

Child and Adult Care Food Program (CACFP) Newsletter January 2026

Changes to Fiscal Documentation

Due to changes in CACFP federal regulations within the [Child Nutrition Program Integrity Final Rule](#), additional fiscal requirements are needed for all CACFP programs.

These requirements include using program funds responsibly, maintaining a nonprofit food service operation, and meeting basic standards for program stability and accountability. Throughout the fiscal year, this newsletter will highlight specific fiscal program requirements. Feel free to reach out to [your analyst](#) with any questions.

Non-profit Food Service Account (NFSA) - Separate Financial Tracking

All sponsors **must** keep separate financial records for their food service program. **This separate account is defined as a Non-profit Food Service Account (NFSA) and is considered a restricted account.** The NFSA doesn't have to be a different bank account. Instead, it can be a special section in your financial records (general ledgers) called a subledger or cost center. This section keeps track of all the income and expenses for your food program. The totals from this section are added to your main financial records (general ledgers), so your overall organization's finances stay mostly the same, while still meeting program accountability and reporting requirements.

Non-profit Food Service Account (NFSA) – Program Meal Revenue

Sponsors **must** keep track of their revenue/income they earn from operating their food service program in their NFSA records. Sponsors are expected to record revenue that is equal to or greater than the free (Category A) meal reimbursement rate for every meal served. For reduced price (Category B) and paid (Category C) meals, sponsors must combine CACFP reimbursement with additional revenue from another funding sources to make sure the total revenue/income equals the amount received for a free reimbursement meal. This additional revenue can come from different sources such as a pricing program, childcare payments, Department of Health and Human Services (DHHS) funds, Great Start Readiness Program (GSRP) funds, Head Start funds, tuition payments, or general sponsor funds.

Program revenue/income **must** be reported on the CACFP claim each month.

Best practice is to calculate and document NFSA revenue/income each month when submitting your CACFP claim. Use the [CACFP Program Meal Revenue Calculator](#) to

assist with this process. This tool is also available on the [Michigan Department of Education \(MDE\)](#) website.

Child Nutrition Program Year-End Report Requirements

Another new requirement is the completion of the child nutrition program year-end report (CNP-YER). CACFP sponsoring organizations that are required to complete the CNP-YER should have received an email notice. This email gave a due date of January 14, 2026, to submit the CNP-YER report. If you have any questions about the year-end report or other fiscal-related topics, email Jared Simkins (non-school sponsors CNP-YER) or Brenda Sweatman (non-public school CNP-YER) at MDE-Fiscal@michigan.gov. Public School districts do not report the CNP-, Public Schools complete the FID report which accomplishes the same reporting requirements.

Monitoring Requirements for Sponsoring Organizations

Sponsoring Organizations are required to complete site monitoring as part of their administrative program responsibilities. Sponsors with sites that operate for 10 months or more need to review each site at least three times per fiscal year. At least two of the three reviews must be unannounced, and at least one unannounced review must include a meal observation.

Sponsors with sites that operate between four to nine months must review each site at least two times per fiscal year. At least one of the two reviews must be unannounced, and at least one unannounced review must include a meal observation.

To learn more about monitoring and oversight, take the online articulate training: [CACFP: Sponsoring Organizations Oversight and Site Monitoring Responsibilities](#) and view our [Administrative Memos](#) on monitoring. Site Monitoring Forms can be found at the bottom of this CACFP [webpage](#).

Infant Formula Requirements

All formula supplied for CACFP infants must be ready-to-feed and iron-fortified. For additional information, view the [Licensing Rules for Child Care Centers](#) manual. If you're looking for more guidance on feeding infants, visit our [CACFP: Feeding Infants](#) training module.

January's Thinking Thursdays

Topic: Prepping for Your CACFP Administrative Review

Get ready for your next CACFP Administrative Review with confidence. This session will provide a high-level overview of the review process, including what to expect, required documentation, common findings, and practical tips for staying organized and compliant.

Date: Thursday, January 15, 2025

Time: 2 – 3 pm

Please click here to register:

https://us06web.zoom.us/webinar/register/WN_qxjzQdolTwu_tDSIGDVzRQ

https://us06web.zoom.us/webinar/register/WN_0N3Y9N3DR9CjdwKiqqSVRA

Additional Trainings Available

Our website is full of useful training opportunities that you can take at your own pace and at a time that's convenient for you!

[Thinking Thursdays](#): Topics include family style meal service, whole grains, meal pattern basics, and more!

[Online Modules](#): Topics include product labels, special dietary needs, preschool meal patterns, and a new At-Risk Afterschool Meals Program training module and many more. You can also receive [MiRegistry](#) credit for completing these online modules.

[Tuesdays at 2](#): Our school nutrition team has presented on a few CACFP-specific topics, such as the CACFP year-end report and feeding preschoolers.

Additional News Inside MDE CACFP

Ongoing Social Media Campaign: What's for Lunch?

MDE is running a social media campaign that highlights the great lunches being served throughout our state. It highlights lunches being served in the National School Lunch Program, Child and Adult Care Food Program, and the Summer Food Service Program. Get involved by showing off the great lunches being served. Please share your pictures and story by filling out the form at the link below. Pictures will be shared on [MDE's Facebook Page](#).

[What's For Lunch?](#)

Contact Us

Email: mde-cacfp@michigan.gov

If you or someone you know is interested in receiving the CACFP Newsletter and Child Nutrition Program News, visit [Child Nutrition Programs News and Updates Subscription](#) and choose the two categories below:

MDE-CACFP

Child Nutrition Programs

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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: [USDA Program Discrimination Complaint Form](#), 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:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.