

Section 2.1: Eligible Participants

Sponsoring organizations with one or a combination of the following types of facilities may participate in the CACFP.

- Child Care Centers/Preschools
- Outside-Schools-Hours Centers
- Head Start Programs
- Emergency Shelters
- At-Risk After School Snack Programs
- Adult Day Care Centers (refer to Adult Center Compliance Manual)

A sponsor who claims meals that are reimbursed under the School Breakfast Program, National School Lunch Program and Summer Food Service Program (SFSP) are not be eligible to claim those same meals under the CACFP. CACFP institutions that have sufficient changes in activities or enrollment or develop a separate food service program for children who are not enrolled in the CACFP, and also meet SFSP eligibility criteria, may be approved to participate in the SFSP. Institutions that are approved for both CACFP and SFSP must ensure that the same children are **not** served meals in both programs.

A sponsor must assume final administrative and financial responsibilities for all facilities that operate the CACFP.

Section 2.2: Non-profit Centers

Public or Private Non-Profit Centers must meet the following criteria to be eligible to participate in the CACFP:

- Provide non-residential child care.
- 25% of total enrollment must qualify for Title XX (DES) benefits,
OR
- 25% of total enrollment must qualify for Free and Reduced meals,
OR
- Area Eligible: located near a school where at least 25% of the total enrolled students are eligible for free or reduced priced meals. This information can be obtained from the following website: <http://www.ade.az.gov/health-safety/cnp/frpercentages/>. If the center is not in an area eligible location there must be an outreach policy indicating that Program information will be made available to local minority and grass roots organizations.
- Have tax-exempt status under the IRS Code Section 501(c) 3 (non-profits).
- Be licensed by DHS,
OR
- Centers complying with applicable procedures to renew their DHS licensing, Military Base Certification or Tribal Health Services Certification may participate in the CACFP during the renewal process unless ADE has information which indicates that renewal will be denied,
OR
- Meet DHS exemption.

Child Care Centers on Military Bases are eligible for CACFP participation. Centers operated by any branch of the military must submit a “Department of Defense Certificate To Operate License” from their Headquarters in place of the DHS licensing.

Child Care Centers on Indian Reservations are eligible for CACFP participation. Centers operating on Tribal Land must submit a “Tribal Environmental Health Service Certification Report” issued by Indian Health Services in place of DHS licensing.

Section 2.3: Proprietary Centers (For-Profit)

Proprietary or For-Profit centers must meet the following criteria to be eligible to participate in the CACFP:

- Provide non-residential child care.
- 25% of total enrollment must qualify for Title XX benefits,
OR
- 25% of total enrollment must qualify for Free and Reduced meals.
- Be licensed by DHS,
OR
- Centers complying with applicable procedures to renew their DHS licensing, Military Base Certification or Tribal Health Services Certification may participate in the CACFP during the renewal process unless ADE has information which indicates that renewal will be denied,
OR
- Meet DHS exemption.

For each month the sponsor submits a claim for reimbursement, 25% of enrolled children or license capacity, whichever is less, must be determined as Title XX recipients. If less than 25% of the enrolled children or the license capacity is Title XX recipients, the sponsor cannot claim meals for that month. For the purposes of the CACFP, being enrolled is defined as any child who has documentation of enrollment and who attended at least one day during the month.

Section 2.4: Outside-School-Hours Centers (OSHC)

The requirements of **outside-school-hours centers** or **programs** are essentially the same as required for child care centers. Outside-school-hours care centers may apply as an independent institution or under the jurisdiction of a sponsoring organization. An OSHC must meet the following criteria to be eligible to participate in the CACFP:

- May not operate under the CACFP on weekends.
- Be a public or private non-profit center as described in Section 2.2.
- Provide organized child care services outside of school hours to enrolled school-age children twelve years and younger.
- Be licensed by DHS,
OR
- Centers complying with applicable procedures to renew their DHS licensing, Military Base Certification or Tribal Health Services Certification may participate in the CACFP during the renewal process unless ADE has information which indicates that renewal will be denied,
OR
- Meet DHS exemption.

Section 2.5: Head Start Programs

The requirements for Head Start Programs are essentially the same as the requirements for child care centers.

- Provide non-residential child care.
- Be a public or private non-profit center as described in Section 2.2.
- Be licensed by DHS,
OR

Head Start Programs on Indian Reservation must have current sanitation permits or environmental health surveys issued by Indian Health Services or demonstrate compliance with applicable State or local child care standards to ADE. Centers complying with applicable procedures to renew their DHS licensing, or Tribal Health Services Certification may participate in the CACFP during the renewal process unless ADE has information which indicates that renewal will be denied.

Section 2.6: Emergency Shelters

Emergency shelters must meet the following criteria to be eligible to participate in the CACFP:

- Be a private non-profit organization, state or local government, or other public entity. Private non-profit sponsors and shelters must have tax-exempt status under the IRS Code of Section 501 (c)(3).
- Provide temporary shelter to children age 18 years old and younger and their parents or guardians.
- Operate a congregate (group) meal service in their shelters.
- Sites or shelters must meet applicable State and local health, safety and sanitation standards.

Residential Child Care Institutions (RCCI)

RCCIs provide residential care and other services for children with specific needs, often on a long-term basis. RCCIs are designated as schools in section 12(d)(5) of the NSLA (42 U.S.C. 1760(d)(5)). For this reason, meal benefits for RCCI residents are provided through the school nutrition programs if the RCCI meets the definition of School in Sec. 210.2 of the National School Lunch Program (NSLP) regulations. Examples of RCCIs that may participate in the NSLP include homes for the mentally, emotionally or physically impaired, homes for unmarried mothers and their infants, halfway houses, orphanages, temporary shelters for abused and runaway children, long-term care facilities for chronically ill children, and juvenile detention centers. Given the purpose and structure of most RCCIs, it is unlikely that many will qualify for CACFP participation as emergency shelters based on their regular program and curriculum. However, **RCCIs that operate emergency shelter sites for homeless children or battered women and their children may be eligible, provided that the sites, including sites that are co-located within the RCCI facility, serve a distinct group of children who are not enrolled in the RCCI's regular program.**

Section 2.7: At-Risk After School Snack Programs

The CACFP offers reimbursement to help organizations serve snacks to children in after school care programs. After school snacks give children a nutritional boost and encourage participation in supervised activities that are safe, fun, and filled with learning opportunities. The intent of the After School Snack Program is to assist organizations that operate organized programs of care, which include educational or enrichment activities known to reduce or prevent children's involvement in juvenile crime or other high-risk behavior. After school programs can claim reimbursement for one snack per day for school age children who are 18 years old and younger at the start of the school year; if a student's eighteenth birthday occurs during the school year, reimbursement can be claimed for snacks served to the student for the remainder of the school year.

Public or private organizations, including schools must meet the following criteria to be eligible to participate in the after school component of the CACFP.

- Provide regularly scheduled activities to children age 18 years old and younger in an organized and supervised environment.
- Include educational or enrichment activities.
- Be *area eligible* (i.e., located within the attendance area of a school [elementary, middle, or secondary] in which 50% or more of the school's enrollment is determined eligible to receive free and reduced-price meals). This information can be obtained from the following website: <http://www.ade.az.gov/health-safety/cnp/frpercentages/>.
 - To Establish Area Eligibility: The At Risk center must submit the following written information to CACFP:
 - The name and telephone number of the independent school district.
 - The name of the school within the independent school district being used to determine area eligibility.
 - Written plan of enrichment or educational activities provided to participants while in attendance.
 - Once the At- Risk After School Area Eligibility is validated, the eligibility determination is valid for three years.
- Meet State and local health and safety standards.

Organized athletic programs engaged in competitive interscholastic or community level sports (i.e. *Pop Warner*, area swim teams, community soccer leagues, dance workshops, etc.) are not eligible to receive after school snack reimbursement under the CACFP. After school programs with an athletic component that is open to all and does not limit participation for reasons other than space, security, or licensing requirements, and uses sports and recreational activities to provide constructive opportunities to youths in the community may participate.

Reimbursement under the after school snack component of the CACFP is limited to one snack per child per day and are reimbursed at the Free rate. Snacks served to children who attend a child

care center after their school day has ended may qualify for after school snack reimbursement provided the center is area eligible.

A site may claim reimbursement for snacks served during the regular school year, including weekends, holidays, spring break, and fall break. Snacks served during summer vacation are not eligible for reimbursement in the After School Snack Program. In areas where school operates on a year-round basis, at risk after school care programs may receive reimbursement for snacks through the CACFP all year.

****NOTE:** Child care centers may participate in both the traditional CACFP and the After School Snack Program, but no child may be claimed for more than a total of two meals and one snack, two snacks and one meal, or three snacks per day. Children enrolled in a child care center who do not attend school would continue to participate under the traditional CACFP meal service.