

CACFP Q & A

FY 2015 CACFP Application Renewal Webinar

1. Is the school board the board of directors?
If the organization is a school, the school board would be considered the board of directors.
2. Am I correct that if you answer a question that requires an attachment it will then list the attachments you then need to submit so there's no guess work?
That is true for the organization application and the management plan. The budget does not create checklist items. If your organization is a center sponsor, you must attach the Center Sponsor worksheet to the budget. If you will spend your CACFP reimbursement on more than just food, you must attach the budget questionnaire and worksheets for the line items you will spend reimbursement on to the budget. Center sponsors must attach their indirect cost documentation if they have an indirect rate to the budget.
3. What if we are not planning to replace the dishwasher and later in the year it quits and we have to?
You can revise the budget later in the year and include the cost on the CACFP monthly financial report as long as the line item gets approved before the cost is incurred.
4. If the CACFP rep purchases a hand mixer and asks to be reimbursed is this than less-than-arms-length transaction?
This is not a less-than-arms-length transaction. This expense can be included in line B.3. as long as there is documentation of the purchase such as a dated receipt.
5. Does this mean if you are using the budgeted amount for people that are the director's trustees if they are not then answer no? Please clarify.
If there are no labor expenses in the budget used to pay board members or members of their families, the answer to the first labor questions in the budget questionnaire would be "no."
6. Do we have to report all expenses even though we are not going to use CACFP reimbursement to pay for them?
All CACFP expenses must be included in the annual budget at the beginning of the fiscal year, even if you won't use CACFP reimbursement to pay for them. Going forward, you only need to report the expenses needed each month to show you have spent all of your CACFP reimbursement. (All food costs must be reported.)
7. If we only use CACFP money for food, only do we need to fill any administrative expenses or can input be zero?
Even if you spend all of your reimbursement on food, you must include all CACFP expenses in the budget, including CACFP administrative expenses. However, you only need to report food costs each month if that is enough to show you have spent all of your reimbursement.
8. What about paying the cook?
The cooks labor and benefits must be included in the budget under B.4. Food Service Labor and Benefits.
9. Can you explain 7.e. in more detail?
"Costs to make goods or services donated to the organization usable for the CACFP" refers to non-food donations that are not usable as donated, but require the organization to spend money

- to make them usable. If the organization wants to use CACFP reimbursement for this purpose, you have to complete form A.1 of the budget questionnaire to request State agency approval.*
10. Will the fee we charge Head Start be recorded under “other CACFP income”?
If your organization prepares and sells meals to Head Start, this income would be reported under A.3. Other CACFP income (contracted meals sold to other child care organizations).
11. Please what ‘center sponsors’ are?
Center sponsors administer the CACFP at more than one site, or at one site if the site is not legally affiliated with the sponsor.
12. I have never claimed administrative expenses and did not intend to start, is this now being required?
Organizations must include CACFP administrative costs in their budget, but are not required to report them each month on the financial report unless they are spending CACFP reimbursement to pay for the expense.
13. We use both pricing and non-pricing, how do we include both on the form?
If your organization charges for any meals, you must select “pricing” on the organization application and include the amount you will charge for the meals you require payment for. This does not mean you have to charge for all meals.
14. What do I enter for expiration date for the board members?
Check your bylaws for the length of service for board members. If it isn’t defined, the end of the new fiscal year would be reasonable since the information will be updated again before the start of the next fiscal year.
15. Our projected reimbursement is always less than our projected food costs. Is that all we need to fill out on the budget or do we still have to fill in all budgeted amounts?
Fill in all budget line items where your organization will incur a CACFP cost, even if your reimbursement only covers food. USDA requires that financial viability be documented each year. This will show how much the organization needs to contribute to cover the CACFP costs that the reimbursement doesn’t cover.
16. We use CACFP funds to pay our cooks salary, is this part of administrative expenses or do we put this in a different area?
The cooks salary and benefits are considered food service labor and should be listed on line B.4.
17. My enrollment numbers are not constant. Can I use my maximum capacity as determined by DHS for my enrollment?
Enrollment is different than licensed capacity. Enrollment is the number of children who ate a meal in a given month. When enrollment is reported, it is always associated with a month.
18. Should we include an increase in the estimated amount of reimbursement for this next year if we are projecting a 15% increase in enrollment?
Yes, include any projected increases in food cost and/or enrollment when estimating reimbursement for the new fiscal year. When reporting your reimbursement on the budget, it is helpful to include how you came up with the figure in the comment box so the consultant approving your application knows the rationale.
19. Can a budget be approved without any nonfood CACFP expenses?
No, all centers will incur CACFP costs in addition to food and these expenses must be included in the annual budget at the beginning of the new fiscal year.

20. We are projected to launch a new site this year. How will this be documented in our application or does it need to be documented at this point?

Do not include information on new sites in the FY 2015 application if you are not ready to add them at this time. You can add a site application, revise the budget, if needed, and update other parts of your application when the site is added. Please contact me when for steps to add a site when you are ready to do so.

21. What about a preschool that doesn't include childcare? Do sites have to be DHS licensed to be CACFP participants?

Preschools located in and operated by schools do not need to be licensed by DHS. They are identified as a child care center on the site application. In these cases the license/approval/inspection would be DHS exempt or DE Quality Preschool Program Standards (DE QPPS), if applicable.

22. If multiple people listened in on the webinar today can each person get a certificate for participation, can we get certificates for all attendees, and how would you like us to provide you those names?

If multiple people listed to the webinar, but only one person registered, submit the names to Janelle Loney and she will provide certificates. If you emailed be about this already, I have forwarded the names to Janelle and you don't have to make another request. The person who logged in will already be on the list to receive a certificate.

23. What is the deadline for submitting?

The deadline is September 19, 2014.

24. What if we don't know the exact date monitoring reviews will be done, what do we fill in?

Fill in your best estimate of when you will conduct site monitoring reviews.

25. Please define who should be listed as monitor and administrative staff?

The staff who conduct monitoring reviews are the monitors. Monitoring activities are defined on the Center Sponsor Worksheet by hovering your mouse over the field with the red triangle in the upper right corner. The staff who supervise CACFP staff and/or complete CACFP paperwork are administrative staff. It is possible that monitors and administrative staff will be the same person. If so, be sure that you break out the CACFP labor so it is included on separate line items in the budget.

26. When will we be able to view this presentation again?

The webinar will be posted on the DE website. I will send a link to the authorized rep when it is posted.