# Child and Adult Care Food Program (CACFP) Offer versus Serve and USDA Updates

Idaho State Department of Education
Child Nutrition Programs

DATE OF TRAINING August 1, 4, 9, 2017
LOCATION OF TRAINING: Idaho Falls, Coeur d Alene, Boise
NAME OF TRAINER: Kim Huntley

IDAHO CNP CHILD NUTRITION PROGRAMS

DEPARTMENT OF EDUCATION STATE OF IDAHO

# Offer Versus Serve in CACFP

# Offer vs. Serve in C A C F P

- **Lesson 1:** Introduction to Offer vs. Serve
- **Lesson 2:** Components & Items
- **Lesson 3:** Offer vs. Serve at Breakfast
- **Lesson 4:** Offer vs. Serve at Lunch or Supper
- **Lesson 5:** Overview of Offer vs. Serve

# Offer Versus Serve

*Introduction to OVS*

# What is Offer versus Serve?

Offer vs. Serve (OVS) is an approach to menu planning and meal service that aims to simplify program administration and reduce food waste while maintaining the nutritional value of the meal that is served.

# The Basics of OVS

- OVS is only allowed in ***adult day care*** or ***at-risk afterschool centers***
  - OVS is optional
- Allows participants to decline some of the food offered in a reimbursable breakfast, lunch, or supper
- OVS is not allowable for snack
- OVS is not appropriate for younger children

# Key Terms

- **Food Component:** one of the food groups that make up a reimbursable breakfast, lunch, or supper
  - *ex: milk, fruit, vegetable, grain and meat/meat alternate are the five components in the CACFP*

- **Food Item:** a specific food offered within the food *components*
  - *ex: separate ½ cup servings of broccoli and carrots are two food items that comprise one component*

- **Combination Food:** contains more than one food *item* from different food components that cannot be separated
  - *ex: cheese pizza contains three food items from different food components – a serving of grains (crust); a serving of vegetables (tomato sauce); a serving of meat/meat alternate (cheese)*

# Offer Versus Serve

## Components & Items

# Components

- A component is one of the food groups that make up a reimbursable breakfast, lunch, or supper

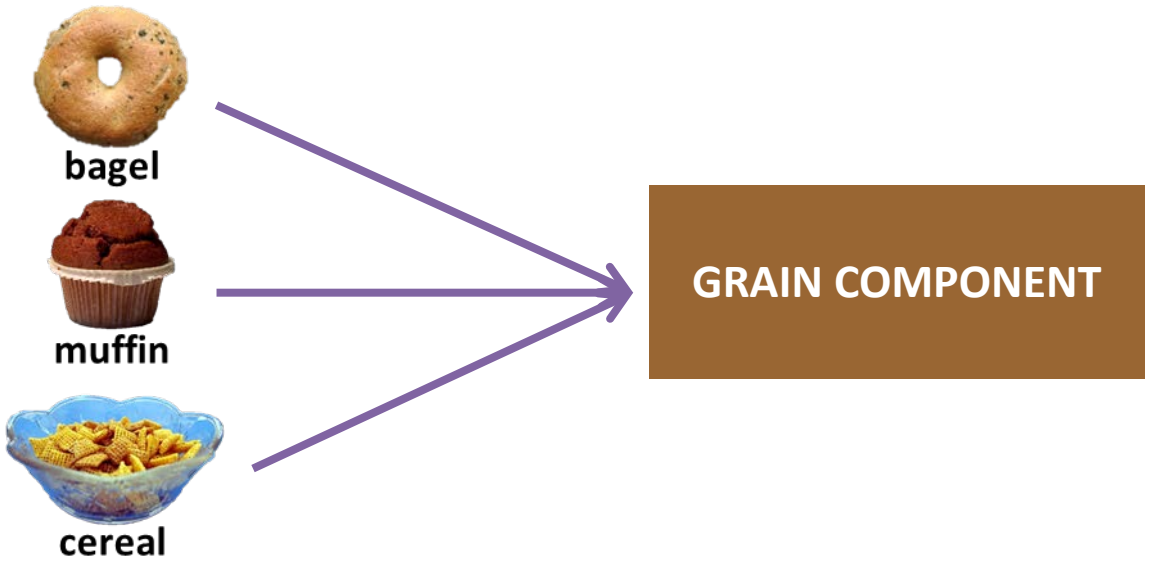
- There are five components in the CACFP:

| Milk | Fruit | Vegetable | Grain | Meat/Meat Alternate |
|---|---|---|---|---|

↑ ***NOTE!***
*Fruits & vegetables are combined*
*into <u>one component</u>*
*for breakfast*

# Food Items

- A food item is a specific food offered within a component
- For example, a bagel, muffin, and cereal are all considered <u>food items</u> within the grain component



# Components vs. Items Examples

| | Milk | Fruit | Vegetable | Grain | Meat/Meat Alternate |
|---|---|---|---|---|---|
| Components | | | | | |
| Food Items | milk | banana<br> grapes<br> raspberries | broccoli<br> carrots<br> green salad | bagel<br> cereal<br> rice | BBQ chicken<br> yogurt<br> cheese |

# Offer Versus Serve

## At breakfast

# Breakfast Food Components

CACFP meal pattern for breakfast consists of 3 food components:

- Milk
- Fruit/Vegetable- ***combined component at breakfast only***
- Grain

# OVS at Breakfast

Four food items in the required minimum serving size must be offered:

- A serving of milk
- A food item from the fruit/vegetable component
- A food item from the grain component
- A food item from the meat/meat alternate component **or** one additional item from the fruit/vegetable or grain components

# OVS at Breakfast (cont.)

- A participant must take at least **3** different food items from any of the food items offered
- Food items selected may be from any of the required components at the require minimum serving sizes
- It is participants choice to select or decline a food item

# OVS at Breakfast, Lunch and Supper

## Offering Different Items

- All food items offered must be different from each other.

This menu of 2 types of cold cereal, grapes, and milk would not be an allowable OVS breakfast menu. Cereal A and Cereal B are both cold cereal and not considered different items. An additional offering, such as toast or yogurt, would need to be added.

cereal A

cereal B

grapes

milk

*Two different cereals are not considered two different <u>items</u>.*

# OVS at Breakfast, Lunch or Snack

**Larger Food Items**

- A larger food item that is worth two servings, such as a 2 oz. bagel, counts as just 1 food item under OVS in CACFP.

**bagel**
1 oz. bagel

=

1 item from the grain component

**bagel**
2 oz. bagel

=

1 item from the grain component

# Example 1: Breakfast menu with 4 food items

milk

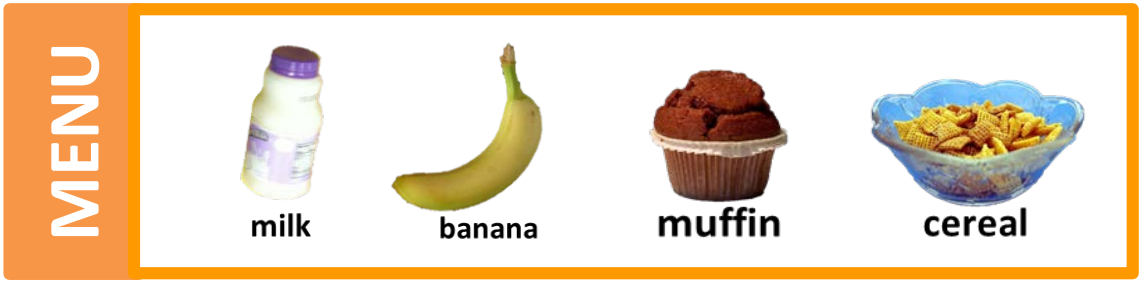
banana

muffin

cereal

# Example 1: OVS with 4 food items offered at breakfast

Under OVS, a participant can take <u>any 3 of the items</u> offered for a reimbursable breakfast



# Example 2: Breakfast menu with 5 food items

Serving sizes for children ages 6-12 or 13-18

**bagel**

*1 serving grain*

**sausage & pancake bites**

*1 serving grain &*
*1 oz. meat/meat alternate*

**grapes**

*½ cup fruit/vegetable*

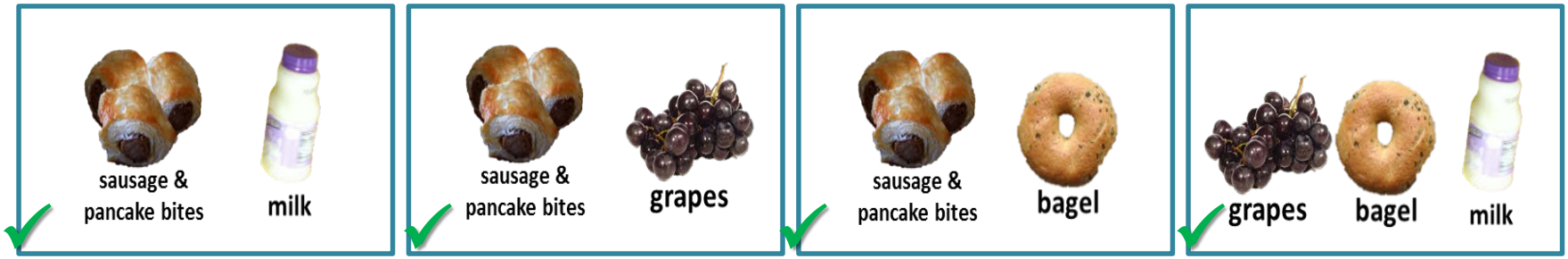
**milk**

*8 oz. milk*

*Combination food with*
*<u>2 food items</u> (sausage & pancake)*
*from <u>2 food components</u> (meat & grain)*

# Example 2: OVS with 5 food items offered at breakfast

Children ages 6-12 or 13-18 may choose the combination food plus 1 other item offered for a reimbursable breakfast or they must take all 3 of the other items offered.



# OVS at Breakfast, Lunch or Supper

**Option to offer increased variety of foods**

- Menu planners have the option to offer different food items within each component beyond the minimum requirements

- Offering a variety of foods increases the likelihood that participants will select foods they prefer and reduce waste

# **Example 3:** Breakfast menu offering 6 food items

Serving sizes for children ages 6-12 or 13-18

**toast**
*1 serving grain*

**cereal**
*1 serving grain*

**raspberries**
*½ cup fruit/vegetable*

**pear**
*½ cup fruit/vegetable*

**cantaloupe**
*½ cup fruit/vegetable*

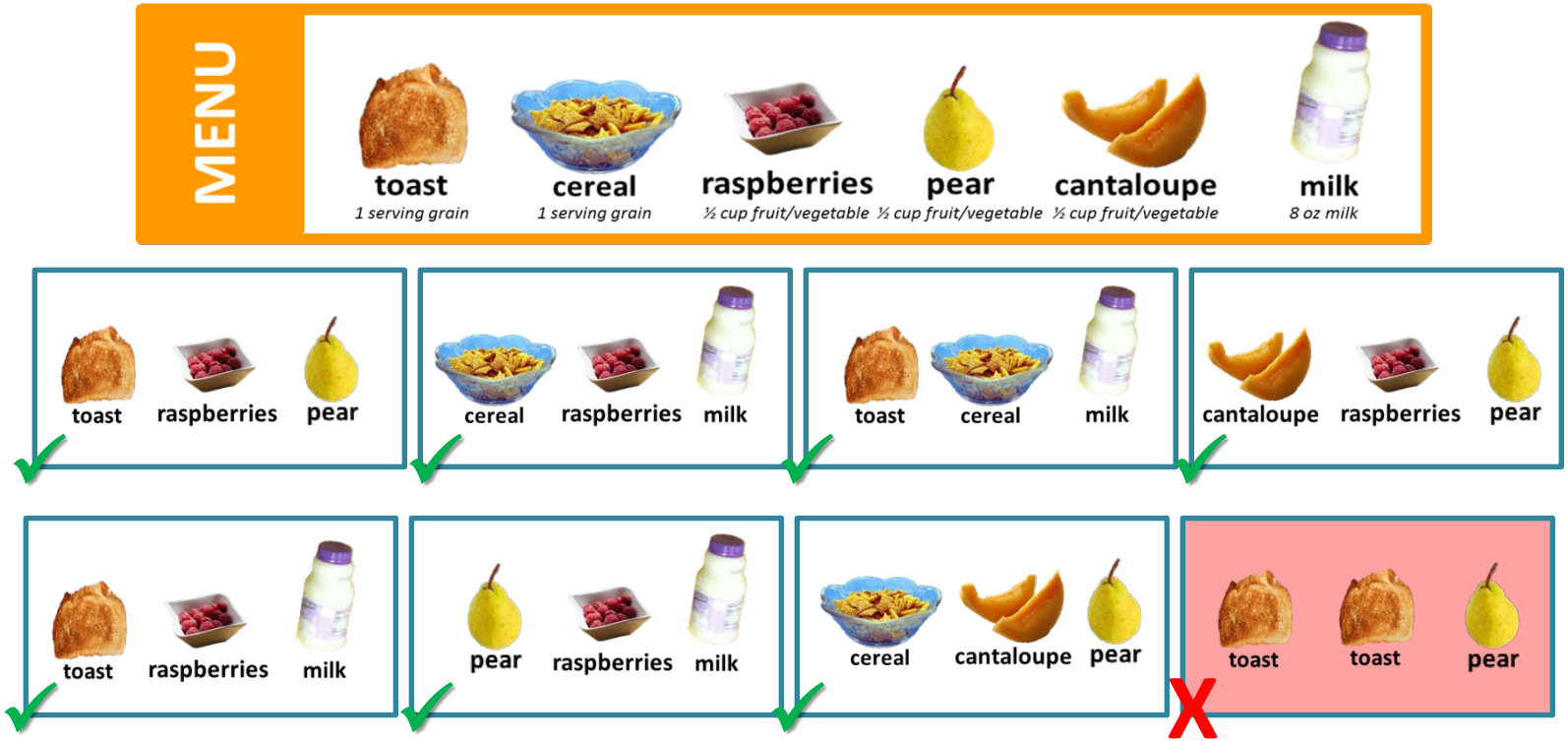
**milk**
*8 oz milk*

*Choice of grain from two different items*

*Choice of fruit from three different items*

# Example 3: OVS with 6 food items offered at breakfast

Children ages 6-12 or 13-18 can select <u>any 3 of the items</u> offered for a reimbursable <u>breakfast</u>. There are <u>many</u> combinations for a reimbursable meal in this example <u>as long as the child takes 3 different items</u>.



# Offer Versus Serve

## At lunch or supper

# Lunch or Supper Food Components

CACFP meal pattern for lunch or supper consists of 5 food components:

- Milk
- Fruit
- Vegetable
- Grain
- Meat/Meat Alternate

# OVS at Lunch or Supper

Five food items from ***each*** of the five food components, in the required minimum serving sizes must be offered:

- A serving of milk
- A food item from the fruit component
- A food item from the vegetable component
- A food item from the grain component
- A food item from the meat/meat alternate component

# OVS at Lunch or Supper

- All food items offered at lunch or supper must be different
- A participant must take ***3*** food components
- A participant must select at least the minimum serving size of the components for the meal to be reimbursable
- It is participants choice to select or decline a food item

# Example 1: Lunch or Supper menu with 6 food items

Serving sizes for children ages 6-12 or 13-18

**BBQ chicken**

*2 oz. meat/meat alternate*

**rice**

*1 serving grain*

**broccoli**

*1/2 cup vegetable*

**grapes**

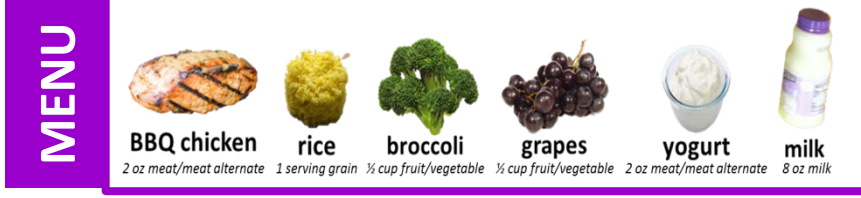
*1/4 cup fruit*

**yogurt**

*2 oz. meat/meat alternate*

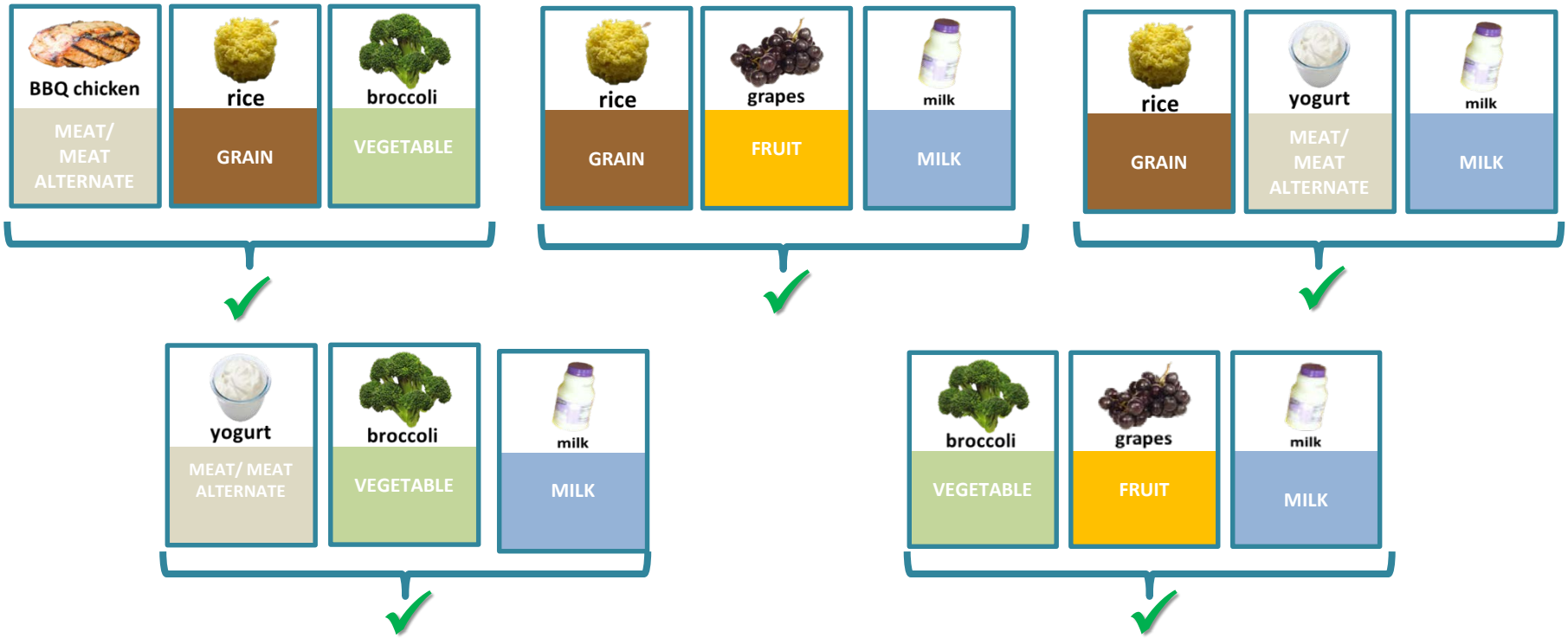
**milk**

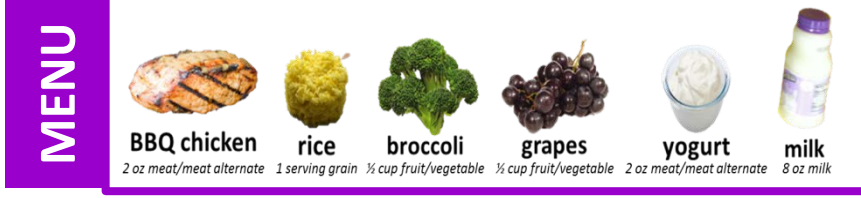
*8 oz. milk*




# Example 1: OVS with 6 food items at lunch/supper

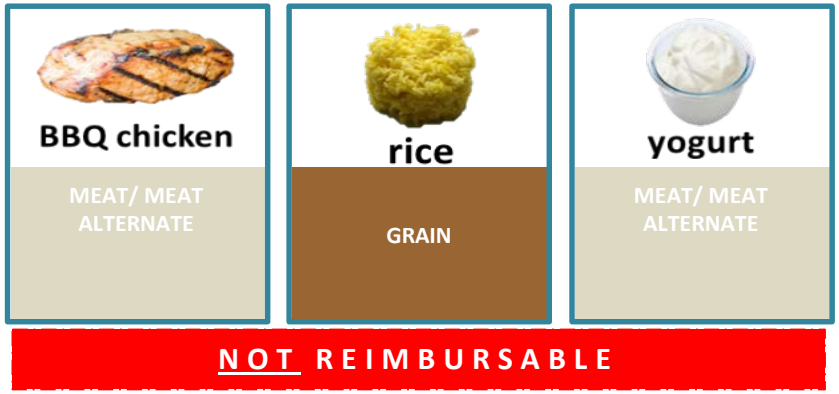
A child 6-12 or 13-18 may select a variety of combinations of the food items as long as they take at least 3 food components at the minimum serving sizes.






# Example 1: OVS with 6 food items at lunch/supper

A combination like the one below is not reimbursable as it does not contain **3 food components.**



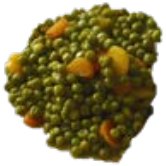

**This meal only contains 2 components** (meat/meat alternate and grain). Chicken and yogurt are both meat/meat alternates. **The child would need to select a milk , fruit or vegetable item to get the 3 required components for a reimbursable lunch.**

# Example 2: Lunch or Supper menu with 7 food items

Serving sizes for children ages 6-12 or 13-18

**pasta w/ marinara**
*1 serving grain &*
*½ cup vegetable*

**green salad**
*½ cup vegetable*



**peas & carrots**
*¼ cup vegetable*

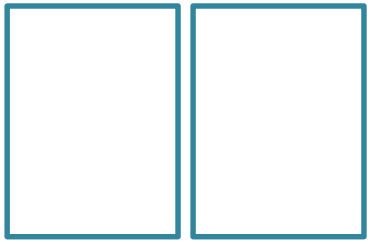
**cheese**
*2 oz. meat/meat alternate*

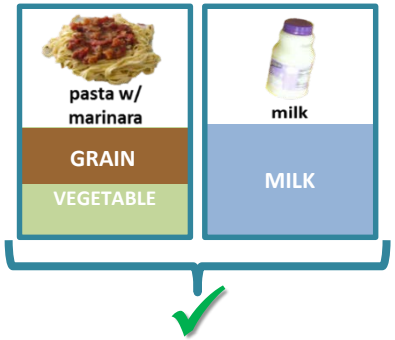
**milk**
*8 oz. milk*

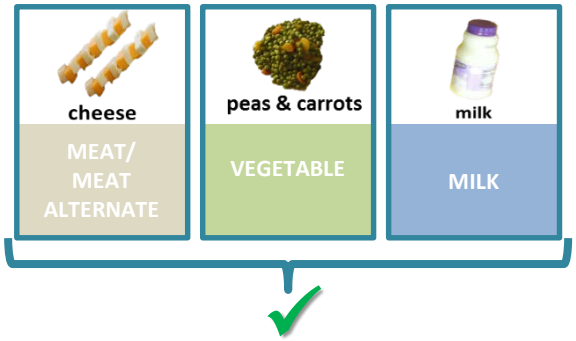
*Combination food with*
*<u>2 food items</u> (pasta & marinara sauce)*
*from <u>2 food components</u>*
*(grain & vegetable)*

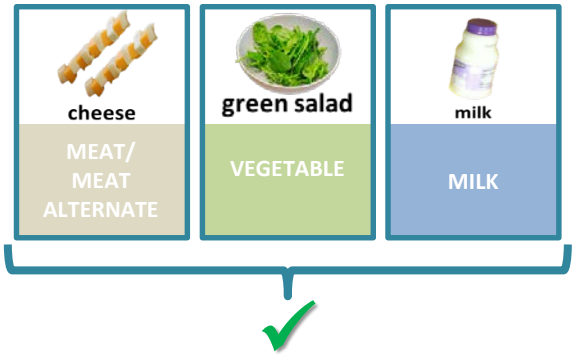
# Example 2: OVS with 7 food items at lunch/supper

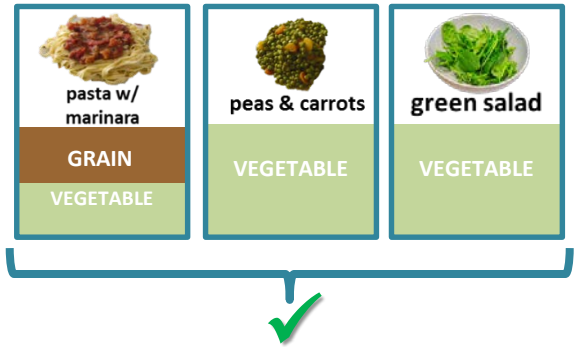
A child 6-12 or 13-18 may select a variety of combinations of the food items as long as they take at least 3 food components at the minimum serving sizes.





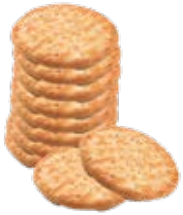



# Example 3: Lunch or Supper menu with 6 food items

Serving sizes for children ages 6-12 or 13-18

**tuna sandwich w/ lettuce**

*1 serving grain,*
*2 oz. meat/meat alternate*
*& ¼ cup vegetable*



**crackers**

*1 serving grain*

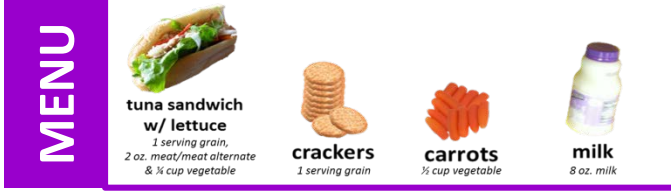
**carrots**

*½ cup vegetable*

**milk**

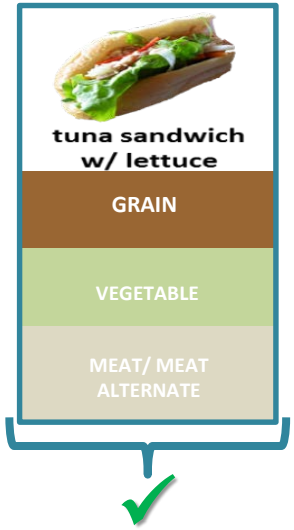
*8 oz. milk*

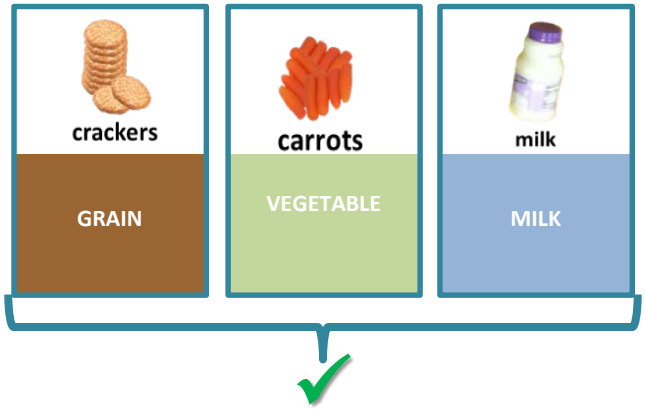
*Combination food with*
*<u>3 food items</u>*
*(bread, tuna, lettuce)*
*from <u>3 food components</u>*
*(grain, meat, vegetable)*




# Example 3: OVS with 6 food items at lunch/supper

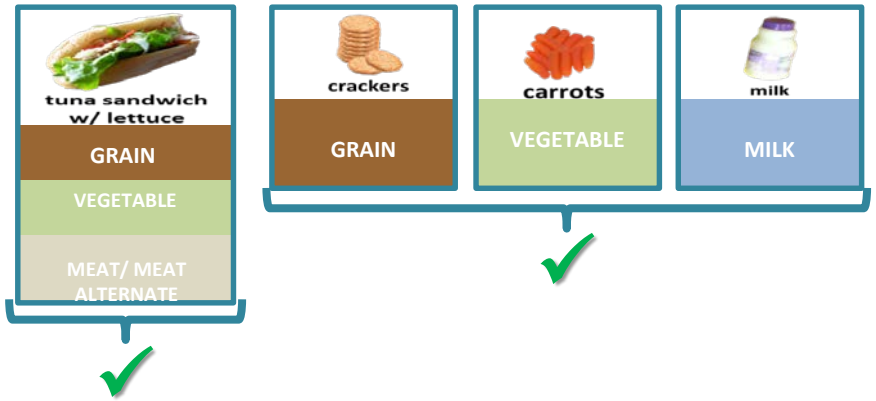
- A child 6-12 or 13-18 may decline the combination food and take the remaining three food items, which are from 3 food components, for a reimbursable meal. The child could also choose to take only the sandwich since it contains 3 components.



# Fruit and Vegetable Components in OVS for Lunch & Supper

Fruit and Vegetables are two components in CACFP for Lunch & Supper. Facilities may choose to menu a second vegetable on the menu in place of the fruit component. The second vegetable is at the fruit minimum serving size. As in this example: Carrots is ½ cup and lettuce/tomato is ¼ cup serving.




In this example, The child can select either the sandwich with ¼ lettuce/tomato or the ½ cup carrots since they vegetables represent 2 separate food components.

# Component Minimums at Lunch & Supper

This menu combines two items to meet the minimum 2 oz. meat/meat alternate requirement for children 6-12, 13-18 and adults and offers 2 different fruit food items for the fruit component.

- **Peanut Butter & Jelly Sandwich:** 1 grain, 1 oz. meat/meat alternate
- **String Cheese:** 1 oz. meat/meat alternate
- **Baby Carrots:** ½ cup
- **Pear:** ½ cup (1 small) or **Raspberries:** ¼ cup
- **Milk:** 8 oz.

**PB&J**

*1 serving grain &*
*1 oz. meat/meat alternate*

**string cheese**

*1 oz. meat/meat alternate*

**carrots**

*½ cup vegetable*

**pear**

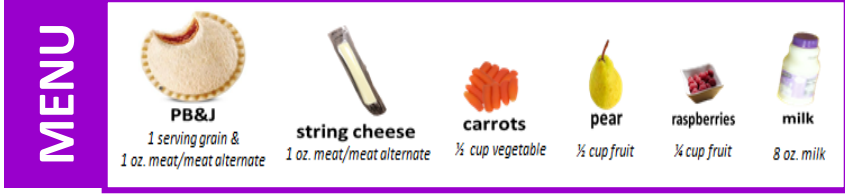
*½ cup fruit*

**raspberries**

*¼ cup fruit*

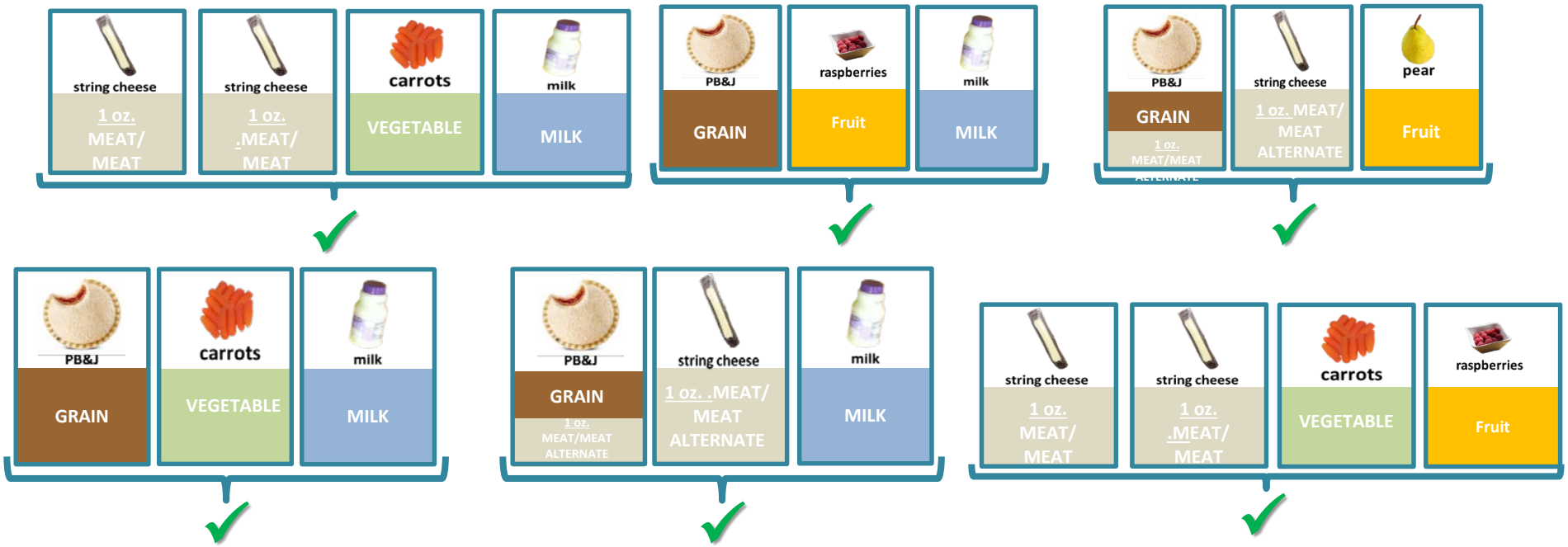
**milk**

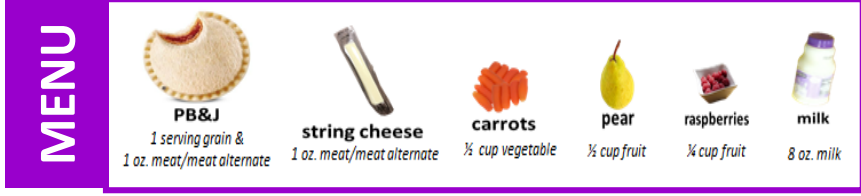
*8 oz. milk*




# Component Minimums at Lunch & Supper (cont.)

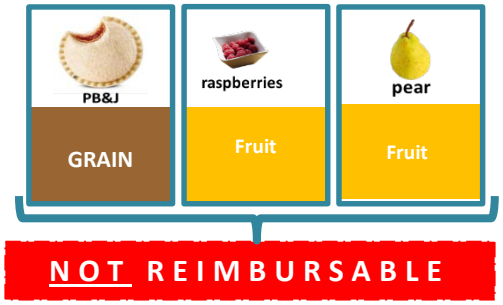
- A child 6-12 or 13-18 may decline the sandwich, but would need to take 2 string cheese to meet the meat/meat alternate component if they choose to decline other food components. See some of the variety of combinations of food items they can take to meet the 3 food components.

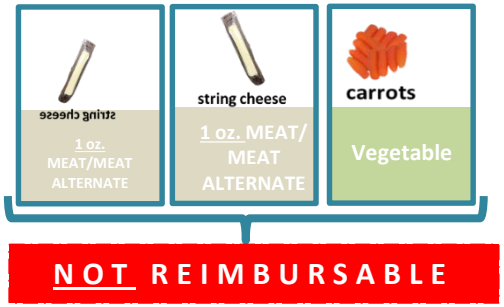


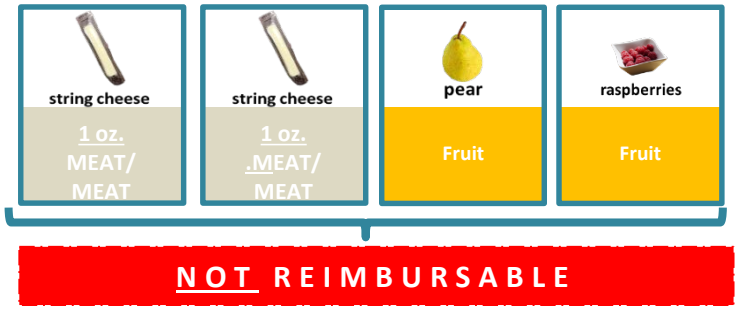



# Component Minimums at Lunch & Supper (cont.)

Combination like the ones below are not reimbursable and do not contain **3 food components.**



# Whole Grain-Rich in OVS

- At least 1 serving of grains per day must be whole grain-rich
  - "**Whole Grain-Rich** foods contain 100% whole grains, or at least 50% whole grains & the remaining grains in the food are enriched…"
- If breakfast, lunch or supper is the meal service where the whole grain-rich grain is planned- ***all grain options must be whole grain-rich***
- If the facility only serves one meal service a day (breakfast, lunch or supper)- ***all grain options for the meal must be whole grain-rich***

# Training Staff and Participants on OVS

- Before implementing OVS in your facility all employees assisting in the meal service must be trained on OVS requirements

- If facility offers combination foods or two or more items from one food component, "*.....instructions or signs must be available to let supervisors and participants know what choices make up a reimbursable meal*."

# Remember!

Lunch and supper OVS requirements are different from breakfast OVS requirements. While a child must select 3 food **items** at **breakfast**, at **lunch** and **supper** a child must take 3 different food **components**.

**BREAKFAST**

Child must take 3 food **items**.

***Food Item:*** *a specific food offered within the food components*

**LUNCH & SUPPER**

Child must take 3 food **components**.

***Food Component:*** *one of the food groups that make up a reimbursable breakfast, lunch, or supper*

# Overview- Offer Versus Serve In CACFP

*Questions?*

# USDS Resources and Updates

- Topic 1: New Meal Pattern Resources
- Topic 2 CACFP Resources
- Topic 3: USDA Updates and Revised Forms
- Topic 4: Training Resources
- Topic 5: Tour of Idaho CNP Website
- Topic 6: Wrap up and Questions

# New Meal Pattern Resources *In CACFP*

USDA United States Department of Agriculture
Food and Nutrition Service

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- Regulations
- Guidance and Resources

## Child and Adult Care Food Program (CACFP)

Print

### Nutrition Standards for CACFP Meals and Snacks

Centers and day care homes offering meals through the Child and Adult Care Food Program (CACFP) play a critical role in supporting the wellness, health, and development of children, older adults, and chronically impaired disabled persons through the provision of nutritious foods. Child care providers, in particular, have a powerful opportunity to instill healthy habits in young children that serve as a foundation for healthy choices in life.

Through the Healthy, Hunger-Free Kids Act, USDA made the first major changes in the CACFP meals and snacks since the Program's inception in 1968, which will help ensure children and adults have access to healthy, balanced meals and snacks throughout the day. The updated CACFP nutrition standards will help safeguard the health of children early in their lives and improve the wellness of adults.

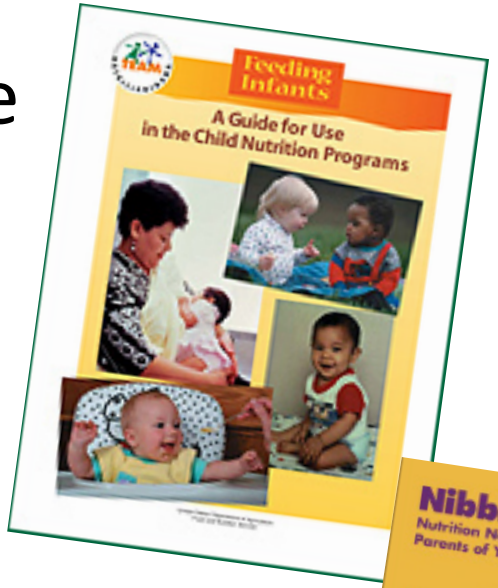
Resources can be found on the FNS website

# USDA FNS New Meal Pattern Resources

Resources can be found on USDA FNS website.

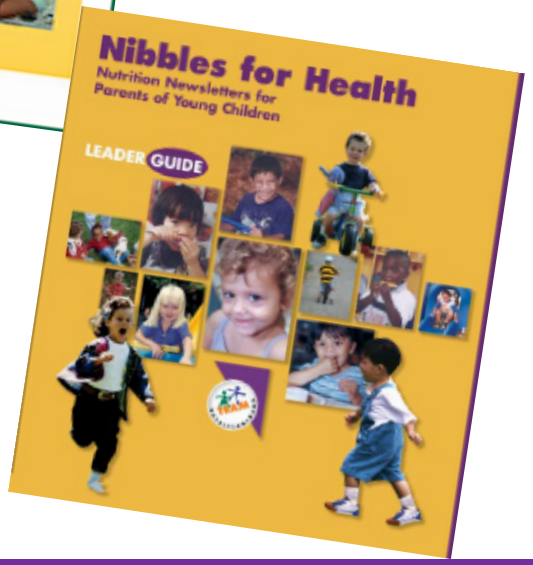
# USDA FNS New Meal Pattern Resources (cont.)

- Feeding Infants: A guide for Use in the CNP



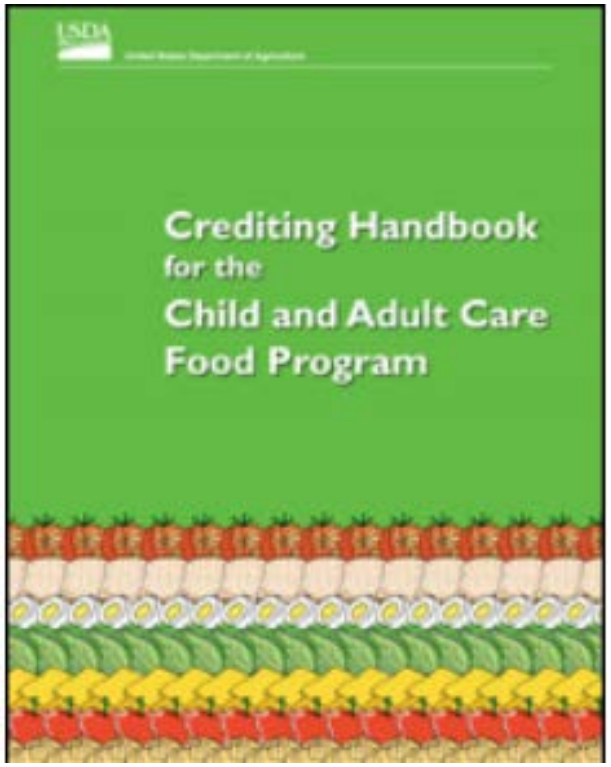

**Updates available 2018**

- Nibbles for Health: Newsletters for parents



# USDA FNS New Meal Pattern Resources
# Crediting Handbook

## Crediting Guide




**Updates available Fall 2017**

# USDA FNS New Meal Pattern Resources
# Food Buying Guide

USDA

United States Department of Agriculture

Food & Nutrition Service
Child Nutrition Programs
Nutrition and Technical Assistance Branch

## Food Buying Guide
### for Child Nutrition Programs

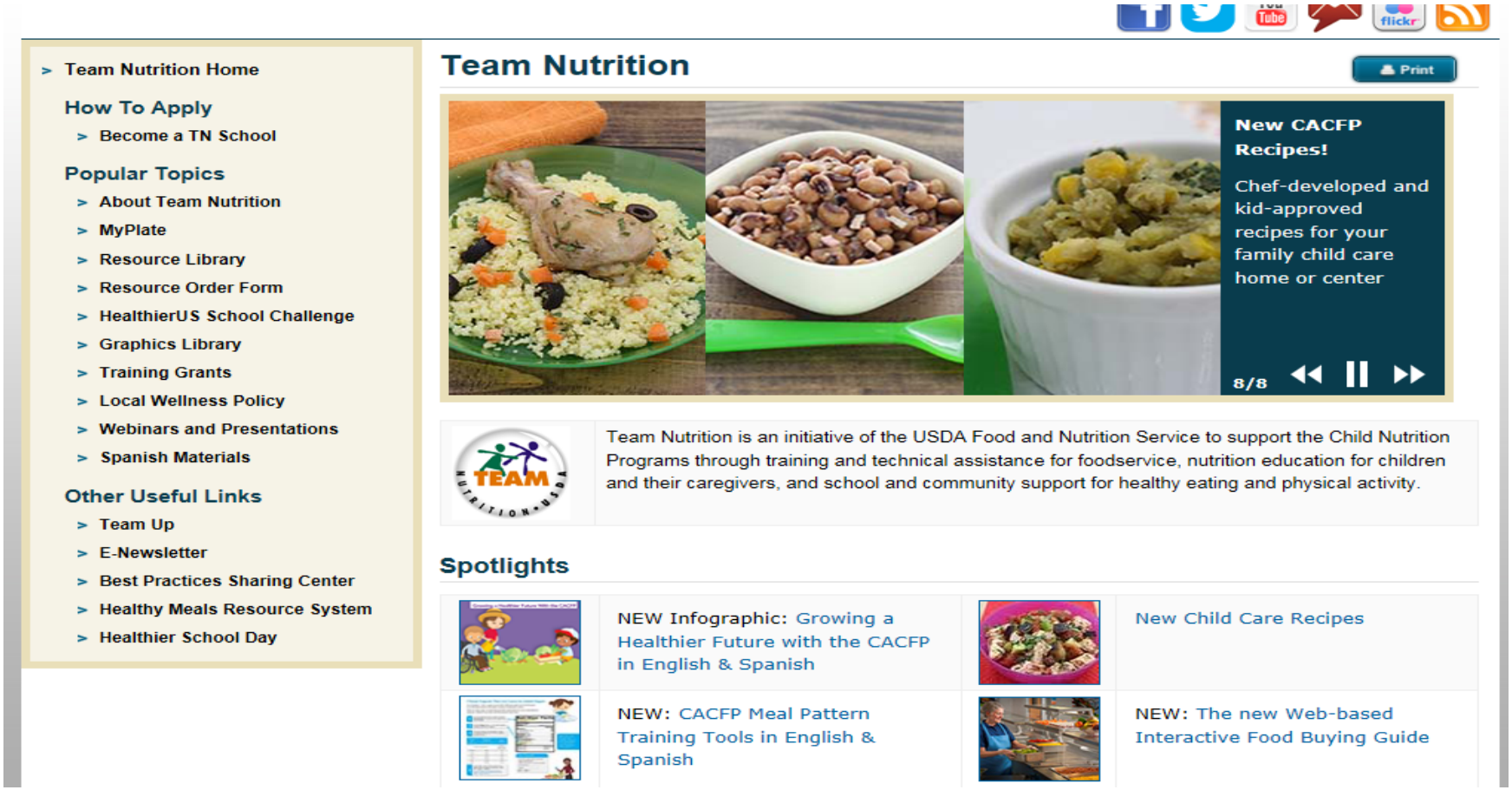
**The Food Buying Guide (FBG)** serves as the essential tool for food yield information for all Child Nutrition Programs (CNP) governed by the USDA.

The FBG is used to obtain information for:
1) Purchasing the required quantities of foods, and
2) Determining the contribution each food makes toward the meal pattern requirements.

The FBG for Child Nutrition Programs is being updated, in phases, to include resources for the updated Nutrition Standards for CNP.

Start using the new Web-based Interactive Food Buying Guide now!

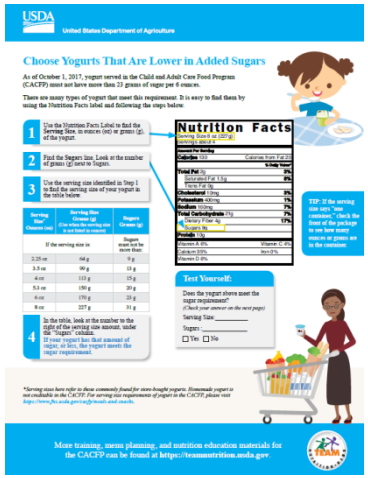
# Team Nutrition New Meal Pattern Resources

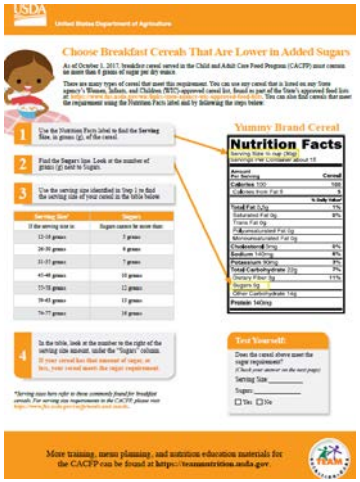


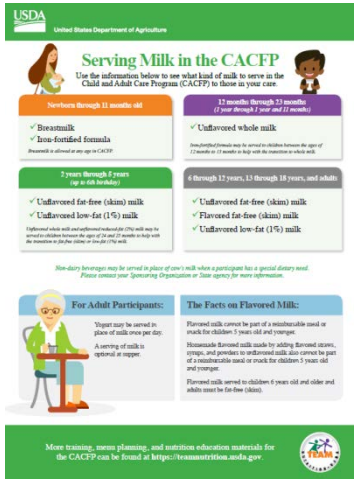

**Please visit the Team Nutrition website for these resources.**

# Team Nutrition New Meal Pattern Resources (cont.)

## Available in English and Spanish



New Meal Pattern Training Tools released online

# What's Cooking – USDA Mixing Bowl
# New Meal Pattern Resources

**Multicultural Recipes in servings of 6, 25 or 50 coming fall 2017**

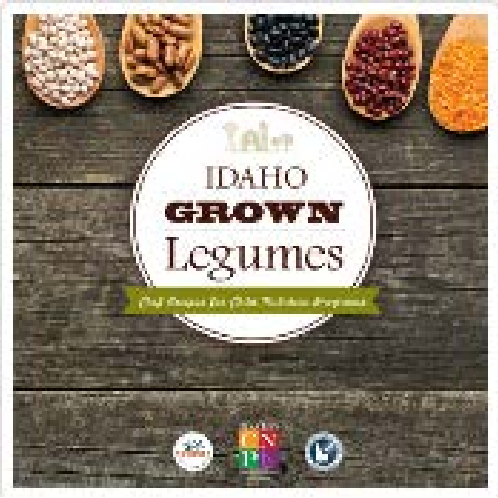
**Resources available on the FNS website.**

# Additional New Meal Pattern Resources

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Community & School Nutrition Teams
Food & Nutrition Services

CACFP Tofu Recipe Guide



# Monitoring New Meal Pattern Checklist

CHILD & ADULT CARE FOOD PROGRAM

## MONITORING CHECKLIST
### FOR UPDATED MEAL PATTERN REQUIREMENTS

### Infant Meal Pattern

BIRTH THROUGH 5 MONTHS — 6–11 MONTHS

- ❑ Infants are served breastmilk or infant formula
- ❑ Solid foods are gradually introduced around 6 month of age or as developmentally appropriate
- ❑ Infants 6-11 months old are offered vegetable, fruit or both at snack and actual vegetable or fruit offered is documented on individual infant menu record.
- ❑ Juice, cheese food and cheese spread are not served to infants
- ❑ At snack only, ready to eat cereal meets sugar limits of no more than 6 grams sugar per dry ounce and name of cereal is documented on individual infant menu record.
- ❑ Iron fortified infant cereal is offered at breakfast, and optional at lunch and supper
- ❑ Center or home maintains daily individual infant menu records for all infants in care
- ❑ Menu records indicate two age groups; (0-5 months and 6-11 months) and serving sizes are correct
- ❑ Menu records indicates when mother breastfed infant onsite (Example: "BF" on daily records)
- ❑ Parents/Guardians only provided one creditable food component for a reimburseable meal (if applicable)
- ❑ Whole eggs may be served to infants when developmentally ready
- ❑ Yogurt offered contains no more than 23 grams of sugar per 6 ounces

### MEAL PATTERN REQUIREMENTS

#### FLUID MILK

- ❑ Unflavored whole milk is served to children 1 year of age.
- ❑ Children 24-25 months may be offered unflavored whole or 2% milk during the transition period to unflavored 1 % or fat free milk.
- ❑ Unflavored low-fat (1%) or fat free milk is served to children ages 2 through 5.
- ❑ Unflavored low-fat (1%)or unflavored or flavored fat free milk is served to children ages 6 and older, and adults.
- ❑ In adult day care centers only, yogurt may be served in place of milk once per day. Yogurt is not served as milk substitute and meat alternate in the same meal.
- ❑ The type of milk provided is documented on the menu records.

#### GRAIN

- ❑ At least one serving of grains per day must be whole grain rich.
- ❑ Cereals offered contain no more than 6 grams of sugar per dry ounce (28.35 grams).
- ❑ "Whole grain rich" foods are documented on the menu (Example: WG next to grain item).
- ❑ Grain based desserts do not count toward the grain requirement. (Examples provided on back).
- ❑ Ounce equivalents are used to determine serving sizes beginning October 1, 2019
- ❑ Grain labels are available for all grains served to credit the grain to the meal pattern.
- ❑ The name of cereal is documented on the menu records. (i.e. Corn flakes, Cheerios etc.)

CHILD & ADULT CARE FOOD PROGRAM

## MONITORING CHECKLIST
### FOR UPDATED MEAL PATTERN REQUIREMENTS

### MEAL PATTERN REQUIREMENTS cont..

#### MEAT/MEAT ALTERNATE

- ❑ Nuts and seeds are only used to meet half of the meat/meat alternate component.
- ❑ Yogurt offered contains no more than 23 grams of sugar per 6 ounces.
- ❑ Only commercial and standardized tofu, yogurt and soy products are offered in the menus.
- ❑ Tofu is easily recognizable as meat substitute in food item or recipe offered.
- ❑ Tofu must meet protein requirements of 5 grams of protein per 2.2 ounces (1/4 cup) by weight and equals one ounce equivalent meat alternate.
- ❑ Beans and peas only credit to either the meat alternate or as a vegetable in the same meal.
- ❑ At breakfast, a meat/meat alternate may be served in place of entire grain component no more than three times per week.
- ❑ CN labels or product formulation statements are available for all meat/meat alternates and combination foods that are commercially processed.

#### FRUIT AND VEGETABLE

- ❑ Vegetable and fruit are separate components at lunch, supper and snack.
- ❑ When two vegetables are served at Lunch or Supper they are two different vegetables and second vegetable is same serving size as fruit component it is replacing.
- ❑ 100% Fruit juice or vegetable juice is only used to meet the fruit or vegetable requirement at one meal or snack per day.

#### MEAL PREPARATION AND SERVICE

- ❑ Foods are not deep fat fried onsite.
- ❑ Offer versus serve option in At-risk afterschool centers or adult day care centers.
- ❑ Serving Sizes are correct for each age group.

#### ★ Grain-Based Desserts ★

Breakfast bars
Brownies
Cake
Cereal bars
Coffee cake
Cookies
Doughnuts
Granola bars
Sweet piecrusts
*(dessert pies, cobblers, fruit turnovers)*
Sweet rolls
Toaster pastries

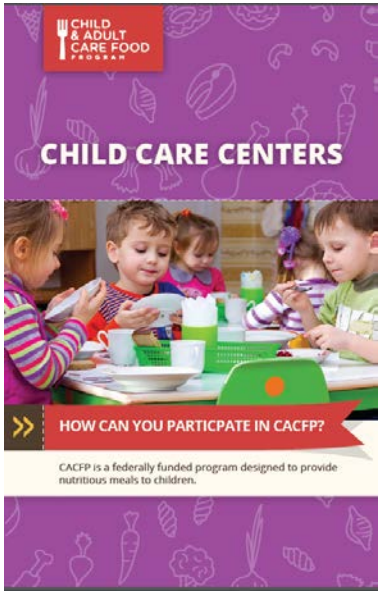
#### ★ Cooking Methods ★

Roasting
Baking
Stir-Frying
Sautéing
Braising
Stewing
Simmering
Steaming

# CACFP Resources

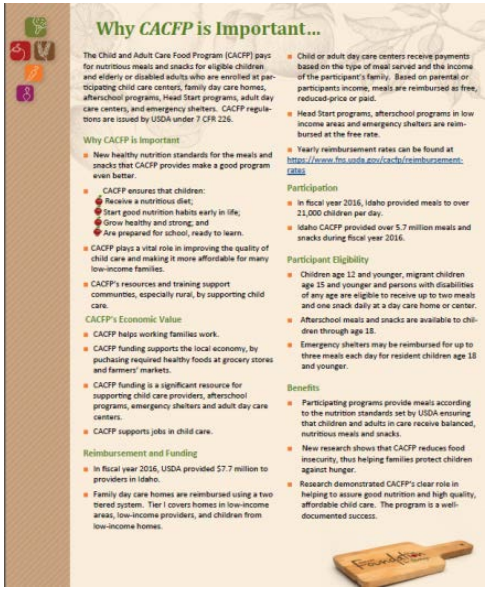
## *Outreach and Guidance*

# Idaho CACFP Outreach Resources



***Child Care and Day Care Home Brochures***

***Why is CACFP Important Flyer***



## Why *CACFP* is Important…

The Child and Adult Care Food Program (CACFP) pays for nutritious meals and snacks for eligible children and elderly or disabled adults who are enrolled at participating child care centers, family day care homes, afterschool programs, Head Start programs, adult day care centers, and emergency shelters. CACFP regulations are issued by USDA under 7 CFR 226.

### Why CACFP is Important

- New healthy nutrition standards for the meals and snacks that CACFP provides make a good program even better.
- CACFP ensures that children:
  - Receive a nutritious diet;
  - Start good nutrition habits early in life;
  - Grow healthy and strong; and
  - Are prepared for school, ready to learn.
- CACFP plays a vital role in improving the quality of child care and making it more affordable for many low-income families.
- CACFP's resources and training support communities, especially rural, by supporting child care.

### CACFP's Economic Value

- CACFP helps working families work.
- CACFP funding supports the local economy, by puchasing required healthy foods at grocery stores and farmers' markets.
- CACFP funding is a significant resource for supporting child care providers, afterschool programs, emergency shelters and adult day care centers.
- CACFP supports jobs in child care.

### Reimbursement and Funding

- In fiscal year 2016, USDA provided $7.7 million to providers in Idaho.
- Family day care homes are reimbursed using a two tiered system. Tier I covers homes in low-income areas, low-income providers, and children from low-income homes.
- Child or adult day care centers receive payments based on the type of meal served and the income of the participant's family. Based on parental or participants income, meals are reimbursed as free, reduced-price or paid.
- Head Start programs, afterschool programs in low income areas and emergency shelters are reimbursed at the free rate.
- Yearly reimbursement rates can be found at https://www.fns.usda.gov/cacfp/reimbursement-rates

### Participation

- In fiscal year 2016, Idaho provided meals to over 21,000 children per day.
- Idaho CACFP provided over 5.7 million meals and snacks during fiscal year 2016.

### Participant Eligibility

- Children age 12 and younger, migrant children age 15 and younger and persons with disabilities of any age are eligible to receive up to two meals and one snack daily at a day care home or center.
- Afterschool meals and snacks are available to children through age 18.
- Emergency shelters may be reimbursed for up to three meals each day for resident children age 18 and younger.

### Benefits

- Participating programs provide meals according to the nutrition standards set by USDA ensuring that children and adults in care receive balanced, nutritious meals and snacks.
- New research shows that CACFP reduces food insecurity, thus helping families protect children against hunger.
- Research demonstrated CACFP's clear role in helping to assure good nutrition and high quality, affordable child care. The program is a well-documented success.

# WIC Flyer

## What is WIC?

**2017–2018**

**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 dietians
- Breastfeeding information and support
- Referrals to health and social services

IDAHO WIC GROWING HEALTHY FAMILIES

SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS AND CHILDREN

**www.wic.dhw.idaho.gov**

## Choose WIC!

**If you:**

*1)* live in Idaho
*2)* are one of the following categories:
- pregnant
- breastfeeding a baby under one year of age
- just had a baby
- have an infant or child under the age of 5

*3)* meet the income guidelines below

### WIC Income Eligibility Guidelines

**July 1, 2017 through June 30, 2018**

| Number of Household Members | Maximum Gross Household Income | | |
|---|---|---|---|
| | Per Week | Per Month | Per Year |
| 1 | $430 | $1,860 | $22,311 |
| 2 | $578 | $2,504 | $30,044 |
| 3 | $727 | $3,149 | $37,777 |
| 4 | $876 | $3,793 | $45,510 |
| 5 | $1,024 | $4,437 | $53,243 |
| 6 | $1,173 | $5,082 | $60,976 |

*For each additional person, add $7,733/year. Pregnant woman = 2 people.*

Prescreening Tool: wic.fns.usda.gov/wps/pages/start.jsf
These guidelines are to see if you might qualify for WIC. To make sure that you qualify, please contact your local WIC office. To find your local office, please contact the Idaho Careline at 211 or 1-800-926-2588, or visit www.wic.dhw.idaho.gov.

USDA is an equal opportunity provider. For the full nondiscrimination statement and contact information to file a complaint, please visit the Idaho WIC website at www.wic.dhw.idaho.gov.
This publication was made possible by grant 177IDID7W1003 from U.S. Dept. of Agriculture. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the U.S. Dept. of Agriculture. Idaho Department of Health and Welfare, WIC Program, (208) 334-5948. Form 500/E/S. 5/17

IDAHO DEPARTMENT OF HEALTH & WELFARE
DIVISION OF PUBLIC HEALTH

***Available in your packet***

# Idaho Annual Application Updates

**Idaho CACFP Annual Updates**

| CACFP Annual Updates | Nonprofit Independent Center (IC) | For-profit Independent Center (IC) | Sponsoring Organization of Centers (SOC) – Affiliated & Unaffiliated | Sponsoring Organizations of Day Care Homes (SODCH) |
|---|---|---|---|---|
| **Update each online in MyIdahoCNP** | | | | |
| Sponsor Application | √ | √ | √ | √ |
| Civil Rights Information | √ | √ | √ | √ |
| Board of Directors | √ | N/A | √ | √ |
| Sponsor Budget Detail | √ | √ | √ | √ |
| Sponsor Management Plan | √ | √ | √ | √ |
| Checklist **Attach all checklist documents electronically in MyIdahoCNP under the sponsor or site(s) checklist** | √ | √ | √ | √ |
| Site or Provider Application(s) | √ | √ | √ | √ |

**Excel Budget Workbook: Send Electronically to khuntley@sde.idaho.gov**

| | | | | |
|---|---|---|---|---|
| Excel Budget and supporting documents | √ | √ | √ | √ |

**If you need further assistance or have questions please contact the state agency at 208-332-6821.**

**Important CACFP Annual Update Due Dates:**

- June 1st — IC and SOC Excel Budget Workbook and supporting documents
- August 1st — SODCH Excel Budget Workbook and supporting documents
- August 15th — For Profit IC & SOC Application Updates in MyIdahoCNP & Checklist Documents **(Must submit packet for approval in MyIdahoCNP by due date)**
- September 15th — Non Profit IC, SOC & SODCH Application Updates in MyIdahoCNP & Checklist Documents **(Must submit packet for approval in MyIdahoCNP by due date)**

**Reminder:**

1. **Civil Rights Information is due at the same time the sponsor application packet is due in MyIdahoCNP.**
2. **Enrollment Eligibility data must be maintained MONTHLY for all sponsors. For the Site Application annual update, the most current complete month's site data must be reported in each site application.**

   **Example:** If the sponsor is completing the application packet in August, the sponsor will report in each site application July's enrollment eligibility data for that site.

This institution is an equal opportunity provider.

MYIDAHOCNP

# USDA CACFP Resource Guidance

- 2017-18 Eligibility Manual
  - *Available on Idaho CACFP website*
- *2017 At-Risk Afterschool Meals Guide*
  - *Available on Idaho CACFP website*
- FNS 796-2 revision 5 in clearance
  - Possible 2018 release
- Independent Child Care Center and Adult Day Care Handbooks
  - Currently being revised by USDA

# USDA Updates and Revised Forms

*In CACFP*

# USDA Updates- Policy Memos

*Since the release of the Final Meal Pattern in April 2016, USDA has released **16** new meal pattern policy memos to provide guidance for implementation*

# USDA Updates- Policy Memos (cont.)

Here is the list of the CACFP New Meal Pattern policy memos as of July 28, 2017.

- CACFP 14-2016 Early Implementation
- CACFP 15-2016 Optional Best Practices
- CACFP 17-2016 Nutrition Requirements Fluid Milk
- CACFP 18-2016 Potable Water
- CACFP 20-2016 Water Availability in CACFP
- CACFP 21-2016 Crediting Tofu and Soy Yogurt
- CACFP 23-2016 Feeding Infants in CACFP
- CACFP 25-2016 Vegetable and Fruit Requirements
- CACFP 02-2017 Grain Requirements in CACFP
- CACFP 05-2017 Offer vs Serve and Family Style Meals
- CACFP 06-2017 Feeding Infants Q&A
- CACFP 08-2017 Q&A on updated meal patterns
- CACFP 09-2017 Vegetable and Fruit Q&A
- CACFP 13-2017 Transition Period for Updated meal patterns
- CACFP 17-2017 Documenting Meals in CACFP
- CACFP 16-2017 Grain –Based Desserts in CACFP

# Early Implementation for New Meal Pattern

- New Meal Pattern Requirements must be implemented by October 1, 2017
- Sponsors in Idaho who have completed New Meal Pattern training with the state agency and have trained their employees on the new meal pattern requirements may implement the ***all*** of the new meal pattern in August or September 2017

# Transition Period for New Meal Pattern

- Transition Period: Program year October 1, 2017 – September 30, 2018
- State agencies and sponsoring organizations must provide technical assistance in lieu of fiscal action or serious deficiencies if they observe violations of ***new meal pattern requirements only***.

# Transition Period for New Meal Pattern-cont.

- Refer to Idaho Monitoring Checklist for New Meal Pattern Requirements for providing TA during transition period

CHILD & ADULT CARE FOOD PROGRAM

MONITORING CHECKLIST
FOR UPDATED MEAL PATTERN REQUIREMENTS

Infant Meal Pattern

BIRTH THROUGH 5 MONTHS — 6–11 MONTHS

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GRAIN

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- Grain labels are available for all grains served to credit the grain to the meal pattern.
- The name of cereal is documented on the menu records. (i.e. Corn flakes, Cheerios etc.)

# Documenting Meals for New Meal Pattern

- Centers and day care homes must demonstrate that they are serving meals that meet the meal pattern requirements
- Centers and day care homes must keep records of menus
- State agency will update current sample menu records and post in MyIdahoCNP download forms.

# When meals will be disallowed in transition period

- Meals or snacks missing component(s)
- Missing daily menu record or incomplete
  - day care home menu
  - centers detailed menu record or menu production record
- Missing CN Labels or Product Formulation Statements-Ex. (luncheon meats, chicken nuggets)
- Missing recipes

# Modifications to Accommodating Disabilities in CACFP

Policy Memo CACFP 14-2017

- Changes to meaning and interpretation of term “disability”
- Reasonable modifications to meals and service when supported by written statement signed by a medical authority
- Program operators work as team with parent, guardians and participants

# Idaho CACFP Updated Forms

- Medical Statement Form
- Income Eligibility Form

***Both available in Packet***

***Let's review!***

# Medical Statement Form

Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP)

**MEDICAL STATEMENT:**
***Request for Meal 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.)<br>(  ) | | (7) Site Telephone Number<br>(  ) |

**(8)** By completing this form it was determined that the Participant has a medical condition or is disabled and requires a special meal or accommodation. The Americans with Disabilities Act (ADA) Amendments Act of 2008 made important changes to the meaning and interpretation of the term "disability." The changes demonstrated Congress's intent to restore the broad scope of the ADA by making it easier for an individual to establish that he or she has a disability. After the passage of the ADA Amendments Act, **most physical and mental impairments constitute a disability**. Therefore, rather than focusing on whether or not a participant has a disability, sponsors focus on working collaboratively with parents, guardians or participants to ensure an equal opportunity to participate in the Child Nutrition Programs and receive program benefits.

**"Disabled person"** *Any person who has a physical or mental impairment which substantially limits one or more "major life activities", has a record of such impairment, or is regarded as having such impairment.*

**"Physical or mental impairment"** *means (1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory (including speech) organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine; or (2) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.*

"**Major life activities**" *are broadly defined and include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. "Major life activities" also include the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. (See 29 USC § 705(9) (b) and 42 USC § 12101.)* **A licensed physician, physician assistant, nurse practitioner, or dentist must sign this form.**

**9) Provide a brief description of participant's physical or mental impairment that substantially limits one or more major life activities:**

# Income Eligibility and Enrollment Form

**2017-2018 CACFP Meal Benefit Income Eligibility/Enrollment Form: Child Care Centers, Outside School-Hours Care Centers and Day Care Homes**

Complete one application per *household*. Please use a pen (no pencil).

**STEP 1** List All Household Members who are infants and children enrolled for care

Definition of **Household Member**: "Anyone who is living with you and shares income and expenses, even if not related."

If any child you are applying for is homeless, migrant or runaway check the appropriate box & call your school Homeless Liaison, Migrant Coordinator.

| Child's First Name | MI | Child's Last Name | Birthdate | Normal Meals Received: Breakfast | AM Snack | Lunch | PM Snack | Supper | Late Snack | Normal Days in Care: Sun | Mon | Tue | Wed | Thu | Fri | Sat | Normal Hours in Care | Foster Child | Homeless, Migrant, Runaway |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | / / | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | - | ☐ | ☐ |
| | | | / / | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | - | ☐ | ☐ |
| | | | / / | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | - | ☐ | ☐ |
| | | | / / | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | - | ☐ | ☐ |
| | | | / / | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | - | ☐ | ☐ |

**STEP 2** Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TAFI, or FDPIR?

If NO > Go to STEP 3. If YES > Write a case number here then go to STEP 4 (Do not complete STEP 3)

Case Number:

Write only one case number in this space. Quest Card # Not Allowed

**STEP 3** Report GROSS (before Deductions) Income for ALL Household Members (Skip this step if you answered "Yes" to STEP 2)

**Are you unsure what income to include here?**

Flip the page and review the following:

The **Sources of Income for Children** section will help you with the **Child Income** question.

The **Sources of Income for Adults** section will help you with the **All Adult Household Members** section.

**A. Child Income**

Sometimes children in the household receive and/or earn income. Please include the TOTAL income earned by all Household Members listed in STEP 1 here.

Child income $ ☐☐☐☐ How often? Weekly ○ Bi-Weekly ○ 2x Month ○ Monthly ○

**B. Household Members (including yourself)**

List all Household Members not listed in STEP 1 (including yourself) **even if they do not receive income.** For each Household Member listed, if they do receive income, report total income for each source in whole dollars only. If they do not receive income from any source, write '0'. If you enter '0', you are certifying (promising) that there is no income to report.

| Name of Adult Household Members (First and Last) | Earnings from Work | How often? Weekly / Bi-Weekly / 2x Month / Monthly | Public Assistance/ Child Support/Alimony | How often? Weekly / Bi-Weekly / 2x Month / Monthly | Pensions/Retirement/ All Other Income | How often? Weekly / Bi-Weekly / 2x Month / Monthly |
|---|---|---|---|---|---|---|
| | $ | ○ ○ ○ ○ | $ | ○ ○ ○ ○ | $ | ○ ○ ○ ○ |
| | $ | ○ ○ ○ ○ | $ | ○ ○ ○ ○ | $ | ○ ○ ○ ○ |
| | $ | ○ ○ ○ ○ | $ | ○ ○ ○ ○ | $ | ○ ○ ○ ○ |
| | $ | ○ ○ ○ ○ | $ | ○ ○ ○ ○ | $ | ○ ○ ○ ○ |

**Total Household Members (Children and Adults)** ☐☐

**Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member** ☐☐☐☐ **Check if no SSN** ☐

**STEP 4** Contact Information and adult signature (All forms MUST be signed and dated by an adult member of the household)

*"I certify (promise) that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted under applicable State and Federal laws."*

Street Address (if available) | Apt # | City | State | Zip | Daytime Phone and Email (optional)

Printed name of adult completing the form | Signature of adult completing the form | Today's date

**Official Use Only – Do Not Write in Boxes Below**

**Household Determination:** Convert to Annual if Multiple Frequencies: Weekly x52, Every 2 Weeks x26, Twice Monthly x24, Monthly x12

☐ Foster child, SNAP, TAFI, FDPR, Homeless, Migrant, Runaway *OR* ☐ Income: Total Income $_____ Per: ☐ Week ☐ Every 2 Weeks ☐ Twice a Month ☐ Month # in Household_____

**Eligibility:** ☐ Free Meals ☐ Reduced ☐ Denied (Paid) ☐ Tier I (SODCH) ☐ Tier II (SODCH) ☐ Enrollment Form only Withdrawn Date:_____

Signature of Determining Official:_____ Date Determined:_____

Signature of Confirming Official:_____ Date Confirmed:_____

# Training Resources *In CACFP*

# Civil Rights Training Handout

## Civil Rights Training for Frontline Staff

*Per FNS Instruction 113-1, Local agencies are responsible for training their subrecipients, including "frontline staff." "Frontline staff" who interact with program applicants or participants, and those persons who supervise "frontline staff," must be provided civil rights training on an annual basis.*

***Read this entire handout front and back. Sign the training log to certify that you read the information in its entirety and understand your civil rights responsibilities as frontline staff.***

**PURPOSE OF CIVIL RIGHTS TRAINING** Civil rights training upholds compliance, enforcement, and prohibition of discrimination in USDA-funded Child Nutrition Programs, like the School Breakfast Program operating in the classroom. **Training all frontline staff and volunteers in Civil Rights ensures that program recipients are given equal access and treated without discrimination while participating in the USDA Meal programs.** Civil rights training must occur before staff and volunteers assume their duties in USDA Meal programs, and annually thereafter.

**Civil rights are in place to protect children and families from being discriminated against while participating in USDA meal programs.**

### DISCRIMINATION

Discrimination occurs when participants are:

- ⇒ **DENIED** benefits or services that others receive.
- ⇒ **DELAYED** in receiving benefits or services that others receive.
- ⇒ Treated **DIFFERENTLY** than others, resulting in a disadvantage.

Examples of discrimination:

- ⇒ Refusing a person's enrollment in a program based on disability.
- ⇒ Failure to provide reasonable accommodation to disabled individuals.
- ⇒ Serving meals at a time, place, or in a manner that is discriminatory.
- ⇒ Failing to provide materials that give non-English speaking persons full and equal opportunity to receive benefits.

### PROTECTED CLASSES

A protected class is a group of people with a common characteristic who are legally protected from discrimination on the basis of that characteristic. **The six protected classes recognized in USDA programs are race, color, national origin, age, sex, and disability.**

### PUBLIC NOTIFICATION SYSTEMS

**Sponsors of the USDA meal programs are required to notify the public about the availability of their program in the following ways:**

- ⇒ Prominently displaying the "And Justice for All" poster in all offices where there is a USDA presence and where it may be read by customers. →

- ⇒ Including non-discrimination statements on all media mentioning USDA meal programs, including menus, flyers, internet pages, and other food related program announcements.
- ⇒ Providing information in other formats for those with disabilities. An example of this may be providing large print or braille menus for those who are visually impaired.
- ⇒ Conveying equal opportunity when using photographs to include a good representation of various ages, races, genders, etc.

CONTINUED ON BACK >>

# Employee Health & Personal Hygiene Guide

http://www.theicn.org/

# Tour of Idaho CNP Website

*Including the CACFP pages*

# Quick Tour of the Idaho CNP Website

**http://www.sde.idaho.gov/cnp**

# Wrap up *And Questions*

Remember to complete the evaluation.

Thank you!

# Non Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race,

color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

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

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider