

Child and Adult Care Food Program Multi-Site Sponsor Administrative Requirements

Requirement for Sponsors with More than one Site

All CACFP operators must demonstrate compliance with the CACFP Performance Standards [7 CFR 226.6\(b\)\(1\)\(xviii\)](#) for Financial Viability, Administrative Capability, and Program Accountability (VCA) on an ongoing basis.

Sponsors of multiple sites must communicate to the State Agency how they will uphold the Performance Standards through submission of the Management Plan in WINS upon initial application and annually thereafter during application renewal. This plan must designate duties to individuals with CACFP specific roles. Sponsors are expected to adhere to the Management Plan and revise the plan when changes occur. The Management Plan must include processes for the required elements.

This reference sheet provides a list of the administrative duties and responsibilities that Sponsoring Organization must manage and incorporate into the management plan.

Administrative Duty	Role Responsibility
Administrative Oversight	<p>This role must have authority to set policy, provide fiscal guidance, and ongoing governance for the organization.</p> <p>This role is typically responsible for:</p> <ul style="list-style-type: none">✓ Managing or providing input for corrective action for compliance issues.✓ Ensuring the institution is following applicable laws✓ Being knowledgeable of CACFP requirements to provide oversight for CACFP✓ Understanding CACFP and how it fits into the organization's overall mission.✓ Being the CACFP Responsible Principal unless the organization has a Board of Directors. At which point the Board Members are considered the Responsible Principals for CACFP.



Site Eligibility	<p>This role is responsible for understanding the eligibility requirements for (as applicable):</p> <ul style="list-style-type: none"> ✓ Child and adult care centers ✓ At-risk area eligibility ✓ Day care home tiering ✓ Local laws concerning site licensing/permitting to ensure eligibility to participate in CACFP
Participant Eligibility	<p>This role is responsible for:</p> <ul style="list-style-type: none"> ✓ Knowing the CACFP participant eligibility requirements ✓ Calculating gross income and determining meal reimbursement eligibility for all enrolled participants
Compile Claim Data	<p>This role is responsible for:</p> <ul style="list-style-type: none"> ✓ Collecting meal count data from participating sites ✓ Consolidating the monthly meal counts per meal type
Financial Management	<p>Typically, this role is in the Finance or Fiscal Business Unit. This role is responsible for:</p> <ul style="list-style-type: none"> ✓ Ensuring compliance with financial management requirements for the CACFP ✓ Providing assurance that only allowable costs are charged to the CACFP budget ✓ Ensuring that financial reporting is accurate ✓ Develops methods for tracking CACFP income and expenses ✓ Ensures that all expenses have the appropriate supporting documentation to be allowable for CACFP
Bookkeeping/Accounting	<p>This role is responsible for:</p> <ul style="list-style-type: none"> ✓ Accounts payable ✓ Reviewing and tracking expenses ✓ Paying CACFP invoices and bills
Training Sponsored Site Staff	<p>This role is responsible for:</p> <ul style="list-style-type: none"> ✓ Attending OSPI Annual Training ✓ Providing annual training to all the staff working at sponsored sites ✓ Recordkeeping for all training ✓ Creating the training materials.
Training Sponsor Staff	<p>This role is responsible for:</p> <ul style="list-style-type: none"> ✓ Attending OSPI Annual Training ✓ Training newly hired staff within a timely manner ✓ Providing annual training to all the staff working at the sponsor's main office ✓ Training staff in other departments that have CACFP duties. This includes the person responsible for submitting monthly claims, ordering food or supplies, and anyone else at the sponsor organization that needs to understand the CACFP.

	<ul style="list-style-type: none"> ✓ Recordkeeping for all training ✓ Creating training materials
Monitoring Sites	<p>This role is responsible for:</p> <ul style="list-style-type: none"> ✓ Understanding all CACFP requirements and the sponsor’s CACFP procedures ✓ Traveling to sites and conducting monitoring using the OSPI Center Monitoring Form ✓ Developing the schedule of monitoring and assuring compliance with the frequency and intervals of monitoring visits ✓ Providing technical assistance to site staff when compliance issues are identified, or clarity is needed
Filing Monthly Claims	<p>This role is responsible for:</p> <ul style="list-style-type: none"> ✓ Updating the WINS system with claim data monthly ✓ Maintaining the records that support the claim (menus, meal counts, attendance data, etc.)
Annual Renewal Applications	<p>This role is responsible for:</p> <ul style="list-style-type: none"> ✓ Planning for annual renewal ✓ Ensuring that any vendor agreements are planned for and in place prior to the new FY ✓ Updating the management plan, budget, and application in the WINS system
Quality Checks / Internal Controls	<p>Quality checks and internal controls are not a specific role for CACFP but can support your program and those in key roles. Internal controls can identify errors and prevent errors. Having a second person check for accuracy in completed CACFP documents (meal counts, study month, claim submission, etc.) can reduce the risk of costly errors. Written procedures also support accurate and consistent work processes to minimize costly errors.</p> <p>Business systems should include: Internal controls such as annual training, establishing policies and procedures, creating a separation of duties, and methods for tracking to ensure key requirements are completed accurately and timely.</p>

References

- CACFP CFR 7 226.6

Resources

- [OSPI CACFP webpage](#)
- [Monitoring for Sponsoring Organizations](#)
- [CACFP Requirements and Materials-Site Monitoring](#)
- [Annual Staff Training Requirements for Sponsoring Organizations](#)

Acronym Reference

- CNS- Child Nutrition Services
- CFR- Code of Federal Regulations
- CACFP- Child and Adult Care Food Program
- OSPI- Office of Superintendent of Public Instruction
- USDA- United States Department of Agriculture
- WINS- Washington Integrated Nutrition System