

# Child Care Food Program

## Caterer Fact Sheet

### Purpose:

The purpose of this fact sheet is to explain how to be 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 providers 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 providers, 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 providers submit their caterer information along with current license or permit, their most recent food service inspection report, and a food service manager certification. The Bureau compiles caterer contact information and posts a CCFP Caterer List on the Bureau's website. The purpose of the CCFP Caterer List is to assist CCFP child care providers locate an authorized caterer as stipulated in Florida law.

The licensing or permitting and inspecting authorities for caterers are the [Department of Business and Professional Regulation](#), [Department of Health and Environmental Services](#), and [Department of Agriculture and Consumer Services](#).

### 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](#) from one of the approved testing centers: 360training.Learn2Serve, AboveTraining/StateFoodSafety, The Always Food Safe Company, LLC, National Registry of Food Safety Professionals, National Restaurant Association (ServSafe), or Prometric

*Above items are also needed when updating information on the CCFP Caterer List.*

### 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 and attach the completed and signed form along with copies of license or permit, inspection report, most recent inspection, and food service manager certification to Wayne Higgins at: [Wayne.Higgins@flhealth.gov](mailto:Wayne.Higgins@flhealth.gov), 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 receive a letter by email and the caterer's contact information will be added to the on-line CCFP Caterer List (see [Catering Information](#) web page)

**For further information, please call Wayne Higgins at 850-245-4168.**

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