



*PO Box 9363, Toledo, OH 43697-9363 * 419-720-1106 * Fax 419-243-9960*

Child and Adult Care Food Program Eligibility

- ❖ Must be a school or church or a non-profit organization with a 501 federal tax-exempt letter
- ❖ Must be in or near a school with at least 50% or more of the students receiving free or reduced-price lunches
- ❖ Must have provide educational activities such as, but not limited to homework assistance, life skills, arts, sports, music, etc.
- ❖ Must provide copies of annual fire and health inspections and a current food license where applicable
- ❖ Must sign the sponsor provided Separate Entity Agreement (everyone) and Site Notification (for schools only)
- ❖ Must go through required annual training provided by the sponsor on meal program distribution and recordkeeping
- ❖ Must make meals available to all children ages 1 to 18 years of age, regardless of the participation in the educational activity
- ❖ Must accurately complete and return meal count sheets to the sponsor daily
- ❖ Must keep accurate attendance records and provide the sponsor a weekly copy
- ❖ Must regularly communicate with the kitchen/office regarding meal service needs