



Nutrition Support

Child and Adult Care Food Program (CACFP)

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 or tammy.bloyed@la.gov.* **Mailing address:** 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 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.



Nutrition Support

Child and Adult Care Food Program (CACFP)

CACFP Training Review the Child and Adult Care Program handbooks applicable to the sponsoring organization type, and the ten (10) training modules. Notify the Division of Nutrition Support by email upon completion: tammy.bloyed@la.gov

1. Child and Adult Care Food Program Handbooks (review all applicable)

Child and Adult Care Food Program Handbook: Independent [Child Care Centers](#)

Child and Adult Care Food Program Handbook: [Adult Day Care Centers](#)

Child and Adult Care Food Program Handbook: [At-Risk Afterschool Meals](#)

2. Child and Adult Care Food Program Training Modules (review all applicable)

At-Risk After School Programs: Training Modules 7, 8, 9, & 10

Head Start Programs and Shelters: 1, 3, 4, 5, 7, 9, & 10 (all except 2, 6, & 8)

All other center-based programs: 1-5, 7, 9, and 10. (all except 6 & 8)

Training Module 01: [Introduction](#)

Training Module 02: [Free and Reduced Price Meal Applications](#)

Training Module 03: [Enrollment](#)

Training Module 04: [Meal Planning](#)

Training Module 05: [Finances](#)

Training Module 06: [New Sponsor Application Process](#)

Training Module 07: [Online Application and Claiming](#)

Training Module 08: [At-Risk Afterschool Meals](#)

Training Module 09: [Civil Rights](#)

Training Module 10: [Serious Deficiency](#)

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.



Nutrition Support

Child and Adult Care Food Program (CACFP)

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

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

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.