Welcome to the Child and Adult Care Food Program (CACFP) Annual Training

CACFP/SFSP Division
601-576-5000

April, May & June 2023

VISION
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

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

**State Board of Education STRATEGIC PLAN GOALS**

OCN is poised to support MDE’s strategic goal to increase access to high quality early Childhood Programs by ensuring every child has access to nutritious, age – appropriate meals.
Welcome and Introduction
Child and Adult Care Food Program

PY 2023-2024 CACFP Annual Training

Purpose of the Child and Adult Care Food Program (CACFP)

• (CACFP) is a federal program that provides supplemental reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating childcare centers, day care homes, and adult day care centers, children and youth participating in afterschool care programs, children residing in emergency shelters.

• The Program contributes to the wellness, healthy growth, and development of young children and adults in the United States.
**Over-Arching Themes**

- Performance Standards
- Recordkeeping Requirements

Organizations must demonstrate throughout their participation in the CACFP that they meet the following performance standards:

- Financial Viability (V)
- Administratively Capability (C)
- Accountability (A)
Financial Viability

An organization must show that it has adequate financial resources to operate the CACFP on a **daily basis**. Adequate sources of funds to withstand **temporary interruptions** in CACFP payments and **negative fiscal action** assessed by the State Agency must be available to ensure the CACFP is operated in accordance with this standard. Institutions can document financial viability through financial records.

**Examples of Documents:**
- Fiscal Audits
- General Ledgers and/or Balance Sheets
- Bank Statements
- Sources of Income

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Administrative Capability

Organizations must be administratively capable. Appropriate and effective **management practices** must be in effect to ensure the CACFP is operated in accordance with this standard. There must be an **adequate** number and type of **qualified** staff to ensure the operation of CACFP.

**Examples of Documents:**
- Organizational Chart
- Compensation Plan
- Job and Duty Descriptions
- Policies and Procedures
Program Accountability

Organizations must have internal controls and other management systems in effect to ensure fiscal accountability and to ensure the CACFP will operate in accordance with program requirements.

Examples of Documents:
- Budgets
- Training Plans
- Monitoring Schedules
- Checks and Balances of Policies and Procedures

Recordkeeping Requirements

- Number of Program Meals
- Participant Eligibility
- Allowability of all CACFP Costs
- Confirmation of Good Standing with all Program requirements
Purpose of the Manual

• The purpose of the 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

Topics of Discussion

Financial Management
- Budget
- ACQR
- Cost Worksheet

Recordkeeping and Claims
- Submitting a Claim in MARS

Meal Pattern Requirements

Civil Rights Requirements

Training Requirements
- Training Plan
- Training Attendance

Compliance & Oversight
- Compliance Reviews
- Serious Deficiency
- Corrective Action

Renewal for PY 2023-2024
State Auditor’s Report
Child and Adult Care Food Program

PY 2023-2024 CACFP Annual Training

Oversight by the Mississippi Office of the State Auditor (OSA)

- Financial and Compliance Audit
- On-Site and Administrative Level Visits
- Records Management Requirements
Single Audit Report for the Year Ended June 30, 2021

- Finding 2021-034

**Strengthen Controls to Ensure Compliance with Allowable Cost Requirements of the Child and Adult Care Food Program (CACFP)**

Questioned Costs of $126,191

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**OSA’s Findings**

- **402** instances in which enrollment forms did not contain all required elements or was not provided
- **93** instances in which meal applications was not provided or was not completed correctly
- **31** instances in which eligibility category was incorrect on the master roster
- **35** instances in which there was no supporting documentation for expenses listed on the cost worksheet
### Financial Management Findings

<table>
<thead>
<tr>
<th>Finding</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage reimbursement forms did not contain site names or addresses on the itinerary</td>
<td></td>
</tr>
<tr>
<td>General Ledger included the aggregate payment to providers, not individual payments</td>
<td></td>
</tr>
<tr>
<td>Payroll records did not have a clear record of which federal program an employee’s compensation should be allocated</td>
<td></td>
</tr>
<tr>
<td>Expenses listed on the Cost Worksheet could not be traced to a transaction on the non-profit account statements</td>
<td></td>
</tr>
</tbody>
</table>

### OCN’s Response

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verify</td>
<td>Verify findings by conducting follow-up visits</td>
</tr>
<tr>
<td>Increase</td>
<td>Increase oversight by requiring quarterly submission of financial records</td>
</tr>
<tr>
<td>Conduct</td>
<td>Conduct targeted technical assistance and compliance reviews of problematic, aggregate reimbursement, and new Program operators</td>
</tr>
<tr>
<td>Require</td>
<td>Require substantive Corrective Action Plans for non-compliance</td>
</tr>
<tr>
<td>Initiate</td>
<td>Initiate the serious deficiency process for repeat findings</td>
</tr>
</tbody>
</table>
What is Technical Assistance?

What Technical Assistance is NOT?

• Hey, Can you tell me what is a general ledger?
• What do I need to do to purchase equipment? I want to add a site what do I do?
• I have new staff can you come out to train them?
• When did that start? That must be new? I’ve never heard/had to do that before?
• I didn’t get an email; can you send it to me again?
• Do I “REALLY” have to put the money back? Can I have a warning this time?
• Please log into MARS and click the red “Submit for Approval” button. (S.A. call)
Technical Assistance

• CACFP Recordkeeping Manual
• CACFP 101 Participant's Guide
• Handouts and One-Pagers
• CACFP Café
• Emails/Microsoft Teams Meetings
• Phone Calls
• State Agency Trainings and Webinars
• On-Site Visits

Current Financial and Compliance Audit
Financial Management
Child and Adult Care Food Program
PY 2023-2024 CACFP Annual Training

Budget
**Budget and CACFP**

- A *financial plan* for operating a business or business unit. It includes *planned expenditures* and *anticipated resources* for the upcoming year.

It is an **EDUCATED** Guess!

The CACFP Budget is *not* intended to be the business' entire budget.

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**Budget Alignment with Performance Standards**

- **Financial Viability**: Showing a positive relationship between revenue and expenses
- **Administrative Capability**: Possessing skill sets that demonstrate that you’re capable of running your business
- **Accountability**: Demonstrating ability to record, track and report key information
Budgets and Expenses

• FNS Instruction 796-2, Financial Management-Child And Adult Care Food Program.

• USDA FNS’ Guidance for Management Plans and Budgets

Purpose of a CACFP Budget

➢ Financial Plan
➢ State Agency Approval
➢ Tool for Decision Making
➢ Serves as a Means of Monitoring Performance
Is this a Reasonable and Necessary CACFP Cost?

Yes. If not for the CACFP this cost would not be incurred.

Partially. The cost would be incurred for normal business purposes, but a portion can be attributed to the CACFP. In this case, the Program operator must prorate the cost and determine the amount to allocate to the non-profit food service account.

No. This cost is not at all due to the CACFP.

Operating Cost

Allowable direct food service operating costs include:

• Food for the food service program
• Food Service labor
• Nonfood supplies
• Food service equipment
Administrative Costs

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

- Salaries
- Monitoring
- Recordkeeping
- Travel
- Training

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
Budget Approval

- Generally allowable costs
- Costs requiring prior approval
- Costs requiring specific prior written approval

Allocation Plan for Shared Cost

- Any shared costs, including salaries, insurance, utilities, etc. 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.
Assessment of the Reasonableness of Salaries

Lines B1 and D1

MARS Budget

A. Anticipated Annual CACFP Revenue

<table>
<thead>
<tr>
<th>Number of sites</th>
<th>For State Use Only</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
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</table>

B. Projected Operating CACFP Expenditures

<table>
<thead>
<tr>
<th></th>
<th>$0.00</th>
<th></th>
</tr>
</thead>
</table>

C. Net Operating Amount

<table>
<thead>
<tr>
<th>Difference (A-B)</th>
<th>$0.00</th>
<th>$0.00</th>
</tr>
</thead>
</table>

D. Projected Administrative CACFP Expenditures

<table>
<thead>
<tr>
<th></th>
<th>$0.00</th>
<th>$0.00</th>
</tr>
</thead>
</table>

Total Direct Administrative Costs

<table>
<thead>
<tr>
<th>Total Non-Direct Costs (TNDC)*</th>
<th>$0.00</th>
<th>$0.00</th>
</tr>
</thead>
</table>

Total Direct Costs and TNDC

| Total Direct Costs and TNDC    | $0.00 | $0.00 |
Supporting Documentation by Line Item

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

Tip: Budgeting Tip: Use the prior year’s actual reimbursement to project reimbursement for the upcoming year!
A2

- Add the total reimbursement received for October 2022-June 2023 and divide this amount by 9.
- Multiply this number by 12.
- The total will be the projected reimbursement for PY 2023-2024.
- Input this number into Lines A2 and E2 of the Budget.

**Example:**


$67,898 / 9 months = 7,544.22  
$7,544.22 \times 12 \text{ months} = 90,530.67  
The projected reimbursement is $90,530.67
**Budget Projection Activity: Scenario #1**

Child Nutrition Daycare Center received $11,973.31 in reimbursement for October 2022-June 2023.

\[
\frac{11,973.31}{9 \text{ months}} = 1,330.37
\]

\[
1,330.37 \times 12 \text{ months} = 15,964.44
\]

The projected reimbursement is $15,964.44 (A2)

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**Budget Projection Activity: Scenario #2**

Child Nutrition Daycare Center received $194,893.18 in reimbursement for October 2022-June 2023.

\[
\frac{194,893.18}{9 \text{ months}} = 21,654.80
\]

\[
21,654.80 \times 12 \text{ months} = 259,857.57
\]

The projected reimbursement is $259,857.57 (A2)
### MARS Budget - Operational Expenses

![Image of support text]

### MARS Budget - Administrative Expenses

<table>
<thead>
<tr>
<th>A. Anticipated Annual CACFP Revenue</th>
<th>FOR STATE USE ONLY</th>
<th>B. Projected Operating CACFP Expenditures</th>
<th>FOR STATE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of Sites</td>
<td></td>
<td>1. Salary and Wages</td>
<td></td>
</tr>
<tr>
<td>2. Projected Total Annual Revenue</td>
<td></td>
<td>2. Benefits</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Food Purchases</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Meal Contracts (meal cost)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Mileage (meal transporting cost)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Non-Food Supplies</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Printing/Postage/Communications</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Purchased Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Food Service Space</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10. Reimbursement to Unaffiliated Centers (Sponsors Only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>11. Equipment Purchase over $500</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12. Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Operating Costs</strong></td>
<td><strong>Total Operating Costs</strong></td>
</tr>
</tbody>
</table>

| Difference (A-B)                   | $0.00              | $0.00                                   |
## Supporting Documentation Required by Line Item

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

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

*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

*If the amount is negative, budget must be revised to reduce costs or list additional revenue in Lines E3 and E4.*
# MARS Budget: C1

C. Net Operating Amount

<table>
<thead>
<tr>
<th></th>
<th>$0.00</th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Difference (A-B)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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# MARS Budget- Administrative Expenses

![SUPPORT Image](image-url)
MARS Budget - Administrative Expenses

D. Projected Administrative CACFP Expenditures

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Salary and Wages</td>
<td>$0.00</td>
</tr>
<tr>
<td>2. Benefits</td>
<td>$0.00</td>
</tr>
<tr>
<td>3. Supplies</td>
<td>$0.00</td>
</tr>
<tr>
<td>4. Office Materials (Expendable) Supplies</td>
<td>$0.00</td>
</tr>
<tr>
<td>5. Equipment Rentals</td>
<td>$0.00</td>
</tr>
<tr>
<td>6. Equipment Rental/Lease/Depreciation Allowance</td>
<td>$0.00</td>
</tr>
<tr>
<td>7. Printing</td>
<td>$0.00</td>
</tr>
<tr>
<td>8. Office Space/Rental/Lease/Depreciation Allowance</td>
<td>$0.00</td>
</tr>
<tr>
<td>9. Utilities/Facility Maintenance/Janitorial Services</td>
<td>$0.00</td>
</tr>
<tr>
<td>10. Travel for Program Operations</td>
<td>$0.00</td>
</tr>
<tr>
<td>11. Center Workshops/Participant Training/Staff Training</td>
<td>$0.00</td>
</tr>
<tr>
<td>12. Nutrition Education Materials</td>
<td>$0.00</td>
</tr>
<tr>
<td>13. Meetings/Conferences</td>
<td>$0.00</td>
</tr>
<tr>
<td>14. Contracted/Professional Services</td>
<td>$0.00</td>
</tr>
<tr>
<td>15. Insurance Premiums/Bonding</td>
<td>$0.00</td>
</tr>
<tr>
<td>16. Memberships/Subscriptions/Professional Activities</td>
<td>$0.00</td>
</tr>
<tr>
<td>17. Other Administrative Expenditures/Advertising</td>
<td>$0.00</td>
</tr>
<tr>
<td>18. Other</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Direct Administrative Costs</strong></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Direct Costs and TMDC</strong></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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

Administrative Costs and Certification Statement

<table>
<thead>
<tr>
<th>E. Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total Expenditures (Operating and Administrative)</td>
</tr>
<tr>
<td>2. Total Anticipated Annual CACFP Reimbursement</td>
</tr>
<tr>
<td>3. Prior Year Carryover Non-Profit Food Program Revenue</td>
</tr>
<tr>
<td>4. Total Other Revenue</td>
</tr>
<tr>
<td>5. Total Revenue (E2 + E3 + E4)</td>
</tr>
<tr>
<td>6. Net Balance (E5 Total Revenue - E1 Total Expenditures)</td>
</tr>
<tr>
<td>7. Yes: There are expenditures that require prior approval or specific written prior approval (SPWA).</td>
</tr>
</tbody>
</table>

F. Allowed Administrative Costs

- F CIM 328.65 (a)(1) For non-profit 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 328.74(a).

- 1. Indirect Costs | $0.00 | 18.00% |
- 2. Indirect Cost | $0.00 | 0.00% |
- 3. Waiver Requested? | Yes |

Certification

☐ I certify that the information on this form and supporting document is true, correct and that I will immediately report to the Department of Education any changes that occur to the information submitted. I understand that this information is being used in connection with receipt of Federal funds. The Department of Education may verify the information submitted. Any false representation or withholding of information may result in prosecution under applicable state and federal statutes.

Document Attachments

<table>
<thead>
<tr>
<th>Actions</th>
<th>Notes</th>
<th>Version</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add an attachment</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Internal Use Only

Status: Pending Variation
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

MARS Budget - Administrative Expenses

A. Projected Revenue

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of Day Care Homes</td>
<td>0</td>
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<tr>
<td>2. Projected Total Annual Revenue</td>
<td>$0.00</td>
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</table>
MARS Budget - Administrative Expenses

MARS Budget – Family Day Home Sponsors

<table>
<thead>
<tr>
<th>B. Projected Annual Administrative Costs</th>
<th></th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Salary and Wages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Office Materials (Expendable) Supplies</td>
<td></td>
<td></td>
</tr>
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<td>5. Equipment Purchases</td>
<td></td>
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<tr>
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<td></td>
</tr>
<tr>
<td>10. Travel for Program Operations</td>
<td></td>
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<tr>
<td>11. Provider Workshops/Participant/Staff Training</td>
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<td></td>
</tr>
<tr>
<td><strong>Total Direct Administrative Costs</strong></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>18. Other</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>
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
Common CACFP Program Budget Misconceptions

- The CACFP is a grant.
- Reimbursement is guaranteed.
- Budget = Reimbursement
- CACFP reimbursement will cover all CACFP expenses
- Employees work for the CACFP, the amount and schedule of payroll is paid when CACFP payment is received.
- I should enter a claim for reimbursement without validating ALL paperwork.

True or False

Addressing Misconceptions
Actual Cost Quarterly Report (ACQR)

ACQR as a Financial Management Tool

- On an Annual Basis
- Compliance Reviews
- Technical Assistance Sessions
- ACQR Submissions
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

Who must complete the ACQR Report?

Required for all For-profit, Non-profit, and Public organizations participating in the Child and Adult Care Food Program.
Tools Needed to Complete the ACQR Report

Access to MARS
Actual Cost Quarterly Report
Approved Budget for the current program year
Receipts and Invoices for the applicable months
Salary and Wage Documentation for the applicable months
Cost Worksheets for each month in the Quarter

Step 1: Select the CACFP Module
Step 2: Click on Application

Welcome to the Child and Adult Care Food Program!

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

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>
</tr>
<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>
<td>Annual Audits</td>
</tr>
<tr>
<td>Annual Audit Status Summary</td>
<td>Annual Audit Status Summary</td>
</tr>
<tr>
<td>Download Forms</td>
<td>Forms Available for Downloading</td>
</tr>
</tbody>
</table>
Step 4: Click Add

<table>
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<tr>
<th>Action</th>
<th>Quarter</th>
<th>Date Range</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>1</td>
<td>10/01/2019 - 12/31/2019</td>
<td>Not Started</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>01/01/2020 - 03/31/2020</td>
<td>Not Available</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>04/01/2020 - 06/30/2020</td>
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</tr>
<tr>
<td></td>
<td>4</td>
<td>07/01/2020 - 09/30/2020</td>
<td>Not Available</td>
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</table>

Step 7: Enter Total Administrative Expenses by Category

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Approved Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected Total Annual Revenue</td>
<td>18,500</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>18,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<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>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>18,500</td>
<td>0.00</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.

<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>
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<tr>
<td>Nov 2019</td>
<td>0</td>
<td>Processed</td>
<td>12/06/2019</td>
<td>12/11/2019</td>
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<tr>
<td>Dec 2019</td>
<td>0</td>
<td>Processed</td>
<td>01/03/2020</td>
<td>01/09/2020</td>
<td>$662.62</td>
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</table>
Step 6: Enter Operating Expenses by Category

### 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>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and Wages</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Benefits</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Food Purchases</td>
<td>10,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10,000</td>
<td>0.00</td>
</tr>
<tr>
<td>Meal Contracts (meal cost)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Mileage (meal transporting cost)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Non-Food Supplies</td>
<td>1,250</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,250</td>
<td>0.00</td>
</tr>
<tr>
<td>Printing/Postal/Communications</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Food Service Space</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Reimbursement to Unaffiliated Centers (Sponsors OVR)</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<td>0.00</td>
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<tr>
<td>Equipment Purchase over $500</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>17,250</strong></td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td><strong>17,250</strong></td>
<td><strong>0.00</strong></td>
</tr>
</tbody>
</table>

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Step 7: Enter Total Administrative Expenses by Category

### Administrative 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>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and Wages</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Benefits</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Office Materials (Expansible) Supplies</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Equipment Purchases</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Equipment Rental/License</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Printing</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Office Space/Rental/Lease/Depreciation</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Utilities/Facility Maintenance/Tenancy</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Travel for Program Operations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Center Technology/Participant Training</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Nutrition Education Materials</td>
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<td>0</td>
<td>0</td>
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<td>0.00</td>
</tr>
<tr>
<td>Professional Development</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Contracted/Professional Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Insurance Premiums/Contributions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Membership/Subscription/Professional Activities</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Administrative Expenses/Advertising</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Administrative Expenses</strong></td>
<td><strong>1,250</strong></td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td><strong>1,250</strong></td>
<td>0.00</td>
</tr>
</tbody>
</table>
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.

CACFP ACQR 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
Key Reminders!

- Record only **actual** program expenses.
- Record only **actual** expenses that received **approval** in the Budget.
- Upload all required documentation into MARS. (Click the red “Submit for Approval”)
- Maintain a copy of **all** supporting documentation for your records.

What happens when the ACQR is submitted to the State Agency?

The ACQR report will be reviewed by designated State Agency staff.
Required Supporting Documentation

- Cost Worksheets for the Applicable Quarter
- Bank Statements for the Applicable Quarter
- General Ledgers for the Applicable Quarter

Attaching Documents in MARS

To add documents via the Attachment List of the Packet, click *Details* in the Action Column adjacent to Attachment List.
Attaching Documents in MARS

This opens the Attachments screen.

Click Add Attachment, to open the Attachment Detail screen.
Attaching Documents in MARS

Click the Browse button to locate and select the file to be added.

1. Select the Location of the File.
2. Highlight the file to be added.
3. Click open to add the file to MARS.

Attaching Documents in MARS

Enter a brief description of the document in the Comments section, then click Save.
Attaching Documents in MARS

Click the **Back** button to return to the Application Packet Screen or click **Add Attachment** to select another file to attach.

![Attachment Detail](image)

---

Attaching Documents in MARS

Click the **Back** button to return to the Application Packet Screen or click **Add Attachment** to select another file to attach.

![Attachments](image)
Attaching Documents in MARS

Enter a brief description of the document in the Comments section, then click **Save**.

---

**T.A. Tip #1: The F is for FOOD**

<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 Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and Wages</td>
<td>19,393</td>
<td>3,745</td>
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<td>0</td>
<td>0</td>
<td>3,745</td>
<td>15,648</td>
<td>19.31</td>
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<tr>
<td>Benefits</td>
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<td>0.00</td>
</tr>
<tr>
<td>Food Purchases</td>
<td>47,554</td>
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<td>0</td>
<td>0</td>
<td>47,554</td>
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<td>0.00</td>
</tr>
<tr>
<td>Meal Contracts (meal cost)</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Quarter 1** 25%

**Quarter 2** 50%

**Quarter 3** 75%

**Quarter 4** 100%
### T.A. Tip #2: Percentage Budget Expended

<table>
<thead>
<tr>
<th>Operating Expenses</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>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and Wages</td>
<td>10,916</td>
<td>2,367</td>
<td>1,879</td>
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<td>0</td>
<td>6,936</td>
<td>6,930</td>
<td>36.15</td>
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<tr>
<td>Benefits</td>
<td>0</td>
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<tr>
<td>Food Purchases</td>
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<td>4,225</td>
<td>8,555</td>
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<td>0</td>
<td>7,780</td>
<td>7,220</td>
<td>51.37</td>
</tr>
<tr>
<td>Meal Contracts (meal cost)</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Mileage (meal transporting cost)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Non-Food Supplies</td>
<td>2,000</td>
<td>516</td>
<td>1,459</td>
<td>0</td>
<td>0</td>
<td>2,375</td>
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<td>-18.75</td>
</tr>
<tr>
<td>Printing/Postage/Communications</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Purchased Services</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Local Service Space</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Remuneration to Unaffiliated Contractors (Spouses-Only)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Equipment Purchases over $500</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>27,916</strong></td>
<td><strong>6,808</strong></td>
<td><strong>7,293</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>16,210</strong></td>
<td><strong>13,985</strong></td>
<td><strong>56.51</strong></td>
</tr>
</tbody>
</table>

#### Quarter 1: 25%

#### Quarter 2: 50%

#### Quarter 3: 75%

#### Quarter 4: 100%

---

### T.A. Tip #3: Budget Approval vs. Expenses

<table>
<thead>
<tr>
<th>Operating Expenses</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>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and Wages</td>
<td>43,425</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>43,425</td>
<td>0.00</td>
</tr>
<tr>
<td>Benefits</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Food Purchases</td>
<td>136,366</td>
<td>5,301</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>130,365</td>
<td>3.89</td>
</tr>
<tr>
<td>Meal Contracts (meal cost)</td>
<td>216,304</td>
<td>11,969</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>204,335</td>
<td>5.53</td>
</tr>
<tr>
<td>Mileage (meal transporting cost)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Non-Food Supplies</td>
<td>4,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4,000</td>
<td>0.00</td>
</tr>
<tr>
<td>Printing/Postage/Communications</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>0</td>
<td>440</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>440</td>
<td>0.00</td>
</tr>
</tbody>
</table>

---
T.A. Tip #4: Certifying the Submission

ABCs of ACQR: A is for ACTUAL
**ABCs of ACQR: B is for BUDGET**

**A. Anticipated Annual CACFP Revenue**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of sites</td>
<td>1</td>
</tr>
<tr>
<td>2. Projected Total Annual Revenue</td>
<td>$99,360.00</td>
</tr>
</tbody>
</table>

**B. Projected Operating CACFP Expenditures**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Salary and Wages</td>
<td>$24,950.00</td>
</tr>
<tr>
<td>2. Benefits</td>
<td>$0.00</td>
</tr>
<tr>
<td>3. Food Purchases</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>4. Meal Contracts (meal cost)</td>
<td>$0.00</td>
</tr>
<tr>
<td>5. Mileage (meal transporting cost)</td>
<td>$0.00</td>
</tr>
<tr>
<td>6. Non-Food Supplies</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>7. Printing/Postage/Communications</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>8. Purchased Services</td>
<td>$0.00</td>
</tr>
<tr>
<td>9. Food Service Space</td>
<td>$0.00</td>
</tr>
<tr>
<td>10. Reimbursement to Unaffiliated Centers (Sponsors Only)</td>
<td>$0.00</td>
</tr>
<tr>
<td>11. Equipment Purchase over $500</td>
<td>$0.00</td>
</tr>
<tr>
<td>12. Other</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Operating Costs</strong></td>
<td><strong>$99,360.00</strong></td>
</tr>
</tbody>
</table>

---

**ABCs of ACQR: C is for CORRECTIVE ACTION**

<table>
<thead>
<tr>
<th>Action</th>
<th>Quarter</th>
<th>Date Range</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>1</td>
<td>10/01/2021 - 12/31/2021</td>
<td>Returned for Correction</td>
</tr>
<tr>
<td>Modify</td>
<td>2</td>
<td>01/01/2022 - 03/31/2022</td>
<td>Not Started</td>
</tr>
<tr>
<td>Admin</td>
<td>3</td>
<td>04/01/2022 - 06/30/2022</td>
<td>Not Available</td>
</tr>
<tr>
<td>4</td>
<td>07/01/2022 - 09/30/2022</td>
<td>Not Available</td>
<td></td>
</tr>
</tbody>
</table>

**Comments to Organization**

These steps include a detailed corrective action plan (CAP) to 766mshch@rdbkt12.org outlining the steps the organization will take to ensure expenditures will not exceed the approved line item amounts in the budget.
Cost Worksheet

- **Accrual**: Expenses and income are recorded when incurred. *(Recorded when a transaction occurs)*
- **Cash**: Expenses and income are reported when they are paid/received. *(Recorded when payment is received or made)*

Apply accounting method to all **costs** and **revenue** consistently.
Non-Profit Food Service

- In order to participate in the CACFP, all organizations must operate a non-profit food service.

What is a 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 of the CACFP reimbursement funds are used solely for the operation or improvement of that food service.
Monthly Cost Worksheet

The Cost Worksheet is used to keep a monthly record of all expenditures related to food service. This form will help in completing the Actual Cost Quarterly Report. Failure to complete the Cost Worksheet may result in the designation of costs as unallowable and the repayment of Program funds.

Instructions for Completing the Cost Worksheet

1. Date: Enter actual date of each transaction.

2. Payment Source: Enter the name of the payee or vendor from whom the goods or services were purchased.

3. Payment Type: Enter the payment type the item purchase, labor or service provided. Example: check number or debit card.
Instructions for Completing the Cost Worksheet

Operational and Administrative Costs:

- Enter the cost of food purchased.
- Enter the cost of those supplies necessary to prepare and serve meals. These items may include napkins, straws, dishwashing detergents, small equipment, etc.
- Enter amount for approved food service or administrative salaries. Who is the check written to – employee (Is this the name on the staffing pattern?) or the organization (Complete the transfer form.)
- Enter other allowable program costs (operating or administrative) that are not listed. This may include pest control, utility costs, and other pro-rated expenses, if approved in your budget.

Total: Total each column. Enter the total of all columns.

Claim Reimbursement: Enter the amount of the monthly claim reimbursement after you file your claim for the month.
Training Requirements
Child and Adult Care Food Program
PY 2023-2024 CACFP Annual Training
**Why Train?**

Training is an **important** duty in the CACFP to help ensure staff are informed and aware of how to carry out their CACFP activities.

---

**Training**

All organizations are **required** to train their staff that have CACFP duties.
When are organizations required to provide training to their staff who have CACFP duties?

What's the Answer?

Organizations must train each staff member **before** they perform any CACFP duty and then each program year.
Training

Organizations are required to conduct annual trainings for all centers. The annual training plan should include:

- Will in-center trainings be conducted? If so, When?
- Will group trainings be administered? If so, When?
- How will missed sessions be handled?
- Description of how training is provided to new staff prior to the performance of CACFP duties
- A list of CACFP topics to be covered during the sessions

Follow Our Lead!

Tips:

- Organizations can develop their trainings as needed for their staff.
- Use other training resources! Trainings are available through Food and Nutrition Service (FNS) or the Institute of Child Nutrition (ICN).
Required Training Topics

- CACFP Requirements
- Civil Rights
- Recordkeeping
- Meal Patterns
- Meal Counts
- Menu Books
- Procurement
- Food Allergies
- Claims and Reimbursement

Properly Documenting Training

Training must be properly documented in writing.

These documents must be retained with the organization’s CACFP files.
Retention of Training Records

Program operators must maintain all CACFP files for **three (3) years** plus the current year.

---

Key Staff

Who are your “Key Staff”? 
Examples of Key Staff

• Director
• Assistant Director
• Owners
• Board Members
• Cook

Annual Training Plan

Each Program Year, organizations must submit a detailed Training Plan to the State Agency.

The plan includes:
• Training Dates
• Training Topics

- Radial Training Dates
- Annual Training Plan
- Program Year
- Frequency
- Training Dates
- Training Topics
- Optional Trainings
Failure to Train

Organizations that fail to attend the State Agency’s mandatory training or provide the required trainings may be placed in the **Serious Deficiency** process.

Questions?
Recordkeeping and Claims
Child and Adult Care Food Program

PY 2023-2024 CACFP Annual Training

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 and retain reimbursements from the CACFP.
- Records provide **PROOF** that meals were served to enrolled participants and that the funds received were used in support of the CACFP.
- CACFP Program operators are responsible for maintaining and tracking **TWO** types of records.

<table>
<thead>
<tr>
<th>Program Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records that demonstrate the successful operations of the CACFP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Records</th>
</tr>
</thead>
<tbody>
<tr>
<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.

Records Management

Maintaining and Managing Records...

Is It Necessary?
Records Management

- 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 the institution is compliant. **If software crashes and records are not backed up, the institution may not be following Program requirements.**
Record Retention and Retrieval

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

If records are maintained onsite, online, or in the cloud, then the institution’s staff must be able to access them when they are requested by the State Agency.

If the institution maintains records off site, Program operators must provide the names and phone numbers of two individuals with immediate access to the CACFP records.

Claims for Reimbursement

RULES  COMPLIANCE  STANDARDS
GUIDELINES  REVIEW  CODES
LAWS  AUDIT  PROCEDURE
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.
- Claims that are submitted for reimbursement must comply with the CACFP requirements.

Claims Process

CACFP PROGRAM OPERATOR’S ROLE

- Accountability
- Monitoring
- Facilities Oversight
- Claims Processing
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
Be Aware of Red Flags

• The Claim Preparer plays 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:

Impact of Invalid Claims Submissions

It is critical for CACFP Program operators to validate claim 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
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.

Claim for Reimbursement Activity
Claim for Reimbursement Activity

Child Care Center

Attendance Reporting

- C1. Total Days of Operation:
- C2. Total Attendance:
- C3. Average Daily Attendance: 0
- C4. Number of Shifts: 2

Number of enrolled participants in each reimbursement category

- C5. Free Category:
- C6. Reduced Category:
- C7. Paid Category:
- C8. Total Enrolled:

For Profit Centers Only

- C9. License Category:
- C10. Free Reduced Eligible:
- C11. Number of Specialized Children:

- C12. Breakfast: 0
- C13. Lunch: 0
- C14. PM Snacks: 0
- C15. Other: 0

Child Needs / Services Served

- C12. Breakfast: 0
- C13. Lunch: 0
- C14. PM Snacks: 0
- C15. Other: 0

Claim Attendance: C1 & C2

Child Care Center

Attendance Reporting

- C1. Total Days of Operation:
- C2. Total Attendance:
- C3. Average Daily Attendance: 0
- C4. Number of Shifts: 2
Determine Attendance

Child Care Center

Attendance Reporting

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>Total Days of Operation:</td>
<td>23</td>
</tr>
<tr>
<td>C2</td>
<td>Total Attendance:</td>
<td>701</td>
</tr>
<tr>
<td>C3</td>
<td>Average Daily Attendance:</td>
<td>31</td>
</tr>
<tr>
<td>C4</td>
<td>Number of Shifts:</td>
<td>2</td>
</tr>
</tbody>
</table>

Eligibility Categories: C5, C6, & C7

Number of enrolled participants in each reimbursement category

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>C5</td>
<td>Free Category:</td>
<td></td>
</tr>
<tr>
<td>C6</td>
<td>Reduced Category:</td>
<td></td>
</tr>
<tr>
<td>C7</td>
<td>Paid Category:</td>
<td></td>
</tr>
<tr>
<td>C8</td>
<td>Total Enrolled:</td>
<td>0</td>
</tr>
</tbody>
</table>
## Calculating Eligibility Categories

Number of enrolled participants in each reimbursement category

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>C5. Free Category:</td>
<td>12</td>
</tr>
<tr>
<td>C6. Reduced Category:</td>
<td>15</td>
</tr>
<tr>
<td>C7. Paid Category:</td>
<td>9</td>
</tr>
<tr>
<td>C8. Total Enrolled:</td>
<td>36</td>
</tr>
</tbody>
</table>

## Eligibility Percentage

For Profit Centers Only

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity</th>
<th>Eligibility</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>C9. License Capacity:</td>
<td>38</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C10. Free/Reduced Eligibility:</td>
<td>0</td>
<td>0</td>
<td>0 %</td>
</tr>
<tr>
<td>C11. Number of Subsidized Children:</td>
<td></td>
<td>0</td>
<td>0 %</td>
</tr>
</tbody>
</table>

Site is not claiming

NOT Qualified
### Calculation of Eligibility Percentage

**For Profit Centers Only**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>C9. License Capacity</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>C10. Free/Reduced Eligibility</td>
<td>27</td>
<td>75 %</td>
</tr>
<tr>
<td>C11. Number of Subsidized Children</td>
<td></td>
<td>0 %</td>
</tr>
<tr>
<td>Site is not claiming</td>
<td></td>
<td>Qualified</td>
</tr>
</tbody>
</table>

### Meal Count Totals

**Child Meals / Snacks Served**

<table>
<thead>
<tr>
<th>Item</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>C12. Breakfast:</td>
<td></td>
</tr>
<tr>
<td>C13. AM Snack:</td>
<td>0</td>
</tr>
<tr>
<td>C14. Lunch:</td>
<td></td>
</tr>
<tr>
<td>C15. PM Snack:</td>
<td></td>
</tr>
<tr>
<td>C16. Supper:</td>
<td>0</td>
</tr>
<tr>
<td>C17. Evening Snack:</td>
<td>0</td>
</tr>
</tbody>
</table>
### Meal Count Tabulation!

#### Child Meals / Snacks Served

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>C12. Breakfast</td>
<td>660</td>
</tr>
<tr>
<td>C13. AM Snack</td>
<td>0</td>
</tr>
<tr>
<td>C14. Lunch</td>
<td>668</td>
</tr>
<tr>
<td>C15. PM Snack</td>
<td>682</td>
</tr>
<tr>
<td>C16. Supper</td>
<td>0</td>
</tr>
<tr>
<td>C17. Evening Snack</td>
<td>0</td>
</tr>
</tbody>
</table>

### Claim for Reimbursement

#### Child Care Center

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1. Total Days of Operation</td>
<td>23</td>
</tr>
<tr>
<td>C2. Total Attendance</td>
<td>781</td>
</tr>
<tr>
<td>C3. Average Daily Attendance</td>
<td>31</td>
</tr>
<tr>
<td>C4. Number of Shifts</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Number of enrolled participants in each reimbursement category

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>C5. Free Category</td>
<td>14</td>
</tr>
<tr>
<td>C6. Reduced Category</td>
<td>13</td>
</tr>
<tr>
<td>C7. Paid Category</td>
<td>3</td>
</tr>
</tbody>
</table>

#### For Profit Centers Only

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>C9. License Capacity</td>
<td>20</td>
</tr>
<tr>
<td>C10. Free/Reduced Eligibility</td>
<td>75 %</td>
</tr>
<tr>
<td>C11. Number of Subsidized Children</td>
<td>0 %</td>
</tr>
</tbody>
</table>

#### Child Meals / Snacks Served

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>C12. Breakfast</td>
<td>660</td>
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<tr>
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<td>C15. PM Snack</td>
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<tr>
<td>C16. Supper</td>
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<tr>
<td>C17. Evening Snack</td>
<td>0</td>
</tr>
</tbody>
</table>
Certification of Claim for Reimbursement

Certification

☐ I certify that the information on this voucher is true and correct to the best of my knowledge; that records are available to support this claim; and that it is in accordance with the terms of existing agreement and payment has not been received. I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal statutes.

< Back  Submit For Payment

Claims Confirmation Receipt

<table>
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Confirmation Number: CFDDDN

Thank you for your March 2023 Claim Submission.

Email confirmation recipient could not be determined. Confirmation email could not be sent.

Created By: Cruser on 4/7/2023 8:28:20 AM  Modified By: Cruser on 4/7/2023 9:05:56 AM

< Modify Claim  Finished
Maintenance of Claim Data

- File records in the appliable monthly folder
  - Attendance
  - Master Roster
  - Meal Count Sheet

FDCH Provider Claim Entry

Provider Reporting as: Tier I

Site Operations

1. Number of Days Meals Served:
2. Average Daily Attendance:

Meals Served

1. Breakfast
2. AM Snack
3. Lunch
4. PM Snack
5. Supper
6. Evening Snack
FDCH Provider Claim Validation

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</table>

FDCH Administrative Cost Entry

Day Care Home Administrative Costs

1. Salary and Wages
2. Benefits
3. Durable Supplies under $5,000
4. Office Materials (Expendable) Supplies
5. Equipment Purchases over $5,000
6. Equipment Rental/Lease
7. Printing/Postage/Communications
8. Office Space/Rental/Lease/Depreciation Use Allowance
9. Utilities/Facility Maintenance/Janitorial Services
10. Travel for Program Operations
11. Center Workshops/Participant Training
12. Nutrition Education Materials
13. Meetings, Conferences and Staff Training
14. Contracted/Professional Services
15. Insurance Premiums/Bonding
16. Memberships/Subscriptions/Professional Activities
17. Other Administrative Expenditures/Advertising

Total Administrative Costs: 0.00
FDCH Certification of Claims for Reimbursement

<table>
<thead>
<tr>
<th>Site Operations</th>
<th>Tier I</th>
<th>Tier II High</th>
<th>Tier II Low</th>
<th>Tier II Mix</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of Participating Homes</td>
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<td>27</td>
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<tr>
<td>2. Number of Days Meals Served</td>
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<td>3. Average Daily Attendance</td>
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<table>
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<th>Meals Served</th>
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<th>Tier II High</th>
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<th>Total Meals</th>
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<td>100</td>
</tr>
<tr>
<td>5. AM Snack</td>
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<td>0</td>
</tr>
<tr>
<td>6. Lunch</td>
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<td>1,581</td>
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<td>8. Supper</td>
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<tr>
<td>9. Evening Snack</td>
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<td>0</td>
<td>0</td>
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</table>

Cost Information

<table>
<thead>
<tr>
<th>Current Month's Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Administrative Costs</td>
</tr>
</tbody>
</table>

Certification

☐ I certify that the information on this voucher is true and correct to the best of my knowledge; that records are available to support this claim; and that it is in accordance with the terms of existing agreement and payment has not been received. I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal statutes.

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<th>Date Processed</th>
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<td>04/07/2023</td>
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<td>Original</td>
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</table>

Confirmation Number: CFDDDN

Thank you for your March 2023 Claim Submission.

Email confirmation recipient could not be determined. Confirmation email could not be sent.
Questions?

Meal Pattern Requirements
Child and Adult Care Food Program

PY 2023-2024 CACFP Annual Training
CACFP Meal Pattern Components

CACFP Meal Patterns consist of five components:

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

Meal Patterns

- The USDA Food Patterns were developed to help individuals carry out Dietary Guidelines recommendations.
- They identify daily amounts of foods, in nutrient-dense forms, to eat from five major food groups and their subgroups.
- CACFP Meal Patterns vary in portion sizes by age groups.
Menu Planning

• Advanced planning of CACFP meals is essential.
• Make sure all meals meet CACFP meal pattern.
• Review menus for all sites.
• Have substitutions components available if needed.
• Proper planning reduces the chances of meal disallowances.

Best Practices in Menu Planning

When planning and serving meals consider the following:

✔ Balance
✔ Variety
✔ Contrast
✔ Color
✔ Eye Appeal
Meal Planning for the CACFP

Breakfast Ideas

Corn Flakes
Strawberries
Milk

Waffle
Turkey Sausage
Blackberries
Milk

English Muffin
Sliced Apples
Milk
Jelly
Lunch/Supper Ideas

- Grilled Chicken Tacos
  - Shredded Cheese
  - Lettuce
  - Mexican Corn
  - Banana
  - Milk

- Pizza with Sausage and Pepperoni
  - Green Salad
  - Mandarin Oranges
  - Milk

- Grilled Chicken Strips
  - Steamed Broccoli
  - Glazed Carrots
  - Macaroni and Cheese
  - Milk

Snack Ideas

- Saltine Crackers
  - Peanut Butter
  - Sliced Bananas

- Graham Crackers
  - Cubed Cheddar Cheese
  - Chocolate Milk

- Raisins
  - Sliced Carrots
  - Ranch Dressing
Snack Ideas

- Graham Crackers
- Peanut Butter
- Sliced Apples
- Milk

- Cheese Pinwheels
- Applesauce
- Diced Cucumbers

- Grits
- Orange
- Milk

Meal Pattern: Infants

- Infants enrolled for care at a participating CACFP center or day care home must be offered a meal that complies with the CACFP infant meal pattern requirements (7 CFR 226.20(b)).

- CACFP regulations define an enrolled child as "a child whose parent or guardian has submitted to an institution a signed document which indicated that the child is enrolled in childcare" (7 CFR 226.2).
Meal Pattern: Infants

- A center or day care home may not avoid this obligation by stating that the infant is not “enrolled” in the CACFP, or by citing logistical or cost barriers to offering infant meals.
- Decisions on offering Program meals must be based on whether the infant is enrolled for care in a participating CACFP center or day care home, not if the infant is enrolled in the CACFP.

State Agency: Infant Waiver Form

Parents or guardians may only supply **one (1) component** of a reimbursable meal.
## Infant Meal Pattern - Breakfast

<table>
<thead>
<tr>
<th></th>
<th>0 through 5 Months</th>
<th>6 through 11 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>4–6 fl. oz. breastmilk or formula</td>
<td>6–8 fl. oz. breastmilk or formula</td>
</tr>
<tr>
<td><strong>Grains or meat/meat alternates, or a combination</strong></td>
<td></td>
<td>0–4 tbsp. infant cereal, meat, fish, poultry, whole eggs, cooked dry beans or peas; or 0–2 oz. cheese; or 0–4 oz. cottage cheese; or 0–4 oz. (½ cup) yogurt; or a combination of the above</td>
</tr>
<tr>
<td><strong>Vegetables, fruit, or both</strong></td>
<td></td>
<td>0–2 tbsp. vegetable, fruit, or both</td>
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</table>

## Infant Meal Pattern - Lunch/Supper

<table>
<thead>
<tr>
<th></th>
<th>0 through 5 Months</th>
<th>6 through 11 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lunch / Supper</strong></td>
<td>4–6 fl. oz. breastmilk or formula</td>
<td>6–8 fl. oz. breastmilk or formula</td>
</tr>
<tr>
<td><strong>Grains or meat/meat alternates, or a combination</strong></td>
<td></td>
<td>0–4 tbsp. infant cereal, meat, fish, poultry, whole eggs, cooked dry beans or peas; or 0–2 oz. cheese; or 0–4 oz. cottage cheese; or 0–4 oz. (½ cup) yogurt; or a combination of the above</td>
</tr>
<tr>
<td><strong>Vegetables, fruit, or both</strong></td>
<td></td>
<td>0–2 tbsp. vegetable, fruit, or both</td>
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</table>
### Infant Meal Pattern - Snack

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<th>0 through 5 Months</th>
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<tbody>
<tr>
<td>Breastmilk or infant formula</td>
<td>4–6 fl. oz. breastmilk or formula</td>
<td>2–4 fl. oz. breastmilk or formula</td>
</tr>
<tr>
<td>Grains</td>
<td>0–½ slice bread; or 0–2 crackers; or 0–4 tbsp. infant cereal or ready-to-eat breakfast cereal</td>
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</tr>
<tr>
<td>Vegetables, fruit, or both</td>
<td>0–2 tbsp. vegetable, fruit, or both</td>
<td></td>
</tr>
</tbody>
</table>

### Meal Pattern 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 (½ 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 (¼ cup)
- Fruits (¼ cup)
- Grains (½ oz. eq.)
Meal Pattern Ages 3-5

What is in a Breakfast?
- Milk (6 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 grain component up to 3 times per week at breakfast.

What is in a Lunch or Supper?
- Milk (6 fl. oz. or ½ cup)
- Meats/Meat Alternates (1½ 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 (¼ cup)
- Grains (¼ oz. eq.)

---

Meal Pattern 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 (¼ 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 (½ cup)
- Fruits (¼ cup)
- Grains (1 oz. eq.)
Meal Pattern Adults (ADC)

What is in a Breakfast?
Milk (8 fl. oz. or 1 cup)
Vegetables, Fruits, or Both (1/4 cup)
Grains (2 oz. eq.)
Optional: Meats/meat alternates may be served in place of the entire grain 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 (1/2 cup)
Fruits (1/2 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 (1/4 cup)
Fruits (1/4 cup)
Grains (1 oz. eq.)

Serving Milk in the CACFP

Newborn through 11 months old
- Breastmilk
- Iron-fortified formula
Breastmilk is allowed at any age in the CACFP.

2 years through 5 years
- Unflavored whole milk
- Unflavored low-fat (1%) milk
- Unflavored whole milk and unflavored reduced-fat (1%) milk may be served to children between the ages of 12 and 15 months to help with the transition to whole milk.

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

<table>
<thead>
<tr>
<th>Stage of Development</th>
<th>Milk Options</th>
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<tbody>
<tr>
<td>6 months through 11 months</td>
<td>Unflavored whole milk</td>
</tr>
<tr>
<td>12 months through 23 months</td>
<td>Unflavored whole milk, unflavored low-fat (1%) milk, unflavored fat-free (skim) milk</td>
</tr>
<tr>
<td>2 years through 5 years</td>
<td>Unflavored fat-free (skim) milk, unflavored low-fat (1%) milk, unflavored whole milk</td>
</tr>
<tr>
<td>6 through 12 years, 13 through 18 years, and adults</td>
<td>Unflavored fat-free (skim) milk, unflavored low-fat (1%) milk, unflavored whole milk</td>
</tr>
</tbody>
</table>

Non-dairy beverages are an acceptable option if a child has a special dietary need. Please contact your Sponsoring Organization or Local Agency for more information.

Milk Resources

Milk Substitutes Requirements

<table>
<thead>
<tr>
<th>Nutrient Requirements for Fluid Milk Substitutes/Nondairy Beverages</th>
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<td>Nutrient</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>Calcium</td>
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<td>Protein</td>
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<tr>
<td>Magnesium</td>
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<tr>
<td>Phosphorus</td>
</tr>
<tr>
<td>Potassium</td>
</tr>
<tr>
<td>Riboflavin</td>
</tr>
<tr>
<td>Vitamin B-12</td>
</tr>
</tbody>
</table>

Milk Exercise

- Child Nutrition Daycare has 57 participants enrolled in the center.
- The age groups of the participants are as follows:
  - **16** 1 year old *(Milk is required twice per day for breakfast and lunch)*
  - **11** 2 years old *(Milk is required twice per day for breakfast and lunch)*
  - **18** 3-5 years old *(Milk is required twice per day for breakfast and lunch)*
  - **12** 6-12 years old *(Milk is required twice per day for breakfast and lunch)*

The center currently purchases gallons of milk for meals.
Milk Exercise Continue:

Formula:

\[
\text{Total # of oz. of milk} = \frac{13104}{128} \text{ (# of oz. in a gallon)} = 102.38 \text{ gallons needed per month}
\]

Breakfast and Lunch: Minimum quantities

<table>
<thead>
<tr>
<th>Ages 1-2</th>
<th>Ages 3-5</th>
<th>Ages 6-12</th>
<th>Ages 13-18 &amp; Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 fluid ounces</td>
<td>6 fluid ounces</td>
<td>8 fluid ounces</td>
<td>8 fluid ounces</td>
</tr>
</tbody>
</table>

- **16** X **4 oz.** X **2** = 128 oz. per day X **21 days** = 2688 oz. per month
- **11** X **4 oz.** X **2** = 88 oz. per day X **21 days** = 1848 oz. per month
- **18** X **6 oz.** X **2** = 216 oz. per day X **21 days** = 4536 oz. per month
- **12** X **8 oz.** X **2** = 192 oz. per day X **21 days** = 4032 oz. per month

Milk Exercise: Half-Pints

- If the organizations serves half-pints of milk, each participant must receive the full half pint as their serving size for each meal service. (8 oz = 1 cup)
- Half-pints cannot be divided to share among participants of any age.
Meat/Meat Alternates

Examples of this component in the meal pattern are:

Beef, Poultry, Pork, Fish, Lamb, Seafood

Examples of meat alternates are:

Beans, Lentils, Eggs, Cheese, Yogurt, Nut Butter

How can meat be prepared in the CACFP?

Bake, Boil, Broil, Barbecue, Stew, Steam, Pouching, Roasting, Rotisserie, Stir Fry, Flambé, Searing, Pan-Fry

---

Meat/Meat Alternate

- Yogurt must contain no more than 23 grams of total sugars per 6 ounces. (See Yogurt Sugar Limits Chart: CACFP 101 Guide)

- 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.
Meat/Meat Alternate

Common Creditable Meat Alternates* (oz eq)

- Bean soup (Ready-to-Serve)
- Cheese
  - Natural and processed cheese and cheese substitutes such as: American, Cheddar, Mozzarella, Provolone, Swiss, Feta, Brie, Parmesan, Romano
  - Cottage cheese, Ricotta cheese
  - Cheese food, cheese food substitutes, cheese spread
- Eggs, whole
  - Fresh, frozen, dried
- Legumes (beans, peas, lentils), cooked
  - Dry beans & peas may count as a meat alternate or vegetable, but not as both for the same item at the same meal.
- Nuts & seeds
  - Cannot be used to meet more than 50 percent of MMA requirement at lunch or supper
  - Serve with caution to children under age 4 and older adults
  - See the CACFP guidance on reducing risk choking young children with nuts.
- Pasta or noodles made from 100 percent wholegrain flour
  - To count as a MA, it must be served with an additional meal of at least 0.25 oz eq per serving.
  - For example, 0.25 oz eq cheese sprinkled over the pasta.
  - It can also count as a vegetable, but not as both a vegetable and MA in the same meal.
- Peanut butter
  & other nut or seed butters
  - 2 tablespoons = 1 oz eq

Foods Not Creditable as Meat/Meat Alternates

- Canned, pressed luncheon meat (peeled/served)
- Ceviche or home pickled fish, Sushi
- (raw seafood and shellfish)
- Cream Cheese/Mozzarella Cheese
- Egg yolks only; egg whites only; liquid egg substitutes
- “Imitation” Cheese & Cheese “products”
- Liquid “yogurt” and commercial yogurt products such as frozen yogurt, yogurt smoothies, drinkable yogurt, or yogurt drinks

Items That May Be Creditable With Proper Documentation

- Nut flour
- Peanut butter “spreads” (a mixture of peanut butter and other ingredients)
- Pig’s feet and ham hocks
- Pork bacon and imitation bacon products/heart pork/kracke
- Powdered cheese (such as in boxed macaroni and cheese)
- Yubu, silken or soft, added to smoothies or blended into desserts for texture/ nutrition enhancement

Meat/Meat Alternate

Foods that cannot be credited include:

- Cooked or raw meats, poultry, and seafood
- Luncheon meat that is not listed in the FBG
- Turkey bacon, sauce that is not listed in the FBG
- Peppadew
- Hummus
• Grains

Whole Grains (WG)

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

• Grain Requirements in CACFP Memo: https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_09_2018os.pdf

How much is 1-ounce equivalent?

- 20 cheese crackers (1" by 1") = 1 oz. eq.
- 12 thin wheat crackers (1 1/4" by 1 1/4") = 1 oz. eq.
- 5 woven whole-wheat crackers (1 1/2" by 1 1/2") = 1 oz. eq.
Using the Grains Measuring Chart

- 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.

CACFP Grains Ounce Equivalents Resource Page

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>
<tr>
<td>Cobblers/crisps</td>
</tr>
<tr>
<td>Coffee cake</td>
</tr>
<tr>
<td>Cookies/vanilla wafers</td>
</tr>
<tr>
<td>Dessert pie crust</td>
</tr>
<tr>
<td>Doughnuts</td>
</tr>
<tr>
<td>Fig bars</td>
</tr>
<tr>
<td>Frudel</td>
</tr>
<tr>
<td>Fruit turnovers</td>
</tr>
<tr>
<td>Granola bars</td>
</tr>
<tr>
<td>Nutrigrain</td>
</tr>
<tr>
<td>Pop tarts</td>
</tr>
<tr>
<td>Rice pudding</td>
</tr>
<tr>
<td>Strudels</td>
</tr>
<tr>
<td>Sweet biscotti</td>
</tr>
<tr>
<td>Sweet bread or rice pudding</td>
</tr>
<tr>
<td>Sweet pastry rolls</td>
</tr>
<tr>
<td>Sweet popovers</td>
</tr>
<tr>
<td>Sweet rolls</td>
</tr>
<tr>
<td>Sweet scones</td>
</tr>
<tr>
<td>Toaster pastries</td>
</tr>
</tbody>
</table>
Grain Based Desserts

The No, No Aisle!
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.

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.
Fruits & Vegetables

Fruits & Vegetables
Many sites occasionally choose to purchase a commercially prepared entrée items (frozen pizza, chicken nuggets, burritos, lasagna, pot pies, corndogs etc.).

When using these items sites must have one of the following in order to identify the food’s contribution to the meal pattern requirements:

- Child Nutrition Label (CN Label) or
- A Production Formulation Statement (PFS) from the manufacturer.
Child Nutrition Label-CN Label

- Example CN Label:

![CN Label Example](image)

Child Nutrition (CN) Labels

- Just because it is CN labeled, does not mean that it is a creditable product.
- If you do not read the label and serve the correct serving size, it will not meet meal pattern.
Product Formulation Statement

• Example Product Formulation Statement (PFS):

Meal Pattern: Medical Statements

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 child’s/infant/adult’s diet.
• Food or choice of foods to be used as substitutions.
Important Things to Remember!

- Serve all meals at the approved mealtimes.
- Serve all components of the meal together.
- Complete Point of Service (POS) meal counts.
- If complete meals are not served, do not claim the meals for reimbursement!
- If participants do not receive the minimum serving size per meal, do not claim meals for reimbursement!
- Do not purchase or serve non-creditable food items during CACFP mealtimes.
- Complete CACFP paperwork as required at the appropriate time (daily, weekly, monthly, or as needed).

Expand & Improve

1. Improve the quality of meals and components being offered.
2. Increase the quantity/amount of food being served.
3. Add more components/additional items to the meals.

THE BITTERNESS OF POOR QUALITY REMAINS LONG AFTER THE SWEETNESS OF LOW PRICE IS FORGOTTEN.
Improving the Quality of Meal Service

Improve the Quantity of the Components
Best Practices

• Adopt practices and provide materials to breastfeeding mothers.
• Serve only unflavored milk to all participants.
• Limit serving pre-fried foods and processed meats to not more than one serving per week. (breaded meats, corndogs, etc.)
• Serve a variety of fruits and vegetables (fresh, canned, frozen, dried)
• Incorporate seasonal and locally produced foods into meals. (Farmers Market, Local farmers, etc.)
• Limit serving processed meats to not more than one serving per week. (cold-cuts, hotdogs, canned meat, dehydrated meat, etc.)

No Exceptions

There are no “grace periods” in CACFP. ADC, CCC, FDCHs, 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.
Questions?

Compliance and Oversight
Child and Adult Care Food Program

PY 2023-2024 CACFP Annual Training
The Compliance Review Process

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, the 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 Auditors evaluate?

- Enrollment Forms
- Meal Applications
- Menu Book
- Monthly Claim Data
- Application and Agreement
- Meal Service Observation
- Training Documentation
- Master Roster
- Meal Counts
- Invoices and Receipts
- Procurement Documentation
- Civil Rights Data and Sources
- Licensing Information
- Sign-In/Sign-Out Sheets

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 participants who are not present
- Claiming meals for participants 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 participants in attendance
- Unapproved and unallowable expenditures
- Point of service meal counts not done or documented

The Serious Deficiency Process

[Diagram showing various elements related to compliance and procedure]
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

Serious Deficiency Purpose

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

**Step 1: Serious Deficiency Determination**

The State Agency or Sponsoring Organization must identify the serious deficiency. Examples of issues that might lead to a serious deficiency determination include:

<table>
<thead>
<tr>
<th>False Claims</th>
<th>Imminent threat to health and safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals not compliant with meal pattern requirements</td>
<td>Failure to maintain adequate records</td>
</tr>
<tr>
<td>Missing records</td>
<td>Claiming children not in attendance</td>
</tr>
<tr>
<td>False information on the application to participate in the Program</td>
<td>Failure to train and monitor sponsored centers or providers</td>
</tr>
</tbody>
</table>
Step 2: Notice of Serious Deficiency

The Notice of Serious Deficiency is issued by the State Agency or Sponsoring organization. This notice outlines and defines the violation of Program requirements. The notice also specifies any corrective actions needed and a deadline by which the violations must be corrected.

This notice also states that the serious deficiency determination is NOT subject to appeal.

Step 3: Corrective Action

The organization is given an opportunity to correct the violation within the specified period of time. If the corrective action is accomplished to the State Agency’s satisfaction, the serious deficiency determination will be temporarily deferred.

The Corrective Action response must address:

- Who?
- What?
- When?
- Where?
- How?
Step 4: Notice of Proposed Termination & Disqualification

If the organization fails to correct or resolve the serious deficiency by the specified date, the State Agency will send the Notice of Proposed Termination and Proposed Disqualification. This notice outlines:

- **Who** is being disqualified;
- The **basis** for the proposed action;
- The **effective date** of the proposed action;
- Procedures for **appealing** the proposed action;
- Whether CACFP payments will **continue** during the appeal; and
- The action will continue even if the recipient **voluntarily** terminates the contract.

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Step 5: Notice of Termination and Disqualification

- If the organization does not appeal, or if the hearing official rules in favor of the State Agency, OCN will **immediately** issue a Notice of Termination and Disqualification.
- Remember, this Notice cannot be appealed.
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.

Corrective Action
What is the definition of Corrective Action?

According to 2 CFR 200.26, a corrective action is the *action* the organization will take within a specific time frame to address the finding of noncompliance and to prevent it from recurring.

Why is Corrective Action Required?

Corrective action is **required** to address Program findings and to **maintain** Program compliance.

**Participating organizations:**
- are required to provide corrective action as a result of findings cited by the State Agency during a compliance review or as a result of your sponsorship being declared seriously deficient (SD).
- are required to provide corrective action as a result of findings from your independent program audit.
- are required to obtain corrective action from your sponsored day care home providers or centers for findings cited during a monitoring visit or as part of the SD process for your sponsored facilities.
Corrective Action

- is new or improved processes or procedures;
- is implemented within a specific time frame;
- is expected to resolve the condition that resulted in noncompliance;
- is expected to prevent recurrence; and
- identifies who is responsible for implementing and maintaining new processes or procedures.

Corrective Action Plan

According to 2 CFR 200.511(c), a Corrective Action Plan is a written response that details the specific action the organization will take within a specific time frame to permanently correct the noncompliance.
The Corrective Action Plan must:

- Detail step-by-step actions.
- Contain actions which must resolve the cause that resulted in the noncompliance.
- Outline actions that permanently prevent recurrence.
- Include processes and procedures that are consistent with federal regulations, State Agency policy, and internal, organizational requirements.
- Be signed and dated by the organization.

Components of a Corrective Action Plan

- **What** procedures will be implemented to permanently correct the noncompliance?
- **Who** will be responsible for the task?
- **How** the staff and facilities will be informed of the new policies and procedures?
- **When** the procedures to permanently correct the noncompliance will be implemented, including a timeline for implementing the procedure?
- **Where** will the Corrective Action Plan be retained?
### Assessment of Corrective Action

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Does the CAP provide a detailed explanation of what actions, and series of steps (procedures) the organization will take to correct the program violation?</td>
</tr>
<tr>
<td>2.</td>
<td>Is the CAP specific, actionable, and measurable?</td>
</tr>
<tr>
<td>3.</td>
<td>Does the CAP have language that addresses the cause of the issue?</td>
</tr>
<tr>
<td>4.</td>
<td>Does the CAP describe how the organization will implement the actions and steps for correcting the program violation(s)?</td>
</tr>
<tr>
<td>5.</td>
<td>Does the CAP provide a detailed process to correct the program violation(s) and explain how the process will be followed consistently to prevent future operational weaknesses?</td>
</tr>
<tr>
<td>6.</td>
<td>Does the CAP identify a single person/position who is responsible for making sure corrective action is taken?</td>
</tr>
<tr>
<td>7.</td>
<td>Did the CAP identify when the procedures for addressing the program violation(s) will begin and how often the procedure will be done (timeframes)?</td>
</tr>
<tr>
<td>8.</td>
<td>Does it provide details of where the CAP will be retained and for how long? Is it in a safe and secure place?</td>
</tr>
<tr>
<td>9.</td>
<td>Does the CAP describe how staff and facilities will be informed of the new procedures outlined in the CAP?</td>
</tr>
</tbody>
</table>
| 10. | If training is a component of institution’s CAP, is there sufficient detail present to indicate:  
(a) when and how often the training will be offered;  
(b) who will conduct the training;  
(c) who will participate in the training, and  
(d) what topics will be covered during the training session? |
| 11. | Did the institution’s authorized representative sign and date the CAP and submit all supporting documentation requested by the State Agency’s reviewer? |
Civil Rights
Child and Adult Care Food Program

PY 2023-2024 CACFP Annual Training
The purpose of FNS Instruction 113-1 is to:

- Establish and convey policy;
- Provide guidance and direction; and
- 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.
The annual training must include, but not be limited to, the following training topics in the FNS Instruction 113-1:
- Collection and Use of Data
- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of noncompliance
- Requirements for reasonable modifications for persons with disabilities
- Requirements for language assistance
- Conflict resolution
- Customer service

What is a Protected Base?
- 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

Child Nutrition protected bases are:
1. Race
2. Color
3. National Origin
4. Age
5. Disability
6. Sex (including gender identity and sexual orientation)

"And Justice for All" Poster

- MUST be displayed where benefits are issued/received.
- Reproductions must be at equal size (11x17)
- If copied as black & white, use Form AD-475-A
- Revised May 2022*
**Full Non-Discrimination Statement**

Must use correct version for CN Programs

Accessible on the OCN Home Page

https://mdek12.org/OCN

Direct Link


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**Short Non-Discrimination Statement**

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 Child Care is an equal opportunity provider.
USDA is an equal opportunity provider.

Collection and Use of Data
State and Local agencies are required to obtain data by race and ethnicity.
Self identification or self-reporting is the preferred method of obtaining characteristic data.
Applicants/participants may not be required to furnish information on their race or ethnicity.
Visual observation is NO LONGER an allowable method for Program operators to use during the collection of race or ethnicity data. (CACFP 11-2021, SFSP 07-2021)
Effective Public Notification System

The purpose of the public notification system 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 Limited English Proficiency (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

Verbal Complaints – the person to whom the allegations are made must write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:

- Complainant Name, address & phone (email or other contacting means)
- Specific location and name of Agency delivering the service or benefit
- Nature of the incident or action that led the complainant to feel discriminated
- The 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 which the alleged discriminatory actions occurred or the duration of such actions

Flow Chart
Available on last Page of FNS 113-1
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.

Indicators of possible Civil Rights concerns may include:

- unusual fluctuations of racial / ethnic groups in service area
- number of discrimination complaints filed against the Agency
- unresolved findings from previous reviews
- information from grassroots orgs, advocacy, State officials, etc.

Resolution of Noncompliance

Noncompliance - Factual finding that a Civil Rights requirement is not being adhered to by a program operator.

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.
Requirements for Reasonable Modifications for Persons with Disabilities

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.

Requirements for Language 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).
Reasonable Steps: Factors

- 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 individuals encounter the program
- The nature and importance of the program, activity, or service provided by the program to people’s lives
- 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.
Limited English Proficiency (LEP)

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

USDA LEP Policy Guidance can be found at:

https://www.fns.usda.gov/cr/limited-English-proficiency-lep

Conflict Resolution

**Conflict** - when one or both parties are not able to secure what they need or want and are actively seeking their own goals.
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**

1. **Remain calm.**
2. **Enter the process with an open mind.**
3. **Don’t prejudge others.**
4. **Don’t over-react.**
5. **Attack the problem, not the person; and listen to their concerns.**

**Alternate Dispute Resolution (ADR)**

Alternate Dispute Resolution (ADR)

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

- Be professional.
- Be courteous.
- Listen intently and take notes if needed.
- Repeat back what you have been told to ensure correctness.
- Follow up with corrective action if required.
- Remember . . You are providing a service!

Questions?
Application Renewal
Child and Adult Care Food Program

PY 2023-2024 CACFP Annual Training

The renewal process requires institutions and organizations with valid agreements to annually confirm licensing and annually submit to the State agency any additional information to confirm compliance with CACFP regulations.
Annual Certification

State agencies determine what information is annually required for proper oversight of the CACFP.

Federal Annual Renewal Requirements

<table>
<thead>
<tr>
<th>Institution is currently in compliance with the required performance standards of financial viability, administrative capability, and Program accountability.</th>
<th>No sponsored facility or principal is on the National Disqualified List (NDL).</th>
<th>Outside Employment Policy is current and in effect.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names, addresses, and dates of birth of responsible principals are current and up to date.</td>
<td>Institution or organization is not currently on the National Disqualified List (NDL).</td>
<td>Management Plan on file is complete and up to date.</td>
</tr>
</tbody>
</table>
Renewal for Program Year 2023-2024

The 2023-2024 Child and Adult Care Food Program (CACFP) Renewal Process can be completed in the Mississippi Application Reimbursement System (MARS) beginning **July 1, 2023**.

Deadline for Submission of Required Documentation

**September 1, 2023**

*Don't Miss the DEADLINE!*
Renewal and Program Participation

• A complete and correct application must be received by the application due date in order to ensure participation.
• Program operators with incomplete and/or incorrect submission will be denied.
• In order to be eligible to participate in PY 2023-2024, all Renewal documentation must be submitted no later than September 1, 2023.

Renewal Documentation

• Current Child Care Facility License for each site
• Current Food Service Certificate for each site
• All bank statements for the CACFP food service account:
  ➢ July 2022 through September 2022
  ➢ April 2023 through June 2023
• Organizations with multiple funding sources must submit a ledger outlining CACFP reimbursements and expenditures in addition to the bank statements
• Privilege Tax License (if applicable)
• Fire Marshal’s Report (At Risk and Adult Daycare Organizations)
• Documentation supporting all Budgeted Items
Renewal Documentation

- Proration Methods/Procedures for Shared Costs
- Organization Staffing Pattern
- Monitoring Schedule for Sponsoring Organizations
- Sponsor/Site Agreements (Sponsors of Unaffiliated Sites)
- Training Plan with tentative dates and topics to be covered for Program Year 2023-2024

Renewal Documentation

- Board Minutes for Non-profit Organizations accepting “Final Financial and Administrative Responsibility for CACFP for program year 2023-2024”
- Review and Update Management Plan in MARS
- Review and Update each Site Application in MARS
- Review and complete the Annual Audits section in MARS (for institutions expending $750,000 in total federal funds from all sources not just Child Nutrition funds!)
Renewal Documentation for FDCH Sponsors ONLY

- Copies of Money Orders and Request to Inspect forms for providers who are due for inspections for the months of July-September*
- Family Day Care Home Provider Monitoring Spreadsheet
- List of providers who qualify for Tier I based on SNAP participation
- Administrative Reimbursement Worksheet

Other Renewal Documentation (if Needed)

The following documents must be submitted to the State Agency if changes to key personnel have occurred:

- Mississippi Application Reimbursement System (MARS) Username and Password Form
- Request to Amend Signature
Making it Make Dollars and Cents!

$2,500,000.00 reimbursement requested for late renewal applications for PY 2023

$300,000 unallowable costs identified at renewal for PY 2023
Common Reasons for Return during Renewal

- **Unallowable or unapproved** expenses on the Financial Statements
- Failure to submit a **Current** License or Food Permit
- **Incomplete** or **Inconsistent** Exemption Questionnaire to the MSDH
- **Out of Date** and **Incomplete** Board Minutes
- Items in the **Budget** without supporting documentation

Unallowable or Unapproved expenses on the Financial Statements

**Issue:**
The State Agency identifies payments to an unapproved vendor on the Food Service Account bank statement.

**Resolution:**
1. The **total amount** of funds paid to the unapproved vendors must be re-deposited into the Food Service Account.
2. Submit a detailed Corrective Action Plan.
3. Upload a copy of a validated deposit slip into MARS.
Failure to submit a Current License or Food Permit

Issue:
The renewing institution or organization submits an expired facility license or food permit.

Resolution:
The renewing institution or organization must upload a current copy of their facility license or food permit into MARS.

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Submitting the Application with Zero "0" Attachments

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<th>Status</th>
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Incomplete or Inconsistent Exemption Questionnaire to the MSDH

**Issue:**
The renewing institution or organization has increased the hours of operation for its At-Risk Afterschool Program.

**Resolution:**
The renewing institution or organization must submit a revised Exemption Questionnaire to MSDH outlining the changes to the hours of operation. The determination from MSDH must be submitted to the State Agency and uploaded into MARS.

Out of Date and Incomplete Board Minutes

**Issue:**
The renewing institution or organization submits Board Minutes with the statement “We will participate in CACFP.”

**Resolution:**
The renewing institution or organization must submit revised Board Minutes: Accepts Final Financial and Administrative Responsibility for the CACFP for program year 2023-2024.”
Items in the Budget without Supporting Documentation

**Issue:**
The renewing institution or organization submits a line-item request in the budget for utilities for the upcoming program year.

**Resolution:**
The renewing institution or organization must upload a copy of its proration methodology and a copy of the most recent utility bill into MARS.

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Budget Checklist

- The Budget Checklist is a list of required supporting documentation and information.
- Use this Checklist to ensure that you are submitting the proper information for the State Agency to approve the request.

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Application Deadline

September 1, 2023

Don't Miss the DEADLINE!

Questions?
Susie Q. Evans-Gater
Director, CACFP/SFSP
susie.evans@mdek12.org
Short Non-Discrimination Statement

This institution is an equal opportunity provider.