

**Mission:**

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



**Ron DeSantis**  
Governor

**Scott A. Rivkees, MD**  
State Surgeon General

**Vision:** To be the Healthiest State in the Nation

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**MEMORANDUM**

Date: July 26, 2021  
To: All Child Care Food Program Contractors  
From: Yashica Ceasar, MS *YC*  
Chief, Bureau of Child Care Food Programs  
Subject: Child Care Food Program Emergency Operational Costs Reimbursement Program

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Pursuant to Section 722 of P.L. 116-260, the Consolidated Appropriations Act, 2021, Title VII, Chapter 3 (the Act), the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) is offering additional funds to eligible Child Care Food Program (CCFP) contractors, sponsored sites and day care home providers. The funding is intended for CCFP participants whose reimbursement declined or was temporarily interrupted during the early months of the pandemic due to COVID-19 related decreases in participation and closures. The relief provided by this reimbursement is meant to off-set revenue losses experienced during the months of March through June 2020 and to ensure that childcare programs are in the best position to rebuild while continuing to serve their communities.

**I. Eligibility**

- a. There is no application for CCFP contractors to complete. Per Federal regulations, CCFP contractors, sponsored sites and day care home providers are eligible if they:
  1. maintained their program participation by filing a valid claim for any month between September and December 2020; or
  2. did not file any claims between September and December 2020 and submitted an assurance statement to the Florida Department of Health (FDOH), if applicable.
- b. Program operators must either have an executed contract with FDOH with a payment start date prior to March 2020 or be operating under a sponsoring organization with a payment start date prior to March 2020.

**II. Payment Calculations**

- a. FDOH is calculating payments for contractors, sponsored sites and day care home providers based on claims submitted during the following time periods: March – June 2019 or January – February 2020.

- b. The funding method has been prescribed by USDA and includes the following:
  - 1. Payments are calculated by subtracting the reimbursement received for April – June 2020 from the reimbursement received for April – June 2019. The difference in those figures is multiplied by 55% to generate a total for each month.
  - 2. Payment calculations for the month of March 2020 are divided by two (2) to account for the timing of the pandemic occurring mid-month.
  - 3. If a CCFP contractor, sponsored site, or day care home provider did not submit a claim for one or more months between March and June 2019, the average amount of reimbursement earned in January and February 2020 will be used in the payment calculation.
  - 4. Payment calculations for contractors, sponsored sites and day care home providers only include meal reimbursements. Cash-in-lieu is excluded.
- c. If a CCFP contractor, sponsored site, or day care home provider had higher reimbursements in March, April, May, or June 2020 than in the same month in 2019, an emergency payment will not be issued for that month.
- d. A single lump sum payment for all four months (March – June 2020) will represent the total payment owed to each CCFP contractor, sponsored site, or day care home provider.

**III. Administrative Costs for Sponsors of Sites:**

- a. Sponsors of affiliated sites: 100% of the reimbursement amount will be paid to the sponsors of affiliated sites. The sponsors will then determine the amount to be distributed to each affiliated site.
- b. Sponsors of unaffiliated sites:
  - 1. Each unaffiliated site must sign an agreement that specifies that 15% will be withheld from each sponsored site’s calculated payment to cover the sponsor’s administrative costs for March through June 2020.
  - 2. FDOH will provide a blank copy of the agreement to unaffiliated sponsors to distribute to their sponsored sites. The agreement must be signed by each site’s owner/CEO or delegated authority.
  - 3. Each unaffiliated sponsor will be responsible for the distribution and collection of the signed agreements from their sponsored sites. The sponsor will submit the signed agreements to FDOH.
- c. Sponsors of Day Care Homes:
  - 1. FDOH will use the same method to calculate administrative payments as described above in Section II. Payment Calculations.
  - 2. Payment calculations for sponsors will only include administrative funds.

**IV. Assurance Statement:**

- a. CCFP contractors, sponsored sites, and day care home providers who did not submit at least one claim between September – December 2020 may be required to submit an assurance statement and will be contacted separately. This statement assures FDOH that the program plans to resume CCFP operations and will file a claim within 90 days of the pandemic ending.

**V. Allowable Use of Emergency Funds:**

- a. Funds provided to CCFP contractors, sponsored sites, and family day care home providers under this authority represent reimbursement for costs incurred during the defined reimbursement period of March through June 2020. The formula nature of the award serves as a proxy for these costs.
- b. The funds may be used to reimburse any local source of funds used to supplement the nonprofit food service account during the reimbursement period to offset the impact of pandemic operations on that account. If these funds are used to reimburse local sources of funds, the CCFP contractors and sponsored sites must maintain documentation supporting these reimbursements for future audit or oversight purposes.

- c. Any remaining funds must be deposited in the nonprofit food service account and be used in accordance with CCFP program requirements.

**VI. Next Steps:**

- a. CCFP contractors, sponsored sites, and day care home providers do not need to apply for this funding.
- b. FDOH CCFP is determining eligibility and calculating payment amounts.
- c. FDOH will notify CCFP contractors if an assurance statement is needed. Sponsors of unaffiliated centers and day care homes will be responsible for distribution and obtaining signed assurance statements from identified sponsored sites and day care home providers.
- d. FDOH will provide CCFP contractors a single lump sum payment for the emergency reimbursement.
- e. CCFP sponsors of unaffiliated sites and sponsors of day care homes will receive a lump sum payment for the emergency reimbursements and a listing of the reimbursement amount to be distributed to each sponsored site and day care home provider. Sponsors will be responsible for issuing payments to their sponsored sites and providers.
- f. Sponsors of unaffiliated sites and sponsors of day care home providers will receive a separate lump sum payment for administrative costs.
- g. Reimbursements will be distributed in phases during the months of August and September 2021.
- h. Each contractor will receive a copy of the payment invoice by email when their payment has been vouchered.

FDOH CCFP is available to provide assistance to all contractors and appreciates the tremendous effort and work that has been done to meet the nutritional needs of participants during this challenging time.

If you have any questions regarding the CCFP Emergency Costs Reimbursement Program, please call 850-245-4323 or email [ccfp@flhealth.gov](mailto:ccfp@flhealth.gov).