

Idaho Child and Adult Care Food Program Annual Mandatory Training



Child and Adult Care Food Program (CACFP)
Idaho State Department of Education
Child Nutrition Programs
August 1, 3, 9, 10, 2016 Regional Trainings
9:00 am – 4:00 pm SOC, 10:00 am – 4:00 pm IC
Coeur d' Alene, Idaho Falls, Boise
Trainer: Kim Huntley, CACFP Coordinator



Welcome to this annual CACFP training for Institutions currently participating on the Program.

My name is Kim Huntley, the CACFP Coordinator at Idaho State Department of Education

Housekeeping: Restroom location.

This training is set up in two parts the first hour is for Sponsoring Organizations of Day Care Homes and Centers to review the monitoring requirements and serious deficiency process. At 10:00 am the Independent Center will join the group for the remaining of the training.

Topics

- Monitoring Requirements
- Serious Deficiency Process

- Idaho State Department of Education Website Updates
- USDA Updates and Resources

- Final CACFP Meal Pattern and Resources
- Idaho Menu Tool Kit

- Menu Records Requirements
- Civil Rights Requirements
- Procurement Requirements

These are the topics we will cover today. Please feel free to ask questions at any time during this training.



Monitoring Handbook for State Agencies
A Child and Adult Care Food Program Handbook



U.S. Department of Agriculture
Food and Nutrition Service
December 2013
10028-10-0001 opportunity provider and employee

Child and Adult Care Food Program (CACFP)

Monitoring Requirements

Sponsoring Organization of Centers and Homes only:

Monitoring

- Monitoring Requirements
- Findings vs technical assistance
- Corrective action and follow up

Sponsoring Organization of Centers and Day Care Homes are required to monitor each of the sponsored facilities (centers or homes) based on the monitoring requirements in 7 CFR 226 (CACFP regulations) and guidance in the Idaho CACFP manual. Today we will review the following:

Monitoring

- Monitoring Requirements
- Findings vs technical assistance
- Corrective action and follow up

Monitoring Requirements

- New facilities-(center or home) must have a pre-approval visit
- New facilities must be reviewed within four weeks of operation
- Minimum of 3 site monitoring visits per year
- 2 of 3 are unannounced visits



Monitoring Requirements

- New facilities must have a pre-approval visit before the facility begins participating and claiming meals in CACFP. There is a preapproval form available in MyIdahoCNP download forms you may use for this requirement.
- New facilities must be reviewed within four weeks of operation. This is a great time to provide additional technical assistance and confirm the facility is off to a good start, maintaining records and in compliance with the regulations. During this visit use the standard monitoring form. A sample monitoring form is available in MyIdahoCNP download forms.
- Minimum of 3 site monitoring visits per year. It is important to track monitoring visits in a tracking log to ensure all visits are completed.
- 2 of 3 monitoring visits must be unannounced visits

Monitoring Requirements

- At least 1 unannounced visit must include a meal service observation
- No more than 6 months between monitoring visits
- Vary the timing of unannounced visits so they are unpredictable



- At least 1 unannounced visit must include a meal service observation. Best practice is to observe a meal service at each monitoring visit.
- No more than 6 months between monitoring visits. Again using a tracking log would help to ensure you are meeting this requirement for each facility.
- Vary the timing of unannounced visits so they are unpredictable. Visit in different months from year to year, at different times in the month, observe a variety of meal services and if the facility is open on weekends or holidays conduct some visits in the year during these times.

Monitoring Requirements

Five day reconciliation-

- Compare facility enrollment, attendance and meal counts for most recent five consecutive days –include all meals served in all classrooms at centers

B -- 5 Day Meal Count Reconciliation

	Enrollment	Attendance	Breakfast	AM Snack	Lunch	PM Snack	Supper	Late Snack
Day 1								
Day 2								
Day 3								
Day 4								
Day 5								

Child and Adult Care Food Program (CACFP)

Five day reconciliation-

- Compare facility enrollment, attendance and meal counts for most recent five consecutive days –include all meals served in all classrooms at centers. This is a requirement in the regulations for each monitoring visit. If a center is not required to maintain enrollment records (emergency shelters and at-risk afterschool centers) this column would be left blank. Review the facility records onsite. If on any day the facility recorded more meals than children enrolled or in attendance the difference must be disallowed and may not be claimed for reimbursement. The facility may only claim meals for children recorded in attendance with a time in and out and recorded receiving a meal on the meal count records. This includes snacks. Child care centers, Head Start and Family day care homes may only claim meals for children enrolled in the facility.

Monitoring Requirements

Facility Record Maintenance

All facilities must maintain claim records for three years after the date of submission of the final claim for the FFY CFR 226.10(d).

Either **Electronic** or **Paper**



Facility Record Maintenance

All facilities must maintain claim records for three years after the date of submission of the final claim for the FFY CFR 226.10(d).

Either **Electronic** or **Paper**. ***If the electronic is a scanned copy of the paper records the record must be legible.***

It is important the monitors are verifying during the visit that the facility is maintaining the required records. If the facility records attendance or meal counts on a paper document and then later enters the information into an electronic system the paper source document must be reviewed during monitoring visits when conducting the 5 day study to ensure the facility is entering the data accurately into the system.

Monitoring Requirements

Facility Record Maintenance cont.

Onsite

Per Policy memo CACFP 03-2009

Records must be maintained **Onsite** for current month and previous 12 months.

Offsite option

Remaining 2 years may be stored **Offsite** but must be accessible in reasonable amount of time.



Facility Record Maintenance cont.

Onsite

Per Policy memo CACFP 03-2009

Records must be maintained **Onsite** for current month and previous 12 months. Facility is for centers and day care homes.

Offsite option

Remaining 2 years may be stored **Offsite** but must be accessible in reasonable amount of time.

Monitoring Requirements

Record Maintenance for facilities cont.

Claim Records Include:

- Enrollment forms
- Income Eligibility forms
- Meal Count records
- Attendance
- Menu records



Record Maintenance for facilities cont.

Claim Records Include:

- Enrollment forms (if required for the facility)
- Income Eligibility forms (centers & homes if required)
- Meal Count records
- Attendance
- Menu records- I will review the menu records later in this training

All of the above records support the facility claim for reimbursement.

Monitoring Requirements

- Train monitors annually on Organizations written monitoring procedures
- Cover Program requirements, but also train monitors on how to “connect the dots” during a facility review:
 - Why they’re looking at particular records;
 - What they’re looking for in those records;
 - How to ask questions about what they see;
 - How to write up what they find in the records; and
 - How to follow up with facility's to ensure that these findings are resolved

Sponsoring Organizations must thoroughly train the Organization’s monitors in CACFP and Civil Rights requirements and provide each monitor with the sponsoring Organization’s written monitoring procedures.

More than that, however, sponsors should also use this training to ensure that monitors who are in facilities know:

- (1) Why the sponsor’s facility review forms ask them to look at certain documents or fill in certain boxes on the form.
- (2) What they’re looking for in the records;
- (3) How to ask questions about what they see in the records;
- (4) How to write up what they find in the records; and
- (5) (5) How to follow up with facilities to ensure that they correct the problems noted during a review.

Monitoring Finding versus Technical Assistance



Finding– Identification of noncompliance with CACFP regulations, FNS Instructions, policy memos or state policies. Each finding is associated with a required corrective action.

Technical Assistance (TA)--

Guidance and support to facilities either verbal or in writing from the monitor to achieve regulatory compliance and Program improvement.



Finding– Identification of noncompliance with CACFP regulations, FNS Instructions, policy memos or state policies. Each finding is associated with a required corrective action. Findings may also include meal or snack disallowances.

Technical Assistance (TA)--

Guidance and support to facilities either verbal or in writing from the monitor to achieve regulatory compliance and Program improvement. TA may be provided during a monitoring visit in addition to a finding. TA may also be provided outside of monitoring visits when answering facility questions.

Monitoring Corrective Action (CA)

Corrective Action– A series of steps taken to correct a weakness or error in the operation or management of CACFP in order to conform to the rules and regulations for the proper administration and operation of CACFP

Examples of Corrective Action:

- Require training and documentation of training
- Develop or update procedures
- Provide missing documents to Sponsoring Organization (enrollment, eligibility, CN labels, recipes, menus, etc.)

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Examples of Corrective Action:

- Require training and documentation of training
- Develop or update procedures
- Provide missing documents to Sponsoring Organization (enrollment, eligibility, CN labels, recipes, menus, etc.)

Lets share other CA you have provided. (Write down on poster board)

Corrective Action and Follow up Visits

- All findings on a monitoring visit must have a corrective action and due date
- Corrective action must be completed and received by the Organization by the due date
- Monitors must conduct a follow visit in a reasonable time to ensure the finding was corrected
- Monitors must document on monitor forms if previous findings were corrected and corrective action plans were implemented

It is important that Sponsoring Organizations train their monitors on findings and provide them with reasonable corrective action examples. This ensures consistency with all monitoring visits.

Below are requirements for findings, corrective action and follow up visits for all monitors:

- All findings on a monitoring visit must have a corrective action and due date
- Corrective action must be completed and received by the Organization by the due date
- Monitors must conduct a follow visit in a reasonable time to ensure the finding was corrected (reasonable within 30 days)
- Monitors must document on monitor forms if previous findings were corrected and corrective action plans were implemented

When corrective action plans are not implemented and findings were not completed resulting on a second finding the center or provider shall be deemed serious deficient.

Household Contacts

Sponsoring Organizations are required to contact households in writing or by telephone within 60 days of finding irregularities .

These findings may come from:

- Observations or records reviewed during a monitoring visit
- Sponsor or SDE receives a “Whistleblower” complaint
- Sponsor questions the validity of a facility claim
- Any other time deemed necessary by the sponsor

SDE Household Contact Procedures are located in the CACFP Manual

Sponsoring Organizations of day care homes or unaffiliated centers are required to contact households in writing or by telephone within 60 days of finding irregularities.

The Sponsoring Organization must conduct household contacts to verify the accuracy of a claim (or claims) and supporting records whenever one or more of following instances take place: If during a site monitoring visit:

Substantially fewer children are present on the review day than are regularly claimed without good reason (flu epidemic, field trip, etc.).

Participant attendance records or enrollment forms appear unauthentic.

Records were completed in advance.

A meal is always claimed by the facility; however the facility is not serving that meal when the monitor conducts the visit, including holiday and weekend visits. For example, a facility always serves supper at 5:30 PM, but when the monitor visits at 5:30 PM, the facility is not serving a meal or planning to serve a meal.

Daycare Homes only, the provider is not at the home when a monitor attempts to visit, but the provider claims the meal for reimbursement.

Discrepancies in record keeping and other various reasons that cause a sponsor to question the claim.

The sponsor or SDE receives a whistleblower complaint regarding meal claiming. The sponsor questions the validity of a facility’s reimbursement claim.

Any other time deemed necessary by the sponsor.

Imminent Threat to Health or Safety

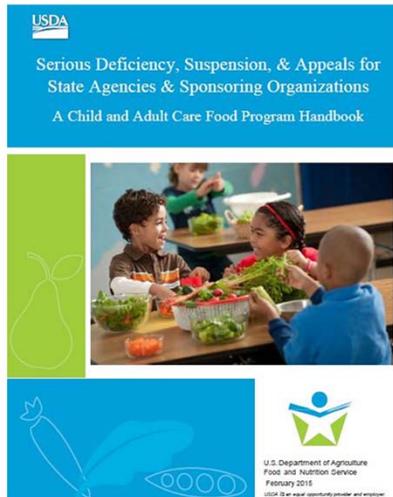
During a monitoring review of a day care home or unaffiliated center , the Organization discovers facility conduct or conditions that pose imminent threat to the health and safety of the participants or public the sponsor must:

- Notify the State or local licensing or health authorities
- Take action consistent to their recommendations
- Immediately suspend the facilities participation in CACFP
- Send Notice of suspension, serious deficiency and proposed termination
- Follow remaining suspension procedures in CACFP Manual

Sponsoring Organizations of day care homes and unaffiliated centers that discover in a monitoring review facility conduct or conditions that pose an imminent threat to the health or safety of participating children or the public, the sponsoring Organization must immediately notify the appropriate State or local licensing or health authorities and take action that is consistent with the recommendations and requirements of those authorities. Sponsoring Organizations of affiliated centers should have internal procedures to ensure their facilities are safe for the children enrolled.

In addition, the sponsoring Organization must immediately suspend the facility's participation in CACFP, send Notice of suspension, serious deficiency and proposed termination and follow the remaining suspension procedures provided in the Sponsoring Organization of Day Care Homes and Sponsoring Organization of Centers sections of the CACFP manual located on the CNP website.

Serious Deficiency Process & Appeals



USDA Serious Deficiency Handbook - best resource for:

- Serious Deficiency Process
- Template letters

Supplemental information Available in Idaho CACFP Manual

Child and Adult Care Food Program (CACFP)

USDA Serious Deficiency Handbook is the best resource for the Serious Deficiency Process. For Sponsoring Organizations of Unaffiliated Centers or Day Care Homes, our agency recommends updating all of your letters to the templates provided in the handbook.

Supplemental information is also available in Idaho CACFP Manual.

It is important sponsoring organizations train their monitors on the process and when findings rise to the level of a serious deficiency determination. Essentially any time a finding is a repeat finding and the situation has escalated the provider or unaffiliated center shall be deemed serious deficient. The state agency follows this same process for all Institutions operating on CACFP. Any time the state agency propose termination or issues a fiscal action notice to recover funds these actions are appealable. The appeal procedures are provided with the notice but are also available on the Idaho CNP website. Both of these actions are also appealable if a sponsoring organization issues them for one of their sponsored facilities. There the sponsoring organization of unaffiliated centers or day care homes must have appeals procedures.

Monitoring Activity

Task: For each finding below list possible corrective action (CA) the monitor should assign the facility and the due date for CA.

- 5-Day Reconciliation: On two days more meals were recorded than children recorded in attendance
- Meal observed did not meet the meal pattern – luncheon meat was served but no CN label or Product Formulation Statement was available
- Facility is not maintaining enrollment forms onsite
- Meal count records were not completed for the previous days meals served
- Food substitution served to child without medical statement form or written request from parent

Child and Adult Care Food Program (CACFP)

By 9:45 am start activity

So let's practice our monitoring skills! We are now going to break up into groups and complete the activity on the slide.

After 10 minutes review corrective action for the findings.



In January of this year the New Idaho State Department of Education Website was launched. Lets do a quick tour.

Switch to internet website and complete tour. Show:

CNP-MyIdahoCNP area

New Training System Icon-online and in person trainings: Opens in August by September each sponsor will get email with instructions on how to register in system to take online training. In October, Jean Zaske will go to each region in the state and offer one day per region for sponsors to come and receive additional assistance on the registration process and how to access online trainings. Training, Direct Certification and MyIdahoCNP portals are now in the CNP resource center. The following sections were reviewed during the training:

Civil Rights page

Direct Certification

State Guidance-Regulations and Policy Memos

Statistics and Finance-Free & Reduced %'s

CACFP page- Files/FAQ's/Training/Links

General Information

Manuals and Handbooks

New Meal Pattern

USDA Updates and New Resources



New! Tips for CACFP Providers Now Available!

- Looking for ideas for creating a positive meal environment?
- Interested in serving family style meals?
- Want tips on how you can get children involved in mealtime?



Check out two new additions to *Nutrition and Wellness Tips for Young Children: Provider Handbook for the Child and Adult Care Food Program*

- Supplement D: [Create a Positive Meal Environment](#)
- Supplement E: [Support Family Style Meals](#)

Child and Adult Care Food Program (CACFP)

Recently USDA released two new supplements to the Wellness Tips for Young Children handbook.

Supplement D: Create a positive Meal Environment

Supplement E: Support Family Style Meals

Great resources to use for implementing and training employees on family style meal service.

USDA Updates and Resources

Proposed Child Nutrition Program Integrity Rule

- Frequency of multi-program sponsor reviews
- Extension of NDL to unaffiliated centers
- Financial reviews of CACFP sponsors

A link to the proposed rule can be found at:

<https://www.federalregister.gov/articles/2016/03/29/2016-06801/child-nutrition-program-integrity>

Child and Adult Care Food Program (CACFP)

Proposed CNP Integrity Rule

Frequency of multi-program sponsor reviews
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<https://www.federalregister.gov/articles/2016/03/29/2016-06801/child-nutrition-program-integrity>

When the final rule is released the state agency will send it out to each sponsor.

USDA Updates and Resources

Policy Memo SP42 CACFP19 SFSP21-2015 Service of Traditional Foods in Public Facilities

This memo clarified :

- Allowance to serve or receive donated traditional foods in food service programs at public and nonprofit facilities
- Applicable Programs CACFP, NSLP, SBP, SFSP and SMP
- **Traditional foods** – specifically prepared and consumed by an Indian Tribe
- Responsibilities for accepting donated foods

Child and Adult Care Food Program (CACFP)

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- Responsibilities for accepting donated foods

USDA Updates and Resources

Policy Memo SP41 CACFP13 SFSP15-2016 The Use of Share Tables in Child Nutrition Programs

Memo provides guidance on:

- Extends use of share table in CACFP at-risk afterschool program
- Food and safety requirements
- Foods that may be placed on the shared table
- Offer when using Cafeteria Style meal service
- Child must take reimbursable meal before placing items on share table

Child and Adult Care Food Program (CACFP)

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Use of share table in CACFP at-risk afterschool program

Food and safety requirements

Foods that may be placed on the shared table

Offer when using Cafeteria Style meal service

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USDA Updates and Resources

Policy Memo SP16_CACFP06_SFSP10-2016 Disclosure Requirements for the Child Nutrition Programs

Memo provides:

- Reminder to LEA's about the restrictions on disclosure of sensitive information collected through CNP
- Clarifies the applicable disclosure protections for individual student eligibility information for CACFP or SFSP

Child and Adult Care Food Program (CACFP)

Policy Memo SP16_CACFP06_SFSP10-2016 Disclosure Requirements for the Child Nutrition Programs

Memo provides:

Reminder to LEA's about the restrictions on disclosure of sensitive information collected through CNP

Clarifies the applicable disclosure protections for individual student eligibility information for CACFP or SFSP

Note: CACFP and SFSP operators only use aggregate data reported to the State agency in the March eligibility data to determine area eligibility.

USDA Updates and Resources

Policy Memo SP28 CACFP09 SFSP11-2016 FDA Requirements for Vending Machines

Memo informs CNP Operators on the FDA final rule, ***Food Labeling; Calorie Labeling of Articles of Food in Vending Machines***

- CNP is not exempt from the FDA final rule
- Compliance by December 1, 2016
- No FNS requirements for State agencies or CNP operators to monitor FDA requirement

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What is WIC?

2015-2016



WIC is the Special Supplemental Nutrition Program for Women, Infants and Children.

WIC will help you and your family...

- Save money
- Eat well
- Learn about nutrition
- Stay healthy

For eligible families, WIC provides:

- Healthy foods
- Health screenings
- Health and nutrition information
- Help from licensed registered dietitians
- Breastfeeding information and support
- Referrals to health and social services



www.wic.dhw.idaho.gov

WIC Information

Important:

Please share information about other nutrition programs with the center and home families

WIC Flyers are available at your local WIC Office

Child and Adult Care Food Program (CACFP)

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Building the Future Posters



Post in each center

Some posters are available at this training

Child and Adult Care Food Program (CACFP)

Post in each center

Some posters are available at this training

Reminder: DUNS Number and SAM Registration



Quick Start Guide For Screen Readers in SAM

Helpful Information

SAM is the official **free, government-operated website** – there is NO charge to register or maintain your entity registration record in SAM.

What is a screen reader?

A screen reader is a software application that attempts to identify and interpret what is being displayed on the screen.

Quick Tips for JAWS Screen Readers

- JAWS starts reading from the top of SAM.gov
- The insert function key allows users to navigate to areas in SAM that otherwise would take multiple tabs to access. It does not, however, read buttons. You can use the tab

Steps to Create an Account in SAM

1. Go to SAM by typing www.sam.gov in your Internet browser address bar. Make sure the web site you go to ends in .gov
2. From the SAM Homepage tab, go and select the Create User Account button.
3. On the Create Account Page, tab to and select the Create an Account button to create an account to register your entity.
4. On the Personal Information page, enter the data for the mandatory fields and navigate to the Next button.
5. On the Account Information page, enter the username and password information.
6. After your account creation has completed you will need to log into the email account provided to activate the account.

Steps to Register in SAM

1. Go to www.sam.gov and log in by using the tab key until the screen reader identifies the username and password. Use the enter key to confirm log in once username and password have been typed into the text fields.
2. Once you are logged into SAM, there will be a Terms & Conditions page. In order to decline or accept the statement, use the tab key to navigate to the accept or decline buttons. Once you have tabbed to the correct button, select using the enter key. The Terms & Conditions page automatically appears every time you log into

The federal government requires that all applicants for Federal grant agreements have a Data Universal Number System (DUNS) number.

In addition to obtaining a DUNS number, each sponsor must annually register their number in the System for Award Management (SAM). It is important this is completed annually before the beginning of the next fiscal year (October 1).

Non-pricing versus Pricing Programs

Non-pricing Programs do not have a separate charge for meals served to children

- All **emergency shelters, at-risk afterschool centers and Head Start Programs** must operate as Non-pricing Programs

Free and Reduced-price policy statement

At this Institution all participants are served the same meals at no separate charge, regardless of race, color, national origin, sex, age, or disability and there will be no discrimination in the course of the food service.

Handout provided in 2016-17 application renewal email.

Non-pricing Programs do not have a separate charge for meals served to children
All **emergency shelters, at-risk afterschool centers and Head Start Programs** must operate as Non-pricing Programs

Free and Reduced-price policy statement

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This is new question in the Sponsor Application for all Sponsors when they update their application for program year 2016-17. Currently all sponsors are operating as non-pricing programs. This decision is determined by the Sponsor not each individual center. If a organization sponsors emergency shelters, Head Start or at-risk centers then the organization must operate as a non-pricing program.

Non-pricing versus Pricing Programs

Pricing Programs have a separate identifiable charge for meals served to participants

Childcare centers, outside school hour centers and adult centers have the option to operate as either a non-pricing or pricing program

Free and Reduced-price policy statement language is provided in Idaho CACFP Manual in the Application Process and Annual Updates Section.

Pricing Programs have a separate identifiable charge for meals served to participants

Childcare centers, outside school hour centers and adult centers have the option to operate as either a non-pricing or pricing program

Free and Reduced-price policy statement language is provided in Idaho CACFP Manual in the Application Process and Annual Updates Section.

If interested in changing to a pricing program please contact the State Agency.

CACFP New Final Meal Pattern

NEW Child and Adult Care Food Program Meal Patterns

Child and Adult Meals

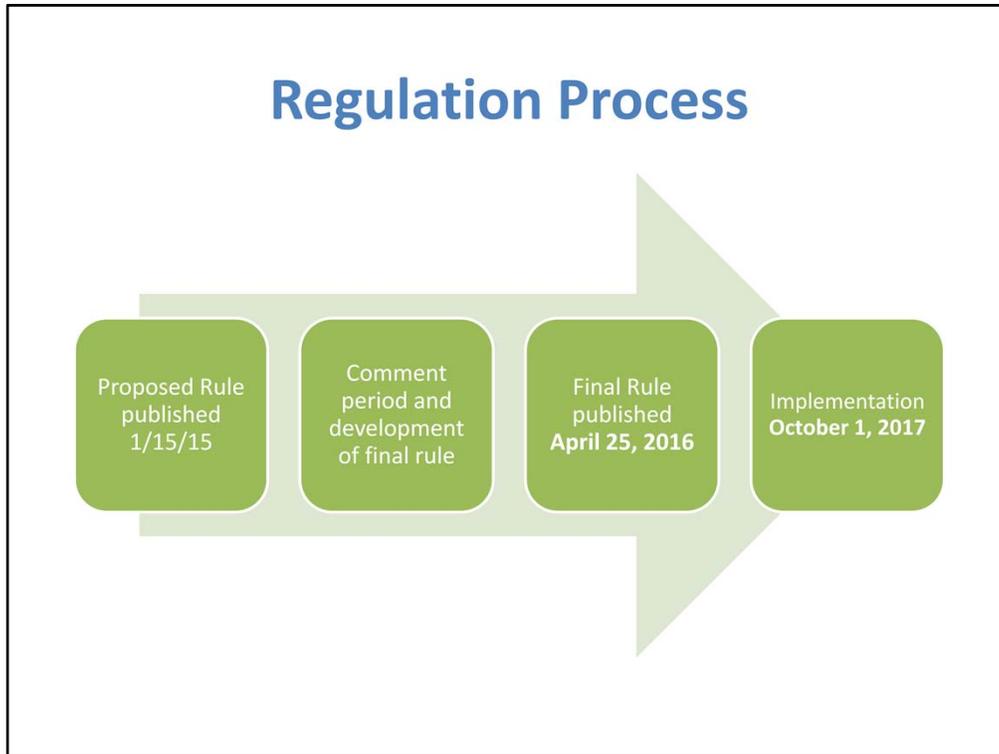
USDA recently revised the CACFP meal patterns to ensure children and adults have access to healthy, balanced meals throughout the day. Under the new child and adult meal patterns, meals served will include a greater variety of vegetables and fruit, more whole grains, and less added sugar and saturated fat. The changes made to the meal patterns are based on the Dietary Guidelines for Americans, scientific recommendations from the National Academy of Medicine, and stakeholder input. CACFP centers and day care homes must comply with the new meal patterns by October 1, 2017.



located on CNP Website at:

<http://www.sde.idaho.gov/cnp/cacfp/>

Final Meal Pattern released April 22, 2016 and published April 25, 2016. Guidance on implementation will be provided by USDA over the next year so Sponsors can implement new pattern my October 1, 2017. Lets review the new meal pattern.



Before jumping into the new meal pattern requirements, I want to go over the development process of the rule and the implementation date.

Here is a simplified illustration of how we got to today. As many of you know the proposed rule was published a little over a year ago. It was then open for public comment. We received nearly 8,000 comments! We then analyzed all the comments, conducted research when necessary, and developed a final rule.

The final rule was made public on Friday, April 22 and was officially published in the Federal Register just two days ago on Monday, April 25.

The final rule establishes an implementation date of October 1, 2017 meaning that CACFP centers and day care homes will need to comply with the new meal patterns in about a year and a half from now.

There are many pieces of the new meal patterns that CACFP centers and day care homes may begin implementing right away, and we highly encourage all centers and day care homes that are able to start implementing the new requirements as soon as possible. FNS will issue guidance on early implementation soon.

Infant Age Groups and Solid Foods

- Two age groups:
0-5 months and 6-11 months
- Solid foods are allowed when developmentally appropriate for the infant



The final rule establishes two age groups for infants, instead of the current three age groups.

The new age groups are 0-5 months and 6-11 months.

This was primarily done to encourage exclusive breastfeeding for the first six months of life, as recommended by the American Academy of Pediatrics. The old meal patterns allowed solid foods to be introduced as early as 4 months of age. Additionally, these new age groups now match the infant age groups in the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Program.

The proposed rule would have required that solid foods start being introduced at six months of age. Many commenters expressed concern that that was too restrictive, and FNS agreed, because the individual developmental readiness for solid foods varies among infants. Further, the American Academy of Pediatrics recommends introducing solid foods around six months of age, not exactly at six months of age.

Therefore, FNS modified the final rule from the proposed rule to allow solid foods to be introduced before or after six months of age as the infant is developmentally ready for solid foods. This new flexibility in the final rule allows day care providers and parents and guardians to work together to determine when and what solid foods the center or day care home should start serving. More guidance must be provided by FNS before sponsors may implement the new infant age groups and solid foods. When the guidance is provided the

state agency will send it to all sponsors.

Gradual Introduction of Solid Foods

	Old			New	
	0-3 months	4-7 months	8-11 months	0-5 months	6-11 months
Breakfast	4-6 fl oz	4-8 fl oz	6-8 fl oz breastmilk or formula	4-6 fl oz	6-8 fl oz breastmilk or formula
Lunch or Supper	breastmilk or formula	breastmilk or formula 0-3 tbsp infant cereal	2-4 tbsp infant cereal 1-4 tbsp vegetable, fruit or both	breastmilk or formula	0-4 tbsp infant cereal, meat, fish, poultry, whole eggs, cooked dry beans or peas; or 0-2 oz cheese; or 0-4 oz (volume) cottage cheese; or 0-8 oz yogurt; or a combination* 0-2 tbsp vegetable, fruit or both*

The minimum serving size ranges for the 6 through 11 month old age group was also modified from the proposed rule. They now start at zero so solid foods can be introduced gradually. The new serving size ranges also recognize that not all infants will be ready to accept solid foods at 6 months of age.

The solid foods components in the 6 through 11 month old age group is required when the infant is developmentally ready to accept it. Since the new age groups and serving sizes are do not meet within the current meal pattern further guidance from FNS is necessary before it may be implemented.

Breastfeeding and Infant Snack

- Meals may be reimbursed when a mother breastfeeds on-site
- ***A vegetable or fruit must be served at snack for older infants; prohibits juice***
- Ready-to-eat cereals are allowed at snack for older infants



Recognizing the benefits of breastfeeding, commenters overwhelmingly supported allowing a center or day care home to be reimbursed when a mother directly breastfeeds her infant on-site. Guidance from FNS is needed before implementing.

Consistent with other FNS efforts to support breastfeeding, such as in WIC, the final rule implements this allowance.

At snack for older infants (6 through 11 months of age), a vegetable or fruit must be served when it is developmentally appropriate for the infant. And as proposed, fruit juice is no longer allowed. Since this is an addition to the current meal pattern Institutions may begin implementing this into infant snacks if they choose prior to October 1, 2017.

FNS decided to maintain the proposal to add a vegetable or fruit at snack, because a recent comprehensive study on food intakes of infants showed that a substantial proportion of infants do not consume any vegetables or fruit in a given day. It is never too early to start building healthy habits!

Ready-to-eat cereals are now an additional grain option at snack as proposed. More guidance is needed before implementing.

Meat and Meat Alternates

- **Allows cheese & cottage cheese**
- **Cheese food and cheese spreads are disallowed**
- Allows yogurt
- Whole eggs
(previous only egg yolks)



A large portion of commenters voiced opposition to the proposed rule's restriction of cow's milk by products for infants.

While the American Academy of Pediatrics recommends restricting cow's milk prior to 1 year, that recommendation does not extend to cow's milk by products, such as cheese. Rather, the AAP recommends that infants should eat from all food groups by 7 or 8 months of age.

Based on this, the new meal patterns allow cheese, cottage cheese, and yogurt.

The current meal patterns allow cheese food and cheese spread. Those are not allowed under the new infant meal pattern due to their high sodium content.

The final rule also allows whole eggs to credit towards the meat/meat alternate component for infants. Previously, only egg yolks were allowed due to concerns with developing food allergies when infants are exposed to the protein in the egg white.

However, the AAP recently concluded there is no convincing evidence to delay the introduction of solid foods that are considered to be major food allergens, including eggs.

More guidance is needed from FNS before implementing yogurt and whole eggs into the infant meals.

Child Meal Pattern-Age Groups

New age group: 13-18 year olds

At-risk afterschool programs & emergency shelters



The new meal patterns includes a new age group for children: 13 through 18 year olds.

This addition better reflects the characteristics of the population CACFP serves, such as those children receiving meals at at-risk afterschool programs and emergency shelters. The meal pattern chart clearly indicates that the 13 through 18 year old age group applies to the at-risk afterschool programs and emergency shelters.

The meal pattern requirements for the 13 through 18 year old age group is the same as the meal pattern requirements for the 6 through 12 year old age group. Larger serving sizes for the 13 through 18 year old age group are not required because meal reimbursements remain unchanged.

FNS recognizes the importance of serving meals that meet the nutritional needs of all children participating in CACFP. Therefore, FNS will make recommendations via policy guidance for serving meals to children 13 through 18 years old that build on the meal pattern requirements to ensure that this age group's nutritional needs are met.

Vegetables and Fruit

- **Creates a separate vegetable component and a separate fruit component- lunch, supper and snack**
- **Serve fruit and vegetable at snack**



For vegetables and fruit, just as proposed the final rule creates a separate vegetable component and a separate fruit component at lunch, supper, and snack. This is consistent with the National School Lunch Program, will help increase the variety of foods children are served, and allows centers and day care homes to serve a vegetable and fruit snack. More guidance is needed from FNS before implementing the fruit and vegetable at snack.

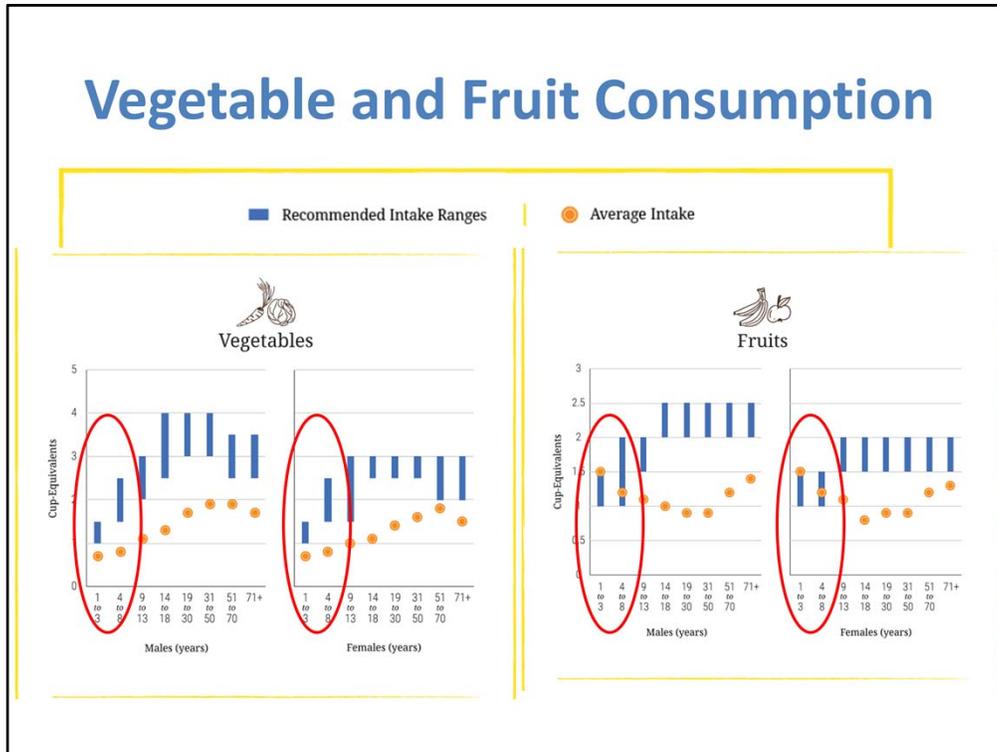
Lunch/Supper Vegetable Serving Size

- **Children Ages 6-12 and 13-18 year old – Serving size for vegetables is larger than fruit serving size**
 $\frac{1}{2}$ cup vegetables and $\frac{1}{4}$ cup fruit

Lunch and Supper (Select all five components for a reimbursable meal)				
Food Components and Food Items¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18² <small>(at-risk afterschool programs and emergency shelters)</small>
Vegetables⁶	$\frac{1}{2}$ cup	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup	$\frac{1}{2}$ cup
Fruits^{6,7}	$\frac{1}{2}$ cup	$\frac{1}{4}$ cup	$\frac{1}{4}$ cup	$\frac{1}{4}$ cup

Note: Serving size change for vegetables at lunch and supper for children ages 6-12 and 13-18 years of age. If you implement serving a fruit and vegetable at lunch or supper make sure you follow the serving sizes for each age group.

Vegetable and Fruit Consumption



The Dietary Guidelines for Americans found that very few children consume the recommended amount of vegetables, while the majority of young children meet the recommended intake for fruits.

The blue lines represent the range of recommended intake for vegetables and fruits. The orange dots indicate current intakes of vegetables and fruit. As you can see, on average, young children ages 1 through 8 consume the recommended amount of fruit, but everyone falls short in how many vegetables they eat.

Vegetables and Fruit

- **Allows two vegetables at lunch and supper – must be two different vegetables**



With this and menu planning in mind, the final rule allows two vegetables to be served at lunch and supper.

If two vegetables are served, they must be two different kinds of vegetables. But, they do not need to be from different vegetable subgroups.

For example, a provider may serve a lunch meal with carrots and tomatoes (both from the red and orange vegetable subgroup). Sponsors may begin making this change in their menus now.

Vegetables and Fruit

- **Limits juice to once per day**



The proposed rule would have allowed juice to be served multiple times per day. This was concerning to many commenters as juice contains less fiber than other types of fruit and is less satiating.

To help encourage and improve children and adults' consumption of whole vegetables and fruits, as recommended by the Dietary Guidelines, the new meal patterns limits juice to once per day. Sponsor may make this change now.

FNS expects this to be feasible as several States already limit juice to once per day. Additionally, in FNS' research, FNS found that centers and day care homes are already serving juice once per day on average.

Grains

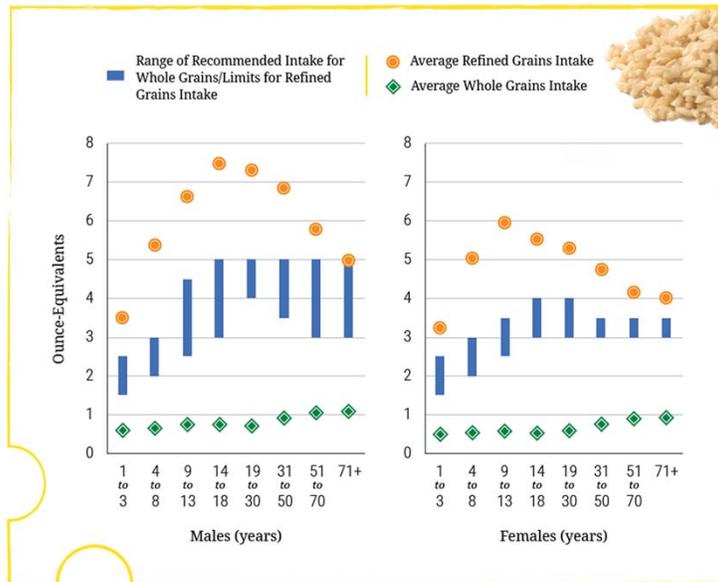
- Requires at least one grain per day be *whole grain-rich*



Under the grains component, the final rule requires at least one grain per day be whole grain-rich.

All Americans under consume whole grains. Sponsors may make this change now.

Grain Consumption



All Americans under consume whole grains.

The blue bar represents the range of recommended intake for whole grains and limits for refined grains. [Recommendations for whole grains and limits for refined grains are the same—both equal to one-half of the total grain recommendation—for each age/sex group.]

The orange dot indicates current intakes of refined grains, and the green diamonds shows current intake of whole grains.

Ideally, the orange dots and green diamonds would fall within the blue bars.

The new whole grain-rich requirement will help children and adults increase their intake of whole grains and benefit from the important nutrients they provide.

Whole Grain-Rich

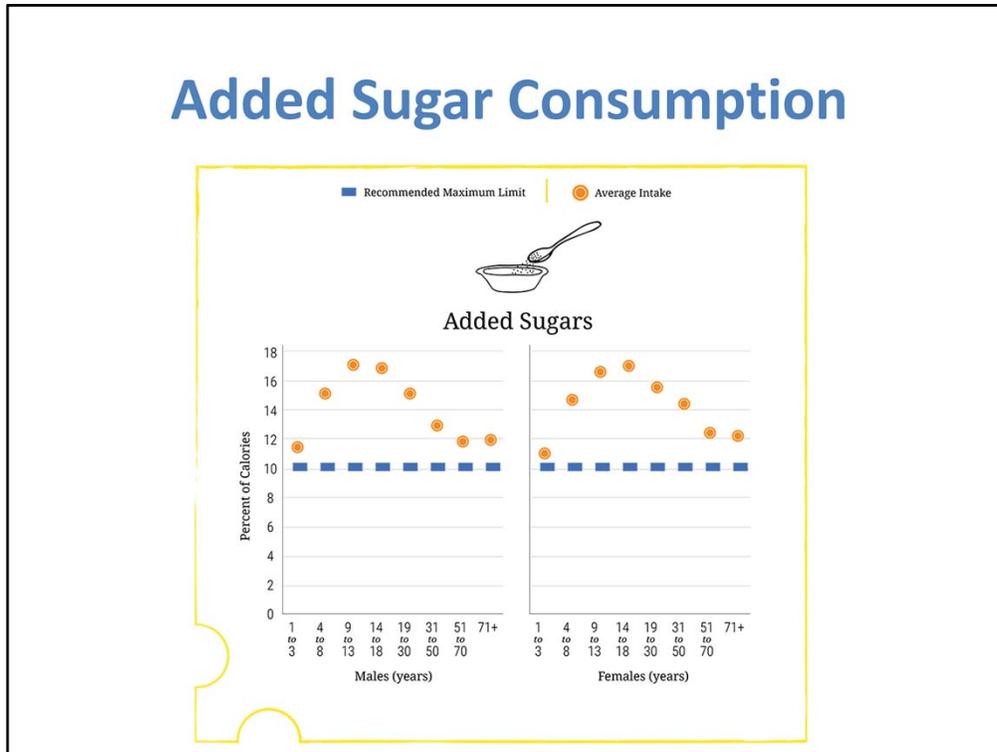
- ❖ Whole grain-rich = foods that contain **at least 50% whole grains** and the rest are enriched, or contain **100% whole grains**

What does whole grain-rich mean?

Whole grain-rich foods are foods that contain at least 50% whole grains and remaining grains in the food are enriched, or foods that contain 100% whole grains.

FNS will issue guidance in the near future outlining the specific criteria for a food to be considered whole grain-rich. This will be the same criteria the National School Lunch Program uses to maintain consistency among our programs.

Added Sugar Consumption



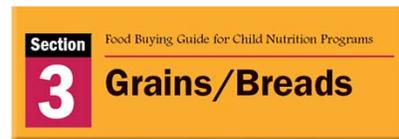
Added sugar consumption in children is particularly high.

The Dietary Guidelines' recommendation to reduce consumption of added sugars is particularly pertinent to CACFP as it serves very young children whose taste preferences are being developed

The blue dotted line represents the *Dietary Guidelines* limit. The orange dots show current intake of added sugars for each age-sex group.

Grains

- Disallows grain-based desserts



- 3-1 Grains/Breads Component for the Child Nutrition Programs
- 3-1 Definitions
- 3-2 Examples of Foods That Qualify as Grains/Breads
- 3-3 I. Criteria for Determining Acceptable Grains/Breads
- 3-3 II. Steps in Determining Grains/Breads Creditability
- 3-7 Flow Chart for Determining Grains/Breads Creditability
- 3-8 III. Criteria for Determining Serving Sizes
- 3-13 Worksheet for Calculating Grains/Breads Contribution
- 3-15 EXHIBIT A
- 3-17 Factors Affecting Yields
- 3-17 Explanation of the Columns
- 3-18 Yield Data Table for Grains/Breads

Just as presented in the proposed rule, the final rule disallows grain-based desserts because they are a source of added sugars and solid fats.

In general, commenters supported limiting or disallowing grain-based desserts and asked for clarification on what was considered a grain-based dessert as we did not define grain-based desserts in the proposed rule. We wanted to hear from CACFP stakeholders what “grain-based dessert” meant to them.

Many commenters provided suggestions for a definition. The final rule adopts one of the suggested definitions and defines grain-based desserts as those foods in USDA’s “Food Buying Guide for Child Nutrition Programs” Exhibit A, which are denoted as desserts with superscripts 3 and 4.

That is a very technical definition. In essence, it means that cookies, cakes, sweet pie crusts, fruit turnovers, doughnuts, granola bars, toaster pastries, sweet rolls, and brownies would no longer be allowed in a reimbursable meal. It is recommended to begin eliminating them from the meal pattern now so the facilities are in compliance by October 1, 2017.

Exhibit A- Grains/Breads Chart (section 3, pg. 15-16)

FCS Instruction 783-1 Rev 2: Exhibit A GRAINS/BREADS FOR THE FOOD-BASED MENU PLANNING ALTERNATIVES IN THE CHILD NUTRITION PROGRAMS ^{1,2}	
Group A	Minimum Serving Size for Group A
<ul style="list-style-type: none"> Bread type coating Bread sticks (hard) Cake mix noodles Crackers (saltine and snack crackers) Croissants Pretzels (hard) Stuffing (dry) Note: weights apply to bread in stuffing. 	<ul style="list-style-type: none"> 1 serving = 20 gm or 0.7 oz 3/4 serving = 15 gm or 0.5 oz 1/2 serving = 10 gm or 0.4 oz 1/4 serving = 5 gm or 0.2 oz
Group B	Minimum Serving Size for Group B
<ul style="list-style-type: none"> Biscuits Butter type coating Biscuits Breads (white, wheat, whole wheat, French, Italian) Buns (hamburger and hot dog) Crackers (graham crackers - all shapes, animal crackers) Egg roll skins English muffins Rye bread (white, wheat, whole wheat) Pizza crust Pretzels (soft) Rolls (white, wheat, whole wheat, potato) Tortillas (wheat or corn) Tortilla chips (wheat or corn) Taco shells 	<ul style="list-style-type: none"> 1 serving = 25 gm or 0.9 oz 3/4 serving = 19 gm or 0.7 oz 1/2 serving = 13 gm or 0.5 oz 1/4 serving = 6 gm or 0.2 oz
Group C	Minimum Serving Size for Group C
<ul style="list-style-type: none"> Cookies³ (plain) Custards⁴ Cam muffins Croissants Pancakes Pie crust (dessert pie)⁵, fruit turnovers⁶, and meat/vegetable pies⁷ Waffles 	<ul style="list-style-type: none"> 1 serving = 31 gm or 1.1 oz 3/4 serving = 23 gm or 0.8 oz 1/2 serving = 16 gm or 0.6 oz 1/4 serving = 8 gm or 0.3 oz

¹The following foods are whole-grain or enriched or made with enriched or whole-grain meal and/or flour, bran, and/or germ.
²Some of the following foods, or their accompaniments may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.
³Allowed only for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 200.10 and supplements (except) served under the NSLP, SFSP, and CACFP.
⁴Allowed for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 200.10 and supplements (except) served under the NSLP, SFSP, and CACFP, and for breakfasts served under the SFSP, SFSP, and CACFP.
⁵Allowed only for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 200.10 and supplements (except) served under the NSLP, SFSP, and CACFP, and for breakfasts served under the SFSP, SFSP, and CACFP.
⁶Allowed only for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 200.10 and supplements (except) served under the NSLP, SFSP, and CACFP, and for breakfasts served under the SFSP, SFSP, and CACFP.
⁷Allowed only for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 200.10 and supplements (except) served under the NSLP, SFSP, and CACFP, and for breakfasts served under the SFSP, SFSP, and CACFP.

Group D	Minimum Serving Size for Group D
<ul style="list-style-type: none"> Doughnuts⁸ (glaze and yeast raised, unfrosted) Graffiti bars⁹ (plain) Muffins (all, except corn) Sweet rolls¹⁰ (unfrosted) Toaster pastries¹¹ (unfrosted) 	<ul style="list-style-type: none"> 1 serving = 50 gm or 1.8 oz 3/4 serving = 38 gm or 1.3 oz 1/2 serving = 25 gm or 0.9 oz 1/4 serving = 13 gm or 0.5 oz
Group E	Minimum Serving Size for Group E
<ul style="list-style-type: none"> Cookies¹² (with nuts, raisins, chocolate pieces and/or fruit pieces) Doughnuts¹³ (cake and yeast raised, frosted or glazed) Finnish bread Gran loaf bars¹⁴ Graffiti bars¹⁵ (with nuts, raisins, chocolate pieces and/or fruit) Sweet rolls¹⁶ (frosted) Toaster pastries¹⁷ (frosted) 	<ul style="list-style-type: none"> 1 serving = 63 gm or 2.2 oz 3/4 serving = 47 gm or 1.7 oz 1/2 serving = 31 gm or 1.1 oz 1/4 serving = 16 gm or 0.6 oz
Group F	Minimum Serving Size for Group F
<ul style="list-style-type: none"> Cake¹⁸ (plain, unfrosted) Coffee cake¹⁹ 	<ul style="list-style-type: none"> 1 serving = 70 gm or 2.7 oz 3/4 serving = 53 gm or 2 oz 1/2 serving = 38 gm or 1.3 oz 1/4 serving = 19 gm or 0.7 oz
Group G	Minimum Serving Size for Group G
<ul style="list-style-type: none"> Brownies²⁰ (plain) Cake²¹ (all varieties, frosted) 	<ul style="list-style-type: none"> 1 serving = 115 gm or 4 oz 3/4 serving = 86 gm or 3 oz 1/2 serving = 56 gm or 2 oz 1/4 serving = 29 gm or 1 oz
Group H	Minimum Serving Size for Group H
<ul style="list-style-type: none"> Radioly Breadlet crumbs (cracked)²² Bagels or cracked wheat Macaroni (all shapes) Noodles (all varieties) Pasta (all shapes) Ravioli (meat only) Rice (enriched white or brown) 	<ul style="list-style-type: none"> 1 serving = 1/2 cup cooked (or 25 gm dry)
Group I	Minimum Serving Size for Group I
<ul style="list-style-type: none"> 1 serving = 3/4 cup or 1 oz, whichever is less 	<ul style="list-style-type: none"> ²³Wheat or oat bran/whole wheat (100% bran)

¹⁸Allowed only for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 200.10 and supplements (except) served under the NSLP, SFSP, and CACFP.
¹⁹Allowed for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 200.10 and supplements (except) served under the NSLP, SFSP, and CACFP, and for breakfasts served under the SFSP, SFSP, and CACFP.
²⁰Refer to program regulations for the appropriate serving size for supplements served to children ages 1 through 5 in the NSLP, breakfasts served under the SFSP, and meals served to children ages 1 through 5 and adult participants in the CACFP. Breakfast cereals are conditionally served as a breakfast menu item but may be served in meals other than breakfast.
²¹Cookies may be whole-grain, enriched, or frosted.

Child and Adult Care Food Program (CACFP)

Review exhibit A- subscripts 3 & 4 next to grains in chart

List of Grain-based Desserts

- Cookies
- Dessert pies
- Turnovers
- Doughnuts
- Granola bars
- Sweet rolls
- Toaster pastries
- Grain fruit bars
- Cake
- Coffee cake
- Brownies



Here are the grain based desserts disallowed on the grain chart.

Grains

- **Breakfast cereals must contain no more than 6 grams of sugar per dry ounce**



The proposed rule would require breakfast cereals to meet all of the Supplemental Nutrition Program for Women, Infants, and Children (WIC) nutrient standards for breakfast cereals, which includes a sugar limit, a certain amount of iron, and various other nutrients.

The majority of commenters supported a sugar limit of some sort. However, commenters expressed concern that conforming to all the WIC nutrient standards would be too complicated because WIC approved cereals vary by State and a person cannot use a Nutrition Facts Label to determine whether a cereal is compliant with the WIC nutrient standards for breakfast cereal. Sponsors may implement this change now.

The final rule, therefore, focuses on our original intention of reducing added sugar consumption and only adopts WIC's sugar limit on breakfast cereals. Breakfast cereals served in CACFP now must contain no more than 6 grams of sugar per dry ounce.

Grains

- Uses **ounce equivalents** to determine serving sizes for grains (starting October 1, 2019)



The final rule uses ounce equivalents to determine the minimum serving sizes for the grains requirement. An ounce equivalent is the amount of a food product that is considered equal to one ounce from the grains component.

One oz. equivalent equals 16 grams of creditable grains. One slice of bread is about 30 grams and has 16 grams of creditable grains.

Commenters requested that CACFP switch to ounce equivalents for two reasons. First, the National School Lunch Program and School Breakfast Program use ounce equivalents so this change increases consistency amount the Child Nutrition Programs. Second, the Dietary Guidelines for Americans and the USDA MyPlate Food Guidance System use ounce equivalents when making recommendations for individual's intake of grains.

FNS understands that this requires an operational change and CACFP centers and day care homes will need time to become familiar with ounce equivalents. Therefore, FNS is delaying the implementation of ounce equivalents until October 1, 2019 (two years after all of the other meal pattern requirements must be implemented).

Meat and Meat Alternates



- May substitute the **ENTIRE** grains component at breakfast a **maximum of three times per week**
- Allows tofu



The final rule makes slight modifications to the meat and meat alternate proposals.

The proposed rule would have allowed a meat or meat alternate to be served in place of one-half of the grains requirement at breakfast. While some commenters were pleased to have meat/meat alternates incorporated into the breakfast meal, the majority of commenters opposed it, primarily because they found it would be too complicated to implement and monitor.

FNS agrees that meat/meat alternates are good sources of protein and a host of vitamins and minerals. In recognizing the value of a meat or meat alternate at breakfast, to increase centers and day care homes' choices when menu planning, and make it easier to implement, the new meal patterns allow meat or meat alternates to substitute for the ENTIRE grains component at breakfast a maximum of three times per week. More guidance from FNS is required before implementing.

In addition, the new meal patterns adopt the proposed rule's allowance of tofu as a meat alternate. This was strongly supported by commenters. Allowing tofu will allow CACFP to better serve vegetarian diets and offer greater flexibility to the menu planner.

Meat and Meat Alternates

- **Yogurt must contain no more than 23 grams of sugar per 6 ounces**



The proposed rule included two options for yogurt that FNS asked for your feedback on. The two options were to establish a sugar limit on yogurt of no more than 30 grams of sugar per 6 ounces, or make that sugar limit an optional best practice.

The vast majority of commenters supported a required sugar limit on yogurt, stating that it would not be burdensome as most yogurts meet the proposed sugar limit of 30 grams per 6 ounces and it supports the goal of optimizing the nutritional quality of the meals served in CACFP.

After careful consideration, the new meal patterns requires that all yogurts served in CACFP contain no more than 23 grams of sugar per 6 ounces. FNS conducted extensive market research on the availability of yogurt within this sugar limit and found that yogurts containing no more than 23 grams of sugar per 6 ounces are widely available, many do not contain artificial sweeteners, and these yogurts do not cost more than other yogurts with more sugar. Sponsors may implement this change in the meal pattern now.

In addition, food and taste preferences, including preferences for sweet foods, are established at a young age; requiring a sugar limit on yogurt reinforces that yogurt can be part of a healthful diet with less added sugar.

Yogurt and Cereal Activity

Is it Within the Sugar Limit?

Task: For each sample yogurt and cereal nutrition label provided determine if the products meet the new meal pattern nutritional requirements.



Child and Adult Care Food Program (CACFP)

At your tables let review the cereal and yogurt labels that are being passed out. Ask each group to follow the instruction handout provided and give them up to 10 minutes to do the activity. After 10 minutes review the answers.

Lunch Break



**STARTING
BACK
AT
1:00 PM**

Child and Adult Care Food Program (CACFP)

Please be back by 1:00 pm. Thank you.

Fluid Milk

- **1 year old children:** whole, unflavored milk
- **2 year olds and older and adults:** low-fat or fat-free milk
- **Adults:** yogurt in place of milk once per day
- **Non-dairy beverages substitutions**



Many of you are probably already familiar with the new meal pattern milk requirements, as they were originally put in place in September 2011 via a policy memorandum. The final rule puts that policy into the CACFP regulations.

For one year old children:

- Requires whole, unflavored milk for children 1 year old as recommended by the National Academy of Medicine

For 2 year old children and older and adults:

- Must be low-fat or fat-free (this is already required and is consistent with Dietary Guidelines and the NSLP)

Adults:

- Yogurt may be served in place of milk once per day for adults only
- Not extending the flexibility to children because milk provides wealth of nutrients children need (vitamin A and D) and comparable quantities are not found in currently available yogurts

Non-dairy beverages

- Already allowed; codifying into regulations
- Allows non-dairy beverages that are nutritionally equivalent to milk to be served in place of milk for children and adults with medical or special dietary needs
- Require a medical statement for non-dairy beverages that are not equivalent to milk to assure that the substitute is meeting the nutritional needs of children and adult
- Consistent with NSLP

Flavored Milk



The proposed rule would require flavored milk to be fat-free and presented several options for flavored milk that FNS asked commenters to respond to.

As you may remember, for children 0 through 4 year olds, the rule proposed to prohibit flavored milk OR set a sugar limit of no more than 22 grams of sugar per 8 fluid ounces

For children 5 and older and adults, it proposed to set a sugar limit on flavored milk of no more than 22 grams of sugar per 8 fluid ounces OR make that sugar limit an optional best practice

The majority of commenters supported prohibiting flavored milk for children 0 through 4 years old and establishing a required sugar limit for flavored milk served to older children and adults. These commenters believed that flavored milk contributes to increased added sugar consumption and is not appropriate for young children whose taste preferences are being formed.

Flavored Milk

Children 0 through
5 years old

❖ Prohibits flavored
milk

Children 6 years old and
older and adults

❖ Recommends as a
best practice that
flavored milk
contain no more
than 22 grams of
sugar per 8 fluid
ounces

The new meal patterns prohibits flavored milk for children 0 through 5 years old. This is consistent with the Dietary Guidelines recommendation to reduce consumption of added sugars.

In general, FNS agrees that it would be more challenging to monitor and implement a sugar limit on flavored milk, especially because milk is a required component at breakfast, lunch, and supper meals, and some providers make flavored milk with syrup so the sugar content could vary from batch to batch.

Additionally, market research indicated that there is a limited selection of flavored milks within the proposed sugar limit. While providers may serve only unflavored milk and be in compliance, complying with a sugar limit on flavored milk when choosing to serve flavored milk may be particularly difficult or infeasible for providing living in rural areas with limited options.

In recognition of these challenges, the final rule recommends as a best practice that flavored milk contain no more than 22 grams of sugar per 8 fluid ounces.

And, finally, the new meal patterns requires that flavored milk be **fat-free** as proposed (consistent with NSLP).

Food Preparation

- **Prohibits Deep-fat frying** = cooking by submerging in hot oil or other fat *on-site*



The final rule adopts the proposed rule's requirement to prohibit centers and day care homes from frying food as a way of preparing food on-site and continues to allow providers to purchase pre-fried foods

Most commenters that discussed the frying provision supported it. However, many people's support was contingent on the definition of frying because the proposed rule did not provide a definition. A variety of commenters offered suggestions on how to define frying.

The final rule adopts a definition that was presented by commenters: frying means deep-fat frying (cooking by submerging in hot oil or other fat). By defining frying as deep-fat frying, centers and day care homes have great flexibility in how they choose to prepare meals and may continue to sauté, pan-fry, and stir-fry foods



Additional Provisions

- ❖ Prohibits Use of food and *beverage* for reward or punishment
- ❖ Offer and make water available
- ❖ Parent/guardian provided components
- ❖ Family style meals
- ❖ Offer vs. Serve

The final rule also maintains or slightly modifies several of the proposed rule’s additional requirements.

First, the new meal patterns prohibit the use of food and beverage as a reward or punishment. The proposed rule originally only prohibited food. Commenters pointed out that beverages should be included. The intent was for beverages to be included, so the final rule clarifies that beverages (aka milk or juice) cannot be used as a form of punishment or reward, as milk and juice are parts of reimbursable meals.

Second, the new meal patterns codifies the current policy to make water available to children throughout the day upon their request. It also requires providers to offer water to children.

Third, the final rule adopts the proposal to allow parents/guardians, an adult participant, or a person on behalf of the adult participant to provide one meal component for children or adults with non-disability medical or special dietary needs. Guidance from FNS is required before implementing.

Fourth, as proposed, the final rule codifies practices already in place that centers and day care homes must follow when serving family style meals.

And, fifth, the new meal patterns extends offer versus serve to at-risk afterschool programs, as proposed. This improves consistency among CACFP, NSLP, and SFSP. Guidance

from FNS is required before implementing offer vs serve.

Other Child Nutrition Programs

- **NSLP and SBP follow CACFP Meal Pattern for Children 0-4 years old – Offer vs Serve not allowed**
- **SMP milk requirements match CACFP Meal Pattern requirements**



As proposed, it revises the NSLP, SBP meal patterns for children 0 through 4 years old to reflect the CACFP's meal patterns, and removes the option to use offer versus serve for meals served to children 0 through 4 years old in the NSLP and SBP.

It also revises the SMP milk requirements to match CACFP's milk requirements. These changes were made to increase consistency among CNPs and ensure that all preschool age children are receiving the same nutritious meals.

Best Practice: Infants

- **Support mothers who choose to breastfeed** their infants by encouraging mothers to supply breastmilk for their infants while in day care and **offer a quiet, private area that is comfortable and sanitary** for mothers who come to the center or day care home to breastfeed



The first best practice is for infant meals. All best practices may be implemented at this time.

Centers and day care homes should support mothers who choose to breastfeed their infants by encouraging mothers to supply breastmilk for their infants while in day care and offer a quiet, private area that is comfortable and sanitary for mothers who come to the center or day care home to breastfeed (modified)

- Added that private area should be sanitary as requested by commenters

Best Practices: Vegetables and Fruit

- Make at least one of the two components of snack a vegetable or a fruit
- **Serve a variety** of fruits and choose whole fruits (fresh, canned, frozen, or dried) more often than juice (New)
- Provide at least one serving of each vegetable subgroup per week (Modified)



For vegetables and fruit, centers and day care home are encouraged to:

Make at least one of the two required components of snack a vegetable or a fruit.

Serve a variety of fruits and choose whole fruits (fresh, canned, frozen, or dried) more often than juice. (New)

- Added to emphasize the importance of consuming a variety of whole fruits as recommended by the Dietary Guidelines

Provide at least one serving each of dark green vegetables, red and orange vegetables, beans and peas (legumes), starchy vegetables, and other vegetables once per week. (Modified)

- Added in the rest of the vegetable subgroups- originally did not have starchy vegetables and other vegetables

Best Practices: Grains

- Provide at least **two servings** of whole grain-rich grains per day



The grains best practice remains the same as it was proposed:

- Provide at least two servings of whole grain-rich grains per day.

Best Practices: Meat/Meat Alternates



- Serve only lean meats, nuts, and legumes
- Limit serving processed meats to no more than one serving per week
- Serve only natural cheeses and **choose low-fat or reduced-fat** cheese

Meat and Meat Alternates:

Serve only lean meats, nuts, and legumes

Limit serving processed meats to no more than one serving per week

Serve only natural cheeses and choose low-fat or reduced-fat cheeses (modified)

- Added choosing low-fat or reduced-fat cheeses which is recommended by the Dietary Guidelines

Best Practices: Milk

- **Serve only unflavored milk.** If flavored milk is served to children 6 years old and older, or adults, select and serve flavored milk that contains no more than 22 grams of sugar per 8 fluid ounces (Modified)
- **Serve water** as a beverage when serving yogurt in place of milk for adults (New)



The proposed rule's milk best practice has been modified and FNS added a new one.

Serve only unflavored milk to all participants. If flavored milk is served to children 6 years old and older, or adults, use the Nutrition Facts Label to select and serve flavored milk that contains no more than 22 grams of sugar per 8 fluid ounces, or the flavored milk with the lowest amount of sugar if flavored milk within the sugar limit is not available (Modified).

Serve water as a beverage when serving yogurt in place of milk for adults (new)

- This best practice was suggested by commenters
- In the proposed rule FNS asked what types of beverages adult day care centers would serve during meals when yogurt substitutes for flavored milk. Various commenters recommended that water be served

Additional Best Practices

- ❖ Incorporate **seasonal and locally produced foods** (New)
- ❖ **Limit purchased pre-fried foods** (Modified)
- ❖ Avoid **non-creditable foods that sources of added sugars** (New)
- ❖ **Offer and make water available** to adults (New)

Incorporate seasonal and locally produced foods into meals (new)

- Helps children learn where food comes from, helps improve quality of the meal

Limit serving purchased pre-fried foods to no more than one serving per week (modified)

- This was modified to clarify the difference between the required prohibition of frying foods on-site and the best practice.
- The frying best practice pertains to foods that are purchased, such as at the grocery store, and served. Those foods must be reheated via any method other than frying

Avoid serving non-creditable foods that are sources of added sugars, such as sweet toppings (e.g., honey, jam, syrup), mix-in ingredients sold with yogurt (e.g., honey, candy, or cookie pieces), and sugar sweetened beverages (e.g., fruit drinks or sodas) (new)

- Added to further help reduce children’s consumption of added sugars

Adult day care centers should offer and make water available to adults upon their request, throughout the day (new)

- Required to have it available for children

Policy Guidance

Timeline	Policy Guidance	Description
Late Spring/ Early Summer 2016	Best Practices	Outline best practices and provide tips, resources on how to implement them
	Grain Requirements	<ul style="list-style-type: none"> • Whole grain-rich criteria • Definition of grain-based dessert • Breakfast cereal sugar limit
	Milk Requirements	<ul style="list-style-type: none"> • Requirements by age group • Non-dairy milk substitutes
Summer 2016	Introduction of Solid Foods	Guidance and best practices for introducing solid foods to infants
	Offer Versus Serve (OVS)	<ul style="list-style-type: none"> • OVS requirements • OVS vs. Family style meals

FNS has put together a timeline for the policy guidance FNS will be issuing soon to further help clarify the new meal pattern requirements.

Late spring, early summer we will issue guidance on the:

- Best Practices
- Grain requirements (including defining the whole-grain rich criteria, definition of grain-based dessert, and information on the breakfast cereal sugar limit)
- Milk requirements
 - Will outline the milk requirements by age group, including the prohibition of flavored milk for young children and the allowance to substitute yogurt for milk for adults once per day
 - Will also include information on the non-dairy milk substitutes
 - This will be a revision to the current milk memorandum

In summer FNS will issue guidance on

- The introduction of solid foods and encourage centers and day care homes to be in communication with parents/guardians about when and what solid foods should be introduce; and
- The option of using offer versus serve in adult day care and at-risk afterschool programs

Policy Guidance

Timeline	Policy Guidance	Description
Fall 2016	Q & As	Compilation of Q & As received
	Vegetables and Fruit	<ul style="list-style-type: none"> When two vegetables may be served Juice limit
	Tofu	Crediting of tofu and soy food products
	Water	Water requirement and tips for compliance
Winter 2016-2017	Meals for 13-18 year olds	Recommended meal pattern modifications for 13- 18 year olds
	Parent/guardian provided components	Guidance on when a parent/guardian may provide a meal component

In the fall of 2016 FNS will issue:

- A Q & A memorandum that will address the most frequently asked questions FNS received on the new meal patterns;
- Guidance on the separate vegetable and fruit component, including clarifying the policy for serving two vegetables and the limit on juice;
- Guidance on the crediting of tofu and soy products;
 - This will follow the NSLP and SBP crediting criteria to maintain consistency among the CNPs; and
- Revised guidance on the requirement to offer and make water available to children throughout the day

And, finally, in the winter of 2016-2017 FNS will issue guidance for meals served to children 13 through 18 to meet that age group's nutritional needs, and guidance on when parents/guardians may provide a meal component.

Recent CACFP Policy Memo

Policy Memo SP42 CACFP14 -2016

Early Implementation of the Updated CACFP Meal Pattern Requirements and the NSLP & SBP Infant and Preschool Meal Patterns

Memo provides:

- Early implementation options – incrementally or entire
- List of changes in *Final* meal pattern that are not allowed in current meal pattern
- Questions and Answers for implementation



Child and Adult Care Food Program (CACFP)

Policy Memo SP42 CACFP14 -2016

Early Implementation of the Updated CACFP Meal Pattern Requirements and the NSLP & SBP Infant and Preschool Meal Patterns

Memo provides:

Early implementation options – incrementally or entire

List of changes in *Final* meal pattern that are not allowed in current meal pattern

Questions and Answers for implementation

Recent CACFP Policy Memo

Policy Memo CACFP 15-2016

Optional Best Practices to Further Improve Nutrition in the Child and Adult Care Food Program Meal Pattern

Memo:

- Outlines optional best practices and resources centers and homes may implement



Child and Adult Care Food Program (CACFP)

Policy Memo CACFP 15-2016

Optional Best Practices to Further Improve Nutrition in the Child and Adult Care Food Program Meal Pattern

Memo:

Outlines optional best practices and resources centers and homes may implement

Recent CACFP Policy Memo

Policy Memo CACFP 17-2016

Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Food Program, Questions and Answers



Memo provides:

- Nutrition requirements for fluid milk and fluid milk substitutes and includes questions and answers. This memorandum supersedes CACFP 21-2011-REVISED

Child and Adult Care Food Program (CACFP)

Policy Memo CACFP 17-2016

Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Food Program, Questions and Answers

Memo provides:

Nutrition requirements for fluid milk and fluid milk substitutes and includes questions and answers. This memorandum supersedes CACFP 21-2011-REVISED

Recent CACFP Policy Memo

Policy Memo SP 49 – 2016, CACFP 18 – 2016 Resources for Making Potable Water Available in Schools and Child Care Facilities



Memo reminds:

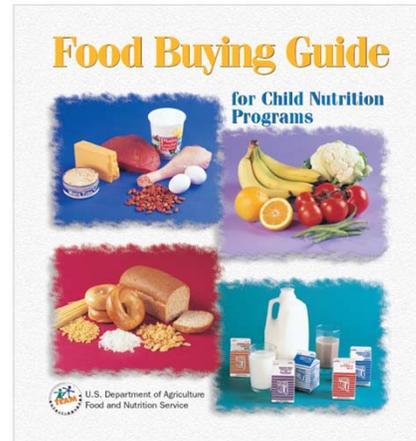
- CNP operators of the potable water requirement to ensure safe drinking water is available to participants

Policy Memo SP 49 – 2016, CACFP 18 – 2016
Resources for Making Potable Water Available in Schools and Child Care Facilities

Memo reminds:
CNP operators of the potable water requirement to ensure safe drinking water is available to participants

Technical Assistance Resources

- ❖ Food Buying Guide
- ❖ Resources in **English and Spanish**
- ❖ Multi-cultural recipes

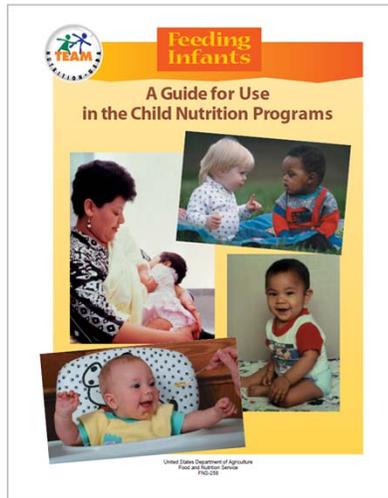


FNS will be reviewing the Food Buying Guide for Child Nutrition Programs and make changes as necessary based upon the final meal pattern rule

To help centers and day care homes comply with this new standard, FNS is developing training resources in English and in Spanish. These materials will assist with the transition from the old to the new meal patterns and illustrate how to select whole grain-rich foods, use healthier cooking techniques, and choose foods that are lower in added sugars.

FNS is also cooking up new standardized recipes for CACFP that reflect a variety of cultures. Together with new menu planning training resources, these tools will help centers and day care homes put the new meal patterns into practice in a way that works for their setting and the kids they serve.

Team Nutrition



- ❖ New nutrition education resources
- ❖ Feeding Infants Guide
- ❖ Team Nutrition Training Grants

Under the Team Nutrition initiative, FNS is also developing new nutrition education resources for early child care as well as after school programs. These efforts will help children and their caregivers learn about food and nutrition and will provide opportunities to try new foods in a positive and encouraging environment.

Under the Team Nutrition initiative, FNS will also release an update to the very popular Feeding Infants Guide for Child Nutrition Programs and materials to support breastfeeding within CACFP.

Idaho applied for a Team Nutrition Training Grant to implement and evaluate nutrition education, training, and technical assistance activities to support implementation of USDA nutrition standards for meals and snacks offered through CACFP. Up to \$6.8 million is anticipated in Fiscal Year 2016 for TN Training Grants. Through a competitive grants process, TN Training Grants will be funded for the period of September 30, 2016 - September 30, 2019. Up to \$500,000 may be requested per State agency.

Partnership with Institute of Child Nutrition (ICN)

The screenshot shows the homepage of the Institute of Child Nutrition (ICN). At the top, the logo features a stylized 'i' in a circle next to the text 'INSTITUTE OF child nutrition' and 'RESOURCES * TRAINING * RESEARCH'. Below the logo is a search bar and a 'Login or Register' link. A horizontal navigation menu includes links for 'ICN TRAINERS LOGIN', 'STATE AGENCIES LOG-IN', 'SUBSCRIBE TO OUR NEWSLETTERS', 'CONTACT US', 'HELP DESK', and 'DOCUMENT LIBRARY'. A secondary menu lists 'ABOUT ICN', 'ICN RESOURCES', 'ONLINE COURSES', 'CHILD NUTRITION ARCHIVES', 'SCHOOL NUTRITION PROGRAMS', 'CHILD & ADULT CARE FOOD PROGRAM', 'CENTER FOR TRAINERS', 'TRAINING OPPORTUNITIES', and 'RESEARCH'. The main content area is divided into three columns. The left column, 'CHILD NUTRITION ARCHIVES', features a photo of children eating and a 'VISIT THE CHILD NUTRITION ARCHIVES' button. The center column has a circular graphic with 'Resources', 'Training', and 'Research' and a mission statement: 'Our mission at ICN is to provide information & services that promote the continuous improvement of child nutrition programs.' The right column, 'ONLINE COURSES', shows a person at a computer and a 'VIEW OUR ONLINE COURSES' button. Below these are three news snippets: 'WHAT'S NEW' (NFSMI becomes Institute of Child Nutrition), 'NEWS, EVENTS, WORKSHOPS AND SEMINARS' (SAVE the DATE: USDA/State Agency Meeting), and 'THROUGH THE EYES' (Hear Mary Hill's experiences). The footer includes the University of Mississippi logo, copyright information, and a contact link for the ICN Webmaster.

Formally known as National Food Service Management Institute (NFSMI)

Child and Adult Care Food Program (CACFP)

The National Food Service Management Institute (NFSMI) recently changed their name to Institute of Child Nutrition (ICN). This site is a great resource for training and materials for Child Nutrition programs.

Idaho CACFP 21 day Cycle Menu Tool Kit



Available
October 2016!

Idaho Menu Planning Project

- *2015 Team Nutrition Grant*
- *Seasonal Cycle Menus and Standardized Recipes that will meet New Meal Pattern & Best Practices*
- *Regional Trainings beginning Spring 2017*

Child and Adult Care Food Program (CACFP)

Idaho Menu Planning Project

- *2015 Team Nutrition Grant*
- *Seasonal Cycle Menus and Standardized Recipes that will meet New Meal Pattern & Best Practices*
- *Regional Trainings beginning Spring 2017 and day care home monitor training will occur October 11, 2016*



Afternoon Break

**BACK
IN
FIFTEEN**

Child and Adult Care Food Program (CACFP)

Please be back in 15 minutes.

CACFP Menu Records

- Daily dated detailed menus (new option) OR
- Menu production records
- Standardized recipes
- CN labels or product formulation statements
- Food receipts (example milk receipts)
- Monthly food inventory records
- Medical statement forms (food/milk substitutions)

The following are CACFP required menu records. Each record supports the menus claimed for reimbursement and must be maintained by the Institution.

- Daily dated menus-day care homes
- Menu production records or Detailed Menu Record (centers). Starting October 1, 2016 menu production records is optional and a center may use a detailed menu record to replace it.
- Standardized recipes required for all facilities homes or centers.
- CN labels or product formulation statements
- Food receipts
- Monthly food inventory records required for affiliated centers and sponsoring organization of affiliated centers
- Medical statement forms



Menu Records

Records are required to document 7 CFR 226.20

- *How daily meals and snacks contribute to each menu component in the meal pattern*
- *That enough food was planned/prepared for each menu component served to meet the minimum serving per age group*

Child and Adult Care Food Program (CACFP)

Now lets talk about Menu Records.

Menu records are required to document daily how meals and snacks served contribute to each menu component in the meal pattern. The record provides supporting documentation for each meal and snack claimed for reimbursement and confirms the center planned, prepared and served enough of each menu component to meet the minimum serving per age group.

Daily Dated Detailed Menus

Menu must include:

- Date: Month/Day/Year
- Each meal/snack service claimed for reimbursement (Breakfast, Lunch, Snack, Supper)
- Menu components offered/served for each service
- Minimum serving size by age group for all components
- Amount planned/prepared by age group
- Amount served by age group

If you choose to use a daily dated detailed menu record in place of the menu production record in centers it must include:

- Date: Month/Day/Year
- Each meal/snack service claimed for reimbursement (Breakfast, Lunch, Snack, Supper)
- Menu components offered/served for each service
- Minimum serving size by age group for all components
- Amount planned/prepared by age group
- Amount served by age group

Example of Detailed Menu

Sample Daily Menu Record

Month/Year: October 2017		Minimum Serving Size by Age Group				Monday				Tuesday			
		1-2	3-5	6-12	13-18	Date: 3				4			
Breakfast		Age Groups				1-2	3-5	6-12	13-18	1-2	3-5	6-12	13-18
		Planned/Prepared				5	8	6	2				
		Served				4	6	5	2				
Milk	1/2 cup	3/4 cup	1 cup	1 cup	Whole					Whole			
					1% or Fat-free					1% or Fat-free			
Fruit/Vegetable	1/4 cup	1/2 cup	1/2 cup	1/2 cup	Kiwi Slices					*Strawberry/Mango			
Grains/Bread	1/2 serv	1/2 serv	1 serv	1 serv	*WG Frenchtoast					WG Graham Crackers			
Meat/Meat Alternate									Yogurt				
Lunch		Age Groups				1-2	3-5	6-12	13-18	1-2	3-5	6-12	13-18
		Planned/Prepared											
		Served											
Milk	1/2 cup	3/4 cup	1 cup	1 cup	Whole					Whole			
					1% or Fat-free					1% or Fat-free			
Fruit	1/8 cup	1/4 cup	1/4 cup	1/4 cup	Tropical Fruit					Apple Wedges			
Vegetable	1/8 cup	1/4 cup	1/2 cup	1/2 cup	Mashed Potatoes					Celery Sticks			
Grains/Bread	1/2 serv	1/2 serv	1 serv	1 serv	WG Roll					WG Bread			
Meat/Meat Alternate	1 oz	1 1/2 oz	2 oz	2 oz	*Beef Meatballs					*Tuna Salad Sandwic			
Snack		Age Groups				1-2	3-5	6-12	13-18	1-2	3-5	6-12	13-18
		Planned/Prepared											
		Served											

Child and Adult Care Food Program (CACFP)

Here is an example of a detailed menu. The state agency is working on a template Sponsors may choose to use. It will be available in MyIdahoCNP by September 2016 to implement in October 2016.

This record streamlines the process of menu reporting. It is very important it is accurately completed and the center maintains all other menu records required to support the meals and snacks served and claimed for reimbursement.

Menu Production Record- Optional starting 10/01/2016

Idaho CACFP Production Record

Name of Institution: Jeans Beans Centers Site: Jeans Beans 1 Date: ___/___/___

	(#) Number of Children Planned For						Amount Needed per Age Group		Total Amount of Food Needed		Serving per Purchase Unit	Number Portions Prepared per Age Group			Total Amount of Food Needed					
	Minimum Serving Size						12-17 yrs	18-24 yrs	Serving Size	Purchase Unit		12-17 yrs	18-24 yrs	Serving Size	12-17 yrs	18-24 yrs	Serving Size			
	#	size	#	size	#	size														
BREAKFAST ITEM																				
Milk																				
Whole milk	2	1/2 cup	0	3/4 cup	0	1 cup	1	0	0	1.00 cup	0.06 Gal	8.00	3	0	0	1.12 cup	3	0	0	0.00 cup
Milk, Fluid	4	1/2 cup	0	3/4 cup	4	1 cup	2	12	4	8.00 cup	1.0 Gal	8.00	4	22	5	23.12 cup	4	22	5	0.76 cup
Vegetables & Fruits																				
1 serving vegetable or 1 serving fruit	0	1/4 cup	0	1/2 cup	0	1/2 cup	0	0	0	0.00 cup	1.00 cup	0	0	0	0	0.00 cup	0	0	0	0.00 cup
Meat & Meat Alternatives																				
Enriched or whole grain bread	0	1/2 slice	0	1/2 slice	0	1 slice	0	0	0	0.00 slice	1.00 slice	0	0	0	0	0.00 slice	0	0	0	0.00 slice
Cereal/cold cereal	4	1/4 cup	0	1/2 cup	4	3/4 cup	1	0	0	0.25 cup	1.00 box	8.00	7	22	5	12.34 cup	7	22	5	5.00 cup
Cooked cereal or grains	0	1/4 cup	0	1/4 cup	0	1/2 cup	0	0	0	0.00 cup	1.00 cup	0	0	0	0	0.00 cup	0	0	0	0.00 cup
Dairy																				
Other:																				
LUNCH/Supper ITEM																				
Milk																				
Whole milk	2	1/2 cup	0	3/4 cup	0	1 cup	1	0	0	1.00 cup	0.06 Gal	8.00	0	0	0	0.00 cup	0	0	0	0.00 cup
Milk, Fluid	4	1/2 cup	0	3/4 cup	0	1 cup	2	9	4	11.75 cup	0.72 Gal	8.00	0	0	0	0.00 cup	0	0	0	0.00 cup
Vegetables & Fruits (2 servings)																				
1 serving vegetable or fruit plus 1 serving vegetable or fruit	0	1/4 cup	0	1/4 cup	0	3/8 cup	0	0	0	0.00 cup	1.00 cup	0	0	0	0	0.00 cup	0	0	0	0.00 cup
Whole Fruit	6	1/8 cup	0	1/4 cup	0	3/8 cup	3	14	0	4.00 cup	1.00 lb	2.88	0	0	0	0.00 cup	0	0	0	0.00 cup
Meat & Meat Alternatives																				
Enriched or whole grain bread	0	1/2 slice	0	1/2 slice	0	1 slice	0	0	0	0.50 slice	0.75 dz	12.00	0	0	0	0.00 slice	0	0	0	0.00 slice
Cereal/cold cereal	0	1/4 cup	0	1/2 cup	0	3/4 cup	0	0	0	0.25 cup	1.00 cup	0	0	0	0	0.00 cup	0	0	0	0.00 cup
Cooked pasta products	0	1/4 cup	0	1/4 cup	0	1/2 cup	0	0	0	0.00 cup	1.00 cup	0	0	0	0	0.00 cup	0	0	0	0.00 cup
Meat & Meat Alternatives																				
Lean meat, poultry, or fish	0	1 oz	0	1 1/2 oz	0	2 oz	0	19	2	25.50 oz	1.50 lb	8.00	0	0	0	0.00 oz	0	0	0	0.00 oz
Cheese	0	1 oz	0	1 1/2 oz	0	2 oz	0	0	0	0.00 oz	1.00 cup	0	0	0	0	0.00 oz	0	0	0	0.00 oz
Eggs	0	1/2 egg	0	3/4 egg	0	1 egg	0	0	0	0.00 egg	1.00 egg	0	0	0	0	0.00 egg	0	0	0	0.00 egg
Cooked dry beans or peas	0	1/4 cup	0	3/8 cup	0	1/2 cup	0	0	0	0.00 cup	1.00 cup	0	0	0	0	0.00 cup	0	0	0	0.00 cup
Peanut butter	0	2 tsp	0	3 tsp	0	4 tsp	0	0	0	0.00 tbsp	1.00 tbsp	0	0	0	0	0.00 tbsp	0	0	0	0.00 tbsp
Dairy																				
Other:																				
SNACK ITEM																				
Milk																				
Whole milk	0	1/2 cup	0	1/2 cup	0	1 cup	0	0	0	0.00 cup	1.00 cup	0	0	0	0	0.00 cup	0	0	0	0.00 cup
Milk, Fluid	0	1/2 cup	0	1/2 cup	0	1 cup	0	0	0	0.00 cup	1.00 cup	0	0	0	0	0.00 cup	0	0	0	0.00 cup
Vegetables & Fruits																				
1 serving vegetable or 1 serving fruit	0	1/2 cup	0	1/2 cup	0	3/4 cup	0	0	0	0.00 cup	1.00 cup	0	0	0	0	0.00 cup	0	0	0	0.00 cup
Meat & Meat Alternatives																				
Enriched or whole grain bread	0	1/2 slice	0	1/2 slice	4	1 slice	2	0	12	4	8.00 slice	0.37 lb	8.00	7	19	5	18	0	0	0.00 slice
Cereal/cold cereal	0	1/4 cup	0	1/2 cup	0	3/4 cup	0	0	0	0.25 cup	1.00 cup	0	0	0	0	0.00 cup	0	0	0	0.00 cup
Cooked pasta products	0	1/4 cup	0	1/4 cup	0	1/2 cup	0	0	0	0.00 cup	1.00 cup	0	0	0	0	0.00 cup	0	0	0	0.00 cup
Meat & Meat Alternatives																				
Lean meat, poultry, or fish	0	1/2 oz	0	1/2 oz	4	1 oz	3	0	12	4	15.50 oz	0.78 lb	20.00	7	19	5	18	0	0	0.00 oz
Cheese	0	1/2 oz	0	1/2 oz	0	1 oz	0	0	0	0.00 oz	1.00 cup	0	0	0	0	0.00 oz	0	0	0	0.00 oz
Eggs	0	1/2 egg	0	1/2 egg	0	1 egg	0	0	0	0.00 egg	1.00 egg	0	0	0	0	0.00 egg	0	0	0	0.00 egg
Peanut butter	0	1 tsp	0	1 tsp	0	2 tsp	0	0	0	0.00 tbsp	1.00 tbsp	0	0	0	0	0.00 tbsp	0	0	0	0.00 tbsp
Yogurt	0	1/4 cup	0	1/4 cup	0	1/2 cup	0	0	0	0.00 cup	1.00 cup	0	0	0	0	0.00 cup	0	0	0	0.00 cup

Child and Adult Care Food Program (CACFP)

Effective October 1, 2016, each Sponsor may choose whether they will complete the daily menu production records or the detailed menu record for each center they sponsor.

Whichever record the center choose to use they must complete the records fully and accurately.

Standardized Recipes

Standardized Recipe Form

Recipe Name _____ Category _____ Recipe # _____
 (i.e., entrée, breads)

HACCP Process: 1 – No Cook 2 – Cook & Same Day Serve 3 – Cook, Cool, Reheat, Serve 4 – SOP Controlled

Ingredients	For _____ Servings		Directions: Include <i>step by step</i> instructions, the <i>critical control points</i> (CCP-specific points at which a hazard can be reduced, eliminated or prevented) and <i>critical limits</i> (time and/or temperature that must be achieved to control a hazard).
	Weight	Measure	

Serving Size _____ Pan Size _____
 Yield _____ Number of Pans _____

Meal Pattern (Based on Serving Size): _____
 Meat/Meat Alternative
 Fruit/Vegetable
 Grains/Breads

Oven Temperature & Baking Time:
 Conventional _____ Temperature _____ Minutes _____
 Convection _____

If available, Nutrition Analysis: Serving Size _____
 _____ Calories _____ Saturated Fat (g) _____ Vitamin C (mg)
 _____ Protein (g) _____ Sodium (mg) _____ Vitamin A (IU)
 _____ Total Fat (g) _____ Fiber (g) _____ Calcium (mg)
 _____ Iron (mg)

Child and Adult Care Food Program (CACFP)

When serving homemade menu items the center or home must have a standardized recipe to credit the components of the recipe to the meal pattern. This is a Standardized Recipe form provided at last years training and is available in MyIdahoCNP download forms. The form has instructions on the back for standardizing recipes. It is a common finding on reviews that centers and homes do not use or maintain standardized recipes. In addition, when a center or home has a recipe on file, it is incomplete, usually missing the serving size, recipe yield and how the recipe credits to the meal pattern.

A center may use recipes from FNS, ICN Team Nutrition or the New Menu Tool Kit that are already standardized if they do not want to standardized their own recipes.

Annual Mandatory Training- August, 2016

Baked Flakey Chicken Strips	CACFP Crediting (1 Strip)	Serving Size per Age Group
Recipe Revised From: Cooking Matters HACCP Process: Same Day Service Serving Size: 1 strip	Meat/Meat Alt: 1.5 oz eq Grain: Fruit: Vegetable: Milk:	Ages 1-2: 1 strip Ages 3-5: 1 strip Ages 6-12, 13-18: 2 strips

Ingredients	5 Servings Yield: 5 strips		25 Servings Yield: 25 strips		Directions
	Weight	Volume	Weight	Volume	
Chicken breast, boneless, skinless	10 3/8 oz		3 lbs 4 oz		<ol style="list-style-type: none"> Preheat oven to 375° F. Remove skin, if any, from chicken pieces. Cut chicken breasts into 2.05 oz strips. Trim any excess fat. In a medium bowl, crush cornflakes. In a second medium bowl, mix flour, salt, and pepper. In a third medium bowl, add eggs, and milk. Beat with a fork. Dip each chicken strip into flour, then the egg mixture, then the cornflakes. Each piece should be fully coated with flakes. Coat baking sheet with cooking spray. Place chicken strips on baking sheet, evenly spaced. Spray pieces lightly with cooking spray. Bake for 20-25 minutes, or until internal temperature reaches 165°F for 15 seconds.
Cornflake cereal		1 cup 1 1/2 tsp		1 qt 1 1/4 cups	
Whole wheat flour		1 Tbsp 2 1/8 tsp		1/2 cup 1 1/2 tsp	
Salt		1/8 tsp		1 tsp	
Pepper		1/8 tsp		1/2 tsp	
Eggs		1 medium		3 large	
Nonfat milk		1 Tbsp 1 1/4 tsp		1/2 cup	
Cooking Spray					

Child and Adult Care Food Program (CACFP)

Here is an example of a standardized recipe that will be provided in the new menu tool kit. All components on the new tool kit can be credited using the food buying guide a CN Label or Product Formulation Statement would not be needed if you purchase the foods recommended in the guide.

CN Labels Verification Report



United States Department of Agriculture

5/6/2016

Child Nutrition(CN) Label Verification Report

CN #	Product Description	Serving Size	CN Crediting	Expiration	Est #	Company
024815	FARMLAND SILVER MEDAL BRAND HOT DOGS	One 2.00 oz. Frank	2.00 oz. Equivalent Meat	07/21/19	717W	FARMLAND FOODS INC.
024860	FARMLAND GOLD MEDAL HOT DOG	One 2.00 oz. Frank	2.00 oz. Equivalent Meat	07/21/19	717W	FARMLAND FOODS INC.
025745	GOURMET SCRAMBLED EGG SYSTEM FROZEN EGG PRODUCT	One 1.00 lb. Mix	14.03 oz. Equivalent Meat Alternate	03/01/21	420	MICHAEL FOODS, INC
029902	FARMLAND SILVER MEDAL BRAND HOT DOGS	One 1.60 oz. Hot Dog	1.50 oz. Equivalent Meat	07/21/19	717W	FARMLAND FOODS INC.

http://www.fns.usda.gov/sites/default/files/cn/cnl_verificationreport.pdf

Child and Adult Care Food Program (CACFP)

CN Label Verification Report was developed to assist State agency reviewers, CN program operators, and food industry to verify the status of a CN Label and the validity of a CN Label copied with a watermark. It does not replace the requirement to maintain CN labels.

The link to the PDF report is included on this slide.

Manufacturer's Product Formulation Statement Tip Sheet



United States Department of Agriculture

USDA Child Nutrition Programs: TIPS for Evaluating a Manufacturer's Product Formulation Statement

A manufacturer's product formulation statement (PFS) is a signed certified document that provides a way for a manufacturer to demonstrate how a product may contribute to the meal pattern requirements of the United States Department of Agriculture's (USDA), Child Nutrition (CN) programs. A PFS is typically provided for processed products that do not have a CN Label. A CN Labeled product provides an assurance that the food provides the stated contributions toward CN meal pattern requirements. Program operators may request a signed manufacturer's PFS when purchasing a processed product without a CN Label. USDA does not approve a manufacturer's PFS. Program operators are ultimately responsible for ensuring menu items meet meal pattern requirements; therefore, program operators should review and verify the crediting statement on a manufacturer's PFS before purchasing the product.

Checklist for Evaluating a Manufacturer's PFS

Child and Adult Care Food Program (CACFP)

Tip sheet for evaluating product formulation statements from manufacturers-available in MyIdahoCNP download forms under resources

Product Formulation Statements

Product Formulation Statements-

Must be on the manufacturer's letterhead and include:

- Product name and product code
- A description of all ingredients as listed in the FBG for CNP, i.e. grain products must be specified whole grain or enriched;
- The ingredient weight per serving of each ingredient to be credited;
- The weight of ingredients specified as raw or cooked weight; and
- The weight or volume of the product serving size, or the number of pieces per serving.
- Manufacturer's authorized individual name, signature and telephone number
- Detailed breakdown of how the product credits toward each component of the meal

The product formulation statement for a commercially prepared combination food product must be on the manufacturer's letterhead and include:

- Product name and product code
- A description of all ingredients as listed in the Food Buying Guide for Child Nutrition Programs, i.e. grain products must be specified whole grain or enriched;
- The ingredient weight per serving of each ingredient to be credited;
- The weight of ingredients specified as raw or cooked weight; and
- The weight or volume of the product serving size, or the number of pieces per serving.
- Manufacturer's authorized individual name, signature and telephone number
- Detailed breakdown of how the product credits toward each component of the meal.

It is important for centers and homes to continually monitor food purchases and new products to ensure they are maintaining the most current CN labels or product formulation statements.

Cost of Food Used

All Institutions and facilities ***except day care homes, unaffiliated centers and Sponsoring Organizations of day care homes and unaffiliated centers*** must compute the cost of food used in the Program. 796-2 Revision 4

Allowable food cost is determined by the net cost of food used and not the cost of all food purchases.

Inventory Records and Receipts are used to determine the net cost of food used

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Sample Format for Cost of Goods Used

For the Period Beginning _____ Ending _____

Circle One:

Food
Nonfood Supplies
Office Supplies

A. Beginning Inventory Value		\$ _____
B. Total Purchases During the Period	+	_____
C. Adjustments	-	_____
D. Total Available	=
E. Ending Inventory	-	_____
F. Cost of Goods Used	=	\$ _____

Child and Adult Care Food Program (CACFP)

This is a sample format to determine the cost of goods used. In order to complete this information, the Institution or center would need to conduct a monthly physical inventory, total the cost of all food purchased from the food receipts excluding sales tax, deduct or add any adjustments physical vs perpetual inventory or purchase credit received for a product received during the month-only if purchase was listed on a separate receipt from credit.

Beginning Inventory Value is the total of value of food determined from the previous month physical inventory

Total Purchases during the period is the total cost of all food purchased during the month

Ending Inventory is the total value of the food determined from the current month physical inventory.

Food Receipts

Food receipts must be maintained to support the Institutions financial records and menus claimed for reimbursement.



Child and Adult Care Food Program (CACFP)

Food receipts must be maintained to support the Institutions financial records and menus claimed for reimbursement.

Example: During program reviews, the state agency conducts milk audits by comparing the amount of milk purchased or donated to the amount of milk required to meet the meals/snacks claimed for reimbursement. In addition to food receipts the state agency will review inventory records to determine the amount of milk available at the beginning of the month and the amount of milk left in inventory at the end of the month. If it is determined not enough milk was available to serve the meals/snacks claimed, meals and snacks must be disallowed for reimbursement and a finding will occur.

It is important all foods purchased are clear on the receipt. If it is not clear what was purchased the center must write on the receipt what the product was that was purchased.

Food receipts are not only used to verify the cost of food used but to also verify food and milk expenses reported in the quarterly expenditure reports in MyIdahoCNP. Food receipts support the food claimed for expenses are allowable components to meet the meal pattern.

Monthly Inventory Records

Beginning October 1, 2016 all Institutions and facilities except day care homes, unaffiliated centers and Sponsoring Organizations of day care homes must maintain monthly inventory records.

Physical Inventory must be conducted monthly for all food used in the Child and Adult Care Food Program.



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Physical Inventory must be conducted monthly for all food used in the Child and Adult Care Food Program.

By maintaining inventory records the center will know the amount of each food item they use each month and need to maintain on hand to produce the meals and snacks claimed. These records may be used to determine purchasing needs. To calculate the cost of food used for the month of October 2016 and you do not currently maintain physical inventory records you will need to complete a physical inventory on the last serving day of September 2016.

When completing the physical inventory only inventory items as purchased that are remaining in inventory. Example: If you prepared lasagna from a recipe and placed leftovers in the freezer you will not inventory that item. In addition, you do not need to inventory spices and seasonings since they do

not substantially contribute to the cost of food used.

Medical Statement Forms

Idaho State Department of Education
Child Nutrition Programs

MEDICAL STATEMENT:
Request for Special Meals and/or Accommodations

(1) Name of Participant	(2) Age or DOB	(3) Sponsor	(4) Site
(5) Name of Parent /Guardian, or Auth. Rep.	(6) Telephone (Parent /Guardian, or Auth. Rep.) ()		(7) Site Telephone Number ()
(8) Must check one:			
<input type="checkbox"/> Participant is disabled or has a medical condition and <i>requires</i> a special meal or accommodation. (Refer to definition on reverse side of this form.) Sponsors must comply with requests for special meals and any adaptive equipment. A licensed physician, physician assistant, nurse practitioner, or dentist must sign this form.			
<input type="checkbox"/> Participant is not disabled, but is <i>requesting</i> a special meal or accommodation. An example may include food intolerances, and is not intended to include food preferences. Sponsors are encouraged to accommodate reasonable requests. A licensed physician, physician assistant, nurse practitioner, registered dietitian, or registered nurse must sign this form.			

(9) Disability or medical condition requiring a special meal or accommodation: _____

(10) If participant is disabled, provide a brief description of participant's major life activity affected by disability:

Child and Adult Care Food Program (CACFP)

The state agency medical statement form and milk substitution is available in MyIdahoCNP download forms and on the Idaho CNP website under Civil Rights. In addition, the milk substitution nutritional requirements and list of products available in Idaho is located in MyIdahoCNP download forms.

Medical statement forms must be on file for individual participant food substitutions due to medical accommodations. In addition, if the substitution is for milk and the participant is not disabled, the milk substitution must meet the nutritional requirements provided by USDA.

During state agency reviews if the center or home does not have a medical statement form on file or the milk substitution does not meet the milk requirements the menus will be disallowed for reimbursement.

Civil Rights Requirements



Training Video, Forms and Resources located on CNP Website at:
<http://www.sde.idaho.gov/site/cnp/civilRights/>

Annual Civil Rights Training-Self Study

Note: All NSLP At-Risk Sponsors that attend NSLP 101 will receive credit for the annual CACFP training requirement for Civil Rights.

Civil Rights Requirements: All resources the state agency provides to sponsors for Civil Rights are located on the CNP website at the address on the screen. This is where you can find the training video, long and short civil right statements, sample procedure, logs, complaint forms and ethnic/racial data collection forms for each center and organization. Again this year the civil rights training was a self study for Institutions.

All NSLP At-Risk Sponsors that attend NSLP 101 will receive credit for the annual CACFP training requirement for Civil Rights.

Civil Rights Long and Short Statements

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
fax: (202) 690-7442; or
email: program.intake@usda.gov.

This Institution is an equal opportunity provider. (**Short Statement**)

Child and Adult Care Food Program (CACFP)

On this screen is the full long statement and it is also available on the CNP website under the Civil Rights tab.

The short statement is “This Institution is an equal opportunity provider”

The statements changed in December 2016. All electronic documents were required to be updated by December 31, 2015 and paper documents by September 30, 2016. Please make sure all of your documents are updated with the correct statement.

Annual Ethnic/Racial Participant Data Maintenance

**Idaho State Department of Education
Child and Adult Care Food Program**

Civil Rights Data Collection Form for reporting
Actual and Potential Participants

Date of Count: _____

Provider or Center Name: _____

Provider or Center Address: _____

Center Director/Owner Name: _____

CATEGORIES

County totals are located on the Child Nutrition Program website <http://www.sde.idaho.gov/site/cnp> under Civil Rights, 2010 Census Data Sheet

HISPANIC OR LATINO: _____ County Total: _____
Number of Participants: _____
NOT HISPANIC OR LATINO: _____ County Total: _____
Number of Participants: _____

BLACK OR AFRICAN AMERICAN: _____ County Total: _____
Number of Participants: _____

ASIAN: _____ County Total: _____
Number of Participants: _____

AMERICAN INDIAN & ALASKA NATIVE: _____ County Total: _____
Number of Participants: _____

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: _____ County Total: _____
Number of Participants: _____

WHITE: _____ County Total: _____
Number of Participants: _____

Child and Adult Care Food Program (CACFP)

Annually Institutions are required to collect ethnic/racial data per participant for their center or each of their sponsored facilities. The data is reported in MyIdahoCNP in the Institutions' application packet on the Civil Rights form. The consolidated data must be maintained by the Institution for three years plus the current program year. During program reviews the state agency has found that some Institutions report the data when collected and consolidated but did not maintain the document(s) used to consolidate the data. It is recommended for Institutions that consolidate the data by hand (data is not in electronic data base with report options) the Institution use the Civil Rights Data Collection form provided by the state agency on the CNP website on the Civil Rights tab.

Procurement Requirements



Child and Adult Care Food Program (CACFP)

Procurement Procedure Requirements:

- Each Institution must establish procurement procedures that avoids unnecessary or duplicate purchases
- Include all types of products purchased and methods of procurement
- Take steps to allow small and minority businesses

Examples:

- Include in solicitation lists
- Divide tasks or quantities
- Revise delivery schedules



The Institution shall establish procurement procedures which allow the proposed procurement actions to be reviewed by Institution officials to avoid the purchase of unnecessary or duplicative items. It is important to consider all products by type the Institution purchases and the methods of procurement.

Affirmative steps shall be taken to assure that small and minority businesses are utilized when possible.

For Example:

Including qualified small and minority businesses on solicitation lists;

When economically feasible, dividing total requirements into smaller tasks or quantities to permit maximum small and minority business participation. This may be as easy as awarding the contract by product type-produce, dairy, freezer products, dry food supplies, paper supplies, cleaning chemicals, etc.;

Where the requirement permits, establishing delivery schedules which will encourage participation by small and minority businesses;

Procurement Procedure Requirements continued:

- Includes written standards of conduct to avoid conflict of interest and maximize free and open competition
- Document where procurement records will be maintained
- Include who in the Institution are responsible for following the procedures



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Procurement Methods and Procedures

	Informal		Formal Methods		
	Micro Purchases	Procurement by Small Purchase Procedures	Sealed Bids (IFB) (formal)	Competitive Proposals (RFP) (formal)	Non-competitive Proposals
Regulations	200.320(a) 200.67	200.320(b) 200.88	200.320(c)(1)(i-ii) 200.320(c)(2)(i-v)	200.320(d)(1)	200.320(f)(1)
Procedures in a nutshell		Minimum of three price quotes	Technical specifications Advertise bid Public bid opening Award on price alone – firm fixed price	Solicitation includes evaluation criteria. Award based on score with significant weight on price and not price alone	>Item available only from a single source >public exigency >competition deemed inadequate
SA oversight	Assurance of reasonable and necessary costs	Assurance of competition, buy American	Assurance of advertising, bid opening and resulting in fixed price contract (required provisions relative 7 CCFR 210 and 7 CFR 200 Appendix 2 part 200	Assurance of advertising. SA approval prior to execution of contract, may result in fixed price or cost reimbursable (required provisions relative to procurement 7 CFR 210 and 7 CFR 200, Appendix 2 part 200) > SA must assure SFA receives discounts, rebates and credits in cost reimbursable contracts	Assure adherence to 200.320(f)(1)

Child and Adult Care Food Program (CACFP)

Procurement methods your Institution shall use and document in your written procedures.

Procurement Record Maintenance Requirements:

Institutions must maintain written procurement records for three years plus the current program year. The records must include, but is not limited to:

- Detail of procurement history
- Rationale for procurement method
- Selection of contract type
- Contractor selection or rejection
- And basis for the cost or price



Institutions shall maintain written procurement records for three years plus the current program year. The written records shall sufficiently detail the significant history of procurement. These records shall include, but are not necessarily limited to information pertinent to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the cost or price. The cost and price is documented with purchase orders, delivery receipts, invoices, or itemized cash receipts.

Procurement Policy Memos Released in FFY16

Policy Memo SP01 CACFP01 SFSP01-2016 Procuring Local Meat, Poultry, Game, and Eggs for Child Nutrition Programs

Memo clarified:

- Regulatory requirements related to food safety of these products and provides several Q & A's in the memo.

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Procurement Policy Memos Released in FFY16

Policy Memo SP03 CACFP03 SFSP03-2016 Procurement Standards and Resource Management Requirements related to Franchise Agreements

Memo clarifies:

- Importance to competitively procure products if purchasing products from a franchise
- Potential flaws in franchise agreements

Child and Adult Care Food Program (CACFP)

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Procurement Policy Memos Released in FFY16

Policy Memo SP12 CACFP05 SFSP09-2016 Guidance on Competitive Procurement Standards for Program Operators

Memo provides:

- Location of procurement standards in Program regulations
- Emphasis on full and open competition
- All new solicitations include provisions for evaluating and scoring factors with cost as primary factor
- Reminder all FSMC contracts must be reviewed by State agency

Child and Adult Care Food Program (CACFP)

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- Reminder all FSMC contracts must be reviewed by State agency

Procurement Policy Memos Released in FFY16

Policy Memo SP40 CACFP12 SFSP14-2016

Updated Guidance: Contracting with Food Service Management Companies

Memo and Attachment provides guidance on:

- Appropriate procurement methods
- Process for evaluating and scoring criteria for contract award
- Monitoring responsibilities
- Contract amendments to avoid
- Unacceptable contract provisions
- How to address conflicting contract terms

Child and Adult Care Food Program (CACFP)

Policy Memo SP40 CACFP12 SFSP14-2016

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Memo and Attachment provides guidance on:

Appropriate procurement methods

Process for evaluating and scoring criteria for contract award

Monitoring responsibilities

Contract amendments to avoid

Unacceptable contract provisions

How to address conflicting contract terms

Wrap Up

Do you have any questions you would like to share?

Remember to complete the evaluation.

Thank you!



I hope you have found this training helpful. Do you have any questions you would like to share with everyone.

Remember to complete the evaluation. Thank you for attending this training.

(Give out certificates)

Annual Mandatory Training- August, 2016

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
fax: (202) 690-7442; or
email: program.intake@usda.gov.

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Child and Adult Care Food Program (CACFP)