

**Child and Adult Care Food Program
Agreement between Family Child Care Home Providers
and the CACFP Sponsoring Organizations**

Provider: _____
Provider's Name

Provider Address: _____

City _____ County _____ Zip _____
Phone # () _____ Date of Birth: _____
License Number _____ License Capacity _____
Foster Care License: _____ Military License: _____
License Effective Date: _____ License Anniversary Date: _____

Sponsor: _____
Family Day Care Home Sponsoring Organization

I am currently participating with another Sponsor; therefore, this agreement is effective (Date: _____). Otherwise, the agreement is effective when the provider signs below. This agreement specifies the rights and responsibilities of the provider and the sponsoring organization as participants in the Colorado Department of Public Health & Environment, Child and Adult Care Food Program (CDPHE-CACFP).

Rights and Responsibilities of the Child Care Home Provider

In accordance with CACFP regulations, I/We agree to:

1. Provide a copy or written documentation of my current childcare license to the sponsoring organization. Tell the sponsoring organization, in a timely manner, if I am unlicensed, there are any changes in my license status or license capacity, or I move. Claim meals for enrolled children within my license capacity.
2. Keep daily records of:
 - a. Foods served to child care children at each meal, and claimed for reimbursement, each day.
 - b. The number and type of meals served and claimed for reimbursement, to each enrolled child, each day.
 - c. The name and number of enrolled children who are present and claimed for reimbursement each day.

The provider has until the end of the day to record this information. However, the provider is encouraged to complete meal records within 30 minutes of the meal. (The person filling out the record must be present at the meal service.)
3. Provide family size and income data on my family to the sponsoring organization to determine eligibility to claim my own children. Claim meals served to my own children when: (a) my children are enrolled and participating in the CACFP at the time of meal service, (b) enrolled, nonresidential children are present and claimed for that meal as participants in the CACFP, and (c) I am approved by my sponsoring organization to claim my children. I understand my household income will be verified.
4. Tell sponsoring organization, in a timely manner, names of any children added to/dropped from enrollment in my child care, keep enrollment forms for each child; update Child Enrollment Forms, (CEF) at least once a year or as information changes.
5. Distribute the "Dear Family/Parents" letter annually to parents/guardians of enrolled children.
6. I understand that if the parents or guardians of the children enrolled in my care decline to self-identify the racial and ethnic categories of their children listed on the Child Enrollment Form (CEF), I am required to make a visual identification of the children's race and record it on the CEF.
7. Make meal count and menu records available to my sponsoring organization, during the home visit and by the _____ day of the following month. Failure to do so will result in loss or delay of payment for that month. Let parent/guardian know the sponsoring organization may call to verify meal attendance.
8. Serve meals that provide all meal components and meet CACFP requirements for age of children being served. No more than three meals may be claimed per child per day; if three are claimed, one must be a snack. Not charge the parent/guardian for any meals served to enrolled children.
9. Serve meals within approved mealtime ranges. Allow adequate time within the mealtime for children to eat. Inform the sponsor of any mealtime range changes.
10. I understand the sponsoring organization, the CDPHE-CACFP, or the USDA, has the right to conduct parent contacts to verify Program participation of enrolled children.
11. Not claim reimbursement for meals served to children who have reached their thirteenth (13) birthdays, unless developmentally disabled.
12. Not claim meals for children who stay in my home, on a non-emergency basis, for more than 24 hours at one time.
13. Notify the sponsoring organization in advance whenever I am planning to be out of my home during the meal times specified in this agreement. If I fail to do so and an unannounced visit is conducted when the children are not present in the day care home, claims for meals that would have been served during the unannounced visit will be disallowed.
14. Allow representatives from the sponsoring organization, the Colorado Department of Public Health & Environment, and the U.S. Department of Agriculture to come into my home for reviewing the CACFP operation and records any time I am serving meals approved in this agreement. Reviews/home visits will be done at least three times per year by the sponsoring organization. Two visits will be during mealtime. At least two of the visits will be unannounced. Monitors will wear photo identification.
15. Serve meals to all attending children regardless of race, color, national origin, age, sex, or disability and allow all children equal access to childcare services and facilities. Give parent/guardian a copy of the Child Enrollment Form containing the "Dear Family Letter," once a year.
16. Complete one Program related training session, including civil rights and one nutrition related training session each year as required by the sponsoring organization. Failure to do so may result in the sponsoring organization terminating my participation in the program.
17. Inform the sponsoring organization if I have a substitute/helper. I understand the substitute/helper must complete annual Program and civil rights training appropriate to the level of the substitute/helper duties.
18. Inform the sponsor, in writing, of my desire to terminate this Agreement for cause. Verify that I have terminated my agreement with my current sponsor (if I am currently participating) prior to the effective date of my agreement with a new sponsor. Reimbursement will only be provided following CDPHE-CACFP approval of participation.
19. Inform the sponsor, in writing, of my desire to terminate this Agreement for convenience due to circumstances unrelated to the performance of Program responsibilities under this agreement.
20. Limit transfers between Sponsoring Organizations to no more than once a year. Should I receive reimbursement monies from more than one CACFP sponsor for the same month, I will be responsible for repayment of the monies.
21. Utilize USDA Commodity foods (when available) only for meals served to children participating in the CACFP.

Rights and Responsibilities of the Sponsoring Organization

In accordance with CACFP regulations, I/We agree to:

- A. Train providers before they begin participating in the CACFP. Visit providers again within first four weeks of their program operation. Provide annual program training to providers and their key staff (i.e. substitutes or helpers). Offer at least one nutrition training opportunity each year to providers, at no charge. Respond to providers' requests for technical assistance.
- B. Provide CACFP record keeping forms to providers.
- C. Distribute reimbursement payments to providers within five days of receiving reimbursement for that claim from the State.
- D. Maintain family size and income data on providers' own children to establish eligibility of providers' children to participate in the CACFP.
- E. Monitor food service in the homes to ensure meals claimed are served to enrolled children regardless of race, color, national origin, age, sex, or disability.
- F. Visit homes at least three times per year during hours that childcare children are present to review meals and records, provide technical assistance, and check on compliance with CACFP requirements. Make sure time between visits does not exceed 6 months. (At least two of the visits will be unannounced.) Two of the visits must be meal visits. Assure that meals claimed by providers meet CACFP meal pattern requirements.
- G. Review the number of childcare children in the home. If over capacity, discuss with provider and report, as appropriate to the Colorado Department of Human Services (CDHS) or county agency.
- H. Assure enrollment forms are updated annually and the racial and ethnic information is completed.
- I. Not charge a fee to providers for CACFP services. Notify providers, in writing if found to be seriously deficient in their operation of the CACFP, including corrective action required and the deadline by when the corrective action must be complete. Notify providers in writing if the deficiency is found to be corrected, or if not corrected, that the sponsor proposes to terminate this Agreement for cause.
- J. Provide appeal procedures to providers, if a notice of proposed termination of the provider's agreement is issued, or if the sponsoring organization suspends participation due to health and safety concerns. Conduct appeals per procedures, if requested. Notify provider in writing of the outcome of the appeal.
- K. The sponsoring organization has the right to terminate this Agreement for cause; or subject to stipulations by the State agency, convenience; and due to circumstances unrelated to the performance of the provider's Program responsibilities under this agreement. The sponsoring organization must notify the provider, in writing, of these decisions.
- L. Provide Administrative Review (Appeal) Procedures to providers annually, when any action subject to an administrative review (appeal) is taken, or upon request.
- M. Inform providers if they qualify for the higher Tier I rates by area eligibility. Offer providers the option of submitting income applications for their household to determine if the household is eligible for Tier I rates by income. If provider does not qualify for Tier I rates by income or area, offer the provider the option of the sponsor collecting enrolled children's household income eligibility forms to determine if the children's household qualifies for Tier I rates. This information will be kept confidential and providers may be informed of the number of income eligible children.

Food Service Data

I will serve these meals on the following days of the week: Sun Mon Tue Wed Thurs Fri Sat Mon - Fri

Please write the beginning and end times of each meal service.

Breakfast	Morning Snack	Lunch	Afternoon Snack	Supper	Evening Snack

We, the undersigned, CERTIFY that all of the above information is true and correct to the best of our knowledge, and that we will comply with the rights and responsibilities outlined in this Agreement. We understand that this information is given in connection with the receipt of federal funds; that Colorado Department of Public Health & Environment or United States Department of Agriculture officials may verify the information; and that deliberate misrepresentation may subject us to prosecution under applicable state and federal criminal statutes. We also understand that this Agreement is contingent upon the availability of federal funds appropriated and received by the Colorado Department of Public Health & Environment.

Provider's Signature _____
 New Name or Address Change
 Replacement w/ Information Changes

Date _____

Sponsoring Organization Representative's Signature _____

Date _____



Instructions for completing the Agreement between Family Child Care Home Providers and CACFP Sponsoring Organizations

- Provider Name:** List person in whose name license is issued. If two people are on license, list both. If provider is incorporated, list individual name only. The agreement is with the individual provider, not with a corporation.
- Address:** Use address where care is being given. If provider moves, you will need to fill out a new agreement. Proof of licensure at the new location and a new agreement must be submitted prior to the 5th of the month for CDPHE-CACFP to approve the provider for participation.
- License Number:** List license number. If provider is operating under a dual foster license, please submit a copy of the foster care license to your Family Child Care Home Sponsor. If you are operating under a military license, please submit this license to your Family Child Care Home Sponsor.
- License Effective Date:** List the date the license becomes effective. For permanent licenses, this date becomes the anniversary date for the provider's annual continuation fee.
Exceptions: Provisional (6 month) licenses will have expiration dates. As these dates change, be sure to include information on monthly update form.
- Agreement Effective Date:** *If the provider is changing Sponsors, list the date the provider will start participating with your Sponsorship. If the provider is not currently participating in the CACFP, the agreement becomes effective when the provider signs and dates the bottom of the agreement form.*
- Rights & Responsibilities of the Child Care Home Provider & the Sponsoring Organization:** Initial during sign-on visit. Once a year as part of monitoring visit, sponsoring organization representative must discuss with provider the responsibilities of both parties.
- Food Service Data:** Meals, mealtimes, and days of the week serving meals, should reflect when the provider regularly does care. All meals approved on this agreement may be reviewed by the Sponsoring organization, CDPHE-CACFP, or USDA.
▶ Meals must be served within the "traditional mealtimes" as shown below:
Breakfast: 6:00 a.m.-9:30 a.m.
Lunch: 10:30 a.m.-2:00 p.m.
Supper: 5:00 p.m.-7:30 p.m.
▶ Mealtimes must be written as the beginning and ending time of each meal or snack service.
▶ Mealtime may not exceed two hours in length. Snack times may not exceed one hour in length.
▶ Two hours must elapse between start times of meals or snacks.
- New/Change/Replacement:** If the provider moves or changes her legal name, a new form must be filled out and you would mark "name or address change." License number, license capacity or phone number changes may be made on the original and a Current Provider's Change form sent to the CDPHE-CACFP. A replacement agreement with no information changes does not have to be sent to the CDPHE-CACFP.

This Program is funded by the U.S. Department of Agriculture and administered by the Colorado Department of Public Health & Environment. However, as a licensed family child care home provider, you participate on this Program through one of several sponsoring organizations of family child care homes. The Colorado Department of Public Health & Environment contracts with these organizations to provide services to you at the local level. If you have questions about the operation of this program, please call the Colorado Department of Public Health & Environment-Child and Adult Care Food Program at (303) 692-2330.

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Sponsor: White Provider: Pink





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