

PROCEDURES FOR NEW INSTITUTIONS

Child and Adult Care Food Program (CACFP)

Nutrition Division

Illinois State Board of Education (ISBE)

100 North First Street, W-270

Springfield, IL 62777-0001

Phone: 217.782.2491 or 800.545.7892

All potential new institutions must establish acceptable CACFP procedures before participating in the Program. When developing CACFP procedures visit our website

<https://www.isbe.net/Pages/CACFP-Administrative-Handbook-for-Child-Care-Centers.aspx>,

then refer to the *Administrative Handbook for Child Care Centers* and the other documents listed under *Forms, Documents and Resources*.

All of these procedures will be reviewed before and during the Pre-Operational Visit to determine if you are capable of administering the program and have the organizational and managerial capabilities to be accountable for this Program.

Develop and implement the following CACFP procedures:

1. **Develop Written Menus**

Menus must meet meal pattern requirements and portion sizes.

- Follow *Meal Pattern for Children – Ages 1 through 12, 13 through 18 years*
- Follow *Infant Meal Pattern – Birth through 11 Months*

2. **Distribute *Household Eligibility Applications*** (ISBE Form 69-88) (At-Risk After-School and Emergency Shelter Programs are exempt from this process)

Distribute the application and parent letter to parents/ guardians.

- Collect, review, and determine a child's eligibility, free, reduced-price, or paid.
- Complete *Master List of Enrolled Children* (ISBE Forms 67-95), Head Start or Even Start use ISBE Form 65-10 and Emergency Shelters use ISBE Form 65-12.

3. **Distribute *CACFP Annual Enrollment Form*** (ISBE Form 67-98) (At-Risk After-School Hour Programs, license-exempt Outside School Hours Programs, and Emergency Shelters are exempt from this requirement)

- Parents/guardians must complete the enrollment forms.
- Collect, review, and evaluate enrollment forms and maintain on file for every child.

4. **Complete *Meal Participation Records*** (ISBE Form 68-75) (At-Risk After-School Hour Programs use ISBE form 69-14 and Emergency Shelters use ISBE Form 69-04)

- Use this form to record accurate meal counts for each meal service requested.
- Record children's meal when you can see a reimbursable meal was served to each child.
- At the end of the month, use the Total Meals Recap form (ISBE Form 67-22) to total meal counts for each meal service.

5. **Understand how to claim children's meals in the correct category on the Claim for Reimbursement, entered in WINS.**

6. Maintain monthly CACFP expenses.

Maintain a non-profit food service operation.

- Keep itemized receipts for food, vended meals (if applicable), milk, and non-food expenses
- Complete Cash Disbursement Form.
- Complete Personnel Activity Reports for both administrative and food service staff.
- Complete Monthly Milk Purchase Estimate.
- Complete Monthly Profit/Loss Summary (ISBE Form 67-93B).

7. Conduct Training

- Conduct initial training for all staff on the CACFP requirements and Civil Rights.
- Document training for staff on Documentation of Training (ISBE Form 67-25).

8. Multi-Site Sponsors Must Follow Sponsoring Organization's Responsibilities

For multi-site sponsoring organizations ONLY—your organization must follow the Fact Sheet-Responsibilities for Sponsoring Organizations on our website at

https://www.isbe.net/Documents/multi-site_factsheet.pdf.