

**Basic Program Information**  
**Child and Adult Care Food Program (CACFP) Centers**  
**Illinois State Board of Education**  
**Nutrition and Wellness Programs Division**

**What is the Purpose?**

The United States Department of Agriculture (USDA) will provide reimbursement (money) for you to plan, purchase, prepare, and serve nutritious meals to eligible children while maintaining documentation to support those meals.

**Who is Eligible to Participate?**

Public, non-profit, and for-profit, nonresidential child care centers, Head Start/ Early Head Start centers, preschool programs, before and after-school hours programs, after-school programs in low income areas, and emergency shelters.

Read the [fact sheets](#) that fit your type of program to be sure your program meets requirements. If you have questions, please call 800.545.7892.

**How Many Meals or Snacks are Allowed Each Day?**

A maximum of two meals and one snack or one meal and two snacks per child per day. Exceptions include the At-Risk After-School Meals Program which may be reimbursed for one snack and one meal per child per day. Emergency Shelters may be reimbursed for up to three meals per child per day. Refer to the fact sheets for more details.

**Do I Apply as My Own Institution or May I Apply as a Facility under the Sponsorship of Another Institution?**

A Sponsoring Institution can help Administer Your Program or it can provide the Meals.

1. If you wish to operate your own program, you may apply as a new institution and administer your own program. Follow the 7 Step application process. Reimbursement will come directly to your institution to provide more nutritious meals and snacks to the children in care.
  
2. If you want your facility to be managed by a sponsoring organization, to reduce administrative paperwork, you may contact one of the Unaffiliated Sponsoring Organizations listed below and request to be added as a facility under their sponsorship. These organizations are permitted by ISBE to charge your facility an administrative fee (a percentage of your reimbursement) for these CACFP services. You would still receive reimbursement directly, but at a reduced amount to provide more nutritious meals and snacks to children.
  - ❖ Association for Child Development 800.284.5273
  - ❖ Day Care Resources 800.238.0555
  - ❖ Healthy Start 773.684.6110
  
3. If you have an after-school program that operates in northern Illinois and you wish to offer meals and/or snacks to the children, you may contact one of the three Unaffiliated

Sponsoring Organizations listed below and request to be added as a facility. Your after-school program must provide regularly scheduled educational and/or enrichment activities in an organized, structured and supervised environment to be eligible. The three sponsoring organizations below deliver meals and/or snacks to your facility at no charge; therefore, your facility does not receive reimbursement. The reimbursement goes directly to the sponsoring organization, since the sponsoring organizations prepare and delivers the meals/snacks. To contact an unaffiliated sponsoring organization in northern Illinois call:

- ❖ Catholic Charities: 773.729.3860 or 312.655.7330
- ❖ Greater Chicago Food Depository: 773.247.3663
- ❖ Northern Illinois Food Bank: 630.443.6910

### **How Do I Receive Reimbursement for the Meals/Snacks I Serve?**

Reimbursement is calculated by multiplying the number of meals/snacks served by the applicable reimbursement rate. Depending on which method of participation you choose (as explained in the previous section) reimbursement will be provided as follows. If your institution is approved to participate as its own institution, you will receive a reimbursement check monthly, as a result of your monthly claim submission. If you choose to be sponsored by a sponsoring organization that charges a fee to complete administrative paperwork, you will receive a reimbursement check, at a reduced amount each month, as a result of your monthly claim submission. If you choose to be sponsored by a sponsoring organization that provides meals/snacks, you receive meals/snacks instead of money.

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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
- 2) fax: (202) 690-7442; or
- 3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.