

# Child and Adult Care Food Program

## Emergency Shelter Programs Fact Sheet

### The Purpose of the Child and Adult Care Food Program

The United States Department of Agriculture (USDA,) via the Illinois State Board of Education (ISBE), provides reimbursement through the Child and Adult Care Food Program (CACFP) for participants to plan, purchase, prepare and serve nutritious meals to eligible children.

### Emergency Shelter Program Eligibility Requirements

- An Emergency Shelter Program may participate in CACFP either as an **independent institution** or under the sponsorship of a **sponsoring organization**.
- Emergency Shelter Programs may be operated by one of the following types of institutions:
  - **Public Entity**—a municipal, county, state, or federal government agency
  - **Nonprofit Institution**—a Federally tax-exempt institution, per section 501(c)(3) of the Internal Revenue Code, as determined by the US Department of Treasury, Internal Revenue Service
- Emergency Shelter Programs must have annual **fire and health inspections**. Any violations must be corrected immediately, and prior to approval for CACFP.
- Emergency shelter programs must provide temporary shelter and food to homeless children.

### Eligible Age Range

- Birth through 18 years of age; disabled persons of any age  
(NOTE: Disabled participants must be disabled, as defined by the State, and receiving services from a shelter that serves children. Emergency shelters serving only adults are not eligible to participate.)

### Eligible Operational Time

- 365 days per year

### Meal Pattern Requirements

- Meals and snacks served to children age 1 through 18 must meet the requirements set forth in the **CACFP Meal Pattern for Children**. The chart specifies the required food components and portion sizes.
- Meals and snacks served to infants, children age birth through 11 months, must meet the requirements set forth in the **CACFP Infant Meal Pattern**. The chart specifies the required food components and portion sizes.
- Meals and snacks served to disabled adults, 19 and older, must meet the requirements set forth in the **CACFP Meal Pattern for Adults**.

### Recordkeeping Requirements

- Annual CACFP Application
- Intake records
- Dated menus listing the food items served for each meal and snack
- Accurate meal count records

- Receipts and invoices
- Bank statements, cancelled checks and cost allocation plans, as applicable
- Record of annual civil rights training
- Record of annual CACFP training
- Medical Exception Statements, as applicable
- Food vendor contracts, as applicable

### Reimbursement

- Emergency Shelter Programs can be **reimbursed for up to three meals per child per day**. The combination of allowable meal services includes three meals (breakfast, lunch, and supper), two meals and one snack or one meal and two snacks.
- The amount of reimbursement an institution is eligible for depends on the number of meals served to children.
- **All participants are reimbursed at the free rate.**
- Emergency Shelter Programs **may not profit from CACFP**. Institutions must operate a nonprofit food service program, which means that all reimbursement received for food service is restricted and used only for allowable food program costs. Any reimbursement in excess of food program expenses must be used to maintain, expand, or improve the institution's nonprofit food service program.
- Emergency Shelter Programs may not charge for meals or snacks.
- Meals and snacks must be consumed while the child is at the facility.
- Meals for children age 1 through 18 and meals for disabled adults must be served in group meal settings. Meals for infants, age birth through 11 months, are the only meals that may be fed in private quarters.
- Meals and snacks served to children who are not residents of the shelter (walk-ins) may not be claimed for reimbursement.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter

addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by **mail**: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or **fax**: (833) 256-1665 or (202) 690-7442; or **email**: [program.intake@usda.gov](mailto:program.intake@usda.gov)

USDA is an equal opportunity provider and employer.