

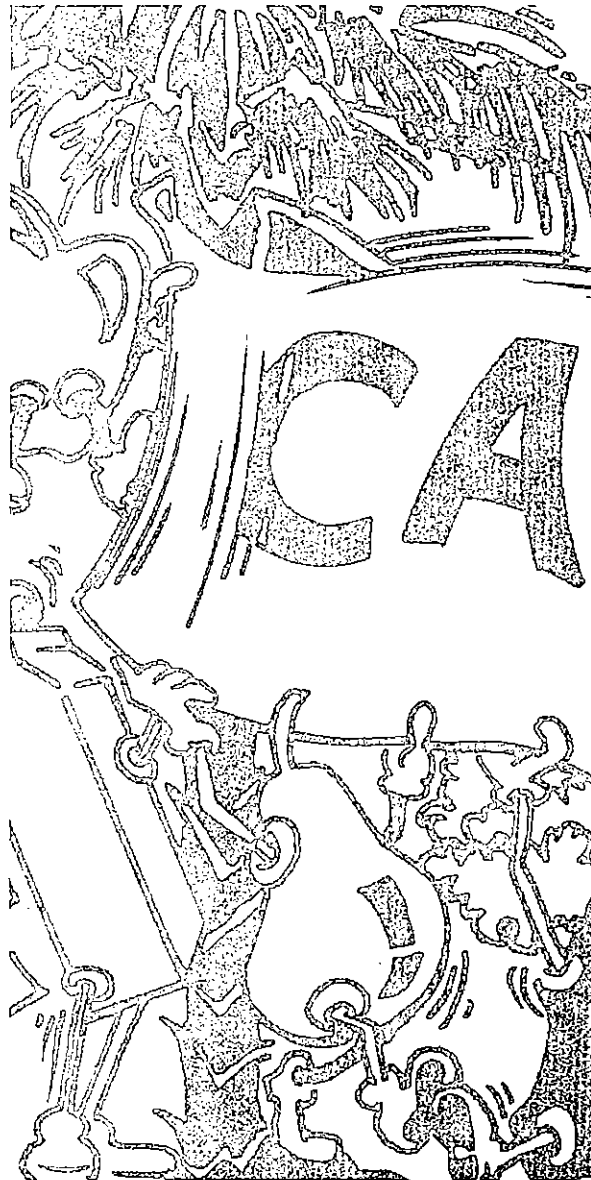


SOUTH CAROLINA CHILD AND ADULT CARE FOOD PROGRAM

Questions and Answers About Being a Day Care Home Sponsor

Please
place
stamp
here.

Day Care Home Coordinator
Food Service Operations
Department of Social Services
Post Office Box 1520
Columbia, South Carolina 29202-1520



The Child and Adult Care Food Program is available to all regardless of race, color, sex, age, handicap, religion or national origin. If you believe that you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 29250.

What is the Child and Adult Care Food Program?

The Child and Adult Care Food program (CACFP) is a federal program that provides financial assistance to eligible nonresidential child care centers, adult day-care centers and day-care homes so that they can provide nutritious meals to the participants enrolled for care. The goals of the program include improving the health and nutrition of children, encouraging good eating habits and promoting nutrition education. The program is administered on the national level by the United States Department of Agriculture and in South Carolina by the South Carolina Department of Social Services.

Since day-care homes can participate in the CACFP only through an eligible sponsoring organization, your organization has an opportunity to affect the lives and well-being of many children. However, you must pay close attention to the many facets of the CACFP if you are to operate a smoothly run program. This publication is designed to answer common questions that you may have about being a day-care home sponsor for the CACFP.

Who does the program benefit?

Children enrolled in organized day-care homes from birth through 12 years of age may participate in the program. However, for children of migrant workers, the age limit is 15 years of age. Also, persons with physical or mental disabilities can participate regardless of age, if they are





enrolled in a child care facility where the majority of the enrollees are 18 or under.

What is a sponsoring organization?

A sponsoring organization is a private nonprofit or public organization that enters into a contract with SCDSS to sponsor day-care homes to participate in the CACFP. Sponsors accept final administrative and financial responsibility for all homes under their sponsorship.

A private organization must have tax-exempt status under the Internal Revenue Code of 1986 or must be moving towards compliance with the requirements for federal tax-exempt status. A local IRS office can provide information on how to obtain tax-exempt status.

What are some of my primary responsibilities as a sponsor?

Administrative responsibilities include but are not limited to the following: recruiting eligible homes to participate in the program; submitting applications for participation to the SCDSS for these homes; providing them training and technical assistance; providing adequate supervisory and operational personnel for managing and monitoring the program; accurately reviewing provider program records prior to submitting the monthly claims for reimbursement; establishing procedures to collect and maintain all necessary program records from all homes you sponsor; maintaining complete and accurate records to substantiate your allowable administrative costs; and preparing and

submitting a consolidated monthly reimbursement claim form.

Where can I operate my program?

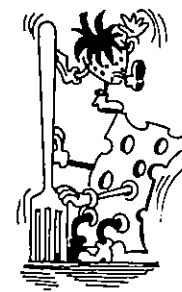
A sponsor can operate statewide as long as you have the capability to monitor, train and service all of the homes under your sponsorship.

What is an eligible home?

An eligible day-care home is any group day-care home licensed by SCDSS or any family day-care home that is licensed or registered by SCDSS. Registered family day-care homes must meet Alternate Approval standards developed by SCDSS. Day-care homes that are licensed by a branch of the military are also eligible to participate in the CACFP. All day-care homes must be located in a residential facility. (The provider's own private residence, the residence of another person or an unoccupied private residence). In addition, day-care homes that want to participate in the program under your sponsorship cannot participate under another sponsoring organization. Homes must sign an agreement with the sponsoring organization that specifies the rights and responsibilities of both parties.

How am I reimbursed?

Sponsors receive program payments for both their allowable administrative costs and for the eligible meals served in the day care homes. The program payments for meals are passed on to the day-care home providers by the sponsor.





Program payments (reimbursement) are based on claims for reimbursement that you submit to SCDSS. Claims must be submitted within 15 days after the operating month. The administrative reimbursement is based on the number of operating homes for the month multiplied by the current rates of reimbursement, your actual costs or your approved administrative budget, whichever is less. The reimbursement for the homes is limited to the number of creditable meals served to enrolled children multiplied by the appropriate annually adjusted reimbursement rates for each breakfast, lunch, supper and/or snack they are approved to serve.

What about record keeping?

You must keep full and accurate records of your allowable administrative costs as well as all records submitted by the home to support each claim for reimbursement. You must maintain all of these records for a minimum of three years after the end of the fiscal year of operation. These records must be made available upon request to federal and state administering agencies for audit and review purposes.

What must be served for each meal?

In order to qualify for reimbursement, meals must meet specific meal pattern requirements and must contain required quantities.

Breakfast must have at least three components: milk; vegetable, fruit or juice; and bread, bread alternate or cereal.

Lunch or supper must have five food items from the four components: milk; meat or meat alternate; two or more different fruits or vegetables; and bread or bread alternate.

A **snack** (supplemental food) must have two food items selected from two of the following four components: milk; meat or meat alternate; fruit, vegetable or juice; and bread or bread alternate.

What about monitoring the program?

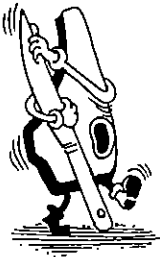
Sponsoring agency personnel must monitor providers a minimum of three times per year. Your monitors make sure the homes under your jurisdiction operate according to program guidelines and requirements, communicate problems to you, ensure correction of problems and also provide additional training and technical assistance to homes.

Because of their critical role, you should ensure your monitors are carefully trained in their duties.

Will my program be reviewed?

A new sponsor will receive an on-site visit during the first 90 days of operation. Technical assistance visits may be conducted on site as needed. Formal administrative reviews will be conducted by the SCDSS Food Service Operations Unit during the course of your operation. These reviews will include both your office operation and a percentage of your homes. You must make your records available for the administering agency reviewer and must take any corrective actions required by





SCDSS. Results of an administrative review may affect the amount of reimbursement your program will receive.

When can I apply?

You can submit an application after attending an initial orientation meeting held by Food Service Operations. These meetings are scheduled as needed.

How can I tell if I may qualify to be a sponsor?

In addition to being either a private nonprofit or public organization, you must be able to:

- demonstrate your organization's ability to administratively and financially manage the program;
- provide information on the organization's structure, by-laws, the board of directors with each person's responsibilities in the program's management and relationship to the sponsor;
- demonstrate your personnel's ability to perform the key job functions of the position they occupy;
- supply proof of an office located in South Carolina where all program records will be maintained;
- provide for a system of communication so that within a reasonable period of time, providers

and SCDSS staff are able to contact a responsible representative of your organization;

- provide a description of all programs, including food service, which the organization has managed or administered including names of corporate officers, addresses of sites and sources of funding;
- provide a comprehensive financial statement showing all expenditures and sources of income relevant to the proposed activity;
- provide a reasonable and detailed plan for training staff and providers, monitoring providers and record keeping procedures; and
- supply written justification for the need for the sponsoring organization and provide a reasonable plan for recruiting day-care homes to participate in the program.

Your application for participation will provide the above information as well as other information deemed necessary to determine whether you could administer the program. Your application will be reviewed and must be approved by the SCDSS, Food Service Operations before you can become a sponsor.

It is not difficult to operate a well run program; however, good record keeping and well trained personnel are critical for an effective program. If you feel that you can meet the above criteria or for additional information on the CACFP, mail the postcard on the back cover of this booklet or call (803) 734-2800.





I am interested in being a CACFP Day-Care Home Sponsor.

_____ I would like to receive more information on the program.

_____ I would like to meet with program staff about becoming a sponsor.

Name/Title: _____

Organization: _____

Address: _____

City: _____, SC Zip code: _____

Phone number: (_____) _____

Type of organization: _____ Public _____ Private nonprofit

Geographical area that you are interested in serving: _____

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Notes or Questions

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