



PO Box 9363, Toledo, OH 43697-9363 \* Ph 419-720-1106 \* Fax 419-243-9960

August 22, 2024

Dear Partner,

We're inviting you to become a partner by participating in our 2024-2025 Connecting Kids to Meals Child and Adult Care Food Program (CACFP) for after school.

As you may know, CKM provides hot healthy meals to kids. The meals are tasty, nutritious, and USDA approved at no cost. Our partners are the lifeline in helping us to provide our children with an opportunity to eat healthily, while participating in the after-school programs.

To participate in this year's after-school meal program, October 1, 2024 – September 30, 2025, please complete the following forms and return them at your earliest convenience. All forms can be emailed to [victoria@connectingkidstomeals.org](mailto:victoria@connectingkidstomeals.org). I encourage you to complete these forms as soon as possible. The enrollment process takes approximately 2-4 weeks. The deadline to enroll is the **15<sup>th</sup> of the month, prior to your program state date**. For example, if you'd like to start in October, all required documents must be received at the CKM office by September 15th. The Ohio Department of Education and Workforce (ODEW) **requires** the following for any new and returning partners:

- 501c3 (*IRS Letter of Determination*)
- Site Information Sheet
- Separate Entity Agreement (*signed*)
- Fire Inspection (*current*)
- Health Department Inspection (*current*)

Reminder! All after-school meal providers must complete a mandatory **CACFP Servers Training session**. ODEW requires this training for **every** program year. **We will alert you of the mandatory server training dates once all documentation has been received. (If you attended the 2024 SFSP server training, that doesn't qualify.)** Once the training has been completed and ODEW has approved your site, you will be notified of the meal service start date.

Feel free to email or call me at (419) 720-1106 ext. 1002 if you have any questions or concerns. I'm here to assist you with the enrollment process and look forward to partnering with you during this school year.

Thankfully,

Victoria Simms

Program Coordinator Connecting Kids to Meals



2024-2025 CHILD AND ADULT CARE FOOD PROGRAM (CACFP) SITE INFORMATION SHEET  
October 1, 2024 – September 30, 2025

Site Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Site Contact:** (This will be the contact for all program and personnel changes. This data must always be current. Update this information as it changes to ensure CKM can stay in contact with the appropriate party.)

1. Site Supervisor/Leader: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ (ODEW Required)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Site Server: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ (ODEW Required)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

*(If you plan to have additional Site Supervisor/Leaders, please provide the same required information on an additional sheet.)*

Program Start Date: \_\_\_\_\_ Program End Date: \_\_\_\_\_

Days the Program is in session (Please circle all that apply): M T W TH F

Anticipated maximum number of kids participating in the program: \_\_\_\_\_

Starting number of kids enrolled in the program: \_\_\_\_\_

Description of Educational/Enrichment activities. Must provide at least 2. (Example: Homework help, Life skills, etc.)

1. \_\_\_\_\_ 2. \_\_\_\_\_

Meal Service Start Date: \_\_\_\_\_ Meal Service End Date: \_\_\_\_\_

Meal Type (Please check those that apply):

Dinner \_\_\_\_\_ Requested Serving time: Start \_\_\_\_\_: \_\_\_\_\_ End \_\_\_\_\_: \_\_\_\_\_

Snack \_\_\_\_\_ Requested Serving time: Start \_\_\_\_\_: \_\_\_\_\_ End \_\_\_\_\_: \_\_\_\_\_

**\*Meal serving times can vary from 30 minutes up to 2 hours. If both dinner and snack meals are selected, ODEW recommends 2 hours between the start of the 1<sup>st</sup> meal and start of the 2nd meal. Please note that your requested meal time may be adjusted due to our delivery schedule.**

**Child and Adult Care Food Program  
SPONSORING ORGANIZATION AND UNAFFILIATED CENTER AGREEMENT**

**Directions for completing the Sponsoring Organization and Unaffiliated Center Agreement:**

The sponsoring organization and an unaffiliated center with separate legal identities must complete this agreement each year as part of the annual application process and during the fiscal year when changes to the contract are mutually accepted. The original Sponsoring Organization and Unaffiliated Center Agreement and any subsequent revisions must be signed by the authorized representatives of both organizations.

The sponsoring organization will manage the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) for the unaffiliated center through the sponsor's approved contract with the Ohio Department of Education and Workforce (the Department), Office of Nutrition. Regulatory authority for the CACFP can be referenced in the Code of Federal Regulations at 7CFR 226.

The sponsoring organization must complete the sponsorship options in the Meal Service and Reimbursement Distribution section below before providing the unaffiliated center representative with a copy for review and signature.

After both the sponsoring organization and unaffiliated center sign the agreement, the sponsoring organization must retain the original for three years plus the current year, upload a copy to the Claims Reimbursement and Reporting System (CRRS) and send a signed copy to the unaffiliated center.

**SPONSORING ORGANIZATION RIGHTS AND RESPONSIBILITIES**

In accordance with CACFP regulations found in part 7CFR 226 of the Federal Code of Regulations, the sponsoring organization will:

***Administration***

1. Accept final administrative and financial responsibility for CACFP operations for each unaffiliated center operating under their sponsorship.
2. Operate in compliance with all nondiscrimination laws, regulations, instructions, policies and guidelines; and compile data, maintain records, and submit reports as required to permit effective enforcement of nondiscrimination laws, regulations, instructions, policies and guidelines.
3. Revise this agreement, if subject to changes in CACFP regulations and immediately inform the unaffiliated center of any changes applicable to their participation.
4. Reserve the right to terminate the unaffiliated center from its sponsorship for cause or convenience.
5. Conduct a preapproval review of each unaffiliated center new to their sponsorship to provide training on the CACFP requirements and determine the unaffiliated center's administrative capability to successfully operate the CACFP.
6. Prohibit an unaffiliated center from operating under their sponsorship if the site or any of its principals are on the National Disqualified List.
7. Verify the unaffiliated center has a current license from either the Department, The Ohio Department of Job and Family Services, or current CACFP alternate approval documents, such as a Food Service License or Health Inspection Report and Fire Inspection Report or other certifications of eligibility that allow them to operate their program. The sponsor must provide the Department with a copy of the current license or alternate documents.
8. Represent the unaffiliated center with the Department, for the purpose of participating in the CACFP. This includes submitting the annual application, notifying the unaffiliated center of any change in operational policies affecting the unaffiliated center, preparing and submitting monthly claims for reimbursement, submitting applicable forms, and completing food procurement procedures, if applicable.
9. Establish a household contact system to verify attendance and income information of enrolled children, per state agency criteria.
10. Maintain a nonprofit CACFP and monitor separate entities' nonprofit food service.

11. Maintain all required food program records and documentation as listed in CFR 226.15 (e).
12. Ensure that an alternative plan is in place to provide a meal to participants when delivered meals are not accepted or discarded by an unaffiliated center when meals have not been maintained at required temperatures.
13. Meet any state agency approved time limit for submission of meal records.
14. Immediately inform the state agency of any health and/or safety and licensing issues occurring at any sponsored sites.

#### **Accountability**

15. Establish and use acceptable accounting practices to record income and expenditures for internal control and unaffiliated center records.
16. Develop and provide the unaffiliated center with CACFP recordkeeping forms and written procedures to operate the program.

#### **Claim Procedures**

17. Follow state agency requirements and procedures as detailed in the Ohio Policy Memorandum, **Food Safety: Maintaining Time/Temperatures of Delivered Meals** located in the Claims Reimbursement and Reporting System, Download Forms section. This policy applies to all delivered meals whether vended or from a central kitchen.
18. Will not claim CACFP meal reimbursement for delivered meals not accepted by a site or discarded by a site if held beyond two hours of delivery when cold food is not 41° F or below or hot food is not 135° F or above when temperature is taken.
19. Will not claim CACFP meal reimbursement for any temperature test meals not served to children.
20. Conduct edit checks for approved meal types and total numbers of meals claimed prior to submitting claims for reimbursement for the unaffiliated center.
21. Claim enrolled participants in the free or reduced-price category only when valid income eligibility applications are on file with the sponsor. Children residing in homeless shelters, participating in after school at-risk programs, classified as foster children and enrolled in federal Head Start are automatically reimbursed at the free rate and unaffiliated centers do not need to collect income eligibility applications for these participants.
22. Keep participant income eligibility application information confidential by limiting access of information to persons directly connected with administering and monitoring the CACFP.
23. Verify and certify that the monthly claim for reimbursement is correct prior to submitting the claim to the Department, and make sure records are available to support each claim.

#### **Training**

24. Train unaffiliated center staff on the CACFP regulations, state agency policy, recordkeeping, meal pattern and service requirements before participation.
25. Provide at least **one** training course each fiscal year and technical assistance as often as required for sites to be compliant with CACFP regulations found at 226.16 (d) (1)-(3).
26. Retain forms documenting the name of the trainer, participants names, training content, and the date and location for all training and technical assistance.
27. Train the sponsor monitoring staff on CACFP policy, procedures and regulations, and retain training documentation containing the same information as that required for unaffiliated centers staff.
28. Ensure that unaffiliated centers and Head Start programs annually collect CACFP enrollment forms and keep them on file for participants.

#### **Monitoring**

29. Conduct monitoring reviews of the unaffiliated center to evaluate compliance with required review elements, per regulations 226.16 (d) (4) (i) – (viii) each fiscal year. Reviews of unaffiliated centers must be made at least three times each year with no more than six months between reviews. At least two reviews must be unannounced. At least one unannounced review must include observation of a meal service. Per federal guidance, unannounced reviews must be conducted in a way that would ensure the timing is unpredictable for the facility. A new entity must be reviewed within the first four weeks of CACFP operation. Review averaging option may be used: two unannounced reviews must be completed for compliant centers and more reviews at non-compliant centers, but still averaging a total of three reviews completed per center.
30. Make all CACFP records requested for review by authorized representatives of the Department and United States Department of Agriculture available upon request.
31. Allow state and federal representatives access to the sponsor facility to review records during normal



business hours.

### **Meal Service and Reimbursement Distribution**

32. Provide meal service and disburse CACFP reimbursement according to one of the following options (please select only one of the following options by placing an X in the yes box):

- a.    yes    no     The unaffiliated center will pay all food and CACFP administrative costs and the sponsoring organization will distribute 100% of the food program reimbursement to the unaffiliated center within five operating days after receipt of funds.
- b.    yes    no     The unaffiliated center will pay all food costs and the sponsoring organization will charge the unaffiliated center an administrative fee of \_\_\_\_\_% (maximum 15%) of the unaffiliated center's monthly meal reimbursement. The sponsoring organization will maintain detailed cost documentation relative to the actual cost of administering the CACFP for the facility to support the administrative fee charged. The remaining balance of the CACFP reimbursement will be distributed to the unaffiliated center within five operating days after receipt of the funds.
- c.    yes  no        The sponsoring organization will pay for all food and CACFP administrative costs and will not disburse payments to the unaffiliated center.

33. Please place an X in the yes box below if a policy or procedures exist for each of the following:

- a.    yes    no     The sponsoring organization has a written policy regarding the ability to invoice site for excess meals ordered. If yes, the policy must be provided to the state agency for approval.
- b.    yes    no     The sponsoring organization has withholding procedures in addition to the 15% of meal reimbursement. If yes, the policy must be provided to the state agency for approval.

***Any change to this agreement requires a revised, signed agreement with copies distributed to the unaffiliated center and state agency before the effective date of the change.***

## **UNAFFILIATED CENTER RIGHTS AND RESPONSIBILITIES**

In accordance with CACFP regulations found in part 7CFR 226 of the Federal Code of Regulations, the unaffiliated center will:

### ***Administration***

1. Promptly inform the sponsoring organization about any change in its licensing or approval status.
2. Distribute to parents a copy of the sponsoring organization's *Notice to Parents* if directed to do so by the sponsoring organization.
3. Provide the sponsoring organization with documentation for the annual CACFP application if the unaffiliated center is exempt from licensing including current food service license or satisfactory health inspection report and current fire/building safety permit or satisfactory inspection report, as applicable to the program type.
4. Operate in compliance with all nondiscrimination laws, regulations, instructions, policies and guidelines, and compile data, maintain records, and submit reports as required to permit effective enforcement of nondiscrimination laws, regulations, instructions, policies, and guidelines.
5. Display the *And Justice for All* poster in a prominent public area.
6. Comply with USDA nondiscrimination statement in employment or in any program or activity conducted or funded by the Department.
7. Comply with all local and state health department regulations concerning site licensing or inspections regarding food storage, preparation, service and sanitation.
8. Comply with capacity requirements specified for the facility by the license or alternate approval documents.
9. Distribute and collect CACFP enrollment forms for each child on an annual basis, if applicable.
10. Provide the sponsoring organization with a copy of the current Department of Job and Family Services or Department childcare license, PASSPORT Contract, or CACFP alternate approval documents for food program application purposes.
11. Promptly provide all updated license or alternate approval documents when change occurs in licensed

capacity, expiration date or owner.

12. Prohibit any unaffiliated center principles from participating in the CACFP at the unaffiliated center.
13. Immediately inform the sponsoring organization of any health and/or safety and licensing issues.

#### **Accountability**

14. Complete CACFP recordkeeping forms and follow written procedures for program operation provided by the sponsoring organization.

#### **Claim Procedures**

15. Claim reimbursement for only the allowable number of meals and snacks served to each participant each day. Unaffiliated childcare centers may claim reimbursement for a maximum of two meals and one snack or two snacks and one meal daily for each participant. Homeless shelters may claim a maximum of three meals. At-Risk Afterschool Programs may claim one meal and one snack. Afterschool programs who do not have the capacity to serve complete meals, may, **with prior written approval from the Department**, serve two snacks instead of a meal.
16. Distribute, collect, and categorize income eligibility applications for enrolled participants, if applicable.
17. Provide menus, meal counts, daily attendance records, income eligibility applications, and other required records to the sponsoring organization by the 15th day of each week **OR** month.
18. Keep accurate records for each meal type including menus and point of service meal counts for participants and program staff. A maximum of two meals and one snack or two snacks and one meal may be claimed daily for each participant. Homeless shelters may claim a maximum of three meals; At-Risk Afterschool Programs may claim one meal and one snack. At-Risk Afterschool programs wishing to serve two snacks instead of a meal must have prior written approval from the Department.
19. Submit for reimbursement meal counts for only meals and snacks that have been approved in the CRRS by the State agency.

#### **Training**

20. Attend annual and periodic CACFP training as required by the sponsoring organization.
21. Participate in technical assistance provided by the sponsoring organization.

#### **Monitoring**

22. Allow representatives from the sponsoring organization, the Department, USDA and other state or federal officials to make announced or unannounced reviews of CACFP operations during normal business hours. Anyone making such a review must show photo identification that demonstrates that they are employees of one of these entities.
23. Make all CACFP records requested for review by authorized representatives of the Department and United States Department of Agriculture available upon request.

#### **Meal Service and Reimbursement Distribution**

24. Pay the sponsoring organization according to the meal service and reimbursement distribution plan agreed upon above under the Meal Service and Reimbursement Distribution section above under Sponsoring Organization Rights and Responsibilities, if applicable.
25. Provide the sponsor with site information for CACFP application purposes.
26. Promptly inform the sponsoring organization of all changes in site operation procedures including mealtimes, meal types, days of operation, unexpected closings, and change of address.
27. Date and post menus with identified portion sizes for the ages served. Food substitutions or additions must be listed.
28. Prepare and/or serve meals that meet the CACFP meal pattern and portion size requirements for the ages served.
29. Follow procedures to order meals established by the sponsor if meals are not prepared on site.
30. Sign and maintain all delivery slips.
31. Follow state agency requirements and procedures as detailed in the Ohio Policy Memorandum, **Food Safety: Maintaining Time/Temperatures of Delivered Meals** located in the Claims Reimbursement and Reporting System, Download forms section. This policy applies to all delivered meals whether vended or from a central kitchen.
32. Serve meals/snacks in a manner that does not separate participants by gender or any other protected basis. Refer to USDA Memo CACFP 12-2015 for select circumstances under which exemptions allowing separation by gender during food program meal service may be approved by the state agency.
33. Record point of service meal counts only for enrolled participants ages 12 years and under at unaffiliated child care centers, participants up to 18 years old, At-risk Afterschool programs,

homeless/emergency shelters, children of migrant workers 15 years and under; and disabled persons, as defined by Ohio law, enrolled in an institution or child care facility serving a majority of persons 18 years of age and under. At adult care centers, record point of service meal counts for functionally impaired adults and adults ages 60 and above. Both age groups must live in private residences, not institutional settings.

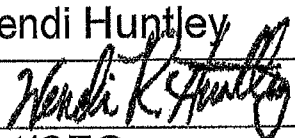
34. Claim second meals only if served as complete meals with all required meal components. Reimbursement for complete second meals will be calculated by the state agency at a maximum two-percent allowable meal count for each meal type. Second meals cannot be claimed for infant meals and meals served family style.

**CERTIFICATION:** We certify that we will comply with all rights and responsibilities outlined in this Agreement. We understand the Agreement is permanent and binding, but it can be terminated by either party with written notice either for cause or convenience.

The unaffiliated center representative certifies the unaffiliated center is not participating in the CACFP under any other sponsoring organization. Sponsoring organization and entity representatives understand the Agreement is for receipt of federal funds and deliberate misrepresentation may subject us to prosecution under applicable state and federal criminal statutes.

**AUTHORIZED REPRESENTATIVES:**

The individuals signing below have authorization to commit the sponsoring organization and the unaffiliated center to legal and binding agreements.

<b>EFFECTIVE DATE OF AGREEMENT:</b> OCTOBER 1, 2024		<b>ENDING DATE OF AGREEMENT:</b> SEPTEMBER 30, 2025	
<b>SPONSORING ORGANIZATION</b>		<b>UNAFFILIATED CENTER</b>	
<b>SPONSOR NAME:</b> CONNECTING KIDS TO MEALS		<b>SITE NAME:</b>	
<b>STREET ADDRESS:</b> 1501 Monroe St		<b>STREET ADDRESS:</b>	
<b>CITY:</b> Toledo	<b>ZIP:</b> 43604	<b>CITY:</b>	<b>ZIP:</b>
<b>PHONE:</b> 419-720-1106	<b>PHONE:</b>		
<b>Authorized Representative</b>		<b>Authorized Representative</b>	
<b>PRINT NAME:</b> Wendi Huntley		<b>PRINT NAME:</b>	
<b>SIGNATURE:</b> 		<b>SIGNATURE:</b>	
<b>TITLE:</b> President/CEO		<b>TITLE:</b>	
<b>EMAIL:</b> wendi@connectingkidstomeals.org		<b>EMAIL:</b>	

This institution is an equal opportunity provider.

Rev. 11/2023