

Child and Adult Care Food Program (CACFP)

Statement of Intent to Participate

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 child care 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 person.

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. Obtain a DUNS number and register it within Sam.gov (additional instructions are provided for this step).
4. The Agency of Education will issue an LEA and supplier number and you will receive your CACFP application packet with further instructions.

Types of Programs

CACFP Site Definitions and Descriptions

Site Type	Description of Site	Eligibility of Site	Reimbursement	Who Can be Served
Child Care Centers	Eligible public or private nonprofit child care centers, outside-school-hours care centers, Head Start programs, and other institutions which are licensed or approved to provide child care services.	Non-Profit: Automatically eligible to enroll in CACFP. For-Profit: Must have at least 25 percent of children in the program qualifying for free or reduced price meals or receive childcare subsidy.	Reimbursed at rates based upon a child's eligibility for free, reduced price, or paid meals.	Children enrolled in the child care program under the age of 12.
Adult Day Care Centers	Adult day care facilities that provide structured, comprehensive services to nonresident adults.	Non-Profit: Automatically eligible to enroll in CACFP. For-Profit: Must have at least 25 percent of the participants in the program qualifying for free or reduced price meals or receive benefits under title XIX.	Reimbursed at rates based upon a participant's eligibility for free, reduced price or paid meals.	Nonresident adults functionally impaired or age 60 or older.
At-Risk After School Meals Program	Afterschool programs that offer enrichment activities for at-risk children and youth after the regular school day ends.	Programs must be located in areas where at least 50 percent of the children are eligible for free and reduced price meals.	Up to one meal & snack per child/per day reimbursed at the free rate.	Children under the age of 18.

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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