



## **Adult Care Food Program (ACFP) Caterer Fact Sheet**

The purpose of this fact sheet is to explain how to become a caterer included on the Adult Care Food Program (ACFP) Approved Caterers List. The Florida Department of Elder Affairs Nutrition Program administers the Federally funded Adult Care Food Program (ACFP). This nutrition program reimburses participating adult care centers for meals provided to elders or disabled adults while in their care.

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

The Florida Department of Elder Affairs Nutrition Program requests that all caterers who wish to provide meals for ACFP adult care centers submit their current license, permit, food service manager certification and inspections status to the Department. The Department compiles their contact information and posts an ACFP Caterer List on the Department's website. The purpose of the ACFP Caterer List is to help ACFP adult care centers locate a licensed/permitted caterer and to help the Department verify caterers are licensed/permitted as required by Florida law.

### **Information to submit:**

- Completed [ACFP Caterer Information Form](#).
- 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) Complete the ACFP Caterer Information Form and sign.
- 2) Scan the completed and signed form as well as a copy of current food service permit, most recent inspection report, and food service manager certification to [acfp@elderaffairs.org](mailto:acfp@elderaffairs.org) or mail to Department of Elder Affairs Nutrition Program 4040 Esplanade Way Tallahassee, Florida 32399.
- 3) Upon receipt of all complete and correct items, caterers will be notified by letter and their contact information will be added to the on-line [ACFP Caterer List](#).

**For further information, please call 850-414-2196.**