



ORDER FORM
for Sponsoring Organizations of Day Care Homes

In case we need to call: Phone: _____

Date: _____

ALL ORDERS Will Be Shipped To The Sponsoring Organization Address

Package should be sent to the attention of: _____

Quantity	Form #	Name	Description
		Breastfeeding is Best Feeding	
	1350	Recipe for a Healthy Child poster	Poster which must be on display at each sponsoring organization office with optional display in day care homes.
	1351	Recipe for a Healthy Child flyer	Q&A flyer for family day care providers informing them of the benefits of CACFP.
	1352	Recipe for a Healthy Child poster – Spanish	Spanish version of 1350
	1353	Recipe for a Healthy Child flyer – Spanish	Spanish version of 1351
	1377	Crediting Foods in CACFP	Resource identifying reimbursable foods in CACFP.
	1378	Crediting Foods in CACFP – Spanish	Spanish version of 1377
	CACFP-102	Child Meal Pattern	Chart indicating required components and minimum quantities of food for children 1-12 years old in care.
	CACFP-102S	Child Meal Pattern – Spanish	Spanish version of CACFP-102
	CACFP-103	Infant Meal Pattern	Chart indicating required components and minimum quantities of food for infants less than 1 year old in care.
	CACFP-103S	Infant Meal Pattern – Spanish	Spanish version of CACFP-103
	CACFP-104	Provider Updates/Changes	Guidelines for submitting provider updates or other changes.
	CACFP-121	Statement Regarding Infant Feeding	Must be completed if the parent/guardian declines the facility's offer to provide infant formula or other meal components.
	DOH-3705	Continuous Application and Agreement for Day Care Homes Participation	Application and agreement for a day care home to participate in CACFP.
	DOH-3705S	Continuous Application and Agreement for Day Care Homes Participation – Spanish	Spanish version of DOH-3705
	DOH-3709	Claim for Reimbursement for Sponsoring Organizations of Day Care Homes	To submit monthly data for payment.
	DOH-3710	Claim for Reimbursement Attachment for Sponsoring Organizations of Day Care Homes	To submit monthly data for payment.
	DOH-3805	Application for Start-up or Expansion Payments for Sponsoring Organizations of Day Care Homes	To apply for start-up or expansion payments.

Quantity	Form #	Name	Description
	DOH-3854H	Participant Data Form for Sponsoring Organizations of Day Care Homes	To annually racial/ethnic information of children in care.
	DOH-3978	Order Form for Sponsoring Organizations of Day Care Homes	To order forms
	DOH-4118	Monitor Checklist for Day Care Homes	Checklist used by sponsoring organizations to document required monitoring of providers.
	DOH-4160	Letter to Households/Tier 2 Day Care Homes Participant	Letter, income eligibility guidelines and application for households of children participating in a Tier 2 home. This form should be used to qualify children in a Tier 2 home for Tier 1 rates.
	DOH-4160S	Letter to Households/Tier 2 Day Care Homes Participant – Spanish	Spanish version of DOH-4160
	DOH-4161	Letter to Households/Day Care Homes Provider	Letter, income eligibility guidelines and application for providers. This form should be used to document eligibility to claim provider's own and for Tier 1 eligibility verification.
	DOH-4161S	Letter to Households/Day Care Homes Provider – Spanish	Spanish version of DOH-4161
	DOH-4219	Provider Transfer Form	Used by provider to transfer to another sponsoring organization.
		FDC Provider Safety, Nutrition & Organization	CD-ROM or VHS (English/Spanish)
		The Home Monitor: Keeping CACFP on Track	DVD or VHS (English/Spanish)

FIND OUT MORE ABOUT WIC – Information about WIC. Sponsoring Organizations are required to distribute annually to the family of each child under 6 years old.

English 4081	Spanish 4082	French 4083	Haitian Creole 4254	Vietnamese 4255	Hindi 4256	Arabic 4257	Chinese 4258	Russian 4259

BUILDING FOR THE FUTURE – Notification to parents about CACFP. Sponsoring Organizations are required to distribute to each family at time of enrollment.

English	Spanish	Chinese	French	Haitian Creole	Hmong	Japanese	Khmer	Lao	Portuguese	Russian	Thai	Vietnamese	Bengali	Yiddish	Arabic	Hebrew

Submit your order using **ONE** of these options:
→

Mail to:
CACFP Orders
150 Broadway FL 6 West
Albany, NY 12204-2719

OR

Fax to:
(518) 402-7252
NO NEED FOR COVER PAGE

OR

Email to:
cacfp@health.state.ny.us

For information about an order placed with the Child and Adult Care Food Program call 1-800-942-3858