CACFP At-Risk Afterschool Meals Program for SFAs

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Eligibility Requirements
Program Eligibility

An organization may be eligible to participate in the at-risk afterschool care center component of the CACFP if it:

• Provides non-residential childcare to children after school through an approved afterschool care program.
Program Eligibility

An **eligible** afterschool program is one that:

- Is organized primarily to provide care for children after school or on weekends, holidays, or school vacations during the regular school year.
- Provides children with regularly scheduled activities in an organized, structured, and supervised environment.
At-Risk Afterschool Care Program

- Includes educational or enrichment activities.
- Is open to all children and does not limit participation or membership based on the child’s ability.
- Programs designed to meet the special needs of enrolled children, such as programs for children with learning disabilities or children who are academically gifted, may also be eligible to participate.
Sports Teams or Clubs

Students who are part of a sports team or club can receive afterschool snack, but meals cannot be limited to a sports team.
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.
At-Risk Afterschool Care Program
Area Eligibility*

- An eligible afterschool program is one that is in the attendance area of a school in which 50% or more of the children enrolled are eligible for free or reduced-price school meals.
- Determinations of area eligibility are valid for five years and not required to be re-determined annually.
Participant Eligibility

Section 226.2 of the Federal Regulations describes who may receive reimbursable meals through the CACFP.
Who can receive a reimbursable meal?

- Meals served to children 12 and under can be claimed for reimbursement when enrolled with a CCC or DCH provider.
- Meals served to children 18 and under can be claimed for reimbursement when enrolled with a AR.
- Meals served to Adults can be claimed for reimbursement when enrolled with ADC.
Questions
Application Procedures
Application Process for Child Nutrition Program Participants

- Participation in other CACFP Components
- SFSP Sponsors
- SFAs participating in NSLP
Permanent Agreement

- The State Agency and the sponsor must enter into a permanent agreement.
- Certification for All Institutions
- The sponsor and unaffiliated center must enter into a permanent agreement.
State Agency’s Review of Applications

• Submit a complete application packet in the Mississippi Application Reimbursement System (MARS) with all information required for approval.

• Written approval notification within **30 days** of receipt of a complete application.

• Written notification of corrections or additional information required to process the application.
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 and Food Service

• When school is in session, the At-Risk meal must be served after the child’s school day has ended.

• There is no requirement for mealtime or length of service.

• Meals can be served on weekends and holidays or during vacation periods but not summer vacation.
Offer vs Serve (OVS)

• Breakfast: Must offer **four (4) of the three (3)** required components. (Milk, vegetable/fruit, grain)

  Participants receive three (3) components.

• Lunch/Supper: Must offer **all five (5)** required components. (Milk, meat/meat alternative, vegetable, fruit, grain)

  Participants receive three (3) components.

What makes a "Meal Deal"?

A healthy lunch consists of five components:
- Milk
- Fruit
- Vegetable
- Grain
- Protein

Students are **REQUIRED** to choose 3 of the 5 components with at least 1 fruit or vegetable to make a lunch.
CACFP Meal Pattern Components

CACFP Meal Patterns consist of five components. They are:

• Milk
• Meat/Meat Alternate
• Grains
• Vegetables
• Fruits
Milk

• Serve **whole** unflavored milk to 1-year old children.

• Serve only **unflavored** milk to children 1 through 5 years.

• Fluid milk served to participants ages two and older must be **low-fat (1%) or skim** milk.

• When serving flavored milk to children 6 years old and older, only serve the **low-fat (1%) or skim** variety.
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

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
- Flavored low-fat (1%) milk

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 syrups, and provided to unflavored milk also cannot be part of a reimbursable meal or snack for children 5 years old and younger.

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

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 Alternate

- 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.
Meat/Meat Alternate

- Yogurt must contain **no more** than 23 grams of total sugars per 6 ounces.
- Meat/meat alternates may be served in the place of the entire grain requirement at **breakfast** a maximum of three times per week.
- Tofu and soy yogurt products are allowed to be used to meet **all or part** of the meat/meat alternates component.
Serving Whole Grains (WG) in CACFP

• At least one serving of grain per day, across all meal services must be whole-grain rich.

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!!!**

### COMMON GRAIN-BASED DESSERTS

<table>
<thead>
<tr>
<th>Breakfast bars</th>
<th>Cobblers/crisps</th>
<th>Fig bars</th>
<th>Rice pudding</th>
<th>Sweet pastry rolls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brownies</td>
<td>Coffee cake</td>
<td>Frudel</td>
<td>Strudels</td>
<td>Sweet popovers</td>
</tr>
<tr>
<td>Cakes</td>
<td>Cookies/vanilla wafers</td>
<td>Fruit turnovers</td>
<td>Sweet biscotti</td>
<td>Sweet rolls</td>
</tr>
<tr>
<td>Cereal bars</td>
<td>Dessert pie crust</td>
<td>Granola bars</td>
<td>Sweet bread or rice pudding</td>
<td>Sweet scones</td>
</tr>
<tr>
<td>Cinnamon rolls</td>
<td>Doughnuts</td>
<td>Nutrigrain</td>
<td>Pop tarts</td>
<td>Toaster pastries</td>
</tr>
</tbody>
</table>
Vegetables

- Vegetables are 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.
Fruit

- 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.
Meal Pattern Requirements: Ages 1-2

What is in a Breakfast?
- Milk (4 fl. oz. or ½ cup)
- Vegetables, Fruits, or Both (½ 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 (½ 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 ¾ cup)
- Vegetables, Fruits, or Both (½ 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 (6 fl. oz. or ¾ cup)
- Meats/Meat Alternates (1½ oz. eq.)
- Vegetables (¼ cup)
- Fruits (¼ 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 6-12 and 13-18

**What is in a Breakfast?**
- Milk (8 fl. oz. or 1 cup)
- Vegetables, Fruits, or Both (½ 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 (½ 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.)
Questions
Claims for Reimbursement
Reimbursement

- Reimbursement for meals served to eligible children is made available from USDA to institutions that have an agreement to operate the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP).
Claims

• Claims for reimbursement **must** be submitted monthly to the State Agency through our web-based system called MARS.

• Claims are based on the number of **meals** or snacks served to children multiplied by the free **rate** for meals and snacks, respectively.

• Records **must** be kept that show the number of meals served.
Claims

- Claims **must** accurately report the number of meals and snacks served.
- Claims **must** be received no later than 60 days following the last day of the month covered by the claim.
- Sponsored sites **must** submit claim paperwork to their sponsor.
- Sponsors **must** submit one claim to the State for all sites. Edit checks must verify that each school has been approved to serve the claimed meals.
End of Year Fund Balance

• If your organization is renewing participation in At-Risk, the end of the year’s fund balance should remain in the CACFP fund.

• If your organization is not renewing participation in At-Risk, the end of the year’s fund balance may be transferred to other CN programs.
Questions
Costs, Budget, and Reimbursement
Types of Costs
Budgets
Recordkeeping
• Allowable costs are **bona fide obligations** of the institution incurred for the actual expenses of operating the Program which are liquidated timely.

• **Necessary** - This cost must be essential to fulfill regulatory requirements for proper and efficient administration of the Program. This is determined by the nature of the activity.

• **Reasonable** - The type and amount of cost must not exceed what a prudent person would pay under the same circumstances. This is determined by the amount of the cost.
Costs in the non-profit food service fall into one of two categories: Operating and Administrative costs.

<table>
<thead>
<tr>
<th>Operating Costs</th>
<th>Administrative Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allowable expenses used for serving meals to enrolled participants in eligible sites.</td>
<td>Allowable expenses used for planning, organizing, and managing the non-profit food service</td>
</tr>
<tr>
<td>Examples: Food, Labor, and Supplies- pots, pans, forks, napkins, etc.</td>
<td>Examples: Monitoring, Recordkeeping, Planning, Training</td>
</tr>
</tbody>
</table>
Budget

• All organizations develop and maintain an annual budget listing the operation costs and administrative costs for the food program.

The Budget will:

• Project the amount of revenue in the non-profit food service account and contain the allowable cost items and projected expenses.
| Be | All budgets **MUST** be pre-approved by the State Agency. |
| Be | All costs **MUST** be on this budget and approved by the SA before any costs are incurred. |
| Be | Documentation **MUST** be maintained on each of these costs. |
Financial Guidance

When creating their budget and financial management plan, organizations should consult the most current revision of the FNS Instruction 796-2, Financial Management-Child And Adult Care Food Program.

This guidance covers important topics such as:

- Allowable Costs
- Unallowable Costs
- Levels of Approval
Budget Approval

• Generally **allowable** costs
• Costs requiring **prior approval**
• Costs requiring **specific prior written approval**
What type of records must be kept?

- Center/Organization Records
- Financial Records
- Labor Records
- Food Service Records
Questions
Sponsoring Organizations and Administrative Costs (15%)
Who does the Cap apply to?

- Non-profit sponsors
- For-profit sponsors
- Public Sponsors
- Sponsors of Unaffiliated centers and sites
- Sponsors of Affiliated centers or sites
Administrative and Operating Costs

**Administrative Costs**
- Planning
- Organizing
- Managing

**Operating Costs**
- Food Costs
- Food Service Labor
- Food Service Supplies
• Sponsors must report **all** administrative costs in the Budget.

### D. Projected Administrative CACFP Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and Wages</td>
<td>$0.00</td>
</tr>
<tr>
<td>Benefits</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$0.00</td>
</tr>
<tr>
<td>Office Materials (Expendable) Supplies</td>
<td>$0.00</td>
</tr>
<tr>
<td>Equipment Purchases</td>
<td>$0.00</td>
</tr>
<tr>
<td>Equipment Rental/Lease</td>
<td>$0.00</td>
</tr>
<tr>
<td>Printing</td>
<td>$0.00</td>
</tr>
<tr>
<td>Office Space/Rental/Lease/Depreciation Use Allowance</td>
<td>$0.00</td>
</tr>
<tr>
<td>Utilities/Facility Maintenance/Janitorial Services</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel for Program Operations</td>
<td>$0.00</td>
</tr>
<tr>
<td>Center Workshops/Participant Training/Staff Training</td>
<td>$0.00</td>
</tr>
<tr>
<td>Nutrition Education Materials</td>
<td>$0.00</td>
</tr>
<tr>
<td>Meetings/Conferences</td>
<td>$0.00</td>
</tr>
<tr>
<td>Contracted/Professional Services</td>
<td>$0.00</td>
</tr>
<tr>
<td>Insurance Premiums/Bonding</td>
<td>$0.00</td>
</tr>
<tr>
<td>Memberships/Subscriptions/Professional Activities</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Administrative Expenditures/Advertising</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total Direct Administrative Costs** $0.00

**Total Modified Direct Costs (TMDC)** $0.00

**Total Direct Costs and TMDC** $0.00

*TMDC- Total Direct Costs-Equipment Purchases-Other Costs Per Indirect Cost Agreement
Receiving More than 15%

- Higher Travel Costs
- One-time Costs
- Low English Proficiency center or site staff
- Low Reimbursement Earnings
Waiver Process

When?

• Initial Budget Request
• Budget Amendment Request

How?

• Justify the need for CACFP to fund higher costs
• Show adequate funds available for meals
What is the CACFP ACQR Report?

• The Actual Cost Quarterly Report is a report completed by 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
Step 1: Select the CACFP Module
Step 2: Click on Application

Child and Adult Care Food Program

Your password will expire in 3 days. Please change your password before it expires.

Welcome to the Child and Adult Care Food Program!
Step 3: Click on the ACQR Report

<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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<td>ACQR - Center</td>
<td>Center Actual Cost Quarterly Report</td>
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<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>
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<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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<tr>
<td>Annual Audit Status Summary</td>
<td>Annual Audit Status Summary</td>
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<tr>
<td>Download Forms</td>
<td>Forms Available for Downloading</td>
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### Step 4: Click Add

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<th>Action</th>
<th>Quarter</th>
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</tr>
<tr>
<td></td>
<td>2</td>
<td>01/01/2020 - 03/31/2020</td>
<td>Not Available</td>
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<td>3</td>
<td>04/01/2020 - 06/30/2020</td>
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<td></td>
<td>4</td>
<td>07/01/2020 - 09/30/2020</td>
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</table>
Step 5: Input Total CACFP Reimbursement Received

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

<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>
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</thead>
<tbody>
<tr>
<td>Projected Total Annual Revenue</td>
<td>18,500</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>18,500</td>
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<tr>
<td>Total Revenues</td>
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<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>
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<tbody>
<tr>
<td>Oct 2019</td>
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### Step 6: Enter Operating Expenses by Category

<table>
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<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>Meal Contracts (meal cost)</td>
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<td>Mileage (meal transporting cost)</td>
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<td>Non-Food Supplies</td>
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<td>Reimbursement to Unaffiliated Centers (Sponsors Only)</td>
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<td>Equipment Purchase over $500</td>
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<tr>
<td>Other</td>
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### Administrative Expenses

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<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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<td>Other Administrative Expenditures/Advertising</td>
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</table>

**Total Administrative Expenses**: 1,250

---

*Note: The total administrative expenses are derived from the sum of all the budgeted expenses for each category.*
Step 8: Certify and Save

Certification

☐ I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Internal Use Only

Status: Not Started

Date Approved:

Internal Comments:

Comments to Organization:

Created By: SQEvans on: 7/9/2020 8:23:10 AM

Save  Cancel
CACFP ACQR Report Due Dates

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
Questions
Recordkeeping and Reporting
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>
Eligibility Records

- Program Eligibility
- Organization Eligibility
- Area Eligibility
- Participant Eligibility
Training Records

Training must be conducted at least three times during the program year and must include Civil Rights training. Supporting documentation includes:

- Agenda with the dates of occurrence
- Sign-in sheets
- Hand-outs
Monitoring Records

• Sponsoring organizations must monitor each site a minimum of 3 times each program year.

• The State Agency has developed a template monitoring form which may be used to conduct visits.
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 be assessed and costs may be designated as unallowable.

**IS THIS YOU?**
Retention of Records

Records must be maintained for a minimum of 3 years after the end of the fiscal year to which they pertain or until any audits or investigations of that year’s records have been closed.
Questions
Monitoring
What is a Compliance Review?

- An **unscheduled**, on-site visit conducted by a Child and Adult Care Food Program (CACFP) Program Monitor to assess Program operations, use of Program funds, and to ensure CACFP requirements are being met.

- The review period is **usually** the most recent month for which a claim for reimbursement has been filed by your organization.
What areas will the Program Monitors evaluate?

- Enrollment Forms
- Meal Applications
- Master Roster
- Menu Book
- Monthly Claim Data
- Application and Agreement
- Meal Service Observation
- Meal Counts
- Records of the Use of Program Funds
- Procurement Records
- Civil Rights Data
- Licensing Documentation
The Most Common Mistakes involve *Recordkeeping*!

- Meal Count Discrepancies
- Incorrect Eligibility Determinations
- Missing Financial Records
- Inadequate Enrollment Documentation
- Incomplete Attendance Records
Examples of Serious Concerns

Any of these areas of noncompliance will result in the disallowance of meals or the repayment of Program funds!

- Claiming meals for children who are not present
- Claiming meals for children who are not enrolled
- Missing receipts and invoices
- Missing menus and production records
- Serving meals that do not meet meal pattern requirements
- Serving insufficient amounts of meal components
- Claiming more meals than children in attendance
- Unapproved and unallowable expenditures
- Point of service meal counts not done or documented
What happens after the Review?

The Program Monitor will prepare a **Compliance Review Report** detailing the areas covered during the review. A **Findings Letter** containing the specific deficiencies will be sent by certified mail to the person responsible for effective operation of the Program.

Findings are areas of **noncompliance** with Federal regulations, FNS Instructions, and CACFP policy memoranda. They require immediate attention and must be **adequately** addressed by the organization.
Corrective Action Plans

Upon receiving a Findings letter from the State Agency, each organization must provide a written Corrective Action Plan (CAP). The CAP must address each finding and include the actions being implemented to *permanently* correct the identified deficiency.
Serious Deficiency Process
The status of an institution, sponsoring organization, or day care home provider that has been determined to be *noncompliant in one or more aspects* in its operation of the Child and Adult Care Food Program (CACFP).

7 CFR 226.2
The serious deficiency process is designed to assist the organization with:

- Identifying frequent or severe program noncompliance,
- Requesting written corrective action;
- Preventing recurring noncompliance, and
- Offering due process for proposed termination and disqualification.
Goals of the Serious Deficiency Process

- Set the framework to correct the problem.
- Begin groundwork for possible termination and disqualification.
Outcome of the Serious Deficiency Process

Starts with a Determination

Must End with a Resolution
Steps in the Serious Deficiency Process

The Serious Deficiency Process is a **five-step** process.

1. Determination
2. Notice of Serious Deficiency
3. Corrective Action
4. Proposed Termination & Disqualification
5. Termination & Disqualification
The National Disqualified List (NDL)

- The **National Disqualified List (NDL)** is a list kept by the USDA of organizations, responsible principals, and responsible individuals disqualified from participation in the CACFP. While on the list, you **may not** participate in the CACFP.

- Persons will remain on the NDL for **seven (7)** years or until USDA and FNS, in consultation with the State Agency, determines that the serious deficiencies have been corrected.

- If a sponsoring organization, responsible principal, or responsible individual owes a **debt** to the CACFP, they will remain on the NDL **until the debt is paid**.

- It is important for organizations to review to the NDL **regularly** as they hire new employees or add sites to their sponsorship.
Questions
Civil Rights
Civil Rights Requirements

Organizations must comply with the following civil rights laws. The State Agency will monitor compliance with the federal requirements, such as:

- Title VI of the Civil Rights Act of 1964
- Title IX of the Education amendments of 1972
Civil Rights Requirements

• Section 504 of the Rehabilitation Act of 1973
• The Age Discrimination Act of 1975
• The USDA’s regulations concerning nondiscrimination
Non-Discrimination Statement

This institution is an equal opportunity provider.
The following documentation must be submitted to the State Agency to begin the application process:

- Permanent Agreement
- Training Plan with tentative dates
- Monitoring Dates (if operating two or more sites)
- Written approval from Superintendent or CEO
- Staffing Pattern
- MARS User ID form for CACFP access
- Names and Addresses of Participating Sites
Susie Q. Evans-Gater, Director
CACFP/SFSP Division
Office of Child Nutrition
601-576-5000