



CENTER & SITES SPONSORS

Know Your
Responsibilities





The Child and Adult Care Food Program (CACFP) is a U.S. Department of Agriculture (USDA) program administered in Texas by the Texas Department of Agriculture (TDA).

CACFP provides
reimbursement
to participating centers for meals served
to eligible Texans in their care.

Some centers, known as **SITES**, participate in the CACFP through the permanent agreement with a **SPONSOR** known as a contracting entity (CE). The sponsor has a contract with TDA to administer the CACFP. Sites may participate in the CACFP with only one sponsor at a time.

Sites and sponsors should refer to TDA's CACFP Handbook for timelines and policies that apply to changing sponsors or adding sites. The Handbook is available on [SquareMeals.org](https://www.squaremeals.org) under the CACFP tab under Programs.

Contracting Entities may retain up to 15 percent of the CACFP reimbursement for actual allowable administrative costs. The same percentage applies to all sites. Sponsors should communicate clearly with sites to explain the administrative cost percentage. Be clear that the percentage retained will be the same for all sponsored sites, will be based upon actual cost only, cannot exceed 15 percent, and will cover the program year.



RESPONSIBILITY	SPONSOR	SITE
Ensure each site has an agreement with sponsor	●	●
Retain no more than 15% of the CACFP reimbursement (excluding cash-in-lieu) for allowable administrative costs	●	
Operate a nonprofit food service — all reimbursements used solely for improvement of program	●	●
Train site staff in all aspects of CACFP before participation begins and annually thereafter	●	
Monitor sites to ensure compliance with regulations	●	
Ensure compliance with meal pattern requirements	●	●
Ensure all children/participants are properly enrolled	●	●
Adhere to procurement guidelines	●	
Submit copies of records for reimbursement to sponsor by the due date specified by the sponsor in the site application and retain original records for review		●
Process reimbursements from TDA and distribute to sites within five days	●	
Notify Sponsor of changes in enrollment, meal service, licensing or approval status		●
Maintain all records related to operation of CACFP according to CACFP Handbook, Section 4000, Managing the Program	●	●
Allow sponsor representatives as well as TDA and USDA representatives to conduct reviews during normal business hours	●	●
Prohibit discrimination	●	●
Provide technical assistance to sites as needed to meet CACFP regulations	●	
Provide written notification of permanent agreement termination	●	●

Sponsors and sites must read the terms of the Permanent Agreement Between Sponsoring Organization and Site for the entire list of responsibilities.

Sites and sponsors can be as varied as the individual Texans they serve. This brochure explains the different CACFP responsibilities for sites and sponsors.

Complaints against a sponsoring organization should be directed to TDA through **www.SquareMeals.org** or **(877) TEX-MEAL**. Sites are responsible for seeking their own legal counsel in contractual disputes with sponsors.



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)



Food and Nutrition Division
Child and Adult Care Food Program

This product was funded by USDA.
This institution is an equal opportunity provider.



Updated 12/21/2020
www.SquareMeals.org