



## Financial Management Overview for the Child and Adult Care Food Program (CACFP)



Illinois State Board of  
Education (ISBE)





## **Importance of financial management**

To demonstrate financial viability, maintain a non-profit food service account, and manage funds according to federal and state requirements.



## Take Note....

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- USDA provides monthly reimbursement to serve nutritious meals and snacks
- Sponsors must be prepared to manage their CACFP as a non-profit food service program
- Must establish a separate line account
- Closely monitor all expenses



**Program Reimbursement**  
**=**  
**Money you receive**



- Based on the number of meals claimed
- Reimbursement rates change annually
- Reimbursement may be used to cover allowable CACFP costs.



## Reimbursement System

### ***Limit of Reimbursable Meals and Snacks Sponsors Can Claim***

Sponsoring institutions of:	May be reimbursed for:
<ul style="list-style-type: none"><li>• Day Care Centers</li><li>• Head Start and Even Start Programs</li><li>• Outside School Hours Programs</li></ul>	<ul style="list-style-type: none"><li>• a maximum of two meals and one snack, OR</li><li>• two snacks and one meal per participant, per day</li></ul>
<ul style="list-style-type: none"><li>• At-Risk Afterschool Meals Programs</li></ul>	<ul style="list-style-type: none"><li>• a maximum of one snack and one supper per participant, per day</li></ul>
<ul style="list-style-type: none"><li>• Emergency Shelter programs</li></ul>	<ul style="list-style-type: none"><li>• a maximum of any three meals per participant, per day</li></ul>



## Important Note

- Sponsors are responsible for any expenses they incur over and above the per meal rate of reimbursement
- There is **no separate reimbursement** for staff or other expenses
- Sponsors receive only the meal reimbursement for each eligible meal claimed





## Acceptable Methods of Payment

- Debit card assigned to the business account
- Credit card that is in the business name
- Check made payable to the vendor or employee from the business checking account
- Account set-up with a vendor



## Unacceptable Methods of Payment

- Cash
  - Only the use of a petty cash account is acceptable, which should retain less than \$100 and be reconciled monthly.
- Employee's WIC or personal SNAP/TANF benefits



# Recordkeeping

- ✓ Maintain for three years plus the current year
- ✓ Keep records in a safe location
  - Up & off the ground
- ✓ Easy access
  - Do not recommend 3<sup>rd</sup> party and/or off-site storage







**There are several forms on our website that will help you with the financial management of your program**



NUTRITION  
Child and Adult Care Food Program  
Child and Adult Care Food Program (CACFP) Forms and Documents

NUTRITION

## CHILD AND ADULT CARE FOOD PROGRAM (CACFP) FORMS AND DOCUMENTS

CACFP ADMINISTRATIVE HANDBOOK

### Recordkeeping

- [AFR Spreadsheet](#)
- [At-Risk After-School Snack/Supper Program Daily Meal Count Form](#)
- [Cash Disbursements](#)
- [Checklist of Annual Documents](#)
- [Checklist for Profit Audit](#)
- [Checklist for Program Review](#)
- [Checklist of Monthly Documents](#)
- [CN Labeling](#)
  - [PFS Fruits/ Vegetables](#)
  - [PFS Grains](#)
  - [PFS Meat/ Meat Alternate](#)
  - [PFS Tip Sheet](#)
  - [Product Formulation Statement \(PFS\) Guidance](#)
  - [USDA/ USDC Authorized Labels and Manufacturers](#)
- [Food Donations](#)
- [For-Profit Eligibility Form](#)
- [Master List](#)
- [Master List for Emergency Shelter](#)
- [Master List for Head Start or Even Start](#)
- [Meal Participation Record - Fill in Dates](#)
- [Meal Participation Record - 31 Days](#)
- [Meal Participation Record for Emergency Shelter](#)
- [Meal Participation for Adults](#)
- [Monthly Milk Purchase Estimate](#)
- [Monthly Profit or Loss Summary](#)
- [Personnel Activity Report](#)
- [Total Meals Recap](#)
- [Training Form](#)



## Documents to support your monthly costs:

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- Cash Disbursement Form
  - Food Receipts/invoices
- Personnel Activity Report
  - Operational/Administrative Labor
- Donation Form
  - Records donations used for CACFP
- Monthly Milk Purchase Estimate
  - Assists to determine the amount of milk to purchase
- Monthly Profit/Loss Summary
  - Documents non-profit status



**Must maintain all proof of payments to support costs for audit purposes (bank statements, check ledgers, payroll records, etc)**



## Make sure to watch all of our CACFP Financial Management Webinars

- **Allowable and Non-allowable Costs**
- **Cash Disbursement Journal, Food Donation log and Monthly Milk Purchase Estimate form**
- **Personnel Activity Reports**
- **Monthly Profit and Loss Summary and Annual Financial Report**



## **Nutrition Department**

**Illinois State Board of Education**

**[www.isbe.net/nutrition](http://www.isbe.net/nutrition)**

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**800-545-7892**

thank  
you!