

Offered FREE

to all

**Cape Fear Tutoring
Providers**



Automate your attendance, track your food expenses and submit your monthly claims online with Minute Menu Systems daycare Food Program Management software.

**What Do You Need
To Do To Get Started?**

CONTACT OUR OFFICE. We will send a representative to your facility to get you started. We provide all the initial training and all paperwork that you need to participate.

In Wilmington: (910) 395-6132

Toll Free: (800) 395-6761

www.capefeartutoring.com



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**CAPE FEAR TUTORING, INC.
P.O. Box 3128
Wilmington, NC 28406**

**THE CHILD
AND ADULT CARE
FOOD PROGRAM**



Sponsored by:

**CAPE FEAR TUTORING, INC.
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*Serving day care homes and centers
in North Carolina since 1984*

What is the Child and Adult Food Care Program?

The Child and Adult Food Care Program (CACFP) is a federally funded nutrition program which plays a vital role in improving the quality of day care and making it more affordable for low-income families. The purpose of the program is to provide healthy, nutritious meals and snacks to eligible children. Daycare providers who participate on the program record their daily menus and attendances, mail them to their sponsor or claim online, and receive reimbursement for their meals.

Who is eligible to participate?

- Any registered or licensed day care home.
- Any not-for-profit day care center, licensed or holding a letter of compliance from the NC State Department of Human Resources.
- Any for-profit center that is licensed and maintains 25% of their enrollment as Free and Reduced qualifying by family income.



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Most Frequently Asked Questions

1. Why should I participate in the Child and Adult Care Food Program (CACFP)?

CACFP is the **Child and Adult Care Food Program**, a federally funded nutrition program that provides partial reimbursement for healthy meals and snacks served to children and adults receiving day care. It plays a vital role in improving the quality of day care and making it more affordable for many low and middle-income families.

2. Why should I participate on the program with Cape Fear Tutoring instead of working as my own independent sponsor directly with the State Agency?

Cape Fear Tutoring, Inc. (CFT) has been a CACFP sponsor in North Carolina since 1984. Our staff provides childcare and nutrition expertise with a warm and friendly attitude. Centers enter into an agreement with their administering sponsor to assume administrative and financial responsibility for CACFP operations. As your sponsor, CFT completes and submits your applications for participation to the State Agency and then acts as your representative in all future training, monitoring, state or federal correspondence, audits, state grant reporting, claims, etc. We also have staff available to receive your calls from 9am to 6pm daily and you are assigned a personal trainer for the first 90 days of participation.

3. How do I get reimbursed for my costs?

CFT collects your monthly meal counts via a computer based system and submits them to the state agency. CFT receives the funding and subtracts their 15% administrative fee and then direct deposits your USDA reimbursement into your current bank account. CFT accepts the final financial responsibility for your claims, if there is an error, our agency is responsible for any reporting situation.

4. How much do I get paid?

A rate is determined using income guidelines for all children. That rate times a set meal rate is calculated and the center is reimbursed monthly.

5. Which way is better – sponsorship by Cape Fear Tutoring, Inc. or an independent relationship with the State Agency?

That depends on your current and future capabilities and management staff. The amount of time saved by using a sponsor may let you eliminate the administrative expenses of maintaining additional staff or contracted help. It could free up staff time for other duties like covering classrooms, attending meetings out of the center, planning or meeting with parents. CFT has over 30 years of experience in NC working with licensed day care centers. We provide help to plan menus, deal with special diets as well as suggesting cost saving shopping and cooking ideas.

6. I have heard there is a lot of paperwork with the CACFP, is that true?

Each participating center must maintain current enrollment forms, daily attendance, meal counts, and have a current posted menu. These are the same requirements for your center and DCDEE. By signing an agreement with CFT to participate in the CACFP we expect you to submit these records to us monthly to support your claim. We provide a computer system to help with all required paperwork, so it makes your responsibilities for DCDEE a little easier also.

CAPE FEAR TUTORING, INC.
“Where kids and nutrition matter!”

