

Administrative Handbook

Child and Adult Care Food Program for Child Care Centers



Illinois State Board of Education
Nutrition Department

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Illinois State Board of Education

Nutrition Department

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1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

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Glossary

ACES – Child Nutrition System Application and Claim Entry System

ADA – Average Daily Attendance

Administrative costs – costs incurred by an institution related to planning, organizing, and managing a food service under the Program, and allowed by the State agency financial management instruction.

ADP – Average Daily Participation

At-risk afterschool care center – a public or private nonprofit organization that is participating or is eligible to participate in the CACFP as an institution or as a sponsored facility and that provides nonresidential child care to children after school through an approved afterschool care program located in an eligible area. However, an *Emergency shelter*, as defined in this section, may participate as an at-risk afterschool care center without regard to location.

CACFP – Child and Adult Care Food Program

Center – a child care center, at-risk afterschool care center, an emergency shelter, or an outside-school-hours care center.

Child care center – any public or private nonprofit institution or facility (except day care homes), or any for-profit center, as defined in this section, that is licensed or approved to provide nonresidential child care services to enrolled children, primarily of preschool age, including but not limited to day care centers, settlement houses, neighborhood centers, Head Start centers and organizations providing day care services for children with disabilities. Child care centers may participate in the Program as independent centers or under the auspices of a sponsoring organization.

Child care facility – a licensed or approved child care center, at-risk afterschool care center, day care home, emergency shelter, or outside-school-hours care center under the auspices of a sponsoring organization

Children – (a) Persons age 12 and under; (b) Persons age 15 and under who are children of migrant workers; (c) *Persons with disabilities* as defined in this section; (d) For emergency shelters, persons age 18 and under; and (e) For at-risk afterschool care centers, persons age 18 and under at the start of the school year.

Current Income – income received during the month prior to application for free or reduced-price meals. If such income does not accurately reflect the household's annual income, income shall be based on the projected annual household income. If the prior year's income provides an accurate reflection of the household's current annual income, the prior year may be used as a base for the projected annual income.

DCFS – Illinois Department of Children and Family Services

Eligible area – (a) For the purpose of determining the eligibility of at-risk afterschool care centers, the attendance area of an elementary, middle, or high school in which at least 50 percent of the enrolled children are certified eligible for free or reduced-price school meals.

Emergency shelter – a public or private nonprofit organization or its site that provides temporary shelter and food services to homeless children, including a residential child care institution (RCCI) that serves a distinct group of homeless children who are not enrolled in the RCCI's regular program.

Enrolled child – a child whose parent or guardian has submitted to an institution a signed document which indicates that the child is enrolled for child care. For at-risk afterschool care centers, outside-school-hours care centers, or emergency shelters, the term “enrolled child” or “enrolled participant” does not apply.

Facility – a sponsored center.

Family – in the case of children, a group of related or nonrelated individuals, who are not residents of an institution or boarding house, but who are living as one economic unit or, in the case of adult participants, the adult participant, and if residing with the adult participant, the spouse and dependent(s) of the adult participant.

Fiscal Year – a period of 12 calendar months beginning October 1 of any year and ending with September 30 of the following year.

FNS – Food and Nutrition Service of the USDA.

For-profit center – a child care center or outside-school-hours care center providing nonresidential care to children that does not qualify for tax-exempt status under the Internal Revenue Code of 1986.

GATA-Grant Accountability and Transparency Act

HEA – Household Eligibility Application

Head Start participant – a child currently receiving assistance under a Federally-funded Head Start Program who is categorically eligible for free meals in the CACFP by virtue of meeting Head Start's low-income criteria.

Household – “family” (as defined in this section).

Household contact – a contact made by a sponsoring organization or a State agency to an adult member of a household with a child in a child care center in order to verify the attendance and enrollment of the child and the specific meal service(s) which the child routinely receives while in care.

Income guidelines – the family-size and income standards prescribed for determining eligibility for free and reduced-price meals under the National School Lunch Program and the School Breakfast Program, and used by the CACFP.

Income to the program – any funds used in an institution's food service program, including, but not limited to all monies, other than Program payments, received from other Federal, State, intermediate, or local government sources; participant's payments for meals and food service fees; income from any food sales to adults; and other income, including cash donations or grants from organizations or individuals.

Independent center – a child care center, at-risk afterschool care center, emergency shelter or outside-school-hours care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for CACFP operations.

Infant cereal – any iron-fortified dry cereal specially formulated for and generally recognized as cereal for infants that is routinely mixed with breast milk or iron-fortified infant formula prior to consumption.

Infant formula – any iron-fortified formula intended for dietary use solely as a food for normal, healthy infants; excluding those formulas specifically formulated for infants with inborn errors of metabolism or digestive or absorptive problems. Infant formula, as served, must be in liquid state at recommended dilution.

Institution – a sponsoring organization, child care center, at-risk afterschool care center, outside-school-hours care center, emergency shelter or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for CACFP operations.

Internal controls – the policies, procedures, and organizational structure of an institution designed to reasonably assure that: (a) The CACFP achieves its intended result; (b) CACFP resources are used in a manner that protects against fraud, abuse, and mismanagement and in accordance with law, regulations, and guidance; and (c) Timely and reliable CACFP information is obtained, maintained, reported, and used for decision-making.

ISBE – Illinois State Board of Education

IWAS – ISBE Web Application Security System

Meals – food which is served to enrolled participants at an institution or child care facility and which meets the nutritional requirements set forth by CACFP regulations. However, children participating in at-risk afterschool care centers, emergency shelters, or outside-schools-hours care centers do not have to be enrolled.

Milk – pasteurized fluid types of unflavored or flavored whole milk, low-fat milk, skim milk, or cultured buttermilk which meet State and local standards for such milk, except that, in the meal pattern for infants (0 to 1 year of age), milk means breast milk or iron-fortified infant formula. All milk should contain vitamins A and D at levels specified by the Food and Drug Administration and be consistent with State and local standards for such milk.

National disqualified list – the list, maintained by the USDA, of institutions, responsible principals and responsible individuals disqualified from participation in the CACFP.

New institution – an institution applying to participate in the CACFP for the first time, or an institution applying to participate in the CACFP after a lapse in participation.

NSLP – National School Lunch Program

Nonprofit food service – all food service operations conducted by the institution principally for the benefit of enrolled participants, from which all of the CACFP reimbursement funds are used solely for the operations or improvement of such food service.

Operating costs – expenses incurred by an institution in serving meals to participants under the CACFP, and allowed by the State agency financial management instruction.

Outside-school-hours care center – a public or private nonprofit institution or facility, or a *For-profit center* as defined in this section, that is licensed or approved in accordance with § 226.6(d)(1) to provide organized nonresidential child care services to children during hours outside of school. Outside-school-hours care centers may participate in the CACFP as independent centers or under the auspices of a sponsoring organization.

Participants – “Children” as defined in this section.

Persons with disabilities – persons of any age who have one or more disabilities, as determined by the State, and who are enrolled in an institution or child care facility serving a majority of persons who are age 18 and under.

Principal – any individual who holds a management position within, or is an officer of, an institution or a sponsored center, including all members of the institution's board of directors or the sponsored center's board of directors.

Reimbursement – Federal financial assistance paid or payable to institutions for CACFP costs within the rates assigned by the State agency.

Renewing institution – an institution that is participating in the CACFP at the time it submits a renewal application.

Responsible principal or responsible individual – (a) A principal, whether compensated or uncompensated, who the State agency or FNS determines to be responsible for an institution's serious deficiency; (b) Any other individual employed by, or under contract with, an institution or sponsored center, who the State agency or FNS determines to be responsible for an institution's serious deficiency; or (c) An uncompensated individual who the State agency or FNS determines to be responsible for an institution's serious deficiency.

Seriously deficient – the status of an institution that has been determined to be non-compliant in one or more aspects of its operation of the CACFP.

SFSP – Summer Food Service Program

Snack – a meal supplement that meets the meal pattern requirements as specified in USDA regulations.

SNAP – Supplemental Nutrition Assistance Programs

State agency – the State educational agency or any other State agency that has been designated by the Governor or other appropriate executive, or by the legislative authority of the State, and has been approved by the Department to administer the CACFP within the State or in States in which FNS administers the Program, FNSRO.

State agency list – an actual paper or electronic list, or the retrievable paper records, maintained by the State agency, that includes a synopsis of information concerning seriously deficient institutions and providers terminated for cause in that State.

TANF – Temporary Assistance for Needy Families

Unaffiliated sponsoring organization – a public or nonprofit private organization that is entirely responsible for the administration of the food program in: (a) A child care center, emergency shelter, at-risk afterschool care center or outside-school-hours care center which is a legally distinct entity from the sponsoring organization; (b) Two or more child care centers, emergency shelters, at-risk afterschool care centers, outside-school-hours care center, or adult day care centers; or (d) Any combination of child care centers, emergency shelters, at-risk afterschool care centers or outside-school-hours care centers. The term "sponsoring organization" also includes an organization that is entirely responsible for administration of the CACFP in any combination of two or more child care centers, at-risk afterschool

care centers or outside-school-hours care centers, which meet the definition of *For-profit center* in this section and are part of the same legal entity as the sponsoring organization.

USDA – U.S. Department of Agriculture

Notes: