CACFP Update Training
for Program Year 2021-2022

CACFP/SFSP Division
Office of Child Nutrition
601-576-5000
State Board of Education  STRATEGIC PLAN GOALS

1. **ALL** Students Proficient and Showing Growth in All Assessed Areas
2. **EVERY** Student Graduates from High School and is Ready for College and Career
3. **EVERY** Child Has Access to a High-Quality Early Childhood Program
4. **EVERY** School Has Effective Teachers and Leaders
5. **EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes
6. **EVERY** School and District is Rated “C” or Higher
To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens.

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community.
INTRODUCTIONS

Please give your name, position and ECE center name
Setting the Foundation for Healthy Habits
Supporting Development of the Whole Child
Supporting Development of the Whole Child

- Health and Physical Development
- Cognitive Development
- Language Development, Literacy and Communication
- Sensory Development
- Social Emotional Development
Healthy Eating and the Whole Child
Physical Activity and the Whole Child
Go NAPSACC
Go NAPSACC

PURPOSE

Support improvements to child care environments that foster healthy eating, physical activity, and overall development in children

- Developed by researchers, public health professionals, and child care professionals
- Proven effective in making healthy changes
- Widely-used and trusted program in more than 20 states
- Free to use
Go NAPSACC’s Core Components
Go NAPSACC’s Core Components

BEST PRACTICES
Child Nutrition

BEST PRACTICE SECTIONS

1. Foods & Beverages Provided
2. Feeding Environment
3. Feeding Practices
4. Menus and Variety
5. Education & Professional Development
6. Policy

EXAMPLES

“Fruit (not juice) is offered 2 times per day or more.”

“Television and videos are never on during meal and snack times.”

“Teachers always praise children for trying new or less-preferred foods.”

“Weekly menus always include a variety of healthy foods.”
Go NAPSACC’s Core Components

5-STEP IMPROVEMENT PROCESS
Why Go NAPSACC?
Timeline & Support
Monthly Milestones

MONTH 1: Orientation + Self-Assessments

MONTH 2: Set Goals + Create Action Plans

MONTH 3: Start Action
Meet with stakeholders, find and share resources from the Tips & Materials library.

MONTH 4: Continue Action
Train teachers and staff, and plan changes to menus, equipment, and schedules.

MONTH 5: Complete Action
Put changes into action, promote changes to children and families, update policies, and thank those who helped.

MONTH 6: Retake Self-Assessments + Keep It Up
Reflect on how to make changes last and where to go next.

*Milestone supported by in-person visit, when possible.*
Incentives = 200+
New Trainings!

Go NAPSACC has released 35 NEW virtual provider trainings across all 7 modules!

Trainings can be found in your Go NAPSACC Provider Account so you can learn more about how and why to start using Go NAPSACC Best Practices.

FREE to child care providers in Go NAPSACC States

Trainings are each 30 minutes long and can be taken individually or as a group.

Participants may download a certificate immediately after completing trainings. For more information, or to learn about receiving contact hours for Go NAPSACC Trainings, contact...
Questions
Thank you

Taylor Henderson
Project Coordinator, Better Together
Taylor.Henderson@msdh.ms.gov
What’s New in CACFP?
Updates

- CACFP Recordkeeping Manual
- Downloading Forms from MARS
- Using Ounce Equivalents for Grains in CACFP
- ABC’s of ACQR
- USDA Policy Updates
• The purpose of this recordkeeping manual is to provide an accurate account and control of all USDA funds received from the Child and Adult Care Food Program (CACFP).

• An organization’s ability to maintain these records demonstrates the necessary ability to participate in the CACFP.
Format of the Manual

• Instructions for Completing the Forms
• Sample of each Forms
• Examples to Reference
• Master Roster
• Staffing Pattern
• Cost Worksheet
• Procurement Plan
• MARS “Add a Site”
• Specific Prior Written Approval (SPWA) Form

**Forms must be used for Program Year 2021-2022!**
Downloading Forms from MARS

Step 1

Programs

- School Nutrition Programs
- Accounting
- Maintenance and Configuration
- Summer Food Service Program
- Security
- Child and Adult Care Food Program
Step 2

Child and Adult Care Food Program

Your password will expire in 9 days. Please change your password before it expires.

Welcome to the Child and Adult Care Food Program!
## Child and Adult Care Food Program

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Manager</td>
<td>CACFP Organization’s Profile, Site and Hold Information</td>
</tr>
<tr>
<td>Potential Sponsor</td>
<td>Potential Sponsor</td>
</tr>
<tr>
<td>Application Packet - Center</td>
<td>Center Application Forms (Organization and Site)</td>
</tr>
<tr>
<td>Application Packet - DCH</td>
<td>DCH Application Forms (Organization and Provider)</td>
</tr>
<tr>
<td>Advance Request</td>
<td>Organization’s request for Cash Advance(s) for the current year</td>
</tr>
<tr>
<td>Advance Requests Manager</td>
<td>Manage requested Advance(s) for the current year</td>
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<tr>
<td>ACQR - Center</td>
<td>Center Actual Cost Quarterly Report</td>
</tr>
<tr>
<td>ACQR - DCH</td>
<td>DCH Actual Cost Quarterly Report</td>
</tr>
<tr>
<td>ACQR Summary - Center</td>
<td>Center Actual Cost Quarterly Report Status Summary</td>
</tr>
<tr>
<td>ACQR Summary - DCH</td>
<td>DCH Actual Cost Quarterly Report Status Summary</td>
</tr>
<tr>
<td>Annual Audits</td>
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<td>Annual Audit Status Summary</td>
<td>Annual Audit Status Summary</td>
</tr>
<tr>
<td>Download Forms</td>
<td>Forms Available for Downloading</td>
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**Step 3**

**Downgrading Forms from MARS**
Step 4

Child and Adult Care Food Program

Download Forms

<table>
<thead>
<tr>
<th>Form TD</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Adult Day Care Enrollment Form</td>
</tr>
<tr>
<td>B</td>
<td>Attendance Record</td>
</tr>
<tr>
<td>C</td>
<td>Master Roster</td>
</tr>
<tr>
<td>D</td>
<td>Meal Application for Children PY 2021-2022</td>
</tr>
<tr>
<td>E</td>
<td>Meal Application for Adults PY 2021-2022</td>
</tr>
<tr>
<td>F</td>
<td>Child Care Enrollment Form</td>
</tr>
<tr>
<td>G</td>
<td>Earning Statement</td>
</tr>
<tr>
<td>H</td>
<td>Employee Time Sheet</td>
</tr>
<tr>
<td>I</td>
<td>Food Service Account Transfer Form</td>
</tr>
<tr>
<td>J</td>
<td>Grocery Supply Receipt Form</td>
</tr>
<tr>
<td>K</td>
<td>Infant Formula Food Waiver Notification</td>
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<tr>
<td>L</td>
<td>MARS Add A Site Form</td>
</tr>
<tr>
<td>M</td>
<td>Meal Count Sheet</td>
</tr>
<tr>
<td>N</td>
<td>Monitoring Form for Centers</td>
</tr>
<tr>
<td>O</td>
<td>Monthly Cost Worksheet</td>
</tr>
<tr>
<td>P</td>
<td>Pre-Operational Site Visit Form</td>
</tr>
<tr>
<td>Q</td>
<td>Procurement Plan</td>
</tr>
<tr>
<td>R</td>
<td>Sign In/Out Sheets</td>
</tr>
<tr>
<td>S</td>
<td>Specific Prior Written Approval Form</td>
</tr>
<tr>
<td>T</td>
<td>Monitoring Schedule for Sponsors</td>
</tr>
<tr>
<td>U</td>
<td>Staffing Pattern</td>
</tr>
<tr>
<td>V</td>
<td>Training Sign-In Sheet</td>
</tr>
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</table>
Downloading Forms from MARS

Step 5

Child and Adult Care Food Program

Download Forms

<table>
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</tr>
<tr>
<td>B</td>
<td>Attendance Record</td>
<td>05/27/2021</td>
<td>Y</td>
</tr>
<tr>
<td>C</td>
<td>Master Roster</td>
<td>05/27/2021</td>
<td>Y</td>
</tr>
<tr>
<td>D</td>
<td>Meal Application for Children Pk 2021-2022</td>
<td>05/27/2021</td>
<td>Y</td>
</tr>
<tr>
<td>E</td>
<td>Meal Application for Adults FY 2021-2022</td>
<td>05/27/2021</td>
<td>Y</td>
</tr>
<tr>
<td>F</td>
<td>Child Care Enrolment Form</td>
<td>05/27/2021</td>
<td>Y</td>
</tr>
<tr>
<td>G</td>
<td>Earning Statement</td>
<td>05/27/2021</td>
<td>Y</td>
</tr>
<tr>
<td>H</td>
<td>Employee Time Sheet</td>
<td>05/27/2021</td>
<td>Y</td>
</tr>
<tr>
<td>I</td>
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<td>Y</td>
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<td>J</td>
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<td>K</td>
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<td>Y</td>
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<tr>
<td>L</td>
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<td>05/27/2021</td>
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</tr>
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<td>Pre-Operational Site Visit Form</td>
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<td>Y</td>
</tr>
<tr>
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<td>05/27/2021</td>
<td>Y</td>
</tr>
<tr>
<td>R</td>
<td>Sign In/Out Sheets</td>
<td>05/27/2021</td>
<td>Y</td>
</tr>
<tr>
<td>S</td>
<td>Specific Prior Written Approval Form</td>
<td>05/27/2021</td>
<td>Y</td>
</tr>
<tr>
<td>T</td>
<td>Handicapped Schedule for Sponsors</td>
<td>05/27/2021</td>
<td>Y</td>
</tr>
<tr>
<td>U</td>
<td>Staffing Pattern</td>
<td>05/27/2021</td>
<td>Y</td>
</tr>
<tr>
<td>V</td>
<td>Training Sign-In Sheet</td>
<td>05/27/2021</td>
<td>Y</td>
</tr>
</tbody>
</table>

Meal Count (upload).pdf
Using Ounce Equivalents for Grains in CACFP

• **Grains** are an important part of CACFP meals.
• To ensure participants receive enough grains, required amounts for the Grain component are listed in the meal pattern as **ounce equivalents (oz. eq.)**.
• Ounce equivalents tell you the **amount of grain** in a portion of food.
USDA has created a simple Grains Measuring Chart to tell meal planners how much of a grain item is needed to meet the CACFP meal pattern requirements.
Step 1: Find the Grain

• Find the grain being served under the “Grain Item and Size” column.
Step 2: Check for Size and Weight

- Check for the size or weight by the name of the grain. If the chart:

  **Lists a weight** for the grain, such as *at least 56 grams*, then use the Nutrition Facts label for the item you want to serve to make sure it weighs the same, or more than, the grain on the chart. See page 5.

  **Does not list a weight or size** for the grain, then you do not need to check the size or weight of the product before using the chart.

  **Lists a size** for the grain, such as *about 1 ¼” by 1 ½”*, then check if the item is the same size, or larger than, this amount. See page 6.
Step 3: Find the Age Column

- Find the column for the age of the participants and the meal being served.
- This column lists the amount of a grain needed to meet the meal pattern requirements.

<table>
<thead>
<tr>
<th>1- through 5-year-olds at Breakfast, Lunch, Supper, Snack</th>
<th>Serve at Least 1½ oz. eq., which equals about…</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>¼ pita or 14 grams</td>
</tr>
<tr>
<td></td>
<td>1 ½ cups or 14 grams</td>
</tr>
<tr>
<td></td>
<td>7 twists or 11 grams</td>
</tr>
</tbody>
</table>
• Some items on the Grains Measuring Chart may have weights listed by the name of the item.

• Follow the steps ahead to verify whether the grain being served meets the minimum weight listed in the chart.
Step 1: Find the Grain Item

- Find the grain item and its minimum weight in the Grains Measuring Chart.
- For example, minimum weight for a pancake is at least 34 grams.
Step 2: Identify the weight of the serving size

• Look at the Nutrition Facts label of the grain being served.
• Find the weight of the serving size.
• For example, one serving of Brand P pancakes weighs 117 grams.
Step 3: Identify the Number of Items in a Serving

• Using the Nutrition Facts label, find how many items are in one serving.

• For example, there are three pancakes in one serving of Brand P pancakes.
Step 4: Do the Math!

• If there is more than one item in a serving, divide the serving weight by the serving size to obtain the weight of each item.

• Using Brand P Pancakes as the example:

\[
\begin{align*}
117 \text{ grams} & \div 3 \text{ pancakes} = 39 \text{ grams per pancake} \\
\text{Serving Weight} & \text{Serving Size} \quad \text{Weight of Each Item}
\end{align*}
\]
The **Actual Cost Quarterly Report** is a report completed by all CACFP organizations to record Costs related to the Approved Budget for the applicable program year.

Transactions are recorded by quarterly total for each Budgeted Line Item.

1. Salary and Wages
2. Benefits
3. Food Purchases
4. Meal Contracts (meal cost)
5. Mileage (meal transporting cost)
6. Non-Food Supplies
7. Printing/Postage/Communications
8. Purchased Services
9. Food Service Space
10. Reimbursement to Unaffiliated Centers (Sponsors Only)
11. Equipment Purchase over $500
12. Other
Tips for Completing the ACQR Report

REMINDERS:

• Record only **actual** program expenses.

• Record only actual expenses that received **approval** in the Budget.

• Maintain a copy of **all supporting documentation** for your records.
### Input Actual CACFP Reimbursement Received During the Quarter

<table>
<thead>
<tr>
<th>Claim Month</th>
<th>Adj Number</th>
<th>Claim Status</th>
<th>Date Received</th>
<th>Date Processed</th>
<th>Earned Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 2019</td>
<td>0</td>
<td>Processed</td>
<td>11/05/2019</td>
<td>11/06/2019</td>
<td>$1,384.88</td>
</tr>
<tr>
<td>Nov 2019</td>
<td>0</td>
<td>Processed</td>
<td>12/06/2019</td>
<td>12/11/2019</td>
<td>$1,056.01</td>
</tr>
<tr>
<td>Dec 2019</td>
<td>0</td>
<td>Processed</td>
<td>01/03/2020</td>
<td>01/08/2020</td>
<td>$662.62</td>
</tr>
</tbody>
</table>

This total should be obtained from the Claim Year Summary by adding the Earned Amount for each month of the Applicable Quarter.

### Revenues

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Approved Amended Budget</th>
<th>First Quarter</th>
<th>Second Quarter</th>
<th>Third Quarter</th>
<th>Fourth Quarter</th>
<th>Year to Date Revenues</th>
<th>Budget Balance</th>
<th>Percentage Budget Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected Total Annual Revenue</td>
<td>18,500</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>18,500</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>18,500</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>18,500</td>
<td>0.00</td>
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</table>
### What can I learn from the ACQR?

#### Revenues

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Approved Amended Budget</th>
<th>First Quarter</th>
<th>Second Quarter</th>
<th>Third Quarter</th>
<th>Fourth Quarter</th>
<th>Year to Date Revenues</th>
<th>Budget Balance</th>
<th>Percentage Budget Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected Total Annual Revenue</td>
<td>81,743</td>
<td>15,858</td>
<td>18,027</td>
<td>0</td>
<td>0</td>
<td>33,885</td>
<td>47,658</td>
<td>41.45</td>
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<tr>
<td>Total Revenues</td>
<td>81,743</td>
<td>15,858</td>
<td>18,027</td>
<td>0</td>
<td>0</td>
<td>33,885</td>
<td>47,658</td>
<td><strong>41.45</strong></td>
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#### Operating Expenses

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Approved Amended Budget</th>
<th>First Quarter</th>
<th>Second Quarter</th>
<th>Third Quarter</th>
<th>Fourth Quarter</th>
<th>Year to Date Expenditures</th>
<th>Budget Balance</th>
<th>Percentage Budget Expended</th>
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<tbody>
<tr>
<td>Salary and Wages</td>
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<td>5,038</td>
<td>4,587</td>
<td>0</td>
<td>0</td>
<td>9,625</td>
<td>10,375</td>
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<td>Benefits</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Food Purchases</td>
<td>55,169</td>
<td>5,942</td>
<td>5,878</td>
<td>0</td>
<td>0</td>
<td>11,820</td>
<td>43,349</td>
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<td>Meal Contracts (meal cost)</td>
<td>0</td>
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<td>Mileage (meal transporting cost)</td>
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<td>0</td>
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<td>Non-Food Supplies</td>
<td>3,000</td>
<td>757</td>
<td>470</td>
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<td>1,227</td>
<td>1,773</td>
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<td>Purchased Services</td>
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<td>Reimbursement to Unaffiliated Centers (Sponsors Only)</td>
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<td>0</td>
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<td>Equipment Purchase over $500</td>
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<td>0</td>
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<td>0</td>
<td>500</td>
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<td>Other</td>
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<td>0</td>
<td>0</td>
<td>900</td>
<td>-900</td>
<td>0.00</td>
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<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>78,969</strong></td>
<td><strong>11,737</strong></td>
<td><strong>11,835</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>23,572</strong></td>
<td><strong>55,397</strong></td>
<td><strong>29.85</strong></td>
</tr>
</tbody>
</table>
7 CFR 226.16(b)(1)

• For **sponsoring organizations of centers**, the portion of the administrative costs to be charged to the Program may not exceed 15 percent of the meal reimbursements **estimated** or **actually** earned during the budget year, unless the State Agency grants a waiver in accordance with §226.7(g). A sponsoring organization of centers must include in the administrative budget **all administrative costs**, whether incurred by the sponsoring organization or its sponsored centers.

• If at any point a sponsoring organization determines that the **meal reimbursements estimated to be earned during the budget year will be lower than that estimated in its administrative budget**, the sponsoring organization must amend its administrative budget to stay within the 15 percent limitation (or any higher limit established pursuant to a waiver granted under §226.7(g)) or seek a waiver. Failure to do so will result in appropriate fiscal action in accordance with §226.14(a).
Sponsor’s Responsibilities

Sponsoring organizations must:

• Monitor the amount of funds retained each month on a year-to-date basis;

• Compare estimated meal reimbursement to the actual meal reimbursement during the budget year; and

• Make Adjustments in the amount retained in order to ensure compliance.
Due Dates for the ACQR Report for PY 2021-2022

1st Quarter
   Reporting period: October 1 – December 31
   • Due Date: February 15th

2nd Quarter
   Reporting period: January 1 – March 31
   • Due Date: May 15th

3rd Quarter
   Reporting period: April 1 – June 30
   • Due Date: August 15th

4th Quarter
   Reporting period: July 1 – September 30
   • Due Date: November 15th
Financial Management Resources

• FNS Instruction 796-2 (Rev. 4)
  https://fns-prod.azureedge.net/sites/default/files/796-2%20Rev%204.pdf

• USDA FNS’ Guidance for Management Plans and Budgets
USDA Policy Updates - Extension of Waivers

- COVID-19 Response #87: Non-Congregate Feeding
- COVID-19 Response #88: Meal Time Flexibility
- COVID-19 Response #89: Parent Pick Up
- COVID-19 Response #91: Meal Pattern Flexibility
- COVID-19 Response #93: Area Eligibility Waiver
- COVID-19 Response #96: On-site Monitoring for Sponsors
COVID-19 Response #87: Non-Congregate Feeding

- This waiver will minimize potential exposure to the novel coronavirus (COVID-19), by allowing program operators to serve meals outside of the standard group setting.

In effect until June 30, 2022
COVID-19 Response #88: Meal Time Flexibility

• This waiver allows for the serving of meals outside of the standard meal times. USDA has provided this waiver to ensure children receive nutritious meals while following social distancing recommendations.

In effect until June 30, 2022
COVID-19 Response #89: Parent Pick Up

• This waiver will minimize potential exposure to the novel coronavirus (COVID-19), by allowing parents and/or guardians to pick up meals for eligible program participants, without the them being present.

In effect until June 30, 2022
COVID-19 Response #91: Meal Pattern Flexibility

• This waiver allows for meal pattern flexibility in the following areas:
  • At least one serving per day, across all eating occasions, be whole grain-rich;
  • Crediting grains by ounce equivalents must be fully implemented by October 1, 2021; and
  • Low-fat milk (1 percent) must be unflavored.

In effect until June 30, 2022
COVID-19 Response #93: Area Eligibility Waiver

• This waiver allows schools and at-risk afterschool care centers, regardless of their location, to claim meals and snacks at the free rate.

• This waiver allows family day care homes to claim all meals served to enrolled children at the Tier I rate, regardless of their location.

In effect until June 30, 2022
COVID-19 Response #96: On-site Monitoring for Sponsors

- FNS waives, for all CACFP Sponsoring organizations, the requirement that monitoring be conducted onsite.

- To ensure program integrity during this time, sponsoring organizations should continue monitoring activities of program operations offsite.

Remains in effect until 30 days after the end of the public health emergency.
State Agency Approval is REQUIRED

• The required Waiver Request Forms will be located in the MARS system beginning **August 1st**.

• The required forms must be completed, uploaded into MARS, and approved by the State Agency prior to the implementation of any of the aforementioned flexibilities.
Program Topics of Discussion

- Internal Controls
- Financial Management of the CACFP
- Recordkeeping and Claims for Reimbursement
- Eligibility Requirements
- Meal Pattern Requirements
- Procurement
Internal Controls
Internal Controls in the CACFP

• Definition of Internal Controls
• Purpose of Internal Controls
• Essential Areas for Internal Controls
• Documenting, Assessing and Monitoring Internal Controls
• Best Practices
Defining Internal Controls

• A system of checks and balances that provides assurance that the policies and procedures work as designed.
Importance of Internal Controls

- Internal controls are designed to provide reasonable assurance regarding the achievement of operational objectives, such as the effectiveness and efficiency of operations, accurate and reliable financial reports, and compliance with applicable laws and regulations.
Program Accountability

• Internal controls are demonstrated as part of Performance Standard #3 – Program Accountability.
• The Accountability standard requires organizations to have effective internal controls in key areas of CACFP operations. These areas are:

  - A Governing Board of Directors
  - Fiscal Accountability
  - Recordkeeping
  - Sponsoring Organization Operations
  - Meal Service and Other Operational Requirements
Standards of Internal Controls: *Green Book*

The Green Book establishes internal controls standards. It is:

- standards for internal controls within the federal government.
- recommended as a resource guide by the federal regulations that govern the CACFP.
- a road map to design and evaluate effective internal control systems.

https://www.gao.gov
Key Elements of Control Activities

The three (3) key elements of Control Activities are:

- Policies “What?”
- Procedures “How?”
- Verification “Check!”
Impact of Internal Controls

• Internal controls play a key role in many aspects of the CACFP! Maintaining adequate internal controls helps to ensure compliance with Program requirements in the following areas:

- Management Plans
- Monitoring and Oversight
- Budgets
- Financial Management
- Corrective Action
- Training
- Recordkeeping
- Claims
Inadequate or Non-existent Internal Controls

• There are consequences associated with being out of compliance and for not having adequate internal controls. These include:

- Financial Consequences
- Programmatic Consequences
Let’s consider a few best practices regarding Internal Controls:

- ✔ Document internal controls and communicate them to your staff.
- ✔ Make sure the three elements are present: policies, procedures, and verification.
- ✔ Evaluate relevance to Program requirements and daily business practices. Update, as necessary.
- ✔ Test them frequently to see if they are working. Conduct scheduled and unscheduled tests.
- ✔ Consult the *Green Book*. 
A.M. Stretch & Snack Break
Financial Management
Financial Management of the CACFP

- Non-Profit Food Service
- Cash or Accrual Accounting
- Types of Costs
- Budgets
- Recordkeeping
Non-Profit Food Service

• It is a food service operation conducted by a child or adult care institution, principally for the benefit of the enrolled participants, from which all the CACFP reimbursement funds are used solely for the operation or improvement of that food service.
How is Non-Profit Determined?

• Non-profit is determined by the food service activities conducted by an organization and the use of food service revenue.
• **Accrual**: Expenses and income are recorded when incurred

• **Cash**: Expenses and income are reported when they are paid/received
Can Revenue Exceed Expenses?

YES!

- Maintaining a **positive balance** in the food service account is fiscally responsible and desirable.

- Any amount exceeding three months of average CACFP operating expenses would be considered **excessive**.

- Any revenue in excess of expenses is to be used only to **maintain, expand, or improve** the non-profit food service for its participants.
Income would include:

- CACFP reimbursements
- Participant meal payments for pricing programs
- Food sales to adults
- Earmarked cash donations
- Interest earned on reimbursement payments
- Funds committed by the institution or organization for food service
- Funds received from other government entities for food service
Allowable **direct food service** operating costs include:

- Food for the food service program
- Food Service labor
- Nonfood supplies
- Food service equipment
Types of Costs

Direct administrative costs are limited to the organization’s allowable expenses for planning, organizing and managing the CACFP. These costs include:

• Salaries
• Travel
• Training
Budget Approval

• Generally **allowable** costs
• Costs requiring **prior approval**
• Costs requiring **specific prior written approval**
Adult Day Care and Child Care Centers/Head Starts/At-Risk

• A1: Input the Number of Sites Operating the Program
• A2: Not to Exceed the amount on the Budget Worksheet Projection

Budgeting Tip: Use the prior year’s actual reimbursement to project reimbursement for the upcoming year!
Supporting Documentation Required by Line Item

Adult Day Care and Child Care Centers/Head Starts/At-Risk

- **B1:** Staffing Pattern (including FICA taxes if applicable)
- **B2:** Compensation Plan and Coverage Letter from Benefit Provider*
- **B3:** Budget Worksheet Calculation for Food
- **B4:** Agreement to Furnish Food
- **B5:** Mileage Calculations for Transporting Meals
- **B6:** Budget Worksheet Calculation for Non-Food Supplies
- **B7:** Calculations for Costs containing rates
- **B8:** Contracts for Purchased Services*
- **B9:** Lease Agreement and Food Permit for Space*
- **B10:** Amount of Reimbursement to Unaffiliated Centers, including payment determination methodology
- **B11:** SPWA Form Leave Blank Until APPROVED*!
- **B12:** Supporting Documentation to be determined based on the Requested Budget Item*

*Procurement Standards must be adhered to for all costs!
Net Operating Amount

Adult Day Care and Child Care Centers/Head Starts/At-Risk

• C1: Difference A-B

*tip* If the amount is negative, budget must be revised to reduce costs or list additional revenue.
Supporting Documentation Required by Line Item

Adult Day Care and Child Care Centers/Head Starts/At-Risk

• D1: Staffing Pattern (including FICA taxes if applicable)
• D2: Compensation Plan and Coverage Letter from Benefit Provider*
• D3: Requested Amount based on estimation calculation
• D4: Requested Amount based on estimation calculation
• D5: SPWA Form Leave Blank Until APPROVED*!
• D6: Copy of the Lease for the Equipment*
• D7: Calculations for Costs containing rates
• D8: Copy of the Lease*
• D9: Copies of Utility Bills, Maintenance Agreements, and Janitorial Contracts*
• D10: Mileage Calculations for Travel
• D11: Requested Amount based on estimation calculation
• D12: Requested Amount based on estimation calculation
• D13: Meeting and Conference Participation Costs and Registration Information
• D14: Copies of Contracts or Professional Services Agreement*
• D15: Copies of Insurance and Bonding Costs from Benefit Provider*
• D16: Documentation outlining Fee and Rate Information
• D17: Supporting Documentation to be determined based on the Requested Budget Item*
• D18: Supporting Documentation to be determined based on the Requested Budget Item*

*Procurement Standards must be adhered to for all costs!
Summary for Centers (ADC/CC/HS/At-Risk)

• E1: Total **Expenditures** (Operating and Administrative)
• E2: Should be the same as Line **A2**
• E3: Input the **Current Balance** in the CACFP food service account
• E4: Funding for **Nutrition** from Other Sources*
• E5: Total **Revenue** (E2 + E3 + E4)
• E6: Revenue - Expenditures
• E7: Costs **requiring** SPWA
Supporting Documentation by Line Item

Family Day Care Home Sponsors

• A1: Input the Number of Day Care Homes
• A2: Input amount from the Administrative Reimbursement Worksheet
Supporting Documentation Required by Line Item

Family Day Care Home Sponsors

- B1: Staffing Pattern (including FICA taxes if applicable)
- B2: Compensation Plan and Coverage Letter from Benefit Provider*
- B3: Requested Amount based on estimation calculation
- B4: Requested Amount based on estimation calculation
- B5: SPWA Form *Leave Blank Until APPROVED!
- B6: Copy of the Lease for the Equipment*
- B7: Requested Amount based on estimation calculation
- B8: Copy of the Lease*
- B9: Copies of Utility Bills, Maintenance Agreements, and Janitorial Contracts*
- B10: Mileage Calculations for Travel
- B11: Requested Amount based on estimation calculation
- B12: Requested Amount based on estimation calculation
- B13: Meeting and Conference Participation Costs and Registration Information
- B14: Copies of Contracts or Professional Services Agreement*
- B15: Copies of Insurance and Bonding Costs from Benefit Provider*
- B16: Documentation outlining Fee and Rate Information
- B17: Supporting Documentation to be determined based on the Requested Budget Item*
- B18: Supporting Documentation to be determined based on the Requested Budget Item*

*Procurement Standards must be adhered to for all costs!
Summary for Family Day Care Home Sponsors

- C1: Total **Expenditures** (Administrative)
- C2: Should be the same as Line A2
- C3: Input the **Carryover** from the Close Out/Carryover Form
- C4: Funding for **Nutrition** from Other Sources*
- C5: Total **Revenue** (E2 + E3 + E4)
- C6: Revenue – Expenditures
- C7: Estimated Carryover for **Next FY (10% of A2 and C2)**
- C8: Costs **requiring** SPWA
Allocation Plans

• Any shared costs must have an allocation plan that receives **pre-approval** by the State Agency.

• An allocation plan is the **procedure** used to determine the amount or percentage of cost charged to a particular function or Program.

• This can include salaries, benefits, rent, utilities, etc.
Recordkeeping

- Identifies all nonprofit food service revenues
- Identifies all nonprofit food service expenses
- Identifies the excess of all revenues over expenses
- Verifies that any excess revenue is retained and used only for the nonprofit food service program
What type of records must be kept?

- Center/Organization Records
- Financial Records
- Labor Records
- Food Service Records
Center/Organization Records

- Enrollment Records
- Attendance Records
- Eligibility Records
- Permanent Agreement
Financial Records

- Food Purchases
- Payment Records
- Procurement Documentation
- Bank Statements
- Ledgers
- Transfer Forms
Labor Records

- Time Sheets and Timecards
- Attendance Records for Employees
- Written Compensation Policy
Food Service Records

• Copies of all Claims for Reimbursement
• Meal Production Records
• Meal Count Rosters
Questions
Recordkeeping and Claims for Reimbursement
Recordkeeping

• Explain the purpose and importance of maintaining accurate records
• Types of Records
• Identify common issues with recordkeeping
• Share information regarding records maintenance and management
• Share best practices related to recordkeeping
What is Recordkeeping?

- **What is a record?** A thing constituting a *piece of evidence* about the past, especially an account of an act or occurrence *kept in writing* or some other permanent form.

- Program operators must *establish and consistently follow procedures* for *collecting, maintaining, and retrieving* records. Records can be both electronic and in paper form.

- These standard operating procedures (SOP) for recordkeeping must be in writing and included in the management plans.
Why is Recordkeeping Important?

• Records are **VITAL** in order to receive the correct reimbursements from the CACFP.
• Records provide **PROOF** that meals were served to enrolled participants and that the funds received were actually used in support of the CACFP.
• CACFP Program operators are responsible for maintaining and tracking **two (2)** types of records.

<table>
<thead>
<tr>
<th>Program Records</th>
<th>Financial Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records that demonstrate the successful operations of the CACFP</td>
<td>Records that demonstrate the financial compliance of the CACFP</td>
</tr>
</tbody>
</table>
# Types of Records

<table>
<thead>
<tr>
<th>Program Records</th>
<th>Financial Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Forms</td>
<td>Cost Worksheet</td>
</tr>
<tr>
<td>Income Eligibility Forms/Meal Applications</td>
<td>CACFP Bank Statement Reconciliation</td>
</tr>
<tr>
<td>Daily Meal Count Sheet</td>
<td>Itemized Receipts and Invoices</td>
</tr>
<tr>
<td>Master Roster</td>
<td>Employee Timesheets/Earning Statements (Payroll)</td>
</tr>
<tr>
<td>Attendance Records and Sign-in/Out Sheets</td>
<td>Procurement Records</td>
</tr>
<tr>
<td>Training Sessions</td>
<td>Transfer Form (Payroll Only)</td>
</tr>
<tr>
<td>Menus/Production Records</td>
<td>Maintain the year-to-date non-profit food service account.</td>
</tr>
<tr>
<td>Monitoring Observations</td>
<td>Compensation Plan</td>
</tr>
</tbody>
</table>
Common Challenges Associated with Recordkeeping

• Receipts are randomly stored in a shoe box or drawer, completely disorganized.
• Receipts in a purse, wallet, or pocket.
• Records are being “made up” while the review is taking place.
  *(Meal Count Sheets, Attendance Records, Meal Applications, Enrollment Forms)*
• Meal counts are not recorded at the time of service.
• Records are not available or are nonexistent.
• Menu Book not being on site (At home, In the car, Lost).
• Records locked in a file cabinet or office and staff does not have access.
Impact of Poor Record Keeping

• Findings and Serious Deficiency (SD) Designation
• Denial of Claims for reimbursement
• Required to re-pay prior reimbursements
• **REMEMBER!**…if you do not have accurate records to show that meals were served and funds were spent on allowable costs, then an overclaim may assessed and costs may be designated as unallowable.
Maintaining and Managing Records…

Is It REALLY Necessary??
Two important aspects of effectively managing records; retaining records and retrieving them when requested.

CACFP Program operators are responsible and accountable to the State Agency for records maintenance.
Record Retention and Retrieval

• Records should be maintained for the three previous years plus the current year unless there is an audit finding. *Then the records must be maintained until the audit finding is resolved.*

• Terminated sponsoring organizations and facilities are required to maintain records according to the requirements. *Termination does not relieve them of their recordkeeping requirements.*

• Also, maintaining electronic/automated records does not necessarily mean that you’re in compliance. *If your software crashes and you do not have back-up records, you may not be in compliance with Program requirements.*

• Records must be readily available for retrieval and access upon request.

• If records are maintained onsite, online, or in the cloud, then your staff should be able to access them when they are requested by the State Agency.

• If your institution maintains records off site, you must provide the names and phone numbers of two individuals with immediate access to the CACFP records.
Recordkeeping Best Practices

These are a few best practices for recordkeeping:

• Keep records organized by month and vendor.
• Check your files periodically to ensure that the records are still accurate and complete.
• Ensure that your staff has access to paper and electronic records.
• Having electronic records does not necessarily mean you’re in compliance.
• For sponsoring organizations and centers, maintain current month plus the previous twelve months onsite. As a reminder, day care home providers are required to maintain the current month plus the previous twelve months onsite.
• Store offsite records in a safe place and keep them confidential.
• Produce records, when requested, within a reasonable timeframe.
Recordkeeping Recap

• Maintaining accurate, complete records is vital for the Program’s success.
• Sponsoring organizations are responsible and accountable for the records.
• There are a variety of records that must be kept.
• Records should be available for review upon request.
• Not maintaining appropriate records will have a negative impact on the success of your Program.
Claims for Reimbursement

• Understand the claims process.
• Identify the key steps in the claim's workflow.
• Describe required and recommended edit checks.
• Identify red flags.
• Understand how to correctly calculate the administrative fee for sponsoring organizations.
• Use best practices related to recordkeeping and claims for reimbursement.
Claims Overview

• The USDA provides funds to State Agencies that in turn provide funds to the participating CACFP organizations.

• Sponsoring organizations and independent centers are responsible for reviewing, validating, and filing claims on behalf of their facilities.

• Claims that are submitted for reimbursement must comply with the CACFP requirements.
Claims Processing Workflow

- Submit Claims
- Receive Funds
- Make Payments
- Review Documents
Important Claims Timelines

• Claims must be submitted to the State Agency by the 10th of each month.

• CACFP Program operators must submit final claims within sixty calendar days from the last day of the claim month.

• Sponsors are required to make a payment to the facilities within five business days following receipt of payment from the State Agency.
Required Claim Edit Checks

• CACFP Program operators are required to perform edit checks prior to the submission of a claim to ensure it is valid. At a minimum, institutions must:

  • **Verify** that each facility has been approved to serve the types of meals claimed
  • **Compare** the number of participants enrolled to the number of meals claimed
Strongly Recommended Claim Edit Checks

• Compare attendance to meal count records.
• Ensure the facility is not claiming more meals than allowed per participant.
• Ensure the facility is not claiming meals for more days in the month (e.g., thirty days in February) or for days when the facility was closed (e.g., holidays).
• Conduct a milk analysis.
• Review meal pattern requirements.
Be aware of Red Flags

As a Claims Preparer, you play a very important role. Be on the lookout for “red flags” in the claims process. They could include, but are not limited to the following:

- Claiming more participants than normally in attendance
- Inflated Meal Counts
- Irregular claiming patterns
- Use of Correction Fluid
- Meals claimed when facility is closed
- Missing signatures
- Disallowed Items
- Missing or incomplete records
Calculating Annual Administrative Fees

There is not an automatic or “blanket” 15% fee!

• Sponsors must consider the net administrative costs first, and then--

• Calculate the lesser amount between the actual cost and 15% of the actual reimbursement.

• Fees are applicable to sponsoring organizations of affiliated and unaffiliated centers.

• Compliance with this regulatory requirement is verified by the State Agency using data from the ACQR report.
It is **critical** for CACFP Program operators to validate claims submissions because the consequences of filing invalid claims could include:

- Denial of claims
- Request for reimbursement of paid claims
- Fines
- Imprisonment if the activity is deemed fraudulent
Best Practices

These are not requirements, just recommendations for CACFP Program operators to consider and share with your facilities:

- Perform additional edit checks that are not required.
- Use an electronic claims recordkeeping system that has an audit trail feature.
- Implement an internal second-party review of your claims.
- **Sponsors**: Institute monthly or quarterly submission of cost reporting for your centers.
- **Sponsors**: Establish and communicate a recurring deadline for your facilities to submit their claims documentation to you.
Let’s recap what we’ve covered in the Claims section.

• Submit claims by the 10\(^{th}\) of each month.
• Submit claims within sixty days of the last day of the claim month.
• **Sponsors**: Distribute payments to facilities within five business days of receiving funds.
• Conduct edit checks on claims and validate them before submission.
• Ensure the accuracy of claims records.
Questions
Eligibility
Requirements
Participant Enrollment

• Organizations and sites must maintain the proper documentation certifying the enrollment status for all participants who are claimed in the CACFP.
Enrollment Form: Adult Day Care (ADC)

➢ Adult Day Care centers must collect and maintain documentation of enrollment for each adult.

➢ Enrollment documents for adults enrolled in ADC centers are valid from the time they are signed by the adult/adult household member.

The following information **must be included** if an adult participant is to be considered properly enrolled:

• Participant's name
• Participant's date of birth
• Participant's age
• Meals/snacks normally served to the participant while in care
• Days and hours the participant is normally in care
• Enrollment and withdrawal dates
• Participant's signature (or that of another responsible adult)
• Date of signature
Childcare centers and Day Care Homes must collect and maintain documentation of enrollment for each child.

Enrollment documents for participants enrolled in CCC and DCH are valid from the time they are signed by the adult/adult household member.

The following information must be included if a child participant is to be considered properly enrolled:

- Participant's name
- Participant's date of birth
- Meals/snacks normally served to the child while in care
- Days and hours the child is normally in care
- Enrollment and withdrawal dates
- Parent/Guardian signature
- Date of signature
Enrollment Form Requirements

• Update the enrollment form annually— it is valid from the original date the parent/guardian signs the document until the end of the 12-month period.

• The enrollment form must be completed, signed, and submitted by the parent/guardian.
Enrollment Form Requirements

To claim reimbursement for meals and snacks served:

- CCC and DCH must have complete and current documentation verifying that participants are enrolled for care.

- CCC/DCH sponsors must have the *complete, current, signed and dated* documentation on file for each participant prior to submitting the claim for reimbursement to the OCN.

- Meals served to children or adults who do not have complete and current enrollment documents on file with the *sponsor* or *independent* center are *not* eligible for reimbursement.
# Enrollment Exceptions

<table>
<thead>
<tr>
<th>Emergency Shelters</th>
<th>At-Risk Afterschool Care Center / Outside School Hours Care Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must be marked in attendance on a roster/list with:</td>
<td>Must maintain a daily roster each time they participate in the enrichment component with:</td>
</tr>
<tr>
<td>• Child’s name</td>
<td>• Child’s name</td>
</tr>
<tr>
<td>• Arrival and withdrawal date</td>
<td>• Time In / Time Out</td>
</tr>
<tr>
<td>• Age</td>
<td></td>
</tr>
<tr>
<td>• Parent or guardian’s name</td>
<td></td>
</tr>
</tbody>
</table>
Participant Eligibility Determination

Organizations must properly determine the eligibility for each of the enrolled participants as either free, reduced, or paid.

Eligibility Duration

• Income eligibility forms are considered current and valid until the last day of the month in which the form was dated one year earlier.

Effective Date

• The date the parent or guardian signs the meal application form; or the date the meal application form was certified by the determining official.
Participant Eligibility Determination

- **ADC** and **CCC** facilities must maintain a current, complete, and approved Meal Application Form for each participant claimed in the free or reduced-price eligibility category.
Participant Eligibility Determination

- **DCH providers and sponsors** must maintain a current, complete and approved application form if:
  - **Tier I** eligible providers based on area eligibility for provider’s own children.
  - **Tier II** homes with enrolled children who qualify at the Tier I rates.
Eligibility Determination Exemptions

• Meal Applications are not required to determine eligibility categories for the following participants:
  • Children who are enrolled in Head Start, Early Head Start or Even Start programs.
  • At-risk Afterschool Centers and Emergency Shelters.
Distributing Meal Applications

**CCC/ADC/DCH**
- Distribute the Letter to Households/Parents to inform the parent or guardian of the procedures regarding eligibility for free and reduced-price meals
- Distribute the Letter to Providers to inform the parent or guardian of the procedures regarding eligibility for free and reduced-price meals

**CCC/DCH**
- Distribute WIC Information to parents and providers of enrolled children
The Master Roster must include:

- Month and Program Year
- Name and eligibility category (free, reduce, paid of each participant)
- All enrolled participants, even households that did not return a meal application form
- Total number of participants in each category
- Effective Date - Eligibility determination
- Date Exit - Participant withdrawal from the center
Reimbursement for CCC and ADC

- Organizations and sponsored sites are reimbursed based on meals times rates.

- Remember that sponsors can retain up to 15% of each site’s reimbursement, minus the cash-in-lieu to cover the administrative costs.

- Rates are adjusted annually each July.
Reimbursement for Tier I & Tier II Providers (DCH)

Reimbursement is based on a two-tiered rate structure. Sponsors determine whether the providers are Tier I or Tier II.

Providers receive reimbursement for meals served to enrolled children based on one of the following:

- Location of the provider’s home
- The income of the provider
- The household income of each participating child
- Providers are reimbursed based on category of Tier I or Tier II
- DCH sponsors are reimbursed based on the number of homes
No Exceptions!

• There are no “grace periods” in CACFP. ADC, CCC, DCH, and At-Risk Afterschool care facilities claiming CACFP reimbursement must comply with all Program requirements, including meal pattern requirements, as soon as they start participating in the Program.

• This means that there is no “grace period” for facilities that are not meeting meal pattern or other requirements. You must disallow all non-reimbursable meals, even when served by new providers or sites.
Sponsor’s Discretion

• Sponsors should use discretion in determining whether a provider or site’s problems rise to the level of serious deficiency.

• However, “sponsor discretion” does not mean keeping providers in the Program at all cost.

• To appropriately use this discretion, Sponsors must be able to distinguish between occasional errors and systemic errors, and between minor errors and major errors.
Questions
Lunch Break
(1 Hour)
Meal Pattern Requirements
Requirements for Reimbursable Meals

- Meals must comply with the USDA CACFP Meal Patterns.
- Meals include required food components.
- Meals serve creditable food items in the minimum quantities for each food component.
Meal Pattern: Infants

Meal Planning for the CACFP

Serve Tasty and Healthy Foods in the Child and Adult Care Food Program (CACFP)

Sample Meals for Children Ages 1-2

What is a Breakfast?

Sample Breakfast

Serve Tasty and Healthy Foods in the Child and Adult Care Food Program (CACFP)

Sample Meals for Children Ages 3-5

What is a Breakfast?

Sample Breakfast

Serve Tasty and Healthy Foods in the Child and Adult Care Food Program (CACFP)

Sample Meals for Children Ages 6-12 and 13+18

What is a Lunch or Supper?

Sample Lunch or Supper

Serve Tasty and Healthy Foods in the Child and Adult Care Food Program (CACFP)

Sample Meals for Adults

What is a Lunch or Supper?

Sample Lunch or Supper

Note: Serving sizes are approximate for children ages 1-2. For children ages 3-5, serving sizes must be half (1/2) of the serving size for the younger age group. For children ages 6-12 and 13-18, serving sizes must be one (1) of the serving size for the younger age group. For adults, serving sizes must be one (1) of the serving size for the younger age group. For more information, please refer to the USDA's Child and Adult Care Food Program (CACFP) guidelines.
Meal Pattern Requirements: Ages 1-2

What is in a Breakfast?
Milk (4 fl. oz. or ½ cup)
Vegetables, Fruits, or Both (¼ cup)
Grains (½ oz. eq.)
Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast.

What is in a Lunch or Supper?
Milk (4 fl. oz. or ½ cup)
Meats/Meat Alternates (1 oz. eq.)
Vegetables (¼ cup)
Fruits (½ cup)
Grains (½ oz. eq.)

What is in a Snack?
Pick 2:
Milk (4 fl. oz. or ½ cup)
Meats/Meat Alternates (½ oz. eq.)
Vegetables (½ cup)
Fruits (½ cup)
Grains (½ oz. eq.)
Meal Pattern Requirements: Ages 3-5

What is in a Breakfast?
- Milk (6 fl. oz. or 3/4 cup)
- Vegetables, Fruits, or Both (1/2 cup)
- Grains (1/2 oz. eq.)

Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast.

What is in a Lunch or Supper?
- Milk (6 fl. oz. or 3/4 cup)
- Meats/Meat Alternates (1 1/2 oz. eq.)
- Vegetables (1/4 cup)
- Fruits (1/4 cup)
- Grains (1/2 oz. eq.)

What is in a Snack?
Pick 2:
- Milk (4 fl. oz. or 1/2 cup)
- Meats/Meat Alternates (1/2 oz. eq.)
- Vegetables (1/2 cup)
- Fruits (1/2 cup)
- Grains (1/2 oz. eq.)
Meal Pattern Requirements: Ages 6-12 and 13-18

What is in a Breakfast?
Milk (8 fl. oz. or 1 cup)
Vegetables, Fruits, or Both (¼ cup)
Grains (1 oz. eq.)
Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast.

What is in a Lunch or Supper?
Milk (8 fl. oz. or 1 cup)
Meats/Meat Alternates (2 oz. eq.)
Vegetables (½ cup)
Fruits (¼ cup)
Grains (1 oz. eq.)

What is in a Snack?
Pick 2:
Milk (8 fl. oz. or 1 cup)
Meats/Meat Alternates (1 oz. eq.)
Vegetables (¼ cup)
Fruits (¼ cup)
Grains (1 oz. eq.)
Meal Pattern Requirements: Adults

**What is in a Breakfast?**
- Milk (8 fl. oz. or 1 cup)
- Vegetables, Fruits, or Both (½ cup)
- Grains (2 oz. eq.)

Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast.

**What is in a Lunch or Supper?**
- Milk (8 fl. oz. or 1 cup)
- Meats/Meat Alternates (2 oz. eq.)
- Vegetables (½ cup)
- Fruits (¼ cup)
- Grains (2 oz. eq.)

**What is in a Snack?**
- Pick 2:
  - Milk (8 fl. oz. or 1 cup)
  - Meats/Meat Alternates (1 oz. eq.)
  - Vegetables (¼ cup)
  - Fruits (½ cup)
  - Grains (1 oz. eq.)
CACFP Meal Patterns consist of five components. They are:

- Milk
- Meat/Meat Alternate
- Grains
- Vegetables
- Fruits
Milk

Do We Need Milk

You Need Some Milk

All U Need Is Milk
Serving Milk in the CACFP

Newborn through 11 months old
- Breastmilk
- Iron-fortified formula

Breastmilk is allowed at any age in the CACFP.

Unflavored whole milk
Iron-fortified formula may be served to children between the ages of 12 months to 23 months to help with the transition to whole milk.

2 years through 5 years
- Unflavored fat-free (skim) milk
- Unflavored low-fat (1%) milk

6 through 12 years, 13 through 18 years, and adults
- Unflavored fat-free (skim) milk
- Unflavored low-fat (1%) milk
- Unflavored low-fat (1%) milk
- Flavored low-fat (1%) milk

Unflavored whole milk and unflavored reduced-fat (2%) milk may be served to children between the ages of 24 and 25 months to help with the transition to fat-free (skim) or low-fat (1%) milk.

Non-dairy beverages may be served in place of cow’s milk when a participant has a special dietary need. Please contact your Sponsoring Organization or State agency for more information.
Serving Milk in the CACFP

Newborn through 11 months old
- Breastmilk
- Iron-fortified formula

Breastmilk is allowed at any age in the CACFP.

12 months through 23 months
(1 year through 1 year and 11 months)
- Unflavored whole milk

Iron-fortified formula may be served to children between the ages of 12 months to 13 months to help with the transition to whole milk.

2 years through 5 years
(up to 6th birthday)
- Unflavored fat-free (skim) milk
- Unflavored low-fat (1%) milk

Unflavored whole milk and unflavored reduced-fat (2%) milk may be served to children between the ages of 24 and 25 months to help with the transition to fat-free (skim) or low-fat (1%) milk.

6 through 12 years, 13 through 18 years, and adults
- Unflavored fat-free (skim) milk
- Unflavored low-fat (1%) milk
- Flavored fat-free (skim) milk
- Unflavored low-fat (1%) milk
- Flavored low-fat (1%) milk

Non-dairy beverages may be served in place of cow’s milk when a participant has a special dietary need. Please contact your Sponsoring Organization or State agency for more information.
Flavored milk cannot be part of a reimbursable meal or snack for children 5 years old and younger.

Homemade flavored milk made by adding flavored straws, syrups, and powders to unflavored milk also cannot be part of a reimbursable meal or snack for children 5 years old and younger.

Flavored milk served children 6 years old and older and to adults must be fat-free (skim) or low-fat (1%).
Meat/Meat Alternates

- Meats and meat alternates may include lean meat, poultry, fish, cheese, eggs, nuts, seeds, nut or seed butters, cooked dry beans or peas, and yogurt.

- A combination of two meat/meat alternates may be served at the same meal to total the required serving size.
Starting Kids Early with Whole Grains

Growing a Healthier Future With the CACFP

Every day, more than 4 million children get meals and snacks through USDA’s Child and Adult Care Food Program (CACFP). Thanks to recent updates to the CACFP meal patterns, you now have even more opportunities to help kids get the nutrition they need to learn, grow, and play.

Vegetables and fruits are now two separate components at lunch, supper, and snacks. This means you can serve vegetables and fruits more often and help kids develop a taste for healthy foods from the start.

Starting Kids Early With Whole Grains

Kids ages 1 to 13 years old get up to twice the amount of refined grains that they should, but not enough whole grains.

Whole Grains

Refined Grains

Now kids are more likely to get whole grain-rich foods at least once a day. Whole grains give kids vitamins, minerals, and fiber to help them be strong and healthy.

Baby Talk: Updates to the Infant Meal Patterns

The updated infant meal patterns support the health of CACFP’s youngest participants by:
• Reimbursement meals when serve
• Unleash the flavor
• Promote variety of foods for babies to try during their first year of life

Lowering Added Sugars

On average, kids 9 to 13 years old eat between 17 to 22 teaspoons of added sugars every day.

By limiting sugar in yogurts and cereals, and no fruit juice and other grain-based desserts toward the grain requirements, meals served in CACFP will give kids the chance to try— and hopefully enjoy— healthy foods.

Food and Nutrition Service

FNS-451

April 2017


Kids ages 1 to 13 years old get up to twice the amount of refined grains that they should, but not enough whole grains.

Whole Grains

Refined Grains

Whole-Wheat Flour

White Flour

Whole Grains

Refined Grains
Starting Kids Early with Whole Grains

Sample Breakfast

Minimum Serving Sizes
Shown for Children Ages 1-2
Grain-Based Desserts

NOT CREDITABLE

Effective October 1, 2017
Grain-Based Desserts NOT Creditable
Grain-Based Desserts


DO NOT SERVE DURING CACFP MEAL TIMES!!!

DO NOT PURCHASE WITH CACFP FUNDS!!!

<table>
<thead>
<tr>
<th>COMMON GRAIN-BASED DESSERTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast bars</td>
</tr>
<tr>
<td>Brownies</td>
</tr>
<tr>
<td>Cakes</td>
</tr>
<tr>
<td>Cereal bars</td>
</tr>
<tr>
<td>Cinnamon rolls</td>
</tr>
</tbody>
</table>
Vegetables

• Vegetable is a separate food component at lunch/supper and at snack.

• Vegetable and fruit components are combined at breakfast.

• Pasteurized full-strength juice (100%) may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
Fueling Up with Veggies

What is in a Lunch or Supper?

- Milk (6 fl. oz. or \(3/4\) cup)
- Meat/Meat Alternate (1 1/2 oz. eq.)
- Vegetables (1/4 cup)
- Fruit (1/4 cup)
- Grains (1/2 cup)
Fruits

• Fruit is a separate food component at lunch/supper and at snack.

• Vegetable and fruit components are combined at breakfast.

• Pasteurized full-strength juice (100% juice) may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
Best Practices in Menu Planning

- Balance
- Variety
- Contrast
- Color
- Eye Appeal
• Use whole grain-rich foods to provide balance to strong flavors
• Serve “heavier” dishes with lighter sides

*Minimum Serving Sizes
Shown for Children Ages 1-2
Variety

Offer variety with:

- Whole Grains
- Meat/meat alternates at breakfast
- Cooking methods
Color

• Add color to your meals with fruits and vegetables.
• Top oatmeal or pancakes with fruit.
• Serve colorful fruit and vegetables at snacks and meals.
Contrast

- Serve different textures, temperatures, and tastes
- Examples:
  - Crispy raw vegetables with creamy yogurt dip
  - Scrambled eggs with yogurt and fruit

*Minimum Serving Sizes
Shown for Children Ages 1-2
Eye Appealing

- Cut or arrange foods into different shapes
- Include space on the plate
- Use different types of bowls, cups, plates, etc.
Additional Requirements!
The medical statements *must* include the following:

• Identification of the medical or special dietary need that restricts the participant’s diet.

• Food or foods to be omitted from the participant’s diet.

• Food or choice of foods to be used as substitutions.
Meal Service Documentation

- Meal Applications
- Meal Count Sheet
- Attendance
- Sign In Sheets
- Training
- Submit Claims

- Cost Worksheet
- Employee Time Log
- Master Roster
- Menu Book
- Renewal Application
- Enrollment Forms
Team Nutrition Resources

TeamNutrition.usda.gov
Questions
Procurement
What does Procurement Mean?

• Procurement is the process of obtaining goods and services from vendors.
• It means getting the best value for the lowest price.
• An organization should use the CACFP funds wisely, to make the dollars stretch, yet not compromise on the quality of goods and services.
• It is important that CACFP organizations carefully procure goods and services to make the best use of their CACFP funds.
Procurement

- Before making a purchase, an organization should check their budget to make sure that an item or service has been approved and is an allowable cost.

- If there are ANY questions concerning purchasing specific goods or services, CONTACT THE STATE AGENCY!
Methods of procurement for purchasing goods and services:

- Micro-Purchase
- Small Purchase
- Competitive Sealed Bids
- Competitive Proposals
- Sole Source

<table>
<thead>
<tr>
<th>PROCUREMENT CATEGORY</th>
<th>Previous Dollar Threshold</th>
<th>Revised Dollar Threshold</th>
<th>General Description</th>
</tr>
</thead>
</table>
| MICRO-PURCHASE             | $3,500                    | $10,000                  | • No competitive quotations  
• Entity must consider if the price is reasonable |
| SMALL PURCHASE             | $150,000                  | $250,000                 | • Price or rate quotations must be obtained from adequate number of qualified sources  
• Adequate number is not defined in guidance  
• More informal and simple method of analysis |
| SEALED BIDS                | $150,000                  | $250,000                 | • Generally for construction contracts  
• Publicly solicited  
• Pricing is main factor in award |
| COMPETITIVE PROPOSALS      | $150,000                  | $250,000                 | • Formal Solicitation  
• Fixed-price or cost-reimbursement contracts  
• Utilized when sealed bids not appropriate  
• Proposal evaluation method generally utilized |
| SOLE SOURCE                | N/A                       | N/A                      | • Unique  
• No competition for the goods/services  
• Public emergency making competitive proposal not suitable  
• Requires approval from federal funding |
Procurement Standards

Regardless of the dollar amount or the method of procurement used, organizations must ensure:

• There is open and free competition.
• There are no conflicts of interest.
Conflict of Interest

No employee, officer, or agent of the institution/organization shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when one of the following has a financial or other interest in the selection for the award:

- Officer, Agent or Employee
- Any member of the immediate family
- His or her spouse or partner
- An organization which employs or is about to employ one of the above
- A less-than-arms-length transaction
Micro-Purchase $10,000 or less

Procurement by micro-purchase is:

• acquiring supplies or services whose one-time transaction or pre-determined total cost does not exceed the micro-purchase threshold of $10,000.

• Purchases must, to the extent practical, be equitably distributed among qualified suppliers.
Small Purchase under $250,000, but more than $10,000

- Small purchase procedures are relatively simple and informal for securing supplies, services, or other property whose one-time transaction or pre-determined total cost in similar food category, does not exceed the Simplified Acquisition Threshold of $250,000.

- Price or rate quotations must be obtained from an adequate number of qualified sources.
An Invitation for Bid (IFB) is:

• a competitive procurement method used when the best value is expected to result from a selection of the lowest evaluated prices and/or lowest offer based on representative sample of solicited items.
Request for Proposals (RFP) is:

- a procurement method used when the best value is expected to result from the selection of technically acceptable proposals, where the lowest evaluated price or lowest price based on a representative sample of requested goods is not the most important factor of evaluation and when technical aspects are not clearly defined.
Sole Source

• No competition for goods or services
• Public emergency making competitive proposal not suitable
• Requires approval from the State Agency
Remember!
P.M. Stretch & Snack Break (15 minutes)
Civil Rights Compliance and Enforcement

CACFP/SFSP Staff
CACFP/SFSP Division
Establish and Convey Policy

Provide Guidance and Direction

Ensure compliance with and enforcement of the prohibition against discrimination
Civil Rights Training

• **Training is required** so that people involved at all levels of administration of programs that receive Federal financial assistance understand civil rights related laws, regulations, procedures and directives.

• State agencies are responsible for training local child nutrition administrators on an **annual basis**.

• Local agencies are responsible for training their managers and staff who interact with applicants or participants on an **annual basis**.
Annual training must include, but is not limited to:

1. Collection and Use of Data
2. Effective public notification systems
3. Complaint procedures
4. Compliance review techniques
Required Topics

Annual training must include, but is not limited to:

• 5. Resolution of noncompliance
• 6. Requirements for reasonable modifications for persons with disabilities
• 7. Requirements for language assistance
• 8. Conflict resolution
• 9. Customer service
Protected Base

Defined as:

Any person or group of people who have characteristics for which discrimination is prohibited based on a law, regulation, or executive order.

What are the protected bases?
Protected Bases

As defined by FNS:

1. Race
2. Color
3. National Origin
4. Age
5. Disability
6. Sex
7. Reprisal or Retaliation
Protected Bases

As defined for Child Nutrition Programs:

1. Race
2. Color
3. National Origin
4. Age
5. Disability
6. Sex
• Display where benefits are issued/received.

• Reproductions must be at equal size (11x17)

• If copied as black & white, use Form AD-475A

• Revised Sept. 2019
Full Non-Discrimination Statement

Must use correct version for CN Programs

Accessible on the OCN Home Page

https://mdek12.org/OCN

Direct Link

This institution is an equal opportunity provider.
Correct Version

This institution is an equal opportunity provider.

Incorrect Examples

This institution is an equal opportunity employer.

Yoknapatawpha County Schools is an equal opportunity provider.

USDA is an equal opportunity provider.
State & Local Agencies are required to obtain Racial/Ethnic Data

• Self identification or self-reporting is preferred method of obtaining data

• Applicants/participants may not be required to furnish information on their race or ethnicity.

• Visual observation is NO LONGER an allowable practice for program operators to use during the collection of race or ethnicity data. (CACFP 11-2021, SFSP 07-2021)
Effective Public Notification Systems

Purpose is to inform applicants, participants, and potentially eligible persons of:

- Program Availability
- Complaint Information
- Non-discrimination statement

Provide appropriate information in alternative formats for persons with disabilities and in the appropriate language(s) for LEP persons.
Complaint Procedures

RIGHT TO FILE
anyone alleging discrimination has the right to file a complaint within 180 days of the alleged discriminatory action. *(The Sec. of Agriculture or designee may waive the 180-day filing deadline for good cause. The reason justifying the waiver must be documented in writing in the complaint file.)*

ACCEPTANCE
complaints, written or verbal, must be forwarded to the appropriate FNS Regional CR Director within 5 working days. Anonymous complaints will be handled as any other to the extent feasible based on available information.

FORMS
any OCR may develop complaint forms, but the use of such forms must not be a prerequisite for acceptance of a complaint.
Complaint Procedures

With Verbal Complaints – must write up the complaint for the complainant. Every effort should be made to secure the following information:

- **Complainant Name, address & phone** (email or other contact info)
- **Specific location & name of agency** delivering the service or benefit
- **Nature of the incident** or action that led the complainant to feel discriminated against
- **What protected base** (prohibited basis or protected class) the complainant feels discriminated against
- **Names, phone numbers, titles, addresses of persons who may have knowledge** of the discriminatory action
- **The date(s)** which the alleged discriminatory actions occurred or **duration** of such actions
Complaint Procedures

- Flow Chart
- Available on last Page of FNS 113-1
- https://fns-prod.azureedge.net/sites/default/files/113-1.pdf
Compliance Reviews

- Must advise the reviewed entity in writing of findings and recommendations
- Federal or State reviewer must secure information as necessary to make the determination of compliance
- Routine reviews conducted as required by program regulations.
- Selection criteria; unusual fluctuations of racial/ethnic groups in service area, number of discrimination complaints filed against the agency, unresolved findings from previous reviews, info from grassroots orgs., State officials, etc...
Resolution of Non-Compliance

• **Noncompliance** - factual finding that a Civil Rights requirement is not being adhered to.

• **Achieving Voluntary Compliance** – if found noncompliant, immediate steps to become compliant must be taken.

• **Termination / Suspension of Assistance** – any action must be limited to the agency found noncompliant and limited to the particular program which noncompliance was found.
Reasonable Modifications for Persons with Disabilities

This is a requirement!

• The **Americans with Disabilities Act (ADA)** of 1990 and the ADA Amendments Act of 2008 prohibit discrimination and ensure equal opportunity for persons with disabilities in employment, State and local government services (Title II), public accommodations, commercial facilities, and transportation (Title III).

• Section 504 of the **Rehabilitation Act of 1973** also prohibits discrimination on the basis of handicap in programs or activities receiving federal financial assistance.
Title VI of the Civil Rights Act of 1964 and its regulations require recipients of federal financial assistance, i.e. SAs, local agencies, or other sub-recipients, to take reasonable steps to ensure “meaningful” access to information and services they provide for individuals with limited English proficiency (LEP).
Requirements for Language Assistance

What factors should be considered to determine what constitutes reasonable steps?

- The **number or proportion** of LEP persons eligible to be served or likely to be encountered by the program or grantee;
- The **frequency** with which LEP persons come in contact with the program;
- The **nature and importance** of the program, activity, or service provided by the program to people’s lives; and
- The **resources** available to the grantee/recipient and costs.

Meaningful access is accomplished by providing reasonable, timely, appropriate, competent/qualified, accurate and effective language services to individuals with LEP when accessing recipient programs and activities.
USDA LEP Policy Guidance can be found at: https://www.fns.usda.gov/cr/limited-English-proficiency-lep

Federal regulations also prohibit discrimination of LEP persons on the ground of national origin (7 CFR Part 15).
Definition of Conflict:

• When one or both parties are not able to secure what they need or want and are actively seeking their own goals.
Conflict Resolution

Causes of Conflict:

- Misunderstanding
- Personality clashes
- Competition for resources
- Authority Issues
- Lack of cooperation
- Differences over methods of style
- Low performance
- Value or goal differences
Types of Conflict

DESTRUCTIVE CONFLICT
- Diverts energy
- Deepens differences in values
- Polarizes groups
- Destroys the morale of people
- Reinforces poor self-concepts

CONSTRUCTIVE CONFLICT
- Reveals issues of importance, resulting in issue clarification
- Builds cohesiveness
- Causes reassessment by allowing for examination of procedures or actions
- Increases individual involvement
## Strategies to Resolve Conflict

<table>
<thead>
<tr>
<th>Icon</th>
<th>Advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Peace Symbol]</td>
<td>Remain calm!</td>
</tr>
<tr>
<td>![Meditation Symbol]</td>
<td>Enter the process with an open mind.</td>
</tr>
<tr>
<td>![Lotus Flower]</td>
<td>Don’t prejudge others.</td>
</tr>
<tr>
<td>![Heart]</td>
<td>Don’t over-react.</td>
</tr>
<tr>
<td>![Conversation Symbol]</td>
<td>Attack the problem, not the person; and listen to their concerns.</td>
</tr>
</tbody>
</table>
Conflict Resolution

Alternate Dispute Resolution (ADR):

Use of a neutral 3rd party to resolve, informally, a complaint of discrimination through the use of various techniques (e.g. fact finding, mediation, facilitating etc.)
Customer Service

Be courteous.

Listen intently and take notes if needed.

Repeat back what you hear to ensure accuracy.

Follow up with corrective action if required.

Don’t forget, you are providing a service!
Questions
CACFP/SFSP Division

Office of Child Nutrition
601-576-5000
Non-Discrimination Statement

This institution is an equal opportunity provider.