

# Sponsoring Organizations Training-Monitoring Forms

CACFP Update Training 2018-2019

July/August 2018



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DEPARTMENT OF  
EDUCATION

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**CACFP Staff**

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# Regulations- 226.16 (d)

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- Each sponsoring organization must provide adequate supervisory and operational personnel for the effective management and monitoring of the program at all facilities it sponsors.

# Sponsor Training -226.16(d) 1,2

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- Sponsors must train on Program duties and responsibilities to key staff from all sponsored facilities prior to the beginning of program operations.
- Sponsors must also conduct additional mandatory training sessions for key staff from all sponsored childcare and adult day care facilities no less frequently than annually.

# Review Elements

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- Eligibility
- Training and Nutritional Education
- Civil Rights
- Recordkeeping
- Meal Count/Menu/Production Records

# Review Elements

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- Space, Equipment, Storage, and Sanitation
- Procurement
- Observation of the Meal Service
- Reconciliation of Meal Counts- 226.16 (d) (4)(ii)

# Reviews

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- A) At least two of the three reviews must be unannounced;
- (B) At least one unannounced review must include observation of a meal service;
- (C) At least one review must be made during each new facility's first four weeks of Program operations; and
- (D) Not more than six months may elapse between reviews

# Sponsoring Organizations Five-Day Reconciliation

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## Conducting Five-Day Reconciliation in the CACFP Questions and Answers

- This memo Supersedes CACFP 24-2016 dated September 7, 2016
- “Summary of Conducting Five-Day Reconciliation in the CACFP”
- A Quick Guide...Five Day Reconciliation



# Sponsoring Organizations Household Contact

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# Household Contact Definition

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- *Household contact* means a contact made by a sponsoring organization or a State Agency to an adult member of a household with a child in a family day care home or a child care center in order to verify the attendance and enrollment of the child and the specific meal service(s) which the child routinely receives while in care.

# State Agency Responsibility

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- Establish system for making household contact
- The System must specify the circumstances
- Establish Procedures for conducting household contact
- Must ensure that household contact is part of the review.

# Applicable forms for Household Contact

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- Household Contact System for Sponsoring Organizations
- Household Contact Cover Memorandum
- Household Contact Script
- Household Contact Questionnaire
- Household Verification of Child's Attendance

# Sponsoring Organizations Administrative Cost 15%

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# Why is the Cap Necessary?

- The cap is used to compute the maximum allowed percentage rate for an administrative cost
- Center reimbursement covers administrative & operating cost (like school meals cost)
- More money kept for administrative=less money for meals
- Audits/reviews found 25-30% approved with more retained

# Cap Applies to All Types of Sponsored Centers

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- Non-profit sponsors
- For-profit sponsors
- Public Sponsors
- Sponsors of unaffiliated centers
- Sponsors of affiliated centers

# Administrative & Operating Cost

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## Administrative

Planning

Organizing

Managing

## Operating Costs

Food Costs

Food Service Labor

Food Service Supplies



# Center Sponsor Administrative Costs

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- Claim preparation
- F/RP eligibility determinations
- Monitoring
- Training

Must Confirm to 796-2, Rev. 4

# How the Cap Works: Monthly Retention

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## Three factors

- Amount of reimbursement actually earned
- Annual limit of percent
- Cannot exceed monthly allowable costs

# How the Cap Works: Sponsor Responsibilities

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Sponsors must:

- Monitor monthly retention on year-to year date basis
- Monitor actual vs. projected reimbursement earnings
- Adjust retention to stay within “cap”

# When: Waivers

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- Higher travel cost
- Low English proficiency center staff
- One-time costs
- Low reimbursement earning

# Waiver Process

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## When

With initial budget request

Budget amendment request

## How

Justify need for CACFP to fund admin. Cost >15%

Show adequate funds available for meals



# Sponsoring Organizations Quarterly Report

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# Quarterly CACFP Financial Report

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- Required for all For-profit, Non-profit, and Public sponsors operating two or more sites on the Child and Adult Care Food Program.
- Reports how much it cost your agency to operate the Child and Adult Care Food Program over the past three months and how your agency funded the program.



# Quarterly CACFP Financial Report Due Dates

## 1st Quarter

Reporting period:

October 1 – December 31

- Due Date:  
February 15th

## 2nd Quarter

Reporting period:

January 1 – March 31

- Due Date:  
May 15th

## 3rd Quarter

Reporting period:

April 1 – June 30

- Due Date:  
August 15th

## 4th Quarter

Reporting period:

July 1 – September 30

- Due Date:  
November 15th

# Reimbursement Earning & the Cap Example 4

- Sponsors A & B 50 centers, each with 2,000 ADA

	Sponsors A:	Sponsor B:
Paid	80%	20%
Free	20%	80%
Meal reimbursement earning;		
Paid (daily)	\$ 320	\$ 80
Free(daily)	\$ 856	\$ 3,424
Yearly:	\$280,000	\$840,000
15% Cap:	\$ 42,000	\$126,000

# Completing the Quarterly CACFP Financial Report

- Tools you will need to complete the annual CACFP financial report:

Cost worksheet- Total the amounts on the Cost Worksheet for the three months in which you are completing the Quarterly Report.

- The approved budget is populated in the report.
- Only CACFP costs approved in the budget are allowed.

# Completing the Quarterly Financial CACFP Report

- Separate costs between Administrative and Operational Expenses
  - **Administrative = All expenses relating to monitoring, recordkeeping, and compiling the claim.**
  - **Only Actual Costs (NO ESTIMATES)**
  - **Only CACFP %**
  - **Only line items approved on Budget**
  - **No more than 15% of your CACFP Reimbursement can be used to fund administrative costs.**

# Completing the Quarterly CACFP Financial Report

- Separate costs between Administrative and Operational Expenses
  - **Operational = All expenses relating to the kitchen and meal service.**
  - **The institution's final claim for reimbursement for the fiscal year must reflect cost on the accrual basis. (Accrual-Expense and income recorded when incurred)**

# Budget Summary

## **D. Projected Administrative CACFP Expenditures**

1. Salary and Wages
2. Benefits
3. Supplies
4. Office Materials (Expendable) Supplies
5. Equipment Purchases
6. Equipment Rental/Lease
7. Printing
8. Office Space/Rental/Lease/Depreciation Use Allowance
9. Utilities/Facility Maintenance/Janitorial Services
10. Travel for Program Operations
11. Center Workshops/Participant Training/Staff Training
12. Nutrition Education Materials
13. Meetings/Conferences
14. Contracted/Professional Services
15. Insurance Premiums/Bonding
16. Memberships/Subscriptions/Professional Activities
17. Other Administrative Expenditures/Advertising
18. Other

### **Total Direct Administrative Costs**

## **B. Projected Operating CACFP Expenditures**

1. Salary and Wages
2. Benefits
3. Food Purchases
4. Meal Contracts (meal cost)
5. Mileage (meal transporting cost)
6. Non-Food Supplies
7. Printing/Postage/Communications
8. Purchased Services
9. Food Service Space
10. Reimbursement to Unaffiliated Centers (Sponsors Only)
11. Equipment Purchase over \$500
12. Other

### **Total Operating Costs**

# Quarterly Report-Centers

## Revenues

Budget Category	Approved Amended Budget	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Year to Date Revenues	Budget Balance	Percentage Budget Earned
Projected Total Annual Revenue	41,125	0	0	0	0	0	41,125	0.00
<b>Total Revenues</b>	<b>41,125</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41,125</b>	<b>0.00</b>

## Operating Expenses

Budget Category	Approved Amended Budget	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Year to Date Expenditures	Budget Balance	Percentage Budget Expended
Total Labor Costs (Salaries, Wages, Taxes and Benefits)	15,000	0	0	0	0	0	15,000	0.00
Total Food Expenses	23,125	0	0	0	0	0	23,125	0.00
Supplies and Equipment	0	0	0	0	0	0	0	0.00
Other	0	0	0	0	0	0	0	0.00
<b>Total Operating Expenses</b>	<b>38,125</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38,125</b>	<b>0.00</b>

## Administrative Expenses

Budget Category	Approved Amended Budget	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Year to Date Expenditures	Budget Balance	Percentage Budget Expended
Administrative Costs	0	0	0	0	0	0	0	0.00
Other	0	0	0	0	0	0	0	0.00
<b>Total Administrative Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>

# Quarterly Report- FDCH Sponsor

## Revenues

Budget Category	Approved Amended Budget	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Year to Date Revenues	Budget Balance	Percentage Budget Earned
Projected Total Annual Revenue	160,272	36,588	0	0	0	36,588	123,684	22.83
<b>Total Revenues</b>	<b>160,272</b>	<b>36,588</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,588</b>	<b>123,684</b>	<b>22.83</b>

## Administrative Expenses

Budget Category	Approved Amended Budget	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Year to Date Expenditures	Budget Balance	Percentage Budget Expended
Salaries, Wages and Benefits	0	29,818	0	0	0	29,818	-29,818	0.00
Training and Monitoring	0	0	0	0	0	0	0	0.00
Office Expenses	0	260	0	0	0	260	-,260	0.00
Facility/Depreciation	0	2,460	0	0	0	2,460	-2,460	0.00
Contracted/Professional Services	0	1,305	0	0	0	1,305	-1,305	0.00
Other	0	1,931	0	0	0	1,931	-1,931	0.00
Total Indirect Costs	0	0	0	0	0	0	0	0.00
<b>Total Administrative Expenses</b>	<b>0</b>	<b>35,774</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,774</b>	<b>-35,774</b>	<b>0.00</b>



# Quarterly Report

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- Report only actual costs.
- **Supported with documentation**
  - Receipts, invoices, timesheets, payroll records, etc.
- Only CACFP % (for shared costs)
- Only report for time period of participation. For example, if started in June, only need to complete 3<sup>rd</sup> quarter (for June only) and 4<sup>th</sup> quarter reports.
- Only cost line items approved on the budget can be paid directly with CACFP funds

# Completing the Quarterly Financial Report

## REMINDERS:

- Report only actual food program costs
  - **Supported with documentation.**
- Report only actual costs that received approval on budget.
- Print a copy of the submitted form and attach it to your support documentation for your records.

# Financial Management Resource

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- FNS Instruction 796-2 (rev. 4)

# Non Discrimination Statement

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- This institution is an equal opportunity provider.