

Child and Adult Care Food Program CACFP

FY27 Renewal Training



September 2026

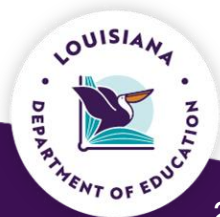
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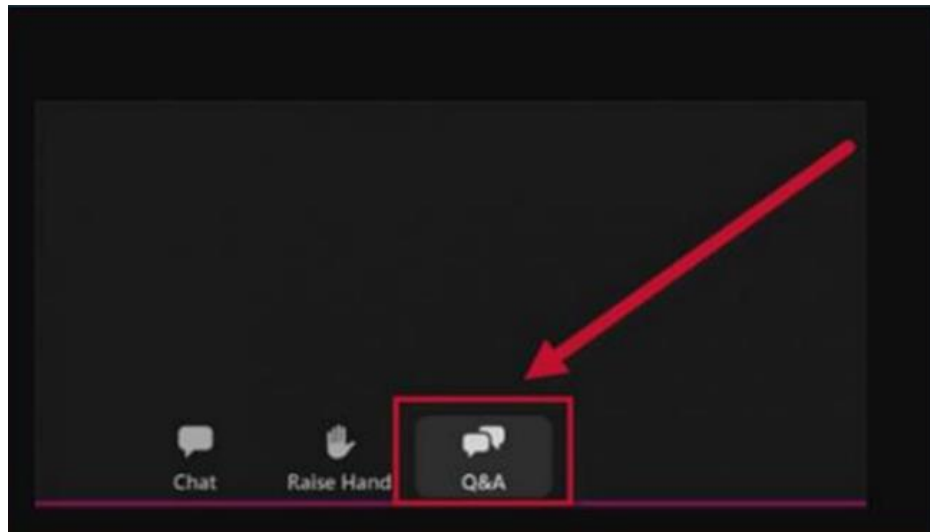
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Welcome In!

- Participants are muted
- Enter your questions into the Q&A
- CACFP staff will answer questions in the Q&A



Agenda

- Welcome
- 2027 CACFP Online Application Release
- Reminders: SAM, Secretary of State, IRS, KidKare
- Online Applications
- KidKare
- Additional Information and Resources
 - CACFP Program Updates
 - Reimbursement Rates/Free Reduced Meal Applications
 - Compliance Reviews FY27
 - Miscellaneous Items
 - Training Updates
 - Staff Listing
- Civil Rights Training



2027 CACFP Online Applications



2027 CACFP Online Applications

The 2027 CACFP Online Applications are scheduled to be released the week of September 7, 2026.

How will you be notified the applications have been released?

- An email is sent to the Sponsor notifying them the applications are available to be completed.
- The email does **not** contain any link, code, or password that you will need to access the applications. The email is sent to inform you that applications are now available.
- Log into the CNP website; the 2027 applications will be available under the application section.



2027 CACFP Online Applications

- SAM Registration
 - Registration must be active
 - <https://sam.gov/>
 - There is never a cost to renew SAM registration
- Louisiana Secretary of State
 - File annual report at <https://geauxbiz.sos.la.gov/>
 - Must be listed in “Good Standing”
- Internal Revenue Service (IRS)
 - Nonprofits must be in “Good Standing”



Deadline for Submission of FY27 CACFP Online Application

- Renewing Sponsors must have the 2027 applications **submitted and approved** before November 30, 2026 in order to be approved retroactive to October 1, 2026.
- Do not wait until the last week in November to submit applications. There is no guarantee that the applications will be reviewed and approved before the deadline.
- **It is recommended that the applications are submitted by the end of October 2026 to allow time for review and approval.**





CNP
Child Nutrition Programs
Louisiana Department of Education



CNP Portal

Welcome to the Louisiana Department of Education Child Nutrition Programs Website

Nutrition Programs

CACFP

Child and Adult Care Food Program

The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, head starts, adult day care centers, emergency shelters, afterschool programs, and family daycare homes.

View details »

SFS

School Food Service

School Food Service includes the National School Lunch Program, School Breakfast Program, and Seamless Summer Option. These federally funded programs help fight hunger and obesity by reimbursing public and private schools, after-school programs and child care institutions for providing healthy meals and snacks to children.

View details »

SFSP

Summer Food Service Program

The Summer Food Service Program (SFSP) is a federally-funded, state-administered program. SFSP reimburses program operators who serve free healthy meals and snacks to children and teens in low-income areas when school is not in session. Just as learning does not end when school lets out, neither does a child's need for good nutrition.

View details »



CNP
Child Nutrition Programs
Louisiana Department of Education

CNP Web

FDCHFP Sponsors



Escholar





<https://cnp.doe.louisiana.gov/>



CNP

Child Nutrition Programs
Division of Nutrition Support

Welcome to the Louisiana Department of Education Child Nutrition Programs Website

Need help? If you have difficulty understanding English or have a disability, free language assistance or other aids and services are available upon request. Please contact us at 225-342-9661 or 1-877-453-2721.

SYSTEM LOGIN

Login Name:

Password:

Login

☐ Set as Start

[Password Reset](#)

[FDCHFP](#)

[Nutrition Website](#)

[Memos/Resources](#)

[LDOE Newsletters](#)

[LDOE DNS Mailing Lists](#)



Password Reset

Please supply the following information so we can reset your password. After we confirm the information you provide to us, you will receive an e-mail with your new password. Please remember that the state agency can only reset passwords for those people who are listed as an authorized contact.

Your Name:

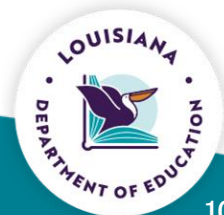
Email Address:

Sponsor:

Job Title:

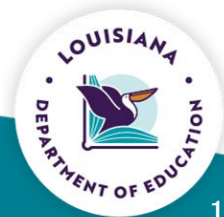
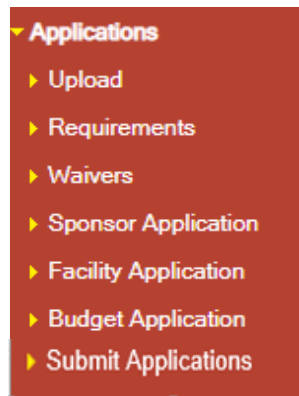
Phone Number:

☐ CACFP

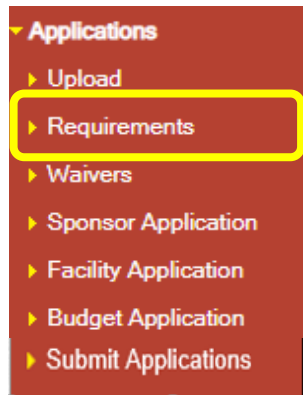


CACFP Online Applications

Click on Applications to see the menu of application options.



CACFP Online Applications

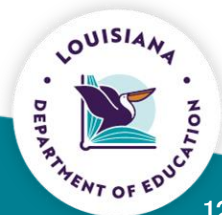


First step is to complete the Requirements section.

The CACFP Applications cannot be submitted until the Requirements section has been completed.

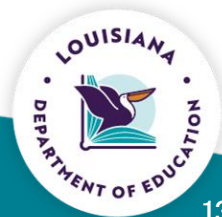
You must complete all four sections:

1. Sponsor Information Confirmation
⚠ Incomplete
2. CNP Permanent Agreement Acknowledgement
⚠ Incomplete
3. PreApproval Training Certification
⚠ Incomplete
4. CN Datasharing Agreement
⚠ Incomplete

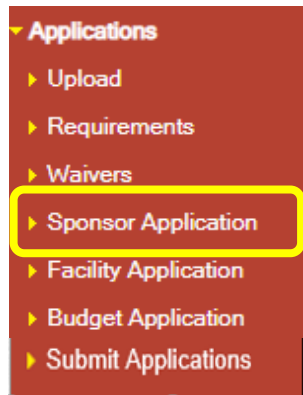


Requirements: Sponsor Information Confirmation

- This section includes official information about the organization such as the organization's name, mailing/physical address, telephone number, email address, Executive Director, Board Chair, and Authorized Representative. This information is included in the CACFP Permanent Agreement.
- You must indicate if the information in the section is correct or not. The answer does not affect your ability to **complete** the requirements and applications.
- If you indicate the information is incorrect, you will be contacted through email to correct the information. You **must** respond immediately to correct the information. **The 2027 CACFP applications will not be approved until this information is corrected.**

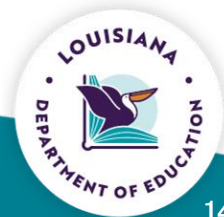


Sponsor Application



You must complete the applications in the order they are listed:

1. Sponsor Application
2. Facility Application
3. Budget Application



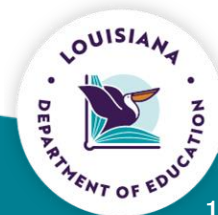
Sponsor Application - New

PAGE 3: Accounting & Audit

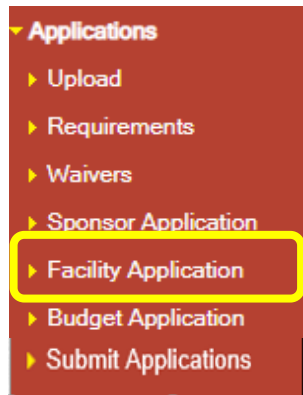
14.	How CACFP funds are disbursed:
	Separate checking account
15.	Audit Requirements 2 CFR Part 200.501, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, requires all Child Nutrition Program Sponsors to obtain a single organization-wide or program specific audit for each federal program if expenditures total \$1,000,000 or more in Federal funds during any fiscal year. Act 290 of the 2011 Regular Session requires any entity that receives state or local assistance through the Louisiana Department of Education to send a letter to the Legislative Auditor notifying the Auditor's Office of the individual or firm that is responsible for preparing and submitting the entity's financial report.
a.	For the last operating fiscal year, did the Institution expend \$1,000,000 or more in Federal funds, excluding Child Care Assistance funds?
	No
b.	If yes, did the Institution submit a copy of the audit report for the fiscal year indicated in the question below to the Louisiana Department of Education? (Audit report must be submitted prior to the CACFP Application/Agreement approval.)
	N/A
c.	What is the latest financial period that has ended for the Institution?
	From 1/1/2024 To 12/31/2024
d.	If the audit report for the Institution is not conducted under the Institution's name listed in the CACFP Agreement, identify the name under which the audit is conducted:
	N/A
Institution Comments:	
State Comments:	

The single audit threshold was increased from \$750,000 to \$1,000,000 beginning on or after October 1, 2024. Any Institution that expends \$1,000,000 or more in Federal funds in any Fiscal Year will need to conduct a single audit.

A copy of the audit report must be submitted to the Louisiana Department of Education.



Facility Application



Click on the **Facility Application** to access the facility application listing.

If your organization has multiple locations, you will need to complete a separate application for each facility.



Facility Application - Reminder

FACILITY APPLICATION FOR PARTICIPATION

ZZZ Sponsor Center Year: 2024

Listed below are the facilities for ZZZ Sponsor Center. If you need to add another facility for program year 2024, or if a facility is relocated, please contact the Division of Nutrition Assistance for instructions.

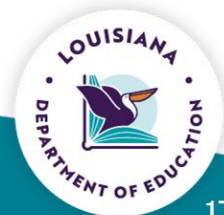
Click on the name of the facility to complete or edit the facility application.

Facility Application Listing

License	Site Name	Physical Address	Parish	Facility Type	Latest Revsn
	ZZZ Adult Day Care Center	102 Any Claiborne Street Shreveport 225-342-3680	Caddo	Childcare Center	1
	ZZZ Daycare	123 Daycare Lane Somewhere 225-222-2222	East Baton Rouge	Childcare Center	1
	ZZZ Elementary School	4534 Tom Drive Baton Rouge 225-755-8254	East Baton Rouge	Childcare Center	1
	ZZZ Meka's Child Care Center	12345 Any Street Baton Rouge 225-555-5556	East Baton Rouge		1
	ZZZ Meka's Community Center of Hope	1234 Any Street Lafayette 225-555-6321	Lafayette		1
	ZZZ Site #2	459 West Avenue Lafayette	Lafayette		1
	ZZZ SMP Site #1	1234 Testing Avenue Baton Rouge 999-999-9999	East Baton Rouge		1

Inactive Sites

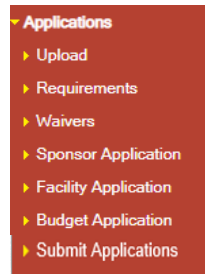
- Sites that were not approved to participate in FY26 will not appear on a Sponsor's FY27 facility application listing.
- Sites have to be inactive for an entire fiscal year, before they will not be listed on the Sponsor's facility application listing for the next fiscal year.
- If a site becomes an active site for the Sponsor in the future, it can be added back to the facility application listing once all the required paperwork is received by the State Agency.



Facility Application -License Renewal Reminder

License Expiration

- Childcare Centers and Adult Centers must have a current license on file in the CNP website to submit initial or revised facility applications and submit claims for reimbursement. Updated licenses must be submitted to LDOE and may be submitted through the upload feature under the applications menu.
- Delay in Fire Marshal Inspections may cause some licenses to be extended beyond the original expiration date. Please contact LDOE if your license has expired, but you have received an extension. Our office will have to confirm the extension before the license information can be updated in the CNP system.



Choose a File (PDF Only)....



Type of File....

License ▾

Additional Optional Comments

Clear

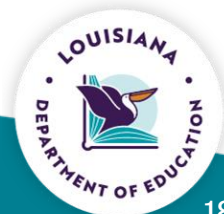
Send File

Issues

- Your license has expired. [#74050]

PAGE 4: License Information for License # NO CURRENT LICENSE

15.	Age range of enrolled participants	From NO CURRENT LICENSE To NO CURRENT LICENSE
16.	License Capacity	NO CURRENT LICENSE
17.	License Effective Date	NO CURRENT LICENSE
18.	License Expiration Date	NO CURRENT LICENSE



Facility Application Page 2 - ADP Reminder

Breakfast		
Shift	Meal Service Time	A D P
Before School Breakfast (B3)	6:30 AM ▼	15
Early (B0)	▼	0
Regular (B1)	7:30 AM ▼	75
Late (B2)	▼	0

Lunch		
Shift	Meal Service Time	A D P
Early (L0)	▼	0
Regular (L1)	10:30 AM ▼	80
Late (L2)	▼	0

A.M. Supplement		
Shift	Meal Service Time	A D P
Early (A0)	▼	0
Regular (A1)	▼	0
Late (A2)	▼	0

P.M. Supplement		
Shift	Meal Service Time	A D P
Early (P0)	▼	0
Regular (P1)	1:30 PM ▼	80
Late (P2)	▼	0
After School Snack (P3)	3:30 PM ▼	30

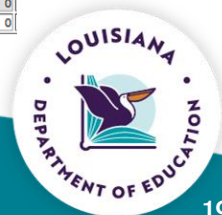
Average Daily Participation (ADP) is the average number of participants that are actually eating breakfast, lunch or snack on a daily basis.

This number is typically always less than the total enrollment of the facility. It should never exceed enrollment.

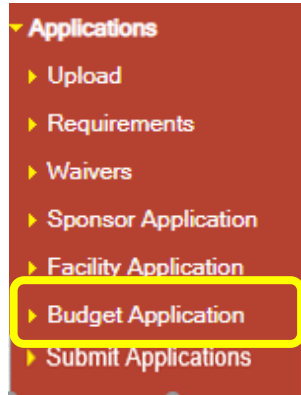
Sponsors need to list the accurate ADP for each meal and snack in each Facility application.

MEAL SUMMARY AND ATTENDANCE DATA			
	Breakfast	Lunch	Snacks
# Days Served	19	19	19
Participant ADA	60	60	60
Participant ADP	35	48	59
"At Cost" Meals	0	0	0
Employee Meals (Free)	0	0	0
Employee Meals (Red)	0	0	0

The ADP information entered in the Facility application will be checked against CNP claim records to verify accuracy.



Budget Application



Click on the **Budget Application** to access the budget for the new fiscal year.



Budget Application: Page 2

PAGE 2: Annual Program Budget

2. Budget Amount Requested

Participation	Participants	Operating Days	Meal Types	Reimbursement
Free	0			\$0.00
Reduced	0			\$0.00
Above	0			\$0.00
At Risk Snack	0			\$0.00
Cash-In-Lieu	0			\$0.00
TOTAL ESTIMATED REIMBURSEMENT				\$0.00

Items with this background are considered operational costs.

Items with this background are considered administrative costs.

Items with this background are considered unclassified costs.

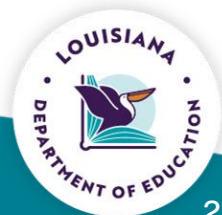
Budget Item	Amount	Percent of Projected Budget	State CACFP Pre-Approved Budget Amount	State Admin Override Amount
Food Purchases	\$0.00	0%	\$0.00	
SDE/DNA Sponsored CACFP Training	\$0.00	0%	\$0.00	
***Food Service Labor Costs	\$0.00	0%	\$0.00	
Food Service Supplies	\$0.00	0%	\$0.00	
Pest Control	\$0.00	0%	\$0.00	
Garbage	\$0.00	0%	\$0.00	
*Mileage Allowance	\$0.00	0%	\$0.00	
**Utilities	\$0.00	0%	\$0.00	
Internet	\$0.00	0%	\$0.00	
Postage	\$0.00	0%	\$0.00	
Office Supplies	\$0.00	0%	\$0.00	
Kitchen Maintenance	\$0.00	0%	\$0.00	
Administrative Labor Costs	\$0.00	0%	\$0.00	
Other	\$0.00	0%	\$0.00	
Other:	\$0.00			
Projected Budget Total:	\$0.00		Pre-Approved Total:	\$0.00

Total Estimated Reimbursement for the fiscal year was previously calculated using total enrollment, total operating days and meal types.

This calculation was based on perfect attendance at every meal every day that the facility was open, which created an inflated expectation of reimbursement for the fiscal year.

The Total Estimated Reimbursement recalculated anytime the enrollment information, operating days or meal types were revised.

Compliance and Financial Reviews revealed that some Institutions were spending more than 15% of their monthly reimbursement on administrative expenses, even though those expenses were approved in their annual budget.



Budget Application: Page 2 New

Estimated Meal Reimbursement						
2a. Meal Estimate:						
\$140,436.48						
Participation	Participants	Operating Days	Meal Types	Est. Meal Total	Est. CIL	Est. Meal Reimbursement
Previous Year Claims (2025)	1	--	B,L,Sn	\$135,398.40	\$5,038.08	\$140,436.48
Additional Site Apps (2026)	0	--	--	\$0.00	\$0.00	\$0.00
TOTAL Meal Estimate						\$140,436.48
PAGE 2: Annual Program Budget						
2b. Budget Amount Requested						
Budget Item	Amount	Percent of Projected Budget	State CACFP Approved Budget Amount	State Admin Override Amount		
Food Purchases	97500	60.67%	\$97,500.00			
SDE/DNA Sponsored CACFP Training	0	0.00%	\$0.00			
Food Service Labor Costs	\$30,976.00	19.27%	\$30,976.00			
Food Service Supplies	10000	6.22%	\$10,000.00			
Pest Control	1400	0.87%	\$1,400.00			
Garbage	3000	1.87%	\$3,000.00			
* Mileage Allowance	0	0.00%	\$0.00			
**Utilities	0	0.00%	\$0.00			
Internet	2000	1.24%	\$2,000.00			
Postage	0	0.00%	\$0.00			
Office Supplies	700	0.44%	\$700.00			
Kitchen Maintenance	0	0.00%	\$0.00			
Administrative Labor Costs	\$12,100.00	7.53%	\$12,100.00			
Other:						
Projected Budget Total:	\$157,676.00	Approved Total:	\$0.00			
Items with this background are considered operational costs.						
Items with this background are considered administrative costs.						
Items with this background are considered unclassified costs.						

Renewing Sites

- The Total Estimated Reimbursement will now be calculated by multiplying the average amount of reimbursement that an Institution earns each month times 12 months.
- Previous year claim data will be used to determine the average monthly reimbursement. (October through June)
- The Total Estimated Reimbursement will now be listed as Est. Meal Reimbursement under the Previous Year Claims section.
- Application revisions that change enrollment, operating days and meal types will no longer cause the estimated reimbursement to recalculate for renewing sites.

New Sites

- The estimated reimbursement for new sites will be calculated separately using a similar method as past fiscal years, but factoring in ADP information.
- The Total Estimated Reimbursement will be listed as Est. Meal Reimbursement under the New/additional site apps section.
- Application revisions that change enrollment, operating days and meal types will still cause the estimated reimbursement to recalculate for new sites.

Total Meal Estimate will be the total estimated reimbursement for the year that Sponsors and Institutions will use to complete Section 2b. Budget Amount Requested.



Budget Application: Page 2 New

Estimated Meal Reimbursement						
2a. Meal Estimate:						
\$140,436.48						
Participation	Participants	Operating Days	Meal Types	Est. Meal Total	Est. CIL	Est. Meal Reimbursement
Previous Year Claims (2025)	1	--	B,L,Sn	\$135,398.40	\$5,038.08	\$140,436.48
Additional Site Apps (2026)	0	--	--	\$0.00	\$0.00	\$0.00
TOTAL Meal Estimate						\$140,436.48

PAGE 2: Annual Program Budget

2b. Budget Amount Requested				
Budget Item	Amount	Percent of Projected Budget	State CACFP Approved Budget Amount	State Admin Override Amount
Food Purchases	97500	60.67%	\$97,500.00	
SDE/DNA Sponsored CACFP Training	0	0.00%	\$0.00	
Food Service Labor Costs	\$30,976.00	19.27%	\$30,976.00	
Food Service Supplies	10000	6.22%	\$10,000.00	
Pest Control	1400	0.87%	\$1,400.00	
Garbage	3000	1.87%	\$3,000.00	
*Mileage Allowance	0	0.00%	\$0.00	
**Utilities	0	0.00%	\$0.00	
Internet	2000	1.24%	\$2,000.00	
Postage	0	0.00%	\$0.00	
Office Supplies	700	0.44%	\$700.00	
Kitchen Maintenance	0	0.00%	\$0.00	
Administrative Labor Costs	\$12,100.00	7.53%	\$12,100.00	
Other:				
Projected Budget Total:	\$157,676.00	Approved Total:	\$0.00	
Items with this background are considered operational costs.				
Items with this background are considered administrative costs.				
Items with this background are considered unclassified costs.				

Institutions may notice a decrease in the Est. Meal Reimbursement compared to past years, but the amount will now be closer to what the sponsor is actually earning each year in reimbursement.

The State is not reducing actual reimbursement payments to Sponsors and Institutions. The CACFP is not a grant program. It is a reimbursement program where funds are earned based on actual meal and snack participation.

Accurate calculation of estimated reimbursement will help to create more realistic annual budgets.



Budget Application

Where is the State agency obtaining the information about average reimbursement?

Sponsors may view this information under the Claims - Transactions section. The Transaction section is a record of the actual claim amount paid each month during the fiscal year to the sponsor. The sponsor will be able to view the total amount paid to their agency for a particular fiscal year. The sponsor may click on the program year to view previous years of reimbursement data.

Claims

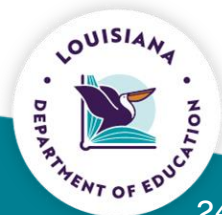
- ▶ Upload Claim
- ▶ Claim Lists
- ▶ Sched. Deductions
- ▶ Transactions

Program Year 2025

Month	Actual Expenses	Annual Budget	Program Total	Amount Paid
October	\$0.00	\$487,935.00	\$24,021.93	\$25,022.73
November	\$0.00	\$487,935.00	\$17,131.02	\$17,843.82
December	\$0.00	\$487,935.00	\$16,810.62	\$17,511.42
January	\$0.00	\$487,935.00	\$21,998.82	\$22,920.12
February	\$0.00	\$487,935.00	\$18,799.92	\$19,587.12
March	\$0.00	\$487,935.00	\$20,314.65	\$21,165.15
April	\$0.00	\$487,935.00	\$20,434.32	\$21,292.32
May	\$0.00	\$487,935.00	\$19,738.65	\$20,563.05
June	\$0.00	\$487,935.00	\$19,271.79	\$20,081.19
July	\$0.00	\$487,935.00	\$21,564.10	\$22,455.62
August	\$0.00	\$489,085.00	\$20,479.92	\$21,314.40
September	\$0.00	\$489,085.00	\$22,461.88	\$23,371.70
Additional				\$0.00
Totals	\$0.00		\$243,027.62	\$253,128.64

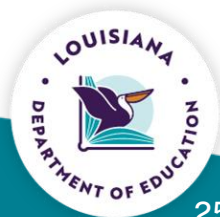
Program Year 2025

Month	Actual Expenses	Annual Budget	Program Total	Amount Paid
October	\$0.00	\$39,943.43	\$3,340.55	\$3,514.25
November	\$0.00	\$39,943.43	\$2,210.84	\$2,330.84
December	\$0.00	\$39,943.43	\$2,474.75	\$2,608.55
January	\$0.00	\$39,943.43	\$2,271.53	\$2,399.93
February	\$0.00	\$39,943.43	\$3,078.27	\$3,242.07
March	\$0.00	\$39,943.43	\$2,802.26	\$2,956.46
April	\$0.00	\$39,943.43	\$3,065.53	\$3,234.73
May	\$0.00	\$39,943.43	\$2,840.99	\$3,004.19
June	\$0.00	\$39,943.43	\$3,084.28	\$3,258.88
July	\$0.00	\$39,943.43	\$3,186.21	\$3,358.84
August	\$0.00	\$39,943.43	\$2,517.49	\$2,649.25
September	\$0.00	\$39,943.43	\$2,263.94	\$2,375.57
Additional				\$0.00
Totals	\$0.00		\$33,136.64	\$34,933.56



Budget Application Reminders

- At least 50% of the total estimated reimbursement should be spent on food purchases.
- Budget applications cannot be submitted if the projected budget total exceeds the total estimated reimbursement for the fiscal year or if the total requested administrative expenses exceed 15% of the budget.
- Labor costs paid with CACFP funds must reflect time spent only on CACFP duties.
 - If an employee has multiple duties in an agency, only the time spent on assigned CACFP duties may be included in the budget and approved to be paid with CACFP funds.
- Budget category requests that appear to be excessive or are shared costs require additional information.
 - Shared costs are costs that benefit more than one program such as utilities, internet, audits, etc. and require an allocation plan to support the amount charged to the CACFP.
 - Utilities must have a separate food service utility bill or detailed allocation plan for approval.
- Contracts for specific budget items must be submitted along with the budget application:
 - Kitchen maintenance such as Auto-Chlor services, grease trap services, equipment repair, etc.
 - Consultant dietitian
- The State Agency may require additional information from Sponsors to ensure all costs are allowable.
- **Budgets submitted without appropriate budget justification cannot be approved until all required documentation is received. Incomplete applications will be returned to the Sponsor.**



Application Revision Reminders/Updated Deadlines

- Calendar changes must be submitted as soon as possible, preferably prior to the change occurring. Calendar changes that are not submitted in a timely manner have no guarantee of being approved prior to the claim deadline.
- Site additions
 - It is recommended that site additions be submitted prior to the site beginning CACFP operations. All required paperwork must be submitted prior to the facility being added to the Sponsor's CACFP facility listing. Submission and acceptance of required paperwork is not considered approval. The Sponsor must complete and submit the facility application to the State for final approval. **Site additions will only be approved for CACFP participation to start in the month the facility application(s) was submitted.**
- At-Risk Sponsors requesting to serve meals/snacks on weekends or holidays must submit and receive prior approval for those operating dates. Weekend or holiday service will not receive retroactive approval.
- Budget revisions are not retroactive. The expense must be approved by the State Agency before it can be paid with CACFP funds.



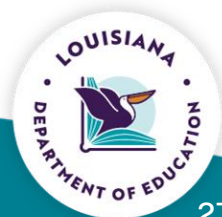
Incomplete Applications

Incomplete applications will be returned and the Sponsor will be notified via email. The return email message will include a list of specific areas that are lacking sufficient documentation and prevent the approval of submitted applications or revisions. **Please read the email to determine what needs to be corrected. The State agency is having to return submitted applications/revisions multiple times to sponsors for correction.**

Examples of incomplete applications:

- Expired LDH Permit to Operate uploaded for at-risk programs or emergency shelters
- Lack of written budget justification for specified budget categories
- Insufficient documentation uploaded for vended meal contracts
- Application package submitted without all active sites
- Revisions or new sites submitted without all necessary applications

The Sponsor must review and resolve the identified issues and submit the application package to the State Agency for review.



Contracting for Vended Meals



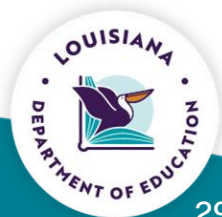
Vended Meals Approval Process

Vended Meal Contract - The vendor prepares and delivers meals along with providing documentation to prove meals are compliant with CACFP requirements. The vendor should not serve meals or complete any other task of food service management.

Sponsors must follow all procurement regulations and receive State agency approval prior to entering into a vended meal contract. The majority of vended meal contracts will need to be procured using formal procurement methods.

Sponsor are required to complete the following steps in the procurement process:

- Complete Cost Price Analysis
- Select Purchase Method - Depending on the dollar value of the contract select Small Purchase, Invitation for Bid (IFB) or Request for Proposals (RFP)
- Complete the 3 -Step procurement process receiving State agency approval before moving on to each step
- Execute Contract



Vended Meal IFB/RFP/Contract Template

In the past, sponsors created their own IFB/RFP template and used the State Agency required vended meal contract.

Sponsors are now required to use the State Vended Meal IFB/RFP/Contract template. The IFB/RFP template and vended meal contract are combined together in one document and meet all USDA guidelines .

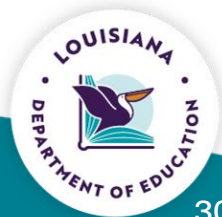
The template **must** be used with no alterations, additions, or deletions.

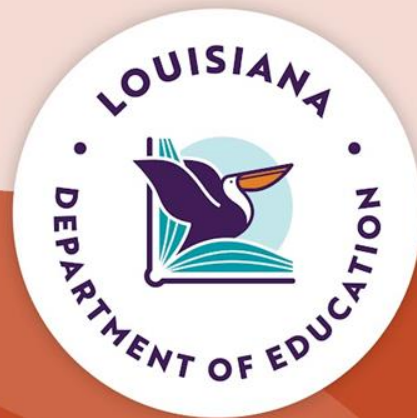
Download the Detailed Instruction Guide for completion – contains instruction for Steps 1-3 and required forms used in the 3-Step Procurement Approval Process

Contracts are for up to one year with the option to renew the contract for four years.

Contract Renewal Agreements have also been updated. Be sure to use the updated form when renewing an eligible vended meal contract.

<https://cnp.doe.louisiana.gov/Nutrition/Resources?text=Vended%20&prgs=CACFP>





KidKare Mandatory Recordkeeping

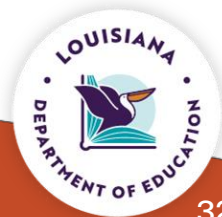
KidKare is the MANDATORY record keeping system for all institutions* participating in the CACFP.

Sponsors attest to compliance with the mandatory use of KidKare through:

- Signed Kidkare Assurance Statement
- Sponsor Application, Page 7, Question 4d - Maintaining required records for the management of the CACFP.

If it is determined during a Compliance Review that a sponsor is not using KidKare for record keeping, the sponsor will be issued a deficiency for not following their approved CACFP application/agreement. Continued non-compliance could jeopardize the institution's future participation in the CACFP.

*SFAs that are using an approved electronic software system to manage records for their NSLP may continue to use that electronic system to manage their CACFP records.



KidKare Training Resources



CNP
Child Nutrition Programs
Louisiana Department of Education



CNP Portal

Welcome to the Louisiana Department of Education Child Nutrition Programs Website

Nutrition Programs

CACFP
Child and Adult Care Food Program

The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, head starts, adult day care centers, emergency shelters, afterschool programs, and family daycare homes.

[View details »](#)

SFS
School Food Service

School Food Service includes the National School Lunch Program, School Breakfast Program, and Seamless Summer Option. These federally funded programs help fight hunger and obesity by reimbursing public and private schools, after-school programs and child care institutions for providing healthy meals and snacks to children.

[View details »](#)

SFSP
Summer Food Service Program

The Summer Food Service Program (SFSP) is a federally-funded, state-administered program. SFSP reimburses program operators who serve free healthy meals and snacks to children and teens in low-income areas when school is not in session. Just as learning does not end when school lets out, neither does a child's need for good nutrition.

[View details »](#)

More Information

Sponsors

[View details »](#)

Civil Rights

[View details »](#)

CEP
Community Eligibility Provision

[View details »](#)

Memos

[View details »](#)

Resources

[View details »](#)

TEXT SEARCH

kidkare

Search by title or tag.

BY RESOURCE TYPE

BY PROGRAM

BY DATE

BY TAGS

Table View

Search

Forms | CACFP | Program Guidance | Manuals and Handbooks

[Kidkare Training Videos - Single Site](#)

04/10/2026

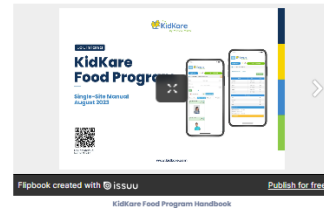
Forms | CACFP | Program Guidance | Manuals and Handbooks

[Kidkare Training Videos - Multi Site Accounts](#)

04/10/2026

KidKare Food Program

KidKare video training hub is designed to equip single-location centers with the latest training. Through detailed guidance and video tutorials, you can familiarize yourself with our system in your own time.



Trainings

1. Set Up Your Site >
[KidKare Introduction tour](#)
[Staff login for the first time](#)
[How to access your account](#)
[Import Your Roster](#)
[Creating Roles and Permissions](#)
[Creating Center Staff Logins](#)

2. Enroll & Manage Children
[Enroll Participant](#)
[Edit Child Information](#)

3. Record Attendance & Meal Counts
[Basic Meal & Attendance](#)
[Detailed Meal & Attendance](#)
[Estimating Attendance](#)

4. Plan & Record Menus
[Daily Menu](#)
[Menu Production Records](#)
[Menu Templates](#)
[Menu Calendar](#)
[Grain Ounce Equivalents](#)
[Creating Infant Menu](#)

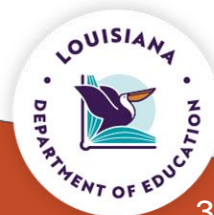
5. Expenses
[Vending Vendors](#)
[Quick Entry Receipt](#)
[Itemized Receipts](#)

6. Milk
[Substitute Milk and Child Milk Allergies](#)
[Milk Audit](#)
[Purchase & Write Offs](#)

7. Claims
[Claims Feature](#)
[Calculate Claims Button](#)
[Claims Errors](#)
[ECM Best Practices](#)

8. Reports
[Infant Feeding Report](#)
[Milk Audit Report](#)
[Claim Manual Report](#)

If you encounter technical issues with KidKare such as you cannot log into KidKare, cannot edit or save changes, need to change from a single site account to a multiple site account, etc., you will need to contact support@kidkare.com

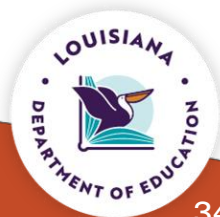


KidKare Mandatory Recordkeeping

A checklist for what is **required** daily, weekly, monthly, and annually for both single site and multi-site sponsors to achieve compliance can be found on the [CNP Resource](#) website.

- Attendance should be maintained daily and marked by the end of the first meal service.
- Meal counts should be marked during each meal service; fork/knife clicked when the child receives the complete meal/snack.
- Daily Menus/Amounts Served best practice is to record while preparing or immediately after each meal service and should at least be completed daily for all meals/snacks.

Note: These records are timestamped. If not being entered in at least daily, there must be paper records maintained to support the claim. These paper records must be available for review upon request.



KidKare Mandatory Recordkeeping



Required Records for KidKare Users

Single Site Users

[KidKare Louisiana Training for Single Site Users](#)

Daily To-Do List

- ☐ Mark children in attendance
- ☐ During each meal service, mark the are served
- ☐ Enter the amounts of food prepared for each meal/snack service

Weekly/Monthly To-Do List

- ☐ Enter newly enrolled children and update children's information as needed
- ☐ Create, copy, or update menu calendar
- ☐ Update beginning milk balance
- ☐ Enter receipts/invoices and ensure milk purchases are correctly recorded by type and amount
- ☐ Review milk audit for shortage by day and milk type
- ☐ Calculate claim, check claim error report, make corrections if needed. Not all errors are meant to be fixed; KidKare is explaining why a meal is not included in the claim. You can recalculate the claim as many times as desired and at any time during the month to see corrections that need to be made.
- ☐ Complete inventory sheet at end of the month

Monthly Claim Submission

- ☐ Calculate claim, check claim error report, and make corrections if needed
- ☐ Generate claim file and upload to CNP website
- ☐ Mark claim as submitted and record payment when received
- ☐ Place receipts/invoices, bank statement, and CACFP timesheets in the monthly folder
- ☐ Run the 'Non-Profit Status' report in KidKare to determine cost of food used

Yearly To-Do List

- ☐ Renew enrollment forms and Free/Reduced Price Meal Applications. Paper forms must be maintained on file with CACFP records; KidKare eForms for enrollment and eligibility do not need to be printed.
- ☐ Complete online sponsor, facility, and budget applications on CNP website
- ☐ Complete annual staff trainings in accordance with approved sponsor application
- ☐ Complete facility monitoring in accordance with approved sponsor application
- ☐ Ensure the following are up to date, on file, and available for review upon request:
 - ☐ Current nondiscrimination statement on all publications, handouts, and shared materials
 - ☐ Critical program functions
 - ☐ Compensation plan
 - ☐ Outside employment
 - ☐ Permanent agreement



Required Records for KidKare Users

Multisite Users

[KidKare Louisiana Training for Multisite User - Sponsor and Site Level](#)

Daily To-Do List

- ☐ Mark children in attendance
- ☐ During each meal service, mark the are served
- ☐ Enter the amounts of food prepared for each meal/snack service

Weekly/Monthly To-Do List

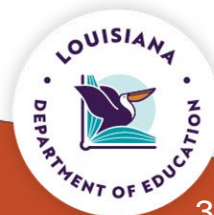
- ☐ Enter and activate newly enrolled children and update children's information as needed
- ☐ Create, copy, or update menu calendar
- ☐ Verify/update beginning milk balance
- ☐ Enter receipts/invoices and ensure milk purchases are correctly recorded by type and amount
- ☐ Review milk audit for shortage by day and milk type
- ☐ Calculate claim, check claim error report, make corrections if needed. Not all errors are meant to be fixed; KidKare is explaining why a meal is not included in the claim. You can recalculate the claim as many times as desired and at any time during the month to see corrections that need to be made.
- ☐ Complete inventory sheet at end of the month

Monthly Claim Submission

- ☐ Calculate claim, check claim error report, and make corrections if needed or return to site(s) for corrections
- ☐ Generate claim file and upload to CNP website
- ☐ Mark claim as submitted and record payment when received
- ☐ Place receipts/invoices, bank statement, and CACFP timesheets in the monthly folder
- ☐ Run the 'Non-Profit Status' report in KidKare to determine cost of food used

Yearly To-Do List

- ☐ Renew enrollment forms and Free/Reduced Price Meal Applications. Paper forms must be maintained on file with CACFP records; KidKare eForms for enrollment and eligibility do not need to be printed.
- ☐ Complete online sponsor, facility, and budget applications on CNP website
- ☐ Complete annual staff trainings in accordance with approved sponsor application
- ☐ Complete facility monitoring visits in accordance with approved sponsor application
- ☐ Ensure the following are up to date, on file, and available for review upon request:
 - ☐ Current nondiscrimination statement on all publications, handouts, and shared materials
 - ☐ Critical program functions
 - ☐ Compensation plan
 - ☐ Outside employment
 - ☐ Permanent agreement



Attendance and Meal Counts

The screenshot shows the 'Attendance & Meal Count' interface in the KidKare system. At the top, there's a breadcrumb trail: 'Menus/Attendance > Attendance & Meal Count'. Below this is a date selector set to '08/19/2026' and a dropdown for 'All Classrooms'. A summary bar shows 'Totals' with 'IN (9)', 'OUT (44)', 'B 0', 'L 9', and 'P 0'. It also includes a 'Staff Meal Count' of 0 and a 'Daily Attendance' button. The main area is divided into two classroom sections. The first section, 'Classroom After School (10 - 12yrs)', lists six children: Eric, Prince (13 y), Frozen, Elsa (15 y), Geppetto, Pinocchio (14 y), Hamada, Hiro (15 y), Wazowski, Mike (16 y), and White, Snow (16 y). Each child's status is 'ATT' (Attended) with a checkmark, and there are buttons for 'M1' and 'M2' meal counts. The second section, 'Classroom After School (5 & 6 years)', shows 'IN (9)', 'OUT (7)', 'B 0', 'L 0', and 'P 0'.

If you are not documenting Point of Service (POS) records directly into KidKare at meal service, paper POS records must still be maintained. The paper POS records must be used to enter meal counts into the Kidkare system and must be kept with monthly CACFP records.

Sponsors can use the POS form on the State's website or print out the POS form from Kidkare that will have all enrolled participants listed on the form and divided by classroom. Go to Reports - Meals & Attendance - *Weekly Attendance + Meal Count Report*

Sponsors have until the end of the current week to input meal count and attendance data into KidKare. Sunday at midnight meal counts and attendance for the previous week are locked and unavailable for change

Daily Menus

Lunch

Meal Time: 11:00 AM - 12:00 PM

Menu

Create Menu

Delete

Save

		Estimated Quantity Required	Actual Quantity Served
Meat/Alternate	Chicken, boneless, fresh or frozen	55 ounces (oz)	3 pounds (lb)
Bread/Alternate	Pasta, (group H), elbow macaroni	12.25 cups (c) - 24.5 oz eq	48 ounces (oz) - 48.6 oz eq
	Is this whole grain-rich? ☒ Yes ☐ No		
	Calculate Oz Eq for 1 Serving		
Vegetables	Beans, green, canned	10.13 cups (c)	7 pounds (lb)
Fruit/Vegetable	Pineapple, canned	7.63 cups (c)	1.25 no. 10 cans
Milk	Milk 1% over 2- whole under 2	27.5 cups (c)	182 ounces fluid (fl oz)

Attendance Summary

Age	Estimated	Actual
1 yr	7	6
2 yr	10	7
3-5 yr	12	21
6-12 yr	10	0
13-18 yr	0	0
Adult	0	0
Total	39	34

Menu Notes

The Daily Menu replaces the Menu Worksheets that were previously completed on paper.

KidKare will determine the actual quantity required which is the **minimum** required amount for each component.

You **must** record the **actual quantity served** - record how much food you prepared for the meal.

It is very rare that any center is preparing the absolute *minimum* of most components.

In almost all cases, you are preparing and serving *more* than what is required.

If you are just matching the amounts shown as required, it's an indication that you are not maintaining accurate records of meal service.



Receipts

Quick Entry

Itemized Entry

Expense Detail

Claim Month*

Vendor*

Transaction Date*

Invoice #

August 2026

WALMART

08/18/2026

Payment Method

Description

Receipt Total*

Select Payment Method

\$ 0

Milk Quantities

Whole Milk

0

gal

Reduced-fat (2%) Milk

0

gal

Low-fat (1%) Milk

0

gal

Fat-free Milk

0

gal

Substitute Milk

0

gal

Total: 0.0000 gal

Expenses Items

Difference \$0.00

Non-reimbursable

Food

Supplies

Labor

Other

0

0

0

0

\$0.00

\$0.00

\$0.00

\$0.00

Running Total: \$0.00

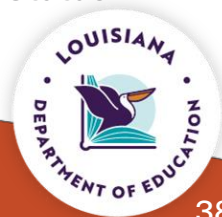
Receipts should be entered using the date listed on the receipt or invoice.

Utilize the **Quick Entry** option for all receipts.

You must enter a receipt for all purchases or payments made with CACFP funds such as food, supplies, labor, pest control, garbage, etc. Under the Expense Items section there are options to list expenses such as food, supplies and labor. If the expense falls under another category like garbage or pest control, list the expense as Other and include the expense name under Description.

Entering all CACFP purchases will create a KidKare report that replaces the Disbursement Journal that was previously completed on paper.

Go to Reports - Finance - **Center Receipts Journal** - Select Date Range - to view the monthly disbursement journal. KidKare will also create a report titled **Non-Profit Status Report** that will replace the paper COFU report.



Claim Error Report

April 2023 Center Delete Recalculate

Meals	Free	Reduced	Paid	Total
Breakfast	0	0	0	0
AM Snack	0	0	0	0
Lunch	0	2	0	2
PM Snack	0	0	0	0
Dinner	0	0	0	0
Eve. Snack	0	0	0	0
Participated	4	12	4	20

Claim Status

Last Calculated: 05/25/2023

Total Payments: \$7.86

Awaiting Payment: \$0.00

Submitted to State: No

Claim Actions

Claim Totals

Attendance	Days	ADA	Free %	Reduced %	Paid %	Calculated Amount
33	5	7	20.00	60.00	20.00	\$7.86

Claim Error List

> 13 Center is not approved to serve meals on a day of the week when meals were served.

Disallowed

> 15 A menu was recorded, but no children were recorded in attendance.

Warning

> 60 Quantity of food prepared was not recorded with the menu.

Disallowed

> 78 Quantity of food prepared was less than quantity required.

Disallowed

> 100 At least 1 serving of bread/alt per day must be whole grain-rich.

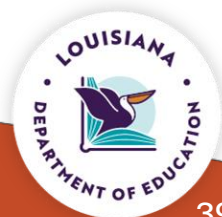
Disallowed

Claim History

Date Calculated	Claim Amount	Adjustment
05/25/2023	\$7.86	No

You must review the **Claim Details** report in KidKare after calculating the monthly claim. The report will document enrollment by FRP category, total meal counts per meal type, disallowed meals, the calculated claim total and any claim errors for the month. Review any errors that may appear and determine if these are true errors where program requirements were not met or if you just forgot to enter information or entered it incorrectly. If program requirements were actually not met, then sponsor should not attempt to “correct” these errors and meals should remain disallowed.

Some errors are designated as Warning and some are Disallowed. Warning errors should not be ignored as some may actually reduce the amount of your monthly claim. Example: *Error 69 Child claimed after IEF expired. Child reimbursed as Paid, regardless of classification.* Disallowed errors will disallow meals and reduce the amount of the monthly claim.



Claim Error Report

April 2023 Center Delete Recalculate

Meals	Free	Reduced	Paid	Total
Breakfast	0	0	0	0
AM Snack	0	0	0	0
Lunch	0	2	0	2
PM Snack	0	0	0	0
Dinner	0	0	0	0
Eve. Snack	0	0	0	0
Participated	4	12	4	20

Claim Status

Last Calculated: 05/25/2023

Total Payments: \$7.86

Awaiting Payment: \$0.00

Submitted to State: No

Claim Actions

Claim Totals

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Claim Error List

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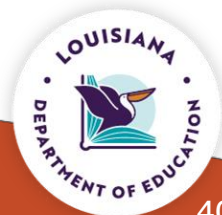
Claim History

Date Calculated	Claim Amount	Adjustment
05/25/2023	\$7.86	No

Sponsors should never have a monthly Claim Details report that is full of errors and disallowed meals, but a submitted claim in the CNP system that includes meal counts for those disallowed meals.

Once the Claim Details report has been reviewed and any errors that can be corrected are corrected, the sponsor must generate the XML claim file in KidKare to upload into the CNP claim system. This ensures that records in Kidkare are consistent with meals claimed in the CNP system.

If during a Compliance Review it is determined that the sponsor did not follow this process and meals were claimed that KidKare records indicate should have been disallowed, then the sponsor may be declared seriously deficient and have an overclaim assessed against their agency.



Filing Claims

All claims must be calculated and uploaded to the CNP website using KidKare. LDOE can run reports in KidKare to determine which sponsor are not uploading claims into the CNP website. There are multiple videos and step-by-step instructions for both single-site and multiple-site sponsors located on [KidKare](#) and [CNP Resource](#) websites.



Filing a Claim with KidKare

Multisite Sponsor

1. Site will submit a claim to the sponsor.
 - a. If site does not submit claim to sponsor:
 - i. Go to 'Claim' and 'Mark Center's Claim for Processing'.
 - ii. Select the month and hit select, you will need to select each center at the top of the page.
2. Go to 'Claim' and 'Advance Claim Month' – verify you are viewing the correct month. Sponsor level only; sides do not need to perform this function.
3. Next go to 'Process Claims'.
4. Select the correct claim month and process new claims. Ensure all centers are checked and click 'Process & Print OER'.
5. Review the error report for each site.
 - a. Can view the OER (Office Error Report) or can click on the claim month for the center under the 'List Claims' tab and view it.
 - b. If errors are to be correct by site, unmark the center's claim. The site will need to resubmit when errors are corrected, or the sponsor will need to mark the center's claim for processing and reprocess the claim.
6. Reprocessing claims
 - a. Go to 'Claim' then 'Process Claim', select the correct claim month and hit 'Reprocess Existing Claims'. Ensure all centers are checked and click 'Process & Print OER'.

Repeat steps 5 & 6 until no further corrections are needed. Remember some errors are correct errors and KidKare is notifying you that something is not being claimed or disallowed.

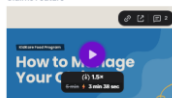
7. Once no further corrections are needed click 'Submit Claim to State'
8. Select the correct month and generate claim file, this will download a file; do not open it.
9. Upload and submit claim.
 - a. CNP website > login > Claims > Upload claim
 - b. Choose File/Browse – navigate to the download folder and select the .xml file
 - c. Click upload, click proceed, click complete
 - d. Review claim for accuracy, input ADP, update and submit
 - e. Verify claim is in pending claims under claims list

Video instructions:
[KidKare Multisite Claim Generation](#)
[CNP Upload](#)

Page 1

Claims

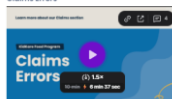
Claims Feature



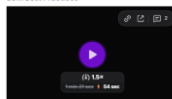
Calculate Claims Button



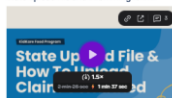
Claims Errors



FORM Best Practices



State Upload File and Submitting to CNP



Mark Claim as Submitted



Filing a Claim with KidKare

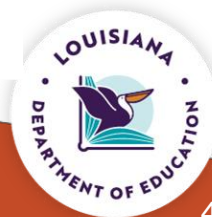
Single Site Sponsor

1. Go to 'Claims' then 'List Claims'
2. Navigate to the month you want to submit
3. Click the green 'Calculate' button
 - a. You can then click on the date after it calculates to review errors
4. Review errors report and make corrections if necessary
5. If needed, recalculate claim
 - a. Go to 'Claims' then 'List Claims'
 - b. Click the claim to recalculate then select 'Recalculate'

Repeat steps 4 & 5 until no further corrections are needed. Remember some errors are correct errors and KidKare is notifying you that something is not being claimed or disallowed.

6. Once no further corrections are needed make sure the correct month is selected in the drop-down box and click 'Generate' under the Submit Claim to State area. This is in the top right of the 'List Claims' page.
 - a. This will download a file. Do not open it.
7. Upload and submit claim
 - a. CNP website > login > Claims > Upload claim
 - b. Choose File/Browse – navigate to the download folder and select the .xml file
 - c. Click upload, click proceed, click complete
 - d. Review claim for accuracy, input ADP, update and submit
 - e. Verify claim is in pending claims under claims list

Video instructions:
[KidKare Single Site Claim Generation](#)
[CNP Upload](#)



Milk Documentation Changes: Daily Menu

Effective June 8, 2026, the USDA allows CACFP operators to offer whole, reduced-fat (2%), low fat (1%) and fat-free (skim) milk to participants ages two and older. One-year olds must still receive whole milk. Flavored milk is still only allowed for 6 years and older.

APPLY TO ALL AGES: Whole Reduced-fat (2%) Low-fat (1%) Fat-free (Skim)					
AGE GROUP	FAT TYPE				FLAVORED
1 year	Whole	Reduced-fat (2%)	Low-fat (1%)	Fat-free (Skim)	☐ No
2-5 years	Whole	Reduced-fat (2%)	Low-fat (1%)	Fat-free (Skim)	☐ No
6-12 years	Whole	Reduced-fat (2%)	Low-fat (1%)	Fat-free (Skim)	☐ No
13-18 years	Whole	Reduced-fat (2%)	Low-fat (1%)	Fat-free (Skim)	☐ No
Adult	Whole	Reduced-fat (2%)	Low-fat (1%)	Fat-free (Skim)	☐ No

Enter Actual Quantities Served

Bread/Alternate

Cereals, ready-to-eat

20

cups (c)

Fruit

Oranges, fresh

15

cups (c)

Milk

Low-fat (1%) Milk

19

half pints

Milk

Whole Milk

2

half pints

Milk

Substitute Milk

0

cups (c)

Milk

Parent Provided Milk

0

cups (c)

Milk

Reduced-fat (2%) Milk

0

cups (c)

Milk

Fat-free Milk

0

cups (c)

Cancel

Save

Sponsors must document the type of milk served to participants by age group for all meals and snacks that include milk. There is also an option to indicate if the milk that was served is flavored milk.

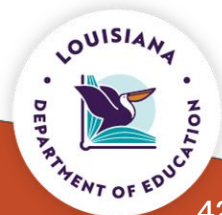
If the fat content of the milk is not selected for each age group served, the sponsor will receive the following error when calculating the claim: **Milk served is missing a fat-content subcategory.**

Additional claim errors added to account for the updated milk options:

Error 118: Whole Milk Required for 1-year Old

Error 119: Flavored Milk Served to Ages 1-5

Sponsors will also see the additional milk options listed on the screen where they enter the actual quantities served. Sponsors must ensure that they are recording the amount of actual milk served in the correct milk category or an error indicating a milk shortage will occur when the claim is calculated.



Milk Documentation Changes: Receipts

Expense Detail

Claim Month*

Vendor*

Transaction Date*

Invoice #

August 2026

WALMART

08/18/2026

Payment Method

Description

Receipt Total*

Select Payment Method

\$ 0

Milk Quantities

Whole Milk

0

gal

Reduced-fat (2%) Milk

0

gal

Low-fat (1%) Milk

0

gal

Fat-free Milk

0

gal

Substitute Milk

0

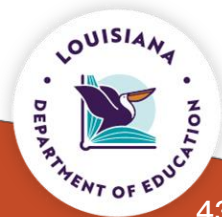
gal

Total: 0.0000 gal

Quick Entry and Itemized Entry receipts have been updated to include the additional milk options.

Sponsors must ensure that they are recording the correct type of milk that was purchased or an error indicating a milk shortage may occur when the claim is calculated.

This error will be related to the fact that the sponsor is not purchasing the type of milk indicated in the Daily Menu that they are serving to the age groups of participants. In other words, the types of milk you indicate that you are purchasing doesn't match the types of milk you indicate that you are serving.



Milk Documentation Changes: Milk Audit

	Whole	Reduced-fat (2%)	Low-fat (1%)	Fat-free	Substitute	Total
Previous Month Carry Over / Starting Balance (Gallons)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Purchased (Gallons)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Required (Gallons)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Written Off (Gallons)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
End of Month Balance (Gallons)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

The Milk Audit was updated to allow for tracking of the updated milk options.

Effective June 1, the starting balance/previous month carryover amount in your milk audit will reset to zero (0) each month. You will be responsible for updating the milk audit starting balance monthly based on ending inventory counts. **Milk inventory should be counted after the last meal service of each month and recorded on the [Inventory Control Sheet](#).**

Why is this happening? Starting milk balances have not been consistently updated as needed, and the carryover amounts shown in Kidkare are unrealistically high and not based on monthly inventory.

How do I update the starting milk balance? In Kidkare, navigate to *Claims, Milk Audit*, and input the amount of each type of milk in the 'Previous Month Carryover/Starting Balance' row: click the pencil to edit, enter the number in gallons, then use the green checkmark to save. The month's starting balance should match the amount listed on the previous month's ending inventory. This amount must be entered in gallons. You can create a receipt that you do NOT save in order to get the conversion calculated if you are using $\frac{1}{2}$ pints.

What differences might I notice? If you have not been updating the starting balance in the milk audit, you likely have a very large amount of milk being carried over monthly. Starting the milk audit with 0 each month may result in a milk shortage error when calculating or processing the claim. Double check your starting balance and any receipts you have entered. If these numbers are correct, there is nothing to correct. Kidkare will disallow the meals for which there was not enough milk and you will submit the claim as normal. If you do make corrections to the starting balance or receipts, be sure to recalculate or reprocess the claim before uploading.

I forgot to do inventory last month. If you do not have a record of how much milk was available on the 1st of the month, leave the starting balance at 0. This will more than likely result in the disallowance of some meals.



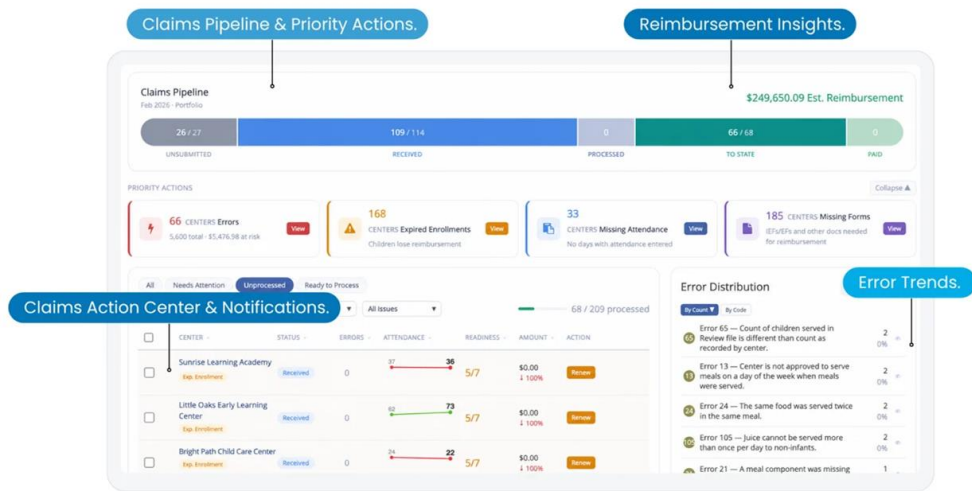
Multi-Site Sponsors: Beacon Verify

Provides a central command center for managing CACFP claims for multiple centers in one place. It shows claim:

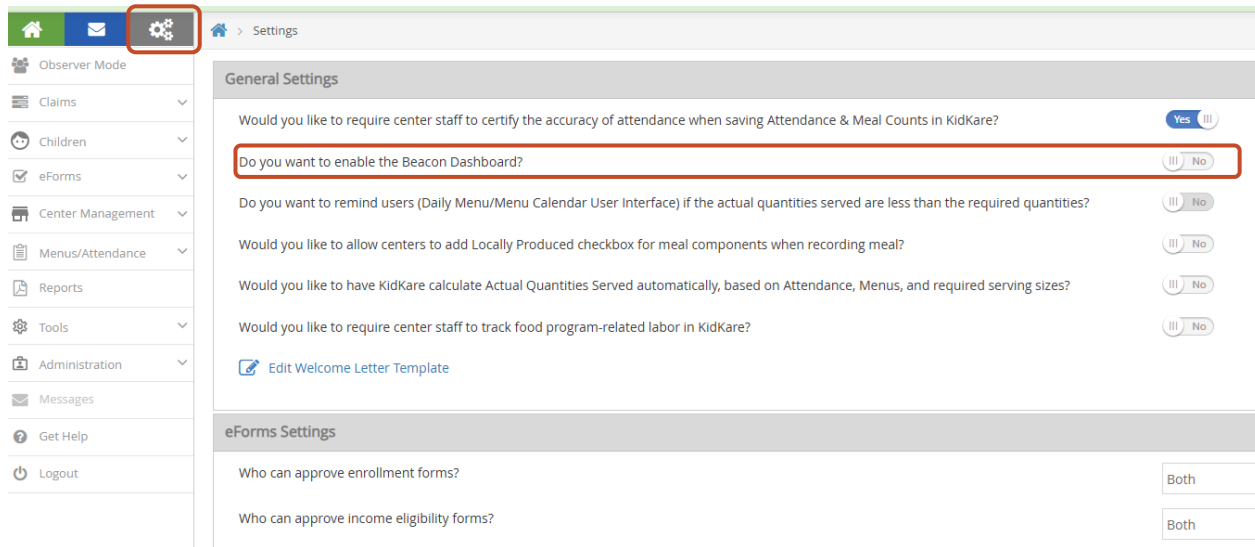
- Errors
- Claim Status
- Readiness
- Estimated Reimbursement

Replaces current landing page.

**One screen. Every claim.
Direct to the fix.**



Multi-Site Sponsors: Beacon Verify



Observer Mode

Claims

Children

eForms

Center Management

Menus/Attendance

Reports

Tools

Administration

Messages

Get Help

Logout

Settings

General Settings

Would you like to require center staff to certify the accuracy of attendance when saving Attendance & Meal Counts in KidKare? ☒ Yes

Do you want to enable the Beacon Dashboard? ☐ No

Do you want to remind users (Daily Menu/Menu Calendar User Interface) if the actual quantities served are less than the required quantities? ☐ No

Would you like to allow centers to add Locally Produced checkbox for meal components when recording meal? ☐ No

Would you like to have KidKare calculate Actual Quantities Served automatically, based on Attendance, Menus, and required serving sizes? ☐ No

Would you like to require center staff to track food program-related labor in KidKare? ☐ No

[Edit Welcome Letter Template](#)

eForms Settings

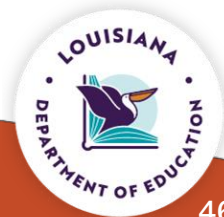
Who can approve enrollment forms? Both

Who can approve income eligibility forms? Both

Not mandatory

- Can be turned off in the General Settings Tab
- Click on “Do you want to enable the Beacon Dashboard?”
- Toggle to “No”

[KidKare Knowledge Center for Beacon Verify](#)



Common Errors in KidKare

Enrollment/Attendance

- The eligibility category (F/R/A) in KidKare does not match the eligibility category verified on the F/R meal application.
- Not recording or updating the IEF expiration date
- Not documenting special diets or diet statement on file and the expiration date

Daily Menu/Production Records

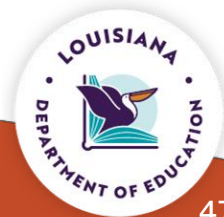
- Copying the actual quantity required into the actual quantity served instead of documenting the total amount the center actually prepared
- Serving unallowed food items and listing them under general food categories on daily menus (Veggie Straws, Nutri-Grain bars, Vanilla Wafers, etc.)

Milk Audit/Receipts

- Incorrect carryover balance of all milk types from previous month - this **must** be entered at the start of each month from the amount listed on the previous month ending inventory sheet
- Not recording all milk receipts for the month
- Not recording the amount of milk purchased correctly (gallons vs half-pints)
- Not recording all receipts (food, milk, food service supplies, labor, etc.) to create an accurate Center Receipts Journal

Claims

- Not calculating the monthly claim to run edit checks on records
- Ignoring errors listed on the claim report and filing a claim for meals that did not meet program requirements
- Attempting to claim meals on dates that are closed on the approved CACFP application.



KidKare Recordkeeping

Electronic Annual/Monthly Records

You do not need to print out these reports each month. They are electronically stored in KidKare.

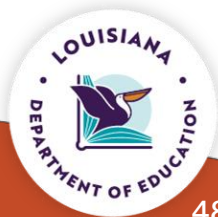
- Income Eligibility (IEF)/Enrollment Forms (EF) if using eForms (optional)
- **Annual Enrollment Roster**
- Point of Meal Service Record/Meal Count and Attendance Record
- Cycle Menus
- Menu Worksheets (*Menus Production Records*)
- Disbursement Journal (*Center Receipts Journal*)
- COFU Report (*Non-Profit Status Report*)

You should review these reports monthly, comparing to paperwork, to ensure you are meeting requirements and your records are complete.

Required Paper Records Annual/Monthly

These paper records must be kept because they are not available in the KidKare system.

- F/R Meal Applications or Head Start Enrollment Forms if not using eForms
- Bank Statement
- Receipts/Invoices
- Timesheets
- Training Records
- Monitoring Records
- Required Policies
- Inventory

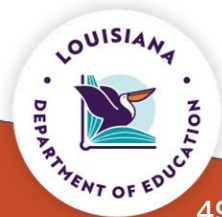


KidKare

Single site sponsors that want to add a new site must contact KidKare at support@kidkare.com. Let them know that you are a Louisiana sponsor that needs to update from a single account to a multi-site account.

Once the account is changed to a multi-site account, the sponsor must create the new site in their KidKare account to maintain required CACFP records.

KidKare will schedule 2 one-hour training sessions to help new multi-site account users adjust to the new account.



Additional Information and Resources



CACFP Program Updates: Milk

Effective June 8, 2026, the USDA allows CACFP operators to offer whole and reduced-fat (2%) milk to participants ages two and older. This policy adds flexibility rather than a mandate, giving providers the option to serve whole, reduced-fat, low-fat (1%), or fat-free (skim) milk to these age groups.

The specific USDA milk guidelines by age group are:

- Age 1: Only unflavored whole milk is allowed.
- Ages 2–5: Unflavored whole milk, reduced-fat (2%) milk, low-fat (1%) milk, and fat-free (skim) milk are all allowed. Flavored milk is still prohibited for this age group.
- Ages 6 and older & adult participants: Both unflavored and flavored versions of whole, reduced-fat, low-fat, and fat-free milk are allowed.

For more details on the exact policy implementation, you can review the full [USDA Memo on Expanding Fluid Milk Options](#) or check the resources available on the [National CACFP Association](#).



CACFP Program Updates - Resource Location



Welcome to the Louisiana Department of Education Child Nutrition Programs Website

Nutrition Programs

CACFP

Child and Adult Care Food Program

The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, head starts, adult day care centers, emergency shelters, afterschool programs, and family daycare homes.

[View details »](#)

SFS

School Food Service

School Food Service includes the National School Lunch Program, School Breakfast Program, and Seamless Summer Option. These federally funded programs help fight hunger and obesity by reimbursing public and private schools, after-school programs and child care institutions for providing healthy meals and snacks to children.

[View details »](#)

SFSP

Summer Food Service Program

The Summer Food Service Program (SFSP) is a federally-funded, state-administered program. SFSP reimburses program operators who serve free healthy meals and snacks to children and teens in low-income areas when school is not in session. Just as learning does not end when school lets out, neither does a child's need for good nutrition.

[View details »](#)

More Information

Sponsors

[View details »](#)

Civil Rights

[View details »](#)

CEP

Community Eligibility Provision

[View details »](#)

Memos

[View details »](#)

Resources

[View details »](#)



CNP

Child Nutrition Programs
Division of Nutrition Support

Welcome to the Louisiana Department of Education Child Nutrition Programs Website

Need help? If you have difficulty understanding English or have a disability, free language assistance or other aids and services are available upon request. Please contact us at 225-342-9661 or 1-877-453-2721.

SYSTEM LOGIN	
Login Name	
Password	
	Login
☐ Set as Start	Save Preference

Password Reset

FDCHFP

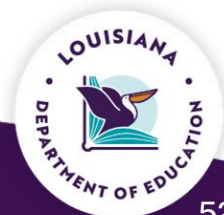
Nutrition Website

Memos **Resources**

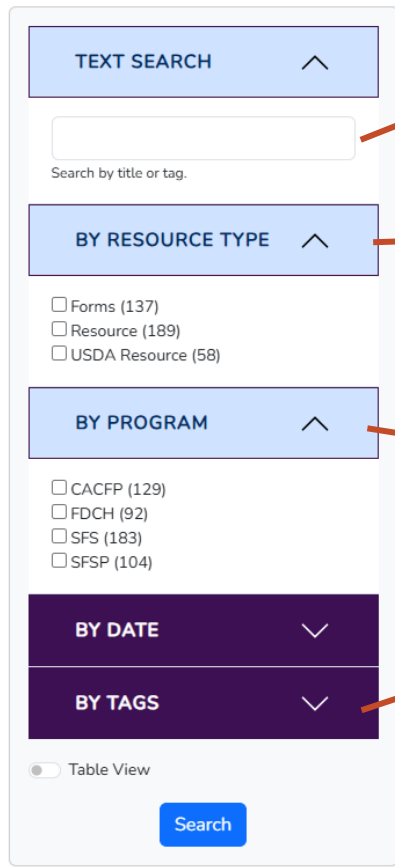
LDOE Newsletters

LDOE DNS Mailing Lists

cnp.doe.louisiana.gov



CACFP Program Updates: Resource Location



The screenshot shows a search interface with the following elements:

- TEXT SEARCH** (expandable): Includes a search input field and the text "Search by title or tag." A callout box points to this section.
- BY RESOURCE TYPE** (expandable): Includes checkboxes for "Forms (137)", "Resource (189)", and "USDA Resource (58)". A callout box points to this section.
- BY PROGRAM** (expandable): Includes checkboxes for "CACFP (129)", "FDCH (92)", "SFS (183)", and "SFSP (104)". A callout box points to this section.
- BY DATE** (collapseable): A dark purple button.
- BY TAGS** (collapseable): A dark purple button. A callout box points to this section.
- Table View**: A toggle switch.
- Search**: A blue button at the bottom.

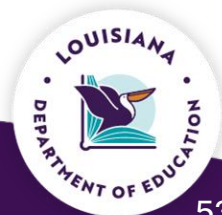
Can search by title or keywords

Can narrow by resource type

Click CACFP to only show resources that are applicable to the CACFP

Can narrow down by tags such as claims, administrative reviews, or meal pattern

- FRP Free/Reduced Meal Applications
- Annual Enrollment Form - Head Start
- Weekly Point of Service Record
- Inventory Control Sheet
- Employee Timesheet
- CACFP Request for Equipment Purchase
- Sample Outside Employment Policy
- Critical Program Functions
- Facility and Staff Training Form
- Facility Monitoring Review Form - Centers
- Facility Monitoring Form - At Risk and Shelters
- Facility and Staff Training Form



Reimbursement Rates

Division of Nutrition Support

July 29, 2026

REF: CACFP 2026-01

TO: Directors and Sponsors of the Child and Adult Care Food Program

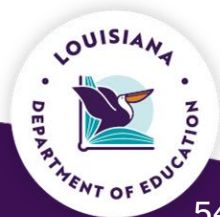
FROM: Stephanie Loup, Executive Director
Division of Nutrition Support



SUBJECT: Rates of Reimbursement for the period July 1, 2026 through June 30, 2027

Please be advised that the new rates of reimbursement for the period July 1, 2026 through June 30, 2027 are as follows:

<u>BREAKFAST</u>	
FREE	\$2.54
REDUCED	2.24
ABOVE	.42
<u>LUNCH/SUPPER</u>	
FREE	\$4.76
REDUCED	4.36
ABOVE	.45
<u>SUPPLEMENTS</u>	
FREE	\$1.30
REDUCED	.65
ABOVE	.12
<u>CASH-IN-LIEU OF COMMODITIES</u>	.3200



F/R Meal Application: Kidkare

Dropped Date: _____ Re-Entered Date: _____ Transferred Date: _____

CACFP 106 (Rev. 06-26)
FY 2026 FRPM Application

**CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL BENEFIT INCOME ELIGIBILITY FORM
FREE AND REDUCED PRICE MEAL (FRPM) APPLICATION FORM (July 1, 2026 - June 30, 2027)**

INSTITUTION NAME: State of LA TEST Account SPO Name FACILITY NAME: State of LA TEST Account

PART 1: CHILD OR ADULT ENROLLED TO RECEIVE DAY CARE (USE A SEPARATE APPLICATION FOR EACH PARTICIPANT)			
Print Name of Participant: Mazzie Starr		Age 10y 3m	DOB (mm/dd/yyyy) 04/26/2016
Foster Child?	Yes: _____ No: _____	If participant is in Foster Care, Eligibility is FREE.	
Enter CID # for Child or Adult Care, if available:		Enter Foster Child's Personal Income Earned in Part 2, Section 4 (If applicable)	
Enter FITAP or FDIR # for Child or Adult Care, if available:			
Enter CID/Medicaid # for Adult Day Care Only			
PART 2: Total Household Gross Income			
If you listed a CID/FITAP/FDIR/SSI/Medicaid case # above, Eligibility is FREE (Skip PART 2.)			
A. Name (List everyone in household, including child listed above)	B. Gross income and how often it was received Example: \$100 / monthly \$100 / twice a month \$100 / every two weeks \$100 / weekly	C. Check if NO income	
	1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Social Security, pensions, retirement
\$ /	\$ /	\$ /	\$ /
\$ /	\$ /	\$ /	\$ /
\$ /	\$ /	\$ /	\$ /
\$ /	\$ /	\$ /	\$ /
\$ /	\$ /	\$ /	\$ /
\$ /	\$ /	\$ /	\$ /
\$ /	\$ /	\$ /	\$ /
PART 3: USDA Supplemental Annual Enrollment Information: (This section must be completed annually by an adult household member for all children enrolled at Child Care Centers participating in the USDA Child and Adult Care Food Program.)			
Expected Days of participation: ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday			
Expected Hours of participation: From _____ To _____ or Before School: From _____ To _____ After school: From _____ To _____			
Expected Meal participation: ☒ Breakfast ☒ Lunch ☒ Snack			
PART 4: Adult Signature, Social Security Number, and Contact Information			
An adult household member must sign this form. If Part 3 is completed, the adult signing the form must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on page 2.)			
I certify that all information on this form is true and that all income is reported. I understand that the center will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposefully give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.			
Sign Here: _____		Print Name: Ann Schneider Date: _____	
Address: 123 Pekingese Road Scott, LA 70583 Phone Number: (111) 111-1111			
Social Security Number: XXX - XX - 1 2 3 4 ☐ I do not have a Social Security Number			
Part 5: Participant's ethnic and racial identities (optional)			
Mark one ethnic identity: ☐ Hispanic or Latino ☒ Not Hispanic or Latino Mark one or more racial identities: ☒ Asian ☐ White ☐ Black or African American ☐ American Indian or Alaskan Native ☐ Native Hawaiian or Other Pacific Islander			
For Official Use Only: Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12			
Total income: _____ Per: ☐ Month, ☐ Twice a month, ☐ Every two weeks, ☐ Week, ☐ Year Household size: _____			
Eligibility Determination: _____ Free CID/Food Stamp/FITAP/FDIR/SSI/Medicaid Eligible _____ Reduced _____ Above/ Paid			
Extended Categorical Eligibility Validation Attached _____ YES _____ NO			
Determining Official's Signature: _____ Date: _____			

Child IEF/Child Enrollment Report (for completion by parent)

Regular ▼

Children ▼

Child IEF/Child En ▼

Multiple Children ▼

Active, Pending ▼

IEF Page Only ▼

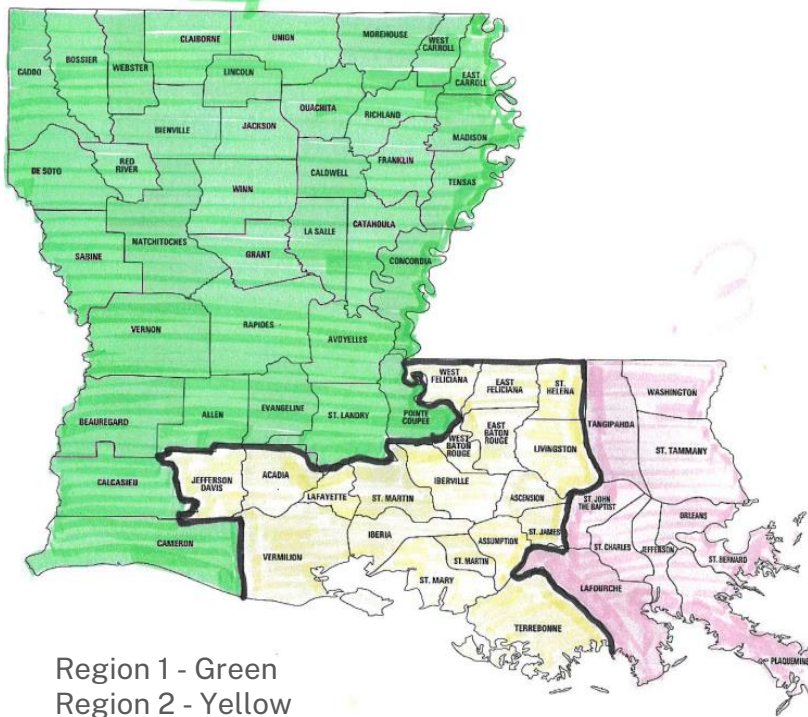
Child Number ▼

Run

The F/R Meal Application in KidKare prints out with some information already completed. If any of the preprinted information is incorrect, have the parent or guardian correct the information and initial. Update that information in Kidkare.



Compliance Reviews FY 2027



Region 1 - Green
Region 2 - Yellow
Region 3 - Pink

Compliance Reviews for FY27 will be conducted mainly in Region 2, but any Institution could be selected for a compliance review at any time. Based on regulations from USDA, certain Institutions may require more frequent compliance monitoring to ensure program integrity.

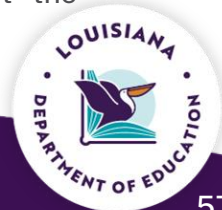
State Agency staff will be conducting most of the scheduled compliance reviews this year.

State Agency staff will be able to access and review electronic documents through KidKare.

CN Resources will be conducting some of the CACFP compliance reviews.

CN Resources will conduct on-site reviews, but they will reach out for document upload prior to the review.

Records for multi-site sponsors must be kept at the location indicated on their Sponsor application.



Compliance Monitoring

12 Sponsors declared Seriously Deficient

1 sponsor was Terminated

The number of Serious Deficiencies has increased over the last fiscal year.

Serious Deficiencies cited in FY 26:

- The Institution failed to maintain records in compliance with CACFP recordkeeping requirements and failed to make records available on site at the time of the review as required by Federal regulations and the Institution's CACFP permanent agreement.
- Current F/RP meal applications or eligibility forms were not on file for all participants claimed as free, reduced or above.
- F/RP meal applications or eligibility forms were incomplete or improperly maintained.
- Insufficient edit checks to ensure the accuracy of enrollment, eligibility and/or attendance.
- Deficiencies in documentation of component requirements. Institution failed to meet USDA component and portion-size requirements (Milk Shortages)
- Production records failed to reflect the use of documented food purchases.
- Failure to follow approved budget: Sponsor did not spend an adequate amount of reimbursement on food purchases during the test month.
- Expenditures charged to the CACFP account were unallowable or not in accordance with the approved budget.
- The Institution failed to provide adequate documentation of CACFP expenditures.
- Income from CACFP consistently exceeds operating costs as evidenced by the excessive account balance.
- The Institution failed to conduct training in accordance with the approved Application Agreement.
- The Institution failed to conduct monitoring in accordance with the approved Application Agreement.



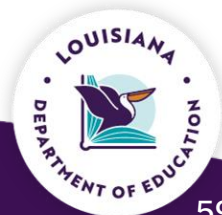
Documentation Checklist



CACFP Compliance Monitoring Review Document Checklist

- ☐ **Free/Reduced Price (FRP) Meal Applications or Enrollment Forms (expected days, hours, and meal participation)**
 - If using eForms in KidKare - Child/IEF Enrollment Report prints completed forms
 - Non-KidKare records or KidKare without eForms - original signed and completed FRPs must be available for review. Headstart, At-Risk, or Shelters enrollment forms or enrollment tracking must be available.
 - KidKare Report: child IEF/child enrollment report
 - Non-KidKare: enrollment roster
- ☐ **Copy of permanent agreement**
- ☐ **Meal count records**
 - KidKare: weekly paid attendance + meal count reports (can be run for entire month)
 - Non-KidKare: meal count attendance record (spreadsheet with all the 'x's')
- ☐ **Daily attendance records**
 - Make available upon request daily sign-in/sign-out records (written or electronic) showing the time children arrive and depart.
 - KidKare: daily attendance + meal count report
 - Non-KidKare: meal count and attendance record and written daily point of service records
 - If meals are not recorded in KidKare at the time of service, written daily point of service records must be provided
- ☐ **Menus and menu worksheets**
 - The institution must provide cycle menus and menu worksheets for the review month. Menus must meet USDA component and portion-size requirements. If infants are claimed, infant menus, and infant menu worksheets must also be provided. A copy of the menu worksheets for the test month must be provided for the reviewer to review.
 - KidKare: menu production record report and the infant feeding report
 - Non-KidKare: menu production worksheets for all age groups by center type (At-Risk, daycare, shelter, etc.). Includes 4-week cycle menu records, daily menu worksheets, and point of service records.
- ☐ **Special diets**
 - The institution must provide a written statement signed by a recognized medical authority for all participants who receive meal components that are different from the regular meal components listed on the meal pattern.
 - KidKare and non-KidKare sites must have original and current doctor or parent notes available for review.

- ☐ **Training and monitoring records**
 - The institution must provide training and monitoring records for the program year in accordance with the dates and topics on the approved application. A minimum of two training sessions and three monitoring visits per program year as outlined in the annual application.
 - KidKare and non-KidKare sites must have documentation of training sessions and monitoring visits in accordance with CACFP guidance.
- ☐ **Financial records**
 - Bank statement, deposit receipt (if applicable), and cancelled checks
 - Disbursement Journal
 - KidKare: center receipts journal
 - Non-KidKare: CACFP disbursement journal
 - Program purchase receipts, invoices, delivery receipts, etc.
 - Cost of food used (not required for at-risk and shelter agencies)
 - KidKare: non-profit status report
 - Non-KidKare: cost of food used worksheet
 - Labor expenses (payroll records and timesheets)
 - KidKare: labor tally sheet (hard copy completed and signed) or CACFP timesheets
 - Non-KidKare: CACFP timesheets or CACFP approved 3rd party form
 - Inventory (not required for shelter and at-risk agencies)
 - Copies of all milk receipts for the test month and inventory sheets for the test month, and previous month must be provided to the reviewer
 - If applicable, procurement records relating to contracted goods and services
 - The food service labor cost must be documented if any portion of the CACFP reimbursement is used to pay for the food service labor cost. Records that document food service labor costs are payroll records, timesheets, and recorded in the disbursement journal. All must be provided if CACFP funds are used for payment.
- ☐ **Policies and procedures**
 - The institution must show that policies and procedures are provided and available for employees and parent/guardian(s) that include the following:
 - Nondiscrimination policy
 - Procedures for handling Civil Rights complaints for employees and parent/guardian(s)
 - Critical program functions
 - Policy on outside employment
 - Compensation plan
 - 'And Justice for All' poster must be posted in a prominent place
- ☐ **Licensing**
 - The institution must provide a current license for review and to validate operation and capacity designation.



Annual Financial Review of Sponsoring Organizations

The State Agency is still conducting **annual** reviews of at least **1 month of a sponsoring organization bank account activity** against other associate records to verify the financial transactions meet program requirements.

Sponsoring organizations are organizations with more than one site operating in the CACFP. This provision does not apply to independent centers or school food authorities.

The financial reviews may be conducted on or off-site.

If unallowed costs are identified, the State Agency will consider the severity and scope of the findings and may close the review with technical assistance, expand the review to examine additional months, or conduct a full compliance review.



Child Nutrition Program Spend Down Plan

Federal Regulations require that the CACFP account will not be allowed to accumulate in excess of three (3) months of average reimbursement and that excessive nonprofit food service account balances must take corrective actions to reduce an excess balance. An Institution, whether it is public, nonprofit, or for-profit, must operate a nonprofit food service operation.

The purpose of limiting CACFP bank account balances is to ensure that CACFP funds are invested in the Child Nutrition Program (CNP) to improve program operations and meal quality.

If an Institution's profit does exceed this excess balance threshold, the center must develop a Spend Down Plan for proper use of excess funds. The Spend Down Plan must address:

- How the sponsor will expend the current excess amount in a timely manner, including specific purchases or costs
- How the sponsor will expend the majority of the reimbursement each month to prevent an excess of funds in the future

The excess funds must be reflected in and approved in the CACFP budget application for the program year in which they are expended. All funds must be expended in accordance with federal regulations.

The Spend Down Plan may include improving the quality of meals or the replacement of food service equipment but is not limited to these items. The funds must be used for the support of the food service program pursuant to federal and state regulations. Please refer to your approved CACFP Budget for guidance on allowable/approved costs.



Management Companies and Consultants

[7 CFR 226.15\(c\)](#) **Responsibility.** Each institution shall accept final administrative and financial responsibility for Program operations.

No institution may contract out for management of the Program.

Reference:

Title 7, Code of Federal Regulations, Sections [226.14](#) and [226.15\(c\)](#);

U.S. Department of Agriculture, [Food and Nutrition Service Instruction 792-2, Revision 1](#); Section 362 of the [Healthy, Hunger-Free Kids Act of 2010](#)

Acceptable CACFP duties to contract:

- Meal service/food vendor
- Bookkeeping, but not claim submission
- Dietitian services

Responsibilities that may NOT be contracted:

- Monitoring
- Preparation of applications for participation including submitted materials and supporting documentation
- Claims for reimbursement, including preparation
- Corrective action

Using an off-site person that is not a direct employee of the center to complete meal count attendance records and menu worksheets in KidKare without proper back up documentation is not acceptable.



Congregate Meal Service

CACFP regulations only allow for congregate or on-site meal service for all programs including child care centers, adult day care centers, emergency shelters and at-risk afterschool sites.

CACFP Meals and Snacks are not to be taken off-site nor are multiple days of meal boxes to be sent home in the CACFP.

If programs are going to be participating in an off-site event during their scheduled meal time and they want to provide the meal and/or snack that will be claimed for reimbursement, then a field trip approval form must be submitted for approval.



Training Updates

CACFP Trainings

Trainings will be conducted quarterly and dates are subject to change:

- October 2026
- February 2027
- May 2027

Louisiana Fit Kids

- Register for CACFP training
- View previous CACFP training recordings and training slides

The screenshot displays the Louisiana Fit Kids website. At the top, there is a navigation bar with links: Home, About, Resources, Training, Interactive Tools, and Professional Standards. A search icon and a 'Log In' button are on the right. The main content area features a 'Current Events' section with a calendar for July 2026. The calendar shows dates from Sunday to Saturday, with some dates highlighted in green. Below the calendar is a 'Save the Date!' section with a graphic for 'Hello Louisiana SUN MEALS Summer Meals Summer 2026'. To the right of the calendar is a large photo of five people in blue 'Louisiana Fit Kids' shirts standing behind a table with food and a blender. Below the photo are two sections: 'Local Focus' and 'Healthy Choices'. The 'Local Focus' section includes a 'Louisiana SUN Meal of the Week' announcement for 'Taco-Burrito Breakfast' and a 'Louisiana SUN Meal of the Week' announcement for 'The SUN Meal of the Week Campaign'. The 'Healthy Choices' section includes a 'Local School Wellness Policy Refresh!' announcement. At the bottom right, there is a circular logo for the Louisiana Department of Education.

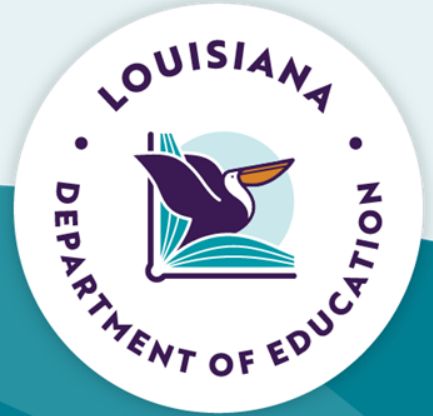
CACFP Staff Contact List

Name	Office Number	Email Address
David Thibodeaux	(225) 342-3997	david.thibodeaux@la.gov
Brittany Augustus	(225) 342-3693	brittany.augustus@la.gov
Tammy Bloyed	(225) 342-3990	tammy.bloyed@la.gov
Jodi Wallace	(225) 342-2096	jodi.wallace@la.gov
Debbie Gary	(225) 342-3680	debbie.gary@la.gov
Charelle Morgan	(225) 342-3766	charelle.morgan@la.gov
Alicia Murphy	(225) 342-3699	alicia.murphy@la.gov
Anthony Parrino	(225) 342-3578	anthony.parrino@la.gov
Karen Schexneider	(225) 342-3719	karen.schexneider@la.gov
Rachel Jeoffroy	(225) 342-8724	rachel.jeoffroy@la.gov
Michelle Buhler	(225) 342-3997	michelle.buhler@la.gov
Tashae Williams	(225) 342-3707	tashae.williams@la.gov



Civil Rights in Child Nutrition Programs

This institution is an equal opportunity provider.



Purpose of Civil Rights Training

To inform, educate, and support all staff who interact with Child Nutrition (CNP) applicants:

- ☐ Staff rights and responsibilities as administrators of CNPs
- ☐ General USDA Civil Rights requirements
- ☐ Resources and information available to assist staff in carrying out their civil rights responsibilities



What is Discrimination?

Defined as different treatment which makes a distinction of one person or group; either intentionally, by neglect, or by actions or lack of actions based on the protected classes

Protected Classes:

- Race
- Color
- National Origin
- Sex
- Disability
- Age



Civil Rights Training

All staff must be trained **annually** on civil rights

- Part-time staff, temporary staff, volunteers, and full-time staff
- Central office staff and site staff

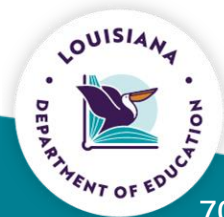
Documentation of this training must be maintained

- Sign-in sheets (to show who was in attendance), agenda, date, and time of training



Civil Rights Training: Requirements

- Collection and use of data
- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of noncompliance
- Requirements for accommodation of persons with disabilities
- Requirements for language assistance
- Conflict resolution
- Customer service

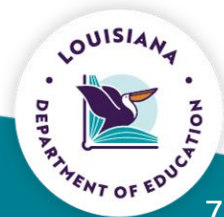


Public Notification: Purpose

- To inform surrounding areas that your agency participates in the CNPs
- To reach as many applicants, participants, and potentially eligible persons as possible
- To ensure program access

Must include information on:

- Eligibility
- Benefits and services
- Program availability
- Applicant rights and responsibilities
- Procedures for filing a complaint
- Non-discrimination policies
- Any program changes



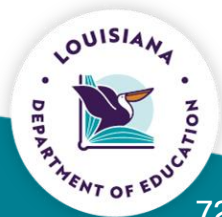
Public Notification: Methods

1. Public Release: Inform the general public that your agency participates in the CACFP
2. “And Justice for All” poster
3. Non-discrimination statement

Methods of Communication:

- Internet
- Newspaper articles
- Radio and TV announcements
- Letters
- Newsletter/Bulletins

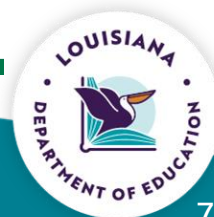
All notifications must include non-discrimination statement



“And Justice for All” Poster

- ★ In each participating facility location
- ★ In a location that is easily visible to the participants, staff, and the public in the food service area
- ★ Must be 11” x 17” in size

The “And Justice for All” poster must be prominently displayed



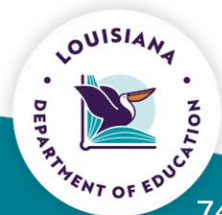
Non-Discrimination Statement

The USDA required non-discrimination statement must be included on **all** forms of communication and program materials; including all materials for public information, education, or distribution that mentions USDA programs.

Long Version: *Use whenever possible.* The long version is required on all documents pertaining to participant eligibility even if they are only a page long (prototypes such as letters to households, State Agency and program web pages (English and Spanish), etc.); or where space permits. The long version must be used on all vital material.

Short Version: Required if the material or document is too small to permit the full (long) statement - 9 point font required (such as on menus or one page flyers).

“This institution is an equal opportunity provider.”



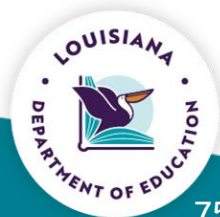
Non-Discrimination Statement: Long Version

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

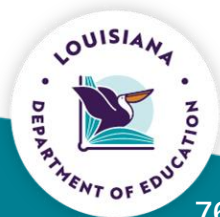
To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.



Non-Discrimination Statement: Long Version

- ☐ Wording for either statement must be exact and cannot be changed in any way.
- ☐ Print size for either statement shall be no smaller than the text of the material.
- ☐ Shorter version of the non-discrimination statement *may* be used for broadcast advertisements/public service announcements or other publications not related to participant eligibility.
- ☐ Vital documents about sensitive topics require the full non-discrimination statement regardless if it is only page.



Non-Discrimination Statement: Materials

Print Advertisements

- Flyers
- Brochures
- Posters

Agency Publications

- Parent/Student Handbooks
- Employee Handbooks
- Newsletters

Websites

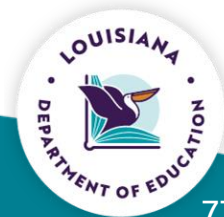
Letters

Broadcast Advertisements/Announcements

- Internet
- Radio
- TV

Enrollment Forms

Menus, if made public



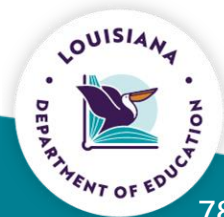
Non-Discrimination Statement: Materials

All enrolled participants must be allowed equal opportunity to participate in CNPs regardless of race, color, national origin, sex, age, or disability.

All participants must be treated equitably

- Seating arrangements, serving lines, assignment of eating periods, methods of selection for application approval and verification processes

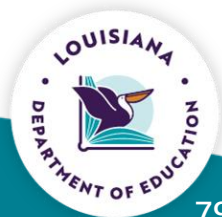
Guidance on Prohibition of Separation by Gender during Child Nutrition Program Meal Service: [USDA Memo SP 31-2015](#)



Customer Service: Denial of Meals

USDA policy prohibits the denial of meals as a disciplinary action against any participant who is enrolled in a facility that participates in the CNP, including:

- ❑ Disciplinary actions that directly result in loss or denial of meals
- ❑ Requiring a child to work for their meal



Customer Service: Overt Identification

- Identifying information must not be used for any purpose other than determining and verifying eligibility for free or reduced meals
- Overt identification of any child is prohibited
- No overt identification may be used when ordering meals for special functions



Conflict Resolution

Skills can help staff provide good customer service and avoid potential civil rights complaints

5 Goals:

- ☐ Avoid the desire to blame
- ☐ Improve the situation
- ☐ Communicate your feelings directly
- ☐ Improve relationships and increase communication
- ☐ Avoid repeating the situation



LEP Language Assistance

Responsibility to take “reasonable steps” to ensure meaningful access to programs and activities by persons with Limited English Proficiency (LEP)

Reasonable steps, consider...

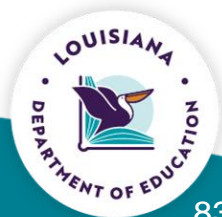
- Number or proportion of LEP people eligible to be served or likely to be encountered by the program
- Frequency with which LEP individuals come in contact with the program
- Nature and importance of program, activity, or service
- Resources available to the recipient



Language Translations

Make CNP information available to all participants and their families in the necessary language:

- Enrollment forms
- Menus
- Informational brochures
- Letters and notifications to families



Language Interpreters

- Children should not be used as interpreters
- Volunteers may be used, but should understand ethics for using interpreters
 - Example: Spanish teacher could assist a household in completing an application but would need to be trained on the importance of keeping information confidential.



Racial/Ethnic Data

Racial/ethnic data is used to determine how effectively your program is reaching potentially eligible children and where outreach may be needed.

Data must be collected annually

- ☐ Usually collected at the time of enrollment
- ☐ Free/Reduced Price Meal Applications

Records must be kept for 3 years + current year



Ethnicity and Race Categories

Ethnicity Categories:

- Hispanic or Latino
- Non-Hispanic or Non-Latino

Race Categories (may mark one or more):

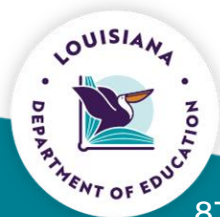
- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White



Accommodating Persons with Disabilities

What is the Institution's responsibility?

- Provide accessible facilities: accessible parking lots, entrances & exits, hallways, elevators, and restrooms
- Provide appropriate information in alternative formats such as braille program materials and sign language interpreters
- Provide food substitutions for students with disabilities when documented in writing by a licensed medical provider (MD, DO, NP, PA) or when included in a child's IEP or 504 plan at no charge



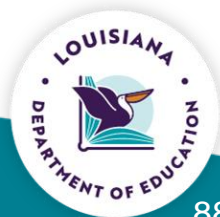
Accommodating Persons with Disabilities: Meal Modifications

- Modifications within the meal pattern **DO NOT** require a medical statement
- Modifications outside the meal pattern **DO** require a medical statement

Medical statements must include:

- Food to be avoided
- Recommended substitute
- Brief explanation of how the exposure will affect the child

If the statement does not fully explain the modification needed, the Sponsor needs to contact the guardian for additional information. **Receipt of the clarification should not delay the Sponsor from providing the modification.*

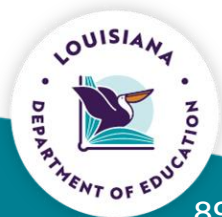


Right to File a Complaint

Any person who believes they or someone they know has been discriminated against based on federal protected classes as a right to file a complaint within *180 days* of the alleged discriminatory action.

To file a complaint:

- Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, DC 20250-9410
- Call: 202.260.1026
- Fax: 833.256.1665 or 202.690.7442
- Email: program.intake@usda.gov



Filing a Civil Rights Complaint

- All staff must be trained on civil rights
- The complaint form must be available at all sites
- Staff should allow individuals to file their own complaint with as little involvement as possible

AD-3027

OMB Control No: 0508-0002
Expiration Date: 09/30/2027

U.S. Department of Agriculture USDA Program Discrimination Complaint Form

Complainant Information		
First name	Middle Initial	Last Name
Mailing Address (Include Full City, State and Zip Code)		
Primary Phone Number	Alternate Phone Number	Email
Best way to reach you: ☐ Mail ☐ Phone ☐ Email ☐ Other		
If you have difficulty understanding the English language, you may request language assistance services by calling 866-632-9992. Assistance will be available for individuals who are not proficient in English. Persons with disabilities who require alternative means of communication (e.g., braille, large print, American Sign Language) should contact the responsible State or local Agency that administers the program or contact the United States Department of Agriculture (USDA) through the Federal Telecommunications Relay Service at 711 (voice TTY).		
Representative Information		
Do you have a representative? ☐ Yes ☐ No		
Do you have written authorization from representative? If so, please attach. ☐ Yes ☐ No		
First name	Last Name	
Mailing address (Include Full City, State and Zip Code)		
Phone	Email	
Complaint Information (attach additional pages and supporting documentation as needed)		
1. Provide the name of the program you applied for (if known/applicable).		
2. Select the USDA agency that conducts the program or provides Federal financial assistance for the program. ☐ Agricultural Marketing Service, AMS ☐ Foreign Agricultural Service, FAS/Trade and Foreign Agricultural Affairs, TFAA ☐ Food and Nutrition Service, FNS ☐ Forest Service, FS ☐ Farm Service Agency, FSA ☐ National Institute of Food and Agriculture, NIFA ☐ Natural Resources Conservation Service, NRCS ☐ Rural Development, RD ☐ Other ☐ Unknown		
3. Date of recent alleged discrimination (mm/dd/yyyy)	4. Location and/or address of the office where discrimination occurred	
5. Who do you believe discriminated against you? Include the name(s) of person(s) involved in the alleged discrimination (if known).		



Forms of Civil Rights Complaints

May be written, verbal, or observed

- If receiving a verbal complaint, *listen politely*
- Complaints can be made via online portal, letter, email, phone, or any other form of communication

May be anonymous

- Anonymous complaints should be handled as any other complaint

Can be related to any area of CNP operation

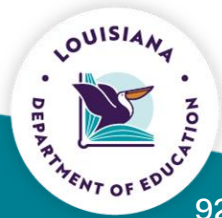
- Program administration, food service, and/or employment



Civil Rights Complaints: Step #1

Document the complaint

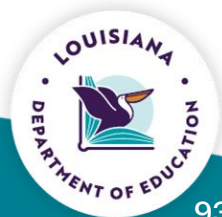
- Name, address, and phone number of complainant
- Specific name and location of entity delivering the benefit or service
- The nature of the incident, action, or method of administration that led the complainant to feel discriminated against
- The basis on which the complainant feels discrimination exists (race, color, national origin, sex, etc.)
- The names, titles, business addresses, and phone numbers of person(s) who may have knowledge of the discriminatory action
- The date(s) during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions



Civil Rights Complaints: Step #2

Contact the USDA

- All verbal or written complaints must be forwarded to the Civil Rights Division of USDA Food and Nutrition Administration *within three days* of receiving a complaint.



Civil Rights Complaints: Step #3

Maintain records

- Have a central location where copies of civil rights complaints will be documented and kept.
- Agencies may provide complaint form to:
 - Any individual wishing to make a complaint
 - Person receiving verbal or phone complaint



Civil Rights Reminders

- USDA regional office is responsible for the review of State Agencies
- State Agency is responsible for the review of Institutions
 - State Agencies must report any significant findings to USDA
 - Institutions must receive a pre-approval visit to ensure compliance with civil rights before receiving federal funds
 - Compliance is assessed through the CACFP compliance review
 - Access to complaint information shall be limited/controlled to assure confidentiality



Resolution of Non-Compliance

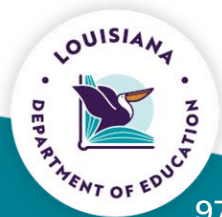
- If non-compliance is indicated, a corrective action plan must be implemented to achieve voluntary compliance within 60 days.
- Corrective action plan is a plan describing the agency's actions to be taken to resolve non-compliance with civil rights requirements.
- Suspension of assistance or termination may result if non-compliance is not resolved.



Civil Rights Compliance: Checklist

- Civil rights written policy and complaint log should be kept
- Train all staff and volunteers annually
- All staff should know CNP civil rights policy
- Prominently display “And Justice for All” poster
- Collect and record racial/ethnic data
- Keep all records for 3 years plus the current year
- Maintain civil rights complaint procedures and forms
- Place non-discrimination statement on all printed materials mentioning Child Nutrition Programs

Policies regarding civil rights complaints should specify how civil rights compliance is handled for CNP separate from other programs



Civil Rights: Resources

- LDOE Resource Library: <https://cnp.doe.louisiana.gov/Nutrition/Resources>
 - [Civil Rights Complaint Procedures for Child Nutrition Programs](#)
 - [USDA Program Discrimination Complaint Form](#)
 - [Medical Statement for Meal Modifications](#)
- Accommodate Disabilities in the Child and Adult Care Food Program and Summer Food Service Program: <https://www.fna.usda.gov/cr/cacfp/modifications-accomodate-disabilities>
- USDA: Civil Rights <https://www.fns.usda.gov/civil-rights>
- USDA LEP Policy Guidance: <https://www.federalregister.gov/documents/2014/11/28/2014-27960/guidance-to-federal-financial-assistance-recipients-regarding-the-title-vi-prohibition-against>



Thank You!

Louisiana Department of Education
Division of Nutrition Support
Child and Adult Care Food Program
PO Box 94065
Baton Rouge, LA 70804

1201 N Third Street
5th Floor, Suite 160
Baton Rouge, LA 70802

Stephanie Loup, MPH, RD, LDN
Executive Director
225-342-3769

David Thibodeaux
Director of Community Programs
225-342-3997

