

Michigan Department of Education  
Grants Coordination and School Support  
Child and Adult Care Food Program  
(CACFP)

# Sponsor Responsibilities

# Sponsor Responsibilities

- What is a sponsor?
- Key sponsor responsibilities

# Definitions

- Sponsor
- Facility
- Affiliated facility
- Unaffiliated facility

# What Is A Sponsor?

An organization responsible for administration of the Child and Adult Care Food Program (CACFP) in child care centers or day care homes

# What Is A Facility?

A licensed or approved:

- Child care center
- Day care home
- Emergency shelter
- After school program in an at-risk area

under the auspices of a sponsor

# Affiliated Facility

- Child care center
- Emergency shelter
- After school program in an at-risk area

legally **connected** to the sponsor

# Unaffiliated Facility

- Child care center
- Emergency shelter
- Child day care home
- After school program

legally **distinct** from the sponsor

# Who Is Eligible To Be A Sponsor?

- Private, nonprofit organization
- Public institution
- Private, for-profit institution
  - affiliated facilities only

# Public Or Private Non-profit Organization

- One or more day care homes
- Two or more child care centers
- A center unaffiliated with sponsor
- Combination of centers or homes

# For-Profit Organization

Two or more child care centers that are part of the same legal entity as the sponsor

# Key Sponsor Responsibilities

1. Submit application to Michigan Department of Education (MDE)
2. Train staff
3. Monitor facilities
4. Process facility claims
5. Submit consolidated claim to MDE
6. Reimburse facilities

# Key Responsibility #1

## Submit Application

# Application Includes:

- Management Plan
- Budget
- Employment restriction policy
- Application for each facility
- Licensing approval for each facility

# Application Includes:

- Documentation to demonstrate:
  - Financial viability and financial management
  - Administrative capability
  - Program accountability
- Document that sponsor will deliver benefits of the CACFP to un-served facilities (new sponsors)

# Key Responsibility #2

## Train Staff

# Train Staff

- Key staff
- Frequency
- Content
- Participation requirement
- Record keeping requirement

# Key Staff

- Monitor
- Day care home provider
- Facility staff with CACFP duties
- Sponsor staff with CACFP duties

# Training Frequency

- Prior to beginning of CACFP operations
  - Includes onsite visit to verify facility is capable of food service operations
- At least once a year, thereafter

# Training Content

- Meal patterns
- Meal counts
- Claims submission
- Record keeping requirements
- Reimbursement system
- Civil rights
- Review requirements and procedures (monitors)

# Training Content

Instruction appropriate to the level of staff experience and duties

# Participation Requirement

Key staff attendance at training is mandatory

# Record Keeping Requirement

Document information on training sessions:

- Date
- Location
- Topics
- Names of participants

# Key Responsibility #3

## Monitor Facilities

# Monitor Facilities

- Notification
- Review elements
- Follow-up reviews
- Frequency
- Health or safety threat
- Household contacts

# Notification Of Unannounced Reviews

- Provide each facility written notice of right of sponsor, MDE, United States Department of Agriculture (USDA), and other state or federal officials to make unannounced reviews during facility's normal operations
- Employee of above agency must show photo ID

# Review Elements

Compliance with:

- Meal patterns
- Licensing
- Attendance at training
- Menu and meal attendance
- Enrollment forms

# Review Elements

Problems from previous review were corrected

Reconcile meal counts with enrollment and attendance records for a five day period

# Meal Count Reconciliation

1. Select five consecutive days during current or prior claiming period
2. Review attendance and/or enrollment records to determine number of children in care
3. Compare the number of children in care to the meal counts of each meal and snack claimed
4. Attempt to reconcile difference

# Follow-Up Review

If there are serious findings, the next review must be unannounced.

# Review Frequency

- Each facility three times a year
- Two reviews unannounced
- One unannounced includes meal service observation
- One review during new facility's first four weeks of CACFP operations
- No more than six months between reviews

# Review Averaging

- Two unannounced reviews with no serious findings
- May choose to not conduct third review
- Must conduct average of three reviews of all facilities in one year
- No more than nine months between reviews
- Block claim must conduct three reviews

# Imminent Threat To Health Or Safety

- Immediately notify licensing (Department of Human Services) or health authorities
- Take action consistent with licensing or health authorities
- May be a serious deficiency with suspension

# Household Contact

Contact adult household member of family to verify:

- enrollment
- attendance
- meals typically received by child while in care

# When To Make A Household Contact

When the sponsor has reason to believe a facility is claiming reimbursement for meals for children not in care

# Reasons For Household Contact

- Child claimed every day for four or more months with no absences
- Child never absent except on day of review
- Facility claims maximum capacity except on day of review

# Other Reasons For Household Contact

- Enrollment form appears to be completed by facility without parent consent
- Sponsor receives complaint that a child is not in care yet facility claims reimbursement for the child
- Any other reason sponsor suspects child was claimed when not in care

# Key Responsibility #4

## Process Facility Claims

# Process Facility Claims

- Determine number and type of meals for reimbursement
- Conduct edit checks on each facility's claim prior to submitting claim to MDE

# Edit Checks

- Verify approved meal types for each facility
- Detect facility claim with too many meals
- Detect block claim

# Detect Too Many Meals

Compare the total number of meals claimed to the product (result of multiplying) of enrolled children times approved meal services times days of operation

# Formula

Step 1: Total meals claimed

Step 2: Enrollment X  
Food service days X  
Number of approved meals

Step 3: Total meals claimed in Step 1  
should be less than the result in  
Step 2

# Example

Step 1:	Total meals claimed		1000
Step 2:	Enrollment		20
		X	
	Food service days		20
		X	
	Approved meals		3
			<hr/>
	Total		1200

Step 3: Edit ok because 1000 in Step 1 is less than 1200 in Step 2

# Block Claim

- Number of meals claimed for one or more meal type (breakfast, lunch, etc.) is identical for 15 consecutive days within a claiming period
- Conduct unannounced review within 60 days to determine reason for block claim

# Key Responsibility #5

Submit Claim to MDE

# Submit Claim To MDE

- Monthly
- Number of meals for each sponsored facility
- Report sponsor cost

# Key Responsibility #6

## Reimburse Facilities

# Reimburse Facilities

Within 5 working days of receipt of CACFP funds from State of Michigan

# What Is A Sponsor?

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2. Department of Education (MDE)
3. Train staff
4. Monitor facilities
5. Process facility claims
6. Submit consolidated claim to MDE
7. Reimburse facilities

# Questions?

Contact the Michigan Department of  
Education, Child and Adult Care Food  
Program

Phone: 517-373-7391

Email: [MDE-CNAPCACFP@michigan.gov](mailto:MDE-CNAPCACFP@michigan.gov)

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