

## Idaho Child and Adult Care Food Program Institutions Annual Mandatory Regional Training



Child and Adult Care Food Program (CACFP)  
Idaho State Department of Education  
Child Nutrition Programs  
August 3, 5, 7, 2015  
9:00 am – 4:00 pm  
Boise, Idaho Falls and Coeur d'Alene  
Trainer: Kim Huntley, CACFP Coordinator



Welcome to this regional annual CACFP training for all Institutions  
My name is Kim Huntley, the CACFP Coordinator at Idaho State Department of Education

Housekeeping: Hour break for lunch from noon to 1:00 pm. Starting right back at 1:00 pm. Restroom location, “Parking Lot” for questions, meeting norms review.

[Set up a Post It poster sheet with a parking lot for any questions that may come up that the trainer does not know the answer. Also put poster up for Meeting Norms]

## Topics

- Common Findings on State Agency Program Reviews
- Civil Rights Requirements

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- Crediting Grains Activity
- Regulation Updates and Resources

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- Procurement Methods & Procedures
- New Proposed Meal Pattern & Idaho Menu Project

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- SODCH & SOC Monitoring
- Serious Deficiency Process and Census Mapping

Child and Adult Care Food Program (CACFP)

Last year we provided a two day refresher training on CACFP that covered all aspects of the program requirements so this year we'll drill down on program requirements by focusing only on the common findings from program reviews that occurred in the past two years. This training was developed specifically for the administration of the program. An agenda is provided in your packet and the Power Point will be posted on the CNP website after the trainings are completed this week.

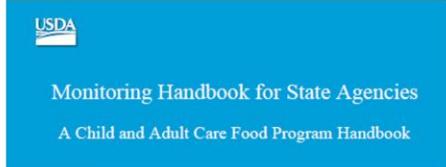
At this point, everyone should have completed a self study on Civil Rights requirements and provided the signed certification form to our office, therefore in this training we will provide updates and answer any questions from the video self study. We will review the process to credit grains with an activity, review the regulations updates from the past year and new resources available, review procurement methods and through an activity begin the process for writing or updating your Institution's procurement procedures. In addition we will review the new proposed meal pattern and discuss the Idaho menu project. Since this regional training is for all Institutions, the last hour from 3:00 pm – 4:00 pm will be for Sponsoring Organizations of Homes only. During the final hour we will review monitoring, the serious deficiency resources and conclude with census mapping.

## Idaho CACFP Manual Sections

DIVISIONS	PROGRAMS	COMMUNICATION	RESOURCES	DATA COLLECTION
				
<a href="#">Child Nutrition Home Page</a>	<b>Idaho CACFP Manual</b>			
<a href="#">Child Nutrition Staff</a>	1 Acknowledgements and Introduction			
<a href="#">NSLP</a>	2 Acronyms and Definitions			
<a href="#">Special Milk Program</a>	3 Application Process and Annual Updates			
<a href="#">Child and Adult Care Food Program (CACFP)</a>	4 Serious Deficiency Process			
<a href="#">Idaho CACFP Manual</a>	5 Claim Records and Process to Submit Claims			
<a href="#">FNS Manuals</a>	6 Income Eligibility Forms			
<a href="#">USDA Handbooks</a>	7 Financial Audits and Budget Requirements - COMING SOON			
<a href="#">2014 Training Summit</a>	8 Independent Centers			
<a href="#">Summer Foods Program</a>	9 Sponsoring Organization of Centers			
<a href="#">HealthierUS School Challenge</a>	10 Sponsoring Organization of Day Care Homes			
<a href="#">Farm To School</a>	11 At-Risk Afterschool Centers			
<a href="#">Fresh Fruit &amp; Vegetables</a>	12 Outside School Hour Centers			
<a href="#">Wellness Policy</a>	13 Adult Day Care Centers - COMING SOON			
<a href="#">USDA Foods</a>	14 Meal Pattern Requirements			
<a href="#">State Guidance</a>	15 Menu and Production Records			
<a href="#">MyIdahoCNP</a>	16 Meal Service Requirements			
	17 17 Procurement Requirements - COMING SOON			
	18 Food Service Contract Requirements - COMING SOON			
	19 Civil Rights Requirements			
	20 State Agency Monitoring Reviews - COMING SOON			

Child and Adult Care Food Program (CACFP)

Before reviewing common errors on the State Agency program reviews, I would like to refer you to the CACFP manual located on the CNP website. It is a great resource for everything we will be reviewing today. I would also recommend reviewing each section when you have time and when the remaining sections are posted our agency will send out a broadcast email. The manual sections will be updated regularly throughout the year as new policy memos or regulations updates are released.



## Common Findings on State Agency Program Reviews



### Independent Center and Sponsoring Organization of Centers only:

- Monthly Enrollment Eligibility
- Menu Production Records



Child and Adult Care Food Program (CACFP)

Let's get started! In this first hour we will discuss common findings on State agency program reviews specific to Independent Center and Sponsoring Organization of Centers. We will review findings due to errors on the monthly enrollment eligibility roster which affects the eligibility data each child care or Head Start Institution reports on the monthly claim for each center. Note: Monthly Enrollment Eligibility rosters are not required for At-risk afterschool centers or emergency shelters since the participants are not required to be enrolled and all meals or snacks are reimbursed at the free rate.

The second document we will discuss is the menu production record and the common errors we find on program review concerning this record.

## Monthly Enrollment Eligibility Roster

**Definition**—List of all currently enrolled participants in the center with each participant’s eligibility status by category (free, reduced, or paid) for the month.

**Current enrollment**— *Annually updated enrollment form signed and dated by parent or guardian.*

**Example:** *Signed/Dated on October 22, 2014*

*Form effective from October 2014- October 2015.*

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The monthly enrollment eligibility roster is the list of all currently enrolled participants in the center with each participant’s eligibility status by category (free, reduced, or paid) for the month. The monthly enrollment eligibility roster must include enrolled participants, including drop-ins and infants, who are enrolled any time during the month.

Note: Participants do not need to be in attendance in the center during the month to be considered enrolled and placed on the Monthly Enrollment Eligibility Roster.

Current enrollment is an annually updated enrollment form that was signed and dated by a parent or guardian. Example: If the enrollment form was signed and dated on October 22, 2014 it is effective from October 2014- October 2015.

## Common Errors on Monthly Enrollment Eligibility Rosters

- Participants on list are not currently enrolled
- Participants enrolled in center not included on list
- Eligibility status inaccurately reported for participant(s)



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Most findings on program reviews result from errors on the Monthly Enrollment Eligibility Rosters. Our agency has found minimal errors with Income Eligibility form determinations. The following are the most common errors found during program reviews on the Monthly Enrollment Eligibility Rosters:

- Participants on list are not currently enrolled-- either the enrollment form is missing or it was not annually updated and/or signed by the parent or legal guardian.
- Participants enrolled in center not included on list-- in this case the center has a current enrollment record on file for the participant, the participant is not recorded as withdrawn from the center, but the center did not include them on the roster.
- Eligibility status inaccurately reported for participant(s)– the center either approved the IEF at the incorrect status (free, reduced, paid), the center approved the IEF correctly but reported the wrong status on the roster or the center Directly Certified or approved a new IEF for the participant and did not update the status on the roster.

## Common Errors on Monthly Enrollment Eligibility Rosters

- Participant Directly Certified but missing current enrollment form
- Eligibility data inaccurately totaled for each status
- Some participants listed more than once on the roster



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### ▪Participant Directly Certified but missing current enrollment form–

Directly Certifying a participant only determines the participants eligibility as Free.

As the state agency we recommend directly certifying participants first to avoid the need for the IEF, but if your center uses it as the enrollment record, you will need the first section of the form completed and the parent or legal guardian must sign and date it. In this case the parent or legal guardian does not need to complete sections 2-4 of the form that pertains to eligibility. If your center does not use the IEF for enrollment, the center must still collect and maintain a signed and dated enrollment form for each participant. This may be either the center's enrollment form used for licensing if it has usual days, time and meals while in care on the form and is annually updated, or the center may use the state agency sample enrollment form available in MyIdahoCNP under download forms. Next common error;

### ▪Eligibility data inaccurately totaled for each status–

The total free, reduced and paid was totaled incorrectly on the roster which

resulted with inaccurate eligibility data reported on the monthly claim, and finally;

- Some participants listed more than once on the roster–

Most of the time a participant is listed only twice, but due to this error the center totals the eligibility data inaccurately.

## Example Monthly Enrollment Eligibility Roster

Child and Adult Care Food Program Monthly Eligibility Roster		Month: <b>November 2014</b>				
Site Name: <b>ABC Child Care</b>					Date Eligibility Approved	Date Enrollment Signed by Parent
No.	Childs Full Name	Claiming Categories			Date Eligibility Approved	Date Enrollment Signed by Parent
		Free	Reduced	Paid		
1	Anderson, Bailey		1		10/20/2014	10/2/2014
2	Howard, John	1			10/18/2014	10/17/2014
3	Howard, Paul	1			10/18/2014	10/17/2014
4	Smith, Samantha			1	10/5/2014	9/28/2014
5	Smith, Susie			1	10/5/2014	9/28/2014
6	Young, Tammy	1			11/8/2014	11/6/2014
7						
8						
9	<b>Totals</b>	<b>3</b>	<b>1</b>	<b>2</b>		
10						
11						
12						

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Here is an example of a sample Monthly Enrollment Eligibility Roster.

A complete roster shall include:

1. Month
2. Site Name
3. Participants full name
4. Participants eligibility status by category (free, reduced or paid)
5. Eligibility Totals by Category
6. Dates Eligibility and Enrollment approved or effective is best practice and may help to ensure information and data on roster is accurate.

For future reference, information on the Monthly Enrollment Eligibility Roster is located In the CACFP Manual, Claims Records and Process to Submit Claims section.

## How Can a Center Avoid These Common Errors?

- List participants in alphabetical order on roster
- Keep all Enrollment Forms alphabetical by last name in one file per center
- Keep all Income Eligibility Forms (IEF) or Direct Certifications alphabetical by last name in one file per center
- List participant's enrollment date on roster

Now that we reviewed some of the common errors with the monthly enrollment eligibility roster, how can a center avoid these errors. These are all recommendations based on best practices the state agency observed at centers in our state. First, list participants in alphabetical order on the roster. This will make it easier to find participants when updating, and a means to avoid listing a participant twice.

Keep all enrollment forms in alphabetical order by the participants last name and in one file per center. By doing this you can easily verify that each participant on the list has a current enrollment form and catch if you left an enrolled participant off the list.

Keep all income eligibility forms or direct certifications in alphabetical order by the participants last name and in one file per center. This practice allows you to easily check each participant's eligibility reported on the roster to confirm the eligibility status is accurate.

Next, list participant's enrollment date on roster. This gives you a heads up when a participants enrollment will expire so you can ensure you collect a new or updated enrollment form before it expires.

## How Can a Center Avoid These Common Errors?

- Identify each participant Directly Certified on roster
- Develop & implement a written withdraw procedure
- Maintain a withdraw file for all withdrawn participants
- Double check new IEF, Direct Certifications, Enrollment Forms and Enrollment Eligibility Roster monthly-  
(second employee)



Child and Adult Care Food Program (CACFP)

Additional methods to avoid the common errors on the roster are to identify each participant Directly Certified on the roster. This may help to avoid missing enrollment forms for Directly Certified participants.

It is also very important to develop and implement a written withdraw procedure for your center(s). The procedure shall include when the center will withdraw participants and how it will be documented. As part of the procedure, the center should maintain a withdraw file for all withdrawn participants. To assist you in writing procedures I have included a sample Policy Procedure template in your packet.

And finally, each month a second employee should double check the monthly enrollment roster by verifying all new or updated enrolled participants to confirm the center has a current enrollment form and the participant is listed on the roster. The second employee should also verify new and updated IEF and Direct Certifications eligibility status per participant to confirm the status was recorded correctly on the roster.



## Menu Production Records

Records are required to document:

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

Child and Adult Care Food Program (CACFP)

Now lets talk about Menu Production Records.

Menu production records are required in Idaho 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.

## Common Errors on Menu Production Records

- Missing menu production record or record was not dated
- Missing menu components
- Menu component was not clearly defined-

**Example:** Macaroni Bake –Meat/Meat Alternate?

- Missing amounts planned, prepared, served or leftover
- Inaccurate amount planned based on product purchased
- Amount served is more than amount prepared
- Adult meals served were not documented



Child and Adult Care Food Program (CACFP)

Some of the most common errors during program reviews are the following:

- Missing menu production records or the date was not recorded on one or more records. In addition, sometimes the date is incomplete. Example: missing month or year. If the state agency reviewer cannot determine when or if the menu record was served in the review month meals and snacks for the days of missing or incomplete records must be disallowed for reimbursement.
- Missing menu components on the menu production record. If the center has missing components and no other menu record is available to support a reimbursable meal or snack was served the meal or snack must be disallowed for reimbursement.
- Menu component was not clearly defined on menu record. One example is Macaroni Bake is listed next to the Meat/Meat Alternate component but the type of meat/meat alternate is not listed. Was it beef, cheese or a combination? Many times the center does not have a standardized recipe as well to support the missing component type served. In this case as well the meal would be disallowed for reimbursement.
- Missing amounts planned, prepared, served or leftover. Usually a record is not missing all of these on the record, the most common is served and leftover. If the program reviewer cannot determine from the record the center planned and prepared enough food to meet the minimum serving per age group the meals or

snacks will be disallowed and if any column is incomplete this will be a finding.

- Inaccurate amount planned based on the actual product purchased. This occurs usually when a new product is purchased and the record is not updated to meet the new serving size of the product. We have also found cases when the center did not use the Food Buying Guide correctly and miss calculated the servings per purchased unit. If the serving size planned, prepared and served did not meet the minimum serving size per age group in the CACFP meal pattern the meals or snacks must be disallowed.
- Amount served is more than the amount prepared. In this situation, usually the center forgets to add additional serving prepared during meal service when food runs out but does record the actual children served correctly. Unfortunately the record does not support enough food was prepared to serve the minimum serving per age group therefore the meal or snack must be disallowed for reimbursement.
- Adult meals served were not documented. It is important to plan and prepare for adult meals if the center provides meals to adult employees. In addition the meals served to adults must be documented on the meal counts and menu records. This ensures enough food was prepared to meet minimum servings for all participants and the adult meals.

# Menu Production Record Activity

Idaho CACFP Production Record

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

	(#) 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	Number Portions Served Per Age Group			Total Amount of Food Served			
	1-2			3-5			6-12			Serving Size	Purchase Unit	#	#	#	Serving Size	#	#		#										
	#	Sex	Age	#	Sex	Age	#	Sex	Age											#	Sex		Age						
<b>BREAKFAST ITEM</b>																													
Whole milk	2	92	cup	0	34	cup	0	1	cup	1	0	0	1.00	cup	0.06	Gal	6.00	3	0	0	1	1/2	cup	3	0	0	0.00	cup	
Milk, Fluid	4	92	cup	0	34	cup	0	1	cup	1	0	0	1.00	cup	0.06	Gal	6.00	4	22	5	23	92	cup	4	21	5	0.76	cup	
<b>Vegetables &amp; Fruits</b>																													
1-serving vegetable or fruit plus	0	94	cup	0	92	cup	0	92	cup	0	0	0	0.00	cup	1.00	cup	0.00	0	0	0	0	0	0	0	0	0	0	0	0
Watermelon	4	94	cup	0	92	cup	0	92	cup	0	0	0	11.00	cup	1.00	lb	1.00	7	21	5	19	94	cup	7	21	5	0.59	cup	
<b>Bread &amp; Bread Alternatives</b>																													
Enriched or whole grain bread	0	92	slice	0	92	slice	0	1	slice	0	0	0	0.00	slice	1.00	slice	0.00	0	0	0	0	0	0	0	0	0	0	0	0
Cereal, cold/dry	4	94	cup	0	92	cup	0	24	cup	1	0	0	0.25	cup	1.00	box	8.00	7	22	5	12	94	cup	7	21	5	0.32	cup	
Cooked cereal or grains	0	94	cup	0	94	cup	0	92	cup	0	0	0	0.00	cup	1.00	cup	0.00	0	0	0	0	0	0	0	0	0	0	0	0
<b>Dishes:</b>																													
<b>LUNCH/DESSERT ITEM</b>																													
Whole milk	2	92	cup	0	34	cup	0	1	cup	1	0	0	1.00	cup	0.06	Gal	6.00	0	0	0	0	0	0	0	0	0	0	0	0
Milk, Fluid	4	92	cup	0	34	cup	0	1	cup	1	0	0	0.34	cup	0.73	Gal	6.00	0	0	0	0	0	0	0	0	0	0	0	0
<b>Vegetables &amp; Fruits (2 servings)</b>																													
1-serving vegetable or fruit plus	0	94	cup	0	94	cup	0	348	cup	0	0	0	0.00	cup	1.00	cup	0.00	0	0	0	0	0	0	0	0	0	0	0	0
1-serving vegetable or fruit	6	92	cup	0	94	cup	0	348	cup	0	314	0	4.00	cup	1.00	lb	2.98	0	0	0	0	0	0	0	0	0	0	0	0
<b>Bread &amp; Bread Alternatives</b>																													
Enriched or whole grain bread	0	92	slice	0	92	slice	0	1	slice	0	0	0	0.50	slice	0.75	dz	12.00	0	0	0	0	0	0	0	0	0	0	0	0
Cereal, cold/dry	0	94	cup	0	92	cup	0	24	cup	0	0	0	0.00	cup	1.00	cup	0.00	0	0	0	0	0	0	0	0	0	0	0	0
Cooked pasta products	0	94	cup	0	94	cup	0	92	cup	0	0	0	0.00	cup	1.00	cup	0.00	0	0	0	0	0	0	0	0	0	0	0	0
<b>Meat &amp; Meat Alternatives</b>																													
Lean meat, poultry, or fish	0	1	oz	0	192	oz	0	2	oz	0	19	2	0.50	oz	1.59	lb	6.00	0	0	0	0	0	0	0	0	0	0	0	0
Cheese	0	1	oz	0	192	oz	0	2	oz	0	0	0	0.00	oz	1.00	oz	0.00	0	0	0	0	0	0	0	0	0	0	0	0
Eggs	0	92	egg	0	34	egg	0	1	egg	0	0	0	0.00	egg	1.00	egg	0.00	0	0	0	0	0	0	0	0	0	0	0	0
Cooked dry beans or peas	0	94	cup	0	34	cup	0	1	cup	0	0	0	0.00	cup	1.00	cup	0.00	0	0	0	0	0	0	0	0	0	0	0	0
Peanut butter	0	2	tblsp	0	2	tblsp	0	4	tblsp	0	0	0	0.00	tblsp	1.00	tblsp	0.00	0	0	0	0	0	0	0	0	0	0	0	0
<b>Dishes:</b>																													
<b>SNACK ITEM</b>																													
Whole milk	0	92	cup	0	34	cup	0	1	cup	0	0	0	0.00	cup	1.00	cup	0.00	0	0	0	0	0	0	0	0	0	0	0	0
Milk, Fluid	0	92	cup	0	34	cup	0	1	cup	0	0	0	0.00	cup	1.00	cup	0.00	0	0	0	0	0	0	0	0	0	0	0	0
<b>Vegetables &amp; Fruits</b>																													
1-serving vegetable or fruit plus	0	92	cup	0	92	cup	0	348	cup	0	0	0	0.00	cup	1.00	cup	0.00	0	0	0	0	0	0	0	0	0	0	0	0
1-serving vegetable or fruit	0	92	cup	0	92	cup	0	348	cup	0	0	0	0.00	cup	1.00	cup	0.00	0	0	0	0	0	0	0	0	0	0	0	0
<b>Bread &amp; Bread Alternatives</b>																													
Enriched or whole grain bread	0	92	slice	0	92	slice	0	1	slice	0	0	0	0.50	slice	0.57	lb	6.00	7	19	5	18	92	slice	7	19	5	0.00	slice	
Cereal, cold/dry	0	94	cup	0	92	cup	0	24	cup	0	0	0	0.00	cup	1.00	cup	0.00	0	0	0	0	0	0	0	0	0	0	0	0
Cooked pasta products	0	94	cup	0	94	cup	0	92	cup	0	0	0	0.00	cup	1.00	cup	0.00	0	0	0	0	0	0	0	0	0	0	0	0
<b>Meat &amp; Meat Alternatives</b>																													
Lean meat, poultry, or fish	0	92	oz	0	192	oz	0	1	oz	0	0	0	0.50	oz	0.78	lb	20.00	7	19	5	18	92	oz	7	19	5	0.00	oz	
Cheese	0	92	oz	0	92	oz	0	1	oz	0	0	0	0.00	oz	1.00	oz	0.00	0	0	0	0	0	0	0	0	0	0	0	0
Eggs	0	1	tblsp	0	1	tblsp	0	2	tblsp	0	0	0	0.00	tblsp	1.00	tblsp	0.00	0	0	0	0	0	0	0	0	0	0	0	0
Peanut butter	0	1	tblsp	0	1	tblsp	0	2	tblsp	0	0	0	0.00	tblsp	1.00	tblsp	0.00	0	0	0	0	0	0	0	0	0	0	0	0
Yogurt	0	94	cup	0	94	cup	0	92	cup	0	0	0	0.00	cup	1.00	cup	0.00	0	0	0	0	0	0	0	0	0	0	0	0

Child and Adult Care Food Program (CACFP)

For this activity we will use Menu Production Record A in your training packet.

Review the completed menu production record in your packet and circle any errors you find on the record.

(Allow 5 minutes for reviewing record and then review errors using trainers template.)

Errors:

1. Missing Date
2. Type of milk at Breakfast is not provided (1% or skim) for ages 2 and up.
3. Amount planned at Breakfast for watermelon and cereal did not include all children (missing one year olds).
4. "Cereal"- need to provide the type of cereal (Cheerios, Rice Krispy's ...)
5. "Whole Fruit"- at lunch, need to provide the type of whole fruit (apple, apricots, banana's...)
6. "Tostada" is not enough information to determine the meat/meat alternate prepared (pork, beef, chicken?)
7. "Tostada" also need to know if Homemade or meat/meat alternate is commercially prepared.
8. Tostada shows 16 servings per pound which would be 1 oz. to 1 oz. equivalent.

If cooked does not consider cooking loss and if commercially prepared it would be unlikely 1 to 1.

9. Prepared, Served and Leftover columns were not completed on record.
10. Snack hamburger bun and patty, the amount served is more than amount prepared.
11. Note: Best Practice: Whenever you have a CP product on cycle menu- like the Beef patty verify you have the current CN label or Product Formulation statement.

## Civil Rights Requirements

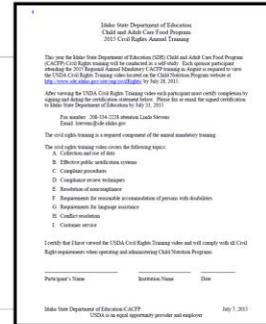


Training Video, Forms and Resources located on CNP Website at:

<http://www.sde.idaho.gov/site/cnp/civilRights/>

### Civil Right Self Study– Video Training

Training Certifications were due July 31, 2015.



Child and Adult Care Food Program (CACFP)

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.

This year our agency provided a self study for the Civil Rights training. Everyone at this training should have already viewed the Civil Rights training video and turned in your training certifications to our office. If you did not and have the signed certification with you make sure you give it to me before the end of this training or you will not receive credit for this training and your training certificate until it is completed.

Please note one change on the video since it was developed, occurred this year through a policy memo change. The medical statement form was updated to include additional medical authorities who may complete and sign the form for participants that requiring substitutions due to a disability. These now are licensed physicians, physician assistant, nurse practitioner, or dentist. Are there any questions after reviewing the video?

## Common Findings on State Agency Program Reviews-cont.

- Old civil rights statements on documents
- Tally of ethnic/racial data per participant was not maintained
- Missing or incomplete daily attendance records

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- Incomplete or missing menu records
- Incomplete infant menu records

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- Errors consolidating the monthly claim
- Time and effort reporting documentation was not maintained
- Incomplete training documentation

Child and Adult Care Food Program (CACFP)

In the next few slides we will review common findings on state agency program reviews that involve all Institution types.

We will cover the following common findings:

- Old civil rights statements on documents
- Tally of ethnic/racial data per participant was not maintained
- Missing or incomplete daily attendance records
- Incomplete or missing menu records
- Incomplete infant menu records
- Errors consolidating the monthly claim
- Time and effort reporting documentation was not maintained
- Incomplete training documentation

Many times one part of the corrective action due to findings, the state agency will require you to update or develop a written procedure. In your packet I have included the Policy Procedure template.

## Civil Rights Long and Short Statements

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800)845-6136 (Spanish).

USDA is an equal opportunity provider and employer. **(Short Statement)**

USDA Child Nutrition Programs recognize the following protected classes: race, color, national origin, sex, age, and disability.

Child and Adult Care Food Program (CACFP)

When conducting state agency reviews we are still finding sponsors using the old Civil Rights long and short statements on forms, handbooks, flyers etc. that contain information about 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 “USDA is an equal opportunity provider and employer”

The statements changed in August 2012 and sponsors were allowed one year to update materials. 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:**  
Number of Participants: \_\_\_\_\_ County Total: \_\_\_\_\_  
**NOT HISPANIC OR LATINO:**  
Number of Participants: \_\_\_\_\_ County Total: \_\_\_\_\_

**BLACK OR AFRICAN AMERICAN:**  
Number of Participants: \_\_\_\_\_ County Total: \_\_\_\_\_

**ASIAN:**  
Number of Participants: \_\_\_\_\_ County Total: \_\_\_\_\_

**AMERICAN INDIAN & ALASKA NATIVE:**  
Number of Participants: \_\_\_\_\_ County Total: \_\_\_\_\_

**NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER:**  
Number of Participants: \_\_\_\_\_ County Total: \_\_\_\_\_

**WHITE:**  
Number of Participants: \_\_\_\_\_ County Total: \_\_\_\_\_

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.

## Daily Attendance Records

Sample Daily Sign In & Out Sheet

Name of Center/Classroom:		Date:					
Childs Name (First, Last)	Time In	Time Out	Time In	Time Out	Time In	Time Out	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

**Daily time in and time out** attendance records must be maintained for all participants in daycare homes, child care centers, emergency shelters, at-risk afterschool centers and outside school hour centers.

**Present/Absent** attendance records may be used in Head Start or At-risk Afterschool Centers when there is a set schedule for all participants to be present

Head Start or At-Risk Center Weekly Attendance - Present/Absent Roster

First & Last Name	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday		
	P	A	T	P	A	T	P	A	T	P	A	T	P	A	T	P	A	T

**Daily time in and time out** attendance records must be maintained for all participants in daycare homes, child care centers, emergency shelters, at-risk afterschool centers and outside school hour centers.

**Present/Absent** attendance records may be used in Head Start or At-risk Afterschool Centers when there is a set schedule for all participants to be present

## CACFP Menu Records

- Daily dated menus
- Menu production records (centers only)
- Standardized recipes
- CN labels or product formulation statements
- Food receipts (example milk receipts)
- Medical statement forms (milk substitutions)

Child and Adult Care Food Program (CACFP)

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
- Menu production records (centers only)
- Standardized recipes
- CN labels or product formulation statements
- Food receipts
- Medical statement forms

I will start with the most common errors on menus during program reviews. Daily menus are either missing, not dated, missing components or the components listed do not clearly define how the menu item meets the required menu components. Examples: Cereal, Granola Bar or Crackers-need type of cereal, granola bar or crackers to determine if the item served was a creditable grain. Other examples are: Fruit, Vegetable, Nachos, Casserole. Again more detail is needed to determine if the fruit and vegetable serving size meets the meal pattern and what meat/meat alternate was offered in the Nachos and Casserole.

- Earlier we discussed Menu Production records required for centers so I will skip

to standardized recipes.

## 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 \_\_\_\_\_

**Oven Temperature & Baking Time:**  
 Conventional Temperature \_\_\_\_\_ Minutes \_\_\_\_\_  
 Convection \_\_\_\_\_

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

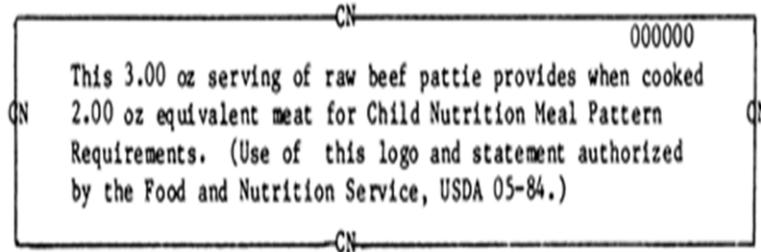
**If available, Nutrition Analysis: Serving Size: \_\_\_\_\_**  
 \_\_\_\_\_ Calories \_\_\_\_\_ Saturated Fat (g) \_\_\_\_\_ Vitamin C (mg)  
 \_\_\_\_\_ Protein (g) \_\_\_\_\_ Sodium (mg) \_\_\_\_\_ Vitamin A (IU)  
 \_\_\_\_\_ Total Fat (g) \_\_\_\_\_ Fiber (g) \_\_\_\_\_ Calcium (mg)  
 \_\_\_\_\_ 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. In your packet I have included a Standardized Recipe form with 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. This recipe form will give you a good guide for standardizing your recipes.

## CN Labels and Product Formulation Statements

### ***CN Labels***



Commercially processed products must have either a CN label or product formulation statement to credit the menu item(s) toward the meal pattern. During program reviews, if centers and homes have served commercially processed products without maintaining either the CN Label or product formulation statement, this will be a finding and the menu(s) must be disallowed for reimbursement.

In your packet I included a Technical Assistant Memo provided to State agencies from USDA. (TA 07-2010 (v.3) and the reviewer checklist. The TA and checklist was released in November 2014.

Here is a sample of a CN label.

## CN Labels and 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

Child and Adult Care Food Program (CACFP)

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.

## 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)

During program reviews the state agency will review all food receipts to verify the Institution's monthly CACFP expenses but they are also reviewed to determine if the center's purchased enough food to meet the meal pattern for the meals and snacks claimed for reimbursement. 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. When it is determined not enough milk was purchased or donated to meet the meals/snacks claimed meals and snacks must be disallowed for reimbursement and a finding occurs. In some instances, the reason for the discrepancies is missing receipts.

## 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 ( )	
<p>(8) Must check one:</p> <p><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. <b>A licensed physician, physician assistant, nurse practitioner, or dentist must sign this form.</b></p> <p><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. <b>A licensed physician, physician assistant, nurse practitioner, registered dietitian, or registered nurse must sign this form.</b></p>			

(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)

A copy of the state agency medical statement form is located in your packet along with the milk substitution nutritional requirements and list of products available in Idaho.

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.

## Infant Menu Records

Idaho State Department of Education  
650 W State St  
Boise, ID 83702

Office of the Superintendent  
Child Nutrition Programs  
(208) 332-6621

**DAILY INFANT MENU PRODUCTION RECORD FOR 8 – 11 MONTH OLD INFANTS**      **DATE:** \_\_\_\_\_

- 1) Record date (month/day/year).
- 2) Record the name & birthdate of each infant.
- 3) Specify the **name of the formula** (Document the brand of formula for each meal/snack when different from the formula listed for the infant).
- 4) Record if the infant is receiving *formula*, *expressed breast milk "EB"*, or is *breastfed "BF"* for each meal/snack.
- 5) Record actual food offered for each meal/snack (examples: peaches, apple juice, rice cereal).
- 6) Designate food and/or formula supplied by parent/guardian for each meal/snack as parent supplied, "PS". Example: "PS, peaches".

NAME OF INFANT Birthdate Brand of Formula	BREAKFAST				LUNCH OR SUPPER				AM or PM SNACK			
	Formula, Breast milk 6-8 oz	Infant Cereal 2-4 Tbsp	Veg. and/or Fruit 1-4 Tbsp	Complete Breakfast Served	Formula or Breast milk 6-8 oz	Veg. and/or Fruit 1-4 Tbsp.	Infant Cereal 2-4 Tbsp. Choose one	Meat or Meat Alt. 1-4 Tbsp.	Complete Lunch or Supper Served	Formula, Breast milk or Fruit juice 2-4 oz	(optional) Bread 0-1/2 slice or 0-2 Crackers	Complete Snack Served
Birthdate: _____ Formula: _____										AM		
										PM		
Birthdate: _____ Formula: _____										AM		
										PM		
Birthdate: _____										AM		

Child and Adult Care Food Program (CACFP)

Another common finding on state agency reviews occurs with Infant Menu Records. The state agency will review the individual infant menu records to ensure each menu claimed for reimbursement meets the infant meal pattern. The most common errors occur with the infant menu records for infants 8-11 months of age. In your packet is the state agency infant menu record. Lets review the menu pattern and required components for each. During the program reviews if there are missing components, records or the minimum serving portion was not offered the meal (s) or snack(s) will be disallowed for reimbursement.

## Common Errors When Consolidating the Monthly Claim

- Meals/snacks claimed for non-enrolled participants
- Meal counts by meal type totaled incorrectly
- At-risk breakfast meals claimed on school days
- More meals claimed than participants in attendance
- Meals/snacks claimed that did not meet meal pattern

When consolidating and verifying the claim, Institutions must verify enrollment records (only for homes, child care centers, and Head Starts), meal counts, menus, attendance records and menus. The following are common errors when consolidating the monthly claim.

- Meals/snacks claimed for non-enrolled participants- if a participant in homes, child cares and Head Starts does not have a current enrollment record, their meals/snacks must be removed from the claim.
- Meal counts by meal type totaled incorrectly
- At-risk breakfast meals claimed on school days- the at-risk afterschool program is only for one meal and snack afterschool.
- More meals claimed than participants in attendance- if participants attendance records are incomplete the center or home may not claim their meals and in the At-risk program where meal counts may be recorded as a tally, the total number recorded in attendance cannot be less than the number of meals claimed.

- Meals/snacks claimed that did not meet meal pattern- after reviewing the menus if a menu did to meet the meal pattern the meals claimed must be removed from the claim.

## Time and Effort Reporting

<b>Employee:</b>		<b>Institution:</b>									
<b>Title:</b>		<b>Location:</b>									
<b>Employee ID No.:</b>		Pay Period (mark one): <input type="checkbox"/> Biweekly				<input type="checkbox"/> Weekly					
<b>Week of - Start Date:</b>		<b>End Date:</b>									
(mm/dd/yy)		(mm/dd/yy)									
Day	Start Time	CACFP		OTHER DUTIES (Specify)			End Time	LEAVE			TOTALS
		Admin - Centers	Operations - Centers					Vacation	Sick	Other	
Mon	Example 8:00 AM	2.00	1.75	1.25	1.00	0.50	5:00 PM	1.00	0.50	0.00	8.00
Sun											0.00
Mon											0.00
Tue											0.00
Wed											0.00
Thu											0.00
Fri											0.00
Sat											0.00
Totals		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
% of Time*											0.0%
<b>Week of - Start Date:</b>		<b>End Date:</b>									
(mm/dd/yy)		(mm/dd/yy)									

Child and Adult Care Food Program (CACFP)

A common finding when the state agency reviews the sponsor's budgeted expenses occurs with maintaining documentation of CACFP employee's time either operation or administrative. This reporting is referred to as Time and Effort reporting. A sample bi-weekly time sheet is provided in the training packet.

## Training Documentation

The Institution must maintain training records for all employees (new or current) working in the Child and Adult Care Food Program.



Child and Adult Care Food Program (CACFP)

In the past two years training findings have decreased on state agency program reviews. Great Job!

It is important all Institutions must maintain training records for all employees (new or current) working in the Child and Adult Care Food Program. To ensure this occurs the Institutions must have procedures in place to train new employees and employees that missed annual training. This is the most common finding during program reviews.



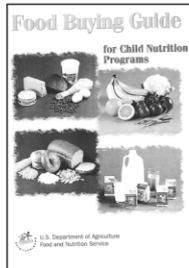
## Morning Break

**BACK  
IN  
FIFTEEN**

Child and Adult Care Food Program (CACFP)

(set up for grain activity)

## How to Credit Grains Using the Food Buying Guide



Food Buying Guide for CACFP is located on CNP Website at:  
<http://www.sde.idaho.gov/site/cnp/cacfp/FNSmanuals.htm>

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### ***Grain Crediting Resources in Guide: (Section 3 Grains/Breads)***

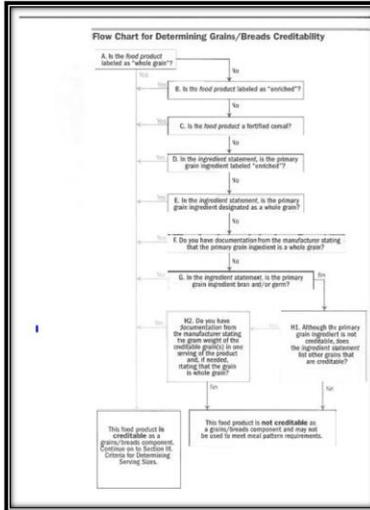
- *Flow Chart for Determining Grain Creditability*
- *Exhibit A- Grains/Breads Chart*

---

Child and Adult Care Food Program (CACFP)

Flow chart and Exhibit A is in training packet.

## Flow Chart for Determining Grain Creditability



Child and Adult Care Food Program (CACFP)

Review the Flow Chart in Packet

## Identifying Whole Grains

The primary grain on the product ingredient list must state it is “whole” such as “whole wheat” or “whole grain”. The primary grain is the first grain listed.

Examples of whole grains:

Buckwheat	Barley (pearl is not whole grain)
Brown or wild rice	Whole grain corn
Oatmeal or rolled oats	Wheat berries
Whole quinoa or bulgur	Whole rye

Child and Adult Care Food Program (CACFP)

When using the Flow Chart for Determining Creditability, you will need to know how to identify a whole grain. To make this identification on the grain products you wish to serve in your program you will need to refer to the product package ingredient list.

The primary grain on the product ingredient list must state it is “whole” such as “whole wheat” or “whole grain”. The primary grain is the first grain listed. Examples of whole grains are buckwheat, barley-note pearl is not whole grain, brown or wild rice, whole grain corn, oatmeal or rolled oats, wheat berries, whole quinoa, bulgur and whole rye.

## 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\*\***

Group A	Minimum Serving Size for Group A
<ul style="list-style-type: none"> <li>- Bread type coating</li> <li>- Bread sticks (hard)</li> <li>- Chewy meat noodles</li> <li>- Crackers (soft and snack crackers)</li> <li>- Croissants</li> <li>- Pretzels (hard)</li> <li>- Stuffing (dry) Note: weights apply to bread in stuffing.</li> </ul>	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"> <li>- Bagels</li> <li>- Butter type coating</li> <li>- Biscuits</li> <li>- Breads (white, wheat, whole wheat, French, Italian)</li> <li>- Buns (hamburger and hot dog)</li> <li>- Crackers (graham crackers - all shapes, animal crackers)</li> <li>- Egg roll skins</li> <li>- English muffins</li> <li>- Hot bread (white, wheat, whole wheat)</li> <li>- Pizza crust</li> <li>- Pretzels (soft)</li> <li>- Rolls (white, wheat, whole wheat, potato)</li> <li>- Tortillas (wheat or corn)</li> <li>- Taco shells</li> </ul>	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"> <li>- Cookies (plain)</li> <li>- Custards<sup>1</sup></li> <li>- Corn muffins</li> <li>- Croissants</li> <li>- Pancakes</li> <li>- Pie crust (dessert pie<sup>2</sup>, fruit turnovers<sup>3</sup>, and meat/veggie alternate pie)</li> <li>- Waffles</li> </ul>	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

\*The following foods are whole-grain or enriched or made with enriched or whole-grain meal and/or flour, bran, and/or germ.  
<sup>1</sup>Some 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.  
<sup>2</sup>Allowed only for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 201.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP.  
<sup>3</sup>Allowed for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 201.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP, and for breakfasts served under the SBP, SFSP, and CACFP.

Group D	Minimum Serving Size for Group D
<ul style="list-style-type: none"> <li>- Doughnuts<sup>4</sup> (cake and yeast raised, unfrosted)</li> <li>- Granola bars<sup>5</sup> (plain)</li> <li>- Muffins (oil, except corn)</li> <li>- Sweet rolls<sup>6</sup> (unfrosted)</li> <li>- Toasted pastries<sup>6</sup> (unfrosted)</li> </ul>	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"> <li>- Cookies<sup>7</sup> (with nuts, raisins, chocolate pieces and/or fruit pieces)</li> <li>- Doughnuts<sup>4</sup> (cake and yeast raised, frosted or glazed)</li> <li>- French toast</li> <li>- Grain roll bars<sup>8</sup></li> <li>- Granola bars<sup>5</sup> (with nuts, raisins, chocolate pieces and/or fruit)</li> <li>- Sweet rolls<sup>6</sup> (frosted)</li> <li>- Toasted pastries<sup>6</sup> (frosted)</li> </ul>	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"> <li>- Cake<sup>9</sup> (plain, unfrosted)</li> <li>- Coffee cake<sup>9</sup></li> </ul>	1 serving = 75 gm or 2.7 oz 3/4 serving = 56 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"> <li>- Brownies<sup>10</sup> (plain)</li> <li>- Cake<sup>9</sup> (all varieties, frosted)</li> </ul>	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"> <li>- Bialys</li> <li>- Breaded crumbs (crustless)<sup>11</sup></li> <li>- Bulgur or cracked wheat</li> <li>- Macaroni (all shapes)</li> <li>- Noodles (all varieties)</li> <li>- Pasta (all shapes)</li> <li>- Raisin<sup>12</sup> (snack only)</li> <li>- Rice (enriched white or brown)</li> </ul>	1 serving = 1/2 cup cooked (or 25 gm dry)
Group I	Minimum Serving Size for Group I
<ul style="list-style-type: none"> <li>- 1 serving = 3/4 cup or 1 oz, whichever is less</li> </ul>	** Waffle or hot breakfast cereal (cereal dry) <sup>13</sup>

<sup>4</sup>Allowed only for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 201.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP.  
<sup>5</sup>Allowed for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 201.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP, and for breakfasts served under the SBP, SFSP, and CACFP.  
<sup>6</sup>Refer to program regulations for the appropriate serving size for supplements served to children ages 1 through 5 in the NSLP, breakfasts served under the SBP, and meals served to children ages 1 through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served as meals other than breakfast.  
<sup>7</sup>Cookies may be whole-grain, enriched, or fortified.

Child and Adult Care Food Program (CACFP)

Review exhibit A

## Grain Crediting Activity

- ***Split into 5 groups***
- ***Start at assigned station***
- ***Use “Grain Activity Sheet”***
- ***Credit grains in station***
- ***When time’s up, rotate to next station until you have completed all 5 stations***



Child and Adult Care Food Program (CACFP)

(Count out from 1-5 to split participants into 5 groups. Assign each group to a station and review grain activity as provided on screen. Use flow chart and grain chart to credit one granola bar as a group, then let the group move through stations. Give about 5 minutes per station)

## Lunch Break



**STARTING  
BACK  
AT  
1:00 PM**

Child and Adult Care Food Program (CACFP)

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

## Regulation Updates and Resources

- Policy memos released (October 2014- July 2015)
- FNS resources
- Institute of Child Nutrition (ICN)
- DUNS numbers and SAM's registration
- WIC Information
- Administrative Review Procedures – (Appeal Process)
- Idaho "Let's Move" workshops



Next we will discuss the following regulation updates and resources:

- Policy Memos released (October 2014- July 2015)
- FNS Resources
- Institute of Child Nutrition (ICN)
- DUNS numbers and SAM's registration
- WIC Information
- Administrative Review Procedures – (Appeal Process)
- Idaho "Let's Move" Workshops

## USDA Regulations and Policy Memos

DIVISIONS   PROGRAMS   COMMUNICATION   RESOURCES   DATA COLLECTION   ADMINISTRATORS



### State Guidance

Welcome to the State Guidance section on the Child Nutrition Programs website. The purpose of this section is to clarify the rules and regulations in the administration of Federal programs:

Policy Memos are separated out by program and fiscal year. They are titled and identified as follows: **Policy Number (Policy Number - Year) - Title of the Policy Memo (Topic) - Date Issued**

Click on the Program link below and if you have questions or need further information call the Idaho Child Nutrition Division at 208-332-8820

- [CACFP \(Child and Adult Care Food Program\)](#)
- [NSLP \(National School Lunch Program\)](#)
- [SFSP \(Summer Food Service Program\)](#)
- [USDA Foods \(Food Distribution Program\)](#)
- [NSIP \(Nutrition Services Incentive Program\)](#)

#### FNS Regulations

All Child Nutrition Programs Federal Regulations can be found at the link provided below.

- [NSLP Regulations](#)
- [CACFP Regulations](#)
- [SFSP Regulations](#)

**Child Nutrition Home Page**

- Child Nutrition Staff
- NSLP
- Special Milk Program
- Child and Adult Care Food Program (CACFP)
- Summer Foods Program
- HealthierUS School Challenge
- Farm To School
- Fresh Fruit & Vegetables
- Wellness Policy
- USDA Foods
- State Guidance**
- MyIdahoCNP
- Training Resource Ctr
- Webinar Center
- Statistics & Finance
- Child Rights
- Direct Certification

Child and Adult Care Food Program (CACFP)

The State Guidance tab on the CNP website is where the CACFP regulations and policy memos are located.

## CACFP Policy Memos Released October 2014 – July 2015

### Policy Memo CACFP 01-2015 Duration of Income Eligibility Determination Guidance and Q & A's

*This memo clarified :*

- Duration of eligibility
- Elimination of temporary approval
- Change in household income for IEF
- Establishing claiming percentages

Child and Adult Care Food Program (CACFP)

This is one of several memos USDA has released in the past year that consolidates 2-3 previous policy memos into one.

### Policy Memo CACFP 01-2015 Duration of Income Eligibility Determination Guidance and Q & A's

*This memo clarified :*

- Duration of eligibility
- Elimination of temporary approval
- Change in household income for IEF
- Establishing claiming percentages

## CACFP Policy Memos Released October 2014 – July 2015

### Policy Memo CACFP 02-2015 Role and Requirements of Administrative Review Officials

Memo clarified:

- Role and requirements of the appeals officer
- Decision based on information provided by State Agency, Institution, Responsible Principals or Individuals, Federal and State laws, regulations, policies and procedures governing CACFP

Child and Adult Care Food Program (CACFP)

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- Role and requirements of the appeals officer
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## CACFP Policy Memos Released October 2014 – July 2015

### Policy Memo CACFP 03-2015 Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts

Memo reviews and provides guidance on:

- Requirement for State agencies and sponsors to develop and implement written code of conduct
- Provides requirements for written code

Child and Adult Care Food Program (CACFP)

Policy Memo CACFP 03-2015 Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts

Memo reviews and provides guidance on:

- Requirement for State agencies and sponsors to develop and implement written code of conduct
- Provides requirements for written code

The state agency sample written code of conduct is provided in your training packet and may be used by sponsors to develop your own.

## CACFP Policy Memos Released October 2014 – July 2015

### Policy Memo CACFP 04-2015 Area Eligibility in Child Nutrition Programs

Memo clarifies:

- Area eligibility must be re-determined every 5 years
- Use of school data for area eligibility
- Use of census data by sponsoring organizations of daycare homes to establish eligibility
- Clarified Community Eligibility Provision (CEP) for schools

Child and Adult Care Food Program (CACFP)

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## CACFP Policy Memos Released October 2014 – July 2015

### Policy Memo CACFP 04-2015 Area Eligibility in Child Nutrition Programs

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO  
STATE DEPARTMENT OF HEALTH AND WELFARE

Child Nutrition Home Page  
Child Nutrition Staff  
NSLP  
Special Milk Program  
Child and Adult Care Food Program (CACFP)  
Summer Foods Program  
HealthierUS School Challenge  
Farm To School  
Fresh Fruit & Vegetables  
Wellness Policy  
ITC&A Tools

Statistics & Finance

Presentations  
CNP Fiscal Information as of Spring 2014

Evaluating Financial Status  
Indirect Costs Guidance Manual  
Revenue from Non-Program Foods Tool

Child and Adult Care Food Program (CACFP)

The school lunch eligibility data is located on the CNP website at the Statistics & Finance tab. Due to Idaho privacy laws the data provided is limited. If there is a school with no data listed or it has CEP please contact our agency and we can provide you with the data to complete your site/provider application for area eligibility approval.

## CACFP Policy Memos Released October 2014 – July 2015

### Policy Memo CACFP 05-2015 Health and Safety Inspection Requirements

Memo clarifies:

- Health and safety inspection requirements for at-risk centers, outside-school-hour centers and emergency shelters
- Sponsoring Organizations of daycare homes may use administrative funds up to \$300 per home for licensing expenses

Child and Adult Care Food Program (CACFP)

### Policy Memo CACFP 05-2015 Health and Safety Inspection Requirements

Memo clarifies:

- Health and safety inspection requirements for at-risk centers, outside-school-hour centers and emergency shelters. Schools that participate in NSLP and CACFP are not required to obtain additional health or safety inspections than required for NSLP.
- Sponsoring Organizations of daycare homes may use administrative funds up to \$300 per home for licensing expenses, this includes the cost of health and safety inspections. It is important this expense is included in the SODCH budget.

## CACFP Policy Memos Released October 2014 – July 2015

### Policy Memo CACFP 06 & 07-2015 Guidance for State Agencies on Reallocation of SAE and Audit Funds

Memo clarifies:

- Process State agencies must follow to apply for reallocation funds



Child and Adult Care Food Program (CACFP)

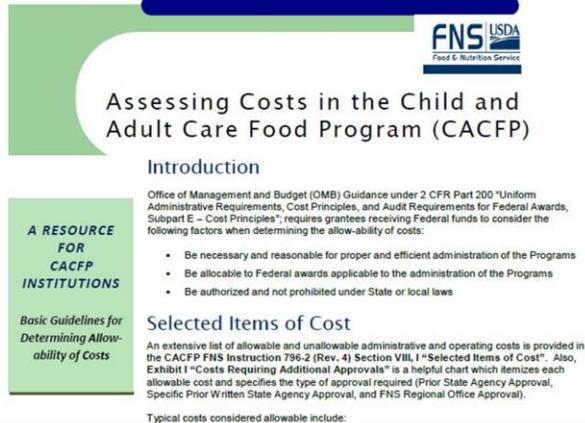
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## CACFP Policy Memos Released October 2014 – July 2015

### Policy Memo CACFP 08-2015 Assessing Costs in the Child and Adult Care Food Program



**FNS USDA**  
Food & Nutrition Service

#### Assessing Costs in the Child and Adult Care Food Program (CACFP)

#### Introduction

Office of Management and Budget (OMB) Guidance under 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E – Cost Principles", requires grantees receiving Federal funds to consider the following factors when determining the allow-ability of costs:

- Be necessary and reasonable for proper and efficient administration of the Programs
- Be allocable to Federal awards applicable to the administration of the Programs
- Be authorized and not prohibited under State or local laws

#### Selected Items of Cost

An extensive list of allowable and unallowable administrative and operating costs is provided in the CACFP FNS Instruction 796-2 (Rev. 4) Section VIII, I "Selected Items of Cost". Also, Exhibit I "Costs Requiring Additional Approvals" is a helpful chart which itemizes each allowable cost and specifies the type of approval required (Prior State Agency Approval, Specific Prior Written State Agency Approval, and FNS Regional Office Approval).

Typical costs considered allowable include:

Child and Adult Care Food Program (CACFP)

Policy Memo CACFP 08-2015 Assessing Costs in the Child and Adult Care Food Program included a tip sheet that provides guidance on the process State agencies and sponsors should use when considering proposed uses of the nonprofit food service account funds for CACFP related costs. The tip sheet is included in your packet.

Both the State agency and sponsors must consider whether the proposed cost is reasonable, necessary, and allocable in accordance with 2 CFR 200. (pull out tip sheet and review)

## CACFP Policy Memos Released October 2014 – July 2015

### Policy Memo CACFP 09-2015

Administrative Review Process Regarding the Child Nutrition (CN) Label, Watermarked CN Label and Manufacturer's Product Formulation Statement

### Policy Memo CACFP 10-2015

CN Labels Copied with a Watermark Acceptable Documentation

### Policy Memo CACFP 09-2015

Administrative Review Process Regarding the Child Nutrition (CN) Label, Watermarked CN Label and Manufacturer's Product Formulation Statement; and

### Policy Memo CACFP 10-2015

CN Labels Copied with a Watermark Acceptable Documentation

Both describe documentation requirements for CN Labels, Watermarked CN Labels and Manufacturer's Product Formulation Statements. Tip sheet on documentation requirements is in your training packet.

## CACFP Policy Memos Released October 2014 – July 2015

### TIP Sheet for Accepting Processed Product Documentation

Child Nutrition (CN) Labels, product formulation statements, and product labels provide a way for food manufacturers to communicate with school program operators about how their products may contribute to the meal pattern requirements for meals served under the Department of Agriculture's (USDA) Child Nutrition programs. Below are tips for acceptable documentation using CN Labels and Product Formulation Statements:

#### CN Labeled Products

- ❖ The CN Label provides a warranty against audit claims when the product is used according to the manufacturer's direction.
- ✓ Program operators may submit an **original CN Label**, or a photocopy or photograph of the original CN Label during an administrative review as acceptable and valid documentation. If using a photocopy or photograph of the CN Label, please be sure to follow the criteria below:
  - ✓ Photocopies of the CN label must be shown attached to the original product carton; or
  - ✓ Photographs of the CN Label must be shown attached to the original product carton.  
(CN Labels that are photocopied or photographed must be visible and legible.)
- ❖ When a valid CN logo and crediting statement is provided, State reviewers **must not** request a Product Formulation Statement or other additional crediting information.

#### Watermarked CN Labels

- ❖ A CN label with a watermark is used when the CN logo and contribution statement are used on product information other than the actual product carton and is presented as a separate document.
- ❖ If the original CN Label, or the valid photograph or photocopy of the original CN Label is not available, program operators may provide the Bill of Lading (invoice) containing the product name and:
  - ✓ A hard copy of the CN Label copied with a watermark displaying the product name and CN number provided by the vendor; or
  - ✓ An electronic copy of the CN Label with a watermark displaying the product name and CN number provided

Tip sheet for accepting processed product documentation. (pull out tip sheet and review)

## CACFP Policy Memos Released October 2014 – July 2015

### Policy Memo CACFP 11-2015

#### Local Foods in the Child and Adult Care Food Program

Memo provides:

- Guidance on incorporating local foods and agriculture based education in CACFP
- Clarifies FNS 796-2 rev. 4 instruction on local food production and procurement
- Q&A for procuring, growing, using, and donations of local foods in CACFP

Child and Adult Care Food Program (CACFP)

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- Guidance on incorporating local foods and agriculture based education in CACFP
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- Q&A for procuring, growing, using, and donations of local foods in CACFP

## CACFP Policy Memos Released October 2014 – July 2015

### Policy Memo CACFP 12-2015

#### Guidance on Prohibition of Separation by Gender during CNP Meal Service

Memo clarifies:

- Separation by gender is prohibited in CNP
- Exemption options for Institutions and organizations



Child and Adult Care Food Program (CACFP)

### Policy Memo CACFP 12-2015

#### Guidance on Prohibition of Separation by Gender during CNP Meal Service

Memo clarifies:

- Separation by gender is prohibited in CNP generally
- Exemption options for Institutions and organizations- religious, juvenile correctional facilities for safety risks, and facilities normal operational practice (example: gender separated camp).

## CACFP Policy Memos Released October 2014 – July 2015

### Policy Memo CACFP 13-2015

#### Statements Supporting Accommodations for Children with Disabilities in CNP

Purpose of memo:

- To expand the list of acceptable medical professionals to sign a medical statement for meal accommodations for children with disabilities

### Policy Memo CACFP 13-2015

#### Statements Supporting Accommodations for Children with Disabilities in CNP

Purpose of memo:

- To expand the list of acceptable medical professionals to sign a medical statement for meal accommodations for children with disabilities

Idaho expanded the list of medical professionals to all medical authorities that may write medical prescriptions in Idaho. Now licensed physicians, physician assistant, nurse practitioner, or dentist may sign medical statement forms for food substitutions for children with disabilities. The new medical statement form is in your packet and available on the CNP website and in MyIdahoCNP under download forms.

## CACFP Policy Memos Released October 2014 – July 2015

### Policy Memo CACFP 14-2015 (v.2)

#### Infant Feeding in the CACFP-Revised

This memo:

- Consolidates and clarifies previous issued memos for infant formula and meal requirements
- Extends storage time for refrigerated breast milk to 72 hours from time collected
- Clarifies creditable infant formula is iron fortified and may not be FDA exempt

Child and Adult Care Food Program (CACFP)

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This memo:

- Consolidates and clarifies previous issued memos for infant formula and meal requirements
  - Extends storage time for refrigerated breast milk to 72 hours from time collected
  - Clarifies creditable infant formula is iron fortified and may not be FDA exempt
- Information from memo and Q&A provided in Idaho CACFP manual “Meal Pattern Requirement” section.

## CACFP Policy Memos Released October 2014 – July 2015

### Policy Memo CACFP 15-2015

#### Allowable Costs Related to Physical Activity and Limiting the Use of Electronic Media in the CACFP

*Memo provides guidance on use of CACFP funds for training and education materials to promote physical activity limiting use of electronic media*

Child and Adult Care Food Program (CACFP)

### Policy Memo CACFP 15-2015

#### Allowable Costs Related to Physical Activity and Limiting the Use of Electronic Media in the CACFP

*Memo provides guidance on use of CACFP funds for training and education materials to promote physical activity limiting use of electronic media*

## CACFP Policy Memos Released October 2014 – July 2015

### Policy Memo CACFP 16-2015

#### Office of Management and Budget Super-Circular 2CFR Part 200

- *Resource issued December 26, 2015 and replaces 7 CFR parts 3015, 3016, 3019, 3052 and cost principles in 2 Parts 220 (A-21), 225 (A-87), and 230 (A-122)*
- *New rules apply to new Federal awards made on or after December 26, 2014*
- *Update: Institutions that expend more than \$750,000 annually required to submit financial audit*

Child and Adult Care Food Program (CACFP)

### Policy Memo CACFP 16-2015

#### Office of Management and Budget Super-Circular 2CFR Part 200

- *Resource issued December 26, 2014 and replaces 7 CFR parts 3015, 3016, 3019, 3052 and cost principles in 2 Parts 220 (A-21), 225 (A-87), and 230 (A-122)*
- *New rules apply to new Federal awards made on or after December 26, 2014*
- *Update: Institutions that expend more than \$750,000 annually required to submit financial audit. This changed from \$500,000.*

## CACFP Policy Memos Released October 2014 – July 2015

### Policy Memo CACFP 17-2015

#### Voluntary Menu Labeling in the NSLP and SBP

Memo clarifies:

- CACFP, SFSP, NSLP and SBP sponsors are excluded from Food and Drug Administration final rule “Nutrition Labeling of Standard Menu Items in Restaurants and Similar Retail Food Establishments



Child and Adult Care Food Program (CACFP)

Policy Memo CACFP 17-2015

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## CACFP Policy Memos Released October 2014 – July 2015

### Policy Memo CACFP 18-2015

### 2015 Edition of Eligibility Manual for School Meals



Child and Adult Care Food Program (CACFP)

Available on CNP Website, revisions are highlighted in yellow. This manual is for CACFP as well as guidance for approving Income Eligibility forms.

## CACFP Policy Memos Released October 2014 – July 2015

### Policy Memo CACFP 05-2014 (v.3)

#### Smoothies Offered in Child Nutrition Programs- Revised

*FNS modified guidance on smoothies to allow for crediting vegetables and yogurt in smoothies at any meal or snack offered CNP's*



Child and Adult Care Food Program (CACFP)

### Policy Memo CACFP 05-2014 (v.3)

#### Smoothies Offered in Child Nutrition Programs- Revised

*FNS modified guidance on smoothies to allow for crediting vegetables and yogurt in smoothies at any meal or snack offered CNP's*

*Information from memo is provided in Idaho CACFP manual – Meal Pattern Requirement section.*

## CACFP Policy Memos Released October 2014 – July 2015

### Technical Assistance 01-2015

#### Child Nutrition Programs and Traditional Foods

*Memo clarifies traditional foods may be served in  
CNP's, and provides examples of how several traditional  
foods may contribute towards the reimbursable meal*



Child and Adult Care Food Program (CACFP)

### Technical Assistance 01-2015

#### Child Nutrition Programs and Traditional Foods

*Memo clarifies traditional foods may be served in CNP's, and provides examples of  
how several traditional foods may contribute towards the reimbursable meal*

## New CACFP Reimbursement Rates

- Effective July 1, 2015 – June 30, 2016
- Available in MyIdahoCNP under Claims



**Child and Adult Care Food Program** MyIdahoCNP

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Claims > Program Year: 2015 - 2016

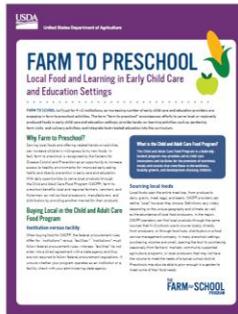
Item	Description
Claim Entry - Centers	Center Claim Entry (Breakfast, Lunch, Supper, Supplements)
Claim Entry - DCH	DCH Claim Entry (Breakfast, Lunch, Supper, Supplements)
Claim Rates - Centers	Adult and Child Care Center Claim Rates - View current claim rates
Claim Rates - DCH	Day Care Home Provider Claim Rates - View current claim rates
Payment Summary	Payment Summary
Monthly Reimbursement Summary - Centers	Summary of CACFP - Centers reimbursements to this Sponsor, by month, meal type and category
Monthly Reimbursement Summary - DCH	Summary of CACFP - DCH reimbursements to this Sponsor, by month, meal type and category

Child and Adult Care Food Program (CACFP)

New CACFP reimbursement rates were released in July. They are effective from July 1, 2015 to June 30, 2016.

The new rates are available in MyIdahoCNP under claims.

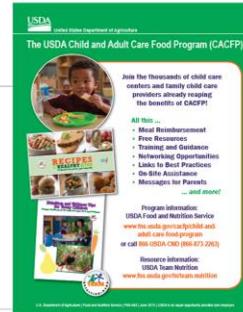
## Food Nutrition Services (FNS) Resources



## USDA Farm to Preschool Edition Resources

### New Resources

- *Nutrition and Wellness Tips for Young Children –Now in Spanish*
- *2014 CACFP Formative Research Final Report*



Child and Adult Care Food Program (CACFP)

In your packet we have included the Farm to Preschool flyer. Another resource released this year was the Spanish version of Nutrition and Wellness Tips for Young Children.

This spring USDA released the 2014 CACFP Formative Research Final Report. Our agency forwarded the report to each of you in a broadcast email so you may review it. FNS is continually updating resources so I would recommend checking out their website for materials you may use in your centers or homes.

## Food Nutrition Services (FNS) Resources

The screenshot displays the Team Nutrition website interface. On the left, there is a navigation menu with sections: 'How To Apply' (including 'Become a TM School'), 'Popular Topics' (including 'Healthier! Schools', 'Local Wellness Policy', 'Training Grants', 'Resource Library', 'MyPlate', and 'Resource Order Form'), and 'Other Useful Links' (including 'Healthy Meals Resource System', 'Healthy Access Locator', 'Best Practices Sharing Center', and 'School Day Just Got Healthier!'). The main content area features a 'Team Nutrition' header with a logo showing two stylized figures holding hands above the text 'TEAM NUTRITION • USDA'. Below the logo is a video player with a play button and a 'Be a Team Nutrition School' sign-up box. A text block explains that Team Nutrition is an initiative of the USDA Food and Nutrition Service to support Child Nutrition Programs. Below this is a 'Spotlights' section with four featured items: 'Nutrition and Wellness Tips for Young Children Supplement C: Encourage Healthful Foods', 'What's Shaking? Sodium Reduction Infographic for School Nutrition Professionals', 'Nutrition, Physical Activity and Electronic Media Use in CACFP', and 'Discover MyPlate Emergent Readers are back in stock!'. At the bottom, there is a footer with 'Last Published: 07/20/2018' and a row of links: 'FNS | CFP | FNS | USDA | FNS | Accessibility Statement | Privacy Policy | Non-discrimination Statement | For Peer Ad | Information Quality | USA.gov | Writethruout.gov'.

### ***New Resources***

*Team Nutrition CACFP Wellness Resources- Sign up for newsletters!*

Child and Adult Care Food Program (CACFP)

Additional resources may be found in the Team Nutrition section of the FNS website. Recently FNS released a new supplement to the Nutrition and Wellness Tips for Young Children. It is Supplement C: Encourage Healthful Foods.

This supplement provides methods to encourage children to try new foods, spark their interest and resources to use when talking about foods.

## Institute of Child Nutrition (ICN)

The screenshot shows the homepage of the Institute of Child Nutrition (ICN). At the top, there is a search bar and a "Login or Register" link. Below this is a navigation menu with categories such as "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 features several sections: "CHILD NUTRITION ARCHIVES" with a photo of children eating; "Resources", "Training", and "Research" icons; "ONLINE COURSES" with a photo of a woman at a computer; "WHAT'S NEW" with a headline "NFSMI Becomes Institute of Child Nutrition and welcomes Acting Director, Dr. Aleshia Hall-Campbell"; and "NEWS, EVENTS, WORKSHOPS AND SEMINARS" with a headline "SAVE the DATE: USDA/State Agency Meeting - November 2-5, 2015 - Arlington, VA". The footer includes the University of Mississippi logo, copyright information, and contact details 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.

## 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](http://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 to 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](http://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

Child and Adult Care Food Program (CACFP)

The federal government requires that all applicants for Federal grant agreements with the exception of individuals other than sole proprietors, have a Data Universal Number System (DUNS) number. The majority of our sponsors have their DUNS number and our agency are working with a few that need to receive one.

In addition to obtaining a DUNS number, each sponsor must annually register their number in the System for Award Management (SAM). Two flyers in your packet provide information for creating a SAM account, registering and annually updating your registration. It is important this is completed annually before the beginning of the next fiscal year (October 1).

**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](http://www.wic.dhw.idaho.gov)

## WIC Information

Important:

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

WIC Information is in your training packet

Child and Adult Care Food Program (CACFP)

Annually our agency will provide you with the current information from Idaho nutrition programs. In you packet we have provided the What's WIC? Card and a list of WIC offices throughout the State. Please share information about WIC with centers and home families.

## Administrative Review Procedures – Appeals Process

[DIVISIONS](#) [PROGRAMS](#) [COMMUNICATION](#) [RESOURCES](#) [DATA COLLECTION](#) [ADMINISTRATORS](#)



[Child Nutrition Home Page](#)

[Child Nutrition Staff](#)

[NSLP](#)

[Special Milk Program](#)

[Child and Adult Care Food Program \(CACFP\)](#)

### Child and Adult Care Food Program (CACFP)



The Child and Adult Care Food Program (CACFP) is a federally funded program administered nationally by the U.S. Department of Agriculture (USDA), Food and Nutrition Services (FNS). The primary goal of the program is to provide well-balanced nutritious meals to the participants in care at child care centers, family day care homes, outside school hour centers, at-risk afterschool centers, emergency shelters and adult day care centers.

#### General Information

[Administrative Review Procedures \(Appeals\)](#)

[MyIdaho CNP User Authorization Request Form](#)

#### Important Links

- [Program Information](#)
- [Meal Benefit Forms – USDA Other Languages](#)
- [FNS Food Safety Resources](#)

Child and Adult Care Food Program (CACFP)

The CACFP Administrative Review Procedures, also known as the Appeal Procedures are located on the CACFP website for easy access for all sponsors. The SDE will provide the Administrative Review Procedures to sponsors with notice of action letters. Such notices are fiscal action (recovering of funds), denial of participation or proposed termination notices.

It is important to note, if you receive a notice of action and decide to appeal the action to provide the notice of action letter to the appeal officer within the required time line. As a sponsor you have the option of a written review or an in-person hearing and must also specify which option you are requesting.

At any time you may contact the state agency with questions on the appeals process.

## Idaho “Let’s Move” Workshops



- Beginning Fall 2015
- Two day workshops
- Check out Idaho Stars Calendar for one in your area!

Child and Adult Care Food Program (CACFP)

Beginning this fall 2015- Department of Health and Welfare will be offering 2 day “Lets Move” Workshops. The workshops will be offered regionally by local health agencies and each workshop will be posted on Idaho Stars Calendar. Participants will receive Idaho Stars credits.

## Procurement in CACFP

- Procurement standards

---

- Methods of procurement

---

- Record maintenance requirements

---

- Geographic preference



Child and Adult Care Food Program (CACFP)

At this time we will take a look at the procurement standards and guidelines when procuring food, supplies, equipment and other goods and services. We will review the four procurement methods, procurement record maintenance requirements and conclude with geographic preference.



## Procurement Standards (7 CFR Part 225.22):

- ***Standards of Conduct*** –  
conflict of interest
- Procurement Procedures
- Free and Open Competition
- Debarred or Suspended

Child and Adult Care Food Program (CACFP)

Procurement standards are necessary to ensure materials and services are obtained efficiently and economically and are in compliance with State and local laws. Institutions shall maintain a written code of standards of conduct, establish procurement procedures and all procurement transactions shall be conducted in a manner that provides the maximum of free and open competition. An institution should not knowingly do business with a company that is debarred or suspended. Debarred: A company is prohibited from doing business in Child Nutrition Programs.

Suspended: A company is temporarily prohibited from doing business in CNP.

Earlier today we discussed the policy memo released this year concerning the Standard Code of Conduct and a the sample from our agency is in your packet.

## Procurement Standards of Conduct



**Written code of conduct**– governs performance of officers and employees that administer contracts supported by CACFP funds

**Conflict of Interest**– real or apparent when selecting and awarding a contract or using small procurement methods in CACFP



Child and Adult Care Food Program (CACFP)

An Institutions written standards of conduct shall govern the performance of their officers (Board of Directors) and employees engaged in the award and administration of contracts supported by CACFP payments. No employee or board member shall participate in the selection, or in the award or administration of a contract, or when using small purchasing procedures, when supported by Federal funds if a conflict of interest, real or apparent, would be involved. A conflict would arise when an employee, board member, any member of their immediate family; or a partner; has a financial or other interest in the firm or vendor selected for award. Transactions with such firm or vendor is considered a less than arms length transaction.

The Institution's board members and employees shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Institutions may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. For example: no employees may accept gifts with a value of more than \$25.

## Procurement Procedures:

- 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;

## Free and Open Competition

Procurement procedures shall not restrict or eliminate competition:

Examples of restrictive competition:

- Placing unreasonable requirements on vendors
- Non-competitive practices
- Organization conflict of interest
- Unnecessary experience or bonding requirements



Child and Adult Care Food Program (CACFP)

All procurement transactions, regardless of whether by sealed bids or by negotiation and without regard to dollar value, shall be conducted in a manner that provides maximum open and free competition consistently. Procurement procedures shall not restrict or eliminate competition. Examples of restrictive competition include, but are not limited to are:

Placing unreasonable requirements on firms or vendors in order for them to qualify to do business,

Non-competitive practices between firms,

Organizational conflicts of interest, and

Unnecessary experience and bonding requirements.

## Procurement Questionnaire Activity

### Procurement Questionnaire

Briefly describe your Institutions practices for purchasing the products in the categories below by answer the questions for each.

#### Food

Type of Food	Frequency Purchased	Dollar Amount of Purchases per Frequency	Markets or Vendors	Purchase product separate from other products in category: Yes or No
Milk				
Produce				
Dry Goods				
Frozen Goods				
Infant Formula				

#### Non-Food Supplies

Type of Supplies	Frequency Purchased	Dollar Amount of Purchases per Frequency	Markets or Vendors	Purchase product separate from other products in category: Yes or No

Child and Adult Care Food Program (CACFP)

Before reviewing procurement methods, lets complete the procurement questionnaire in your packet.

(review questions and assist participants with completing for their practices- give up to 10 minutes to complete)

If your Institutions has written procurement procedures you will need to regularly verify what you have in the procedures are your Institutions actual practices. If you do not have written procedures, your first step is to determine your purchasing practices to know what methods and documentation is required for your Institution.

Once written procurement procedures are implemented by an Institution it is important to annually review the Institutions purchasing frequencies and the total dollar amount per frequency to ensure the written procedures and methods of procurement within the procedures are current and within the regulation requirements.

**Note:** Facilities sponsored by organizations, either day care homes or centers are not required to document procurement practices or procedures.

Note: Sponsoring organizations of affiliated centers are responsible for annually documenting small procurement practices for all sponsored centers. The organization may request assistance from centers for collecting the 3 market price comparisons. If centers

are near each other only one market comparison is needed for the centers in the same area. The sponsoring organization is responsible for making the store or stores selection for each center and notifying the centers of their selection or selections.



## Procurement Methods (2 CFR Part 200.320):

- Micro-purchasing
- Small purchase procedures
- Competitive sealed bids
- Competitive negotiation
- Noncompetitive negotiation

Child and Adult Care Food Program (CACFP)

Now that you know some of your practices of procurement lets review procurement methods.

The procurement method an Institution will use depends the total dollar amount of goods or services purchased based on the normal and reasonable frequency of purchases. Note: This is a revision from previous instruction for annual purchases. Micro-purchasing occurs when the total dollar amount of purchases by frequency is under \$3,000 (Federal Threshold). Micro-purchases may be awarded without soliciting competitive quotation if price is reasonable.

Small purchase procedures occurs when the total dollar amount of purchases by frequency are under the Federal purchasing threshold of \$150,000.

For all purchases over \$150,000 (Federal threshold), the Institution must use one of the following large procurement practices:

- Competitive sealed bids, also known as an Invitation for Bid (IFB)
- Competitive negotiation which is a Request for Proposal (RFP)
- Or Noncompetitive negotiation, IFB or RFP.

## Small Purchase Procedures



**Informal method**– for services and supplies or property under \$150,000

**Annual Market Basket Study**– or three market quotes must be received before purchasing supplies or services with CACFP funds



Child and Adult Care Food Program (CACFP)

Small purchase procedures are those relatively simple and informal procurement methods that are sound and appropriate for the procurement of services, supplies or other property, costing in the aggregate \$3,000 and not more than \$150,000. (Based on reasonable frequency)

When an Institution uses the small purchase procedures, price or rate quotation shall be obtained from three qualified sources. When procuring new products, three quotes must be solicited before purchasing and using CACFP funds. Example: When purchasing a kitchen oven that is above \$3,000 and under \$150,000 the Institution must receive three written quotes before making their selection and purchasing the oven.

To meet the small procurement requirements when purchasing food and milk in CACFP, Independent Centers and Sponsoring Organizations of affiliated centers must annually conduct a written market basket study.

Another reminder:

**Note:** Facilities sponsored by organizations, either day care homes or centers are not required to document procurement practices or procedures.

Note: Sponsoring organizations of affiliated centers are responsible for annually

documenting small procurement practices for all sponsored centers. The organization may request assistance from centers for collecting the 3 market price comparisons. If centers are near each other only one market comparison is needed for the centers in the same area. The sponsoring organization is responsible for making the store or stores selection for each center and notifying the centers of their selection or selections.



## Competitive Sealed Bids:

Invitation for Bid (IFB) is a public solicited and a firm-fixed price contract awarded to a responsible bidder whose bid meets the condition of the IFB and is the lowest price.

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For a formal IFB to be feasible, the following must be present:

- A complete specification of the product is available.
- Two or more responsible suppliers are willing to compete for the Institution's business.
- The procurement is a firm-fixed price contract, and selection can be made principally on the basis of price.

Child and Adult Care Food Program (CACFP)

Competitive sealed bids or otherwise known as an Invitation for Bid (IFB) must be publicly solicited. A firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest price.

In order for a formal IFB to be feasible, appropriate conditions must be present:

- (A) A complete specification of the product is available.
- (B) Two or more responsible suppliers are willing and able to compete effectively for the Institution's business.
- (C) The procurement lends itself to a firm-fixed price contract, and selection of the successful bidder can appropriately be made principally on the basis of price.

## Invitation for Bid (IFB) Requirements

- Sufficient time prior to the date set for opening of bids, bids shall be from an adequate number of suppliers, and the invitation is publicly advertised.
- The IFB, has clearly defined items or services needed in order for the bidders to respond to the invitation.
- All bids shall be opened publicly at the time and place stated in the invitation for bids.
- A firm-fixed-price contract award is made by written notice to the responsible bidder with the lowest bid.
- Any or all bids may be rejected when there are sound documented business reasons in the best interest of CACFP.

Child and Adult Care Food Program (CACFP)

When an IFB is used for procurement under CACFP, the following requirements apply:

(A) Sufficient time is provided prior to the date set for opening of bids (example: 3-4 weeks), bids shall be solicited from an adequate number of known suppliers. In addition, the invitation shall be publicly advertised.

(B) The invitation for bids, including specifications and pertinent attachments, clearly define the items or services needed in order for the bidders to properly respond to the invitation.

(C) All bids shall be opened publicly at the time and place stated in the invitation for bids.

(D) A firm-fixed-price contract award shall be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is the lowest. A cost plus percentage is not allowed. Factors such as discounts and transportation costs shall be considered in determining which bid is the lowest. Payment discounts may only be used to determine a low bid when prior experience of the grantee indicates that such discounts are generally taken.

(E) Any or all bids may be rejected when there are sound documented business reasons in the best interest of CACFP.

## Competitive Negotiation

- Proposals are requested from at least 3-4 sources
- Request for Proposal (RFP) is publicized
- Negotiations are conducted when more than one source submits an offer
- A fixed price or cost-reimbursable contract is awarded
- Competitive negotiation is used when product and services are requested



Child and Adult Care Food Program (CACFP)

In competitive negotiation, proposals are requested from at least 3-4 sources and the Request for Proposal (RFP) is publicized. Negotiations are normally conducted with more than one of the sources that submitted offers, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate. Competitive negotiation may be used if conditions are not appropriate for the use of formal advertising. Example: When food and delivery services are requested in the proposal.



Child and Adult Care Food Program (CACFP)

## Noncompetitive Negotiation:

- Solicitation from one source
- When competition is not adequate
- Used in place of small purchase, IFB or RFP
- Contract award is limited due to single source availability, public emergency/disaster, or FNS authorization

Noncompetitive negotiation is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. Noncompetitive negotiation may be used when the award of a contract is infeasible under small purchase, competitive bidding (IFB), or competitive negotiation procedures (RFP). Circumstances under which a contract may be awarded by noncompetitive negotiation are limited to the following:

- (i) The item is available only from a single source;
- (ii) Public emergency (disaster) when the urgency for the requirement will not permit a delay incident to competitive solicitation;
- (iii) FNS authorizes noncompetitive negotiation; or
- (iv) again, when competition is not adequate.

## Record Maintenance:

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



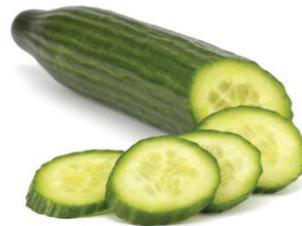
Institutions shall maintain written procurement records for three years plus the current program year. The written records shall sufficiently detail the significant history of procurement. These records shall include, but are not necessarily limited to information pertinent to the following: rationale 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.

## Geographic Preference



***Institutions may***– apply geographic preference for unprocessed locally grown or locally raised agricultural products and may define local.

***Several Food handling  
and preservation techniques  
are allowed***



Child and Adult Care Food Program (CACFP)

Institutions participating in CACFP may apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When utilizing the geographic preference to procure such products, the Institution making the purchase has the discretion to determine the local area to which the geographic preference option will be applied;

For the purpose of applying the optional geographic preference, “unprocessed locally grown or locally raised agricultural products” means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall **not** be considered as changing an agricultural product into a product of a different kind or character: Cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package); addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk.

In an IFB or RFP an Institution may provide extra points for local foods when making their selection or allow higher costs for local products. This may apply to the small

procurement selection as well.

## 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
<b>Regulations</b>	200.320(a) 200.67	200.320(b) 200.88	200.320(c)(1)(i-iii) 200.320(c)(2)(i-v)	200.320(d)(1)	200.320(f)(1)
<b>Procedures in a nutshell</b>		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
<b>SA oversight</b>	Assurance of reasonable and necessary costs	Assurance of competition, buy American	Assurance of advertising, bid opening and resulting in <b>fixed price</b> 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 <b>fixed price or cost reimbursable</b> (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)

At this time lets review your answers on the Procurement Questionnaire to see what procurement methods your Institution shall use and document in your written procedures.

## Proposed Rule to Update Meal Patterns in the Child and Adult Care Food Program



**Title:** Child and Adult Care Food Program:  
Meal Pattern Revisions Related to the Healthy,  
Hunger-Free Kids Act of 2010

**Publication Date:** January 15, 2015

**Docket #:** FNS-2011-0029

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Review and comment at:

<http://www.regulations.gov/#!documentDetail;D=FNS-2011-0029-0001>

**90-day comment period: April 15, 2015 extended to May 26, 2015**

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Child and Adult Care Food Program (CACFP)

Yes! We now have a proposed rule☺

Here is some general information about the proposed rule.

The proposed rule is titled Child and Adult Care Food Program: Meal Pattern Revision Related to the Healthy, Hunger-Free Kids Act of 2010.

The rule was published in the Federal Register on January 15, 2015 with the Federal Register number FNS-2011-0029.

The proposed rule was open for public comment for 90 days to April 15th, 2015 and then was extended to May 26, 2015

## CACFP New Proposed Meal Pattern



located on CNP Website at:

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

Child and Adult Care Food Program (CACFP)

The new proposed rule and one page handouts for the Infant and Child/Adult meal pattern changes are located at the Idaho CNP website as shown on the screen.

## Proposed Infant Meal Pattern

- New age groups:
  - 0 through 5 months, 6 through 11 months
- Delays introduction of solid foods until 6 months
- Allows reimbursement when a mother breastfeeds her child onsite
- Requires fruit or vegetable at snack for 6 -11 month age group
- Prohibits fruit juice, cheese/cheese products
- Allows ready-to-eat cereal to count towards grain component at ***snack only***

Child and Adult Care Food Program (CACFP)

The changes in the proposed infant meal pattern support breastfeeding and increase the amount of fruits and vegetables infants will be served.

First, the proposed rule consolidates the infant age groups. Currently there are 3 infant age groups: 0 through 3 months, 4 through 7 months, and 8 through 11 months. Under the proposed rule there would be 2 infant age groups: 0 through 5 months and 6 through 11 months.

This was done because the American Academy of Pediatrics (AAP) advises delaying the introduction of solid foods until after 6 months of age. And in their report the IOM found that almost 30 percent of infants were fed solid foods before the age of 4 months.

To accommodate these concerns USDA is proposing to consolidate the infant age groups so that infants under 6 months of age would only receive breastmilk or infant formula. The gradual introduction of solid foods would be allowed starting at 6 months of age. Currently the meal pattern allows for the introduction of solid foods as early as 4 months, as developmentally appropriate.

These new age groups are also consistent with the infant age groups in the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).

Second, in response to the IOM's recommendation to develop additional incentives to support breastfeeding, USDA is proposing to allow any child care facility to receive reimbursement for meals when the mother breastfeeds her child on site. This would apply even if breast milk is the only component served to the infant.

Currently the meal patterns allow parents or guardians to provide their own expressed breast milk and for the center or day care home to feed the infant to be

reimbursed. Additionally, the current meal patterns will allow day care home providers or employees of the center who breastfeed their own infants and claim reimbursement for the meal, but the day care home provider must be eligible to claim her own children's meal at the time of the feeding.

Third, USDA is proposing to require a fruit or vegetable be served at snack for the 6 through 11 month age group and proposing to eliminate fruit juice from being served to infants in all age groups. This ensures infants are provided more access to fruits and vegetables without consuming added sugars and the low-nutrient dense calories that fruit juice provides. It also brings the CACFP meal pattern into alignment with the food packages for infants in WIC.

Fourth, USDA is also proposing to prohibit cheese and cheese products in the infant meal pattern.

Currently the infant meal pattern allows infants to be served cheese, cottage cheese, or a cheese food or spread beginning at 8 months. However, the IOM recommended no cow's milk or cow's milk by products be introduced to infants until 12 months of age. So, the proposed rule would eliminate the option of serving all cheese and cheese products, as well as yogurt.

Finally, USDA is proposing to allow ready-to-eat cereal to count towards the grain component at ***snack only***.

CACFP stakeholders and providers requested that additional grain options be allowed for infant snacks. Ready-to-eat cereals are often served but do not currently count towards the grain requirement. To better meet the needs of child care providers and because allowing additional grain options would not increase costs, the proposed rule allows ready-to-eat cereal to count as a grain for older infants.

## Proposed Infant Meal Pattern

Infants	Birth through 5 months	6 through 11 months
Breakfast, Lunch, or Supper	4-6 fluid ounces of breastmilk or formula	6-8 fluid ounces of breastmilk or formula
		1-4 tbsp of infant cereal, meat, fish, poultry, egg yolk, cooked dry beans or peas, or a combination of all
Snack	2-4 fluid ounces of breastmilk or formula	1-2 tbsp of vegetable, fruit or a combination of both
		2-4 fluid ounces of breastmilk or formula
		¼ to ½ ounce of bread, cracker, or ready-to-eat cereal
		1-2 tbsp vegetable, fruit, or a combination of both

Child and Adult Care Food Program (CACFP)

Here is a table with the proposed infant meal pattern. You may also refer to the Proposed Infant Meal Pattern handout.

## Proposed Child and Adult Meal Patterns



- Establishes a fourth age group for children:
  - 1 through 2 years
  - 3 through 5 years
  - 6 through 12 years
  - **13 through 18 years (new)**

Child and Adult Care Food Program (CACFP)

Now we'll discuss the proposed meal patterns for children and adults. We'll start by going through the proposed new age group and then the proposed changes for each of the meal pattern components.

The proposed rule creates a fourth age group for children: 13 through 18 year olds. This was done to better reflect the characteristics of the population served by CACFP in At-risk afterschool programs and emergency shelters.

The meal pattern for the 13 through 18 year age group would be the same as the meal pattern for 6 through 12 year age group. USDA is not proposing to increase the serving size requirements for the 13 through 18 year age group at this time because it would increase operating costs.

It's important to keep in mind, though, that the meal patterns outline minimum serving sizes so providers may choose to serve larger portions to older children if it is nutritionally appropriate.

We recognize that the nutritional needs of this older age group may vary so we will recommend accommodations in future guidance.

## Fruits and Vegetables

- Fruits and vegetables are 2 separate components for lunch, supper and snack
- Allows fruit or vegetable juice to comprise entire fruit or vegetable component
  - Does not allow fruit and vegetable juice to be served at the same meal
  - Allows only one beverage to be served at snack



Child and Adult Care Food Program (CACFP)

The proposed rule adopts an IOM recommendation to separate the currently combined fruit and vegetable component into a separate fruit component and a separate vegetable component at lunch, supper, and snack. This change would increase the variety of fruits and vegetables that children and adults would be served.

However, to maintain consistency with the School Breakfast Program, the fruit and vegetable component at breakfast would not be separated. Additionally, the total amount of fruits and vegetables required at each meal would remain the same to keep the meal pattern low-cost.

Under the proposed rule providers would be required to serve one fruit component and one vegetable component at lunch and supper. This will eliminate the need to serve two different types of vegetables or fruits as currently required.

Because the fruit and vegetable component will be split into two, the proposed rule would allow fruit or vegetable juice to make up the entire fruit or vegetable component at all meals. However, it would not allow fruit and vegetable juice to be served at the same meal and would allow only one beverage (milk or juice) to be served at snack.

## Grains

- At least one serving per day must be whole grain or whole grain-rich
- Breakfast cereal must meet WIC requirements
- Disallows grain-based desserts



Child and Adult Care Food Program (CACFP)

USDA is proposing to require at least one serving of grains per day be whole grain or whole-grain rich. This was done to better align with the DGAs recommendation to make half of all grains whole grains.

The definition of whole grain would be the same as the one used in the National School Lunch Program. And whole grain-rich foods would be foods that are not 100% whole grain but generally contain at least 50 percent whole grains and the remaining grains are enriched.

USDA will provide additional guidance to providers to help identify whole grain products.

To help reduce the amount of sugar consumed, the IOM recommended prohibiting breakfast cereals with more than 6 grams of sugar per dry ounce. WIC has similar requirements for breakfast cereals and WIC State agencies maintain State-specific lists of breakfast cereals that meet these requirements. Therefore, USDA is proposing to require that breakfast cereals meet the WIC requirements.

Lastly, USDA is proposing to disallow grain-based desserts. The IOM identified grain-based desserts as a source of solid fats and added sugars. In order to reduce the consumption of solid fats and added sugars the proposed rule would no longer allow grain-based desserts to count towards the grain component. USDA will provide guidance explaining what is considered a grain-based dessert.

## Meat and Meat Alternates

- Allows a meat/meat alternate to be served in place of up to ½ of the grain component at breakfast
- Tofu is allowed as a meat alternate



Child and Adult Care Food Program (CACFP)

In the meat/meat alternate component, USDA is proposing to allow a meat or meat alternate to be served in place of no more than half of the grain component at breakfast.

This was added because USDA recognizes that meat and meat alternates are good sources of a host of vitamins and minerals, including B vitamins, vitamin E, zinc, magnesium, and iron. This option also gives providers greater flexibility, especially to those providing care for children who may have to limit the amount of carbohydrates they eat due to medical reasons, such as diabetes.

Additionally, USDA is proposing to allow tofu as a meat alternate. It would be allowed to meet all or part of the meat or meat alternate component.

## Fluid Milk

- Allows only low-fat or fat-free milk to children 2 years of age and older and adults
- Allows only unflavored whole milk for children 1 year of age
- Requires flavored milk to be fat-free only



Child and Adult Care Food Program (CACFP)

The Healthy, Hunger-Free Kids Act requires that all milk served in Child Nutrition Programs be consistent with the most recent version of the DGAs, which recommends children 2 years and older and adults drink low-fat or fat-free milk. In September 2011, USDA issued a memorandum implementing this policy. The proposed rule adds this current requirement into our regulations so it is not new.

CACFP 21-2011 Revised, "Child Nutrition Reauthorization 2010: Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Food Program, Questions and Answers"

USDA is also proposing to only allow:

Unflavored whole milk to be served to children 1 year of age based on a recommendation by the IOM, and

Any flavored milk served to children and adults must be fat-free; this is consistent with the National School Lunch Program.

## Fluid Milk

- Allows non-dairy substitutes that are nutritionally equivalent to cow's milk for participants with medical or special dietary needs
- Yogurt may serve as a fluid milk alternate once per day for adults only



Child and Adult Care Food Program (CACFP)

The milk memo issued in September 2011 that I just mentioned also addressed non-dairy substitutes for children or adults who cannot consume fluid milk due to non-disability medical or other special dietary needs.

The proposed rule reflects that policy. It also allows non-dairy beverages that are nutritionally equivalent to milk to be served in lieu of fluid milk for participants with medical or special dietary needs.

Additionally, USDA is proposing to allow yogurt to be used to meet the fluid milk requirement for adults, no more than once per day. This was recommended by the IOM. At this time, USDA is not allowing yogurt to count towards the fluid milk requirement for children because milk provides a wealth of nutrients growing children need such as vitamin A and D. Comparable quantities of these nutrients are not currently found in commercially available yogurt.

## Proposed Child and Adults: Breakfast

Food Component	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18	Adults
Fluid Milk	4 fl. oz	6 fl. oz	8 fl. oz	8 fl. oz	8 fl. oz
Vegetables, Fruits, or a combination	¼ cup	½ cup	½ cup	½ cup	½ cup
Grains*	½ serving	½ serving	1 serving	1 serving	2 servings

\*A meat/meat alternate may be used to meet 50% of the grains requirement.

Child and Adult Care Food Program (CACFP)

This table outlines the proposed breakfast meal pattern for children and adults. You may also refer to the Proposed Child and Adult Meal Pattern handout.

## Proposed Child and Adults: Lunch and Supper

Food Component	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18	Adults
Fluid Milk	4 fl. oz	6 fl. oz	8 fl. oz	8 fl. oz	8 fl. oz
Meat/ Meat Alternate	1 oz	1 ½ oz	2 oz	2 oz	2 oz
Vegetables	⅛ cup	¼ cup	½ cup	½ cup	½ cup
Fruits	⅛ cup	¼ cup	¼ cup	¼ cup	½ cup
Grains	½ serving	½ serving	1 serving	1 serving	2 servings

Child and Adult Care Food Program (CACFP)

Here is a table with the proposed lunch and supper meal pattern for children and adults. As you can see in the table, fruit and vegetable are listed as separate components. Under the proposed meal patterns, a lunch containing two different fruits, such as an apple and orange would not be reimbursable. One of the fruits would need to be replaced with a vegetable, such as a lunch with an apple and carrots.

## Proposed Child and Adults: Snacks (serve 2 of the 5 components)

Food Component	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18	Adults
Fluid Milk	4 fl. oz	4 fl. oz	8 fl. oz	8 fl. oz	8 fl. oz
Meat/ Meat Alternate	½ oz	½ oz	1 oz	1 oz	1 oz
Vegetables	½ cup	½ cup	¾ cup	¾ cup	½ cup
Fruits	½ cup	½ cup	¾ cup	¾ cup	½ cup
Grains	½ serving	½ serving	1 serving	1 serving	1 serving

Child and Adult Care Food Program (CACFP)

This table reflects the proposed snack meal pattern for children and adults. At snack, there is still a choice to serve 2 of the 5 components.

## Additional Proposed Revisions

- Prohibits frying as a method of onsite preparation
- Water must be available to drink when requested
- Parent/guardian may provide 1 component for medical or special dietary needs
- Family style meals practices
- Extends offer versus serve to at-risk afterschool sites

Child and Adult Care Food Program (CACFP)

First, USDA is proposing to prohibit frying as a way of preparing food on site to reduce the amount of fat served in a meal.

To keep this standard flexible and prevent increasing costs, USDA would allow all purchased foods that are pre-fried, flash-fried, and par-fried to be served. However, they must be reheated using a method other than frying, such as baking or microwaving.

USDA will develop guidance to help explain what is considered “frying”, and asked for input from stakeholders on this proposed standard and encourage people to provide comments on what they consider “frying.”

The Healthy, Hunger-Free Kids Act requires that drinking water be available to children throughout the day.

In May 2011, USDA issued a memo implementing this requirement. The memo requires that CACFP centers and day care homes make drinking water available to children, as nutritionally appropriate, throughout the day, including at meal times. It requires that water be available when a child requests it but water does not have to be available for a child to self-serve.

“Child Nutrition Reauthorization 2010: Water Availability in the Child and Adult Care Food Program”

The proposed rule reflects this policy that is already being implemented.

The proposed rule would allow parents or guardians to provide one food component for children who cannot eat the regular meal because of non-disability medical or special dietary needs.

The proposed rule reflects the current family style meal service best practices that a center

or day care home must follow when serving meals family style. This includes placing enough food on each table and actively engaging children to serve themselves the full required portion of each meal component. Similar to offering water, this is already being implemented and is not new.

The proposed rule extends the option of OVS to children receiving meals in at-risk after-school care centers. Currently, CACFP only allows offer versus serve (OVS) in adult care centers.

## Additional Proposed Revisions

- Flavored milk served to children 2 through 4 years of age
  - A1: Prohibit the service of flavored milk OR
  - A2: Require flavored milk to contain no more than 22 grams of sugar per 8 fluid ounce serving

Child and Adult Care Food Program (CACFP)

In the proposed rule, USDA presented several options related to flavored milk and yogurt. In their report the IOM identified flavored milk as a source of added sugars. To limit added sugars the IOM recommended that flavored milk be limited and served only to adults and children 5 years of age and older. The IOM also recommended limiting the amount of sugar in flavored milk.

USDA acknowledges that foods high in sugar such as flavored milk can contribute excess calories to a child's diet and agree that the sugar limits recommended for flavored milk and yogurt seem reasonable based on products currently available in the marketplace.

In the proposed rule, USDA presented two options for flavored milk served to children 2 through 4 years of age

A1: Prohibit the service of flavored milk OR

A2: Require flavored milk to contain no more than 22 grams of sugar per 8 fluid ounce serving

USDA asked for public input on these options.

## Additional Proposed Revisions

- Flavored milk served to children 5 years and older
  - B1: Flavored milk must contain no more than 22 grams of sugar per 8 fluid ounce serving OR
  - B2: Sugar limit is a best practice
- Yogurt (all age groups)
  - C1: Yogurt served must contain no more than 30 grams of sugar per 6 ounce serving OR
  - C2: Sugar limit is a best practice

Child and Adult Care Food Program (CACFP)

USDA is also presented two options for a sugar limit on flavored milk served to children 5 years of age and older and adults. The two options are:

B1: flavored milk must contain no more than 22 grams of sugar per 8 fluid ounce serving OR

B2: the sugar limit is a best practice that centers and day care homes may choose to adopt at their own discretion

On top of recommending a limit on the amount of sugar in flavored milk, the IOM also recommended limiting the amount of sugar in yogurt.

USDA presented two options for a sugar limit on yogurt served to participants of all ages:

C1: yogurt served must contain no more than 30 grams of sugar per 6 ounces OR

C2: the sugar limit is a best practice

USDA asked for public input on these options.

## Best Practices: Breastfeeding

- Support and encourage breastfeeding by:
  - Providing materials and other educational opportunities to breastfeeding mothers
  - Encouraging mothers to supply breast milk to their infants while in care
  - Providing mothers with a quiet, private area to breastfeed

Child and Adult Care Food Program (CACFP)

Under the best practices of the proposed rule, providers should support and encourage breastfeeding.

This can be done by:

Providing mothers access to breastfeeding materials and educational opportunities, Encouraging mothers to supply breast milk for their infant while in day care, and by Providing mothers who come to the day care facility with a quiet, private area to breastfeed.

## Best Practices: Fruits & Vegetables

- Limit consumption of fruit juice to no more than 1 serving per day
- Make at least 1 of the 2 required components of every snack a fruit or vegetable
- Provide at least 1 serving each of dark green vegetables, red/orange vegetables and legumes per week



Child and Adult Care Food Program (CACFP)

To limit the intake of added sugars, USDA is encouraging providers to limit the consumption of fruit juice to no more than once per day for children.

This is based on the IOM's report that pointed out that some fruit and vegetable products and preparation methods can be a source of added sugars, such as juices. USDA is encouraging providers to offer at least one serving each of dark green vegetables, red or orange vegetables, and legumes once per week, and to make at least one of the two required components of every snack a fruit or vegetable.

Fruits and vegetables provide a variety of vitamins and minerals needed for growth and health maintenance. Exposing children to a variety of fruits and vegetables throughout the week is not only good for them but may help children develop healthy habits for life.

## Best Practices: Grains

- Provide at least 2 servings of whole grain-rich grains per day
- Serve breakfast cereals that contain no more than 6 g of sugar per serving



Child and Adult Care Food Program (CACFP)

Best practices for Grains: USDA is recommending that providers serve at least two servings of whole grain-rich grains each day to meet the IOM that at least half of all grains served be whole grain-rich.

Additionally, USDA is encouraging providers to serve breakfast cereals that contain no more than 6 grams of sugar per serving which is stricter than the WIC cereal standards. One dry ounce (WIC standard) is equivalent to 1/8 cup. Most breakfast cereals' serving sizes are 1/2-3/4 cup which is about 4-6 dry ounces

## Best Practices: Fluid Milk

- Serve only unflavored milk to all participants regardless of age



Child and Adult Care Food Program (CACFP)

In response to the IOM's identifying flavored milk as a source of added sugar, USDA recommends that providers serve only unflavored milk to all children and adults, regardless of age.

## Best Practices: Meat and Meat Alternates

- Serve only lean meat, nuts and legumes
- Avoid or limit serving processed meats to no more than once per week
- Serve only natural cheese



Child and Adult Care Food Program (CACFP)

USDA encourages providers to serve only lean meats, legumes and nuts; limiting processed meat to no more than once per week; and serving only natural cheese.

The Food Buying Guide provides some information on what is a natural cheese and USDA will provide additional guidance to help providers identify natural cheeses. This best practice is based on DGA and IOM recommendations

## Best Practices: Preparation

- Avoid or limit serving fried or pre-fried foods to no more than once per week

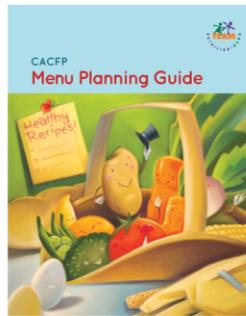


Child and Adult Care Food Program (CACFP)

USDA is also recommending that providers limit serving fried or pre-fried foods to no more than once per week to help reduce the consumption of fat.

This best practice is an extension of the proposed rule's provision to prohibit frying a way of preparing food onsite. It recommends that purchased pre-fried, par-fried food items not be served, such as chicken nuggets.

## Menu Planning Resources



### Team Nutrition CACFP Menu Planning Guide

#### ***Idaho Menu Planning Project***

- *Potential Team Nutrition Grant*
- *Seasonal Cycle Menus, Standardized Recipes, Production Records, and Shopping Lists to meet New Meal Pattern & Best Practices*

Child and Adult Care Food Program (CACFP)

In your packet is the CACFP Menu Planning Guide developed by the state of Wisconsin with funds from a Team Nutrition grant. This menu plan meets the current meal pattern and provides 16 weeks of seasonal menus, shopping lists, and standardized recipes. We have also included a cover sheet for the menu planner. Lets review it now.

In preparation for when the new meal pattern is final, our agency applied for a Team Nutrition grant to develop a CACFP Menu Planning Guide that will meet the new meal pattern requirements and best practices. We will include seasonal cycle menus, standardized recipes, production records and shopping lists. In the past year we have collected several menus and recipes from sponsors and plan to include them in the menu planning guide. I would like to encourage you to use the Wisconsin menus and let us know of any of our favorite recipes or menus. We can incorporate some of them in our menu guide as well.

## Wrap Up for Center Training

***New Monitoring Form  
in SOC Packets***

***Do you have any  
questions you would  
like to share?***

Remember to complete the  
evaluation.

Thank you!



Child and Adult Care Food Program (CACFP)

For all Sponsoring Organizations of Centers please see the updated SOC monitoring form in your packets. It is also available in MyIdahoCNP under download forms. Monitoring is a requirement for sponsoring organizations of centers and homes.

This concludes the training for Independent Centers and Sponsoring Organization of Centers.

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

(Answer any questions if do not know answer write on Parking Lot)

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

(Hand out calendars, stamp procurement and grain sheets, give out certificates)



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



U.S. Department of Agriculture  
Food and Nutrition Service  
December 2013  
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Child and Adult Care Food Program (CACFP)

## Common Findings on State Agency Program Reviews

**Sponsoring Organization of Unaffiliated Centers and Homes only:**

**Monitoring**

- Vary timing of visits
- Findings vs technical assistance
- Corrective action and follow up

**Sponsoring Organization of Unaffiliated Centers and Homes only:**

**Monitoring**

- Vary timing of visits
- Findings vs technical assistance
- Corrective action and follow up

## Common Finding of Monitoring Requirements

Vary the timing of unannounced visits so they are unpredictable

- Use the previous year monitoring schedule to plan unannounced visits
- Schedule monitoring visits in different months and days of the month
- Observe a different meal service to change the time of day the monitor arrives at the site

Child and Adult Care Food Program (CACFP)

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## 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

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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.)

**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.)

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

Child and Adult Care Food Program (CACFP)

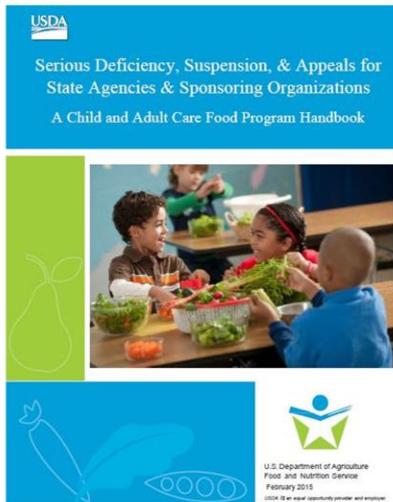
It is important that Sponsoring Organizations train their monitors on findings and provide them with reasonable corrective action examples. This ensures consistency with all monitoring visits.

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.

## Serious Deficiency Process for Homes or Unaffiliated Centers



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. 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.

At this time I would like to share some new situations that occurred this year. I will write on the share board for all SODCH and SOC's of unaffiliated centers. (examples: Provider applied that was on NDLD-denied application, provider home visit-health & safety issues (no suspension example), provider provided false information on application-using husbands name)

In addition, discuss examples of findings and reasonable corrective action provided.

## Census Mapping

### FNS Area Eligibility Mapper

- <http://www.fns.usda.gov/areaeligibility>.



Child and Adult Care Food Program (CACFP)

Occasionally, a potential CACFP day care home is determined not to be area eligible, but is located immediately adjacent to an eligible area. This proximity suggests that the children residing in the area from which the home would most likely draw participants would have a likelihood of similar census demographics. In recognizing that likelihood and allowing additional flexibility in the use of census data to establish area eligibility, USDA can ensure area eligibility determinations accurately identify areas in which poor economic conditions exist.

Therefore, based on analysis of the proposed location, with both State agency and Regional Office approval, up to three adjacent CBGs may be averaged, using a weighted average, to determine eligibility. In such a case, CACFP day care homes are considered area eligible if the percentage of children eligible for free or reduced-price meals in up to three adjacent CBGs when averaged is 50 percent or more, provided that at least 40 percent of children in each of the individual CBGs are eligible for free or reduced-price meals. Census Tracts may not be combined. Census Tract and CBG data is available through the FNS Area Eligibility Mapper, which is located at <http://www.fns.usda.gov/areaeligibility>.

## Wrap Up

***Do you have any questions you would like to share?***

Remember to complete the evaluation.

Thank you!



Child and Adult Care Food Program (CACFP)

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

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