



## **Child and Adult Care Food Program (CACFP) Program Overview**

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### **Benefits of participating in CACFP**

- Get reimbursed for something you already do – feed children.  
**You could receive between \$832 and \$1482 per year per child.**
- Receive free training that counts towards your NYS daycare license (if you are a registered or licensed provider)
- Learn about nutrition and providing healthy meals to children – which you can promote to parents

### **Quick facts**

- The Child and Adult Care Food Program (CACFP) is funded by the US Department of Agriculture and operates under the Nutrition Division of the New York State Department of Health
- Southern Adirondack Child Care Network (SACCN) is the local program administrator in Warren, Washington, and Hamilton Counties and parts of northern Saratoga County
- Registered/licensed and legally exempt providers may participate.
- Child care providers are reimbursed for up to two meals and one snack per child, per day.
- Providers furnish all food to be claimed for reimbursement – except for baby formula, which may be furnished by parents and claimed by providers
- Providers must attend one food training per year, offered free of charge by the SACCN.

### **Participation in CACFP is Easy! Call us to get started.**

1. Complete and submit the following to the Child Care Network:
  - One enrollment form per child
  - Notice of enrollment for Legally Exempt Providers
  - Providers seeking a higher reimbursement rate must provide income verification
2. The Child Care Network will schedule a visit to your site and provide a one hour enrollment training to:
  - Complete the CACFP application
  - Answer your questions
  - Learn how the program works
  - Explain how to most easily receive your maximum reimbursement
  - Review the CACFP handbook
  - Check kitchen area for safety (check list provided in advance, upon request)

### **Once enrolled** – you will receive a check once a month, provided that you:

1. Record menus, meal counts, and number and ages of children served – on a daily basis
2. Submit monthly meal claims, consisting of menus and meal counts
3. Accommodate three visits per year by a program representative during mealtimes
4. Attend one free food training session per year (for registered/licensed providers, this session may count towards NYS day care licensing requirements)

**To Learn More or to Enroll in CACFP**  
**Call the Child Care Network 518-798- 7972 or email [cacfp@saccn.org](mailto:cacfp@saccn.org)**