

**NHDOE APPLICATION, MANAGEMENT PLAN AND AGREEMENT FOR  
THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP)  
DEFINITION'S AND REQUIREMENTS**

Affiliated Center means a sponsored center that is part of the same legal entity as the sponsor.

Unaffiliated Center means a sponsored center that is not a part of the same legal entity as the sponsor.

Civil Rights Public Notification Requirement - USDA's requires that all publications and other forms of communication, such as radio and TV announcements, used to inform the general public, parents of beneficiaries, and potential beneficiaries about the program, include the required nondiscrimination statement and the procedure for filing a complaint.

Double Session – see Shift Feeding

Enrollment Form Requirements for CCC's & FDCH's – At a minimum child enrollment forms must include a parent/guardian signature, as well as the child's normal days in care, hours in care, and meals in care. Before a child can be claimed for reimbursement each "newly" enrolled child must have a completed enrollment form. Enrollment forms must be updated at least annually with a parent signature.

Facility means a sponsored center or a family day care home.

Family means, in the case of children, a group of related or non-related individuals, who are not residents of an institution or boarding house, but who are living as one economic unit or, in the case of adult participants, the adult participant, and if residing with the adult participant, the spouse and dependents(s) of the adult participant.

Functionally Impaired Adult means chronically impaired disabled persons 18 years of age or older, including victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction, who are physically or mentally impaired to the extent that their capacity for independence and their ability to carry out activities of daily living is markedly limited.

Group living arrangement means residential communities which may or may not be subsidized by federal, State or local funds but which are private residences housing an individual or a group of individuals who are primarily responsible for their own care and who maintain a presence in the community but who may receive on-site monitoring.

Household means "family" (see definition of family).

Household Contact means a contact made by a sponsoring organization or a State agency to an adult member of a household with a child in a family day care home or a child care center in order to verify the attendance and enrollment of the child and the specific meal service(s) which the child routinely receives while in care.

Independent Center means a child care center, outside-school care center or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for Program operations.

Institution means a sponsoring organization, child care center, outside-school-hours care center or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for Program operations.

Monitoring Review Requirements – At a minimum, monitoring review content will include: Program meal pattern, licensing or approval, participation/or attendance at sponsor trainings, meal counts, menu and meal records, annually updated enrollment forms, correction of problems noted on previous reviews, and a 5-day reconciliation of meal counts with enrollment and/or attendance records. The timing of unannounced reviews should be varied so they are unpredictable to sponsored facilities.

Review “Averaging” Requirements – When “averaging” reviews sponsors must conduct the same total number of annual reviews (three times the number of facilities they sponsor). However, sponsors may arrive at that number by reviewing some facilities twice a year, and other facilities more than three times per year (to focus their review efforts on facilities that are more likely to commit errors). Each facility must receive two unannounced reviews per year. Also, any facility that has submitted a block claim within the review year may not receive less than three reviews per year. If the SO conducts two unannounced reviews of a facility and finds no serious deficiencies, the SO may choose not to conduct a third review of the facility that year. If a serious deficiency is identified the third review must be completed. When the SO uses this averaging provision, its first review in the next review year must occur no more than nine months after the previous review.

Shift feeding means when a provider or center serves meals to different children at different times. Shifts cannot overlap; providers or centers need to ensure that the children under their care are not all in attendance at the same time. The first group of children should be fed and out the door before the all day children arrive. The center or home can never have more than its license capacity in attendance at any time. There is no specific citation about shift feeding.

Sponsoring organization means a public or nonprofit private organization which is entirely responsible for the administration of the food program in: (a) One or more day care homes; (b) a child care center, outside-school-hours care centers, or adult day care center which is a legally distinct entity from the sponsoring organization; (c) two or more child care centers, outside-school-hours care centers, or adult day care centers; or (d) any combination of child care centers, adult day care centers, day care homes, and outside-school-hours centers. The term “sponsoring organization” also includes a for-profit organization which is entirely responsible for administration of the Program in any combination of two or more child care centers, adult day care centers, and outside-school-hours centers which are part of the same legal entity as the sponsoring organization, and which are proprietary title XIX or XX centers.

Training Requirement – At a minimum, the institution must provide training specifically related to CACFP requirements for key staff of all facilities, both before program participation and annually thereafter. *Key Staff* is defined as those staff members involved in the administration, management, or functional operation of the CACFP. *Minimum CACFP training topics* to cover include: meal patterns, meal counts, claims, monitoring and review procedures, record keeping, and reimbursement processes. This requirement applies to all FDCH’s, CCC’s, ADC’s, OSHCC’s, At-Risk Centers, and Head Starts. In addition to institution provided minimum CACFP training requirements for all key staff, the institution is required to send a CACFP representative to a SA training at least annually.