

Welcome to the...



*CACFP Training
Presentation*

Training Goals

To learn the basics of
operating the Child and Adult
Care Food Program

To understand:

- The expectations of program participation
- USDA regulations and program policies
- New CACFP Requirements
- Semcac Head Start expectations in Food Service

Overview

Issues that Affect the Money

- Reimbursement Rates

- Meal Patterns for Reimbursable Meals

- New Meal Pattern Requirements

Other Required Administrative Records

- * Civil Rights Training Requirement *

- Record Keeping

- Monitoring

- Meal Counts and Attendance

Program Integrity

Applications and Claims Process

USDA Website

<https://www.fns.usda.gov/cacfp/child-and-adult-care-food-program>

Info on all Child Nutrition Programs

- Regulations
- Meal patterns
- Resources and Tools





Search

Search

Prepare now to apply for a school safety grant Aug. 29

At the end of the 2018 legislative session, Governor Dayton signed school safety grants into law. The application period opens August 29. A webinar is planned for July 24. The assurances form and expenditure plan are posted and can be completed now in preparation for the application open date. [Learn more on the school safety grants page.](#)



<http://education.state.mn.us>

Who may participate in the CACFP for Centers?

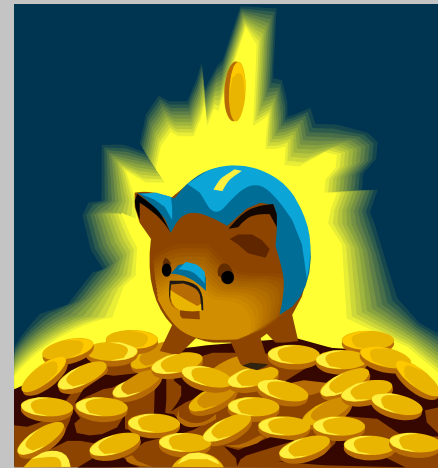
- Child Care Centers
(Head Start Centers)
- At-Risk After School
Snack Programs
- Adult Care Centers
- Emergency Shelters
 - Homeless
 - Battered Women



Meal Reimbursement Rates

New reimbursement rates
are set annually - effective
July 1, 20XX

There are 3 levels of
reimbursement: A, B, or C



Head Start Children are
automatically eligible for
category **A** if . . .

A

Their household's
income meets
Head Start
Income Guidelines.



Head Start

Certification Statement:

- ❖ List of names of enrolled children in Head Start in the month of October.
- ❖ Signed by Head Start Official.



Claiming Meals for Reimbursement



Records Needed to Support the Claim
Point of Service Meal Counts
Attendance

What Meals Can Be Claimed?

- Breakfast and Lunch
- Snacks

Can claim **3** meal types
per child per day

2 meals and **1 snack**
or

2 snacks and **1 meal**



*Enrolled participants
only—no “guests” or
staff members can be
claimed for
reimbursement.

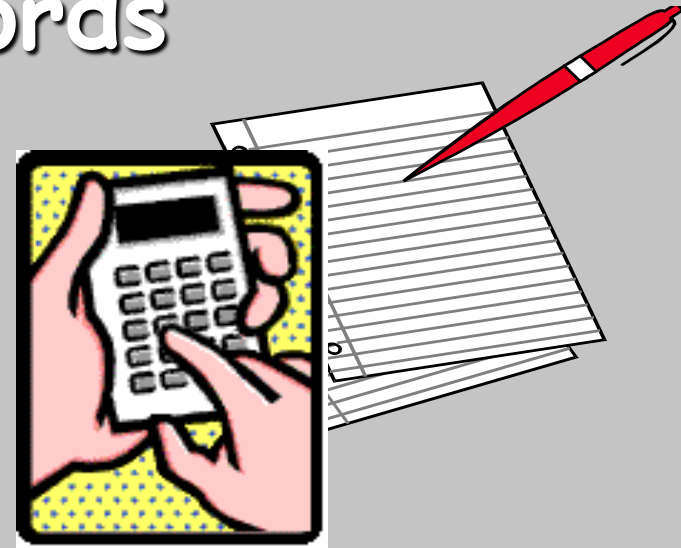
What Documentation is Needed to Support Your Meal Counts?

Meal Counts:

Recorded daily at the "Point-of-Service"
(for each meal/snack) in the C+ Attendance App.

Daily Attendance Records

Recorded daily in the C+
Attendance App.



Food Service Records

Required Meal Patterns

Menus, Diet Statements

Food Production Records

Other Health Department
Requirements

Required Meal Patterns

• **A Meal Pattern is the set of:**

- food components/food items &
- minimum quantities that must be served for a reimbursable meal

To receive reimbursement for meals and snacks menus must meet the meal pattern requirements.



Breakfast (select all three components for a reimbursable meal)

Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ²
Fluid Milk³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Vegetables, fruits, or portions of both⁴	¼ cup	½ cup	½ cup	½ cup
Grains^{5,6,7} Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁸ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{8,9}				
○ Flakes or rounds	½ cup	½ cup	1 cup	1 cup
○ Puffed cereal	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
○ Granola	⅞ cup	⅞ cup	¼ cup	¼ cup

¹Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

²At-Risk afterschool programs and emergency shelters. Larger portion sizes than specified may need to be served to children 13 through 18 year olds to meet their nutritional needs.

³Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older and adults.

⁴Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁵At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

⁶Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week at breakfast. One ounce of meat and meat alternates is equal to one serving of grains.

⁷Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

⁸Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams of sucrose and other sugars per 100 grams of dry cereal).

⁹Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; ¾ cup for children 6-12; and 1 ½ cups for adults.

When serving Yogurt, it must have less than 23 grams of sugar per 6 ounces.

*Follow the Guide to the right when grocery shopping.



United States Department of Agriculture

Choose Yogurts That Are Lower in Added Sugars

As of October 1, 2017, yogurt served in the Child and Adult Care Food Program (CACFP) must not have more than 23 grams of sugar per 6 ounces.

There are many types of yogurt that meet this requirement. It is easy to find them by using the Nutrition Facts label and following the steps below.

1

Use the Nutrition Facts Label to find the Serving Size, in ounces (oz) or grams (g), of the yogurt.

2

Find the Sugars line. Look at the number of grams (g) next to Sugars.

3

Use the serving size identified in Step 1 to find the serving size of your yogurt in the table below.

Serving Size* Ounces (oz)	Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Sugars Grams (g)
If the serving size is:		Sugars must not be more than:
2.25 oz	64 g	9 g
3.5 oz	99 g	13 g
4 oz	113 g	15 g
5.3 oz	150 g	20 g
6 oz	170 g	23 g
8 oz	227 g	31 g

4

In the table, look at the number to the right of the serving size amount, under the "Sugars" column.

If your yogurt has that amount of sugar, or less, the yogurt meets the sugar requirement.

Nutrition Facts	
Serving Size 8 oz (227g)	
Servings about 4	
Amount Per Serving	Calories from Fat 20
Calories 130	
	% Daily Value*
Total Fat 2g	9%
Saturated Fat 1.5g	8%
Trans Fat 0g	
Cholesterol 10mg	9%
Potassium 400mg	1%
Sodium 160mg	7%
Total Carbohydrate 21g	7%
Dietary Fiber 4g	17%
Sugars 9g	
Protein 10g	
Vitamin A 6%	Vitamin C 4%
Calcium 35%	Iron 0%
Vitamin D 6%	



TIP: If the serving size says "one container," check the front of the package to see how many ounces or grams are in the container.

Test Yourself:

Does the yogurt above meet the sugar requirement?

(Check your answer on the next page)

Serving Size: _____

Sugars: _____

☐ Yes ☐ No



*Serving sizes here refer to those commonly found for store-bought yogurts. Homemade yogurt is not creditable in the CACFP. For serving size requirements of yogurt in the CACFP, please visit <https://www.fns.usda.gov/cacfp/meals-and-snacks>.

More training, menu planning, and nutrition education materials for the CACFP can be found at <https://teammnutrition.usda.gov>.



When
serving
Cereal
and/or
Granola, it
must have
less than 6
grams of
sugar per
dry ounce.
*Follow the
Guide to the
right when
grocery
shopping.



Choose Breakfast Cereals That Are Lower in Sugar

All breakfast cereals served in the Child and Adult Care Food Program (CACFP) must not have more than 6 grams of sugar per dry ounce.

There are many types of cereal that meet this sugar limit. You can use any cereal that is listed on any State agency's Women, Infants, and Children (WIC)-approved cereal list. You can also find cereals that meet the sugar limit by using the Nutrition Facts label and following the steps below:

1 Use the Nutrition Facts label to find the Serving Size, in grams (g), of the cereal.

2 Find the Total Sugars line. Look at the number of grams (g) next to Total Sugars.

3 Use the serving size identified in Step 1 to find the serving size of the cereal in the table below.

Serving Size*	Total Sugars
If the serving size is:	Total sugars must not be more than:
12-16 grams	3 grams
26-30 grams	6 grams
31-35 grams	7 grams
45-49 grams	10 grams
55-58 grams	12 grams
59-63 grams	13 grams
74-77 grams	16 grams

4

In the table, look at the number to the right of the serving size amount, under the "Total Sugars" column.

If the cereal has that amount of sugar, or less, the cereal meets the sugar limit.

Yummy Brand Cereal

Nutrition Facts

15 servings per container

Serving size ¾ cup (30g)

Amount per serving

Calories **100**

% Daily Value*

Total Fat 0.5g **1%**

Saturated Fat 0g **0%**

Trans Fat 0g

Cholesterol 0mg **0%**

Sodium 140mg **6%**

Total Carbohydrate 22g **7%**

Dietary Fiber 3g **11%**

Total Sugars 5g

Includes 4g Added Sugars **8%**

Protein 3g

Test Yourself:

Does the cereal above meet the sugar limit?

(Check your answer on the next page)

Serving Size: _____

Total Sugars: _____

☐ Yes ☐ No

*Serving sizes here refer to those commonly found for breakfast cereals.

Lunch and Supper (Select all five components for a reimbursable meal)

Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ²
Fluid Milk³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Meat/meat alternate Lean meat, poultry, or fish	1 ounce	1 ½ ounces	2 ounces	2 ounces
Tofu ⁴	¼ cup	⅔ cup	½ cup	½ cup
Cheese	1 ounce	1 ½ ounces	2 ounces	2 ounces
Cottage cheese	2 ounces or ¼ cup	3 ounces or ⅔ cup	4 ounces or ½ cup	4 ounces or ½ cup
Large egg	½	¾	1	1
Cooked dry beans or peas	¼ cup	⅔ cup	½ cup	½ cup
Peanut butter or soy nut butter or other nut or seed butters	2 tablespoons	3 tablespoons	4 tablespoons	4 tablespoons
Yogurt, plain or flavored, unsweetened or sweetened ⁵	4 ounces or ½ cup	6 ounces or ¾ cup	8 ounces or 1 cup	8 ounces or 1 cup
Peanuts, soy nuts, tree nuts, or seeds ¹¹	½ ounce = 50%	¾ ounce = 50%	1 ounce = 50%	1 ounce = 50%
Vegetables⁶	⅔ cup	¼ cup	½ cup	½ cup
Fruits^{6,7}	⅔ cup	¼ cup	½ cup	½ cup
Grains^{8,9} Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ¹⁰ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup

⁷A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.

⁸At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.

Snack (Select two of the five components for a reimbursable snack)

Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ²
Fluid Milk ³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Meat/meat alternate Lean meat, poultry, or fish	½ ounce	½ ounces	1 ounce	1 ounce
Tofu ⁴	⅓ cup	⅓ cup	¼ cup	¼ cup
Cheese	½ ounce	½ ounces	1 ounce	1 ounce
Cottage cheese	1 ounce or ⅓ cup	1 ounce or ⅓ cup	2 ounces or ¼ cup	2 ounces or ¼ cup
Large egg	½	½	½	½
Cooked dry beans or peas	⅓ cup	⅓ cup	¼ cup	¼ cup
Peanut butter or soy nut butter or other nut or seed butters	1 tablespoon	1 tablespoon	2 tablespoons	2 tablespoons
Yogurt, plain or flavored, unsweetened or sweetened ⁵	2 ounces or ¼ cup	2 ounces or ¼ cup	4 ounces or ½ cup	4 ounces or ½ cup
Peanuts, soy nuts, tree nuts, or seeds ¹¹	½ ounce	½ ounce	1 ounce	1 ounce
Vegetables⁶	½ cup	½ cup	¾ cup	¾ cup
Fruits⁶	½ cup	½ cup	¾ cup	¾ cup
Grains^{7,8}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁹ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{9,10}				
○ Flakes or rounds	½ cup	½ cup	1 cup	1 cup
○ Puffed cereal	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
○ Granola	⅓ cup	⅓ cup	¼ cup	¼ cup

⁵Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁶Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

CACFP Requirements cont.:

- Only 1% or Skim UNFLAVORED milk may be served to children 2-5 yrs old.
- Cereal (including Granola) must follow WIC approved list, no more than 6 grams of sugar/dry ounce.
- Yogurt must contain no more than 23 grams of sugar per 6 oz serving.
- One meal/snack must contain a whole grain rich component.
- Fruit and Vegetables are now separate components for lunch and snack.
- 100% Juice, is limited to once per day.
- Real cheese products should be purchased, no processed/pre-sliced cheeses.

Child Care Food Components/Food Items

- ❖ Breakfast - 3 components
= 3 food items
- ❖ Lunch/Supper - 5 components
= 5 food items
- ❖ Snack - 2 out of 4 components
= 2 food items

Portion Sizes vary
by age groups



Food Service Records

- Menus
- Food Production Records (for breakfast and lunch)
- CN Labels / Product Fact Sheets
- Labels for Whole Grain Products, Yogurt, Cheese & Cereal
- Standardized Recipes
- Special Diet Statements



Breakfast

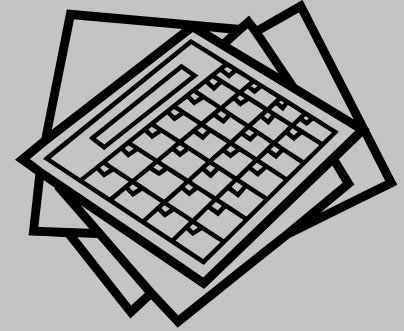
40 servings planned:

Peaches: 2 #10 cans

Toast: 45 slices

1% milk: 2 ½ gal's

Menus



• Written Menus

For all meals and snacks to be claimed:

- Record all substitutions
- Written menu items must be specific -
i.e. peaches...instead of fruit
- Date menus OR provide dated Cycle Menus
- Keep on file for 3 yrs & 3 months

Food Production Records (Breakfast, Lunch & Snack)

- MUST contain:
 - Food product used
 - Quantity of food prepared (in wts.& measures)
 - Number of servings prepared
 - Number of meals planned/ordered
 - Document 'Other' meals eaten (adult meals)
 - Caterer must complete these records



Child and Adult Care Food Program - Menu and Food Production Record

Menu: Spaghetti w/ Meat Sauce

Fruit Cocktail

Bread

Milk

Date: July 21, 2010

Meal Type: (circle one)

Breakfast Lunch Supper

Number Prepared For:

Children: 100

Adults: 12

Total: 112

Specific Food Item Used

Planned Portion Size

Quantity Prepared

Fluid Milk

2% milk

3-5 yr. = $\frac{3}{4}$ c.

6 Gallons

Meat/Meat Alternate

Grd. Beef

3-5 yr. = 1½ oz.

15 lbs.

Fruit/Vegetable

Fruit Cocktail

3-5 yr. = $\frac{1}{4}$ cup

3 No. 10 cans

Fruit/Vegetable

Tomato Sauce

3-5 yr. = $\frac{1}{4}$ cup

3 No. 10 cans

Grains/Breads

Bread

3-5 yr. = $\frac{1}{2}$ slice

3-21 slices/loaf

Spaghetti Noodles

3-5 yr. = $\frac{1}{4}$ cup

5 lbs.

Other

Food Buying Guide

Food Buying Guide

for Child Nutrition Programs



U.S. Department of Agriculture
Food and Nutrition Service

- Purchasing Guide
- Provides Yield Information

<http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs>

Vegetable Section

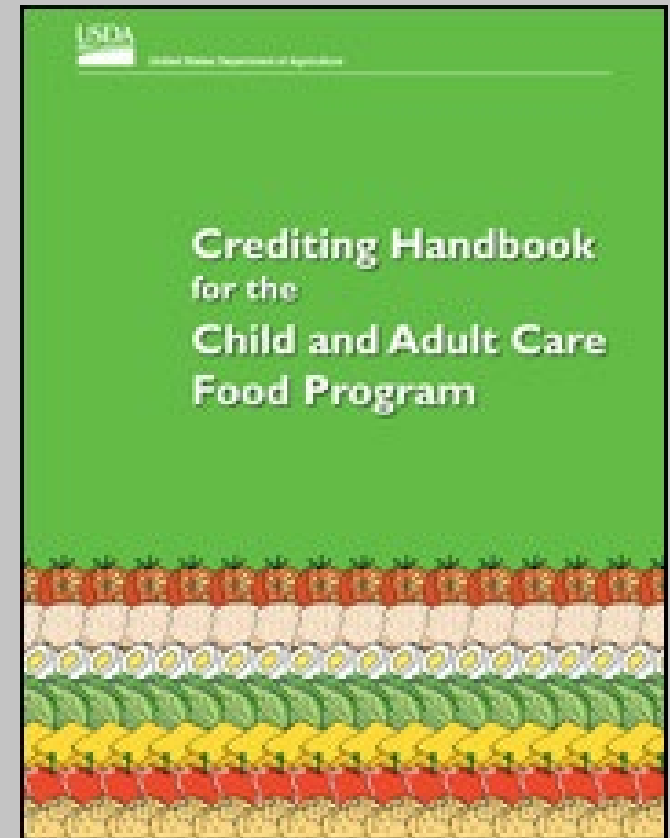
Section 2 - Vegetables

1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size	5. Purchase Units for 100 Servings	6. Additional Information
Other Vegetables¹ - BEANS, GREEN (continued)					
Beans, Green, fresh <i>Trimmed, Whole Ready-to-use</i>	Pound	12.40	1/4 cup whole, cooked, drained vegetable	8.10	1 lb AP = 1 lb (about 5-3/8 cups) ready-to-cook beans; 1 lb AP = 0.86 lb (about 3 cups) cooked, drained beans
	Pound	16.40	1/4 cup cut, raw vegetable	6.10	1 lb AP = 1 lb (about 4 cups) ready-to-cook beans
	Pound	11.20	1/4 cup cut, cooked, drained vegetable	9.00	1 lb AP = 1 lb (about 4 cups) ready-to-cook beans; 1 lb AP = 0.89 lb (about 2-3/4 cups) cooked, drained, cut beans
Beans, Green, fresh <i>Untrimmed, Whole</i>	Pound	11.10	1/4 cup whole, cooked vegetable	9.10	1 lb AP = 0.88 lb ready-to-cook beans
Beans, Green, canned <i>Cut, Includes USDA Foods</i>	No. 10 Can (101 oz)	45.30	1/4 cup heated, drained vegetable	2.30	1 No. 10 can = about 60.0 oz (12-7/8 cups) drained, unheated beans

Food Service Resources

Crediting Handbook for the Child and Adult Care Food Program

- List of creditable and non-creditable foods
- Menu planning tips
- Meal patterns and basic nutrition



<http://www.fns.usda.gov/tn/crediting-handbook-child-and-adult-care-food-program>

Child Nutrition Labels

➤ CN labels contain:

- a rectangular border
- the foods contribution to the meal pattern

CN		XXXXXX*		
CN	This 2.31oz fully cooked Beef Patty with Textured Soy Flour provides 2.00 oz equivalent meat/meat alternate for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA XX-XX**)			CN
CN				

* CN identification number
** Month & Year of approval

Special Diet Statements...

...are required for participants who cannot be served the meal pattern – due to a food allergy or intolerance.

Note: Sponsor is required to provide substitution *if*:

- participant has a disability **AND**
- disability restricts the diet **AND**
- participant has a signed medical statement from a recognized medical authority stating the above requirements

Certified Food Manager



State of Minnesota
Minnesota Department of Health

Environmental Health Services Section
121 East 7th Place, P. O. Box 64975
St. Paul, MN 55164-0975

FOOD MANAGER CERTIFICATE NO. FM29055

To: **SAMPLE**

Jane Doe

EFFECTIVE DATE

01/01/2005

EXPIRATION DATE

01/01/2008

Issued: 03/31/2005

- MN Department of Health requirement
- Contact your local Health Department or MDH
- (651) 215-0870

Other Required Administrative Records



Supporting Documents
Civil Rights
Financial Recordkeeping
Monitoring of Multi-Sites

Other Administrative Records / Responsibilities



- Building for the Future
- WIC Info
- Enrollment Forms
- Civil Rights
- Training
- Monitoring of Multi-Sites
- Financial Record-keeping
- Supporting Documents

Posters and Brochures - available on USDA Website

Building for the Future

This child care receives
Federal cash assistance to
serve healthy meals to your children.
Good nutrition today means
a stronger tomorrow!

Go to: <http://www.fns.usda.gov> CACFP / Resources

Inform Parents of WIC...



- benefits and importance of program
- annually, during enrollment
- distribute brochure or display poster

USDA Enrollment Forms



Child Care Centers must collect information for each child on their usual:

- **Days** [i.e. M, T, W, TH]
- **Hours** [i.e. 8:00-2:00] in care
- **Meal services** each child will participate in [i.e. Breakfast/Lunch/Afternoon Snack]

****Form must be completed yearly and the Parent/Guardian MUST sign and date the form.**

Civil Rights Requirements

Sponsors and sites must:

✓ Notify Public

" ... And Justice for All" poster

Include nondiscrimination statement on all program materials

- ✓ Provide equal access to services, facilities, and meal service

provide program materials in translations

must include infants on the Program

provide special foods/meals to persons with documented handicapping conditions



Beneficiary Data



- **Collect Racial/ethnic data** from the back of the Household Income Statement, or Child's Head Start Application.
- **Compare** the center's data to census data for the service area from which the center draws its participants.
 - ❖ To obtain the census data for your service area go to <http://www.census.gov>

Staff Training on Civil Rights in an *Annual Requirement *



- Document date completed on the Mandatory Training Log.
- Required Civil Rights training topics:
 - Collection and use of data
 - Complaint procedures
 - Resolution of non-compliance
 - Language assistance
 - Customer Service
 - Public notification
 - Compliance review techniques
 - Conflict Resolution
 - Reasonable accommodation for persons with disabilities

Minnesota Department of Education (MDE) has developed a PowerPoint presentation that covers the required topics.

- ❖ The link to the required training can be found on the Mandatory Training log on Sharepoint.

Training of Staff on CACFP



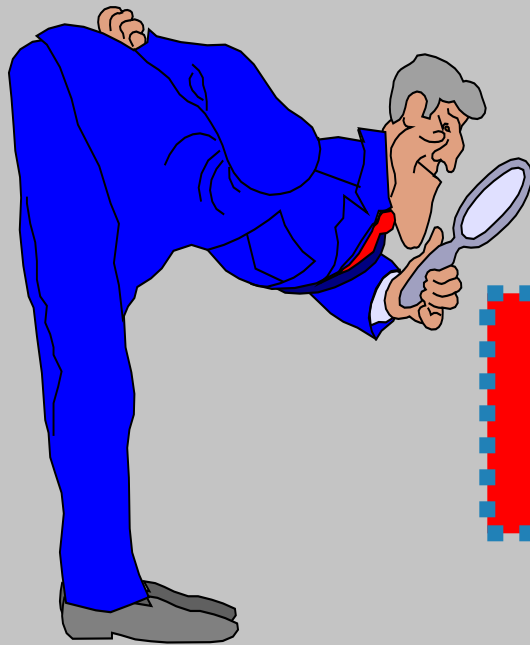
Required annually

Training Documentation

Maintain records of:

- ❖ Training date(s)
- ❖ Location(s)
- ❖ Topic(s)
- ❖ Names of participants in attendance.





Monitoring

Q: Who Must Conduct Monitoring Visits?

A: Multi-site Sponsors

Q: Why Monitor the Sites?

A: CACFP requirement

A Pre-Operational Visit to a New Site...

Must be conducted:

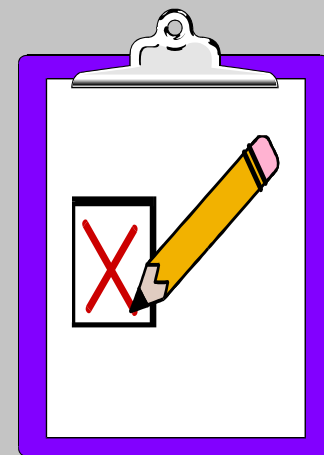
- to ensure that CACFP requirements will be met
- prior to claiming meals in the CACFP
- Pre-Op Visit Form located on Web



Monitoring Requirements

MUST VISIT	WHEN
NEW SITES	Within first 4 weeks of claiming
ALL SITES	<ul style="list-style-type: none">•3 visits/year – 6 weeks apart to 4 months apart, scatter throughout month•2 Unannounced visits per year•At least one unannounced visit must be at meal time


FNS
Monitoring
Form




Recommended that all monitoring visits take place during a claimed meal service.

What is checked during a monitoring visit?



- 
- Attendance and Enrollment Records
 - Civil Rights
 - Meal Counts
 - Observation of a Meal

- 
- Menus
 - Diet Statements/ Parent decline letters on file
 - Health/Safety/Sanitation

Financial Recordkeeping

- Keep a monthly file for each of the following:

Expenses	Revenue
CACFP Admin. Expenses	CACFP Reimbursement
Food Service Operating Expenses	Child Care Fees



Documenting Food Service Costs

- SAVE ITEMIZED RECEIPTS
- SEPARATE OUT NON-FOOD SERVICE COSTS

$\$85.00 - \$30.00 = \text{Food Service Expense of } \55.00

Large Mart Store

Crackers 15.00

Apple Juice 10.00

Videos 20.00


Ice-Melt 10.00

Cereal 25.00

Peanut Butter 5.00

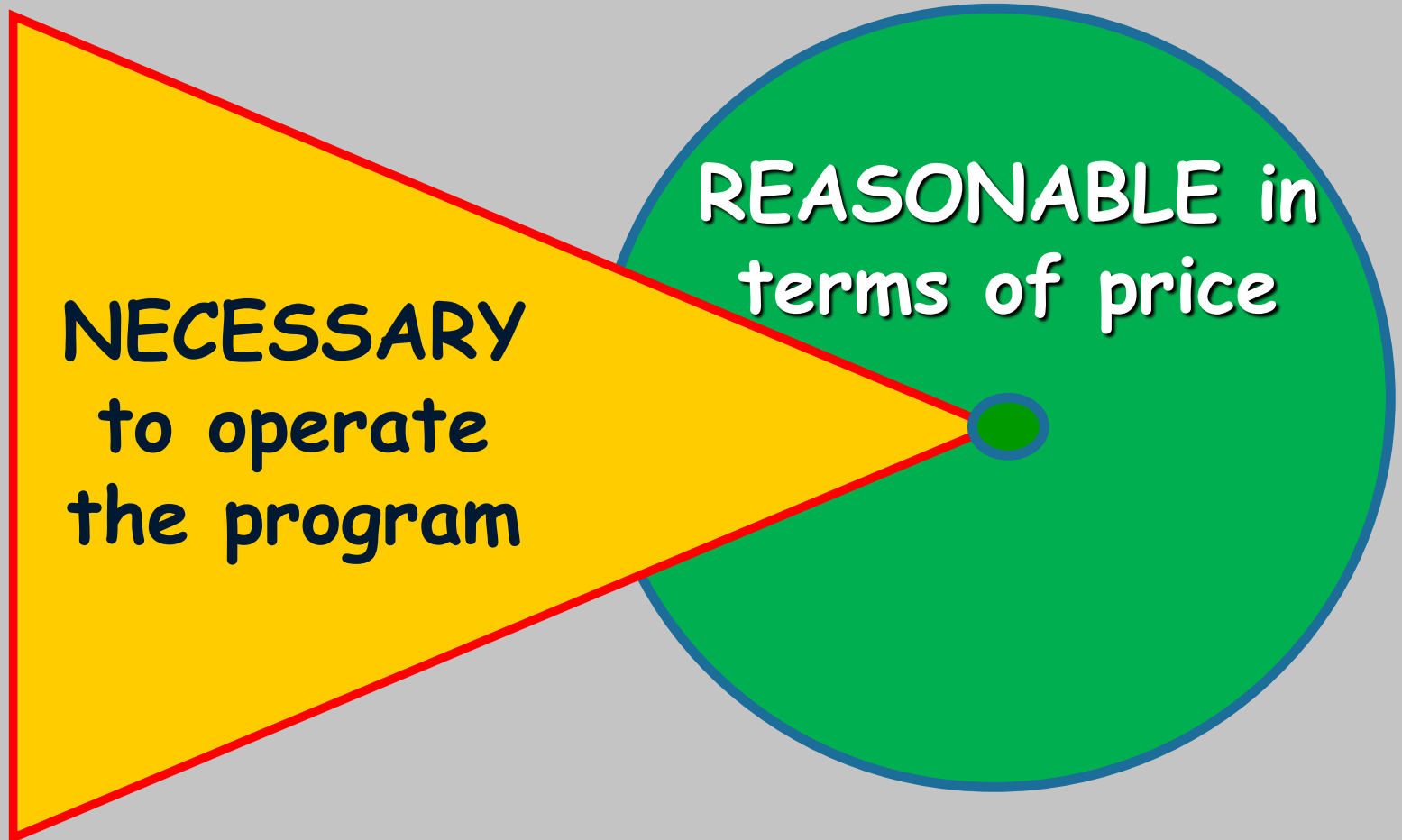
Total 85.00

Documentation of a Nonprofit Food Service Operation



Food service
expenses are
greater than
food service
income

**All Reported CACFP Costs must
be necessary and reasonable ...**



Cost Comparisons



- Select a minimum of 3 food service related items or services: (i.e.)
 - Whole Grain Bread
 - Cheerios Cereal
 - Milk
- Obtain prices from 3 sources
- Record costs and compare

PROCUREMENT LOG

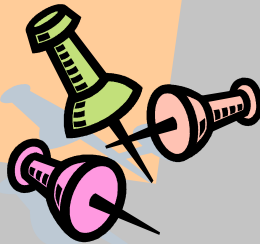
Item(s) to be Purchased and Specifications	SUPPLIER	DATE	METHOD OF CONTACT	DISCUSSION	BID PRICE / NEGO-TIATED
Whole Grain Bread	Food Express	8/10/16	Phone	15 miles away	\$1.65
	Mabel's Meals	8/12/16	Phone	Will deliver	\$1.80
	Kurt's Cuisine	8/15/16	Phone	Must pick up- no delivery	\$1.85

Item(s) to be Purchased and Specifications	SUPPLIER	DATE	METHOD OF CONTACT	DISCUSSION	BID PRICE / NEGO-TIATED
Gallon Skim Milk	Sam's Club	8/10/16	Newspaper	30 miles away	\$3.05
	Cub Foods	8/16/16	Phone	Agency charge card	\$2.75
	Doug's Drug	8/10/16	Visit	30 miles away	\$4.15

Procurement Guidelines



All Sponsors:
if purchases
exceed \$100,000
must follow
Federal
Procurement
Guidelines



For Profits:
if purchases
exceed \$10,000
must do a
Request for
Proposal



**Public School
Districts and
Tribal Govt's:**
must follow State
Procurement
Guidelines

Procurement Guidelines

Cost, Plus a Percentage
of Cost Contracts are
Not Allowed



Records to Document Daily



- Attendance Records
- Meal Counts
- Food Production Records
- Recordkeeping
- Menu Substitutions

On-going Monthly Tasks

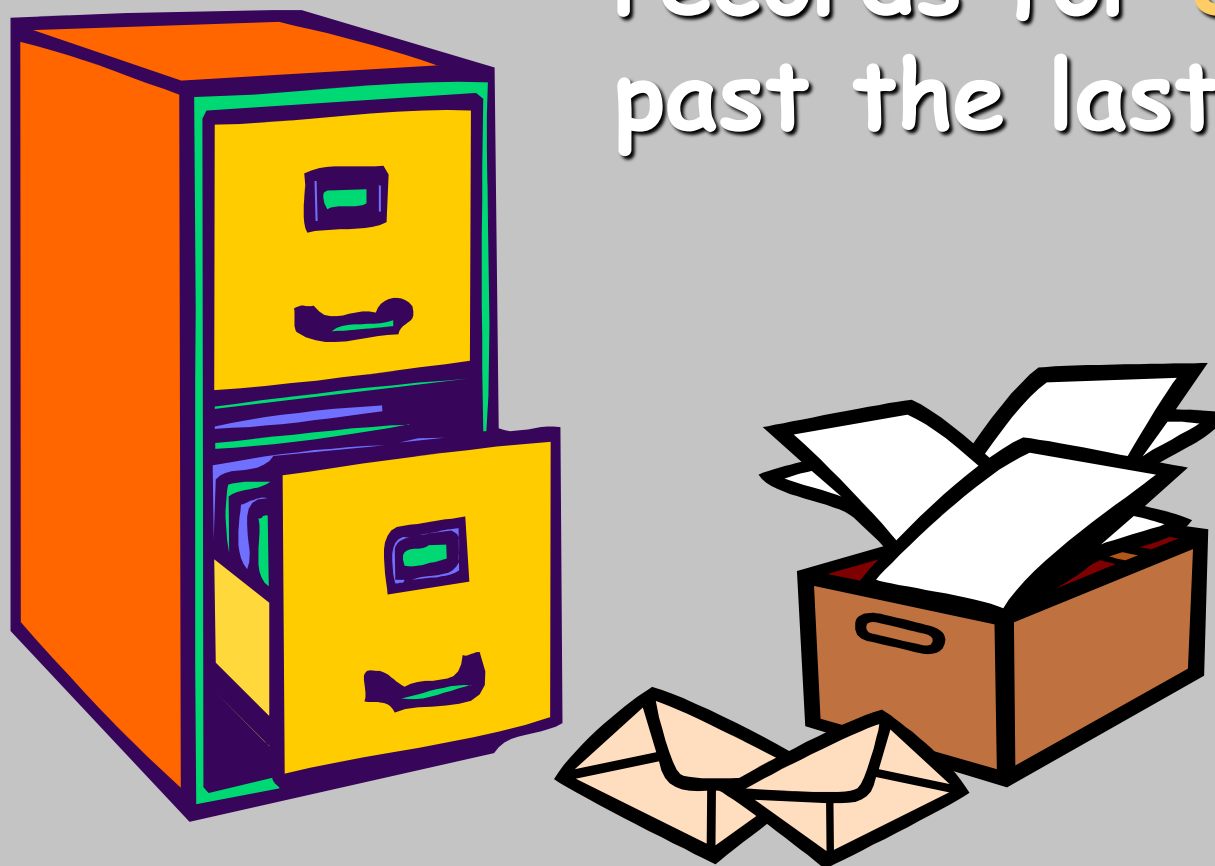
- Collect CACFP Child Enrollment Forms, on newly enrolled children
- Display the WIC Program and Building for the Future Posters
- Collect Special Diet Statements, as needed
- Prepare and Submit Claim for Reimbursement

Annual Administrative Tasks

- Obtain Child Enrollment forms on all enrolled participants.
- Obtain or Renew Contract for Vended Meal Provider, if needed.
- Complete CACFP Application Renewal.
- Staff CACFP and Civil Rights Training.
- Procurement
- Monitoring/Site Visits (3 per year)

Records Retention

Keep all CACFP
records for **3 years**
past the last payment

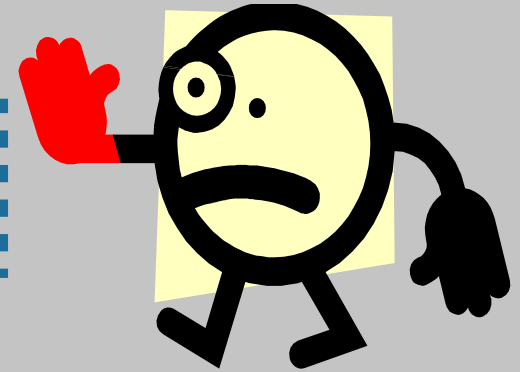


Program Integrity



- USDA wants Viable, Capable and Accountable Sponsors
- Serious Deficiency Process

Serious Deficiency

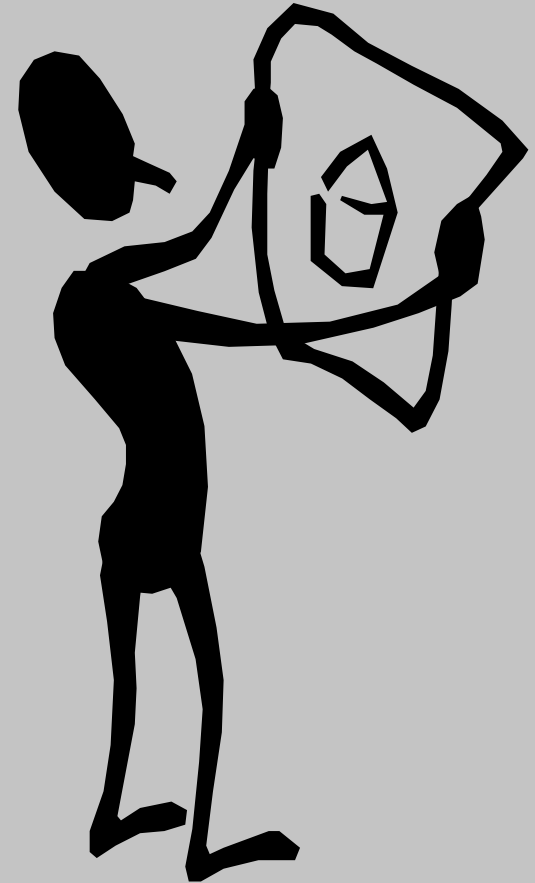


...is a violation of program regulations which brings into question a Sponsors ability to operate the CACFP

- financial viability
- organizational capability
- internal controls

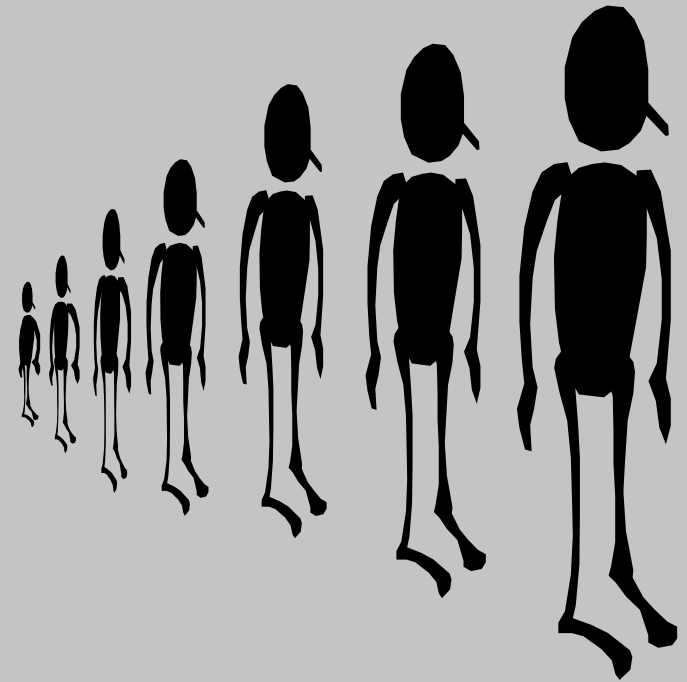
Once A Serious Deficiency Has Been Identified ...

- Notice sent to Sponsor
- Corrective Action
(The SA requires specific corrective actions needed)
- Evaluation
(The SA reviews descriptions of new procedures, edit checks & staff training)
- Resolution
(Closure or Termination)



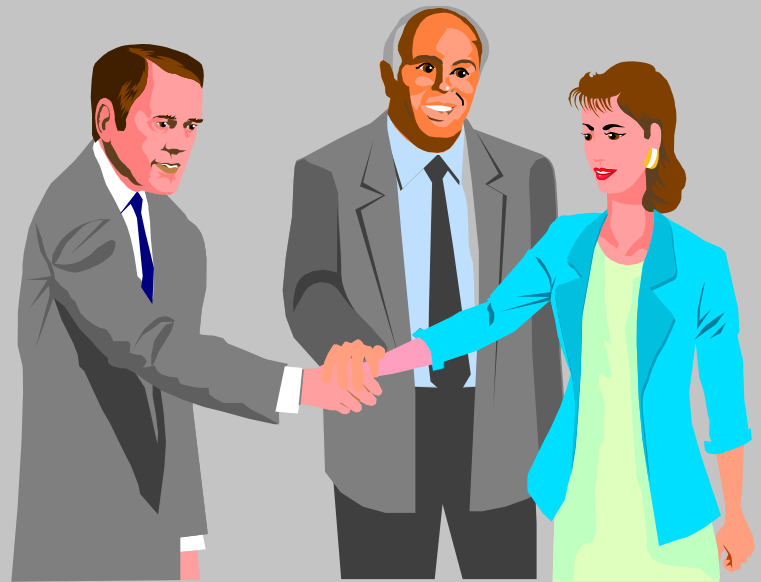
Institution *and* Individuals

- Principals
(Officers, Directors, Owners,
Contact Person named on
Application, Key employees,
Controlling stock holders)
- “Responsible Authority”
(on Permanent Agreement)
- Board of Directors
- Others who knew or
should have known
- Others involved or
responsible for problems



Why Is the Serious Deficiency Process Important?

- Work together to preserve the CACFP
- Demonstrate that we can fix our problems



Closure to Serious Deficiency

- Successful

- Corrective Actions addressed the problems
- Close the record
- Corrective Actions must be maintained



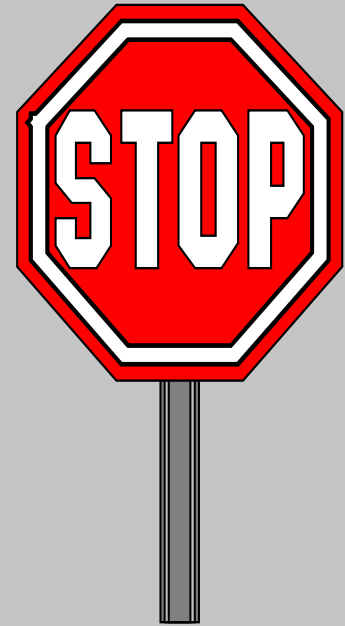
- Not successful

- Corrective actions did not correct the problem or did not occur within given time frame
- Termination from CACFP



Termination

- Taken off program
- No more reimbursement for meals or snacks
- Cannot participate in other USDA Nutrition Programs
- Will be placed on a national list to disqualify participation



What Can or Cannot be Appealed

What can be appealed?

- Actions negatively affecting a sponsor's payment
- Actions negatively affecting a sponsor's participation
- Termination

What cannot be appealed?

- A determination of serious deficiency
- Being named individually
- Requirement to correct a serious deficiency
- Imposing a cap on future growth


State Reviews, Training and Technical Assistance



Child & Adult Care Food Program

On-site Reviews
Training
Technical Assistance

What's checked during a State Agency Review?

- 
- Claim for Reimbursement
 - HIS
 - Menus / Meal Service
 - Other required documents



➤ Review timeframes:

- within first year, then every 3 years
- will conduct follow-up reviews if needed



State Training & Technical Assistance



- Training--
 - Classes
 - Record keeping
 - Food Service
- Technical Assistance
 - Phone (reviewers & Apps and Claims Team)
 - Pre-approval visits & during on-site reviews

Applications and Claims



On-line
System

APPLY FOR
CN
PROGRAMS

&

SUBMIT
CLAIMS

Preparing a CACFP Site Claim

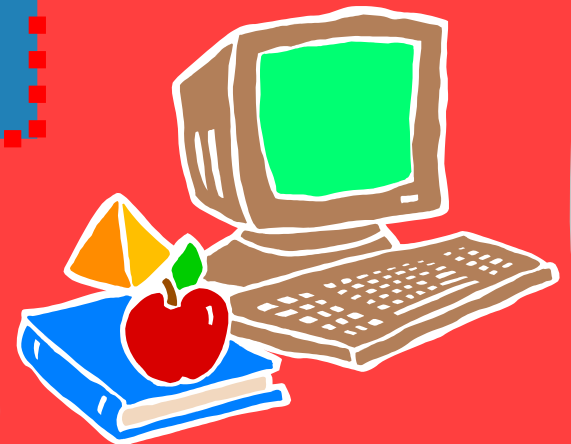
Collect meal count & attendance records from each center



- 
- Total Meals Served by Type (i.e. breakfast, lunch, snack)
 - Average Daily Attendance
 - Number of Days Served

Deadlines for Submitting Claims

- Submit an Original Claim within 60 days
- Submit an Adjusted Claim within 90 days



Something still puzzling you?



Did we
answer
all of
your
questions
today?

Contacting the State Office

Food and Nutrition Service:

- Telephone # 651-582-8526 or
- 1-800-366-8922
- Fax # 651-582-8501 (main fax)
- #651-582-8875 (compliance)
- E-mail address: mde.fns@state.mn.us

Website address: <http://education.state.mn.us>

Click on Learning Support and then
Click on Food and Nutrition Service

CACFP Training



...Thank you for attending