

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



CACFP/SFSP Division

601-576-5000

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

April-May 2024



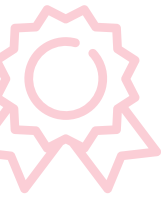
VISION

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

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated “C” or Higher

6



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 2024-2025 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.

A close-up photograph of a blue and silver ballpoint pen lying diagonally across a document. The document features a bar chart with several blue bars of varying heights. The pen's tip is pointing towards the bottom right of the frame.

Over-Arching Themes

- Performance Standards
- Recordkeeping Requirements

V. C. A.

- Financial Viability
- Administrative Capability
- Program Accountability

Recordkeeping Requirements

C A C F P

Administrative Responsibilities

- Budgeting and ACQR
- Training
- Monitoring

CN Meal Pattern Requirements

- OCN
- MSDH

Compliance & Oversight

- Compliance Reviews
- Corrective Action

Civil Rights

Renewal for PY 2024-2025

V. C. A.

Child and Adult Care Food Program

PY 2024-2025 CACFP Annual Training



V C A

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

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

Why is **VCA** important in the CACFP?

Federal CACFP regulations require all participating institutions to demonstrate financial **viability**, maintain adequate **administrative** capability, and have internal controls for **accountability**.



V

Financial Viability

7 CFR

226.6(b)(1)(xviii)(A)

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** assess 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



Demonstrating Financial Viability

- Are funds available to operate each day?
- Are you awaiting reimbursement to pay vendors and employees?
- Are the balances in business accounts positive?

C

**Administrative
Capability**

7 CFR
226.6(b)(1)(xviii)(B)

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



Demonstrating Administrative Capability

- What qualifications are required for the person with program duties?
- Do you have written policies and procedures assigning CACFP responsibilities and duties and ensuring compliance with Civil Rights requirements?
- Is there a sufficient number of staff to perform program duties?

A

Program Accountability

7 CFR
226.6(b)(1)(xviii)(C)

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

Demonstrating Program Accountability

Fiscal Requirements	Program Requirements
Maintaining a sound fiscal management system for ALL PROGRAM FUNDS	Menu planning and preparation in compliance with all nutritional requirements from state and federal agencies
All accounting records are supported by source documentation and clearly show the use of CACFP funds	Program operator maintains complete and accurate records of daily meal counts, eligibility, enrollment, and all other program requirements
Financial records are current and correct and not co-mingled with other funds	Staff is trained in a timely and consistent manner to ensure program compliance and training is supported by thorough records



Recordkeeping Requirements

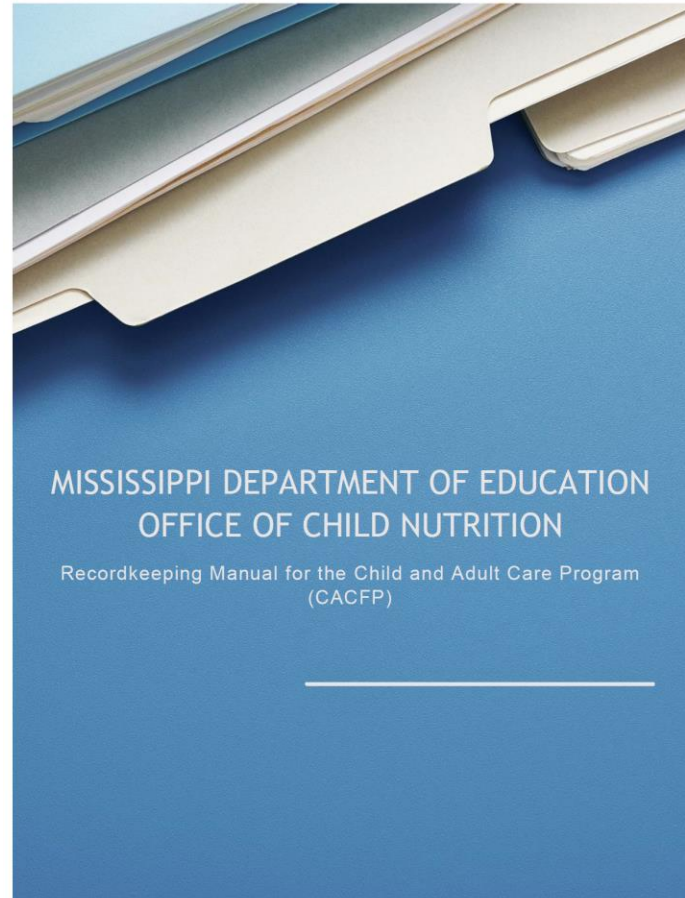
Child and Adult Care Food Program

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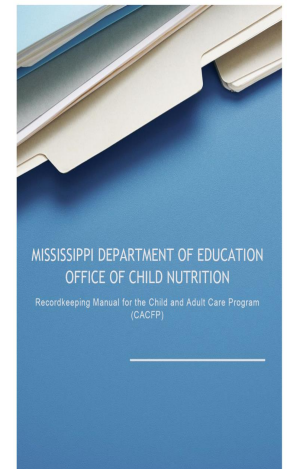
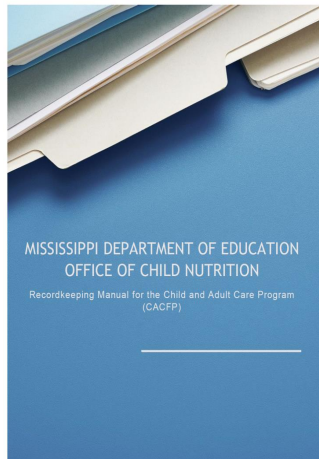


Recordkeeping Requirements

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



- 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.



- Instructions for Completing the Forms
- Sample of each Forms
- Examples to Reference



INSTRUCTIONS

EXAMPLE

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.*
- Sponsoring organizations must establish and consistently follow procedures for **collecting**, **maintaining**, and **retrieving** records for their sponsored facilities. 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?

25

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

Program Records	Financial Records
Records that demonstrate the successful operations of the CACFP	Records that demonstrate the financial compliance of the CACFP

Types of Records

Program Records	Financial Records
Enrollment Forms	Cost Worksheet
Income Eligibility Forms/Meal Applications	CACFP Bank Statement Reconciliation
Daily Meal Count Sheet	Itemized Receipts and Invoices
Master Roster	Employee Timesheets/Earning Statements (Payroll)
Attendance Records and Sign-in/Out Sheets	Procurement Records
Training Sessions	Transfer Form (Payroll Only)
Menus/Production Records	YTD Earnings and Expenses
Monitoring Observations	Compensation Plan

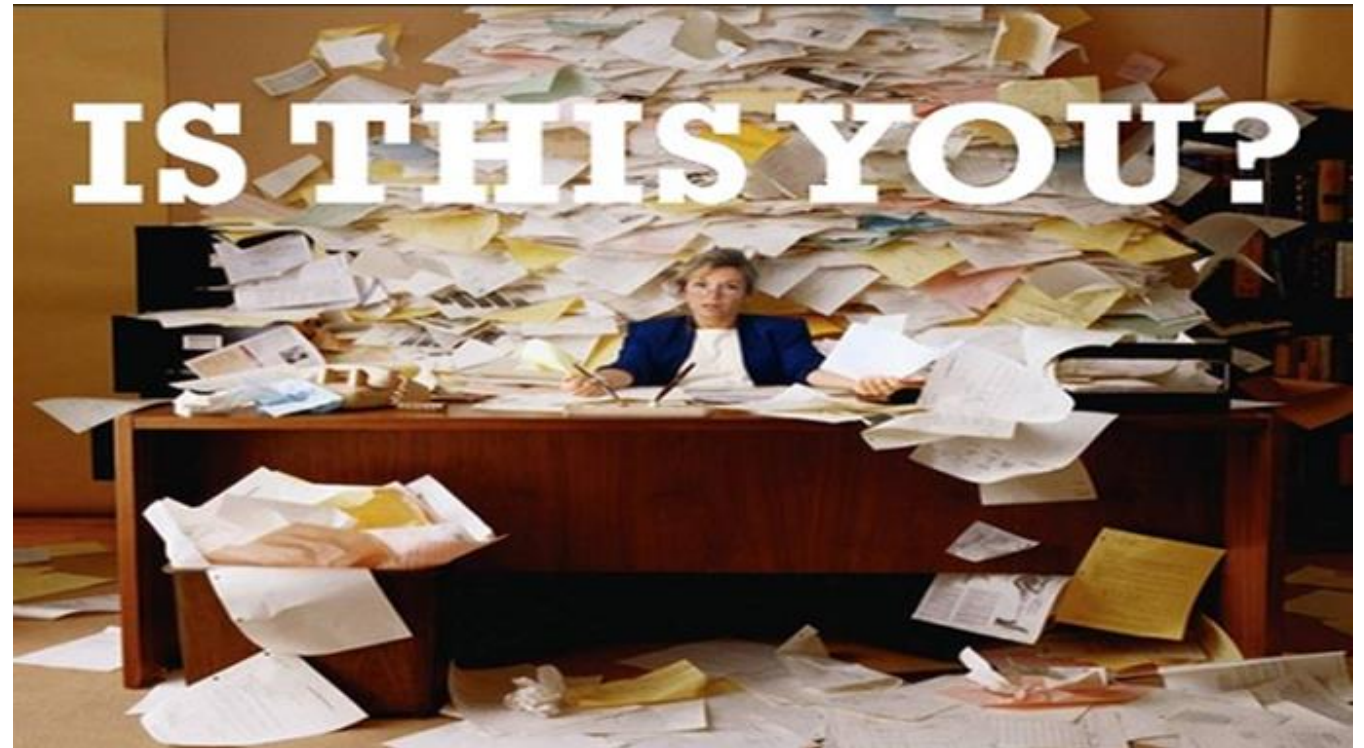
Common Challenges Associated with Recordkeeping

- 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 counts are not recorded at the time of service.
- Records are not available or are nonexistent.
- Menu Book not on site (At home, in the car, lost).
- Records locked in a file cabinet or office that staff does not have access.



Impact of Poor Record Keeping

- Findings such as serious deficiencies (SD)
- Denial of claims
- Required to repay prior reimbursements
- **REMEMBER!**...if you do not have accurate records to show that meals were served and funds were spent on allowable costs, an overclaim may assessed and costs may be designated as unallowable



Maintaining and Managing Records...

Is It REALLY Necessary?





- 
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Key Elements of 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 your staff should be able to access them within one hour.
- If they are maintained in paper form and stored offsite, you should be able to retrieve them within forty-eight hours.





Key Elements of Record Retention and Retrieval

- Records should be maintained for the three previous years plus the current year unless there is an audit finding. ***Then the records must be maintained until the audit finding is resolved.***
- Terminated sponsoring organizations and facilities are required to maintain records according to the requirements. ***Termination does not relieve them of their recordkeeping requirements.***
- Also, maintaining electronic/automated records does not necessarily mean that you're in compliance. ***If the software crashes and there are no back-up records, the facility may not be in compliance with the Program.***

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



Current year = within one hour

Prior year = within forty-eight
hours



CACFP

Child and Adult Care Food Program

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Revenues

Budget Category	Approved Amended Budget	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Year to Date Revenues	Budget Balance	Percentage Budget Earned
Projected Total Annual Revenue	74,654	16,512	0	0	0	16,512	58,142	22.12
Total Revenues	74,654	16,512	0	0	0	16,512	58,142	22.12

Operating Expenses

Budget Category	Approved Amended Budget	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Year to Date Expenditures	Budget Balance	Percentage Budget Expended
Salary and Wages	29,109	7,419	0	0	0	7,419	21,690	25.49
Benefits	0	0	0	0	0	0	0	0.00
Food Purchases	37,327	6,700	0	0	0	6,700	30,627	17.95
Meal Contracts (meal cost)	0	0	0	0	0	0	0	0.00
Mileage (meal transporting cost)	0	0	0	0	0	0	0	0.00
Non-Food Supplies	3,217	810	0	0	0	810	2,407	25.18
Printing/Postage/Communications	0	0	0	0	0	0	0	0.00
Purchased Services	0	0	0	0	0	0	0	0.00
Food Service Space	0	0	0	0	0	0	0	0.00
Reimbursement to Unaffiliated Centers (Sponsors Only)	0	0	0	0	0	0	0	0.00
Equipment Purchase over \$500	0	0	0	0	0	0	0	0.00
Other	58	0	0	0	0	0	58	0.00
Total Operating Expenses	69,711	14,929	0	0	0	14,929	54,782	21.42

Observations

- Projected CACFP Reimbursement is **3% less** than budgeted
- Salary/Wages is **3% higher** than earned reimbursement
- Food Purchases were **8% lower** than Salary/Wages



What Actions must be taken by the Program Operator?

- Increase the amount of C A C **F** P funds expended on Food Purchases
- Decrease the amount of C A C **F** P funds expended on Salary/Wages

Operating Expenses

Budget Category	Approved Amended Budget	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Year to Date Expenditures	Budget Balance	Percentage Budget Expended
Salary and Wages	23,511	6,329	0	0	0	6,329	17,182	26.92
Benefits	0	0	0	0	0	0	0	0.00
Food Purchases	38,435	15,772	0	0	0	15,772	22,663	41.04
Meal Contracts (meal cost)	0	0	0	0	0	0	0	0.00
Mileage (meal transporting cost)	0	0	0	0	0	0	0	0.00
Non-Food Supplies	3,000	4,243	0	0	0	4,243	-1,243	141.43
Printing/Postage/Communications	0	0	0	0	0	0	0	0.00
Purchased Services	0	0	0	0	0	0	0	0.00
Food Service Space	0	0	0	0	0	0	0	0.00
Reimbursement to Unaffiliated Centers (Sponsors Only)	0	0	0	0	0	0	0	0.00
Equipment Purchase over \$500	0	0	0	0	0	0	0	0.00
Other	216	0	0	0	0	0	216	0.00
Total Operating Expenses	65,162	26,344	0	0	0	26,344	38,818	40.43

What Actions must be taken by the Program Operator?

- Revise the budget to increase Lines **B3** and **B6**
- Amend the budget to decrease the **amount** expended on Salaries (**B1**)
- Add Other Source of Revenue to Line **E4**



- Overspend Salary/Wages by **\$1,805** by the end of the year
- Overspend Food Purchases by **\$24,653** by the end of the year
- Overspend Non-Food Supplies by **\$13,972** by the end of the year

Revenues

Budget Category	Approved Amended Budget	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Year to Date Revenues	Budget Balance	Percentage Budget Earned
Projected Total Annual Revenue	179,808	36,528	0	0	0	36,528	143,280	20.32
Total Revenues	179,808	36,528	0	0	0	36,528	143,280	20.32

Administrative Expenses

Budget Category	Approved Amended Budget	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Year to Date Expenditures	Budget Balance	Percentage Budget Expended
Salary and Wages	152,070	36,415	0	0	0	36,415	115,655	23.95
Benefits	0	0	0	0	0	0	0	0.00
Supplies	1,200	0	0	0	0	0	1,200	0.00
Office Materials (Expendable) Supplies	1,000	0	0	0	0	0	1,000	0.00
Equipment Purchases	0	0	0	0	0	0	0	0.00
Equipment Rental/Lease	1,220	300	0	0	0	300	920	24.59
Printing/Postage/Communications	0	0	0	0	0	0	0	0.00
Office Space/Rental/Lease/Depreciation Use Allowance	0	0	0	0	0	0	0	0.00
Utilities/Facility Maintenance/Janitorial Services	0	0	0	0	0	0	0	0.00
Travel for Program Operations	0	0	0	0	0	0	0	0.00
Provider Workshops/Participant/Staff Training	0	0	0	0	0	0	0	0.00
Nutrition Education Materials	0	0	0	0	0	0	0	0.00
Meetings/Conferences	0	0	0	0	0	0	0	0.00
Contracted/Professional Services	16,804	4,158	0	0	0	4,158	12,646	24.74
Insurance Premiums/Bonding	0	0	0	0	0	0	0	0.00
Memberships/Subscriptions/Professional Activities	0	0	0	0	0	0	0	0.00
Other Administrative Expenditures/Advertising	0	0	0	0	0	0	0	0.00
Other	0	0	0	0	0	0	0	0.00
Total Administrative Expenses	172,294	40,873	0	0	0	40,873	131,421	23.72

Observations - FDCH

- Projected CACFP Reimbursement is **4.6% less** than budgeted
- Total Administrative expenses are **11.9% more** than earned reimbursement.



What Actions must be taken by the FDCH Sponsor?

- Decrease the amount of C A C **F** P funds expended on Salary/Wages
- Decrease the amount of C A C **F** P funds expended on other lines items.

Administrative Expenses

Budget Category	Approved Amended Budget	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Year to Date Expenditures	Budget Balance	Percentage Budget Expended
Salary and Wages	33,431	6,407	3,793	8,141	10,163	28,504	4,927	85.26
Benefits	11,279	709	444	1,296	2,362	4,811	6,468	42.65
Supplies	0	0	0	0	0	0	0	0.00
Office Materials (Expendable) Supplies	1,911	0	0	314	2,045	2,359	-,448	123.44
Equipment Purchases	0	0	0	0	4,023	4,023	-4,023	0.00
Equipment Rental/Lease	0	0	0	0	0	0	0	0.00
Printing/Postage/Communications	800	10	6	12	899	927	-,127	115.88
Office Space/Rental/Lease/Depreciation Use Allowance	0	0	0	0	0	0	0	0.00
Utilities/Facility Maintenance/Janitorial Services	0	0	0	0	0	0	0	0.00
Travel for Program Operations	6,000	396	334	0	1,198	1,928	4,072	32.13
Provider Workshops/Participant/Staff Training	1,050	0	0	0	143	143	907	13.62
Nutrition Education Materials	0	0	0	0	0	0	0	0.00
Meetings/Conferences	784	0	0	508	0	508	276	64.80
Contracted/Professional Services	0	0	0	0	0	0	0	0.00
Insurance Premiums/Bonding	0	0	0	0	0	0	0	0.00
Memberships/Subscriptions/Professional Activities	0	0	0	0	0	0	0	0.00
Other Administrative Expenditures/Advertising	0	0	0	0	0	0	0	0.00
Other	6,085	968	576	1,297	1,703	4,544	1,541	74.68
Total Administrative Expenses	61,340	8,490	5,153	11,568	22,536	47,747	13,593	77.84

What Actions must be taken by the FDCH Sponsor?

- Revise the budget to increase Lines **B4** and **B7**
- Amend the budget to include **amount** expended on Equipment Purchase (**B5**)
- Add Other Source of Revenue to Line **C4**



- Overspent office supplies by **\$448** by the end of the year
- Overspent on Equipment Purchases by **\$4,023** by the end of the year
- Overspent Printing/Postage/Communications by **\$127** by the end of the year



Administrative Responsibilities

Child and Adult Care Food Program

PY 2024-2025 CACFP Annual Training



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.

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



Purpose of a CACFP Budget

- Financial Plan
- State Agency Approval
- Tool for Decision Making
- Serves as a Means of Monitoring Performance



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, or utilities **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.



55



Lines B1 and D1



- Issued in July 2023
- Maximum amount CACFP funds can be used to pay salaries
- Upheld by the MS Attorney General's office (three appeals)

Occupational Codes and Salary Ranges for the Child and Adult Care Food Program (CACFP)

Occupation Code	Occupation Title	Common CACFP Job Title	Mean Hourly Wage	Annual Mean Wage
11-1021	General and Operations Managers	Executive Director	\$42.51	\$88,410
		Program Director		
		Program Administrator		
		Operations Manager		
13-1041	Compliance Officers	Monitor	\$28.71	\$59,710
		Training Director/Coordinator		
		Compliance Director/Officer		
13-2088	Financial Specialists	Chief Financial Officer	\$31.60	\$65,730
		Budget Officer		
		Business Manager		
		Finance Manager		
27-3031	Public Relations Specialists	Public Relations Coordinator	\$24.55	\$51,060
		Director of Communications		
		Media Specialist		
29-1031	Dietitians and Nutritionists	Nutritionist	\$24.59	\$51,150
		Dietitian		
43-1011	First-Line Supervisors of Office and Administrative Support Workers	Nutrition Coordinator		
		Office Manager	\$25.06	\$52,120
		Administrative Assistant		
		Administrative Manager		

Occupational Codes and Salary Ranges for the Child and Adult Care Food Program (CACFP)

35-1012	First-Line Supervisors of Food Preparation and Serving Workers	Site Supervisor	\$15.57	\$32,380
		Kitchen Manager/Supervisor		
		Cafeteria Manager		
35-2012	Cooks, Institution and Cafeteria	Cook/Head Cook	\$11.87	\$24,690
		Assistant Cook		
		Lead Cook		
35-2021	Food Preparation Workers	Food Service Staff	\$11.54	\$24,010
		Site Worker		
		Server		
		Packer		
		Kitchen Assistant/Tech		
		Kitchen Aide/Helper		
		Food Inventory Clerk		
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	Janitor	\$12.35	\$25,700
		Custodian		
		Sanitation Technician		
43-3031	Bookkeeping, Accounting, and Auditing Clerks	Bookkeeper	\$19.38	\$40,310
		Accountant		
		Fiscal Clerk		
		Accounting Clerk		
53-3031	Driver	Driver	\$14.87	\$30,920
		Transporter		

	Org Complete This Column	FOR STATE USE ONLY Approved
A. Anticipated Annual CACFP Revenue		
1. Number of sites	<input type="text"/>	
2. Projected Total Annual Revenue	\$ <input type="text"/>	\$0.00
B. Projected Operating CACFP Expenditures		
1. Salary and Wages	\$ <input type="text"/>	\$0.00
2. Benefits	\$ <input type="text"/>	\$0.00
3. Food Purchases	\$ <input type="text"/>	\$0.00
4. Meal Contracts (meal cost)	\$ <input type="text"/>	\$0.00
5. Mileage (meal transporting cost)	\$ <input type="text"/>	\$0.00
6. Non-Food Supplies	\$ <input type="text"/>	\$0.00
7. Printing/Postage/Communications	\$ <input type="text"/>	\$0.00
8. Purchased Services	\$ <input type="text"/>	\$0.00
9. Food Service Space	\$ <input type="text"/>	\$0.00
10. Reimbursement to Unaffiliated Centers (Sponsors Only)	\$ <input type="text"/>	\$0.00
11. Equipment Purchase over \$500	\$ <input type="text"/>	\$0.00
12. Other <input type="text"/>	\$ <input type="text"/>	\$0.00
Total Operating Costs	\$0.00	\$0.00
C. Net Operating Amount		
1. Difference (A-B)	\$0.00	\$0.00



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

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

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

A2

- Add the total reimbursement received for October 2023-June 2024 and divide this amount by 9.
- Multiply this number by 12.
- The total will be the projected reimbursement for PY 2024-2025.
- Input this number into Lines A2 and E2 of the Budget.

Example:

Child Nutrition Daycare Center received **\$67,898** in reimbursement for October 2023-June 2024.

$$\begin{aligned} \$67,898 / 9 \text{ months} &= 7,544.22 \\ \$7,544.22 \times 12 \text{ months} &= \$90,530.67 \\ \text{The projected reimbursement is } &\$90,530.67 \end{aligned}$$





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

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

REMEMBER!

Cost Allocation and
Proration Methodology
for Shared Costs

***Procurement Standards must be adhered to for all costs!**

MARS Budget - Operating Expenses

Budget Version: Original

Org Complete
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FOR STATE USE ONLY
Approved

A. Anticipated Annual CACFP Revenue

1. Number of sites	<input type="text"/>	
2. Projected Total Annual Revenue	\$ <input type="text"/>	\$0.00



B. Projected Operating CACFP Expenditures

1. Salary and Wages	\$ <input type="text"/>	\$0.00
2. Benefits	\$ <input type="text"/>	\$0.00
3. Food Purchases	\$ <input type="text"/>	\$0.00
4. Meal Contracts (meal cost)	\$ <input type="text"/>	\$0.00
5. Mileage (meal transporting cost)	\$ <input type="text"/>	\$0.00
6. Non-Food Supplies	\$ <input type="text"/>	\$0.00
7. Printing/Postage/Communications	\$ <input type="text"/>	\$0.00
8. Purchased Services	\$ <input type="text"/>	\$0.00
9. Food Service Space	\$ <input type="text"/>	\$0.00
10. Reimbursement to Unaffiliated Centers (Sponsors Only)	\$ <input type="text"/>	\$0.00
11. Equipment Purchase over \$500	\$ <input type="text"/>	\$0.00
12. Other <input type="text"/>	\$ <input type="text"/>	\$0.00
Total Operating Costs	\$0.00	\$0.00

C. Net Operating Amount

1. Difference (A-B)	\$0.00	\$0.00
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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.

C. Net Operating Amount

1. Difference (A-B)	\$0.00	\$0.00
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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*

REMEMBER!

Cost Allocation and
Proration Methodology
for Shared Costs

***Procurement Standards must be adhered to for all costs!**

MARS Budget - Administrative Expenses

67

D. Projected Administrative CACFP Expenditures

1.	Salary and Wages	\$ <input type="text"/>	\$0.00
2.	Benefits	\$ <input type="text"/>	\$0.00
3.	Supplies	\$ <input type="text"/>	\$0.00
4.	Office Materials (Expendable) Supplies	\$ <input type="text"/>	\$0.00
5.	Equipment Purchases	\$ <input type="text"/>	\$0.00
6.	Equipment Rental/Lease	\$ <input type="text"/>	\$0.00
7.	Printing	\$ <input type="text"/>	\$0.00
8.	Office Space/Rental/Lease/Depreciation Use Allowance	\$ <input type="text"/>	\$0.00
9.	Utilities/Facility Maintenance/Janitorial Services	\$ <input type="text"/>	\$0.00
10.	Travel for Program Operations	\$ <input type="text"/>	\$0.00
11.	Center Workshops/Participant Training/Staff Training	\$ <input type="text"/>	\$0.00
12.	Nutrition Education Materials	\$ <input type="text"/>	\$0.00
13.	Meetings/Conferences	\$ <input type="text"/>	\$0.00
14.	Contracted/Professional Services	\$ <input type="text"/>	\$0.00
15.	Insurance Premiums/Bonding	\$ <input type="text"/>	\$0.00
16.	Memberships/Subscriptions/Professional Activities	\$ <input type="text"/>	\$0.00
17.	Other Administrative Expenditures/Advertising	\$ <input type="text"/>	\$0.00
18.	Other <input type="text"/>	\$ <input type="text"/>	\$0.00
Total Direct Administrative Costs		\$0.00	\$0.00
19.	Total Modified Direct Costs (TMDC)*	\$ <input type="text"/>	\$0.00
Total Direct Costs and TMDC		\$0.00	\$0.00

*TMDC- Total Direct Costs-Equipment Purchases-Other Costs Per Indirect Cost Agreement

E. Summary

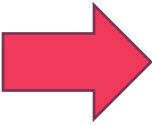
1.	Total Expenditures (Operating and Administrative)	\$0.00	\$0.00
2.	Total Anticipated Annual CACFP Reimbursement	\$	\$0.00
3.	Prior Year Carryover Non Profit Food Program Revenue	\$	\$0.00
4.	Total Other Revenue	\$	\$0.00
Explanation of Source of Other Revenue			
<div></div>			
5.	Total Revenue (E2 + E3 + E4)	\$0.00	\$0.00
6.	Net Balance (E5 Total Revenue – E1 Total Expenditures)	\$0.00	\$0.00
7.	<input type="checkbox"/> There are expenditures that require prior approval or specific written prior approval (SPWA).		

F. Allowed Administrative Costs

7 CFR 226.16 (b) (1) For sponsoring organizations of centers, the portion of the administrative costs to be charged to the program may not exceed 15 percent of the meal reimbursements estimated or actually earned during the budget year, unless the state agency grants a waiver in accordance with 226.7(g).

1.	Allowed Administrative Costs	\$0.00	15.00	%
2.	Indirect Cost	\$0.00	0.00	%
3.	<input type="checkbox"/> Waiver Requested?			

Certification



☐ I certify that the information on this form, and supporting documents, is true and 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 given in connection with receipt of federal funds. The Department of Education may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Document Attachments

Actions	Notes	Version	Uploaded By
Add an attachment			

Internal Use Only



Status: Pending Validation



Family Day Care Home Sponsors

- A1: Input the Number of Day Care Homes
- A2: Input amount from the Administrative Reimbursement Worksheet



	Org Complete This Column	FOR STATE USE ONLY Approved
A. Projected Revenue		
1. Number of Day Care Homes	<input type="text"/>	0
2. Projected Total Annual Revenue	\$ <input type="text"/>	\$0.00

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*

REMEMBER!

Cost Allocation and
Proration Methodology
for Shared Costs

***Procurement Standards must be adhered to for all costs!**

MARS Budget – Family Day Home Sponsors

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B. Projected Annual Administrative Costs

1.	Salary and Wages	\$	<input type="text"/>	\$0.00
2.	Benefits	\$	<input type="text"/>	\$0.00
3.	Supplies	\$	<input type="text"/>	\$0.00
4.	Office Materials (Expendable) Supplies	\$	<input type="text"/>	\$0.00
5.	Equipment Purchases	\$	<input type="text"/>	\$0.00
6.	Equipment Rental/Lease	\$	<input type="text"/>	\$0.00
7.	Printing/Postage/Communications	\$	<input type="text"/>	\$0.00
8.	Office Space/Rental/Lease/Depreciation Use Allowance	\$	<input type="text"/>	\$0.00
9.	Utilities/Facility Maintenance/Janitorial Services	\$	<input type="text"/>	\$0.00
10.	Travel for Program Operations	\$	<input type="text"/>	\$0.00
11.	Provider Workshops/Participant/Staff Training	\$	<input type="text"/>	\$0.00
12.	Nutrition Education Materials	\$	<input type="text"/>	\$0.00
13.	Meetings/Conferences	\$	<input type="text"/>	\$0.00
14.	Contracted/Professional Services	\$	<input type="text"/>	\$0.00
15.	Insurance Premiums/Bonding	\$	<input type="text"/>	\$0.00
16.	Memberships/Subscriptions/Professional Activities	\$	<input type="text"/>	\$0.00
17.	Other Administrative Expenditures/Advertising	\$	<input type="text"/>	\$0.00
Total Direct Administrative Costs			\$0.00	\$0.00
18.	Other <input type="text"/>	\$	<input type="text"/>	\$0.00

- 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

C. Summary

1.	Total Expenditures (Administrative)	\$0.00	\$0.00
2.	Total Anticipated Annual CACFP Reimbursement	\$	\$0.00
3.	Carryover from Previous FY	\$	\$0.00
4.	Total Other Revenue	\$	\$0.00
Explanation of Source of Other Revenue			
<div></div>			
5.	Total Revenue	\$0.00	\$0.00
6.	Net Balance (C5 Total Revenue – C1 Total Expenditures)	\$0.00	\$0.00
7.	Estimated Carryover for Next FY	\$	\$0.00
8.	<input type="checkbox"/> There are expenditures that require prior approval or specific written prior approval (SPWA).		

Certification

☐ I certify that the information on this form, and supporting documents, is true and 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 given in connection with receipt of federal funds. The Department of Education may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Document Attachments

7 CFR 226.6(b) (1) (IV) (C), (v), and (xvii) (A) (3) Costs in an institution's budget must be necessary, reasonable, allowable, and appropriately documented.

Institutions must account for the cost of operating a nonprofit food service. Attach a detailed budget itemizing each cost item. Use Mississippi's budget for Sponsoring Organizations of Day Care Homes.

Institutions are required to disclose and identify any financial information that inhibits Mississippi Department of Education from making an informed assessment of the allow ability of a particular cost. Complete the "Budget Justification Narrative" section in Mississippi's budget for these particular costs.

MYTH

FACTS

Common CACFP Budget Misconceptions

- The CACFP is a grant.
- Reimbursement is guaranteed.
- Budget = Reimbursement
- Once my Budget is approved, I do not have to adjust/revise it.
- CACFP reimbursement will cover all CACFP expenses
- Employees work for the CACFP, the amount and schedule of payroll is paid when CACFP reimbursement is received.

Actual Cost Quarterly Report (ACQR)

77





ACQR as a Financial Management Tool

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

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

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

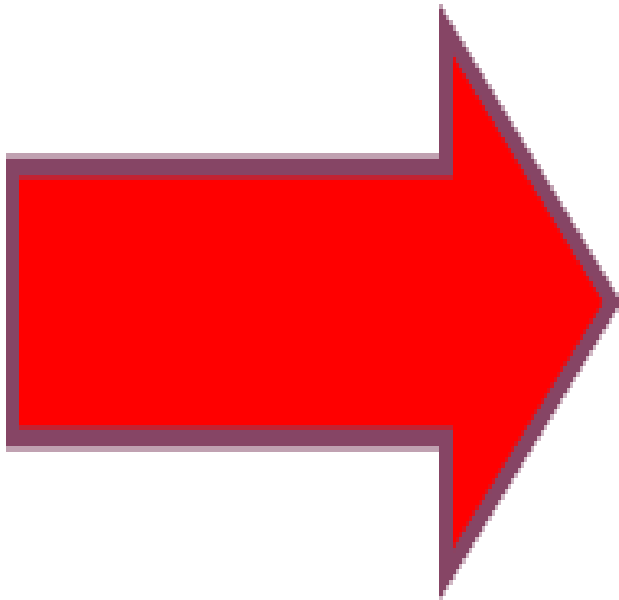
4th Quarter

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.



Just a
friendly
reminder...

Required Supporting Documentation

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





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.



New Hire Training

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





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

90

CACFP Requirements

Civil Rights

Recordkeeping

Meal Patterns

Meal Counts

Menu Books

Procurement

Food Allergies

Claims and Reimbursement

Properly Documenting Training

91



TRAINING **MUST** BE PROPERLY
DOCUMENTED *IN WRITING*.



THESE DOCUMENTS **MUST** BE
RETAINED WITH THE
ORGANIZATION'S CACFP FILES.

TRAINING SIGN IN SHEET

ORGANIZATION NAME: Child Nutrition Daycare

DATE: October 10, 2020

SUBJECT: CACFP Requirements & Civil Rights Training

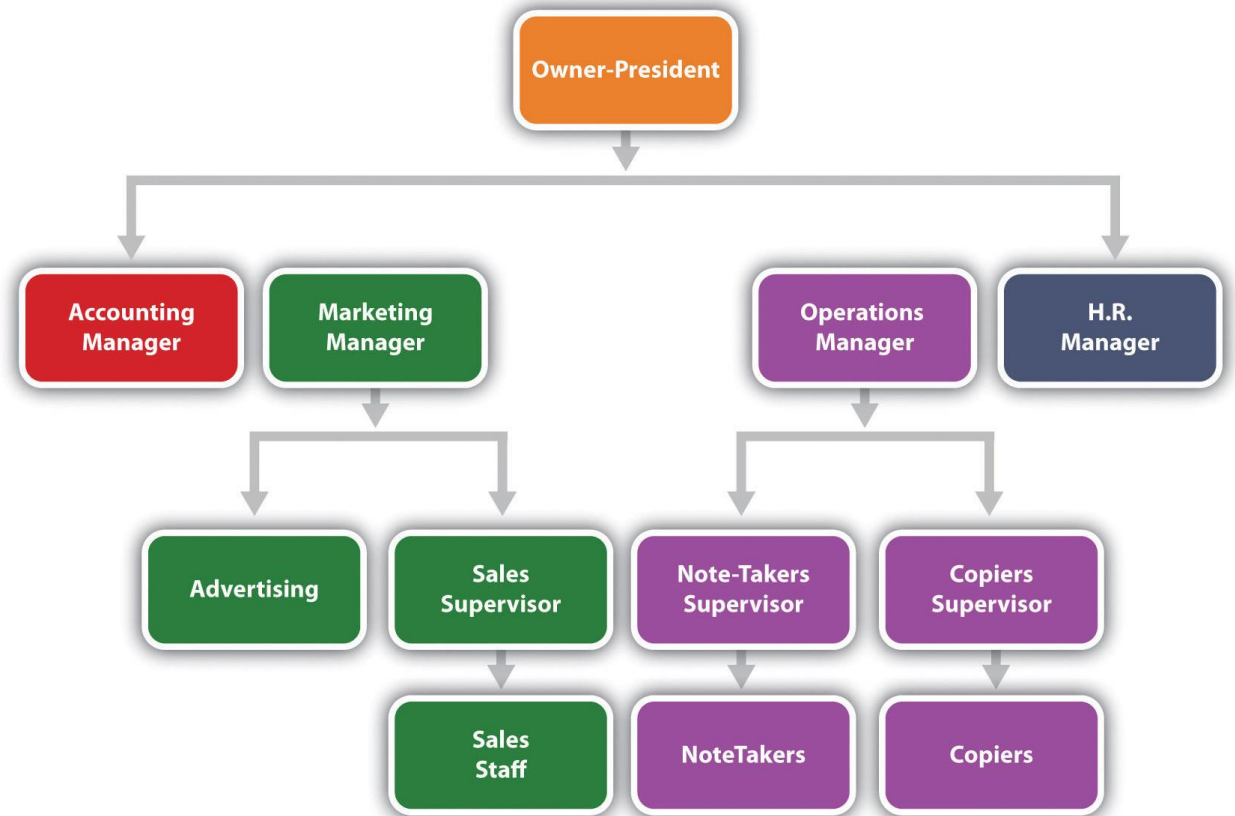
Print Name	Signature	Position
Faith Kindly	<i>Faith Kindly</i>	Director/Owner
Hope Love	<i>Hope Love</i>	Cook
Charity Compassion	<i>Charity Compassion</i>	Infant Teacher
Generosity Leader	<i>Generosity Leader</i>	Bus Driver
Brave Loyalty	<i>Brave Loyalty</i>	Toddler Assistant
Creative Cooperation	<i>Creative Cooperation</i>	Director Designee
Zest Optimism	Zest Optimism	Custodian
Honest Curiosity	<i>Honest Curiosity</i>	Preschool Teacher
Intelligent Perseverance	INTELLIGENT PERSEVERANCE	Toddler Teacher
Unselfish Integrity	Unselfish Integrity	Afterschool Activist



Key Staff

Who are your “Key Staff”?

- Director
- Assistant Director
- Owners
- Board Members
- Cook
- Caregivers/Teachers
- Volunteers

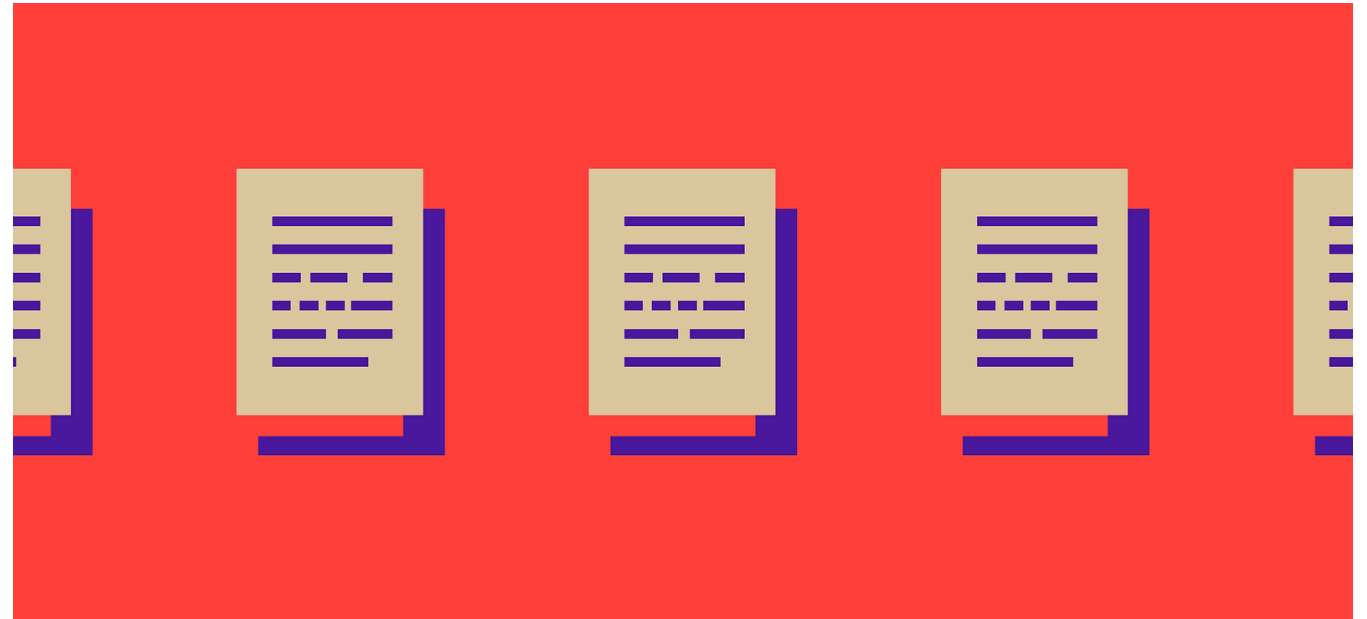


Annual Training Plan

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

The plan includes:

- Training Dates
- Training Topics





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.





Monitoring Responsibilities of Sponsoring Organizations

Each sponsoring organization must provide adequate assistance to supervisory and operational personnel for the effective management and monitoring of the CACFP at all facilities it sponsors.

Pre-approval Visits:

Verify program and food service readiness.

Training:

Mandatory CACFP responsibilities and annual updates.

Operational Reviews:

Compliance with meal patterns and program requirements.



Monitoring Staff and Written Procedures

- **Staffing Requirements:** Based on USDA guidelines:
 - A sponsoring organization of day care homes must employ the equivalent of one full-time staff person for each 50-to-150-day care homes it sponsors.
 - A sponsoring organization of centers must employ the equivalent of one full-time staff person for each 25 to 150 centers it sponsors.
- **Written Procedures:** Include staff roles, review processes, and handling non-compliance.



Site Monitoring Reviews and Frequency

- **Review Requirements:** Regular compliance assessments using the State Agency's approved tool.
- **Frequency:** Minimum of three reviews per year for each site.
 - New sites must be reviewed within the first four weeks of Program operations.
 - At least two of the three reviews must be unannounced.
 - No more than six months may elapse between reviews.

Documentation, Follow-ups, and Safety

- **Monitoring Documentation:** Detailed visit records.
- **Follow-up Reviews:** Correction of non-compliance issues.
- **Imminent Threats:** Immediate action on health/safety threats.

Household Contacts

To verify attendance, enrollment, and specific meal services received by participants in care through direct communication with households.

Ensures the integrity of meal counts and compliance with CACFP documentation requirements, addressing potential discrepancies or inflated claims.

Resolves discrepancies in meal counts, ensures compliance with CACFP regulations, and maintains program integrity.

Questions?

10
2



Meal Pattern Requirements

Child and Adult Care Food Program



PY 2024-2025 CACFP Annual Training

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.



When planning and serving meals consider the following:

- ✓ Balance
- ✓ Variety
- ✓ Contrast
- ✓ Color
- ✓ Eye Appeal



USDA
United States Department of Agriculture

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

Sample Meals for Children Ages 1-2

What is in a Breakfast?
Milk (8 fl. oz. or 1 cup)
Vegetables, Fruit, or Both (1/2 cup)
Grains (1/2 oz. eq.)

Optional: Breakfast alternatives may be served in place of the above items, as long as they are fortified with iron and folic acid.

Sample Breakfast
1/2 cup Grilled Cheese Sandwich
1/2 cup Unfortified whole milk
1/2 cup Unfortified low-fat (1%) or fat-free (skim) milk
1/2 cup Unfortified whole milk
1/2 cup Unfortified low-fat (1%) or fat-free (skim) milk

What is in a Lunch or Supper?
Milk (8 fl. oz. or 1 cup)
Meat/Meat Alternate (1 oz. eq.)
Vegetables (1/2 cup)
Fruit (1/2 cup)
Grains (1/2 oz. eq.)

All grains served must be whole grain-rich or enriched. Breakfast cereals may also be fortified.

Sample Lunch/Supper
1/2 cup Grilled Cheese Sandwich
1/2 cup Unfortified whole milk
1/2 cup Unfortified low-fat (1%) or fat-free (skim) milk
1/2 cup Unfortified whole milk
1/2 cup Unfortified low-fat (1%) or fat-free (skim) milk

What is in a Snack?
Pick 2:
Milk (4 fl. oz. or 1/2 cup)
Meat/Meat Alternate (1/2 oz. eq.)
Vegetables (1/4 cup)
Fruit (1/4 cup)
Grains (1/4 oz. eq.)

Sample Snack
1/2 cup Yogurt Dip
1/2 cup Fruit
1/2 cup Crackers

Note: Serving sizes are minimums.

Updated USDA Child and Adult Care Food Program (CACFP) meal patterns must be implemented by October 1, 2017. Learn more about the CACFP meal patterns, including information on source equivalents (oz. eq.) and serving sizes at <https://teamnutrition.usda.gov>.

Food and Nutrition Service (FNS)
August 2017
USDA is an equal opportunity provider, employer, and lender.

USDA
United States Department of Agriculture

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

Sample Meals for Children Ages 3-5

What is in a Breakfast?
Milk (8 fl. oz. or 1 cup)
Vegetables, Fruit, or Both (1/2 cup)
Grains (1/2 oz. eq.)

Optional: Breakfast alternatives may be served in place of the above items, as long as they are fortified with iron and folic acid.

Sample Breakfast
1/2 cup Grilled Cheese Sandwich
1/2 cup Unfortified whole milk
1/2 cup Unfortified low-fat (1%) or fat-free (skim) milk
1/2 cup Unfortified whole milk
1/2 cup Unfortified low-fat (1%) or fat-free (skim) milk

What is in a Lunch or Supper?
Milk (8 fl. oz. or 1 cup)
Meat/Meat Alternate (1 oz. eq.)
Vegetables (1/2 cup)
Fruit (1/2 cup)
Grains (1/2 oz. eq.)

All grains served must be whole grain-rich or enriched. Breakfast cereals may also be fortified.

Sample Lunch/Supper
1/2 cup Grilled Cheese Sandwich
1/2 cup Unfortified whole milk
1/2 cup Unfortified low-fat (1%) or fat-free (skim) milk
1/2 cup Unfortified whole milk
1/2 cup Unfortified low-fat (1%) or fat-free (skim) milk

What is in a Snack?
Pick 2:
Milk (4 fl. oz. or 1/2 cup)
Meat/Meat Alternate (1/2 oz. eq.)
Vegetables (1/4 cup)
Fruit (1/4 cup)
Grains (1/4 oz. eq.)

Sample Snack
1/2 cup Yogurt Dip
1/2 cup Fruit
1/2 cup Crackers

Note: Serving sizes are minimums.

Updated USDA Child and Adult Care Food Program (CACFP) meal patterns must be implemented by October 1, 2017. Learn more about the CACFP meal patterns, including information on source equivalents (oz. eq.) and serving sizes at <https://teamnutrition.usda.gov>.

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

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

What is in a Breakfast?
Milk (8 fl. oz. or 1 cup)
Vegetables, Fruit, or Both (1/2 cup)
Grains (1/2 oz. eq.)

Optional: Breakfast alternatives may be served in place of the above items, as long as they are fortified with iron and folic acid.

Sample Breakfast
1/2 cup Grilled Cheese Sandwich
1/2 cup Unfortified whole milk
1/2 cup Unfortified low-fat (1%) or fat-free (skim) milk
1/2 cup Unfortified whole milk
1/2 cup Unfortified low-fat (1%) or fat-free (skim) milk

What is in a Lunch or Supper?
Milk (8 fl. oz. or 1 cup)
Meat/Meat Alternate (2 oz. eq.)
Vegetables (1/2 cup)
Fruit (1/2 cup)
Grains (1/2 oz. eq.)

All grains served must be whole grain-rich or enriched. Breakfast cereals may also be fortified.

Sample Lunch/Supper
1/2 cup Grilled Cheese Sandwich
1/2 cup Unfortified whole milk
1/2 cup Unfortified low-fat (1%) or fat-free (skim) milk
1/2 cup Unfortified whole milk
1/2 cup Unfortified low-fat (1%) or fat-free (skim) milk

What is in a Snack?
Pick 2:
Milk (4 fl. oz. or 1/2 cup)
Meat/Meat Alternate (1/2 oz. eq.)
Vegetables (1/4 cup)
Fruit (1/4 cup)
Grains (1/4 oz. eq.)

Sample Snack
1/2 cup Yogurt Dip
1/2 cup Fruit
1/2 cup Crackers

Note: Serving sizes are minimums.

Flavored low-fat (1%) milk is allowed for children ages 6 and older and adults in the CACFP from July 1, 2018, until June 30, 2019, and is subject to updates pending Final Rule for Child Nutrition Programs: Revisions for Milk, Whole Grains, and Sodium Requirements. Learn more about the CACFP meal patterns, including information on source equivalents (oz. eq.) and serving sizes at <https://teamnutrition.usda.gov>.

Food and Nutrition Service (FNS)
August 2017
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Serve Tasty and Healthy Foods in the Child and Adult Care Food Program (CACFP)

Sample Meals for Adults

What is in a Breakfast?
Milk (8 fl. oz. or 1 cup)
Vegetables, Fruit, or Both (1/2 cup)
Grains (2 oz. eq.)

Optional: Breakfast alternatives may be served in place of the above items, as long as they are fortified with iron and folic acid.

Sample Breakfast
1/2 cup Grilled Cheese Sandwich
1/2 cup Unfortified whole milk
1/2 cup Unfortified low-fat (1%) or fat-free (skim) milk
1/2 cup Unfortified whole milk
1/2 cup Unfortified low-fat (1%) or fat-free (skim) milk

What is in a Lunch or Supper?
Milk (8 fl. oz. or 1 cup)
Meat/Meat Alternate (2 oz. eq.)
Vegetables (1/2 cup)
Fruit (1/2 cup)
Grains (2 oz. eq.)

All grains served must be whole grain-rich or enriched. Breakfast cereals may also be fortified.

Sample Lunch/Supper
1/2 cup Grilled Cheese Sandwich
1/2 cup Unfortified whole milk
1/2 cup Unfortified low-fat (1%) or fat-free (skim) milk
1/2 cup Unfortified whole milk
1/2 cup Unfortified low-fat (1%) or fat-free (skim) milk

What is in a Snack?
Pick 2:
Milk (4 fl. oz. or 1/2 cup)
Meat/Meat Alternate (1/2 oz. eq.)
Vegetables (1/4 cup)
Fruit (1/4 cup)
Grains (1/4 oz. eq.)

Sample Snack
1/2 cup Yogurt Dip
1/2 cup Fruit
1/2 cup Crackers

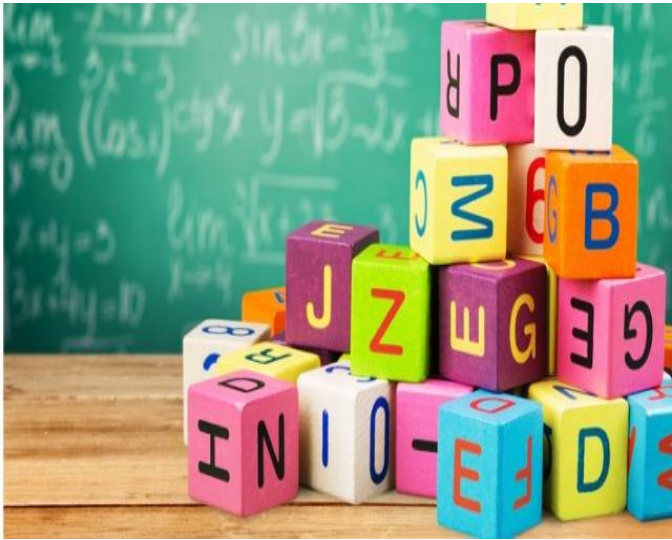
Note: Serving sizes are minimums.

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Food and Nutrition Service (FNS)
August 2017
USDA is an equal opportunity provider, employer, and lender.

Let's Start at the Beginning

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- The Mississippi Department of Health (MSDH) plays a vital role in determining if you are eligible for participation in the CACFP?



- The Child Care Facilities Licensure Branch and its staff license, inspect and monitor day care facilities and youth camps, setting standards for their safe operation, and ensuring that a healthy and nutritious environment is created for children's early development.



Age Old Question

What do I need for both State Agencies compliance?

You Are Cordially Invited!!!

112



Today We Honor and Celebrate

113



Programs Purpose: Relationship Goals 114

CACFP

“The CACFP serves nutritious meals and snacks to eligible children who are enrolled for care at participating child care centers.”

USDA: Independent Child Care Centers CACFP Handbook
[CACFP Child Care Center Handbook](#)

MSDH

“A child care facility shall provide adequate and nutritious meals prepared in a safe and sanitary manner.”

Regulations Governing Licensure of Child Care Facilities Office of Health Protection – Bureau of Child Care Licensure: Rule 1.13.1(1)
Amended January 12, 2022, Effective February 12, 2022
<https://msdh.ms.gov/page/resources/78.pdf>

Fact Check

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- Menus are initially approved by the MSDH, prior to participating in CACFP.
- Menus are resubmitted and reapproved each year at the renewal of a center's license.
- Failure to abide by or adhere to the approved menus can result in a fine.
- Failure to abide by or adhere to the approved menus will result in the repayment of Program funds.





No Entanglements

- “Guidelines from USDA FNS (US Department of Agriculture Food Nutrition Supplement) program are used as the standard for menu planning and guidelines. **However, when one set of guidelines are stricter than the stricter guidelines shall be enforced (in comparing MSDH and USDA FNS).** Emphasis shall be placed on serving more whole grains and fewer foods high in fat, sugar, and sodium.”

Regulations Governing Licensure of Child Care Facilities Office of Health Protection –
Bureau of Child Care Licensure: APPENDIX C Nutritional Standards
Amended January 12, 2022, Effective February 12, 2022

Counseling Sessions

- MDE/OCN and MSDH have been in consultation to provide comparison resources to assist Program operators with compliance with both State Agencies requirements.
- **Crosswalk Comparison Between Licensing Nutritional Standards and CACFP Meal Pattern.**

Comparison Crosswalk

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• **Green**  **CACFP** meal pattern

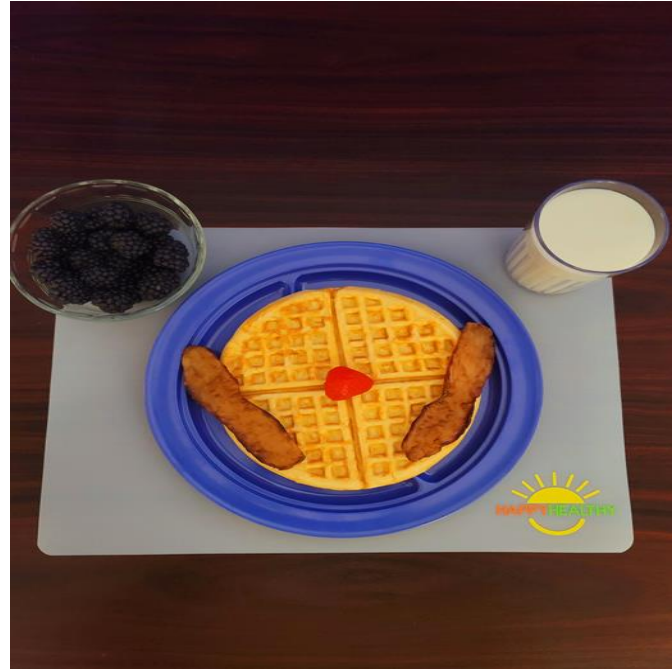
• **Red**  **CACFP** meal pattern

• **Blue**  **CACFP** meal pattern





Corn Flakes
Strawberries
Milk



Waffle
Turkey Sausage
Blackberries
Milk



English Muffin
Sliced Apples
Milk
Jelly

Lunch/Supper Ideas

121



Grilled Chicken Tacos
Shredded Cheese
Lettuce
Mexican Corn
Banana
Milk



Pizza with Sausage
and Pepperoni
Green Salad
Mandarin Oranges
Milk



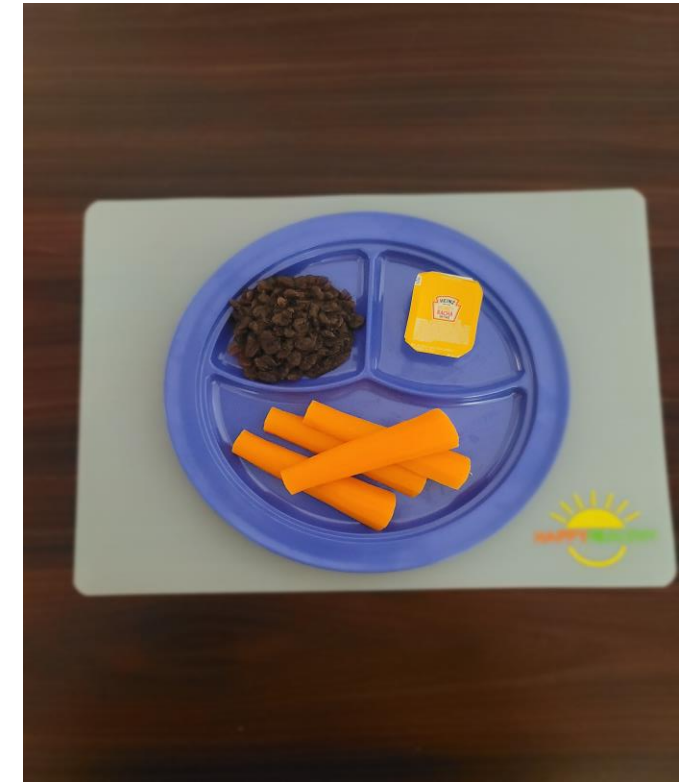
Grilled Chicken Strips
Steamed Broccoli
Glazed Carrots
Macaroni and Cheese
Milk



**Saltine Crackers
Peanut Butter
Sliced Bananas**



**Graham Crackers
Cubed Cheddar Cheese
Chocolate Milk**



**Raisins
Sliced Carrots
Ranch Dressing**



**Graham Crackers
Peanut Butter
Sliced Apples
Milk**



**Cheese Pinwheels
Applesauce
Diced Cucumbers**



**Grits
Orange
Milk**

For Better or Worse

124



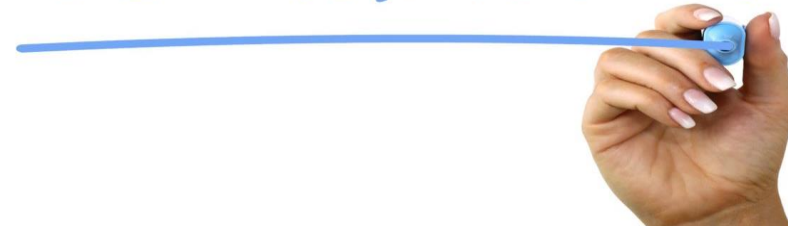
Meal Pattern: Infants

- 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).



- 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.

OBLIGATION



Parents or guardians may only supply one (1) component of a reimbursable meal.

Child and Adult Care Food Program INFANT FORMULA/FOOD WAIVER NOTIFICATION		
NAME OF CHILD CARE CENTER/HOME	NAME OF INFANT	BIRTH DATE (MM/DD/YYYY)

For Parent/Guardian of Infants Age Birth Through 11 Months
This childcare center (CCC)/Day Care Home (DCH) participates in the Child and Adult Care Food Program (CACFP) and is required to follow the Infant Meal Pattern for infants ages birth through 11 months. Solid foods are introduced to infants when developmentally ready, a decision made by you and your infant's doctor. To better meet your personal preferences and your infant's needs, please complete this document.

Instructions: The center/home should complete this section before giving to the parent/guardian.

This CCC/DCH will provide: Iron-fortified infant formula (list brand) _____

Iron-fortified infant cereal (list type such as baby rice cereal) _____; and

Food appropriate for infants: ☐ Commercial baby food and/or
☐ Table food offered at the appropriate consistency for the development of the infant.

Instructions: The parent/guardian should answer the following question and mark one of the choices from each of the three sections below; then sign and date this form.

What do you currently feed your infant? ☐ Iron-fortified infant formula
☐ Breast milk
☐ Low-iron or another type of infant formula provided for medical reasons. I will receive a Physician's Statement for Food Substitutions.

The parent or guardian would like their infant to be fed the following while in care:

Section 1 — Infant Formula or Breast Milk
☐ **Choice 1:** I want my infant to receive the CCC/DCH-provided iron-fortified infant formula identified above. I will not bring infant formula from home.
☐ **Choice 2:** I understand I am not required to bring infant formula that I purchase or receive from Women, Infants, and Children (WIC), however, I want to bring my own formula/breast milk.
List brand/type: _____
If I should forget to bring infant formula/breast milk, the childcare center/home will contact me immediately and I may request they serve my infant the center/home-provided iron-fortified infant formula that day.

Section 2 — Infant Cereal
☐ **Choice 1:** I want my infant to receive the CCC/DCH-provided iron-fortified infant cereal identified above. I will not bring infant cereal from home.
☐ **Choice 2:** I understand that I am not required to bring iron-fortified infant cereal that I purchase or receive from WIC, however, I want to bring my own infant cereal.
List brand/type: _____
If I should forget to bring the cereal, the childcare center/home will contact me immediately and I may request they serve my infant the center/home-provided iron-fortified infant cereal that day.

Section 3 — Baby Food
☐ **Choice 1:** I want my infant to receive the CCC/DCH-provided baby food identified above. I will not bring baby food from home.
☐ **Choice 2:** I understand that I am not required to bring baby food that I purchase or receive from WIC, however, I want to bring my own. If I should forget to bring the baby food, the childcare center/home will contact me immediately and I may request they serve my infant the center/home-provided baby food that day.

If I decide to change the selections I made above, I will complete another form.

Parent/Guardian Signature: _____ Date: _____

Infant Meal Pattern: Breakfast

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CACFP

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Breakfast	0 through 5 Months	6 through 11 Months
Breastmilk or infant formula	4–6 fl. oz. breastmilk or formula	6–8 fl. oz. breastmilk or formula
Grains or meat/meat alternates, or a combination		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
Vegetables, fruit, or both		0–2 tbsp. vegetable, fruit, or both

MEAL/SNACK	BIRTH THROUGH 5 MONTHS	6 THROUGH 12 MONTHS
Breakfast	4-6 fl. oz. breast milk or formula	<ul style="list-style-type: none"> 6-8 fl. oz. breast milk or formula 2-4 Tbsp. prepared infant cereal (optional) 1-4 Tbsp. fruit and/or vegetable (infant or mashed)

Infant Meal Pattern: Lunch

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CACFP

Lunch / Supper	0 through 5 Months	6 through 11 Months
Breastmilk or infant formula	4–6 fl. oz. breastmilk or formula	6–8 fl. oz. breastmilk or formula
Grains or meat/meat alternates, or a combination		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
Vegetables, fruit, or both		0–2 tbsp. vegetable, fruit, or both

MSDH

MEAL/SNACK	BIRTH THROUGH 5 MONTHS	6 THROUGH 12 MONTHS
Lunch or Supper	4-6 fl. oz. breast milk or formula	<ul style="list-style-type: none"> 6-8 fl. oz. breast milk or formula 2-4 Tbsp. prepared infant cereal (optional) 1-4 Tbsp. fruit and/or vegetable(infa nt or mashed) 1-4 Tbsp. infant meat

Infant Meal Pattern: Snack

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CACFP

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Snack	0 through 5 Months	6 through 11 Months
Breastmilk or infant formula	4–6 fl. oz. breastmilk or formula	2–4 fl. oz. breastmilk or formula
Grains		0–½ slice bread; or 0–2 crackers; or 0–4 tbsp. infant cereal or ready-to-eat breakfast cereal
Vegetables, fruit, or both		0–2 tbsp. vegetable, fruit, or both

MEAL/SNACK	BIRTH THROUGH 5 MONTHS	6 THROUGH 12 MONTHS
Lunch or Supper	4-6 fl. oz. breast milk or formula	<ul style="list-style-type: none"> 2-4 fl. oz. breast milk or formula 0-1/2 dry bread or 0-2 crackers (optional)

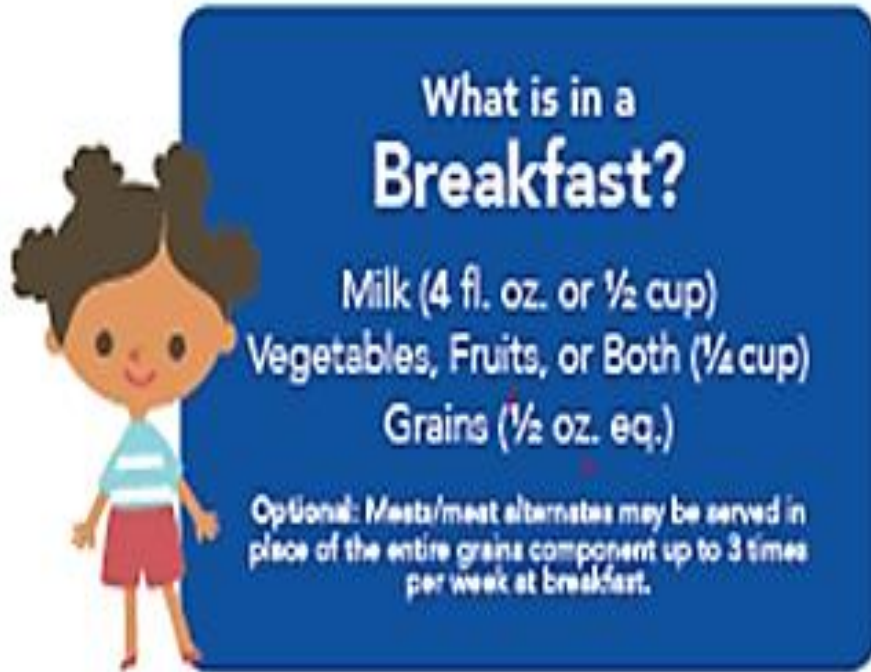
*You Are
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Meal Pattern Ages 1-2

13
1

CACFP

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BREAKFAST	AGES 1 YR – 2 YR
Milk (Must be fluid, skim/fat free), or 1% milk)	½ cup
Fruit or Vegetable	¼ cup
Grains/Breads Enriched, Whole Grain Bread OR Enriched Dry Cereal OR Enriched Hot Cereal OR Enriched, Whole Grain Pasta, Noodles, Rice	½ slice ¼ cup OR ⅓ oz. ¼ cup ¼ cup
Water	½ cup

Meal Pattern Ages 1-2

CACFP

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13
2

What is in a Lunch or Supper?

Milk (4 fl. oz. or ½ cup)
Meats/Meat Alternates (1 oz. eq.)
Vegetables (⅓ cup)
Fruits (⅓ cup)
Grains (½ oz. eq.)



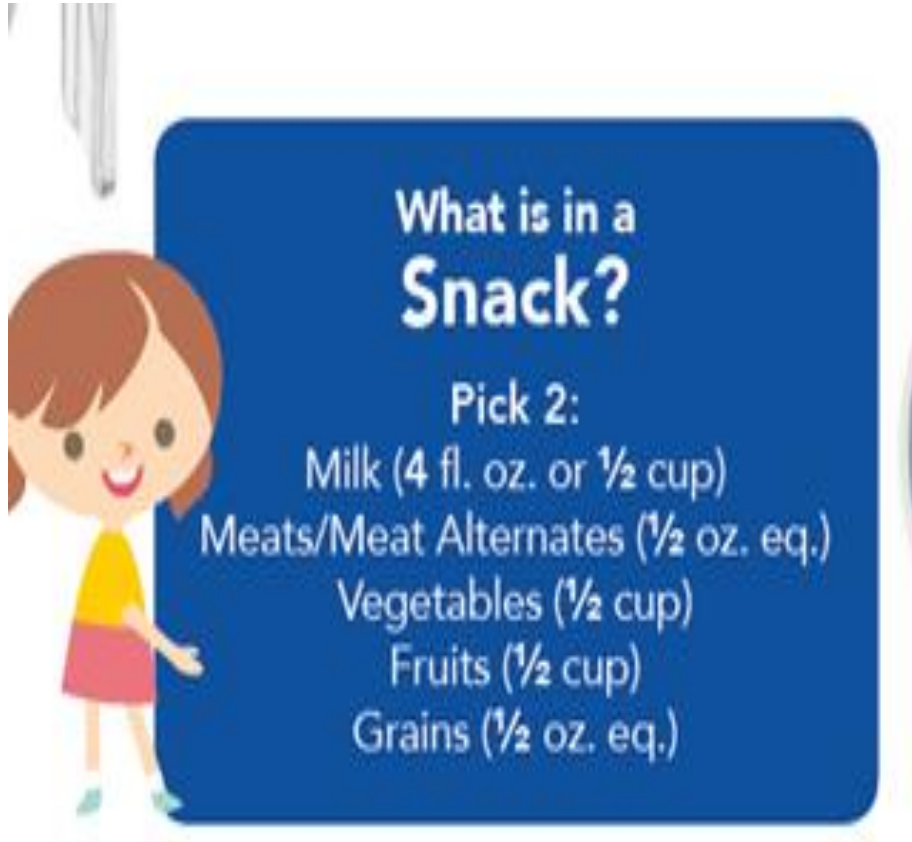
LUNCH/SUPPER/DINNER	AGES 1 YR – 2 YR
Meat/Meat Alternate Cooked Meat, No Bone Cooked Dry Beans/Peas Low Fat Cheese Egg Peanut Butter Fat Free Yogurt/Cottage Cheese	1 oz. ¼ cup 1 oz. 1 small 2 Tbsp. 4 oz. / ½ cup
Fruit or Vegetable: Must include 2 different foods- 1 vegetable/1 fruit OR 2 vegetable OR 2 fruit	¼ cup total ⅛ cup of 2 foods
Grains/Breads Enriched, Whole Grain Bread OR Enriched Dry Cereal OR Enriched Hot Cereal OR Enriched, Whole Grain Pasta, Noodles, Rice	½ slice ¼ cup OR ⅓ oz. ¼ cup ¼ cup
Milk (Must be fluid, skim/fat free), or 1% milk)	½ cup
Water	½ cup

Meal Pattern Ages 1-2

CACFP

MSDH

13
3



SNACK – MUST SELECT TWO OF THE FOUR COMPONENTS, PLUS WATER	AGES 1 YR - 2 YR
Meat/Meat Alternate	
Cooked Meat, No Bone	½ oz.
Cooked Dry Beans/Peas	⅓ cup
Low Fat Cheese	½ oz.
Egg	1 small
Peanut Butter	1 Tbsp.
Fat Free Yogurt/Cottage Cheese	2 oz. / ¼ cup
Fruit or Vegetable	½ cup
Grains/Breads Enriched, Whole Grain Bread OR Enriched Dry Cereal OR Enriched Hot Cereal OR Enriched, Whole Grain Pasta, Noodles, Rice	½ slice ¼ cup OR ⅓ oz. ¼ cup ¼ cup
Milk (Must be fluid, skim/fat free), or 1% milk)	½ cup
Water	½ cup

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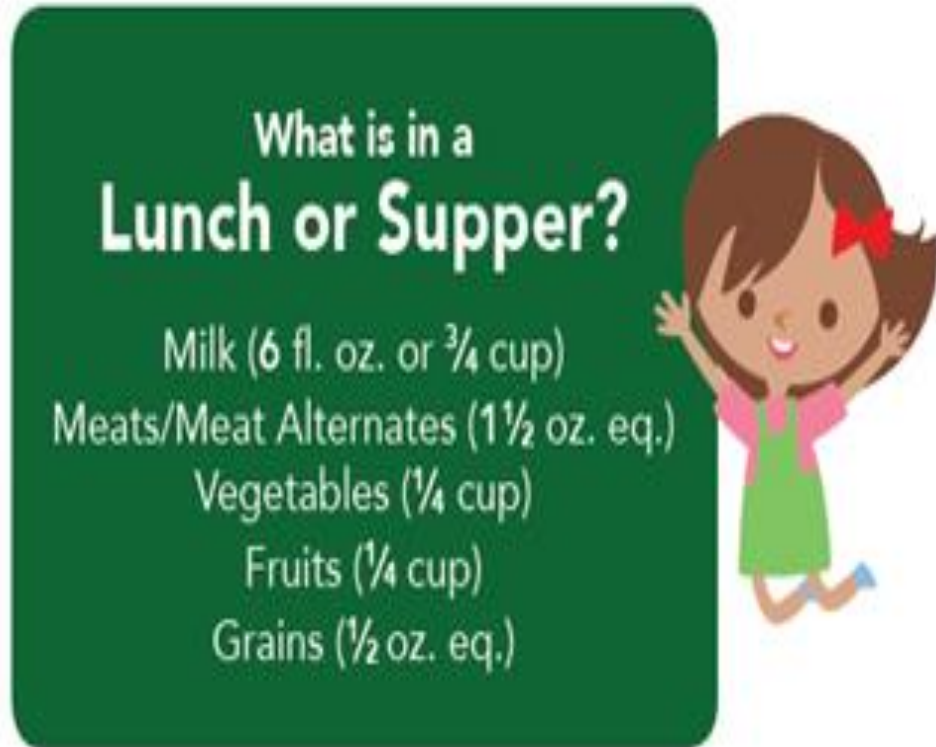
BREAKFAST	AGES 3 YR - 5 YR
Milk (Must be fluid, skim/fat free), or 1% milk)	¾ cup
Fruit or Vegetable	½ cup
Grains/Breads Enriched, Whole Grain Bread OR Enriched Dry Cereal OR Enriched Hot Cereal OR Enriched, Whole Grain Pasta, Noodles, Rice	½ slice ⅓ cup OR ½ oz. ⅓ cup ⅓cup
Water	¾ cup

Meal Pattern Ages 3-5

13
5

CACFP

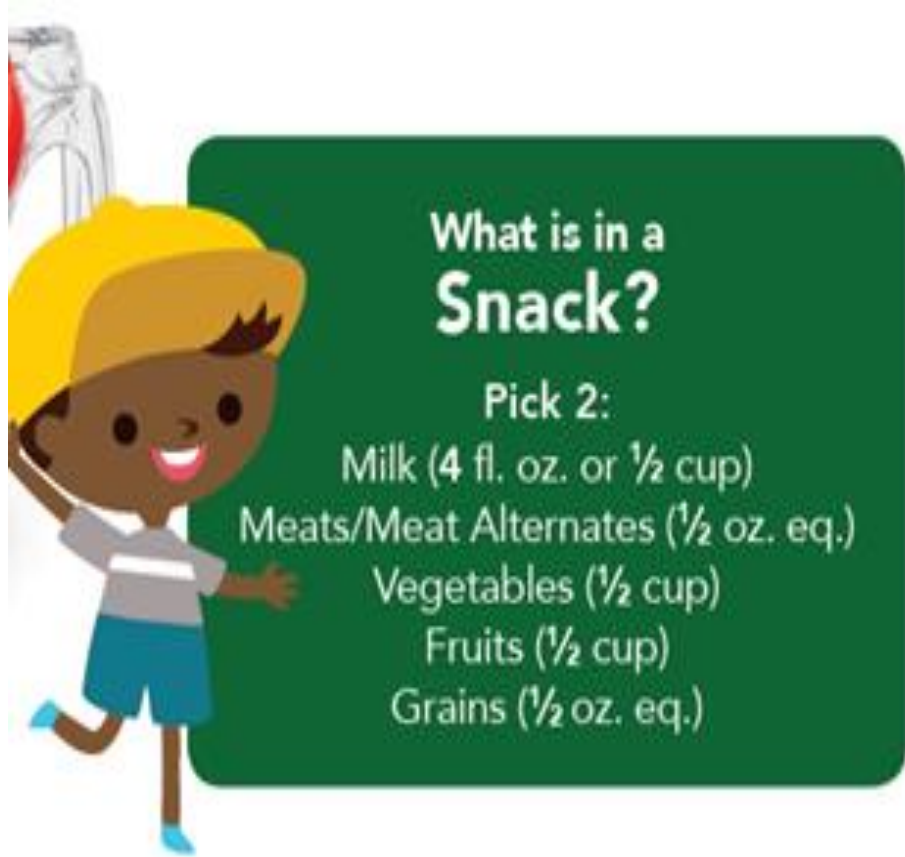
MSDH



LUNCH/SUPPER/DINNER	AGES 3 YR - 5 YR
Meat/Meat Alternate Cooked Meat, No Bone Cooked Dry Beans/Peas Low Fat Cheese Egg Peanut Butter Fat Free Yogurt/Cottage Cheese	1 $\frac{1}{2}$ oz. $\frac{3}{8}$ cup 1 $\frac{1}{2}$ oz. 1 medium 3 Tbsp. 6 oz. / $\frac{3}{4}$ cup
Fruit or Vegetable: Must include 2 different foods- 1 vegetable/1 fruit OR 2 vegetable OR 2 fruit	$\frac{1}{2}$ cup total $\frac{1}{4}$ cup of 2 foods
Grains/Breads Enriched, Whole Grain Bread OR Enriched Dry Cereal OR Enriched Hot Cereal OR Enriched, Whole Grain Pasta, Noodles, Rice	$\frac{1}{2}$ slice $\frac{1}{3}$ cup OR $\frac{1}{2}$ oz. $\frac{1}{3}$ cup $\frac{1}{3}$ cup
Milk (Must be fluid, skim/fat free), or 1% milk)	$\frac{3}{4}$ cup
Water	$\frac{3}{4}$ cup

Meal Pattern Ages 3-5

CACFP



MSDH

13
6

SNACK – MUST SELECT TWO OF THE FOUR COMPONENTS, PLUS WATER	AGES 3 YR - 5 YR
Meat/Meat Alternate Cooked Meat, No Bone Cooked Dry Beans/Peas Low Fat Cheese Egg Peanut Butter Fat Free Yogurt/Cottage Cheese	½ oz. ⅛ cup ½ oz. 1 medium 1 Tbsp. 2 oz. / ¼ cup
Fruit or Vegetable	½ cup
Grains/Breads Enriched, Whole Grain Bread OR Enriched Dry Cereal OR Enriched Hot Cereal OR Enriched, Whole Grain Pasta, Noodles, Rice	½ slice ⅓ cup OR ½ oz. ⅓ cup ⅓ cup
Milk (Must be fluid, skim/fat free), or 1% milk)	½ cup
Water	1 cup

CACFP

MSDH



BREAKFAST	AGES 6 YR - 12 YR
Milk (Must be fluid, skim/fat free), or 1% milk)	1 cup
Fruit or Vegetable	½ cup
Grains/Breads Enriched, Whole Grain Bread OR Enriched Dry Cereal OR Enriched Hot Cereal OR Enriched, Whole Grain Pasta, Noodles, Rice	½ slice ¾ cup OR 1 oz. ½ cup ½ cup
Water	1 cup

Meal Pattern Ages 6-12 and 13-18

13
8

CACFP

MSDH



LUNCH/SUPPER/DINNER	AGES 6 YR – 12 YR
Meat/Meat Alternate Cooked Meat, No Bone Cooked Dry Beans/Peas Low Fat Cheese Egg Peanut Butter Fat Free Yogurt/Cottage Cheese	2 oz. 1/2 cup 2 oz. 1 medium 4 Tbsp. 8 oz. /1 cup
Fruit or Vegetable: Must include 2 different foods- 1 vegetable/1 fruit OR 2 vegetable OR 2 fruit	3/4 cup total 3/8 cup of 2 foods
Grains/Breads Enriched, Whole Grain Bread OR Enriched Dry Cereal OR Enriched Hot Cereal OR Enriched, Whole Grain Pasta, Noodles, Rice	1/2 slice 3/4 cup OR 1 oz. 1/2 cup 1/2 cup
Milk (Must be fluid, skim/fat free), or 1% milk)	1 cup
Water	1 cup

Meal Pattern Ages 6-12 and 13-18

13
9

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SNACK – MUST SELECT TWO OF THE FOUR COMPONENTS, PLUS WATER	AGES 6 YR - 12 YR
Meat/Meat Alternate	
Cooked Meat, No Bone	1 oz.
Cooked Dry Beans/Peas	¼ cup
Low Fat Cheese	1 oz.
Egg	1 medium
Peanut Butter	2 Tbsp.
Fat Free Yogurt/Cottage Cheese	4 oz. / ½ cup
Fruit or Vegetable	¾ cup
Grains/Breads Enriched, Whole Grain Bread	
OR	½ slice
Enriched Dry Cereal	
OR	¾ cup OR 1 oz.
Enriched Hot Cereal	½ cup
OR	
Enriched, Whole Grain Pasta, Noodles, Rice	½ cup
Milk (Must be fluid, skim/fat free), or 1% milk)	1 cup
Water	1 cup

Programs Purpose: Relationship Goals 140

CACFP

“Adult day care centers are required to provide an individual plan of care for each enrolled functionally impaired participant through a community-based group program.”

USDA: Adult Day Care CACFP Handbook
[CACFP Adult Day Care Handbook \(azureedge.us\)](https://azureedge.us/CACFP-Adult-Day-Care-Handbook)

DOM

“Facilities must conduct an assessment and develop an individual written Plan of Services and Supports (PSS) for each participant, based upon services needed and available.”

Regulations Adult Day Care Services Quality Assurance Standards
[Microsoft Word - Final Draft Adult Day Care Quality Assurance Standards \(ms.gov\)](https://www.ms.gov/Portals/0/PDF/AdultDayCareQualityAssuranceStandards.pdf)

Adult Day Care Centers Requirements

- PSS who's included in developing?
- All adult day care facilities must provide participants with a minimum of one meal per day of an adult's daily nutritional requirement as established by state and federal regulations.
- All foods offered will be nutritious, appetizing, and safe.
- Meals prepared on site must meet all local health department standards and must offer a balance from all food groups.



Meal Pattern Adults (ADC)

14
2



What is in a Breakfast?

Milk (8 fl. oz. or 1 cup)
Vegetables, Fruits, or Both ($\frac{1}{2}$ cup)
Grains (2 oz. eq.)

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

What is in a Lunch or Supper?

Milk (8 fl. oz. or 1 cup)
Meats/Meat Alternates (2 oz. eq.)
Vegetables ($\frac{1}{2}$ cup)
Fruits ($\frac{1}{2}$ 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 ($\frac{1}{2}$ cup)
Fruits ($\frac{1}{2}$ cup)
Grains (1 oz. eq.)



CACFP Meal Pattern Components

CACFP Meal Patterns consist of five components:

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



Serving Milk in the CACFP:

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Newborn through 11 months old

- ✓ Breastmilk
- ✓ Iron-fortified formula

Breastmilk is allowed at any age in the CACFP.

12 months through 23 months (1 year through 1 year and 11 months)

- ✓ Unflavored whole milk

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

2 years through 5 years (up to 6th birthday)

- ✓ Unflavored fat-free (skim) milk
- ✓ Unflavored low-fat (1%) milk

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

6 through 12 years, 13 through 18 years, and adults

- ✓ Unflavored fat-free (skim) milk
- ✓ Flavored fat-free (skim) milk
- ✓ Unflavored low-fat (1%) milk
- ✓ Flavored low-fat (1%) milk

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

*Equally
Yoked*



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Newborn through 11 months old

- ✓ Breastmilk
- ✓ Iron-fortified formula

Breastmilk is allowed at any age in the CACFP.

12 months through 23 months (1 year through 1 year and 11 months)

- ✓ Unflavored whole milk

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

2 years through 5 years (up to 6th birthday)

- ✓ Unflavored fat-free (skim) milk
- ✓ Unflavored low-fat (1%) milk


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

6 through 12 years, 13 through 18 years, and adults


- ✓ Unflavored fat-free (skim) milk
- ✓ Flavored fat-free (skim) milk
- ✓ Unflavored low-fat (1%) milk
- ✓ Flavored low-fat (1%) milk

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





Serving Milk in the CACFP



Use the information below to see what kind of milk to serve in the Child and Adult Care Program (CACFP) to those in your care.

Newborn through 11 months old	12 months through 23 months <small>(1 year through 1 year and 11 months)</small>
<ul style="list-style-type: none"> ✓ Breastmilk ✓ Iron-fortified formula <p style="font-size: small; margin-top: 10px;"><i>Breastmilk is allowed at any age in the CACFP.</i></p>	<ul style="list-style-type: none"> ✓ Unflavored whole milk <p style="font-size: small; margin-top: 10px;"><i>Iron-fortified formula may be served to children between the ages of 12 months to 13 months to help with the transition to whole milk.</i></p>
2 years through 5 years <small>(up to 6th birthday)</small>	6 through 12 years, 13 through 18 years, and adults
<ul style="list-style-type: none"> ✓ Unflavored fat-free (skim) milk ✓ Unflavored low-fat (1%) milk <p style="font-size: small; margin-top: 10px;"><i>Unflavored whole milk and unflavored reduced-fat (2%) milk may be served to children between the ages of 24 and 25 months to help with the transition to fat-free (skim) or low-fat (1%) milk.</i></p>	<ul style="list-style-type: none"> ✓ Unflavored fat-free (skim) milk ✓ Flavored fat-free (skim) milk ✓ Unflavored low-fat (1%) milk ✓ Flavored low-fat (1%) milk

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

Flavored milk cannot be part of a reimbursable meal or snack for children 5 years old and younger.

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

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

See Crosswalk for difference with flavored milk.

- ☐ Which regulation is stricter?
- ☐ What will you do?

Milk Resources

- **USDA Milk Memo:**
https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP17_2016os.pdf
- **Serving Milk in the CACFP:**
<https://www.fns.usda.gov/t/serving-milk-cacfp>

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

No Deep Fat Frying

Cooking by submerging food in hot oil or other fat.



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-free
protein sources

Yogurt v\$ Gogurt

A 2.2 oz tube of yogurt provides ½ oz eq meat alternate. Must contain no more than 23 g of total sugars per 6 oz.

- *How many tubes are you serving?
- *How many tubes should you be serving?

Nutrition Facts

Serving size: **3 tubes** (170g)

Amount per serving

Calories

150

As Packaged

Food component / Nutrient

Amount

As Packaged

Total Fat	0g
Saturated Fat	0g
Trans Fat	0g
Cholesterol	<5mg
Sodium	75mg
Total Carbohydrate	30g
Dietary Fiber	0g
Total Sugars	23g
Incl. Added Sugars	18g
Protein	6g
Vitamin D	3mcg
Calcium	440mg
Iron	0mg
Potassium	240mg
Vitamin A	100mcg



Meat/Meat Alternate

Common Creditable Meat Alternates* (oz eq)



Bean soup (Ready-to-Serve)

- Check the *Food Buying Guide* (FBG) for specific items that are creditable. Some commercially prepared products, such as bean soup, are listed in the FBG.**

½ cup = 1 oz eq



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

1 oz = 1 oz eq

2 oz (or ¼ cup) = 1 oz eq

2 oz = 1 oz eq



Eggs, whole (fresh, frozen, dried)

½ large egg = 1 oz eq



Legumes (beans, peas, lentil), cooked

- Dry beans & peas may credit as a meat alternate or vegetable, but not as both for the same item at the same meal.

¼ cup = 1 oz eq



Nuts & seeds

- Cannot be used to meet more than 50 percent of M/MA requirement at lunch or supper
- ⚠️ Serve with caution to children under age 4 and older adult participants in the CACFP. See: <https://www.fns.usda.gov/tn/reducing-risk-choking-young-children-mealtimes>

1 oz = 1 oz eq



Pasta or noodles made from 100 percent bean/legume flour

- To credit as a MA, it must be served with an additional visible M/MA of at least 0.25 oz eq per serving. For example, 0.25 oz eq cheese sprinkled over the pasta.
- It can also credit as a vegetable, but not as both a vegetable and MA in the same meal.

¼ cup cooked = 1 oz eq



Peanut butter & other nut or seed butters

2 tablespoons = 1 oz eq



Meat/Meat Alternate:

Equally Yoked

Regulations Governing Licensure of Child Care Facilities Office of Health Protection – Bureau of Child Care Licensure: APPENDIX C Nutritional Standards Amended January 12, 2022, Effective February 12, 2022



Foods Not Creditable as Meats/Meat Alternates

- ✗ Canned, pressed luncheon meat (potted/deviled)
- ✗ Ceviche or home pickled fish; Sushi (raw seafood and Sashimi)
- ✗ Cream Cheese/Neufchatel Cheese
- ✗ Egg yolks only; egg white only; liquid egg substitutes
- ✗ “Imitation” Cheese & Cheese “products”
- ✗ Liquid “yogurt” and commercial yogurt products such as frozen yogurt, yogurt bars, probiotic drinks, drinkable yogurt, or yogurt drinks
- ✗ 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/salt pork/scrapple
- ✗ Powdered cheese (such as in boxed macaroni and cheese)
- ✗ Tofu, silken or soft, added to smoothies or baked into desserts for texture/nutrition enhancement

Items That May Be Creditable With Proper Documentation

Some food items containing M/MA may not be listed in the *Food Buying Guide for Child Nutrition Programs* (FBG); however, they still may be creditable with proper documentation, such as a Child Nutrition (CN) label or Product Formulation Statement (PFS). Examples of these foods are:

- ✓ Combination foods, such as pizza, corn dogs, chicken nuggets, and meat sauce

Note: Foods listed in the FBG are creditable in CNPs. A limited number of combination foods are listed in the FBG (e.g., *beef stew, chili, fish sticks*), so check the FBG first!



- ✓ Dried meat, poultry, and seafood
- ✓ Luncheon meat that is not listed in the FBG
- ✓ Turkey bacon/sausage that is not listed in the FBG
- ✓ Pepperoni
- ✓ Hummus

4

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- **Grains**

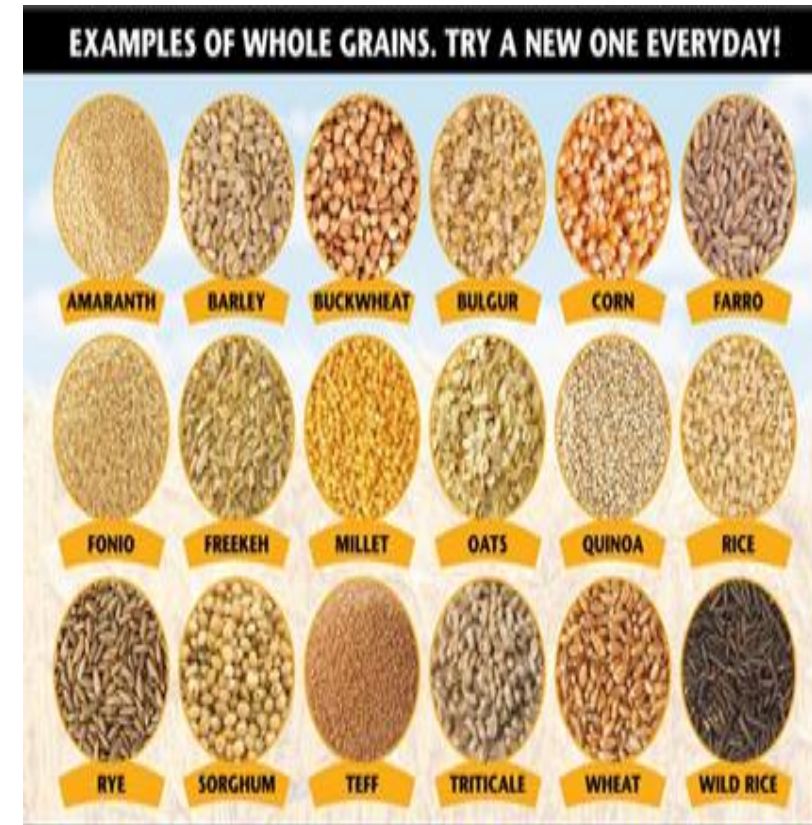
Whole Grains(WG)

- 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

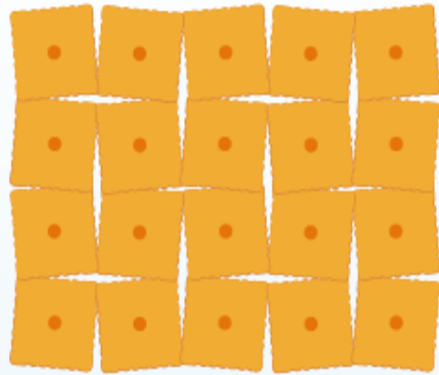
WHOLE GRAINS



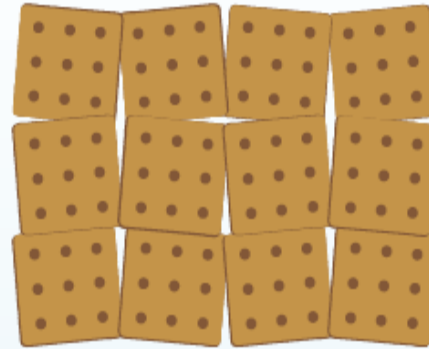
rebelDIETITIAN.US



How Much Is 1 Ounce Equivalent?



20 cheese crackers
(1" by 1") = 1 oz. eq.



12 thin wheat crackers
(1 ¼" by 1 ¼") = 1 oz. eq.



5 woven whole-wheat crackers
(1 ½" by 1 ½") = 1 oz. eq.

Using the Grains Measuring Chart

154

- 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.

Grains Measuring Chart for the Child and Adult Care Food Program			
Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack only	Adults at Breakfast, Lunch, Supper
	Serve at Least ½ oz. eq., which equals about...	Serve at Least 1 oz. eq., which equals about...	Serve at Least 2 oz. eq., which equals about...
Bagel (entire bagel) at least 56 grams*	¼ bagel or 14 grams	½ bagel or 28 grams	1 bagel or 56 grams
Bagel, Mini (entire bagel) at least 28 grams*	½ bagel or 14 grams	1 bagel or 28 grams	2 bagels or 56 grams
Biscuit at least 28 grams*	½ biscuit or 14 grams	1 biscuit or 28 grams	2 biscuits or 56 grams
Bread (whole grain-rich or enriched) at least 28 grams*	½ slice or 14 grams	1 slice or 28 grams	2 slices or 56 grams
Bun or Roll (entire bun or roll) at least 28 grams*	½ bun/roll or 14 grams	1 bun/roll or 28 grams	2 buns/rolls or 56 grams
Cereal Grains (barley, bulgur, quinoa, etc.)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Cereal, Ready-to-Eat: Flakes or Rounds	½ cup or 14 grams	1 cup or 28 grams	2 cups or 56 grams
Cereal, Ready-to-Eat: Granola	¼ cup or 14 grams	½ cup or 28 grams	1 cup or 56 grams
Cereal, Ready-to-Eat: Puffed	¼ cup or 14 grams	1 ¼ cup or 28 grams	2 ½ cups or 56 grams
Corn Muffin at least 34 grams*	½ muffin or 17 grams	1 muffin or 34 grams	2 muffins or 68 grams
Cracker, Animal (about 1 ½" by 1")**	8 crackers or 14 grams	15 crackers or 28 grams	30 crackers (~1 cup) or 56 grams
Cracker, Bear-Shaped, Sweet (about 1" by ½")**	12 crackers (~¼ cup) or 14 grams	24 crackers (~½ cup) or 28 grams	48 crackers (~1 cup) or 56 grams
Cracker, Cheese, Square, Savory (about 1" by 1")**	10 crackers or 11 grams	20 crackers (~½ cup) or 22 grams	40 crackers (~¾ cup) or 44 grams
Cracker, Fish-Shaped or Similar, Savory (about ¾" by ½")**	21 crackers (~¼ cup) or 11 grams	41 crackers (~½ cup) or 22 grams	81 crackers (~1 cup) or 44 grams

Grains Measuring Chart for the Child and Adult Care Food Program			
Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack only	Adults at Breakfast, Lunch, Supper
	Serve at Least ½ oz. eq., which equals about...	Serve at Least 1 oz. eq., which equals about...	Serve at Least 2 oz. eq., which equals about...
Cracker, Graham (about 5" by 2 ½")**	1 cracker or 14 grams	2 crackers or 28 grams	4 crackers or 56 grams
Cracker, Round, Savory (about 1 ¾" across)**	4 crackers or 11 grams	7 crackers or 22 grams	14 crackers or 44 grams
Cracker, Saltine (about 2" by 2")**	4 crackers or 11 grams	8 crackers or 22 grams	16 crackers or 44 grams
Cracker, Thin Wheat, Square, Savory (about 1 ¼" by 1 ¼")**	6 crackers or 11 grams	12 crackers or 22 grams	23 crackers or 44 grams
Cracker, Woven Whole-Wheat, Square, Savory (about 1 ½" by 1 ½")**	3 crackers or 11 grams	5 crackers or 22 grams	10 crackers or 44 grams
Croissant at least 34 grams*	½ croissant or 17 grams	1 croissant or 34 grams	2 croissants or 68 grams
English Muffin (top and bottom) at least 56 grams*	¼ muffin or 14 grams	½ muffin or 28 grams	1 muffin or 56 grams
French Toast Stick at least 18 grams*	2 sticks or 35 grams	4 sticks or 69 grams	8 sticks or 138 grams
Grits	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Melba Toast (about 3 ½" by 1 ½")**	2 pieces or 11 grams	5 pieces or 22 grams	8 pieces or 44 grams
Muffin and Quick Bread (banana, etc.) at least 55 grams*	½ muffin/slice or 28 grams	1 muffin/slice or 55 grams	2 muffins/slices or 110 grams
Oatmeal	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Pancake at least 34 grams*	½ pancake or 17 grams	1 pancake or 34 grams	2 pancakes or 68 grams

Grains Measuring Chart for the Child and Adult Care Food Program			
Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack only	Adults at Breakfast, Lunch, Supper
	Serve at Least ½ oz. eq., which equals about...	Serve at Least 1 oz. eq., which equals about...	Serve at Least 2 oz. eq., which equals about...
Pasta (whole grain-rich or enriched, all shapes)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Pita Bread/Round (whole grain-rich or enriched) at least 56 grams*	¼ pita or 14 grams	½ pita or 28 grams	1 pita or 56 grams
Popcorn	1 ½ cups or 14 grams	3 cups or 28 grams	6 cups or 56 grams
Pretzel, Hard, Mini-Twist (about 1 ¼" by 1 ½")**	7 twists (~½ cup) or 11 grams	14 twists (~¾ cup) or 22 grams	27 twists (~1 cup) or 44 grams
Pretzel, Hard, Thin Stick (about 2 ½" long)**	16 sticks or 11 grams	31 sticks or 22 grams	62 sticks or 44 grams
Pretzel, Soft at least 56 grams*	¼ pretzel or 14 grams	½ pretzel or 28 grams	1 pretzel or 56 grams
Rice (all types)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Rice Cake at least 8 grams*	1 ½ cakes or 11 grams	3 cakes or 22 grams	5 ½ cakes or 44 grams
Rice Cake, Mini (about 1 ¾" across)**	7 cakes or 11 grams	13 cakes or 22 grams	25 cakes or 44 grams
Taco or Tostada Shell, Hard at least 14 grams*	1 shell or 14 grams	2 shells or 28 grams	4 shells or 56 grams
Tortilla, Soft, Corn (about 5 ½")**	¾ tortilla or 14 grams	1 ¼ tortillas or 28 grams	2 ½ tortillas or 56 grams
Tortilla, Soft, Flour (about 6")**	½ tortilla or 14 grams	1 tortilla or 28 grams	2 tortillas or 56 grams
Tortilla, Soft, Flour (about 8")**	¼ tortilla or 14 grams	½ tortilla or 28 grams	1 tortilla or 56 grams
Waffle at least 34 grams*	½ waffle or 17 grams	1 waffle or 34 grams	2 waffles or 68 grams

CACFP Grains Ounce Equivalents Resource Page

<https://www.fns.usda.gov/tn/using-ounce-equivalents-grains-cacfp>

Grain Based Desserts

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NOT



CREDITABLE

Grain Based Desserts

**NOT
CREDITABLE
Don't Do It!!!**

- USDA-Grain Based Desserts Memo: <https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP16-2017os.pdf>

DO NOT SERVE DURING CACFP MEAL TIMES!!!

DO NOT PURCHASE WITH CACFP FUNDS!!!

COMMON GRAIN-BASED DESSERTS

<ul style="list-style-type: none">• Breakfast bars• Brownies• Cakes• Cereal bars• Cinnamon rolls	<ul style="list-style-type: none">• Cobblers/crisps• Coffee cake• Cookies/vanilla wafers• Dessert pie crust• Doughnuts	<ul style="list-style-type: none">• Fig bars• Frudel• Fruit turnovers• Granola bars• Nutrigrain• Pop tarts	<ul style="list-style-type: none">• Rice pudding• Strudels• Sweet biscotti• Sweet bread or rice pudding	<ul style="list-style-type: none">• Sweet pastry rolls• Sweet popovers• Sweet rolls• Sweet scones• Toaster pastries
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Grain Based Desserts

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In Memoriam – Grain Based Desserts

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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





Co-Mingled Responsibilities: Cooking By The Book

16
5

- Only approved menu items should be purchased and prepared for participant's meals.

MSDH

Recipes shall be used and a file of recipes used to prepare the food shall be maintained.



Regulations Governing Licensure of Child Care Facilities
Office of Health Protection – Bureau of Child Care Licensure
Amended January 12, 2022, Effective February 12, 2022
<https://msdh.ms.gov/page/resources/78.pdf>

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CACFP

Determining meal pattern contributions for recipes is an important step in ensuring that meals served are nutritious and meet the CACFP meal pattern requirements.

USDA: Crediting Handbook for the Child and Adult Food Care Program
[Crediting Handbook for the Child and Adult Care Food Program \(azureedge.us\)](https://www.azureedge.us)



NUTRITION


Child Nutrition Label-CN Label

- Many sites occasionally choose to purchase a commercially prepared entrée items (frozen pizza, chicken nuggets, burritos, lasagna, pot pies, corndogs, casseroles dishes, 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.

Product Formulation Statement

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7

- Example Product Formulation Statement (PFS):

 CONFIDENTIAL
Legal: Private (Product Recall)
Download: 3/24/2018
Phone: 800-225-2252
Fax: 202-225-2252

PRODUCT ANALYSIS FORM FOR CN PRODUCTS & NON-CN PRODUCTS
PRODUCT FORMULATION STATEMENT FOR MEAT/MEAT ALTERNATE (WMA) AND EQUIVALENT GRAINS (EG)

Product Name: Plant Based and HPCB Free Cheese Jelly on Whole Grain Bread Code No: A5004
Manufacturer: AdvancePierre Foods Inc.
Case/Pack/Case/Portion Size: Net Wt 2.00 lbs (1 lb Individually Wrapped) 5.68 oz (160g) per case

I. Meat/Meat Alternate
The chart below shows the creditable amount of Meat/Meat Alternate determined:

Description of Creditable Ingredient per Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	Food Buying Guide Yield	Creditable Amount*
<u>Plant Based</u>	<u>2.00</u>	<u>x</u>	<u>1.10 oz = 2.10oz</u>	<u>2.20</u>
		<u>x</u>		
		<u>x</u>		
A. Total Creditable Amount†				<u>2.00</u>

II. Alternate Protein Product (APP)
If the product contains APP, the chart below to determine the creditable amount of APP is filled out.

Description of APP, Manufacturer's name, and code number	Ounces Dry APP Per Portion	Multiply	% of Protein Available	Divide by 10*	Creditable Amount (APP)***
		<u>x</u>			<u>0</u>
		<u>x</u>			
		<u>x</u>			
B. Total Creditable Amount†					
C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest 1/2 oz)†					<u>2.00</u>


III. EQUIVALENT GRAIN (EG)
I. Does this product meet the Whole Grain-Rich Criteria: Yes X No B6
II. Does this product contain non-creditable grains: Yes No X How many grams
(Products with more than 0.24 oz. equivalent or 6.88 grams for Group A-G or 6.88 grams for Group H of non-creditable grains may not credit towards the grain requirements for schools)
III. Indicate which Exhibit A Group (A-I) the Product Belongs: B

The chart below shows the creditable amount of Grain used in finished bread.

Description of Creditable Ingredient per Food Buying Guide	Ounces per Raw Portion of Creditable Whole Grain Ingredient	% of Enrichment	Formula*	Creditable Amount
<u>White Whole Wheat Bread</u>	<u>5.53</u>	<u>32.28%</u>	<u>0.0411</u>	<u>1.04</u>
D. Total Creditable Amount for Equivalent Grain				<u>1.00 ± 2 = 2.00</u>

Total Creditable Amount must be rounded down to the nearest 1/2 serving. Do not round up.

Total weight (per portion) of product as purchased: 5.80

 I certify that the above information is true and correct and that a 5.80-ounce serving of the above product (ready to cook) contains 2.00 ounces of equivalent meat/meat alternate and 2.00 equivalent grains when prepared according to directions.

(Reminder: Total creditable amount cannot count for more than the total weight of product)
I further certify that any APP used in this product conforms to Food and Nutrition Service regulations (7CFR Parts 210, 220, 225 or 226 Appendix A).

Kate Cochran June 4, 2018
Your Name: _____ Date: _____
CN Labeling Technician

*This information is needed if a creditable Alternate Protein Product (APP) is used in the product and should always meeting the meat/meat alternate requirements.

Child Nutrition Label-CN Label

- Example CN Label:

 **Chicken Stir-Fry Bowl**

 **Ingredient Statement:**
Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices.

CN 099135

Each 4.5 oz. Chicken Stir-Fry Bowl provides 1.5 oz. equivalent meat, 1.0 oz eq Grains, ¼ cup dark green vegetable, ¼ cup red/orange vegetable, and ½ cup other vegetable for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 09/14).

CN

Net Wt.: 18 pounds

Chicken Wok Company
1234 Kluck Street Poultry, PA 12345

Child Nutrition (CN) Labels

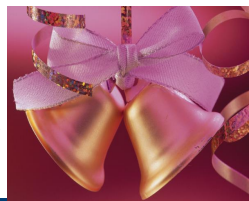
- Just because it is CN labeled, **does not mean** that it is a creditable product.
- If you **do not read** the label **and serve** the correct serving size, it will not meet meal pattern and will result in the repayment of Program funds.





Meal Pattern: Medical Statements

Equally Yoked



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.



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Invited*



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*).

For Richer or Poorer ¹⁷₂



- What has been the most significant challenge in daily operations since last year?
- Can you afford to not be compliant?



To Have and To Hold?

- Has your organization been identified as having excess funds?
- Are you purchasing the required amount of food?
- Are you serving the required amount of food?
- **Not serving the required amount of food or serving non-creditable items is **NOT** a reimbursable meal thus resulting in a false claim.**



Acts of Selflessness














effective

efficient

engaging

enjoyable



 13 baby carrots	 5 Broccoli pieces	 2 cups Raw Spinach	 1 cup cooked Spinach	 1 Medium Bell Pepper
 1/2 cup Tomato Juice	 1/2 cup String Beans or Bodi	 1/2 cup Beet	 1/2 cup Pumpkin or Squash	 1 cup Cucumber
 1 Medium Tomato	 1/2 cup Eggplant (cooked)	 1 cup Lettuce Leaves	<p>All photos listed, illustrate what 1 Vegetable serving look like.</p> <p><small>twitter.com/HealthNutCorner</small></p>	

compliance

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.



Improving the Quality of Meal Service

17
6



EAT THIS
NOT
THAT!



Improve the Quantity of the Components

177



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, hotdogs, sliced meat, 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.)

What Will You Do???



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.



Commitment: State Agencies & Program Operators

18
0



Thank
You



Questions?

18
1



Compliance and Oversight

Child and Adult Care Food Program

PY 2024-2025 CACFP Annual Training

The Compliance Review Process

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What is a Compliance Review?

- Every **two** years (more frequently as needed)
- **Verify** compliance with regulations
- Identify findings of **non-compliance**
- **Provide** technical assistance



Finding

Non-compliance must be corrected!



What areas will the Program Auditors evaluate? 186

- 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!* 187

- 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

Corrective Action

18
9



What are we MISSING?

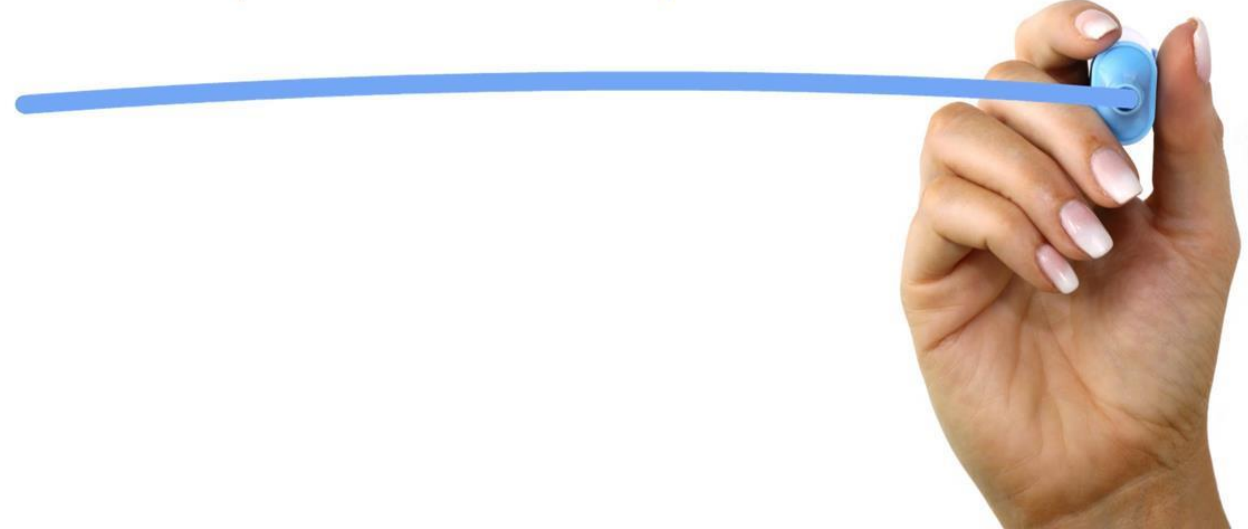
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What is the definition of Corrective Action?

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.

TAKE ACTION



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.

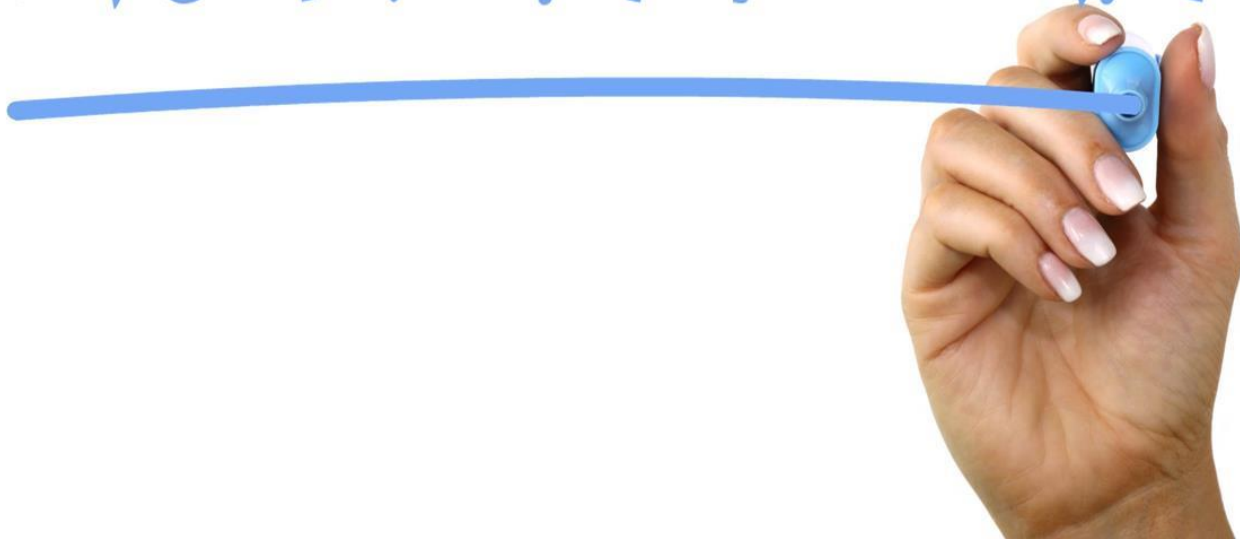




Corrective Action

- 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.

ACTION PLAN



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.

Purpose of Corrective Action Plans

- To document the actions that a facility will take to fully correct the problems
- To demonstrate a full understanding of the program regulations and policies
- Accountability
- Staff Turnover



Corrective Action Plans must be:

19
6

S PECIFIC	Detailed, step by step actions.
M EASURABLE	Does the plan solve the problem?
A TTAINABLE	Do staff have the needed skillset and training?
R EALISTIC	Do you have enough resources to make this happen?
T IMELY	When will it happen? How often?

The 5 *Why*'s Method



Let's put the 5 Why's Method to the Test...

19
8

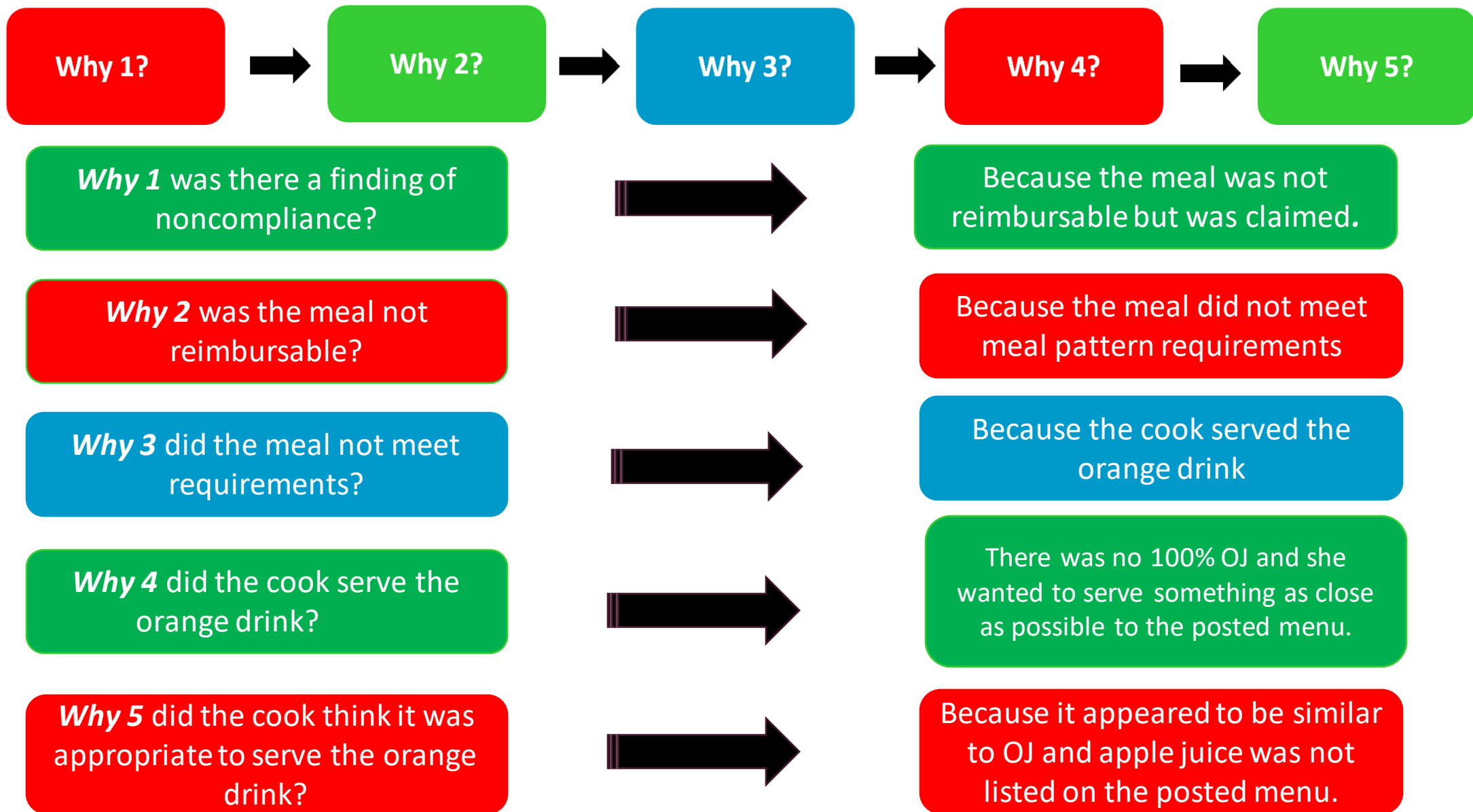


Finding

**Failure to maintain compliance with 7 CFR 226.20(c)
Meal Pattern Requirements**

Required Action

**Meet the meal pattern requirements =
Only serve and claim meals containing creditable items!**



What is the root cause of the meal pattern noncompliance?

20
1



Lack of Training!

Components of a Corrective Action Plan

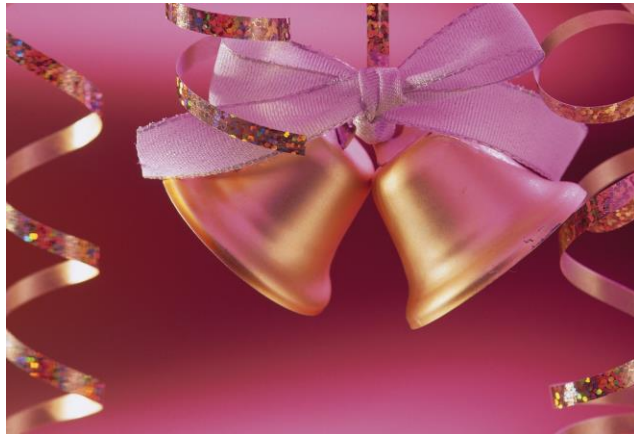
What procedures will be implemented to permanently correct the noncompliance?

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?



The Five BELLS of Drafting a CAP



Identify the Finding

- Review the report or notes from the State Agency.
- What was identified as non-compliant?

Meals served did not meet the CACFP meal pattern requirements.

Detail the Correction

- What change in procedures will occur?
- Are these new processes or procedures?
- Anyone should be able to read this component and know exactly how to complete the steps.

“We will make sure the menu meets the CACFP meal pattern requirements.”



Records must be readily available to demonstrate resolution of the non-compliance.



Production records are reviewed daily by a dedicated staff member to ensure meal pattern requirements are met.

- Identify when the procedures and steps to correct the finding will begin.
- This must be a specific date.
- The date may vary for each finding, some may require immediate attention.



“Immediately”

“Moving Forward”

“From Now On”

“Long As I Live”

“Until The End of Time”

Training

- Training may be required as part of the CAP.
- Indicate how staff have been training on new procedures and steps to ensure full compliance.
- The explanation must include the following:
 - Dates of Training
 - List of Attendees
 - Topics Covered
 - Resources Used



Assessment of Corrective Action

1.	Does the CAP provide a detailed explanation of what actions, and series of steps (procedures) the organization will take to correct the program violation?
2.	Is the CAP specific, actionable, and measurable?
3.	Does the CAP have language that addresses the cause of the issue?
4.	Does the CAP describe how the organization will implement the actions and steps for correcting the program violation(s)?
5.	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?
6.	Does the CAP identify a single person/position who is responsible for making sure corrective action is taken? Does the CAP identify the person who is responsible for ensuring the CAP is effective?

Assessment of Corrective Action

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0

7.	Did the CAP identify when the procedures for addressing the program violation (s) will begin and how often the procedure will be done (timeframes)?
8.	Does it provide details of where the CAP will be retained and for how long? Is it in a safe and secure place?
9.	Does the CAP describe how staff and facilities will be informed of the new procedures outlined in the CAP?
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?



Most Common Error #1

- Not addressing all findings

Most Common Error #2

- Lack of supporting documents



Most Common Error #3

- Insufficient Responses



Questions?

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4



Civil Rights

Child and Adult Care Food Program

PY 2024-2025 CACFP Annual Training



FNS Instruction 113-1

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.



Required Topics

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

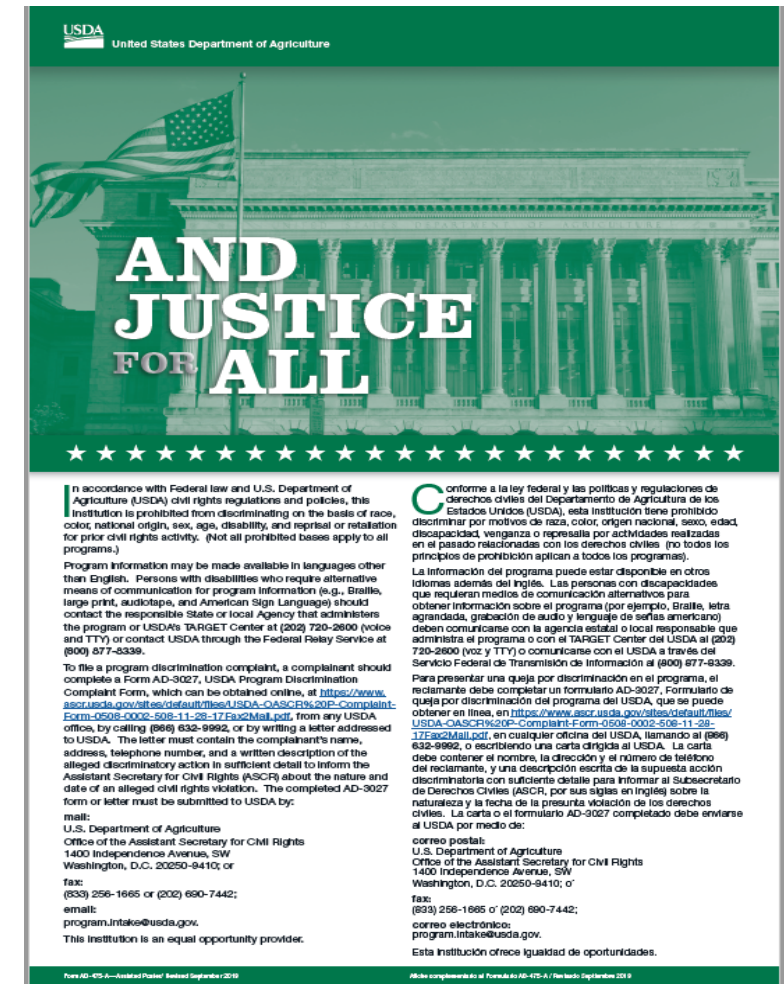


Child Nutrition protected bases are:

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

22
2

Must use correct version for CN Programs



Accessible on the OCN Home Page

<https://mdek12.org/OCN>

Direct Link

<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>



This institution is an equal
opportunity provider.

Do Not Change the Statement!

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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



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.

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

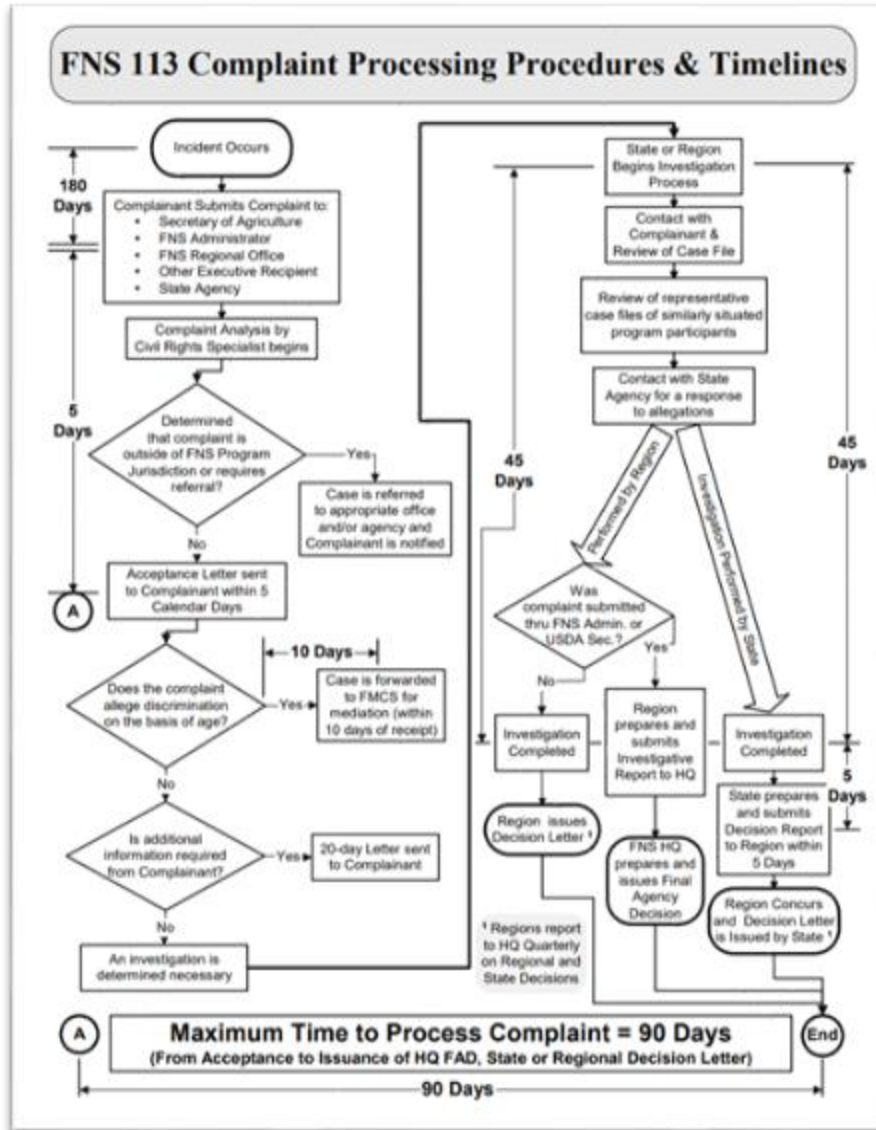
Names, phone numbers, titles, addresses of persons who may have knowledge of the discriminatory action

The date which the alleged discriminatory actions occurred or the duration of such actions

Complaint Procedures

Flow Chart

Available on last Page of FNS 113-1



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

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

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



Remain calm.



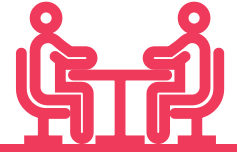
Enter the process with an open mind.



Don't prejudge others.



Don't over-react.



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!



Application Renewal

Child and Adult Care Food Program

PY 2024-2025 CACFP Annual Training

Application Renewal

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.



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



Federal Annual Renewal Requirements

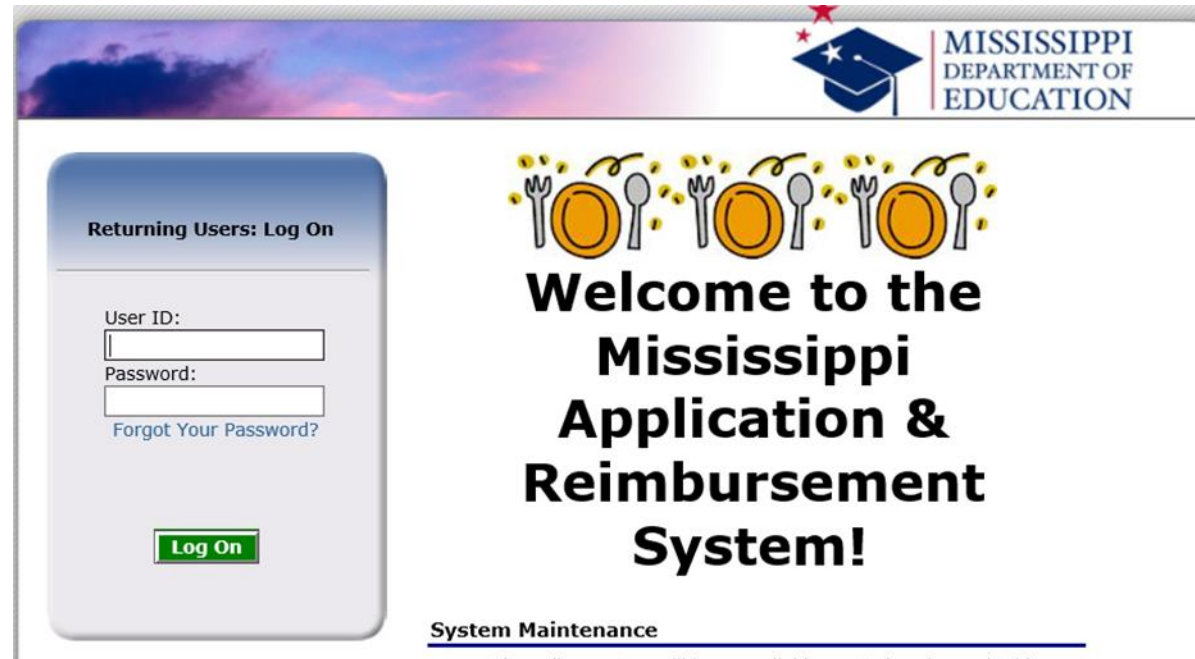
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Federal Annual Renewal Requirements		
Institution is currently in compliance with the required performance standards of financial viability, administrative capability, and Program accountability.	No sponsored facility or principal is on the National Disqualified List (NDL).	Outside Employment Policy is current and in effect.
Names, addresses, and dates of birth of responsible principals are current and up to date.	Institution or organization is not currently on the National Disqualified List (NDL).	Management Plan on file is complete and up to date.

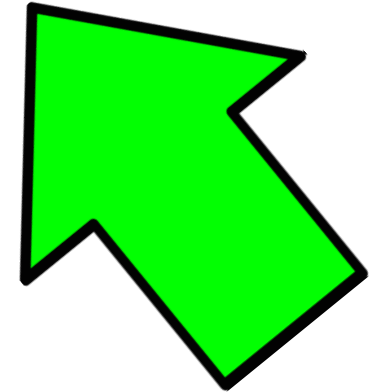
Renewal for Program Year 2024-2025

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The 2024-2025 Child and Adult Care Food Program (CACFP) Renewal Process can be completed in the Mississippi Application Reimbursement System (MARS) beginning **July 1, 2024**.



The screenshot shows the login interface for the Mississippi Application & Reimbursement System (MARS). At the top, there is a header with a blue sky background, a graduation cap icon, and the text "MISSISSIPPI DEPARTMENT OF EDUCATION". Below the header, on the left, is a login box titled "Returning Users: Log On" containing fields for "User ID:" and "Password:", a "Forgot Your Password?" link, and a green "Log On" button. In the center, there is a graphic of three plates with cutlery and the text "Welcome to the Mississippi Application & Reimbursement System!". At the bottom, there is a "System Maintenance" link.



Deadline for Submission of Required Documentation

24
9



September 1, 2024



Don't Miss the

DEADLINE!

mbursement



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 2024-2025, all Renewal documentation must be submitted no later than **September 1, 2024.**



Renewal Documentation

- Current Childcare Facility **License** for each site
- Current **Food Service Certificate** for each site
- **All** bank statements for the CACFP food service account:
 - **April 2024 through June 2024**
- 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 2024-2025



Renewal Documentation

- Board Minutes for Non-profit Organizations accepting *“Final Financial and Administrative Responsibility for CACFP for program year 2024-2025”*
- 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)

**OTHER
STUFF!**

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

Oops I Did it AGAIN!

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6



**Review Application Packet Notes
from Last Year!**



Common Reasons for Return during Renewal



- **Unallowable** or **unapproved** expenses on the Financial Statements
- Failure to submit a **Current** License/Inspection or Food Permit
- **Out of Date** and **Incomplete** Board Minutes
- Items in the **Budget** without supporting documentation
- **Incomplete** ACQR Reports from Prior Quarters

Unallowable or Unapproved expenses on the Financial Statements



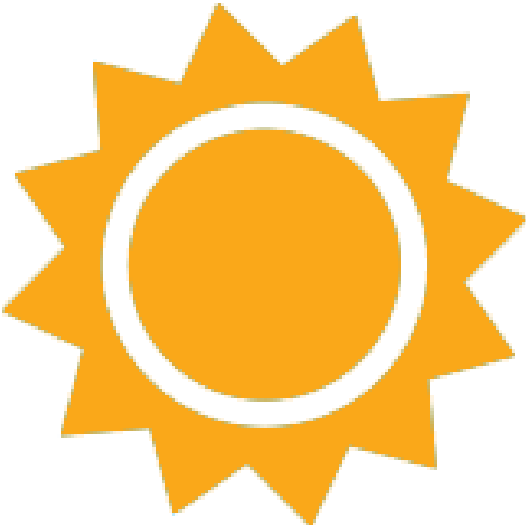
Issue:

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.

PERMIT



Failure to submit a Current License/Inspection or Food Permit

Issue:

The renewing institution or organization submits an expired facility license/inspection or food permit.

Resolution:

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

Out of Date and Incomplete Board Minutes

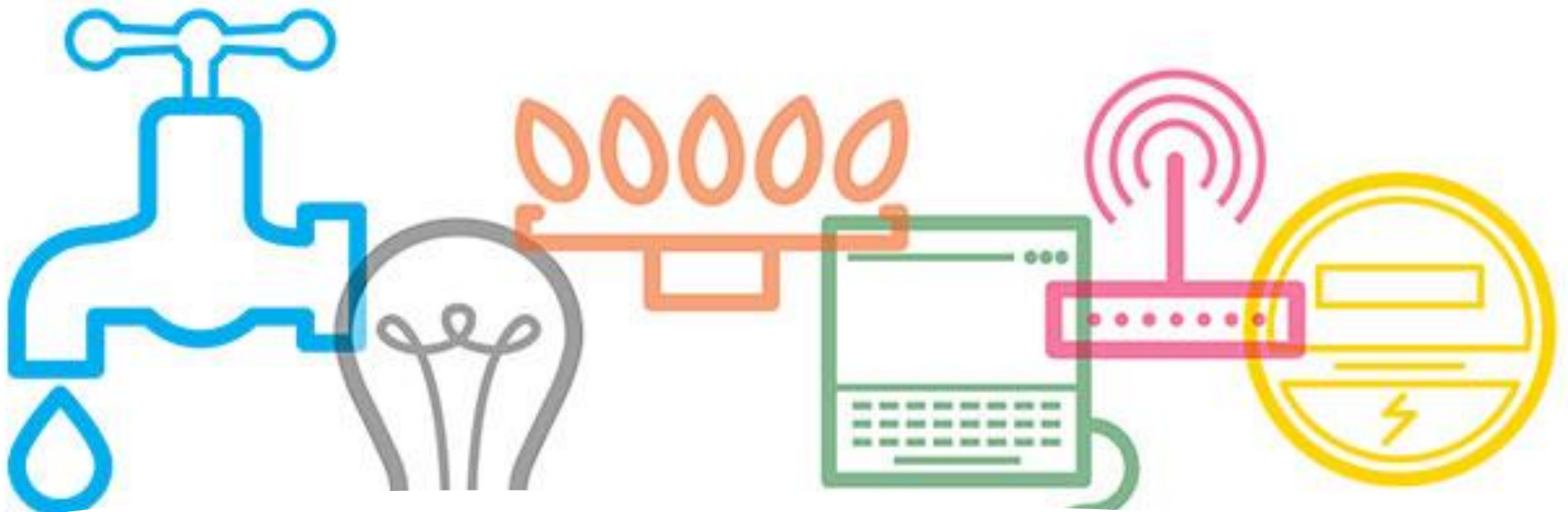


Issue:

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 2024-2025.*”



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.

- 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.



Actual Cost Quarterly Reports Incomplete for Prior Quarters

Issue:

The renewing institution has not completed the ACQR reports for First and/or Second Quarter. Third Quarter report could be due if the application is submitted after August 15th.

Resolution:

The renewing institution or organization must all required documentation (Cost Worksheets and Financial Statements) and all required corrective action for all prior quarters based on the timing of submission of the renewal application.

September 1, 2024

ON

Don't Miss the

DEADLINE!

BEFORE

Questions?

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mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION



This institution is an equal opportunity provider.