

Nutrition Support

Child and Adult Care Food Program (CACFP)

Prospective New Sponsor Checklist

This checklist details the application process for organizations that wish to sponsor the Child and Adult Care Food Program (CACFP), including CACFP At-Risk Afterschool Meals. Please contact the Division of Nutrition Support, CACFP Section with questions: [\(225\) 342-3707](tel:225-342-3707) or Tashae.Williams@la.gov.

Mail:

Louisiana Department of Education,
Attn: CACFP 5-160:
1201 North Third Street,
Baton Rouge, LA 70802.

Action Steps

[License to Operate](#) - Prospective sponsoring organizations classified as Type II or Type III child care centers or adult day care centers must submit a copy of the organization's current license to operate. Centers will not be approved for participation in the Child and Adult Care Food Program without a current license. For licensing assistance, contact [\(225\) 342-9905](tel:225-342-9905) or ldelicensing@la.gov.

[Permit to Operate](#) - If applying as an At-Risk Afterschool Meals sponsoring organization, all food service sites (cooking and/or serving location) must be inspected and receive a permit to operate from the Louisiana Department of Health, Office of Public Health (LDH OPH), prior to beginning service. **Sites will not be approved for participation in the CACFP without proof of a current permit to operate and health inspection.** To request a permit to operate and health inspection, contact the LDH OPH Sanitarian Services department.

Type II and Type III Child Care Centers, Adult Day Care and Adult Day Health Centers will submit the License to Operate in lieu of the Permit to Operate.

[501\(c\)\(3\) Exemption Determination Letter](#) - Nonpublic or nonprofit organizations must submit a copy of the organization's 501(c)(3) Exemption Determination Letter issued by the Internal Revenue Service. The address on the letter must match the mailing address of the organization.

[System for Award Management \(SAM\) Database](#) - Prospective sponsoring organizations must obtain a Unique Entity Identification number (UEI) from SAM and have an active account in the System for Award Management (SAM) database. Applications without an active SAM registration will be considered incomplete. For assistance, contact the SAM helpline: [\(866\) 606-8220](tel:8666068220)

Application Process

The **Information Packet/Application Process** for participation in the CACFP encompasses the following steps:

1. Review the handbook which relates to the program you are interested in: [USDA CACFP Handbooks](#)
2. Click the links under the appropriate Program to review training:

At-Risk After School Programs and Emergency Shelters:

- [At Risk After School Program](#)
- [Financial Requirements](#)
- [Civil Rights in Child Nutrition Programs](#)
- [Serious Deficiency Process](#)

**See instructions below for Meal Pattern Training through [ICN](#)

All other center-based programs: (Child Day Care, Adult Day Care, Head Start)

- [Enrollment and Eligibility](#)
- [Financial Requirements](#)
- [Civil Rights in Child Nutrition Programs](#)
- [Serious Deficiency Process](#)

**See instructions below for Meal Pattern Training through [ICN](#)

****ICN Website – access to Meal Pattern Requirements:**

- Visit [ICN Learn](#) and use Register at the top right to create an account.
- Visit [ICN Learn](#) and review the following training: **CACFP Child and Adult Meal Pattern Requirements.**
 - i. You may have to sign in again, but you will need to click ‘Enroll’ to start the course.

- ii. This is a 4-hour course broken into 4 parts, each with a quiz. It does not have to be completed in one sitting.
 - iii. Visit: [ICN Help](#) if you have any issues with the website, registration, accessing the training, or receiving the certificate. **Save the completion certificate.**
 - iv. CACFP paperwork discussed in the online modules can be found here: [CACFP Resources](#)
3. Notify the State CACFP office by email after completing the training modules.
 - o Send email to Tashae.Williams@la.gov
4. You will receive an email with the **Information Packet** for participation attached. Review the included Information Packet Guide PowerPoint. Begin working on the paperwork and gathering the necessary information.
5. Participate in Potential Sponsor virtual meeting after you have received and started working with the Information Packet. (a link will be included in the Information Packet email)
6. Mail completed Information Packet for processing:

Louisiana Department of Education
CACFP – 5th Floor
PO Box 94064
Baton Rouge, LA 70804-9064
7. A permanent agreement will be mailed to the Institution/Sponsor for signing.
8. KidKare will reach out with a “Welcome” email and instructions for accessing and setting up your account.
9. Once the signed permanent agreement is received and you’ve notified us that you have 2 weeks’ worth of daily records in KidKare, a CACFP staff member will
 - o Contact the Sponsor to schedule an on-site Pre-Approval Visit.
 - o CACFP staff member(s) will conduct the scheduled on-site Pre-Approval visit.
10. After a completed successful Pre-Approval visit, the Institution/Sponsor will be given access to complete the online applications (Sponsor, Facility & Budget).
11. The Institution/Sponsor will submit the completed online applications for approval.
12. After the online applications have been reviewed and approved, an approval e-mail will be sent to the Executive Director

Information Packet - An information packet will be emailed to the prospective sponsoring organization after the Division of Nutrition Support has been notified that CACFP Training is complete.

[Child Nutrition Program Permanent Agreement](#) - Prospective sponsoring organizations must complete and sign the Child Nutrition Program Permanent Agreement. The original signed agreement must be returned by **mail** to the Division of Nutrition Support.

Preapproval visit

A preapproval visit will be scheduled by the Division of Nutrition Support staff. The [Preapproval Visit Form](#) lists specific areas of observation, including meal service.

Child Nutrition Program (CNP) Website

Upon completion of the Action Steps and Preapproval Visit, the authorized representative designated by the prospective sponsoring organization will receive access to the [CNP Website](#). The website forms listed below must be completed.

- Sponsor Application
- Sponsor Budget
- Facility Applications (one per site)

For assistance, refer to the [CACFP Online Application User Guide](#).

Approval

Upon completion of all requirements, the Child Nutrition Program Permanent Agreement will be signed and the sponsoring organization will be approved to participate in the child nutrition programs for which application was made.