



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Dear Child Care Provider:

WELCOME TO THE CHILD AND ADULT CARE FOOD PROGRAM

We are delighted that you are participating in the Child and Adult Care Food Program (CACFP). The program is funded by the U.S. Department of Agriculture (USDA) and administered by the California Department of Education (CDE). We applaud your commitment to children and their families. The CACFP is recognized as the “gold standard” for ensuring that children receive healthy meals and snacks in child care settings.

You contribute to first-rate child care when you serve nutritious meals to children through the CACFP. Children who are well-nourished are sick less often, learn more effectively, and behave better. Parents are pleased that their children are getting the foods they need to develop and learn.

The CDE Nutrition Services Division is counting on you to:

- Serve high-quality meals that meet USDA nutritional requirements for the CACFP
- Count and request payment only for the meals served to enrolled, eligible children
- Claim only two meals and one snack or two snacks and one meal per child, per day
- Keep accurate daily records of meals you serve and children who are present
- Send in the meal records on time to your sponsor (the agency with which you signed an agreement)

If you follow these requirements and others explained to you by your sponsor, you will meet the requirements for the CACFP. Keeping accurate daily records will ensure that you receive timely and accurate payments from your sponsoring organization. If you do not follow these requirements, your payment may be reduced or denied, and you may no longer qualify for the CACFP.

Your sponsor will provide you with training and help you better understand these requirements. If you have questions or concerns, please contact your sponsor. Congratulations on participating in the CACFP. Together we truly are building for the future!

Sincerely,

A handwritten signature in blue ink that reads "Skaur".

Sandip Kaur, Director
Nutrition Services Division

NONDISCRIMINATION STATEMENT

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at http://www.ascr.usda.gov/complaint_filing_cust.html 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
Washington, D.C. 20250-9410
- (2) Fax: 202-690-7442
- (3) E-mail: program.intake@usda.gov

This institution is an equal opportunity provider.