How Sponsors Strengthen Accountability and Prevent Fraud

Sponsoring Organizations (Sponsors) are the first line of defense in maintaining the integrity of the Child and Adult Care Food Program (CACFP). They ensure compliance, provide technical assistance, and regularly monitor sites, often doing far more than the three required visits. They provide ongoing oversight, training, data review, and compliance support to ensure that child and adult care providers serve nutritious meals and follow all federal rules. Sponsors safeguard federal funds, protect children's health and safety, and reduce improper payments **every day.**

> **State agencies verify an organization's financial viability, administrative capability and program accountability prior to approval as a Sponsor.**

Sponsors work to uphold financial accountability, maintain program compliance and detect issues early. The following is a snapshot of the comprehensive work done by sponsoring organizations.

Pre-Approval Oversight & Site Readiness

Sponsors perform pre-approval site visits in-person to confirm capability and readiness for CACFP participation. This ensures sites are prepared to start the program from **day one.**

Training & Capacity Building

Sponsors offer ongoing technical assistance, phone support and follow-up training, ensuring compliance and early correction of issues.

Provide preliminary and annual training on:

- Meal pattern requirements
- Recordkeeping
- Meal counts and claims submission
- Civil rights
- Program duties and responsibilities

Comprehensive Monitoring Visits

Sponsors must conduct three monitoring reviews per year, but their responsibilities go far beyond the visit itself. At least two must be unannounced visits, and one must include a meal service observation. Monitoring visits reduce issues and support site success.

Visits must be unpredictable and varied across meal types and times. Visits must include the review of:

- Meal counts and attendance records
- Menus, meal components and service times
- Enrollment documentation
- Food safety and sanitation
- Program records and documentation

If an issue was found during the review, sponsoring organizations must provide corrective action guidance and follow-up to verify implementation.

cacfp.org | FEB26
CACFP is an indicator of quality care.
This institution is an equal opportunity provider.

Documentation & Accountability

Sponsors must:

- Keep complete site review documentation
- Conduct 5-day reconciliations of meal counts to detect discrepancies
- Process and validate monthly claims, ensuring accuracy before submission
- Follow the serious deficiency process when necessary

Ongoing Compliance Support

Sponsors must:

- Review monthly claims for reimbursement for accuracy and disallow non-compliant meals
- Conduct follow-up reviews when issues are identified
- Ensure corrective actions plans are completed and sustained
- Provide regular communication, reminders and compliance training
- Conduct ongoing technical assistance

Risk Indicators

Sponsors implement procedures to identify potential issues in the program such as:

- Block claiming: facility submits identical meal counts for multiple consecutive days
- Claims that do not match attendance or enrollment records
- Missing or altered documentation
- Facilities repeatedly unavailable for unannounced visits
- Repeated child absences during visits
- Sudden, significant increase in enrollment
- Food purchases that do not match the menu
- Meals with missing food components or not meeting the minimum serving sizes
- Claims submitted with irregularities

These indicators prompt immediate further investigation and corrective action.