

## How to Apply for Participation in the Child and Adult Care Food Program (CACFP)



New Center Training is held the second Wednesday of each month from 8 am to 4:30 pm at 250 East 500 South, SLC, UT.

You may register for training by on-line by registering online at <http://www.schools.utah.gov/cnp/Child-and-Adult-Care-Food-Program/Training.aspx> or calling (801) 538-7680.



Attendance at training is part of the application process, and the CACFP application will be distributed during New Center Training. Training is split into the morning session, which covers Administrative and Infant requirements, and the afternoon session, which covers Operational (food service) requirements.

Career Ladder credit is available for those attending the entire day and certificates of training attendance will be available for the time the participant attends.

After the training, complete the CACFP application and attachments and email or mail back within six months. After six months, the process must be restarted to make sure the center's training information is up-to-date and to avoid future problems.

Once your initial application has been completed you will be contacted by a program Specialist to set up a date for a preapproval visit. Prior to approval you will also be required to complete information in our on-line database as part of the application/approval process.

Once approved, you will receive a letter letting you know when you can start claiming meals for reimbursement. You will also receive a copy of all application materials for your records.

Thank you for your interest in improving the nutrition of children by participating in the Child and Adult Care Food Program. We look forward to working with you.

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Child Nutrition Programs  
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Or  
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