

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## **Child and Adult Care Food Program Application Process**

### POLICY:

Delegate Head Start programs who participate with the grantee in the Child and Adult Care Food Program will follow the application procedures and adhere to paperwork requirements.

- *This policy relates to **Head Start Performance Standards 45 CFR Part 1302.44** and CACFP*

### PROCEDURE:

1. The grantee will compile and submit the CACFP renewal application to the Kentucky Department of Education by the date requested.
2. Each Head Start delegate program will prepare and present the following completed forms to the grantee following the schedule established by the Kentucky State Department of Education:
  - a. Monthly Master Roster;
  - b. Monthly Attendance Record (COPA Report 201);
  - c. Monthly Meal Count form (COPA Report 208);
  - d. Weekly snack menu;
3. Delegate information is compiled and submitted to the KY Department of Education, School and Community Nutrition, for reimbursement.

*Approved by the Policy Council, April 2017*