



"Serving More From The Earth and Less From A Can"

Thank you for choosing Mason Meals Food Program to service your **Childcare** center.

Please provide us with the documentation listed below:

1. Completed Mason Meals Facility Form for Childcare Centers (attached)
2. Child and Adult Food Care Program Validation of Center/Home Staff Form (attached)
3. Master Enrollment List of all children intended to participate in the food program.
4. Current Certificate of Compliance

Copy of one of the following:

- ELRC Monthly Provider Payment Summary (*For-Profit Centers Only*)
- 501(c)3 (*Non-Profit Centers Only*)
- Grant Award Letter (*Head Start or Philly Pre-K Centers Only*)

Once all documents are received, they will be submitted to the Pennsylvania Department of Education for approval.



Welcome To Mason Meals

Thank you for your interest in Mason Meals Food Program! We are a Non-Profit food sponsor acting within the Child and Adult Care Food Program (CACFP), servicing Philadelphia and the surrounding areas. The CACFP is a state program administered by the Pennsylvania Department of Education that seeks to provide daycares with the supplies and items they need in order to feed their students nutritiously.

Mason Meals, as a sponsor, operates on reimbursement terms with the state, meaning we front the costs to feed your students in accordance with CACFP requirements, and then we receive reimbursement based on centers counting the meals consumed during their meal services.

We feel it best to be upfront with prospective centers regarding the requirements of the CACFP and the expectations of upholding Mason Meals' program. This is to ensure that all parties are aware of the seriousness in participating with us. The CACFP requires the following guidelines to be met consistently in order to remain a serviced center:

1. All centers must have valid Certificates of Compliance provided annually to the sponsor (Mason Meals). A lapsed certificate may result in cancellation of services.
2. All centers **must** serve all components of a scheduled meal, and the correct portion amounts of those components, to all children, including milk. While some children may not like a product or beverage, the item must still be presented to the child in order to be a claimable meal.
3. All centers must take meal counts **within** their stated meal times. Prior to service by Mason Meals, centers will inform us of their designated meal times. Centers are then to take meal counts during those stated times. This means that meal times at centers will consist of serving the meal, explaining the meal, and counting the meals served/consumed. Penalties for not counting meals during meal times can be financial charges for uncounted meals, suspension, and eventual cancelation.
4. All centers are responsible for maintaining communication via email. Mason Meals' office sends correspondence and updates through email, and centers must be able to consistently respond. Centers are also required to have a working copier/scanner in order to email required documentation to Mason Meals' office.

This list is meant to prepare impending centers for the standards we expect our sites to adhere to. Remember, the CACFP is a *state* program, and must be executed by all parties as such.

If you feel your center is capable and ready to take on the responsibilities of the CACFP, we look forward to working with you!

Sincerely,

The Team at Mason Meals



Facility Information Form

Mason Meals' Child and Adult Food Care Program for **Childcare** Centers

Part 1: Facility Information

Facility Name

Facility Address

City

State

Zip

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Part 2: Contact Information

Primary Contact Name and Title

Primary Contact Date of Birth

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Primary Contact Email

Center Email (if different)

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Primary Contact Phone Number

Center Phone Number

Center Fax Number

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Part 3: Program Information

Offered Programs (check all that apply)

<input type="checkbox"/> Day Care	<input type="checkbox"/> Before-School Care	<input type="checkbox"/> After-School Care	<input type="checkbox"/> 24-Hour Care	<input type="checkbox"/> Infant Care (under 12 mo.)	<input type="checkbox"/> Head Start	<input type="checkbox"/> Philly Pre-K
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Age Range of Attending Children

Total Enrolled

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Months of Operation (check one)

<input type="checkbox"/> September – June (Closed in Summer)	<input type="checkbox"/> Year-Round
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Hours of Operation

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Start:	Start:	Start:	Start:	Start:	Start:	Start:
End:	End:	End:	End:	End:	End:	End:

Non-Profit Status (check one)

<input type="checkbox"/> Non-Profit	<input type="checkbox"/> For Profit
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Ethnicity Statistics (write # of children present in each category at the time of this application)

Asian:	Black or African American:	White or Caucasian:	American Indian or Alaskan Native:	Native Hawaiian or Other Pacific Islander:	Hispanic or Latino:

Child and Adult Care Food Program Validation of Center/Home Staff

Purpose: State Agencies are required to validate day care staff at new center/home facilities requesting participation and approval in the CACFP according to 7 CFR Part 226.6(k)(3)(xii): *Presence on the National disqualified list.*

Instructions: When adding new or centers for CACFP participation under sponsors' agreements, CACFP sponsors are to complete, in the sections applicable, the names, addresses and birth dates of executive directors, owners, employees with administrative duties of the facility. This completed form is to accompany the required documents for new sites: Certificate of Compliance (homes and centers); 501(c)(3) (Non-Profit centers); alphabetized list of enrolled children, ELRC Provider Payment Summary or Free/Reduced Meal Benefit Forms (For-Profit centers).

Complete the applicable section:

SPONSOR NAME: _____

AGREEMENT #: _____

For-Profit Agency-Site: Name: _____

Address: _____

FEIN#: _____

	Name	Home Address	Birth Date
Owner			
Owner			
Director			

Non-Profit Agency-Site: Name: _____

Address: _____

FEIN#: _____

	Name	Address	Birth Date
Executive Director			
Center Director			