



Chapter 2:

Application and Program Participation

2.1 Application for New Institutions

- New Institution Application Process

2.2 Renewing Institutions

- Completing Your CACFP Application Online

2.3 Adding Additional New Sites

2.4 CACFP Training

- Training Topics
- Civil Rights Training
- Additional Training Requirements for Multi-sites

2.5 Compliance Monitoring and Auditing

- Types of State Agency Monitoring Reviews
- Frequency of Monitoring Reviews
- Types of Audits
- Complaint Investigations

2.6 Denial and Terminations

- Serious Deficiency
- National Disqualification List

Chapter 2: Application and Program Participation

2.1 Application for New Institutions

The USDA will provide reimbursement for you to plan, purchase, prepare, and serve nutritious meals and snacks to eligible children. Documentation must be maintained to support those meals.

A sponsor assumes final administrative and financial responsibilities for all facilities that operate the CACFP.

- If you wish to be an independent institution, and sponsor your own program, reimbursement will come directly to your institution. You would apply using the steps outlined in *New Institution Application Process* below.
- If you want your facility to be managed by a sponsoring organization, which would reduce administrative paperwork, you may contact an Unaffiliated Sponsoring Organization and request to be added as a facility under their sponsorship. These organizations are permitted by the State agency to charge your facility an administrative fee (a percentage of your reimbursement) for these CACFP services. You would receive reimbursement at a reduced amount.
- After-school programs that wish to offer meals and/or snacks to children may contact one of the Unaffiliated Sponsoring Organizations and request to be added as a facility. Sponsoring organizations can deliver meals and/or snacks to the after-school facility at no charge. In those cases, the facility would not receive reimbursement; the reimbursement would go directly to the sponsoring organization for preparing and delivering the meals/snacks.

Program Participation

- You may apply as an independent institution and sponsor (administer) your own program
- An established sponsoring organization can help administer your program
- Or, a sponsoring organization can provide meals for your facility

New Institution Application Process

For new institutions that want to apply for participation in the CACFP, the steps for the application process can be found online.

The application steps are:

1. Review the Basic Program Information
2. Complete CACFP Training
3. Submit your New Institution Application
4. Review and Implement CACFP Operational Procedures
5. Schedule your Pre-Operational Visit
6. Access your application through IWAS (Completion of this step will occur after receiving application approval.)
7. Review the Instructions for Submitting Claims

An application checklist is provided online to determine the required documents to complete and submit as part of the application process. Make copies of each form you are required to

submit as part of your application, and keep them on file. The Operational Procedures reviewed in Step 4 must be implemented before the Pre-Operational visit is scheduled.

2.2 Renewing Institutions

Completing Your CACFP Application Online

If you are already approved to participate in CACFP and are renewing your application for the next fiscal year, you must renew your CACFP application documents via the ISBE Web Application Security (IWAS), and refer to the instructions provided for renewing your application.

2.3 Adding Additional New Sites

If you are already approved as an institution to participate in the CACFP with one site or multiple sites, you may add additional sites by following certain guidelines. For directions on how to do so, refer online to the Instructions for Adding a New Site. [Adding a New CACFP Site](#)

For additional information, refer to the chapter on Multi-site Responsibilities in this handbook.

2.4 CACFP Training

Training on CACFP policies and procedures, and Civil Rights is mandatory and must be conducted at the time of application, and annually thereafter. Key staff who should participate includes owners of private for-profit child care centers, program directors, cooks, and all other persons with CACFP recordkeeping responsibilities. Training should be appropriate to the level of staff experience and their duties.



New applicants must view the CACFP training webinars that are available on the ISBE website at [Required Webinar Training for New CACFP Institutions](#) and submit the Training Certification (ISBE form 65-08) as part of their application.

New staff training and annual training can be individualized for each person specific to their job responsibilities, or conducted as group training so everyone can learn together from the information presented.

Training Topics

There are specific topics that should be included in trainings. Training topics that should be covered include:

- *Meal Pattern Requirements for Children and Infants* – Discuss the food components, serving sizes, and what is included in a reimbursable meal
- *Meal Counts* – Discuss the form used to record meal counts, when to record meal counts, and how to take accurate daily meal counts
- *Claim Submission and Review Procedures* – Explain that a claim is submitted only after all records are checked thoroughly to prevent possible errors
- *Recordkeeping Requirements* – Review all the recordkeeping requirements, such as

Contact Info:

➡ Don't miss out on important information: Keep your application up to date. Inform us whenever there is a change in personnel, including the contact names and email addresses, and make sure CNP e-mails are not going to your junk mail folder.

➡ Keep a record of all trainings using the Document of Training Form (ISBE 67-25) [ISBE 67-25](#), available on our

Household Eligibility Applications, milk analysis, and maintaining a non-profit food service

- *Reimbursement System* – Explain the different reimbursement rates and how the organization receives federal funds for serving reimbursable meals

Civil Rights Training



Training on Civil Rights requirements is mandatory, so that all persons involved in all levels of CACFP understand these requirements. For detailed information on these requirements, refer to the chapter on Civil Rights Requirements in this handbook. [Civil Rights Compliance and Enforcement](#)

Additional Training Requirements for Multi-sites

- Sponsoring organizations with more than one CACFP facility must ensure key staff from their institution, each sponsored facility, and all monitors are trained annually.
- Trainings also must be conducted when any new facility is added to the CACFP.
- New staff at a facility should be trained prior to beginning their CACFP responsibilities.
- Monitors must be trained on what to look for during a review and how to complete a review document.

2.5 Compliance Monitoring and Auditing

Types of State Agency Monitoring Reviews

- *Pre-operational Review* – A comprehensive pre-approval review conducted by the State agency to confirm the information in the institution's application and to further assess the institution's ability to manage the program. This review is conducted on-site at all new institutions prior to approval for the program.
- *Administrative Review* – A comprehensive review conducted by the State agency to confirm compliance with program requirements. The monitor generally reviews current year documentation.
- *Follow-up Review* – A comprehensive review conducted by the State agency as a result of significant findings during a prior administrative review. The follow-up review is to ensure that all prior review findings were corrected and that the institution is presently operating in compliance with program requirements.

Frequency of Monitoring Reviews

Participating institutions with 1 to 100 facilities will receive an administrative review at least once every three years. Sponsoring organizations with more than 100 facilities will receive an administrative review at least once every two years. More frequent administrative reviews may be conducted based on certain criteria, such as, but not limited to, an institution being declared seriously deficient in the operation of the program during a prior review.

New institutions will receive their first administrative review during their first year of operation.

Most reviews will be announced, meaning that prior notification will be given to the institution. However, some reviews will be conducted unannounced. Unannounced means that an on-site review will be conducted with no prior notification to the facility or institution.

Institutions participating in CACFP are required to allow the State agency, USDA and other State or Federal officials to make announced or unannounced reviews of their operations during the institution's normal hours of child care operations.

Types of Audits

- *Single Audit* – Institutions expending \$750,000 or more in total federal funds during a fiscal year are required to have a Single Audit. A Single Audits must be conducted by qualified, independent auditors, and the audit must meet the requirements set forth by the Office of Management and Budget.
- *State Agency Audit* – For-profit institutions receiving \$200,000 or more in total CACFP reimbursement during a fiscal year will receive a state agency audit during each year that the institution does not receive a monitoring review. Generally, an institution will not receive a monitoring review and an audit in the same fiscal year. Audits are separate and in addition to monitoring reviews.

Complaint Investigations

Complaints received in connection with the operation of CACFP will be investigated. Announced or unannounced visits may result as part of the investigation.

2.6 Denial and Terminations

Serious Deficiency

Serious deficiencies are grounds for denial of applications for new institutions or grounds for termination of CACFP participation for renewing or participating institutions. They can be found in the regulations under 7 CFR 226.6(c). In these cases, the State agency will send a Notice of Serious Deficiency, and the institution will be given the opportunity to correct serious deficiencies with a Corrective Action Plan (CAP). If a timely CAP is not submitted, or no CAP is submitted, a Notice of Proposed Termination and Disqualification, with appeal rights, will be sent.

National Disqualified List

When an institution is terminated from participation in the CACFP, the organization and the principals that contributed to the deficiencies are placed on the National Disqualified List, and are not eligible to participate in the CACFP for seven years. If the organization or principal owes money, neither may participate until the debt is paid in full.

Notes: