

# CACFP CENTERS

## Onboarding **APPLICATION WORKBOOK**



Child Care Resource Center is a sponsor for the  
Child and Adult Care Food Program for Child  
Care Centers



## **Child Care Resource Center**

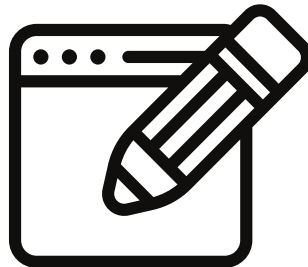
**5350 Oberlin Avenue  
Lorain, OH 44053  
440-242-0413  
<https://ccrcinc.com>**

REV 6/2023



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## **Child Care Resource Center Statement of Commitment to Diversity**

The Child Care Resource Center values the uniqueness of the individual, the power of families and the importance of communities. We promote a climate that welcomes, understands and respects the diversity of our clients, families, staff, volunteers, trustees and community partners. Dimensions of diversity include, but are not limited to race, ethnicity, cultural orientation, socioeconomic status, national origin, language, religious belief, disability, sexual orientation, gender and age. The Child Care Resource Center is committed to incorporating practices that enhance diversity into all aspects of its administration, operations and programs, including the recruitment and retention of Board and staff from diverse backgrounds. Board and staff are supported through training to address the needs of all individuals and communities served. The Child Care Resource Center has a Diversity Committee of the Board of Trustees. The Community Advisory Committee also plays a role in the issues dealt with on the Board's Diversity Committee. The Board's Diversity Committee is designed to give the CCRC an opportunity to review our methods of meeting the needs of customers (providers and families), Board members and employees regarding diversity.

## **Non-Discrimination 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, religion, sex, gender identity (including gender expression), sexual orientation, 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, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 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, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

updated 5/2023

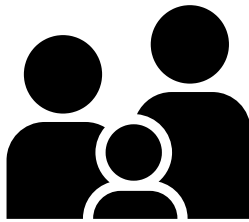
**USDA is an equal opportunity provider, employer, and lender.**

### **CCRC Policy on Confidentiality of Family Information**

Information on parents and families who use any CCRC service is considered to be confidential. Exceptions to this policy include cases of child abuse or neglect, court ordered release of information, and for relevant information as a requirement set by the funding source, such as name and eligibility information about families who receive financial assistance. All family information is to be used internally (as part of CCRC work) in providing service to families. Staff is expected to exercise care and sensitivity in discussing individual cases and in the handling of parent and family records, including computer files, paper records and lists. For reporting purposes and supply and demand analysis, aggregate data and non-identifying information may be shared. Mailing lists of families who have used the CCRC service are never made available to the public or sold for marketing purposes. On occasion, if a request matches the CCRC mission, the CCRC will distribute information by mail to families on behalf of another organization. Such requests must be approved by the CCRC Executive Director. Parent observation and feedback are critical in the promotion of quality child care, and we welcome questions and suggestions.

### **CCRC Statement of Family Choice**

The Child Care Resource Center believes that families make the best choice about an early education program for their child(ren). The CCRC's role is to offer information about early education options available to families. The CCRC does not endorse or recommend any early education provider to families. Names and contact information for early education programs and providers given to families as a result of the CCRC's intake process are referrals only.



## **Welcome to Child Care Resource Center**

Welcome to the Child Care Resource Center. As a participant of the Child and Adult Care Food Program (CACFP), we are pleased to be working with your center in ensuring the health and well-being of your center's enrolled children.

## **Who is the Child Care Resource Center?**

The Child Care Resource Center (CCRC) is a non-profit childcare resource and referral agency dedicated to helping families find childcare. The CCRC advocates and supports laws and programs that make quality child care affordable and accessible, supports early child care professionals, and aids local businesses in creating employee child care solutions.

The CCRC works together with other family support services to promote an idea of childcare that includes wellbeing, literacy, and special needs. The CCRC works with local and state governments and private organizations to influence resources for constructing and preserving the standard of excellence in childcare.

The CCRC is a member of the Ohio Child Care Resource and Referral Association (OCCRRA).

Services for Early Childhood Professionals:

- USDA Child and Adult Care Food Program (CACFP) sponsorship
- Business information to family child care programs and centers
- Workshops in a variety of early childhood topics through the Professional Development Institute College-articulated Child Development Associate (CDA) Academy and Leadership Academy
- Playground inspections and technical assistance by certified Outdoor Play Inspectors
- Early childhood resource library

## **Services for Community and Businesses**

- Data collection for community planning and advocacy
- Advocacy for quality childcare
- Committee service impacting early care and education
- Library for community research on early childhood issues
- Partnerships with community organizations to offer services and programs
- Specialized resource and referral services for businesses to meet employee's childcare needs
- Child care networks for employers
- Brown bag lunch sessions on childcare and family issues with employees on-site
- Development for on-site centers and other services for childcare issues of working families
- Networks between early care and education programs and area businesses

## **Services for Families**

- Online childcare e-search available 24-hours a day
- Childcare referral specialist available by phone or email during business hours
- Early childhood library including books, videos, and resource kits
- Links/resources to community services such as health, special education, mental health, and kinship care

## **Hours of Operation**

The CCRC is a FREE community service. Our staff is available Monday through Friday 8:00 am- 5:00 pm. Our office is open Tuesday, Wednesday, Thursday Friday, 8:00 am - 5:00 pm. Appointments can be made, please call the office at 440-242-0413 to schedule.

## **Benefits of the Child and Adult Care Food Program**

Child Care Resource Center (CACFP) can help your center and the families you serve.

CACFP plays a vital role in improving the quality of childcare, making it more affordable for many low-income families. Benefits include:

- Centers may be approved to claim up to two meals (breakfast, lunch or supper) and one snack (morning, afternoon or evening) OR two snacks and one meal per enrolled participant in attendance each day;
- Training and technical assistance is available on nutrition, foodservice operations, program management, nutrition education and recordkeeping.
- Improved health and well-being of infants and children through age 12 by providing nutritious, well-balanced meals; and
- Development of healthy eating habits in children that will last through their lifetime.

## **Key points to about the CACFP**

- Providing nutritious meals and snacks is the primary goal.
- CACFP is a supplementary program.
- CACFP requires accurate recordkeeping.
- United States Department of Agriculture's (USDA) Food and Nutrition Service (FNS) administers the CACFP at the national level and the Ohio Department of Education (ODE) is the statewide agency in Ohio.
- CACFP is regulated by Congress and the USDA.
- Child Care Resource Center (CCRC) will conduct CACFP monitoring reviews in compliance 7 CFR 226.6, the Code of Federal Regulations.

## Program Information

Child Care Resource Center's CACFP Application Workbook is designed to assist CCRC in gathering and organizing the necessary information required to complete your ODE/CACFP application accurately as part of CCRC's Sponsorship with CACFP. Double-check each section of the workbook for accuracy and completeness before submitting your application to CCRC. Ensure that all the fields are filled out correctly and that all supporting documents are included and attached as needed.

## Contact Information

Child Care or After School Program Name:

Mailing Address:

Company Website:

Phone:

Fax:

Email:

## First Contact Name:

Date of Birth:

Is this name on the ODJFS contact on license:      Yes              No

Title:

Email:

Education

Credentials:      CDA              Leadership Credential              AA              BA              Masters              PhD

Other:

## Second Contact Name:

Date of Birth:

Is this name on the ODJFS contact on license:      Yes              No

Title:

Email:

Education

Credentials:      CDA              Leadership Credential              AA              BA              Masters              PhD

Other:

Does your program use social media?      Yes              No

If yes list social media sites below:

Facebook Page address:

Twitter Handle:

Other (LinkedIn, Google Plus, etc.):

**Program Information Continue**

**Structure:**

For Profit                      Private, Not for Profit (501 (c)(3))  
Not for Profit, governed by umbrella agency  
Government Agency

**Licensing:**

ODE                      ODJFS                      Other:  
Emergency Shelter                      Outside School Hours  
Youth Development                      After School at Risk

**Operational Days/Hours:** (list the hours)

Day:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times:							

**Operational Months:** (check all that apply)

Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec

**SUTQ Rating:**

Not Rated                      1 Star                      2 Star                      3 Star                      4 Star                      5 Star

**Expiration Date:**

**List all Accreditations:** (for example: NAEYC, NAFCC, etc.)

**Licensed Capacity:**

Age Group	Infants	Toddlers	Preschoolers	School Agers	Total
Capacity					

**Approximate Number of Families enrolled:**

**Total Number of enrolled Children on ODJFS subsidy:**



**Identify CACFP Responsibilities**

CCRC strives to enhance the efficiency and effectiveness of our Child and Adult Care Food Program (CACFP) operations, it is important to clearly define and assign responsibilities among the staff within your center. Below, include the name and position of staff member in charge of each CACFP task.

**Administrative Duties/Record Keeping**

- Parent & Staff Handbooks
- Job Descriptions
- Policies & Procedures
- CACFP/CACFP Record Keeping
- Parent Board-menu posted monthly with meal pattern requirements
- CACFP Civil Rights Compliance
- CACFP Communicate Policy Memo Changes
- Maintain center and staff contact information to CCRC

Typical Role- Office Manager, Administrative/Director, Administrative Assistant

**Name:**

**Position:**

.....

**CACFP Monthly Expenses**

- Direct Deposit reporting/updates
- CACFP Monthly Income

Typical Role- Office Manager, Administrative/Director, Administrative Assistant

**Name:**

**Position:**

.....

**CACFP Compliance & Training**

- CA, TA & Monitor Reviews Follow Up
- CACFP Annual Inventory
- Training Records

Typical Role- Office Manager, Administrative/Director, Administrative Assistant

**Name:**

**Position:**

.....

**New Child Enrollment Packet & KidKare eForms**

- Enroll Child(ren) into KidKare
- eForm Status Check (guardians/parents completed EN, IE and Infant Forms)
- CACFP Welcome letter to Parents
- Special Diet & Milk Substitution Forms
- WIC Information distributed annually (Enrollment packet)
- Building for the Future displayed on Parent Board
- "Justice for All" Poster displayed on Parent Board
- Non-Discrimination Statement (updated 5/2023) in Parent Handbook

Typical Role- Office Manager, Administrative/Director, Administrative Assistant

**Name:**

**Position:**

**Report Changes to CCRC**

- Meal type (Breakfast, Lunch, etc.)
- Meal Service Times
- Meals service not served
- Day's center is closed

Typical Role- Office Manager, Administrative/Director, Administrative Assistant

**Name:**

**Position:**

.....

**Meal Planning**

- Create menus per CACFP requirements
- Record Meal Substitutions on menu
- Portion Sizes

Typical Role- Office Manager, Administrative/Director, Administrative Assistant

**Name:**

**Position:**

.....

**CACFP Purchasing**

- Shopping for CACFP compliant foods/supplies

Typical Role- Office Manager, Administrative/Director, Administrative Assistant

**Name:**

**Position:**

- .....
- **Prepares Meals**
  - Portions per CACFP Meal Patterns
  - Standards per ODJFS Rules and Regulations
  - Sanitation
  - Temperature Standards

Typical Role- Office Manager, Administrative/Director, Administrative Assistant, Cook

**Name:**

**Position:**

.....

**Meal Service Dining Area**

- Handwashing Procedures
- Table Sanitation
- Meal clean up

Typical Role- Classroom Staff

**Name:**

**Position:**

**Meal Service for Non-Infants**

- Take accurate meal counts (Point of Service) in KidKare by child's name/meal type during meal service
- Posted Menu same as meal
- Sanitation Standards per ODJFS Rules
- Handwashing per ODJFS Standards
- Clean up & Supply Storage Procedures
- Meal Pattern being followed
- Meal Times being followed
- Temperature Standards met

Typical Role- Cook, Classroom Staff

**Name:**

**Position:**



**Meal Service for Infants**

- Take accurate meal counts (Point of Service) in KidKare by child's name/meal type during meal service
- Individual Infant Menu- document on KidKare (POS) components served and quantity
- Posted Menu
- Sanitation Standards per ODJFS Rules
- Handwashing per ODJFS Standards
- Clean up & Supply Storage Procedures
- Meal Pattern being followed
- Meal Times being followed
- Temperature Standards met
- Infant Bottles Labeled with Infant Name & Date

Typical Role- Cook, Classroom Staff

**Name:**

**Position:**



**Kitchen Sanitation Standards**

- Refrigeration & Cooking Equipment Upkeep
- Dry Storage
- Food Prep Equipment & Area Upkeep
- Cleaning/Chemical Storage
- Handwashing Procedures
- Table sanitation
- Dishware sanitation

Typical Role- Cook

**Name:**

**Position:**

## Child and Adult Food Program (CACFP) Assessment

### General Questions:

1) If you are not currently participating in CACFP, has the organization ever participated in the past? If so, when?

2) If you are currently or have participated in CACFP, where and then have the center's principals received training?

3) Have you or any of your center's principals been declared seriously deficient in the last seven (7) years?

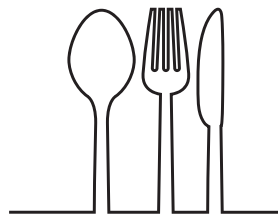
4) Have you or any of the center's principals been disqualified from any federal program in the past seven (7) years?

5) List current center's staff who have attended Level One Certification in Food protection training or ServSafe Training through the Health Department:

Name:	Level 1 Certification	ServSafe Mgr or Handler
Name:	Level 1 Certification	ServSafe Mgr or Handler
Name:	Level 1 Certification	ServSafe Mgr or Handler

### Complete Center's Daily Meal Times:

Meal	Not Served	Served	What time is this meal served?		Second Serving		Where do children eat this meal?
Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	From:	To:	From:	To:	
AM Snack	<input type="checkbox"/>	<input type="checkbox"/>	From:	To:	From:	To:	
Lunch	<input type="checkbox"/>	<input type="checkbox"/>	From:	To:	From:	To:	
PM Snack	<input type="checkbox"/>	<input type="checkbox"/>	From:	To:	From:	To:	
Dinner	<input type="checkbox"/>	<input type="checkbox"/>	From:	To:	From:	To:	
Evening Snack	<input type="checkbox"/>	<input type="checkbox"/>	From:	To:	From:	To:	



## Meal Service & Kitchen Operations

### Meals and Service:

Do you charge a fee for meals?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure
Do you accept food donations?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure
Are your weekly menus posted in a place where parents can see them?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure
Is your food service license posted?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure
Is your food service license on file?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure
Do your weekly menus show the serving size by age?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure
Do you use disposable dishware and utensils for your meals?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure
Are you familiar with the USDA guidelines for serving meals?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure
Does staff eat meals?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure
Do you use volunteers to help with food preparation?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure
Do you use volunteers to help with meal service?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure
Are hand washing guidelines posted in the bathrooms?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure

### Kitchen:

Do you have a commercial kitchen?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure
Do you have a triple sink?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure
Do you have a double sink with an extra counter basin?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure
Do you have a food storage area?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure
Are supplies and food stored off the floor?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure
Do you have working thermometers in each of your refrigerators?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure
Do you have working thermometers in each of your freezers?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure
Are hand washing guidelines posted in your food prep area?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unsure

### Meal Procedures and Policies:

Making a change to a meal menu	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Attached
Hand washing for children & staff	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Attached
Cleaning and sanitizing before, during and after food prep	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Attached
Cleaning and sanitizing before, during and after serving food	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Attached
Serving meals to children	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Attached

**Food Vendor:** (if applicable)- Send copy of full contract to CCRC

Name of Vendor(s):

Contract Dates:

What is the procedure of food delivery?

Please, list below any additional information for the CCRC in regard to food service:

**Technology**

Number of Computers used by staff in your center:

Do you use tablets or smart phones to take attendance or perform other tasks?

Yes          No

Do you have a scanner:      Yes          No

Use a server to network computer(s) or device(s):      Yes          No          Not Sure

If yes, what software do you use?

Internet Access:          None          Dial-Up          DSL          Cable          Not Sure

Who is your ISP? (ex: TWC, Century Link, Buckeye Cable)

Wireless:          Yes          No

Do you contract with an outside company/person to manage technology?

Yes          No

Name of Company:

Contact Person:

Contact Information:

Child Care Management Software:

Do not use Child Care Software

Procare

OnCare

Child Care Sage

Child Care Manager

Minute Menu Kids Pro

Other:

## Software Programs

State the software program or method used with the following operations:

Annual Budget	
Child Time and Attendance	
DJFS Billing	
Email	
Employee Hours	
Enrollment	
Food Program	
Generating Reports	
Parent Billing	
Accounts Payable /Accounts Receivable	

How do you train your staff the use the center's computer and software?

Send staff to training programs/in-person

Peer-to-peer training instruction

E-based training program (virtual)

Requirement for center's hiring practice(s)

Informational (training) staff meetings

Self- taught training program

Other:

When is the best time for CCRC to conduct required two-hour training for your staff (PM Hours, PD Day, Naptime, Weekend)?

Would you prefer virtual or in person training for all staff?



## Budget and Financial Operations

CACFP is a federally funded program, and it requires transparency and accountability in the use of those funds. By requesting budget and financial operations information helps ensure that federal funds are being used appropriately and that the financial operations of the program are conducted responsibly.

Do you have written procedures for your financial practices? (Ex: billing and collection of tuition)  No  Yes  Unsure

Do you have a written procedure for the proper handling of and reporting on dollars from Federal programs? (Ex: restricted funds)  No  Yes  Unsure

Do you have written procedures for safeguards and controls to prevent and detect improper financial activities by employees? (Ex: two signatures on checks, separate people deposit money and write checks)  No  Yes  Unsure

**Funding Sources** – enter average monthly amounts of income you receive from below (if applicable).

Sources	Dollar Amount
Parent Fees	
CACFP	
County DJFS (PFCC)	
ODJFS	
Corporate Grants	
ODE	
Federal Funding	
Head Start Funding:	
Other (please specify)	

Sources	Dollar Amount
Rent/Lease	
Water	
Gas	
Electric	
Trash Removal	
Food	
Labor	
Janitor/Cleaning Service	
Other (please specify)	

Please, list below any additional information for the CCRC in regards to the budget:



## Employee Expenses (or attach Step Up to Quality Employee Log)

Including employee expenses in the CACFP budget ensures that the financial resources provided by the federal government adequately cover the labor costs incurred by participating centers.

	Staff Name:	Typical Schedule:	Typical Hours (per week)	Wage (per hour and benefits)	OPDEN Yes or No	Notes
<b>Classroom and Age Range:</b>						
Lead Teacher						
Assistant Teacher						
Aide						
Other						
<b>Classroom and Age Range:</b>						
Lead Teacher						
Assistant Teacher						
Aide						
Other						
<b>Classroom and Age Range:</b>						
Lead Teacher						
Assistant Teacher						
Aide						
Other						

Other Staff	Salaried Employee		Typical Schedule	Hourly Employee		Has an OPDN profile Y/N	Approximate # of hours/week spent on meals *
	No. of Weeks worked/yr	Annual Salary Including benefits		Hours/wk	Hourly wage including benefits		
<b>Classroom Floaters/Subs</b>	<b>Classroom(s)</b>	<b>Wage</b>	<b>OPDEN Yes or No</b>				



**Program Documentation Check-list:**

All documents are required by ODE in order for CCRC to complete ODE/CACFP Application on CRRS.

**Email copies of the following documents with this Application Workbook to CCRC:**

Menus four (4) Weeks of

Child

Infant

501 C 3 letter OR IRS form W-9

ODJFS Employee Record Chart

Daily attendance records (NOTE: need two full months of attendance records):

Current month

Previous month

Food Service License

Current Health Department Inspections

Current Fire Inspection

Ohio Department of Job and Family Service

Current ODJFS Title XX service List/payment roster

Vending Agreements (if applicable)

Annual Budget / Income and Expense Report (recorded in workbook)

Month's receipts/invoices (NOTE: need two full months of receipt copies for food/food supplies)

Food expenses (recorded in workbook)

non-food expenses (recorded in workbook)

Parent Handbook(s)- with updated Non-Discrimination Statement MAY 2023

Parent Enrollment Packet(s)- with WIC Brochure for annual disruption

Employee Handbook-with updated Non-Discrimination Statement MAY 2023

Job Description(s) for staff

Drawing of Building

Denote total square footage

Denote food prep/store square footage

Copies of ServSafe/Level One Certification(s)