

Child and Adult Care Food Program (CACFP) Statement of Intent to Participate

Introduction

Thank you for your interest in applying for the Child and Adult Care Food Program (CACFP). CACFP is a federal program that provides reimbursement to child and adult day care institutions and family childcare homes for the provision of nutritious meals and snacks that contribute to the wellness, healthy growth, and development of young children and the health and wellness of older adults and chronically impaired disabled persons.

Types of Eligible Programs

Child Care Centers

- Eligible childcare centers, outside-school-hours care centers, Head Start programs, and other institutions which are licensed or approved to provide childcare services.
- For-profit organizations must have at least 25 percent of children in the program qualifying for free or reduced-price meals or receive childcare subsidy.
- Centers are reimbursed funds at rates based upon a child's eligibility for free, reduced price, or paid meals. The center can be reimbursed for up to two meals and one snack or two snacks and one meal per child/per day.
- Children enrolled under the age of 12 are eligible to participate.

At-Risk Afterschool Programs

- Afterschool programs that offer enrichment activities for at-risk children and youth after the regular school day has ended.
- Programs must be located in areas where at least 50 percent of the children are eligible for free and reduced-price meals.
- All meals and snacks are reimbursed at the free rate. The program can be reimbursed up to one meal and snack per child/per day.
- Children under the age of 18 are eligible to participate.

Adult Day Care Centers

- Adult day care facilities that provide structured, comprehensive services to nonresident adults.
- For-profit organizations must have at least 25 percent of adults in the program qualifying for free or reduced-price meals or receive benefits under title XIX.
- Centers are reimbursed funds at rates based upon a participant's eligibility for free, reduced price, or paid meals. The center can be reimbursed for up to two meals and one snack or two snacks and one meal per participant/per day.
- Nonresident adults that are functionally impaired or age 60 or older are eligible to participate.

Homeless and Emergency Shelters

- Public or private nonprofit residential emergency shelters whose primary purpose is to provide temporary shelter to homeless youth.
 - Licensing is not required but must meet health and safety codes that are required by State or local law.
 - Children under the age of 18 are eligible to participate.
-

Instructions

1. Complete the statement of intent form which will provide program details and collect the necessary information to get you started on the CACFP application process.
2. Complete a W-9 Tax Form.
3. Once submitted, the Agency of Education will issue an LEA and supplier number and you will receive your CACFP application packet with further instructions.

Organization Name:
Organization Federal Employer Identification Number:
Organization SAM UEI:
Organization Type (Non-profit, For-profit, School Food Authority):
Organization Financial Fiscal Year:
Organization Physical Address:
Program type (childcare center, outside school hours care center, at-risk afterschool program, adult day, homeless shelter):
Anticipated meals to claim (maximum of two meals and one snack OR one meal and two snacks/day):
Number of participants enrolled:
Estimated CACFP Start Date (must be at least two months in the future):
Executive Director/Owner Name:
Executive Director/Owner Phone Number and Email:
Authorized Representative Signature:

Non-discrimination statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.