

WE SERVE OVER
34 MILLION HEALTHY
MEALS ANNUALLY TO
CHILDREN AND ADULTS.



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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/ad-3027.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:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax: (833) 256-1665 or (202) 690-7442; or

Email: Program.Intake@usda.gov

This institution is an equal opportunity provider.



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WHAT IS THE CHILD AND ADULT CARE FOOD PROGRAM?

The Child and Adult Care Food Program (CACFP) provides 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. Participating institutions receive reimbursement by serving these nutritious meals to eligible individuals who are enrolled for care at participating child and adult care centers. CACFP also provides meals and snacks to children and youth who participate in afterschool care programs or reside in emergency shelters.

The United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) administers the CACFP through grants to States. The Virginia Department of Health (VDH) administers the CACFP in Virginia and the Virginia Department of Education (VDOE) administers the At-Risk Afterschool Meals Program. Independent and Sponsoring Organizations enter into agreements with their administering State agency to assume administrative and financial responsibility for CACFP operations. Care centers have the option to participate either under a sponsoring organization or independently in direct agreement with the Virginia Department of Health (VDH).

TYPES OF ORGANIZATIONS WITHIN THE CACFP

- Child Care Centers
- Head Start Centers
- Outside School Hours Care Centers
- Adult Care Centers
- Emergency Shelters
- Family Day Care Homes

HOW CAN THE MEAL IN THE CACFP BE SERVED?

Traditional Child Care Centers:

Only the meal types specified in the center’s agreement that are served in compliance with the meal pattern requirements may be claimed for reimbursement. The center may choose from the following meal types:

- Breakfast,
- Morning snack,
- Lunch,
- Afternoon snack, and
- Supper

Centers may be approved to claim for reimbursement, a daily maximum of two meals (breakfast and/or lunch and/or supper) and one supplement (snack), or two snacks and one meal, to each enrolled participant in attendance. The meals/snacks must meet or exceed the meal pattern requirements. The center can select and implement the meal service styles or methods of preparation best suited to the needs of the center and enrolled children [7 CFR 226.17(b)(3) and (4)].

Outside-School Hours-Care Centers

OSHCCs may be approved to claim one or more of the following meal types: breakfast, snack, or supper. A maximum of two meals and one snack or two snacks and one meal may be claimed daily for each child. In addition, such centers may be approved to serve lunch to enrolled school-age children during periods of school vacation, including weekends and holidays, and to enrolled children attending schools which do not offer the National School Lunch Program (NSLP). Such centers, however, cannot be approved to operate the CACFP on weekends only [7 CFR 226.17(b)(5)].

Emergency Shelters

Emergency shelters may be approved to claim up to three reimbursable meals – breakfast, lunch, and supper, or two meals and one snack – to each child, each day, on weekdays and weekends. Only meals served in congregate meal settings are eligible for reimbursement. Meals which are consumed in private family quarters in an emergency shelter are not reimbursable.



TYPES OF MEAL SERVICE:

Unitized Meals: All food components (menu items) of the meal or snack must be served to each child all at the same time.

Cafeteria Style Meal Service: A self-service facility in which kids or adults select various foods from an open-counter. The food is usually placed on a tray and carried to a dining table by the kid or adult.

Family Style Meal Service: Family Style is a type of meal service which allows children and adults to serve themselves from common platters of food with the assistance of supervising adults. Institutions and facilities choosing to exercise this option must be in compliance with the following practices:

A sufficient amount of prepared food must be placed on each table to provide the full required portions of each of the components, as outlined in the CACFP meal pattern requirements, for all children or adults at the table and to accommodate supervising adults if they wish to eat with the children and adults.

Children and adults must be allowed to serve the food components themselves, with the exception of fluids (such as milk). During the course of the meal, it is the responsibility of the supervising adults to actively encourage each child and adult to serve themselves the full required portion of each food component of the meal pattern. Supervising adults who choose to serve the fluids directly to the children or adults must serve the required minimum quantity to each child or adult.

LEARN MORE BY VISITING: [VirginiaCACFP.com](https://www.vdh.virginia.gov/child-adult-care-food-program)