



4-C Community Coordinated Child Care  
CACFP Required Annual Training 2025/2026

**Second Trimester Handout and Assessment**

2/01/2025-05/31/2026

**Meal Counts**

**Program Reimbursement**

**Claim Submissions**

This training is required for all CACFP Providers and Assistants.

You may receive this training in one of two options.

Option 1: In person by your monitor during your regular review.

**Or**

Option 2: Self-study- print and return by May 31, 2026

Provider and assistants must submit a **Provider Annual Training Form** and the **completed assessment** to receive 1 hour of CACFP training issued by a certificate of completion. The Second Trimester Assessment is **due May 31, 2026**. The completed forms may be sent through email to [Kellyr@four-c.org](mailto:Kellyr@four-c.org) or can be mailed to

4-C Community Coordinated Child Care

Attn: Kelly Rodriguez

444 E. Hillcrest Dr. Suite 300

Dekalb, IL 60115

## **Reimbursement Process, Meal Counts, and Claim Submission**

As a CACFP provider receiving reimbursement for the healthy meals you provide for your childcare children, you are required to follow the guidelines of your provider's agreement. The program serves children from birth through 12 years of age or to age 18 for children with disabilities who have the necessary documentation.

When a provider is approved to participate in the CACFP they may be approved to receive one of two reimbursement rates, Tier I or Tier II. A provider may be approved for Tier I rates based on school district information, census information, or income eligibility. If a provider is approved for Tier II rates they must complete and return required documentation such as a provider income application to apply for Tier I rates or if Tier I to be eligible to claim their own children for meals (only when other childcare children are present). The provider income application must be renewed every year to continue to qualify for Tier I rates or to claim own children for reimbursement.

Reimbursement Rates as of July 1, 2025

Breakfast Lunch/Supper Snack

Tier I \$1.70 \$ 3.22 \$0.96

Tier II \$0.61 \$ 1.94 \$0.26

When a child begins care in your childcare home you are required to enroll that child as of the first day of care. This is done through Kidkare. The child's information must be entered to generate an enrollment form. An enrollment form with your signature, the parent/guardian signature and date must be completed on the first day a child begins care in your childcare home and turned into the 4-C office. Other necessary documents can include a parent income application or medical statement and must be received as soon as possible to receive the appropriate reimbursement amount.

If a provider is approved at a Tier II rate for reimbursement but a childcare child's family is income eligible for Tier I rates, through a parent income eligibility application (renewed every year), the provider will be reimbursed Tier I rates for that family's child/children and at the Tier II rates for any other childcare children in their care.

CACFP providers are reimbursed for up to two meals and one snack or one meal and two snacks. Providers can choose the meals and the times they would like to serve each meal/snack within the specified guidelines. Mealtimes for breakfast should be prior to 10am, lunch prior to 2pm, dinner prior to 7pm, and evening snacks prior to 9pm. All starting times for meals/snacks must be 2 hours apart. A meal is 1 hour in length, and a snack is ½ hour in length.

Providers must notify their sponsor as soon as possible if changes are to be made to mealtimes for approval. If a child's schedule needs to be adjusted the provider must send a signed note from a parent or guardian indicating the change, either by text, email, or mailed to the 4-C office. If sponsor is not notified of these changes it may result in nonpayment of meals outside of the original mealtime or schedule.

Providers must enter their meals and attendance into Kidkare by midnight every day that they are open and claiming meals. Failure to do so could result in nonpayment for meals and attendance not entered by the midnight cutoff. Meals may be entered in advance or saved in Kidkare, attendance cannot be entered in advance. If a provider is closed and not claiming meals for a day or a particular meal, they must either notify sponsor of this closure or close themselves out in Kidkare. Providers must notify sponsor whether they are open or closed on a holiday and if there are changes to that status. This can be done by filling out a Provider Holiday worksheet, entering the status in the calendar in Kidkare or through text or email. Failure to do so will result in nonpayment for meals served on that holiday.

Claim Submissions are submitted in Kidkare and are due by the 5<sup>th</sup> of the following month, for example claims for the month of November are due on December 5<sup>th</sup>, claims for the month of December are due on January 5<sup>th</sup>. Claims are then processed and feedback is provided for any errors that occur. This feedback can be found in Kidkare under reports, claim statements, and then claimed summary and error. Claims are paid to providers monthly through direct deposit or a mailed check.

## Follow Up Questions

1. As a CACFP provider what are you receiving reimbursement for providing?
2. What ages does the program cover?
3. How many tier rates are providers eligible for reimbursement?
4. What types of information can qualify a provider for Tier I reimbursement?
5. If a provider is eligible for Tier II reimbursement, can they receive Tier I reimbursement for any of the children in their care? How?
6. How many meals/snacks per child can a provider receive reimbursement for?
7. If a provider's mealtime needs to be adjusted, what should they do?
8. If a child's schedule needs to be adjusted, what should they do?
9. If a child's schedule needs to be adjusted but the sponsor was not notified, will the provider still receive reimbursement for meals that fall outside of the child's documented schedule?
10. If a provider does not notify the sponsor of being open on Christmas day and claims meals served for this day, will the provider receive reimbursement for those meals?
11. When does a provider need to enter their meals and attendance?
12. Can attendance be entered prior to the meal being served? Can the meal be entered prior to the meal being served?
13. If a provider does not have children in attendance for the day, what should they do?
14. If a provider normally serves pm snack, but will not have children in attendance for pm snack on a particular day, what should they do?

15. When are claim submissions due?

16. Can providers view feedback to errors that arise on their claims each month?



4-C Community Coordinated Child Care  
CACFP Provider Training

**Date Completed:** \_\_\_\_\_ **Training Hours:** \_\_\_\_\_

**Training Topics Covered:** \_\_\_\_\_  
\_\_\_\_\_

**Provider Number:** \_\_\_\_\_

**Provider Name:** \_\_\_\_\_

**Location of Training:** \_\_\_\_\_

**Provider Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

