

**Illinois State Board of Education  
Nutrition Programs Division  
Day Care Home Sponsor and Provider Fact Sheet**

The Child and Adult Care Food Program (CACFP) is a United States Department of Agriculture (USDA)-funded program administered by the Illinois State Board of Education (ISBE) which provides reimbursement for meals served to children ages birth through 12 years of age enrolled in a day care home.

**Day Care Home Provider Eligibility**

To participate in the CACFP, a day care home provider must sign an agreement with a sponsoring organization before participating and receiving monies for serving nutritious meals in the CACFP.

**Eligible Day Care Home Providers Include:**

- Licensed (by the Department of Children and Family Services [DCFS]) day care home providers or group day care home providers approved to provide day/night care for nonresidential children.
- License-exempt providers receiving Child Care Assistance Program (CCAP) funds from the Illinois Department of Human Services (IDHS). This includes relatives, friends, and neighbors caring for children enrolled in the CCAP. Within this group of license-exempt providers, child care must take place in the provider's own home. The capacity set by CCAP must be followed.

Both types of providers may claim their own children if there is a nonresidential child in attendance as long as they are eligible for meal benefits.

**Sponsor Eligibility**

A sponsoring organization participating in the CACFP must be a not-for-profit or public organization and must have a signed agreement with the Illinois State Board of Education to provide reimbursement to licensed and license-exempt day care homes.

**Sponsoring Organization Responsibilities**

Sponsoring organizations are responsible for the administration of the CACFP for day care home providers.

- Sponsoring organizations are required to train, monitor, verify DCFS licensure or IDHS eligibility, evaluate provider menus and meal attendance sheets, and reimburse the providers under their organization.
- All sponsoring organizations must follow the same state and federal requirements and reimburse each qualified day care home based on the guidelines.
- Sponsoring organizations must offer nutrition education training and other assorted trainings, provide easy-to-understand documents, and offer professional training as well as personable monitors to visit homes for on-site home monitoring visits three times yearly.

**Day Care Home Provider Responsibilities**

- Licensed or license-exempt providers must contact one of the sponsoring organizations to participate in the CACFP and sign an agreement with the sponsor of choice.
- It is the provider's responsibility to choose the sponsor who offers the best training, provides easy-to-understand documents, treats the provider in a professional manner, and has good business

practices. If you, as the provider, do not feel comfortable with the sponsoring organization that conducts the introductory visit, do not sign the provider agreement. Select another sponsor from the list of sponsoring organizations and go through their introductory visit procedure.

- Once a sponsor selection is made by the provider, an agreement must be signed with the sponsor of choice. The agreement will list the sponsor’s responsibilities and the provider’s responsibilities.
- Providers are required to maintain daily meal count records for each child enrolled and menus for each meal type claimed.
- Providers must annually collect enrollment forms from the parent/guardian.
- Offer the enrolled children in your home, birth through 12 years of age, meals and/or snacks that meet CACFP meal pattern requirements by serving all required food items in appropriate portion sizes. Reimbursable meals include breakfast, a.m. snack, lunch, p.m. snack, supper, and evening snack.
- Providers can claim no more than two meals and one snack, or two snacks and one meal per child per day.
- Attend all required trainings.
- Follow licensing rules and regulations (if licensed by the DCFS).
- Follow IDHS Child Care Assistance Program rules and regulations (if license-exempt).
- Serve meals and snacks to children in the home. Meals and snacks cannot be sent home with the child and be claimed for reimbursement.
- Providers cannot charge or collect a separate payment for meals served to enrolled children.

**Reimbursement**

Day care home providers are reimbursed by a two-tier reimbursement system:

- Tier 1 reimbursement—As a day care home provider, you may be able to receive the highest rate of reimbursement if you meet certain criteria set by the USDA. Your sponsoring organization will help you determine if you meet these guidelines.
- Tier 2 reimbursement—As a day care home provider, if you do not meet the criteria for Tier 1 reimbursement, you will automatically receive the lower rate of reimbursement for all enrolled children.

<u>RATES OF REIMBURSEMENT</u>			
	Breakfast	Lunch/Supper	Supplement
Tier I	\$1.24	\$2.32	\$ .69
Tier II	\$ .45	\$1.40	\$ .19

**Day Care Homes Sponsoring Organizations**

Review the list of sponsoring organizations on the following page to determine which organization serves your county. In some cases, there may be more than one sponsor serving a county, therefore, contact the sponsor of your choice. (A day care home provider is allowed to participate with only one sponsoring organization.)

A representative of the sponsoring organization will schedule an appointment to discuss the Child and Adult Care Food Program (CACFP) requirements and provide a meal chart detailing the types and amounts of food to be served. The representative will have you sign an agreement to begin participation in the program.

**List of Day Care Homes Sponsoring Organizations**

<b>Sponsoring Organization</b>	<b>Counties Served</b>	<b>Telephone Numbers, Email, Website</b>
<i>ANSO Child Development Center</i>	Cook, DuPage, Lake, Will	773/483-7988 ansodev@yahoo.com
<i>Association for Child Development</i>	All counties	708/236-0863 800/284-5273 Illinois@acdkids.org www.acdkids.org
<i>Better Child Care</i>	Adams, Bond, Brown, Calhoun, Cass, Christian, Clinton, Greene, Hancock, Jersey, Logan, Macoupin, Madison, Marion, Mason, Menard, Monroe, Montgomery, Morgan, Pike, Sangamon, Schuyler, Scott, St. Clair	217/245-0949 800/659-0898 betterchildcare@frontier.com www.betterchildcareil.org
<i>Child Day Care Association</i>	Alexander, Bond, Calhoun, Christian, Clay, Clinton, Effingham, Fayette, Franklin, Greene, Hamilton, Jackson, Jefferson, Jersey, Johnson, Macon, Macoupin, Madison, Marion, Massac, Monroe, Morgan, Montgomery, Perry, Pike, Pope, Pulaski, Randolph, Saline, Sangamon, Scott, Shelby, St. Clair, Union, Washington, Wayne, Williamson	618/345-6213 800/418-3663 lisas@childcaresstl.org www.childcaresstl.org
4-C: Community Coordinated Child Care	Carroll, DeKalb, Lee, McHenry, Ogle, Whiteside	815/758-8149 ext 234 800/848-8727 ext 234 suew@four-c.org www.four-c.org
<i>Day Care Resources</i>	All counties	309/263-0701 800/238-0555 messagecenter@daycareresources.org www.daycareresources.org
<i>Human Development Center</i>	Cook, DuPage, Kane, Kankakee, Lake, Will	708/339-4449 hdc4kids2@yahoo.com
<i>Illinois Action for Children</i>	Cook	773/697-6107 healthyfood@actforchildren.org www.actforchildren.org
<i>Illinois Child Care Bureau</i>	Boone, Carroll, Cook, DeKalb, DuPage, Grundy, Iroquois, Jo Davies, Kane, Kankakee, Kendall, Lake, LaSalle, Lee, McHenry, Ogle, Rock Island, Stephenson, Whiteside, Will, Winnebago	708-409-6070 ICCB@illinoischildren.com www.illinoischildren.com
<i>Nutrition for Children</i>	Champaign, Ford, Iroquois, McLean, Piatt, Tazewell, Vermillion	217/356-0336 nfcharper@comcast.net
<i>YWCA of Aurora</i>	Cook, DuPage, Kane, Kendall, McHenry, Will	630/256-4520 630/256-4525 sconrad@ywcaaurora.org ywcaaurora.org
<i>YWCA Westside Center</i>	Cook, DuPage, Kane, Lake	773/379-8332 myrtle.thomas@ywcachicago.org www.ywcachicago.org

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