



November 24, 2004

United States
Department of
Agriculture

Dear Child Care Provider:

Food and
Nutrition
Service

I am pleased you are participating in the Child and Adult Care Food Program (CACFP) which is funded by the U.S. Department of Agriculture (USDA). I applaud your commitment to children and their families.

3101 Park
Center Drive

Everyone Wins with CACFP

Alexandria, VA
22302-1500

You contribute to high quality child care when you serve nutritious meals to children through the CACFP. Children who are well-nourished are sick less often, learn more effectively, and behave better. Parents are happy to know their children are getting the right foods they need to develop and learn.

We Are Counting on You to:

- serve high-quality meals that meet USDA nutritional requirements for CACFP;
- count and request payment for only those meals served to enrolled, eligible children;
- claim only 2 meals and 1 snack or 2 snacks and 1 meal per child, per day;
- keep accurate records on meals served and children present; and
- send in these records on time to the organization with which you signed an agreement (your “sponsoring organization”).

If you follow these requirements and others explained to you by your sponsoring organization, you will meet the requirements for the CACFP. Keeping accurate records will ensure that you receive the correct payment from your sponsoring organization. If you do not follow these rules, your payment can be reduced or denied, and you may no longer qualify for CACFP.

Training and Support

Your sponsoring organization will provide training and help you better understand these rules. If you have any questions or concerns, please contact your sponsoring organization. Your State agency is also available to help you if you have additional questions. You can find your State agency on the USDA Child Nutrition website at: www.fns.usda.gov/cnd , or you can ask your sponsoring organization whom to call in your State.

Congratulations on participating in the CACFP. We truly are *building for the future!*

Sincerely,

Stanley C. Garnett
Director
Child Nutrition Division

The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.