



Department of Health

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TO: CACFP Sponsoring Organizations

FROM: Danielle Quigley, MS, RD, CDN
Director, Bureau of Child and Adult Care Food Program

DATE: June 1, 2021

SUBJECT: Emergency Operational Costs Reimbursement Program for CACFP Sponsoring Organizations, Day Care Centers and Day Care Home Providers

The United States Department of Agriculture (USDA) is providing funds to eligible Child and Adult Care Food Program (CACFP) Sponsoring Organizations, Day Care Centers and Day Care Home Providers for emergency operating costs incurred during the COVID-19 public health emergency. The funding is intended for programs whose reimbursement declined or was temporarily interrupted during the early months of the pandemic due to COVID-19 related decreases in participation and closures. The relief provided by this reimbursement is meant to ensure that day care programs are in the best position to rebuild while continuing to serve their communities.

I. Eligibility

- a. There is no application for sponsors to complete. Per Federal regulations, Sponsoring Organizations, Day Care Centers and Day Care Homes are eligible if they:
 - Submitted a valid claim for any month between March and June 2019 or January – February 2020; and
 - Maintained their program participation by filing a valid claim for any month between September and December 2020.
- b. Program operators must either have an agreement with CACFP or be operating under a sponsoring organization.

II. Payment Calculations

- a. CACFP is calculating Sponsor, Independent Center and Day Care Home Provider payments based on claims submitted during the following time periods: March – June 2019 or January – February 2020.
- b. The funding method has been prescribed by USDA and includes the following:
 - Payments are calculated by subtracting the reimbursement received for March – June 2020 from the reimbursement received for March – June 2019. The difference in those figures is multiplied by 55% to generate a total for each month.
 - Payment calculations for the month of March 2020 only are divided by two to account for the timing of the pandemic occurring mid-month.
 - If a Sponsor or program operator did not submit a claim for one or more months between March and June 2019, the average amount of reimbursement earned in January and February 2020 will be used in the payment calculation.

- Payment calculations for Sponsors of Day Care Centers, Independent Centers and Day Care Home Providers only includes meal reimbursements. Cash in lieu is excluded.
 - Payment calculations for Sponsors of Day Care Homes only includes administrative funds.
- c. If a program operator had higher reimbursements in March, April, May or June 2020 than in the same month in 2019, the program operator will not receive any emergency payment for that month.
 - d. The sum of payments for all four months (March – June 2020) will represent the total payment owed to each program operator.

III. Assurance Statement

- a. Eligible Sponsoring Organizations, Independent Centers and Day Care Home Providers who did not submit at least one claim between September – December 2020 may require an assurance statement and will be contacted separately. This statement assures CACFP that the program plans to resume CACFP operations and will file a claim within 90 days of the pandemic ending.

IV. Allowable Use of Emergency Funds

- a. Funds must be used to support or enhance the non-profit food service operation provided to enrolled participants.
- b. Some examples of allowable expenses include:
 - Food and food related items used to prepare reimbursable meals and snacks
 - Paper/disposable goods used for pre-packed, individual “grab and go” meals offered during the early months of the pandemic
 - Food service equipment used to hold/transport food
 - Kitchen and cleaning supplies
 - Transportation costs incurred for non-congregate home delivered meals and snacks

V. Next Steps

- a. CACFP-participating organizations do not need to apply for this funding.
- b. CACFP is determining eligibility and calculating payment amounts for Sponsoring Organizations, Independent Centers and Day Care Home Providers.
- c. CACFP will notify Sponsoring Organizations, Independent Centers and Day Care Home Providers if an assurance statement is needed. CACFP will also provide a list of Day Care Home Providers requiring an assurance to the Day Care Home Sponsor.
- d. Prior to disbursement, CACFP will provide final funding amounts to each Sponsoring Organization and notify Sponsors of Day Care Homes the amounts that they will be required to reimburse day care home providers.
- e. It is anticipated the funding will be distributed in phases between the months of July and August 2021.

CACFP is available to provide assistance to all programs and appreciates the tremendous effort of Sponsoring Organizations working to meet the nutritional needs of participants during this challenging time.

For CACFP questions, contact CACFP at 1-800-942-3858 or cacfp@health.ny.gov.