

Sponsoring Organizations – Child and Adult Care Food Program (CACFP) Child Care Centers

Application and Agreement

Organizations wanting to participate in the CACFP to sponsor Child Care Centers must apply with the Texas Department of Agriculture (TDA) Food and Nutrition Division (FND), and enter into an FND Agreement with TDA. An organization that wants to sponsor facilities that are not part of their same legal entity must be non-profit organizations.

Sponsors must accept final administrative and financial responsibility for the facilities they sponsor.

- Submit application – must demonstrate
 - Financial Viability
 - Administrative Capability
 - Program Accountability
 - Unmet need – new sponsors must document that their participation in the CACFP will help ensure delivery of meal benefits to previously un-served child care centers, they do this by applying with a facility or facilities that have not participated in the CACFP at any time during the twelve months prior to the date the sponsor submits their application with TDA.
- FND Agreement – Organizations approved to participate in the CACFP must sign an FND Agreement with TDA. The FND Agreement specifies the Organization’s responsibilities in managing the CACFP.
- Agreement Between the Sponsor and Child Care Facilities – a sponsoring organization enters into an agreement with the facilities it wants to sponsor. The facilities hold no agreement with TDA directly. The agreement specifies the responsibilities for both the sponsor and the facility. The sponsor’s responsibilities include, but are not limited to:
 - Training the facilities in CACFP requirements;
 - Monitoring facilities to ensure they are in compliance with CACFP requirements
 - Submitting claims for reimbursement to TDA on behalf of the facilities
 - Reimbursing the facilities within 5 days of receipt of the reimbursement from TDA

For detailed information on eligibility requirements in the CACFP for Child Care Centers go to the TDA website at www.snptexas.org. Choose “Program Handbooks” and select Child and Adult Care Food Program – Child Care Centers. Review Section 2000, Eligibility and Application Requirements.