How to Join Team Nutrition CACFP Organizations

This video will show you how to sign up to be a Team Nutrition Child and Adult Care Food Program or CACFP Organization.

Team Nutrition CACFP Organizations is an important network of operators working towards healthier nutrition and physical activity environments.

Find Your Organization

Before you sign your organization up, click on the “Find Your Organization” link at the top of your screen to check if your organization has been already enrolled.

You can search by Organization Name, City, State or other parameters. In our example, we are looking for ABC Daycare. You can also search by partial keywords in the name field. We are typing the keyword “day” and multiple results are found.

You can enter as many or as few search criteria as you want. So now we are searching for “day abc” in the name field and fewer results show up.

ABC Daycare is not found in the search results. Now that you know that your organization is not enrolled as a Team Nutrition CACFP Organization, here are the steps to sign up.

Enroll Your Organization

To become a Team Nutrition CACFP Organization, you must complete the enrollment form.

To access the form, click the “Enroll” link on the navigation menu at the top of your screen, or click on the access button “Join Team Nutrition CACFP Organizations”.

Once on the form, you can see that there are 7 sections. They are Organization Information, Multi-State Institution, Organization Types, Number of Sites Under the Organization, Age Groups, Organization Point of Contact, and Nutrition and Wellness Activities at Your Site.

The first and second sections contain Organization information.

We’ll use a non-existing CACFP Organization as an example. You need to enter the name of the organization, the street address, and the city. To select the state, scroll through the available options in the dropdown menu.

Next is the zip code, which can be 5 digits or 9 digits.

Then, enter the 10-digit organization phone number and the 9-digit DUNS Number.

If your organization is a multi-state institution, you need to select the “Yes” radio button and select the state or U.S. territory of operation.
Then, enter the organization website URL following the example format.

Once the organization information is completed, you can select the organization types. You can check one or several boxes. In our example, we’ll select Independent Child Care Center.

In the next sections, you need to indicate the number of sites under your organization per state or territory of operation and one or more Age Groups.

We ask that organizations designate a primary point of contact and an alternate point of contact. You’ll need to enter the Primary Contact Name, position, email, and phone number.

You are also asked to enter an Alternate Contact Name with position, email, and phone number. This information is needed for Team Nutrition to send exclusive promotions to Team Nutrition CACFP Organizations.

The last section is a list of questions about Nutrition and Wellness Activities at Your Site. You are required to answer all applicable questions.

Once you complete the form, please make sure to review the information you provided before submitting it. Click “Submit”, after reviewing all the information.

A submission confirmation message is displayed, and an e-mail will be sent out to the email addresses for the Primary Point of Contact and the Alternate Point of Contact that you provided.

The email will confirm that the application has been submitted and will be reviewed within 10 business days.

If you submit the form with error(s) or if required information is missing, the system will display an error message with the fields that need to be reviewed.

If you need additional assistance, please email us at TeamNutrition@usda.gov.