

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....

- 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:
 Day Care Centers Head Start and Even Start Programs Outside School Hours Programs 	 a maximum of two meals and one snack, OR two snacks and one meal per participant, per day
At-Risk Afterschool Meals Programs	 a maximum of one snack and one supper per participant, per day
Emergency Shelter programs	 a maximum of any three meals per participant, per day



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 3rd party and/or off-site storage



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



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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 (M)
- 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

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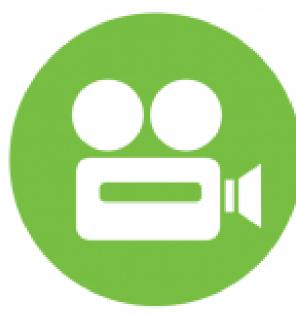
Documents to support your monthly costs:

- 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

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