



## Child and Adult Care Food Program

### New Provider Information – Getting Started

**Reimbursement Rates (as a Tier I Provider)** - Your home has been classified as Tier I based on the income levels of the surrounding school district. This classification qualifies you for the higher Tier I reimbursement rates. We will go over this in more detail during your program orientation. However, if you have any questions before then, please feel free to contact our office at (509) 458-2403.

- Breakfast - \$1.70
- Snacks (am & pm) - \$0.96
- Lunch & Dinner - \$3.22

Below is an example of what your monthly reimbursement could look like as a Tier I provider, based on serving **3 meals per day, 5 days per week, 4 weeks per month = 20 days per month** with the number of children enrolled:

Number of Children	Breakfast + Lunch + Snack	Lunch + Snack + Dinner
6 Children	\$705.60	\$888.00
9 Children	\$1,058.40	\$1,332.00
12 Children	\$1,411.20	\$1,776.00

Note: Estimates are based on current Tier 1 rates and assume full participation (3 meals per day, 5 days a week, 4 weeks per month). Actual amounts may vary depending on attendance, days in a month, holidays, or closures.

#### Information Regarding Meals:

The CACFP follows **USDA nutrition standards**. As a participating provider, you'll be expected to follow these standards when planning and serving meals. We will provide you with the "**Creditable Foods Guide**", which outlines the types of foods that are allowable and how they must be served.

You **may claim your own children** for reimbursement, provided they are enrolled in the program. However, they **can only be claimed on days when at least one non-resident (daycare) child is also in attendance**, and your child **must eat the same meal at the same time** as the other children in care.

Please also note that the program allows you to claim a **maximum of three meals per child, per day:**

- **2 main meals (breakfast, lunch, or dinner) and 1 snack, or 2 snacks and 1 main meal**

This combination provides flexibility while staying within the USDA's reimbursement guidelines.

If you have any questions about qualifications or how to record meals, we're happy to help at any time!

Below are the qualified times that meals can be served, and the components needed during each meal. Breakfast, Lunch and Dinner are considered "main meals":

- **Breakfast – Must be served between the time you open your daycare but before 8:45 am**  
Requires milk, fruit or vegetables, and grains.
- **AM Snack – Served between 9:00 – 10:45**  
Requires two different items from the five components: fruits, vegetables, grains, or meat/other protein source. Milk may be served but is not required
- **Lunch – Served between 11:00 – 1:15**  
Requires milk, grains, meat or other proteins, fruits, and vegetables.
- **PM Snack – Served between 1:30 – 4:45**  
Requires two different items from the five components: fruits, vegetables, grains, or meat/other protein source. Milk may be served but is not required

- **Dinner – Served between 5:00 – 6:45 (child must stay for 20 minutes after being served)**  
Requires milk, grains, meat or other proteins, fruits, and vegetables.
- **Evening Snack – Served after 7:00 pm and no later than 15 minutes before the time your daycare closes**  
only require two different items from the five components: fruits, vegetables, grains, or meat/other protein source. Milk may be served but is not required

### **Infants:**

If you plan to care for an infant, please let us know in advance. We will provide you with additional information and resources specific to infant meal patterns and requirements to ensure compliance with CACFP guidelines.

### **Food Requirements:**

**Whole Grains:** At least one whole grain item must be served daily, even if only one meal is provided. Be sure the item meets the USDA whole grain-rich requirements and is creditable for reimbursement.

**Milk: Required at all “main” meal (breakfast, lunch, and dinner).**

- **Infants:** Must be served breast milk (provided by the parent) or formula (provided by the parent or provider). If claiming infants, providers must have formula available. Breast milk or formula is required at each feeding.
- **Children 1–2 years old:** Must be served whole milk.
- **Children 2 years and older:** Must be served 1% or skim milk, unless a medical statement from a doctor is provided.
- **Milk alternatives:** A doctor’s note is required if serving something other than cow’s milk or soy milk.

### **Vegetables and Fruits:**

- **Lunch and Dinner:** A vegetable must be served. You may serve either one fruit and one vegetable or two different vegetables.
- **Breakfast:** Must include a fruit or a vegetable.

**Meat/Meat Alternates at Breakfast:** May be served in place of a grain up to **three times per week**.

**Juice:** Allowed only once per day and **not permitted for infants**.

- Because juice is typically high in sugar, the best practice is to avoid serving it altogether.

**Cold Cereal:** Must contain **6 grams of sugar or less** per serving.

**Yogurt:** Must contain **23 grams or less of total sugar per 6 oz** serving.

### **Processed Meats:**

- Deli meats and chicken nuggets must have a **Child Nutrition (CN) label** to be creditable.
- **Pepperoni, Spam, and beef sticks** are **not creditable** under CACFP guidelines.

### **Meal Tracking:**

- All meals and child attendance must be recorded using **KidKare**, our web-based meal tracking system. You are expected to enter this information **at least once per day**, and **never be more than one day behind**.
- If you are unable to log meals and attendance into KidKare daily, you are **required** to keep **written records** of the foods served and the children present at each meal. These written records are necessary for audit purposes and must be available upon request.
- In the event of an unannounced visit by a **State Licensor** or one of our **CACFP Monitors** (either in person or virtually), and if your KidKare entries are not current and you **do not have written records**, any meals served may be **disallowed for reimbursement**.
- Failure to maintain daily records may result in being placed under a **Corrective Action Plan**. Repeated non-compliance or being **five or more days behind** in your recordkeeping could lead to being placed in the **Serious Deficiency** process.

To learn more about this process, please speak with a staff member during your Orientation.

### **Monitoring Requirements:**

As part of CACFP participation, the Food Program is required to conduct **three monitoring reviews per year** at your licensed daycare home.

- **Two visits will be unannounced**, and
- **One visit will be scheduled** in advance.  
During these visits, we will review your food and attendance records and observe a meal service.  
**All records must be completed daily** to ensure compliance during these visits.

### **Reporting Closures**

If your daycare will be closed for any reason (illness, vacation, suspension, appointments, etc.), you are **required to notify us** as soon as possible. You can:

- Call us at **509-458-2403**, or
- Record the closure in your **KidKare calendar**, or
- Call us and request that we enter the closure for you.

If the closure is **same-day** (for example, due to illness), please notify us **immediately**, ideally at the same time you are informing parents.

**Holidays:** If you plan to remain open on any of the following **major holidays**, you must notify us in advance by submitting a **Holiday Note**:

- **New Year's Day, Presidents' Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas**

To be reimbursed for meals served on a holiday, you must:

1. Submit a Holiday Note prior to submitting your claim, and
2. Record the names of children in attendance, including **signatures from parents** confirming that their child was in your care that day.

For your convenience, a copy of the Holiday Note form has been included in the email accompanying this document.

### **Processing Claims for Reimbursement:**

**Claims are to be received in our office no later than the 9<sup>th</sup> calendar day of the following month.**

For example:

- Your July claim is due in our office by the end of day on August 9<sup>th</sup>
- Payment will be deposited on the last business day of August

### **Late Claims**

Claims received **after the 9th** will still be processed, but they will be marked as **late** and held for payment with the **next month's claim cycle**. You may **only carry over one month** of late claims.

For example:

- If your **July** claim is received **after August 9th**, it will be processed with **August claims** and paid at the end of **September**.
- However, if your **July** claim is received **after September 9th**, it is **no longer eligible for reimbursement**.

If you are experiencing extenuating circumstances that may delay your submission, please reach out to us as soon as possible. We are happy to work with you to ensure timely processing when possible.

### **Payments**

Reimbursement payments are made via **direct deposit** and will appear in your bank account on the **last business day of each month**.

**Non-discrimination 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 [Form AD-3027, USDA Program Discrimination Complaint Form\(opens in a new window\)](#), 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. U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442;
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.”