated IEA on file, the participant is classified as “Denied/Paid.” Exceptions: Participants enrolled in At-Risk Afterschool Meals (ARAM) programs, Early Head Start and Head Start, and emergency shelters are categorically classified as “Free.”

Meal Counts and Meal Service	Initials:
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- Meals must be counted at the time of each meal service, also referred to as the ‘point-of-service.’ Attendance sheets are never used as meal count documentation. Exception: Day care home providers are required to documents meals served to eligible participants by the end of each day.
- For each meal or snack, all meal components must be served at the same time.

Menus and Meal Pattern Documentation (Applies to ALL CACFP meal patterns)	Initials:
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- Daily menus must be dated, posted, and retained by the institution and each facility.
- Menu templates must reflect CACFP meal patterns.
- Menus must reflect actual food items and beverages served, including substitutions.
- Menus must follow the CACFP meal pattern for age groups served (E.g., Institutions and facilities must have a separate infant menu if infants are enrolled).
- All yogurts served must have 23 grams of sugar or less per 6 ounce serving. Supporting documentation (the yogurt’s Nutrition Facts label, or digital photo or photocopy of Nutrition Facts label) must be on file for all yogurts served to ensure sugar limits are not exceeded.
- When serving combination foods (e.g., casseroles, chicken nuggets, fish sticks, lasagna, macaroni and cheese, pizza, etc.), documentation of meal pattern contributions for each component in the food must be on file. Acceptable documentation includes CN labels and product formulation statements for commercially prepared (store-bought) items and standardized recipes for homemade items.
- Grain Requirements and Documentation

- Ounce equivalents (oz. eq.) are used to determine the quantity of creditable grains.
- Cereals must have 6 grams or less of sugar per ounce. The brand and name of cereal must be identified on the menu. Cereals must be enriched, fortified, or whole grain-rich.
- Grain-based desserts (including but not limited to brownies, cakes, cereal bars, coffee cakes, cookies, doughnuts, granola bars, sweet pie crusts, sweet rolls, and toaster pastries) are not creditable as grains and cannot be purchased with CACFP funds.
- Whole grain-rich items: At least one of the grain components served per day must be whole grain-rich. If a snack is the only meal served, and a grain is on the menu, it must qualify as whole grain-rich. (Exception: the daily whole grain-rich requirement does **not** apply to infants.)
- Label whole grain-rich items on the menu. Abbreviations (“WG,” “WGR,” and “WW”) are acceptable for identification purposes.
- Supporting documentation must be on file for all grain items identified as fulfilling the whole grain-rich requirement. Acceptable documentation includes packaging, photocopies, or photographs of the Nutrition Facts label and the ingredients list; the item’s presence on any state’s WIC list; or CN labels, Product Formulation Statements, or standardized recipes, as applicable.

Infant Meal Patterns and Menu Documentation (For participants birth through 11 months of age)	Initials:
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- The CACFP infant meal pattern must be offered to all infants that are enrolled for care. Maintain the Infant Feeding Consent Form for each enrolled infant to support offering the infant meal pattern.
- Infant formula and infant cereal must be iron-fortified.
- Solid foods, including combination foods, are gradually introduced as developmentally appropriate, typically at around 6 months of age.
- Once developmentally ready, infants 6-11 months of age will receive three components at breakfast, lunch/supper, and snack.
- Ready-to-eat cereal is only creditable when served as the grain component at snack. Ready-to-eat cereal is not creditable at breakfast, lunch, or supper in the infant meal pattern.
- Non-creditable infant menu items include, but are not limited to, cheese food, cheese spread, juice, honey, soy yogurt, and tofu.
- Families may provide up to one creditable component per meal/snack per day. If the family wishes to provide more than one, the meal/snack may not be claimed for reimbursement.
- Serving sizes listed for meals and snacks are the minimum required to be served, not the maximum. Additional servings of any meal component may be offered at any meal/snack served.

Child Meal Patterns and Menu Documentation (For participants 12 months to 18 years of age)	Initials:
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- A breakfast meal must contain three components: milk, a grain, and a vegetable or fruit. A meat/meat alternate may replace the grain component at breakfast up to three times per week.
- A lunch/supper meal must contain five components: milk, a grain, a vegetable, a fruit or second vegetable, and a meat/meat alternate.

- A snack must contain two of the five components: milk, a grain, a fruit, a vegetable, or a meat/meat alternate. (100% juice and milk served together do not credit as two components of a reimbursable snack.)
- Serving sizes listed for meals and snacks are the minimum required to be served, not the maximum. Additional servings of any meal component may be offered at any meal/snack served.
- Creditable milk for children ages 12-23 months is unflavored whole milk. Children are given a one-month period from 12 to 13 months of age to transition from iron-fortified infant formula to whole cow milk. During this transition, both formula and whole milk are creditable for the child’s meals and snacks.
- Creditable milk for children ages 2 to 5 years includes unflavored low-fat (1%) or unflavored skim milk. Children are given a one-month period from 24 to 25 months to transition from whole milk to low-fat (1%) or skim milk. During this transition, both whole milk and low-fat or skim milk are creditable for the child’s meals and snacks.
- Creditable milk for children ages 6-18 years includes unflavored low-fat (1%), unflavored skim, flavored low-fat (1%), or flavored skim milk.
- Breast milk is creditable at any age.
- Families may request in writing that non-dairy beverages that are nutritionally equivalent to cow’s milk are served to their child. Other non-dairy beverages may be served only if medically necessary and supported by written medical statement.
- Non-dairy beverages, if served, must be documented on the menu. Sweetened non-dairy beverages, nutritionally equivalent to cow’s milk, are only creditable for participants aged 6 years and older.
- Families may provide up to one creditable component per meal/snack per day. If a family wishes to provide more than one, the meal/snack may not be claimed for reimbursement.
- Juice, if served, must be 100% fruit/vegetable juice, labeled on menu, and limited to no more than one serving per day.
- Water must be made available and offered to all children throughout the day.

Adult Meal Patterns and Menu Documentation	Initials:
(For adult participants 60 years old or older and adult participants with chronically impairing disabilities)	

- A breakfast meal for adults must contain three components: milk, two grain servings, and a vegetable or fruit. Meat/meat alternates may be served in place of the grain component at breakfast up to three times per week.
- A lunch/supper meal for adults must contain five components: milk, two grains, a vegetable, a fruit or second vegetable, and a meat/meat alternate.
- A snack for adults must contain two of the following five components: milk, a grain, a fruit, a vegetable, or a meat/meat alternate. (100% juice and milk served together do not credit as two components of a reimbursable snack.)
- Creditable milk for adults includes unflavored low-fat (1%), unflavored skim, flavored low-fat (1%), or flavored skim milk.
- Yogurt may be served in place of milk one time per day for adults.
- Non-dairy beverages, if served, must be documented on the menu.

- Participants and/or their families may request in writing that non-dairy beverages that are nutritionally equivalent to cow’s milk are served to them. Other non-dairy beverages may be served only if medically necessary and supported by written medical statement.
- Participants and/or their families may provide up to one creditable component per meal/snack per day. If the participant/family wishes to provide more than one, the meal/snack may not be claimed for reimbursement.
- Juice, if served, must be 100% fruit/vegetable juice, labeled on menu, and limited to no more than one serving per day.

CACFP Record Retention	Initials:
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- All recordkeeping documents supporting claims must be maintained for 3 years plus the current year by the Sponsoring Organization and the Sponsored Facilities.

By signing below, the Institution’s Authorized Representative agrees to comply with the above statements as applicable.

Institution Name		CACFP Agreement Number	
Owner, Board Chair, or Authorized Representative Printed Name		Official Title	
Owner, Board Chair, or Authorized Representative Signature		Date	