

Child Care Food Program (CCFP)

Caterer Fact Sheet

The purpose of this fact sheet is to explain how to become a caterer included on the Child Care Food Program (CCFP) Caterer List.

The Florida Department of Health, Bureau of Child Care Food Programs administers the federally funded Child Care Food Program (CCFP). This nutrition program reimburses participating child care centers for meals provided to children in their care.

Under Title 7 Code of Federal Regulations §226.6(h)(i)(3) and Rule 64F-17.004 of the Florida Administrative Code, in order to prepare meals for use by CCFP child care centers, a food service management company (caterer) must be licensed, permitted and/or inspected as required by Sections 509.241, 500.12, and/or 381.0072, Florida Statutes.

The Bureau requests that all caterers who wish to provide meals for CCFP child care centers submit their current license, permit, and inspections status to the Bureau. The Bureau compiles their contact information and posts a CCFP Caterer List on the Bureau's website. The purpose of the CCFP Caterer List is to help CCFP child care centers to locate a licensed/permitted caterer and help the Bureau to verify that caterers are licensed/permitted as required by Florida law.

Information to submit:

- Completed CCFP Caterer Information Form (see [Catering Information](#) web page)
- Copy of current food service permit or license
- Copy of most recent food service inspection report
- Copy of current food service manager certification

Please submit the above items annually.

Steps to follow:

- 1) Save the automated CCFP Caterer Information Form to your computer under a new name
- 2) Enter all applicable information — print and sign
- 3) Scan the completed and signed form and email to Brenda.Crosby@flhealth.gov or fax to 850-414-1622. Scan and email a copy of current food service permit, most recent inspection report, and food service manager certification to Brenda.Crosby@flhealth.gov or fax to 850-414-1622 or mail to 4052 Bald Cypress Way, Bin A-17, Tallahassee, FL 32399-1727
- 4) Upon receipt of all complete and correct items, caterer will be notified by letter and its contact information will be added to the on-line CCFP Caterer List (see [Catering Information](#) web page)

Getting information on opening a food service operation:

- [Restaurant, Mobile Food Vehicle, or Caterer](#)
- [Grocery Store, Convenience Store or Food Processor](#)
- [Institution \(such as a school\), Civic or Fraternal Organization](#)

For further information, please call 850-245-4323 and ask for a nutritionist.