



CACFP Provider Sponsoring Organization Agreement

This agreement is entered into this ___ day of _____, 20__ by and between Adults & Childrens Alliance, Inc, (ACA) Saint Paul, Minnesota, hereinafter Sponsor, and _____ (Provider's Name)

_____, Minnesota _____, (Licensed Address) (City) (Zip)

hereinafter Provider. It specifies the rights and responsibilities of the Sponsor and Provider as participants in the United States Department of Agriculture, hereinafter USDA, Child and Adult Care Food Program, hereinafter CACFP.

This agreement will remain in effect as long as Provider annually applies to Sponsoring Organization for CACFP participation and Sponsoring Organization approves Provider's application, unless this agreement is terminated in accordance with Section IV or V.

I. RIGHTS AND RESPONSIBILITIES OF THE PROVIDER

In accordance with CACFP regulations, the Provider agrees to:

- 1. Maintain a valid Minnesota Department of Human Services License as a Family Child Care or Group Family Child Care Home and to supply the Sponsor with a copy of each license or whenever license classification changes occur.
2. Maintain and have available during home visits, daily ACA records of: a) what foods have been served to children at each meal service; b) which children have been served at each meal service; c) the number of children who are in attendance at each meal service; d) all other records relevant to the claim procedure.
3. Report meals served to Provider's own children or foster children only if, a) enrolled children who live outside the Provider's home are also present for day care services during that meal, b) USDA Family Size/Income Data Guidelines are met by the Provider's family. Other residential children are not eligible.
4. Report meals and/or snacks, for which the Provider has supplied all the required foods, not to exceed USDA guidelines for the maximum number of allowable meal services. Claim only approved meals for approved days as stated on the CACFP Home Application.
5. Report only one meal per "enrolled child" present at each meal service up to maximum of 2 meals and 1 snack or 2 snacks and 1 meal per child per day. An "enrolled child" is herein defined as a child for which a completed, signed, and dated Enrollment form has been received by the Sponsor. A complete enrollment form includes a child's normal days and hours in care and the normal meals received while in care. The enrollment form must be signed by a parent or legal guardian. Inform Sponsor of any changes to enrollment data. Complete annual re-enrollments as directed by Sponsor.
6. Claim meals and/or snacks not to exceed the license capacity for children in-care, as set forth by the State of Minnesota. The Sponsor cannot reimburse for meals or snacks, served at any one time, to children in excess of license capacity.
7. Serve meals which meet the CACFP requirements for the ages of children being served.
8. Provide meals to all children without charge.
9. Provide accurate and true information regarding meal services, foods served, children in-care and all other CACFP information.
10. Submit the meal service records and all other pertinent materials to be received by the Sponsor no later than the third day of each month. Failure to do so may result in delay or loss of payment for that month.
11. Inform the Sponsor no later than the third day of each month of the names of any children added or dropped from enrollment for care during the prior month. Failure to do so may result in delay or loss of payment for that month.
12. Participate in training sessions or receive training as required by the Sponsor.
13. Permit representatives of Adults & Childrens Alliance, Minnesota Department of Education, USDA, and other State and Federal officials to review the CACFP operations, review records, and inventory forms on-hand in the home during its hours of operation. This will be done several times a year. Unannounced visits will be made.
14. Notify the Sponsor, in advance, if the day care children are to be away from the licensed site during an approved meal service. If a home visit is conducted and the Sponsor has not been notified, the meal service will be disallowed for reimbursement.
15. Participate in the CACFP only under this Sponsor. Transfers to another Sponsor are limited to once per year as allowed by the Minnesota Department of Education, or with approval of the Minnesota Department of Education for cause.
16. Cooperate with direct confirmation of services by Sponsor with parents of children-in-care. Distribute materials to parents when requested by the Sponsor.
17. Remain informed of Program modifications and requirements via newsletters, correspondence and/or other contacts received.
18. Inform the Sponsor if Provider has been convicted of a business-related offense during the past 7 years.
19. Inform the Sponsor if Provider is on the Child and Adult Care Food Program's National Disqualified List.

