



# Idaho Child and Adult Care Food Program Annual Mandatory Training

July 31, August 2 and 4 2023

8:00 am – 3 pm (6 hour session)

Boise, Idaho Falls and Coeur d'Alene



**Kim Sherman and  
Domonique Ayarra-Sykes**  
Child and Adult Care Food Program Coordinators

Opening slide until training is ready to start.

## Housekeeping

---

- Restroom location
- Breaks
- Overview of participant's packet



2

**SAY:** Welcome Everyone to CACFP annual training! Before we get started... it is important that we create an environment that allows everyone to participate freely and work together to accomplish the training objectives without fear of criticism. To accomplish this goal, let's review some housekeeping items and ground rules for today's training.

- First, the location of the restrooms is located (state where) and water service available in training room.
- We will take a mid-morning 10-minute break and a one-hour lunch break during this training. Of course, please be sure to return on time, as starting and ending breaks on time will allow us to cover all the training information and activities within the time allotted.
- Each attendee should have a participant packet. The packet includes resources we will be referring to or using during the training. Does everyone have a packet?

## Ground Rules



- Be a team player
- Be respectful of everyone
- Share ideas with the class
- Be on time for all sessions
- Stand up when your mind goes on vacation
- Always ask for clarification if you do not understand
- Turn your mind on and your electronic devices to silent



3

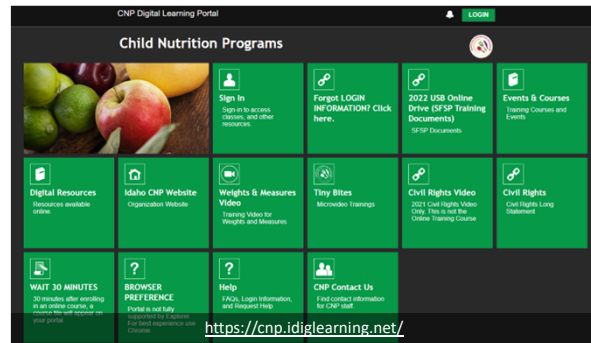
**SAY:** Some ground rules for today's training include:

- Be a team player.
- Be respectful of everyone.
- Share ideas with the class.
- Be on time for all sessions.

Additionally, it is ok to stand up when your mind goes on vacation and always ask for clarification if you do not understand. Finally, turn your mind on and your electronic devices (cell phones) to silent. If you need to take a call, please step out of the room into the lobby or hall so you don't interrupt the class.

## 2023 Online Trainings

- Civil Rights Training
- Meal Service Requirements
- Training Requirements
- Budget Requirements
- Sponsoring Organization Monitoring Requirements



**SAY:** All sponsors, as part of the annual training were required to complete the Online 2023 Civil Rights training, Meal Service Requirements, Training Requirements and Budget Requirements trainings

in addition to this in person training. The final online training for this Program year is required for sponsoring organizations that sponsor centers or homes and is required to meet the monitoring requirements. This training was posted in the CNP Training Portal and organizations were notified on July 27, 2023. The training is due August 31, 2023.



## Online Trainings Coming...

- How to Standardized a Recipe
- Menu Planning Using Cycle Menus
- Special Dietary Accommodations
- Knife Skills
- Weights and Measures

5

**SAY:** The state agency is in the process of adding additional trainings that will be created in the CNP training portal as online trainings. As each are available the state agency will issue a broadcast email to all sponsors so you can take the trainings.

Trainings will be released through the next year, monthly or bi-monthly, and some will be required to be completed as part of FY24 mandatory state agency training. Here is a list of the trainings to come:

How to Standardized a Recipe  
Menu Planning Using Cycle Menus  
Special Dietary Accommodations  
Knife Skills  
Weights and Measures



## Training Topics

- Topic 1: USDA Updates
- Topic 2: Key to Success in CACFP
- Topic 3: Monitoring Procedures
- Topic 4: USDA and ICN Resources

6

**SAY:** In today's training we will review recent USDA updates. It is important to note, the state agency issues information from USDA when it is received through our broadcast email system to the sponsor program contact in the application packet. To ensure you receive this information please make sure this contact is updated when changes occur.

Next, we will review the Key to Success in CACFP and the importance of Internal Controls and written policies and procedures. This is followed by reviewing monitoring procedures content and guidance for the monitoring elements that may be conducted offsite and which are required onsite.

In this training we will provide information on where you can find resources from USDA and the Institute of Child Nutrition. Including reviewing the new meal component tip sheets, food substitutions documentation, and use of CN labels and product formulation statements.

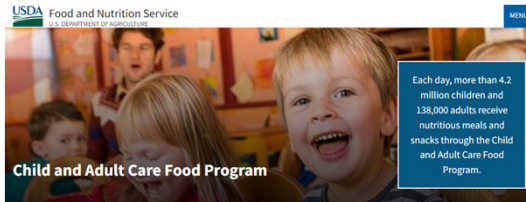
## Training Topics- Continued

- Topic 5: MyIdahoCNP Application
- Topic 6 Administrative Review Procedures (appeals process)
- Topic 7 SDE Training Fact Sheets
- Topic 6: Family Style Meal Service



**SAY:** The next training topics we will review are the MyIdahoCNP application update due dates and reminder of where to find the administrative review procedures for appeals. The appeal process is a handout in your packet. The final topics are reviewing some of the new SDE Training Fact Sheets and training resources available for Family Style Meal Service. This training PowerPoint slides will be made available to everyone after the training. So, let's get started!

# USDA Updates



## Spotlights



### Leveraging the White House Conference to Promote and Elevate Nutrition Security

FNS has a long history of helping to end hunger, reduce diet-related diseases, and accelerate health equity. This report explains who we are, who we serve and highlights key work underway.



### CACFP - Managing Virtual Monitoring and Supply Chain Disruptions

To help navigate the coming year, FNS is clarifying existing flexibilities available to assist state agencies and local program operators in meeting the unique needs of their communities.

### Monitoring Handbook for State Agencies

### CACFP Halftime: Thirty on Thursdays Training Webinar Series

### Serving Adult Participants in the CACFP

### CACFP Grains Ounce Equivalents Resources

### Offering Smoothies as Part of Reimbursable School Meals

### CACFP Trainer's Tool: Serving Milk

### Offering Water in the USDA CACFP

<https://www.fns.usda.gov/cacfp>



**SAY:** USDA website is continually updated with the most current guidance and resources on the program. Here is the link to the CACFP page on the website. This is where you can find Policy Memo's, Regulations, FNS and USDA Handbooks, Training, Webinars and more.



# USDA Updates



## Rules Affecting CACFP

Rule Title	Rule Stage	Link
Child Nutrition Programs: Revisions to Meal Patterns Consistent with 2020 Dietary Guidelines for Americans	Drafting Final Rule	<a href="https://www.fns.usda.gov/cn/proposed-updates-school-nutrition-standards">https://www.fns.usda.gov/cn/proposed-updates-school-nutrition-standards</a>
Child Nutrition Program Integrity	Drafting Final Rule	<a href="https://www.fns.usda.gov/cn/fr-032916">https://www.fns.usda.gov/cn/fr-032916</a>
Serious Deficiency Process in the Child and Adult Care Food Program and the Summer Food Service Program	Drafting Proposed Rule	

**SAY:** The following are either proposed rules or a new proposed rule USDA will be releasing soon. Both the CNP revisions to meal patterns consistent with the 2020 dietary guidelines for American’s and the CNP integrity rules are in the final drafting stage and the links to the proposed rules is provided on the slide. The Serious Deficiency Process in CACFP and the SFSP is in the proposed draft stage. USDA requested information to draft this rule in 2019. Let’s review each!

# USDA Updates



CNP Meal Patterns Revisions Consistent to DGA's

CACFP Only	CACFP and SFSP
Added Sugars: Yogurt and breakfast cereals only	Menu Planning Options for American Indians and Alaska Native Children
Milk: No changes	Nuts and Seeds
Whole Grain-Rich Definition	Geographic Preference
Terminology Changes	Certain Proposals from Prior USDA Rulemaking

**SAY:** In the proposed meal pattern changes the following may impact CACFP. Using Added Sugars on Yogurt and breakfast cereals versus total sugars, no changes to milk requirements, Whole Grain-Rich definition updated in regulations to be in line with USDA policy guidance and terminology changes such as protein source in place of Meat/Meat Alternate. The following changes will impact both CACFP and SFSP; new menu planning options for American Indians and Alaska Native Children, nuts and seeds crediting updates, use and definition of geographic preference and additional proposals that were already included in prior USDA policy guidance.

The final rule is projected to be release April 2024 with implementation beginning in Program year 2024-2025.

# USDA Updates

## Child Nutrition Program Integrity Final Rule

- **Rule finalizes provisions from three proposed rules:**
  - Child Nutrition Program Integrity Rule (2016)
  - CACFP: Amendments Related to the Healthy, Hunger-Free Kids Act of 2010 (2012)
- **Expected to publish in Summer 2023**
- **Many provisions codify statutory changes from the Healthy, Hunger-Free Kids Act of 2010**
  - Several for CACFP already implemented through guidance
- **FNS will provide training, resources, and technical assistance**

**SAY:** The Child Nutrition Program integrity final rule will finalize three proposed rules - Child Nutrition Program Integrity Rule (2016) and the CACFP: Amendments Related to the Healthy, Hunger-Free Kids Act of 2010 (2012).

This final rule is expected to publish in Summer 2023. Many provisions codify statutory changes from the Healthy, Hunger-Free Kids Act of 2010 and were already implemented through policy guidance. When the final rule is released FNS will provide training, resources and technical assistance. As the state agency, we will provide all the guidance when it is released.

# USDA Updates

## CNP Serious Deficiency Proposed Rule

- **Goals of the proposed rule are to:**
  - Provide clarity to requirements
  - Clearly define the Serious Deficiency Process
  - Improve consistency & effectiveness
- **Many provisions will codify statutory changes from the Healthy, Hunger-Free Kids Act of 2010**
  - Extend disqualification to SFSP
- **Publication expected in Summer 2023**

**SAY:** Next the CNP Serious Deficiency Proposed Rule will provide clarity and clearly define the requirements in the process. The intent is to improve consistency in how the process is implemented and the effectiveness of the process. Many of the provisions will codify statutory changes from the Healthy, Hunger-Free Kids Act of 2010. For the Summer Food Service Program, the proposal will include disqualification with a termination in the Program. Essentially, if a SFSP sponsor is terminated they will be placed on the National Disqualified List. This proposed rule is expected to be released Summer of 2023.

# USDA Updates

## FY24 Income Eligibility Calculator

ANNUAL	MONTHLY	TWICE PER MONTH	BI-WEEKLY	WEEKLY
Household Income <input style="width: 80%;" type="text"/>	Household Income <input style="width: 80%;" type="text"/>	Household Income <input style="width: 80%;" type="text"/>	Household Income <input style="width: 80%;" type="text"/>	Household Income <input style="width: 80%;" type="text"/>
<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>

2023-2024 Meal Benefit Income Eligibility Form released in June

### Multiple Frequency Income Conversion

**ANNUAL**

Household Income

Amount	Conversion
<input style="width: 80%;" type="text"/>	\$ -
<input style="width: 80%;" type="text"/>	\$ -
<input style="width: 80%;" type="text"/>	\$ -
<input style="width: 80%;" type="text"/>	\$ -
<b>TOTAL</b>	\$ -

Calculator

+

+

+

= \$

semanales = weekly  
quincenales = biweekly  
bimensuales = 2x month  
mensuales = monthly

Red Box = Error Prone Application

CLEAR ALL

Updated Income Guidelines released July 26, 2023

### New Tool -- Income Eligibility Guidelines Calculator

13

**SAY:** The updated 2023-24 Meal Benefit Income Eligibility Forms and Income Guidelines were issued to everyone in a broadcast email on June 27, 2023. For the Income Guidelines, there was one error in Annual Income column under Reduced Price Status for a family of 7, so the updated Income Guidelines were released on July 26, 2023. The change reduced the income. If you determined any forms with a household size of 7, please check double check the forms. If the household was denied it may be possible, they do qualify for reduced price. With the updated Income Guidelines, we also released the FY24 Income Eligibility Calculator. This may be used to determine a household eligibility. This form is not required however, it will help with the math to make determinations for households with multiple income frequencies. For example, if one household member is paid monthly and another is bi-weekly you would enter the Household number under the Annual column in the Multiple Frequency Income Conversion area and then enter the income amounts under the correct frequency area. The tool will show you what status the household qualifies for in the large blank box.

**DO:** Use the clickers red light to show the areas where data is entered and where the eligibility is displayed. If possible, have the form open on laptop and use the actual form to show how it works.

2023 CACFP Annual Mandatory Training

13



## Center Reimbursement Rates

### Claim Rates for CACFP

#### Federal Reimbursement Operating Rates - July 1, 2023 to June 30, 2024

Breakfast		Lunch		Supper	
	Maximum Reimbursement		Maximum Reimbursement		Maximum Reimbursement
Free	2.2800	Free	4.2500	Free	4.2500
Reduced	1.9800	Reduced	3.8500	Reduced	3.8500
Paid	0.3800	Paid	0.4000	Paid	0.4000
		CIL	0.2950	CIL	0.2950

Snack		At Risk Snack		At Risk Supper	
	Maximum Reimbursement		Maximum Reimbursement		Maximum Reimbursement
Free	1.1700	Free	1.1700	Free	4.2500
Reduced	0.5800				
Paid	0.1000				

14

**SAY:** The updated reimbursement rates were released in July and the state agency issued the broadcast email on July 13, 2023. The new Center rates are on this slide and available in MyIdahoCNP 2023-2024 Claim Rates. The new rates are effective July 1, 2023, to June 30, 2024.

# USDA Updates



## Day Care Home Sponsor Reimbursement Rates

### Claim Rates for DCH

#### Federal Reimbursement Meal Rates - July 1, 2023 to June 30, 2024

Breakfast		Lunch/Supper		Snacks	
	Maximum Reimbursement		Maximum Reimbursement		Maximum Reimbursement
Tier I	1.6500	Tier I	3.1200	Tier I	0.9300
Tier II High	1.6500	Tier II High	3.1200	Tier II High	0.9300
Tier II Low	0.5900	Tier II Low	1.8800	Tier II Low	0.2500

#### Federal Reimbursement Home Rates - July 1, 2023 to June 30, 2024

Number of Homes	Maximum Reimbursement
1-50	142.0000
51-200	108.0000
201-1000	85.0000
1000+	75.0000

15

**SAY:** Here are the reimbursement rates for sponsors of day care homes. They are also effective from July 1, 2023, to June 30, 2024.

## Updated Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

fax: (833) 256-1665 or (202) 690-7442; or

email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

16

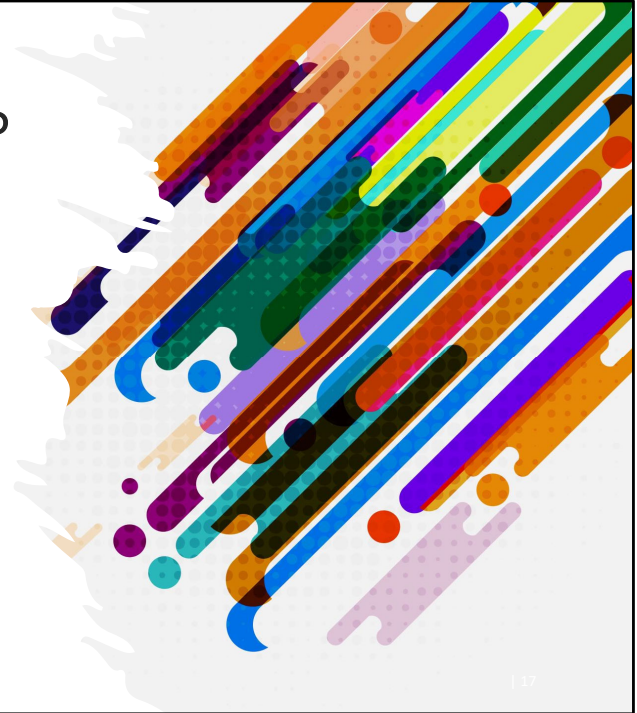
This institution is an equal opportunity provider.

**SAY:** Reminder, This is the updated long nondiscrimination statement. It was updated May 5, 2022, it is important it is updated on your website. All documents that include the statement must be updated by September 30, 2023. USDA is updating the "And Justice for All" poster and once the state agency receives the new posters they will be issued to all sponsors for their facilities. In the meantime, please continue to post the last published poster dated 2019. If you need more copies, please email the state agency and we can mail them to you. There are some here at this training as well.



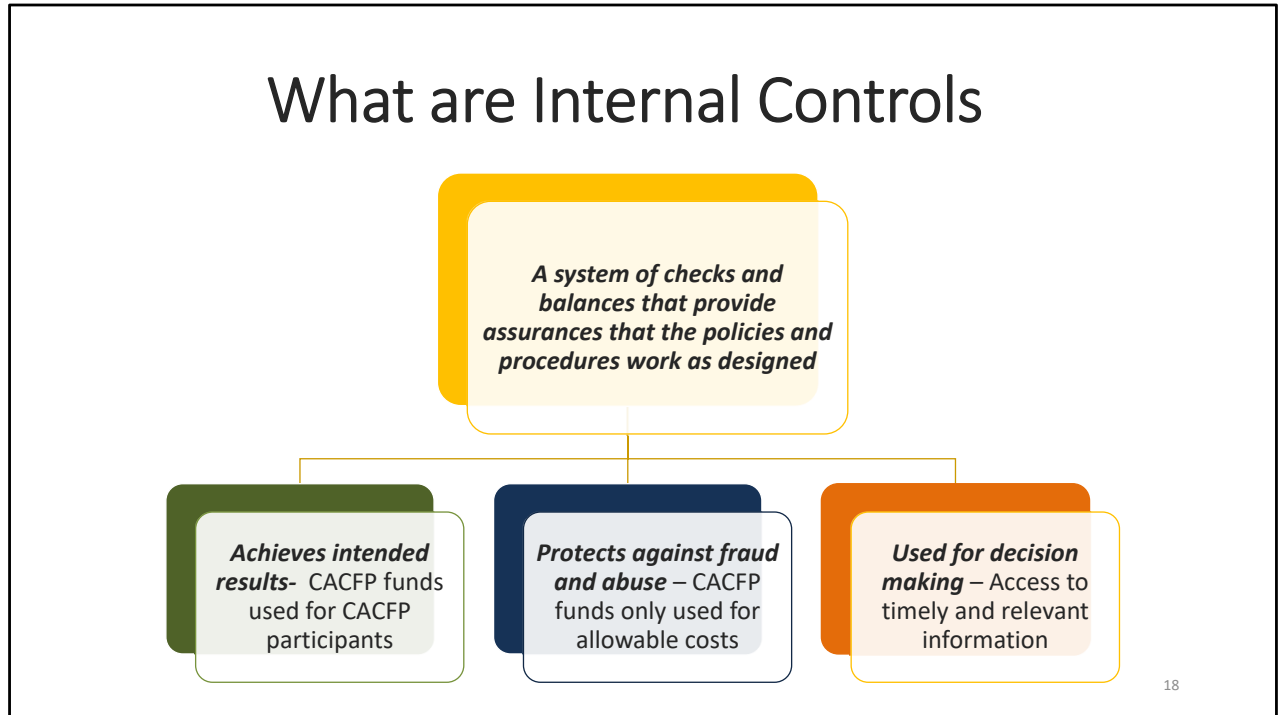
## Key to Success in CACFP

- **Good Internal Controls**
- **Written Policies and Procedures**



**SAY:** As our agency completed Program reviews this year there were a few common findings that we will review today in the training. However, it was easy to recognize when a sponsor had no or minimal findings, the key to their success in CACFP was good internal controls and effective written policies and procedures.

# What are Internal Controls



**Say:** What are Internal Controls? Internal controls are a system of checks and balances that provide assurances that the organization or business written policies and procedures work as designed. They achieve the intended results in CACFP- CACFP funds are used for the CACFP Participants. They protect the organization or business against fraud and abuse- CACFP funds are only used for allowable costs. Finally, the checks and balances are used for decision making by providing access to timely and relevant information.

# The Importance of Internal Controls

---



CRITICAL FOR  
RUNNING YOUR  
ORGANIZATION  
OR BUSINESS



ASSISTS WITH  
PROGRAM  
PERFORMANCE



HELPS YOU BE  
PROACTIVE &  
STRATEGIC



BENEFICIAL  
FOR FACILITIES

19

**SAY:** Internal controls are not just “nice to have”. They are required by CACFP performance standards and by regulations that govern all Federal programs. They are designed to provide reasonable assurances regarding the achievement of operational objectives, such as the effectiveness and efficiency of operations, accurate and reliable financial reports, and compliance with applicable laws and regulations

They are critical for effectively running your organization or business. They are required for the CACFP and evaluated during Program reviews by the state agency.

They assist with Program performance. They satisfy the CACFP compliance requirements.

They provide a proactive and strategic approach for managing the CACFP. Having good internal controls help you do things right the first time, which will help you to reduce findings in Program reviews.

They are also beneficial for your facilities. You can train your staff ahead of time on good internal controls and they will serve as a role model for your facilities.

## CACFP Performance Standards

V- Financial Viability

C- Administrative Capability

A- Program Accountability

20

**SAY:** There are three performance standards that outline the expectations for the administration of the CACFP. These standards are independent yet are dependent on one another to continue participation in the Program. When considering how internal controls align with the performance standards, it is very important to understand that solely demonstrating Financial Viability and Administrative Capability does not mean you have demonstrated compliance with internal controls.

## CACFP Performance Standards

## A - Program Accountability

21

**SAY:** Internal controls are demonstrated as part of Performance Standard 3 or the “A” in VCA- Program Accountability. This performance standard specifically requires Institutions to have internal controls in effect and operational in order to validate fiscal accountability and compliance with the CACFP requirements.

# Program Accountability Standard

Governing Board of Directors, Organization and Business Administration

Fiscal Accountability

Record Keeping

Program Administration

Meal Service and Other Operational Requirements

22

**SAY:** The accountability standard requires Institutions to have effective internal controls in key areas of CACFP operations. Each of these areas are in the Management Plan in the application packet.

Governing Board of Directors, organization and business administration must have oversight responsibilities of the Program. Fiscal accountability ensures integrity with the use of Program funding. Written fiscal policies and procedures must include assurances that funds are only used on allowable costs and controls must be in place to prevent and detect improper financial activities conducted by your staff.

Effective internal controls ensures Program records are collected and maintained for the current Program year plus three prior years. Detailed written policies and procedures must be in place for required Program Administrative requirements such as training, monitoring, tiering for day care homes, income eligibility determination for participants ...

Finally for meal service and other operational requirements, internal controls with written procedures must be in place to ensure compliance with meal pattern requirements, meal service, licensing, civil rights requirements ...

# Key Elements of Control Activities

---

Policies  
“What?”

THE ORGANIZATION OR BUSINESS RULES  
TO COMPLY WITH CACFP  
REQUIREMENTS

Procedures  
“How?”

THE STEP-BY-STEP PROCESS TO FOLLOW  
THE ESTABLISHED RULES

23

**SAY:** There are three key elements of control activities. The first is Policies. These are the rules that help govern your organization or business. An example would be written policies in your employee handbook. This is the “What?” – meaning, what you do to comply with the specific CACFP requirements.

The next is Procedures. These are the step-by-step processes, the road map that your staff follows that helps you bring your policies to life. This is the “How?” When developing your procedures, they should detail every step that should be followed to accomplish the task. A good test is to provide the written procedure to a staff member who does not typically perform the function and see if they can effectively perform it simply by following the written procedure.

# Key Elements of Control Activities

---



THE ORGANIZATION OR BUSINESS  
RULES TO COMPLY WITH CACFP  
REQUIREMENTS



THE STEP-BY-STEP PROCESS TO  
FOLLOW THE ESTABLISHED RULES



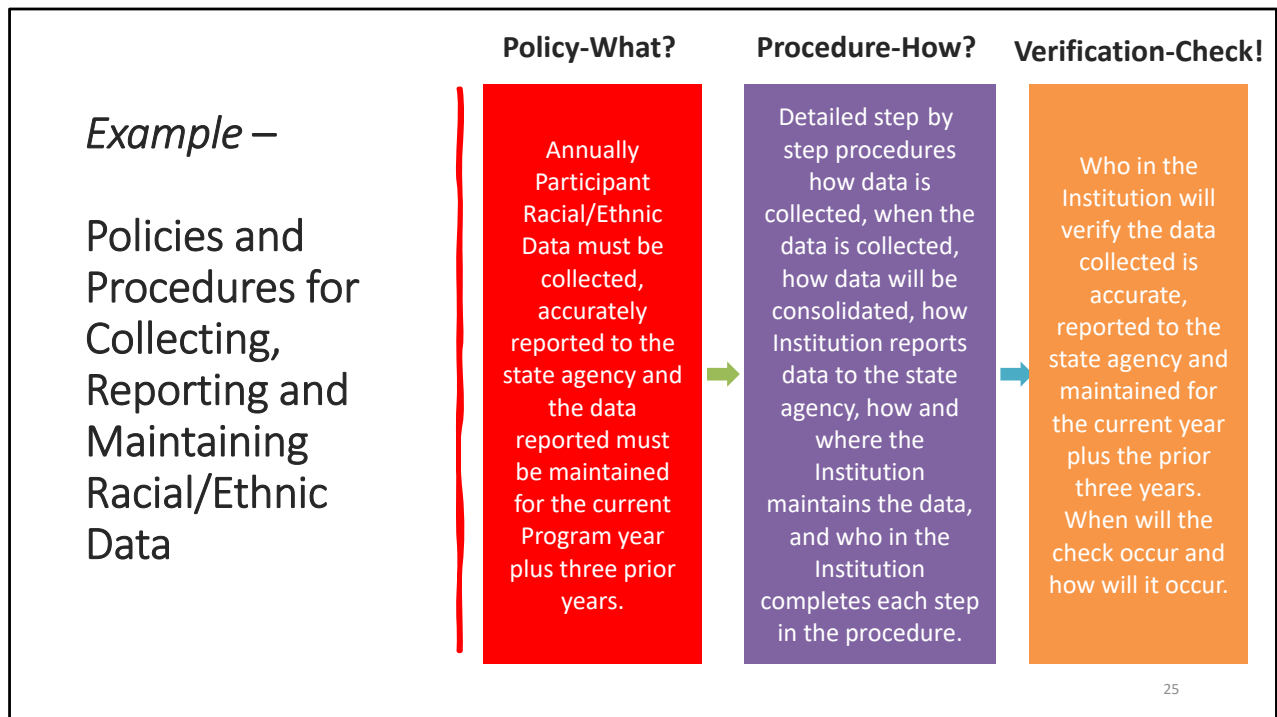
THE ACTIVITIES PERFORMED TO VERIFY  
THAT THE ESTABLISHED PROCEDURES  
WERE FOLLOWED

24

**SAY:** The final key element of control activities is Verification. This is the investigative element that helps you know that the procedures were actually followed. These are the edit checks written into the procedures and any other tests to validate the procedures are effective. For example, monitoring activities.

Policies “What?”, Procedures “How?”, and Verification “Check!”.





**SAY:** Here is an example of Policies and Procedures for Collecting, Reporting and Maintaining Racial/Ethnic Data. The Policy- What? Is the Institutions rule-Annually Participant Racial/Ethnic Data must be collected, accurately reported to the state agency and the data reported must be maintained for the current Program year plus three prior years.

The Procedure-How? This is the detailed step-by-step procedures for how the Institution will collect the data-(enrollment forms, income eligibility forms etc.), when the data will be collected, how the data will be consolidated for the Institution (software system or hard copy form), how the Institution will report the data to the state agency, how and where the sponsor will maintain the data (electronic-name of file or software system report or hard copy- filed in filing cabinet), and who in the organization will complete each step in the procedure (employee position).

The Verification – Check! This is Who in the Institution that will verify the data collected is accurate, reported to the state agency and maintained for the current year plus the prior three years. When will the check occur and how will it occur.



## The Impact of Internal Controls



26

**SAY:** Internal Controls play a key role in many aspects of CACFP! Maintaining adequate internal controls helps you ensure that you are in compliance with Program requirements. **Management Plans** are where you communicate your internal controls to the state agency. **Monitoring and oversight** is where you can see your internal controls in action. **Budgets** will aid in reliable budgetary projections and support proper use of CACFP funds. They help ensure funds are spent correctly. **Financial management** supports reliable and accurate financial reporting in the quarterly reports. **Corrective action** includes your internal control processes (written procedures) to prevent recurring issues. **Training**- Internal controls support training on required and relevant topics, training is documented, and the required new and annual training is completed for all employees performing CACFP duties. **Recordkeeping** internal controls ensures that you followed the correct steps to complete forms and retain them properly. Finally, **Claims**- Internal controls must be in place to evaluate the claim data. The written policies, procedures and edit checks will support the validation of accurate claims for reimbursement and the claims are submitted timely, within the 60-day requirement.

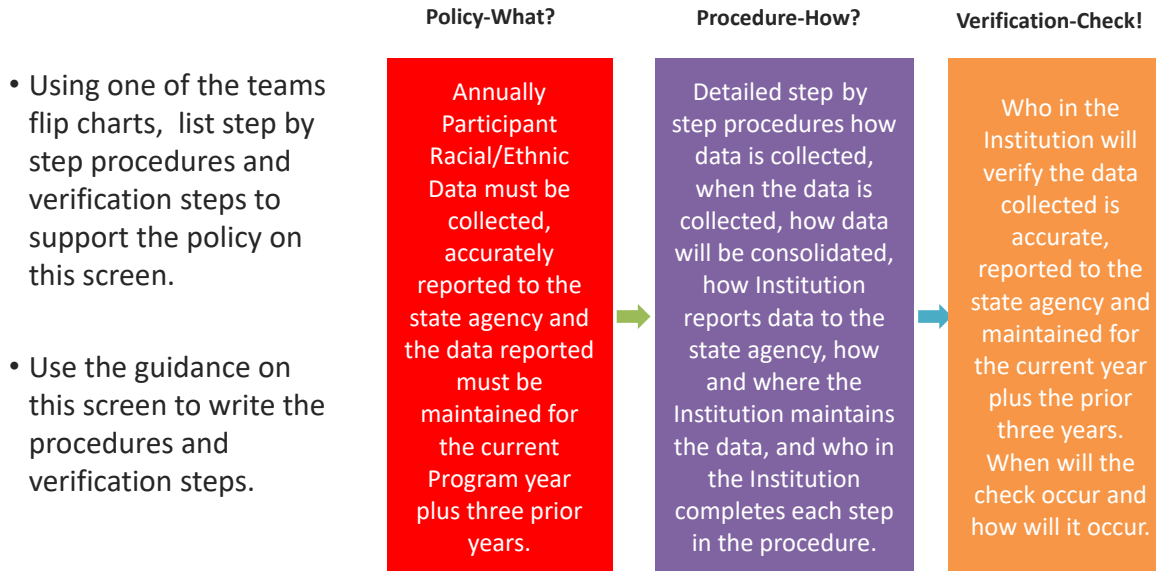
## Inadequate or Non-Existent Internal Controls

Financial Consequences	Programmatic Consequences
Loss of Reimbursement	Findings and Corrective Action
Repayment to State	Serious Deficiency
Fraud, Inadequate Claiming, or Spending not aligned	Termination and Disqualification

27

**SAY:** What are the results of inadequate or non-existent internal controls? The financial consequences include loss of reimbursement, requirement to repay over claims to the state agency, potential opportunities for fraud, inadequate claiming or the spending of funds are not aligned with allowable cost to the Program and the goals and objectives of the business or organization. Programmatic consequences included findings of non-compliance during reviews resulting in corrective action and if the findings are not corrected, serious deficiency determination and potentially termination and disqualification from the Program.

# Activity - What? How? Check!



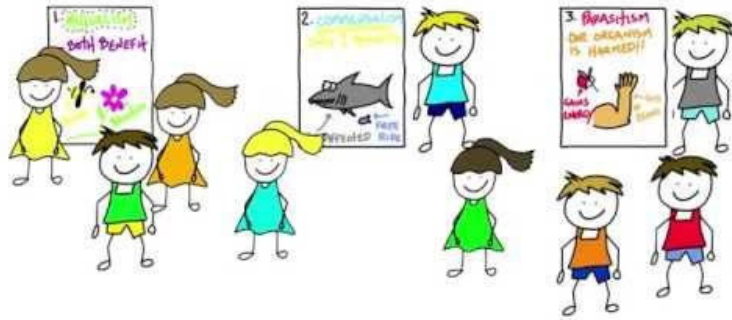
**SAY:** Let's practice writing a procedure with verification checks! To do this activity we will breakout into groups. Let's count off by 5. Using one of the teams flip charts, list the step-by-step procedures and verification steps to support the policy on this screen in the red column. Use the guidance on this screen under the purple and orange columns (Procedures and Verification) to write the procedures and verification steps.

**DO:** Create groups of 4-6 people. Have the class count out by 5 to form the groups.

Two Flip Charts are set up together on easels around the room and chart is numbers 1-6. One chart write "Procedure" on the top of one flip chart and the second chart is for the Gallery Walk to Review the Procedures. Allow 8 - 10 minutes to complete this task.

## Policy, Procedure, Verification Gallery Walk

---



29

**SAY:** Now that each team has their procedure and verification steps for the policy, we will now start the Gallery Walk. Each team will go to the team on their right flip chart and review the procedure and verification steps. On the second flip chart write down any recommendations for updates to the procedure. This may be missing information or additional language, so the steps are clear etc.. When I let everyone know, each team will move to the next chart so by the end all of the team's charts are reviewed.

**DO:.** Allow 2 minutes at each flip chart. At the end ask the group if they noticed any steps in other team's procedure's they thought were helpful that they did not think of when writing their procedure to engage conversation. Once the review is complete, let everyone know they can return to their seats if they did not already do so.

# Internal Control - Best Practices

---



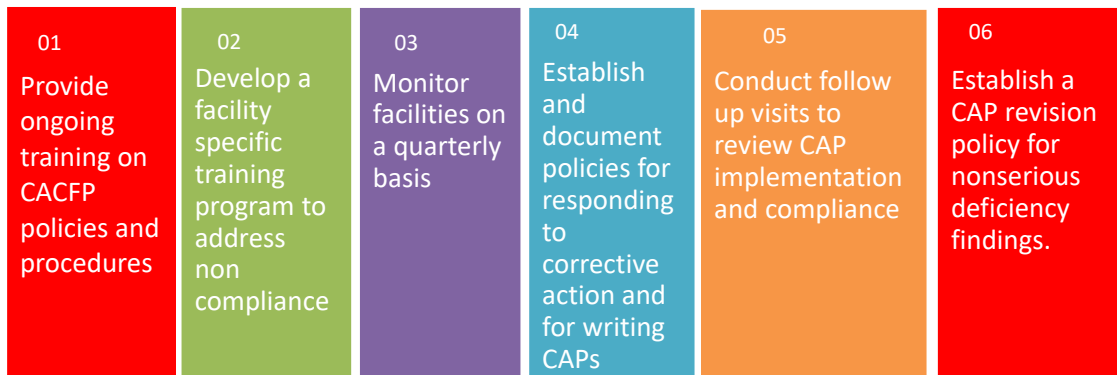
- Document internal controls, and communicate them to your staff
- Make sure the three elements are present: policies, procedures, and verification
- Evaluate them to see if they are still relevant with program requirements and daily business practices; update them as necessary
- Frequently test them to see if they are working (scheduled and unscheduled monitoring)

30

**SAY:** Let's consider a few best practices regarding internal controls.

- Document internal controls, and communicate them to your staff
- Make sure the three elements are present: policies, procedures, and verification
- Evaluate them to see if they are still relevant with program requirements and daily business practices; update them as necessary
- Frequently test them to see if they are working (Example: scheduled and unscheduled monitoring visits)

# Best Practice's for Sustainability



31

**SAY:** Here are best practices for sustainability.

- Provide ongoing training on CACFP policies and procedures
- Develop a facility-specific training program to address non-compliance
- Monitor facilities on a quarterly basis
- Establish and document policies for responding to corrective action and for writing Corrective Action Plans (CAP)
- Conduct follow-up visits to review CAP implementation and compliance
- Establish a CAP revision policy for nonserious deficiency findings.

# Internal Control - Recap

Internal controls are required for CACFP

Internal controls are the glue to make sure you achieve your policies and procedures

Implement policies and then test them to see if you need to reevaluate

A strong internal controls system will help you achieve compliance and reduce findings

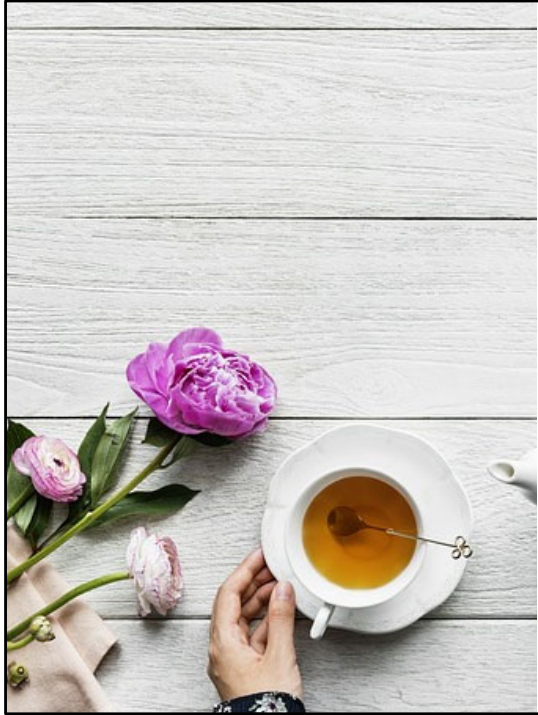
32

**SAY:** Let's recap what we've covered in the Internal Controls module.

- Internal controls are required for CACFP
- Internal controls are the glue to make sure you achieve your policies and procedures
- Implement policies and then test them to see if you need to reevaluate
- A strong internal controls system will help you achieve compliance and reduce findings

Do you have any questions?





## *Morning Break*

### ***10 Minute Break***

33

**Say:** Let's take a 10-minute break.

**Do:** Provide the time they need to return.

# Monitoring Procedures

## CACFP Sponsoring Organization Review Content

Review Element	Procedures to be Conducted. On-site	Procedures with Option to be Conducted Off-site
<b>The meal patterns.</b> (7 CFR 226.16(d)(4)(i)(A)) (7 CFR 226.16(d)(4)(i)(E))	<i>Requirement:</i> Validate meal items/components and quantities, complete meals, and meal signage on day of review onsite.	Request and obtain copies of menus. Evaluate menus for compliance with meal pattern requirements.
<b>Licensing and approval (7 CFR 226.16(d)(4)(i)(B))</b>	The reviewer must be on-site to observe the number of children and their ages. License must be displayed in the facility.	Request and obtain a photo or video of the posted license.

34

**SAY:** With the end of the National Public Health Emergency in May 2023, all organizations are required to return to onsite monitoring, however, USDA has provided guidance on flexibilities available for which monitoring tasks may be conducted offsite. In your packet you will find the policy memo guidance for CACFP Sponsoring Organization Review Content that includes procedures to be conducted onsite and which may be conducted offsite. Monitoring is a key administrative function to maintain Program integrity. For the meal pattern and licensing review elements part of the review procedures may be conducted offsite, however some must be conducted onsite. Let's review this handout.

# Monitoring Procedures

**DAILY MEAL COUNT-Actual Count Method**

Sponsor Name: \_\_\_\_\_ Month & Year: \_\_\_\_\_

Center/Classroom Name: \_\_\_\_\_

Breakfast     All- Day Snack     Lunch     PM Pre-Snack     Sit-Supper     LD-Low/High Snack

	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY		
	AM	PM	SNACK	AM	PM	SNACK	AM	PM	SNACK	AM	PM	SNACK	AM	PM	SNACK
Print & Last Name															
1.															
2.															
3.															
4.															
5.															

<b>Attendance at training</b> (7 CFR 226.16(d)(4)(i)(C))	The reviewer must ensure that the facility has CACFP- trained staff/volunteers on- site during meal service.	Request and obtain copies of dated training materials and agendas and attendee sign in sheets. If training is conducted virtually, obtain dated confirmation.
<b>Meal counts</b> (7 CFR 226.16(d)(4)(i)(D))	Visits conducted to verify meal counts (accuracy/up to date) are to occur on-site.	
<b>Menu and meal records (7 CFR 226.16(d)(4)(i)(E))</b>	The reviewer must observe that the dated menu is displayed at the facility. The reviewer must evaluate supporting documentation (dated invoices/receipts, delivery tickets, documentation of whole grain-rich, sugar in cereal/yogurt, etc.)	Request and obtain copies of dated menus and supporting documentation (dated invoices/receipts, delivery tickets, documentation of whole grain-rich, sugar in cereal/yogurt, etc.). Request and obtain a photo or video of the displayed dated menu.

35

**SAY:** For training attendance, the monitor must observe the staff and volunteers onsite during meal service to determine if the facility training was adequate. Training documentation such as dated training materials, agendas, attendee sign in sheets may be reviewed offsite. Meal counts forms or systems to validate that meal counts are recorded accurately at the time of service must be verified onsite during the meal observation. This includes how the facility is recording meal counts either direct entry in a software system or hard copy. For menu and meal records the monitor must observe the dated menu is displayed at the facility and evaluate supporting documentation (dated invoices/receipts, delivery tickets, documentation of whole grain rich, sugar limits in cereal/yogurt). This may be done onsite or offsite. Best practices is to review the menu record supporting documentation onsite by observing the foods and product labels the facility is purchasing and has available in their storage areas.

<b>Annual updating and content of enrollment forms (7 CFR 226.16(d)(4)(i)(F))</b>		Request and obtain the enrollment forms for each enrolled participant. Be sure to use a secure file sharing platform to protect personal identifiable information.
<b>Five-day reconciliation of meal counts (7 CFR 226.16(d)(4)(ii))</b>	On the day of review (on-site meal service observation) the reviewer must obtain and evaluate the daily attendance and meal counts for a five-day period prior to the day of review.	



36

**SAY:** For annual updating enrollment form this may be completed offsite by obtaining the facility forms for each enrolled participant in a secure file sharing platform to protect personal identifiable information (PII). The five-day reconciliation, however, must be conducted onsite on the day of the review. The reviewer must obtain and evaluate the daily attendance and meal counts for five-day period prior to the day of the review. This evaluation is from the time of service or original meal count and attendance records (hard copy or direct entry-software system). The facility enrollment is also included in the study to ensure no more participants are in attendance than enrolled (childcare, day care homes).



## Monitoring Procedure Content

Monitoring procedures must include how the institution schedules monitoring reviews, maintains monitoring review tracking logs and schedules pre-approval visits for each new proposed center. Note: If review averaging is used, describe how it is applied to your sites.

Institution is new or institution updated institution's procedure on monitoring to ensure sponsored facilities are accountable and appropriately operate the CACFP within the past year.

Yes  No  N/A

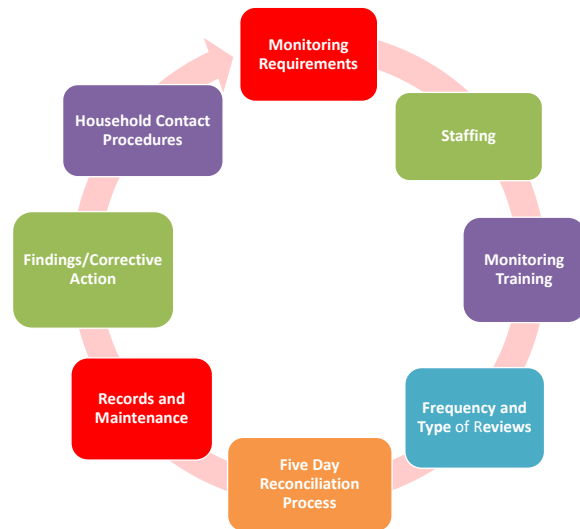
37

**SAY:** For the 2023-2024 application updates in MyIdahoCNP, all sponsoring organizations are required to provide their monitoring procedures on the checklist. If your organization will implement any of the options for offsite monitoring this must be included in your procedures. Here is where in the Management Plan you will mark "Yes" so the monitoring procedures are listed on the checklist. Let's review the information that must be included in the monitoring procedures.



# Monitoring Procedure Content

<https://www.sde.idaho.gov/cnp/cacfp/>



38

**SAY:** In your Organization monitoring procedures, it is important to include all monitoring requirements and the best source is the CACFP Manual section for Sponsoring Organization of Centers or for Day Care Homes. The manual is located on the Idaho CACFP website and the link is provided on this slide. Let's review the content. The procedures must include how the organization will ensure they maintain adequate administrative staff to monitor their sponsored facilities. The monitoring staff is trained when hired and annually thereafter. The frequency and type of reviews (preapproval, first four-week, regular monitoring visits) that the organization conducts and are based on Program regulations. This must include when follow-up reviews will occur, the process for planning reviews to ensure the organization meets the monitoring requirements for frequency, type of visit, varying the timing to ensure unannounced visits are unpredictable, and the meals observed varies per visit. The procedures for conducting the five-day reconciliation and how to complete and maintain the monitoring forms, logs and any other records to support monitoring activities. How findings and corrective action will be determined, documented and methods to ensure the corrective action is completed. Processes and procedures for conducting household contacts for complaint investigations or monitoring discrepancies. It is important to include the edit checks in the monitoring procedures, example, validating the number of meals observed at the meal observation matches what the facility claims. Additional information may be provided to ensure the procedures are clear and easy to follow.

# USDA Resources- Team Nutrition

USDA Food and Nutrition Service  
U.S. DEPARTMENT OF AGRICULTURE

MENU

Team Nutrition

<https://www.fns.usda.gov/team-nutrition>

- Team Nutrition Webinars & Training
- Team Nutrition Training Grants
- Stronger with School Meals Educational Materials
- MyPlate
- Team Nutrition Recipes
- Crediting Tip Sheets in Child Nutrition Programs
- Team Nutrition Quizzes

39

**SAY:** USDA team nutrition provides many valuable tools and resources on their website. This site provides a link to CACFP Recipe Videos, USDA Standardized Recipes, Child Nutrition Recipe Box, Cooking with Kids Activities and Recipes for Healthy Kids.

New to the site are the Team Nutrition Quizzes.

## USDA Resources- USDA Website

---

Team Nutrition Web Quizzes

Topics Include:

- Infant Nutrition
- Toddler Nutrition
- Milk in the CACFP
- Whole Grains....and more!

- <https://www.fns.usda.gov/tn/quizzes>



Milk in the CACFP Quiz



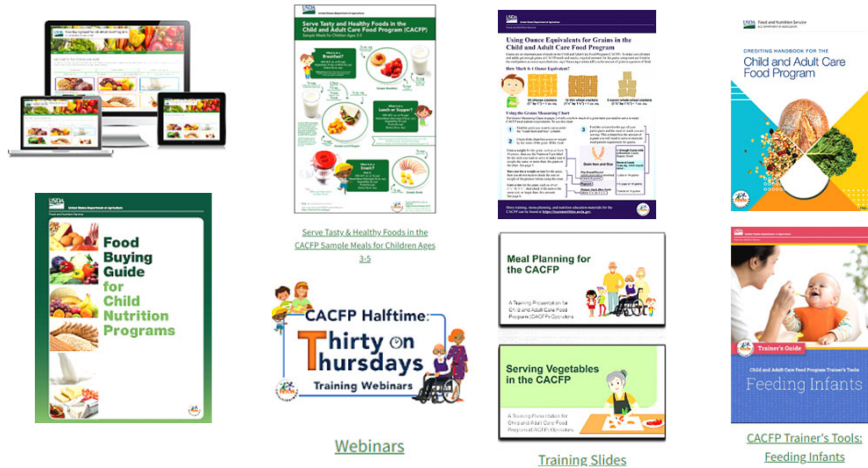
Toddler Nutrition Quiz

40

**SAY:** The Team Nutrition Web Quizzes for CACFP include infant nutrition, toddler nutrition, meal component, milk, older adult nutrition, whole grains and CN labels. FNS plans to create more quizzes when they are released the state agency will send a broadcast email to all sponsors.



# USDA Resources- USDA Website



41

**SAY:** In your training packet there is the food buying guide mobile app information card. The Food Buying Guide should be your first reference for determining how much to purchase of a food item to meet the meal pattern serving size requirements. On USDA website you can find several other training tools and resources like the newly updated Crediting Handbook, Meal Pattern Posters, Meal Pattern fact sheets, CACFP training slides, CACFP Feeding Infants training tools, Thirty on Thursday webinars and much more!




## USDA Resources- USDA Website

- New Quick-and-Easy Recipes for CACFP
- Breakfast, Snack, Lunch/Supper Recipes and Instructional Cooking Videos
- <https://theicn.org/cnrb/cacfp-breakfast-recipes/>

42

**SAY:** USDA has several resources for recipes. Check out the link on this page for new quick and easy recipes for CACFP with instructional cooking videos. The Child Nutrition Recipe Box includes several USDA recipes as well.



The flyer features the WIC logo at the top left, with the text 'WOMEN, INFANTS, & CHILDREN' to its right. Below the logo is a vertical red banner with the text 'What is WIC all about?'. The flyer is divided into four sections, each with an icon and a title: 'HEALTHY FOODS' (strawberry icon) with the text 'Fresh fruits and vegetables, dairy, whole grains, beans, baby food and more'; 'NUTRITION EDUCATION' (shopping cart icon) with 'Shopping tips, kid-friendly recipes, customized information'; 'BREASTFEEDING SUPPORT' (breast icon) with 'Classes, one-on-one peer counseling, pumps and supplies'; and 'CARE BEYOND WIC' (heart icon) with 'Referrals to community resources and other services'. At the bottom, it says 'TO FIND YOUR LOCAL WIC OFFICE: SIGNUPWIC.COM'. The entire flyer is set against a dark blue background with a purple wave at the bottom left.

## USDA Resources - WIC

**Important:**

Please share information about other nutrition programs with the center and home families

WIC flyers are available at your local WIC Office

43

**SAY:** The current WIC information flyer is located in your training packet. It is important each Institution shares information about other nutrition programs with center and day care home families. This may be as easy as providing the cards to each facility for the center or providers to give out to their participant families. WIC flyers are available at your local WIC office as well.

The WIC office also has the flyers in Spanish.

## ICN Resources- Allergy Fact Sheets

- Milk Allergy
- Soy Allergy
- Peanut Allergy
- Tree Nut Allergy
- Wheat Allergy

<https://theicn.org/icn-resources-a-z/child-care-center-food-allergy-fact-sheets>



### Child Care Center Food Allergy Fact Sheet

## MILK ALLERGY

#### What Is Milk Allergy?

Milk allergy is a potentially life-threatening immune system reaction to the proteins in cow's milk. It is often confused with lactose intolerance, a condition characterized by an inability to digest the lactose (a sugar) in milk. Unlike an allergy, lactose intolerance is not life-threatening. Milk allergy is the most common food allergy in infants and very young children. Most children outgrow milk allergies by the time they are two or three years old.



#### Avoiding Milk and Dairy

A child with a milk allergy cannot drink milk or consume dairy products, such as yogurt and cheese. The proteins in cow's milk are similar to other domestic mammals, such as goats, sheep, and buffalo; therefore, milk and dairy products from these animals should also be avoided.

**SAY:** The Institute of Child Nutrition (ICN) has several trainings resources including online trainings for CACFP program operators. In last years' training we reviewed the ICN Allergy Fact Sheets. The Milk Allergy Fact Sheet was one provided and reviewed in last year's annual training. During program reviews this year, there were a few findings concerning milk allergies and documentation. To provide further guidance let's review the USDA Meal Component Tip Sheet for Milk that is in your training packet.



**Crediting Fluid Milk in the  
Child Nutrition Programs**  
Tip Sheet

Fluid milk is a required component for reimbursable meals in Child Nutrition Programs (CNP) such as the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSFP). Fluid milk must be offered at each breakfast, lunch, or supper meal service. Program operators have the option to serve fluid milk as one of the two components of a snack served in the SFSFP, CACFP, and in the NSLP Afterschool Snack Service.


**What Is Milk?**

• Fluid milk refers to pasteurized fat-free (skim) milk; low-fat (1%) milk; reduced-fat (2%) milk; whole milk; lactose-free milk; lactose-reduced milk; cultured milk, such as cultured buttermilk, cultured kefir milk, and cultured acidophilus milk; acidified milk, such as acidified kefir milk and acidified acidophilus milk; and Ultra High Temperature (UHT) milk; all of which meet State and local standards for such milk.



## USDA Resource - Meal Component Tip Sheets

---



45

**SAY:** This is the USDA Crediting Fluid Milk Component Tip Sheet. Each meal component tip sheet will also be available in Spanish. Let's review this sheet.

This tip sheet includes:

- What is milk
- Milk substitution nutrition requirements
- Milk requirements by Program area. Focus on CACFP
- Tips to remember-review
- Milk products that do not contribute toward the meal pattern requirements
- Crediting fluid milk in smoothies
- Test your knowledge

**DO:** Focus on CACFP requirements, milk substitutions and non-creditable milk products.

# Special Dietary Accommodations Review

## Updated Milk Substitute Sheet



Milk Nutrients for Milk Substitutions in CNP

Nutrient	Nutrients per Cup		RDI	%DV
Potassium	349	mg	3500 mg	10%
Protein	8	g	50g	16%
Vitamin A	500	IU	5000 IU	10%
Calcium	276	mg	1000 mg	27.60%
Vitamin D	100	IU	400 IU	25%
Riboflavin	0.44	mg	1.7 mg	25.90%
Vitamin B-12	1.1	mcg	6.0 mcg	18.30%
Phosphorus	222	mg	1000 mg	22.20%
Magnesium	24	mg	400 mg	6%

Taken from NSLP Regulation 210.10 (m)

AS of 6/29/2023, the following are products you can purchase in Idaho which meet the nutritional requirements:

1. Any Brand-Lactose Free Milk Plain
2. 8<sup>th</sup> Continent Original Soymilk Plain
3. Great Value Original Soymilk Plain
4. Pacific Foods Ultra Soy Milk Plain
5. Silk Soy Plain

46

**SAY:** The updated Milk Substitute Sheet is in your training packet and is also available in MyIdahoCNP download forms.. The list of milk substitutes that meet the nutritional standards is updated. Let's review the list.

1. Any Brand-Lactose Free Milk Plain
2. 8<sup>th</sup> Continent Original Soymilk Plain
3. Great Value Original Soymilk Plain
4. Pacific Foods Ultra Soy Milk Plain
5. Silk Soy Plain

Note: Sponsors may also refer to the Idaho WIC list for soy milks that meet the nutritional requirements. If a sponsor selects a flavored soy milk from the list, it is important the flavored soy milk is only served to children ages 6 and older to meet the meal pattern requirements for flavored milk.

## Special Dietary Accommodations Review

**MEDICAL STATEMENT**  
REQUEST FOR MEAL ACCOMMODATION DUE TO MEDICAL CONDITION.  
A licensed physician, physician assistant, nurse practitioner, or dentist must sign this form (see 16)

(1) Name of Student Participant (2) Date of Birth (3) Identification (4) School/State  
(5) Name of Parent/Guardian, or Auth. Rep. (6) Telephone (Parent/Guardian, or Auth. Rep.)

(7) Determination  
By completing this form it was determined that the student/participant has a medical condition or is disabled and requires a special meal or accommodation based on the following criteria:  
The Americans with Disabilities Act (ADA) Amendments Act of 2008 made important changes to the meaning and interpretation of the term "disability." The changes demonstrated Congress's intent to reduce the broad scope of the ADA by making it easier for an individual to establish that he or she has a disability. After the passage of the ADA Amendments Act, most physical and mental impairments constitute a disability. Therefore, rather than focusing on whether or not a participant has a disability, sponsors must in working collaboration with parents, guardians or participants to ensure an equal opportunity to participate in the Child Nutrition Programs and receive program benefits.  
"Qualified person": Any person who has a physical or mental impairment which substantially limits one or more "major life activities", has a record of such impairment, or is regarded as having such impairment.  
"Physical or mental impairment": means (1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech), circulatory, reproductive, digestive, genitourinary, immune and endocrine, skin, and respiratory; or (2) any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities.  
Major life activities are broadly defined and include, but are not limited to, eating for normal, performing manual tasks, seeing, hearing, learning, working, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and hearing. "Major life activities" also include the operation of a major bodily function, including but not limited to, functions of the immune system, normal heart, gastrointestinal, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. (ADA Title II, 28 CFR 35.104 (c)(2)(i))  
(8) Provide a brief description of student/participant's physical or mental impairment that substantially limits one or more major life activities.  
(9) List prescription under accommodation: (Please describe in detail to ensure proper implementation)  
(10) Indicate texture:  Allergic  Chopped  Ground  Pureed  Liquid  Other (describe)  
Instructions: Please list specific foods to be avoided and recommended alternatives. You may use the back of this form or attach a sheet with additional information.  
(11) Foods to be avoided (12) Recommended Alternatives  
(13) Adaptive Equipment:  
(14) Signature of Medical Authority (15) Medical Authority Printed Name (16) Telephone (17) Date  
(18) Signature of Parent/Guardian (19) Printed Name (20) Telephone (21) Date  
The information on this form should be updated periodically to reflect any changes to the medical condition noted on this participant.  
Updated 10/23/2018 Medical Statement Form (Child Nutrition Programs) / 002 / 1

## Idaho Child Nutrition Programs Medical Statement Form Template

**SAY:** The state agency provides a Medical Statement form for program operators to use. The form is located in MyIdahoCNP download forms and in your packet. It is important when collecting medical statement forms, the form is complete and signed by a medical authority. Medical authorities in Idaho are a licensed physician, physician assistant, nurse practitioner, naturopathic medical doctor or dentist.

**Number 15, 16 and 17 on the form** is for printing the medical authority's name, their telephone number and the date they sign the form.

**Reminder:** A medical statement form is required to claim any food substitutions that do not meet the meal pattern requirements. Some examples include almond milk, oat or rice milk, goat's milk, and gluten free grains (replace whole grain rich requirement). If the substitutions can be made with another food item within the same meal component, example, bananas in place of strawberries, a medical statement form is not required. However, it is important to maintain written documentation from the parent or guardian supporting the substitution. Examples included in the child enrollment form or a separate letter or email from the parent/guardian.

# Special Dietary Accommodations Review

Documentation of Food Substitutions on Daily Menu Records

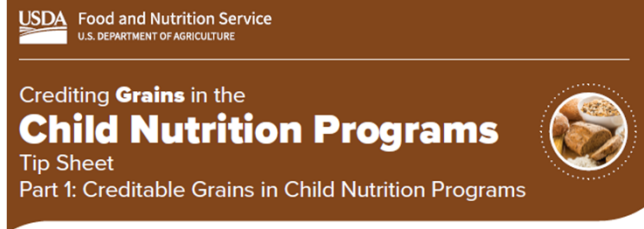
	Minimum Serving Size by Age Group				Monday			
	1-2	3-5	6-12	13-18	Date: July 3, 2023			
Breakfast					Age Groups			
					1-2	3-5	6-12	13-18
					Planned/Prepared			
					5	25	25	25
					Served			
					3	22	24	20
Milk	1/2 cup	3/4 cup	1 cup	1 cup	Whole, 1%, Lactose Free, Soy, and Almond Milk			
Fruit/Vegetable	1/4 cup	1/2 cup	1/2 cup	1/2 cup	Kiwi Slices			
Grains/Bread	1/2 oz	1/2 oz	1 oz	1 oz	WG Bread			
					Gluten free bread			
Meat/Meat Alternate					Egg Toad-in-the-Hole			

48

**SAY:** Along with the written documentation to claim meals or snacks for reimbursement, the actual substitutions provided daily to children must be documented on the daily menu records. It may be as simple as adding the substitutions to your daily detailed menu records or productions records. Let's look at the sample daily detailed menu record on the slide. Lactose free, soy, almond milk and gluten free bread are substitutions the center provides to children with medical statement forms or parent written requests. In this case the lactose free or soy milk (if the soy milk meets the nutrition requirements), are the only substitutions that may be supported with a written parent request.



## USDA Resource - Meal Component Tip Sheets



Grain products made with creditable grains are a required component of reimbursable meals offered in Child Nutrition Programs (CNP), such as the National School Lunch Program (NSLP), the School Breakfast Program (SBP), Preschool, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). Items made with creditable grains may also be offered as part of a reimbursable snack in Preschool, CACFP, SFSP, and the NSLP Afterschool Snack Service. This tip sheet identifies creditable grains in CNP that meet meal pattern requirements.

49

**SAY:** There are three Crediting Grains in CNP tip sheets. The first one is Part 1: Crediting Grains in CNP. Let's review this tip sheet.

The tip sheet includes:

- What is a creditable grain
- Terms and Definitions
- Evaluating Grains
- Common Grain Ingredients- creditable and non-creditable grains
- Test your knowledge

**DO:** Review the sheet and focus on the grain ingredient lists provided.

## USDA Resource - Meal Component Tip Sheets



Whole grain-rich products are required in the National School Lunch Program (NSLP), the School Breakfast Program (SBP), Preschool, and the Child and Adult Care Food Program (CACFP) (with the exception of infants). Whole grain-rich items are not required in the Summer Food Service Program (SFSP) and the NSLP Afterschool Snack Service. This tip sheet provides helpful information to determine whether a grain product meets the whole grain-rich criteria.

50

**SAY:** The second Crediting Grains in CNP tip sheet provides guidance on how to identify grain products that are whole grain-rich. Let's review this tip sheet.

This tip sheet provides:

- What whole grain-rich means
- Whole grain-rich requirements in CNP-focus on CACFP
- How to know if a product is whole grain-rich using product packaging, CN labels or PFS, and the rule of three
- Test your knowledge


**DO:** Review the tips sheet.

## USDA Resource - Meal Component Tip Sheets



USDA Food and Nutrition Service  
U.S. DEPARTMENT OF AGRICULTURE

Crediting **Grains** in the  
**Child Nutrition Programs**  
Tip Sheet  
Part 3: Program Requirements



Grain products made with creditable grains are required as part of reimbursable meals offered in Child Nutrition Programs (CNP): the National School Lunch Program (NSLP), the School Breakfast Program (SBP), Preschool, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFS). Products made with creditable grains may also be offered as part of a reimbursable snack in the CACFP, NSLP Preschool, SFS, and the NSLP Afterschool Snack Service. This tip sheet provides helpful information on serving creditable grains in CNP to meet meal pattern requirements.

51

**SAY:** The third Crediting Grains tip sheet focuses on how much to serve. Let's review this sheet.

This tip sheet includes:

- How much to serve to meet the ounce equivalent serving size
- Minimum serving size for each program area-focus on CACFP serving size by age group
- Four ways to determine how grain products credit to the meal pattern
- Grain requirements in CNP
- Test your knowledge activities

**DO:** Review the tip sheet.

## USDA Resource - Meal Component Tip Sheets

USDA Food and Nutrition Service  
U.S. DEPARTMENT OF AGRICULTURE

### Crediting **Fruits** in the **Child Nutrition Programs** Tip Sheet



Fruits are a required component for reimbursable meals in the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Preschool Lunch Meal Pattern, and the Child and Adult Care Food Program (CACFP) lunch and supper meals. However, this requirement can also be met with a vegetable (with the exception of NSLP). Fruits may be served as part of a reimbursable meal to fulfill the combined fruits and vegetables requirement for Preschool and CACFP breakfasts, as well as in the Summer Food Service Program (SFSP). They may also be served as one of the two required meal components for a reimbursable snack in all Child Nutrition Programs.



52

**SAY:** This is the USDA Fruits Component Tip Sheet. Let's review this sheet.

This tip sheet includes:

- Fruit requirements
- Products that do not contribute to the meal pattern requirements
- Serving fruits and juice in CNP-refer to the CACFP area.
- Test your skills and how much activities.

**DO:** Review the tip sheet

## USDA Resource - Meal Component Tip Sheets

---



Vegetables are a required component for reimbursable meals in the National School Lunch Program (NSLP) including the Preschool Lunch Meal Pattern, as well as the Child and Adult Care Food Program (CACFP) lunch and supper meals. Vegetables may be served as part of a reimbursable meal for the School Breakfast Program (SBP), and to fulfill the combined fruits and vegetables requirement for Preschool and CACFP breakfasts, as well as in the Summer Food Service Program (SFSF). They may also be served as one of the two required meal components for a reimbursable snack in all Child Nutrition Programs.

53

**SAY:** The next tip sheet is Crediting Vegetables in CNP. Let's review the sheet from your packet.

The tip sheet provides:

- Vegetable requirements- note, the vegetable subgroups are a best practice in CACFP.
- Vegetable juice and vegetable smoothie requirements
- Newly creditable vegetables
- Products that do not contribute toward the meal pattern
- Test your skills and does it credit activities.

**DO:** Review the test your skills test.

## USDA Resource - Meal Component Tip Sheets



USDA Food and Nutrition Service  
U.S. DEPARTMENT OF AGRICULTURE

### Crediting Meats/Meat Alternates in the Child Nutrition Programs Tip Sheet

Meats/Meat Alternates (M/MAs) are a required meal component for reimbursable lunches and suppers in Child Nutrition Programs (CNPs), such as the National School Lunch Program (NSLP), the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). They are also a required meal component for lunches served under the Preschool Meal Pattern. M/MAs are not required for a reimbursable breakfast in CNPs, but may be offered in place of grains, with certain limitations, in the School Breakfast Program (SBP), the Preschool Breakfast Meal Pattern, and the CACFP. M/MAs may also be served as one of the two required meal components for a reimbursable snack in CNPs. When planning menus, remember:

- M/MAs are measured in ounce equivalents (oz eq). An oz eq of M/MA is the amount of the food that represents 1 ounce of edible portion of lean meat without the bone. See page 2 for a list of creditable M/MAs commonly served in CNPs and their 1 oz eq amounts.
- The M/MA amount offered **must provide a minimum of 0.25 oz eq per serving to be creditable in CNPs.**
- The minimum creditable amounts do not apply to the CACFP infant meal pattern.

54

**SAY:** The final tip sheet is the Crediting Meats/Meat Alternates in CNP that was released in July 2022. A copy is in your participant handbook. This tip sheet supports guidance on the use of the FBG, CN labels and PFS to determine the ounce equivalent serving size for meat/meat alternate food items served in your menus.

This tip sheet provides:

1. Specific Program requirements by Child Nutrition Programs.
2. What To Serve and How Much?
3. Common Creditable Meats (oz eq)
4. Common Creditable Meat Alternates (oz eq)
5. Foods Not Creditable as Meats/Meat Alternates
6. Example CN Label-Whole Grain Pizza
7. Example PFS- Honey Lime Chopped Chicken
8. Other Special Considerations
9. Test Your Knowledge and Answers.

# USDA Resource – Food Buying Guide

Determine Meat/Meat Alternate Ounce Equivalents

*“amount of protein source in the food item”*

Methods to Determine Ounce Equivalent Servings

- Food Buying Guide
- CN Labels
- Product Formulation Statements

Meal Component	Category / Subcategory	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution
Meats/Meat Alternates	Poultry CHICKEN, BONELESS, fresh or frozen	Chicken, Boneless, fresh or frozen With skin in natural proportions	Pound	11.20	1 oz cooked poultry with skin
Meats/Meat Alternates	Poultry CHICKEN, BONELESS, fresh or frozen	Chicken, Boneless, fresh or frozen With skin in natural proportions	Pound	7.46	1-1/2 oz cooked poultry with skin
Meats/Meat Alternates	Poultry CHICKEN, BONELESS, fresh or frozen	Chicken, Boneless, fresh or frozen, Tenders Tenderloins, (boneless chicken breast pieces without skin)	Pound	11.60	1 oz cooked poultry
Meats/Meat Alternates	Poultry CHICKEN, BONELESS, fresh or frozen	Chicken, Boneless, fresh or frozen, Tenders Tenderloins, (boneless chicken breast pieces without skin)	Pound	7.78	1-1/2 oz cooked poultry

**SAY:** Methods to Determine Ounce Equivalent Servings-

- Food Buying Guide
- CN Labels
- Product Formulation Statements

If you find the food item, you are purchasing in the food buying guide it is creditable to the meal pattern. Select the food item in the FBG that matches the description of your food product on the package. If there is not a match in the FBG you will need a CN label or PFS. See examples of chicken in the FBG. All examples are based on a pound purchase unit. The next column provides how many servings per purchase unit and the last column provides the oz equivalent serving size. For a 1-ounce equivalent serving of the third chicken without skin, one pound or 16 ounces of fresh or frozen uncooked chicken will provide you with 11.6 – 1- ounce servings of cooked chicken.

# USDA Resources

## TIP Sheet for Accepting Processed Product Documentation

CN Labels, factsheets, and product labels provide a way for food manufacturers to communicate with Institutions and facilities about how their products may contribute to the meal pattern requirements for meals served under the Department of Agriculture's (USDA) Child Nutrition (CN) programs. Below are tips for acceptable documentation:

### CN Labeled Products

- ❖ The CN Label provides a warranty against audit claims when the product is used according to the manufacturer's direction.
- ❖ Institutions and facilities may submit a CN Label, or a photocopy or photograph of the valid CN Label during a program review as acceptable documentation.
  - ✓ CN Labels that are laser printed on the product carton or cannot be easily removed may be photocopied.
  - ✓ A photograph of the CN Label while it is still attached to the product carton may be used.
  - ✓ CN Labels that are photocopied or photographed must be fully visible and legible.
- ❖ When a valid CN logo and crediting statement is provided, SDE reviewers will **not** request a Product Formulation Statement.

### Product Formulation Statements (PFS)/Other Documentation

56

**SAY:** This is the Tip Sheet for Accepting Processed Product Documentation and is included in your packet. Let's review.

**DO:** Provide general review of the CN Label contents and PFS and other Documentation.



## USDA Resources

### CN Labels Verification Report

CN #	Product Description	Serving Size	CN Crediting	Expiration	Est #	Company
024815	FARMLAND SILVER MEDAL BRAND HOT DOGS	Each 2.00 oz. Hot Dog	2.00 oz. Equivalent Meat	06/17/24	717W	SMITHFIELD FARMLAND CORP.
024860	FARMLAND GOLD MEDAL HOT DOG	Each 2.00 oz. Hot Dog	2.00 oz. Equivalent Meat	06/17/24	717W	SMITHFIELD FARMLAND CORP.
025745	GOURMET SCRAMBLED EGG SYSTEM FROZEN EGG PRODUCT	One Lb. (16.00 oz.) Egg Mix	14.03 oz Equivalent Meat Alternate	02/22/26	420	MICHAEL FOODS EGG PRODUCTS COMPANY
030776	GRILL FRANKS	One 2.00 oz. Frank	2.00 oz. Equivalent Meat	07/03/22	8782	BERKS PACKING CO. INC.

<https://www.fns.usda.gov/cn/labeling/usdausdc-authorized-labels-and-manufacturers>

57

57

**SAY:** If the meat/meat alternate product you are planning to serve is not in the food buying guide, then you can check the CN Labels Verification Report to see if the product has a CN label.

Either a CN Label or Product Formulation Statement is required for all commercially processed meat/meat alternate or combination food items that are served and counted toward meal pattern components.

This is a CN Label Verification Report that was developed to assist State agency reviewers, CN program operators, and food industry to verify the status of a CN Label and the validity of a CN Label copied with a watermark. It does not replace the requirement to maintain CN labels. Day care homes and centers may maintain the CN Label from the original container, a photo of the label on the container or a watermark copy with attached bill of lading (invoice).

This verification report can be found on the FNS website at <https://www.fns.usda.gov/cn/labeling/usdausdc-authorized-labels-and-manufacturers>

## Sample CN Label



## CN Label Example

**SAY:** Here is a sample CN label. The Child Nutrition (CN) label product contains the following information:

- The CN label which has a distinctive border
- The meal pattern contribution statement
- A unique 6-digit product identification number (assigned by FNS) appearing in the upper right-hand corner of the CN logo.
- The USDA/FNS authorization statement
- The month and year of the final FNS approval appearing at the end of the authorization statement- CN labels are effective for up to five years.
- And the remaining required label features; product name, inspection legend, ingredients, USDA statement, signature/address line, and net weight.



United States Department of Agriculture

Food and Nutrition Service

**Product Formulation Statement for Documenting Meats/Meat Alternates (M/MA) in Child Nutrition Programs**

Program operators should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative.

Product Name: \_\_\_\_\_ Code No.: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Serving Size: \_\_\_\_\_

**I. Meats**

Fill out the chart below to determine the creditable amount of Meats.

DESCRIPTION OF CREDITABLE MEAT INGREDIENT PER FOOD BUYING GUIDE (FBG)	OUNCES PER RAW PORTION OF CREDITABLE MEAT INGREDIENT A	MULTIPLY	FBG YIELD <sup>1</sup> B	CREDITABLE AMOUNT A x B
		x		
		x		
		x		
<b>C. Total Creditable Meats Amount<sup>1</sup></b>				

<sup>1</sup> FBG yield = Additional Information column.

USDA Resources

**SAY:** If your commercially processed product was not CN labeled you must obtain a Product Formulation Statement to determine the product meal contribution and the minimum serving size of the product by age group.

Here is a sample Product Formulation Statement template manufacturers may use to document meat/meat alternate in Child Nutrition Programs. This template is located in your training packet. Looking at this template from USDA, let's review the required components of a statement. As I review the requirements see if you can find each on the statement.

**DO:** Emphasize the need for APP documentation.

# USDA Resources



United States Department of Agriculture

## USDA Child Nutrition Programs: TIPS for Evaluating a Manufacturer's Product Formulation Statement

A manufacturer's product formulation statement (PFS) is a signed certified document that provides a way for a manufacturer to demonstrate how a product may contribute to the meal pattern requirements of the United States Department of Agriculture's (USDA), Child Nutrition (CN) programs. A PFS is typically provided for processed products that do not have a CN Label. A CN Labeled product provides an assurance that the food provides the stated contributions toward CN meal pattern requirements. Program operators may request a signed manufacturer's PFS when purchasing a processed product without a CN Label. USDA does not approve a manufacturer's PFS. Program operators are ultimately responsible for ensuring menu items meet meal pattern requirements; therefore, program operators should review and verify the crediting statement on a manufacturer's PFS before purchasing the product.

Checklist for Evaluating a Manufacturer's PFS

60

**SAY:** Here is the USDA CNP Tips for Evaluating a Manufacturer's Product Formulation Statement. This is a handout in your packet. Let's review it.

**DO:** Review the resource and refer to the second paragraph on the first page that emphasizes that program operators are responsible for ensuring menu items meet the meal pattern requirements and should review and verify the crediting statement on the PFS before purchasing the product. Give general review of checklist and points to remember.

# Product Formulation Statement Example

## ToolsForSchools®

3781 E Airport Drive • Ontario, CA 91761 • (800) 574-3663

### Product Analysis Worksheet Form

Child Nutrition Program operators should include a copy of the label from the purchased product to the following information on letterhead signed by official company representative

Product Name: TES Cheese Pizza Rippers® Code Number: 0928  
 Manufacturer: Tools for Schools Case/Pack/Count/Portion Size: \_\_\_\_\_

#### Directions to Manufacturer:

1. Complete Section A for crediting of Meat/Meat Alternates (if appropriate).
2. Complete Section B for crediting of Grains (if appropriate).
3. Complete Section C for crediting of Fruits & Vegetables (if appropriate).
4. Complete Section D for verification and statement of understanding. Any product analysis worksheet completed and signed will not be accepted by Child Nutrition Program operator.

#### Section A: Meat/Meat Alternates

I. Please complete the chart below to determine the creditable amount of Meat/Meat Alternates

Description of Creditable Ingredients per USDA Food Buying Guide (FBC)	Ounces per Raw Portion of Creditable Ingredient	Multiply	Food Buying Guide Yield/ Servings per Unit	Credit
Mozzarella Cheese	1.593oz	X	100%	1.59
		X		
		X		
<b>I. Total Creditable MMA</b>				<b>1.59</b>

1. Total Creditable MMA (Total Creditable MMA Amount)

II. If the product contains APP, please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described by Attachment A for each

Description of APP, manufacturer's name, and code number	Ounces Dry APP per Portion	Multiply	% of Protein As-is*	Divide by 18**	Credit
ISP620 Soy Protein Isolate	0.08216	X	90	= 18	0.41
		X		= 18	
		X		= 18	
<b>I. Total Creditable APP Amount†</b>					<b>0.41</b>
<b>C. Total Creditable Amount (A + B rounded down to the nearest 1/2)</b>					<b>2</b>

†Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18. Total Creditable amount rounded down to the nearest .25 and (.48) would round down to 1.25 as meat equivalent. ‡ Do not round up. If you are crediting APP, you need to round down in box A (Total Creditable MMA Amount) until after you have added the Total Creditable APP Amount.

\*\*18 is the percent of protein when fully hydrated.

†Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18. Total Creditable amount rounded down to the nearest .25 and (.48) would round down to 1.25 as meat equivalent. ‡ Do not round up. If you are crediting APP, you need to round down in box A (Total Creditable MMA Amount) until after you have added the Total Creditable APP Amount.

### Company Pingdingshan Tianjing Plant Albumen Co. Soy Protein Isolate ISP620

for Pingdingshan Tianjing Plant Albumen Co., Ltd. Product(s) Used: (APP) for Child Nutrition Programs

Company Pingdingshan Tianjing Plant Albumen Co., Ltd. certifies that ISP620 meets requirements for APP intended for use in foods manufactured for Child Nutrition Programs as described in Appendix A of 7 CFR 210, 220, 225, and 226.

Company Pingdingshan Tianjing Plant Albumen Co., Ltd. certifies that ISP620 has been removed from the non-protein constituents have been removed. This product is produced from soybeans by removing the oil and some of the other non protein constituents.

Company Pingdingshan Tianjing Plant Albumen Co., Ltd. certifies that ISP620 meets requirements for APP intended for use in foods manufactured for Child Nutrition Programs as described in Appendix A of 7 CFR 210, 220, 225, and 226. The PDCAA score is at least 0.8 (80% of casein).

Company Pingdingshan Tianjing Plant Albumen Co., Ltd. certifies that ISP620 is at least 18% by weight when fully hydrated to one part product.

Company Pingdingshan Tianjing Plant Albumen Co., Ltd. certifies that ISP620 is certified to be at least 90% on an "as-is" basis.

Company Pingdingshan Tianjing Plant Albumen Co., Ltd. certifies that ISP620 information is required for APP and must be presented for approval.

**SAY:** Here is a sample Product Formulation Statement for Cheese Pizza Rippers that is also located in your packet. Looking at this Product Formulation Statement, let's review the required components of the statement to ensure it is complete. The statement is three pages.

**DO:** Review the PFS and highlight the areas especially the APP.



## Lunch Break

### *One Hour Lunch Break*

62

**SAY:** It is time for a lunch break. We will take a one-hour break.

**Do:** Provide the time they need to return.

# MyIdahoCNP Application Updates

## Due Dates:

- **August 15-** For Profits
- **August 31-** Nonprofits
- **September 1-** Budget Amendments
- **October 5-** SOC & SODCH site training

CACFP Annual Updates	Nonprofit Independent Center (IC)	For-profit Independent Center (IC)	Sponsoring Organization of Centers (SOC) – Affiliated & Unaffiliated	Sponsoring Organizations of Day Care Homes (SODCH)
Update each online in MyIdahoCNP				
Sponsor Application	√	√	√	√
Civil Rights Information	√	√	√	√
Board of Directors	√	N/A	√	√
Sponsor Budget Detail	√	√	√	√
Sponsor Management Plan Checklist	√	√	√	√
Attach all checklist documents electronically in MyIdahoCNP under the sponsor or site(s) checklist	√	√	√	√
Site or Provider Application(s)	√	√	√	√

Excel Budget Workbook & Facility Training: Upload in MyIdahoCNP application packet on attachment list

Excel Budget & supporting documents	√	√	√	√
Facility Training Log/Agenda	√	√	√	√

If you need further assistance or have questions, please contact the state agency at 208-332-6935.

### Important CACFP Annual Update Due Dates:

- June 1<sup>st</sup> IC and SOC Excel Budget Workbook and supporting documents.
- August 5<sup>th</sup> SODCH Excel Budget Workbook and supporting documents.
- August 15<sup>th</sup> For Profit IC & SOC Application Updates in MyIdahoCNP & Checklist Documents (Must submit packet for approval in MyIdahoCNP by due date)
- August 31<sup>st</sup> Non-Profit IC, SOC & SODCH Application Updates in MyIdahoCNP & Checklist Documents (Must submit packet for approval in MyIdahoCNP by due date)
- September 1<sup>st</sup> Current FY Final Budget Workbook amendment due. (If needed)
- October 5<sup>th</sup> SOC and SODCH: Previous year facility training tracking log and agenda(s) (Submit documents on attachment list in new program year application packet)

63

**SAY:** It is that time of year again to update your application with the state agency. The 2023-24 application packets are ready in MyIdahoCNP. This year the training plans are required for all sponsors and for sponsoring organizations that sponsor more than one facility, the organization monitoring procedures must be provided to SDE on the checklist.

It is important packets are submitted for approval by the due dates so the packets can be approved by October 1, 2023, for the new program year. Up coming due dates are:

August 15<sup>th</sup>- For-profit Institution application packets;

August 31<sup>st</sup>- Nonprofit Institution application packets;

If you need to submit a budget amendment for the current program year, please submit your amended FY23 budget workbook to Kim Sherman by September 1, 2023. Finally, by October 5<sup>th</sup>, submit in the 2023-2024 application packet on the attachment list the SOC & SODCH facility training agenda and attendance tracking logs for **training completed between October 1, 2022, and September 30, 2023.**

# MyIdahoCNP Application Updates

Idaho State Department of Education  
Child and Adult Care Food Program  
Civil Rights Data Collection Form for reporting  
Actual and Potential Participants

Date of Count: \_\_\_\_\_

Provider or Center Name: \_\_\_\_\_

Provider or Center Address: \_\_\_\_\_

Center Director/Owner Name: \_\_\_\_\_

CATEGORIES  
County totals are located on the Child Nutrition Program website <http://www.sde.idaho.gov/site/cnp>, under Civil Rights, 2010 Census Data Sheet

HISPANIC OR LATINO: Number of Participants: _____	County Total: _____
NOT HISPANIC OR LATINO: Number of Participants: _____	County Total: _____
<hr/>	
BLACK OR AFRICAN AMERICAN: Number of Participants: _____	County Total: _____
ASIAN: Number of Participants: _____	County Total: _____
AMERICAN INDIAN & ALASKA NATIVE: Number of Participants: _____	County Total: _____
NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: Number of Participants: _____	County Total: _____
WHITE: Number of Participants: _____	County Total: _____

## Annual Ethnic/Racial Participant Data

<https://www.sde.idaho.gov/cnp/files/resource-center/civil/general/Civil-Rights-County-Census-Data-2020.pdf>

**SAY:** Annually Institutions are required to collect ethnic/racial data per participant for their center or each of their sponsored facilities. The data is reported in MyIdahoCNP in the Institutions' application packet on the Civil Rights form. The consolidated data must be maintained by the Institution for three years plus the current program year. For the county totals please use the 2020 census data provided on the Idaho Child Nutrition Program (CNP) Website. See the link on slide. During program reviews the state agency has found that some Institutions report the data when collected and consolidated but did not maintain the document(s) used to consolidate the data. It is recommended for Institutions that consolidate the data by hand (data is not in electronic data base with report options) the Institution use the Civil Rights Data Collection form as shown on this slide and is also provided on the CNP website.

If your organization or business manages the racial and ethnic data electronically in a software system that maintains the data on real time, it is important to maintain a copy of the report from the software system used to report the data to the state agency.





# Administrative Review Procedures (Appeals)

**Procedure included in Training packet**

**Also available on Idaho CNP Website**

65

**SAY:** The CACFP Administrative Review Procedures, also known as the Appeal Procedures are provided in your training packet and located on the CACFP website for easy access for all sponsors. The SDE will provide the Administrative Review Procedures to sponsors with notice of action letters. Such notices are fiscal action (recovering of funds), denial of participation or proposed termination notices.

It is important to note, if you receive a notice of action and decide to appeal the action to provide your notice of appeal to the appeal officer within the required timeline. As a sponsor you have the option of a written document review, or an in-person hearing and must also specify which option you are requesting when notifying the appeal officer.

At anytime you may contact the state agency with questions on the appeals process.

## SDE Training Fact Sheets

### Child and Adult Care Food Program

The Child and Adult Care Food Program (CACFP) is a federally funded program administered by the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS). The goal of the program is to provide well-balanced nutritious meals to the participants in care at child care centers, family day care homes, outside school hour centers, at-risk afterschool centers, emergency shelters, and adult day care centers.

[Child Nutrition Programs »](#)

> [Child and Adult Care Food Program](#)  
[CACFP Information Request](#)

#### CACFP Fact Sheets

-  [Becoming a CACFP Sponsor | \(versión en español\)](#)
-  [Budget Requirements](#)
-  [CACFP Food Safety Tips and Tricks | \(versión en español\)](#)
-  [CACFP Nutrition Guidelines and Menu Planning | \(versión en español\)](#)

<https://www.sde.idaho.gov/cnp/cacfp/>

66

**SAY:** In the past two years the Idaho State Department of Education CACFP team has created some Training Fact Sheets to assist sponsors with training their key staff and facilities on Program regulations. The fact sheets are located on the Idaho CACFP website under Resource Files and CACFP Fact Sheets. Some are also available in the online trainings related to the training topic. The fact sheets are available in English and Spanish. Printed copies are in your packet. Let's review some of them.



## Program Administration Guidelines for Child and Adult Care Food Program (CACFP) Sponsors



### What is CACFP?

The Child and Adult Care Food Program (CACFP) is a Federally-funded Program that provides payments for eligible meals served to participants who meet age and income requirements. Meals served by participating institutions and facilities must meet minimum guidelines set by the United States Department of Agriculture (USDA). The CACFP helps Institutions and facilities serve well-balanced, nutritious meals to the participants in their care. Serving nutritious meals helps improve and maintain the health and nutritional status of participants in a day care environment and can help them develop and maintain good eating habits. In Idaho, the CACFP program is administered by the Idaho State Department of Education (SDE), Child Nutrition Programs (CNP), with funds from the United States Department of Agriculture (USDA).


This factsheet is designed to help CACFP Sponsors understand the responsibilities and requirements associated with serving as a program administrator. Before reviewing this document, it is recommended that you familiarize yourself with the content in the [Becoming a CACFP Sponsor Factsheet](#), available at the [SDE CACFP website](#).

### General Guidelines


67

**SAY:** First is the Program Administration Guidelines for CACFP Sponsors. This fact sheet provides information on “What is CACFP” and the purpose of the fact sheet is to help CACFP sponsors understand the responsibilities and requirements of a program administrator.

**DO:** Review the format and general content of the training fact sheets. General guidelines and focus on the importance of maintaining the appropriate level of staffing to administer the program and meet the administrative and operational responsibilities listed. Provide general overview of administrative tasks- monitoring facilities, maintain records- for three years plus the current year (meal service and menu records, participant records and financial records), Expenses and reimbursement management through the budget process, maintaining accurate records-example time of service meal counts and organization and facility training. Ask if any questions before moving to next fact sheet.



## Child and Adult Care Food Program (CACFP) Nutrition Guidelines and Menu Planning



### How to Use this Factsheet

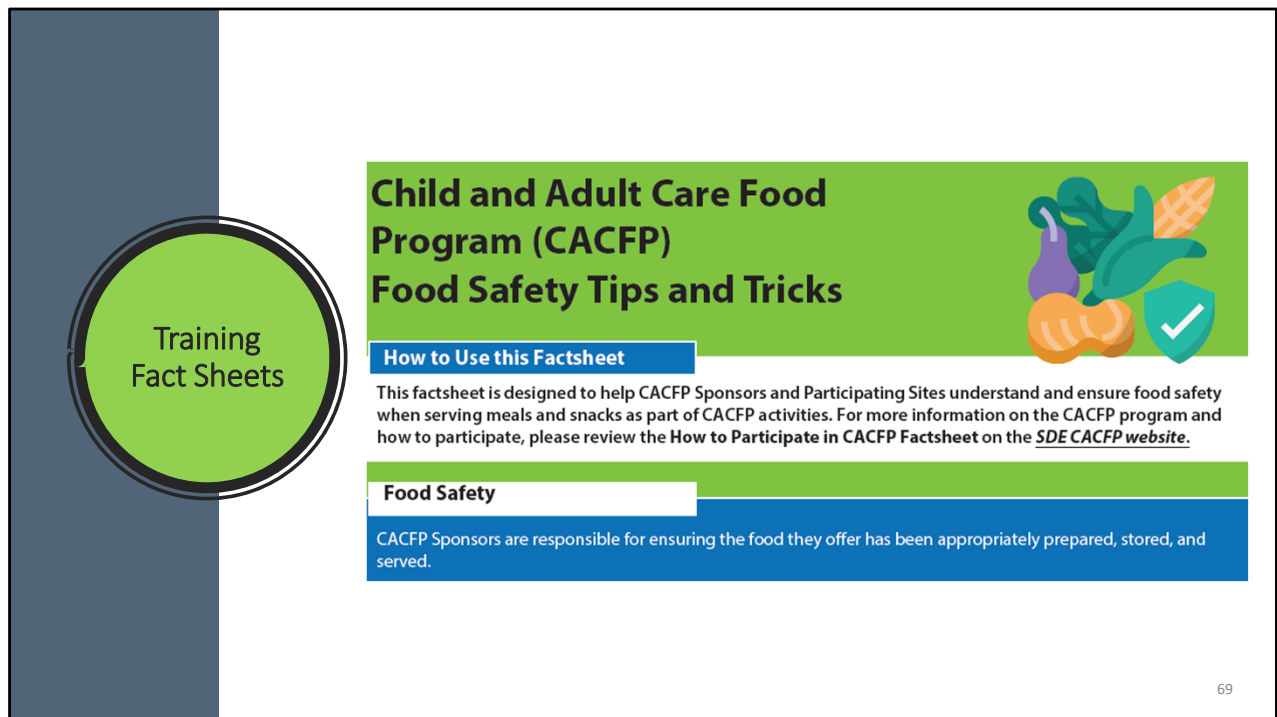
This factsheet is designed to help CACFP Sponsors and Participating Sites understand nutrition guidelines and menu planning. For more information on the CACFP program and how to participate, please review the How to Participate in CACFP Factsheet, available on the [SDE CACFP website](#).

CACFP meal pattern requirements were updated October 1, 2017. The United States Department of Agriculture (USDA) and Idaho State Department of Education (SDE), Child Nutrition Programs (CNP), have published many resources detailing these updated nutrition guidelines, meal patterns, and meal planning standards for CACFP sponsored meal service. These resources can be found at our [SDE CACFP website](#).

68

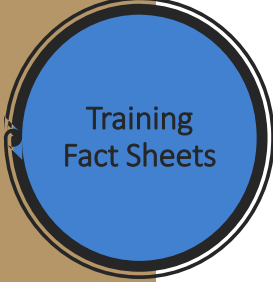
**SAY:** The next fact sheet is the CACFP Nutrition Guidelines and Menu Planning. This fact sheet provides how to use the fact sheet and provides the meal pattern requirements.

**DO:** Review the format and general content of the training fact sheets. Give a general review of the fact sheet, infant meal pattern two age groups, meal planning best practices, lean meat and other protein sources, milk requirements by age group, grain requirements including whole grain rich grain daily and grain-based desserts do not count to meal pattern-example granola or cereal bars, serving variety of fruits and vegetables and limiting juice to once per day, emphasis on the sugar limits section. Ask if any questions before moving to next fact sheet.




**SAY:** Now we will review the CACFP Food Safety Tips and Tricks fact sheet. This fact sheet also provides how to use the fact sheet

**DO:** Review the format and general content of the training fact sheets. Give a general review of requirements-ensuring food safety in operations and meeting the local health department requirements, food safety as it relates to food allergies, importance of washing hands and maintaining a clean environment, discarding unsafe food-provide an example, sanitizing services where food is placed and eating areas, how to store, wash and serve foods, and maintain the appropriate temperatures in storage areas and for hot and cold foods. Ask if any questions before moving to next fact sheet.



## Meal Service Requirements in the Child and Adult Care Food Program (CACFP)



**Requirements**

Use this handout to help ensure meal service requirements are met for CACFP operators. For more information, review Section 16 "Meal Service Requirements" in the CACFP Manual available on the [SDE CACFP website](#).

Meal Service Types	Reimbursement Limits
<p><b>Institutions may serve one or more of the following meal types:</b></p> <ul style="list-style-type: none"> <li>• Child care centers; Head Start programs; outside-school-hour centers; family day care homes; and adult day care centers</li> </ul>	<ul style="list-style-type: none"> <li>• Child care centers; Head Start programs; outside-school-hour centers; family day care homes; and adult day care centers</li> </ul>

70

**SAY:** Let's review the Meal Service Requirements in the Child and Adult Care Food Program training fact sheet.

**DO:** Review the format and general content of the training fact sheets. Give a general review of where to find the meal service requirements in the CACFP manual on the SDE CACFP website. Review the meal services Institutions may serve, the reimbursement limits on meal services, general meal service requirements, during meal service requirements, general meal counting requirements by type of facility and emphasize the unallowable meal counting methods. Ask if any questions before moving to next fact sheet.



**Meal Service Styles in the Child and Adult Food Care Program (CACFP)**

 Program operators must understand the meal service requirements for the meal service style that is being implemented in the sponsored center, site or home.

For more information on meal service styles, visit the CACFP Manual Section 16 "Meal Service Requirements" on the [SDE website](#).

Family Style Meal Service      Pre-Plate Style Meal Service

71

**SAY:** Here is the Meal Service Styles in the Child and Adult Care Food Program fact sheet.

**DO:** Review the format and general content of the training fact sheets. Give a general review of the different meal service options family style versus pre-plate, combination and cafeteria style. Include when adults serve the food items the full minimum serving must be provided in any of the meal service styles. Family style is the only style when the participant may serve themselves and decide what and how much. Emphasize offer versus serve is not a serving style for childcare centers including childcare centers with an afterschool program, Head Start, and day care homes. Ask if any questions before moving to next fact sheet.

## Training Fact Sheet

### Budget Requirements in the Child and Adult Care Food Program (CACFP)



#### Budget Process and Requirements

- ✓ Maintain a non profit food service operation.
- ✓ Maintain records to support that all CACFP reimbursement is used solely for the operations or improvement of such food service.
- ✓ Submit a budget to the Idaho State Department of Education (SDE) annually.
- ✓ Adjust budget levels through budget amendments to reflect changes in CACFP activities if needed.

#### What is Included in the Budget?

7 CFR 226: All food service operations conducted by the institutions principally for the benefit of enrolled participants, from which all of the Program funds are used solely for the operations or improvement of such food service.

72

**SAY:** Budget Requirements in the Child and Adult Care Food Program is another fact sheet available.

**DO:** Review the format and general content of the training fact sheets. Give a general review of the elements of the budget process; budget development and approval, budget amendments, and quarterly reports. Emphasize examples of operational costs and administrative costs and allowable versus unallowable costs. Ask if any questions before moving to next fact sheet.





## Monitoring Requirements for Sponsoring Organizations in the Child and Adult Food Care Program (CACFP)



### Number of Times a Sponsoring Organization Must Review Each Facility Each Year

- At least two of the three reviews must be unannounced.
- At least one unannounced review must include observation of a meal service.
- At least one review must be made during each new facility's first four weeks of CACFP operations.
- Not more than six months may elapse between reviews.
- Monitors must vary the timing of unannounced reviews so they are unpredictable.

**3**

**SAY:** Next, we will review the Monitoring Requirements for Sponsoring Organizations in the Child and Adult Care Food Program training fact sheet.

**DO:** Review the format and general content of the training fact sheets. Give a general review of required number of reviews annually, how to prepare for monitoring visits, emphasize what is required, refer to list of records to review noting based on training earlier some may be offsite, emphasize the guidance on meal observation and post visit requirements. Provide the intent of the five-day reconciliation process as a required internal control test per regulations. Ask if any questions before moving to next fact sheet.

## Training Fact Sheet

### Training Requirements in the Child and Adult Care Food Program (CACFP)



#### Training Requirements

- CACFP Sponsors are responsible for ensuring adequate training is conducted and documented for every employee that works in CACFP operations and record keeping.
- Training must be provided for all new staff prior to participation in CACFP, and annually thereafter. 7CFR 226.16(d)(2)and(3).
- This requirement includes Civil Rights training (FNS113-1).

74

**SAY:** Finally, let's review the Training Requirements in the CACFP training fact sheet.

**DO:** Review the format and general content of the training fact sheets. Emphasize the training requirements, provide a general review for planning –determining training needs, requirement to attend annual SDE training, training for facilities, documentation requirements, and training topics. Ask if any questions.

## Training Plans In Management Plans

b. Training should be appropriate to the level of staff experience and duties. Training agendas and sign-in sheets must be maintained to substantiate compliance.

Institution is new or institution updated institution's plan to conduct CACFP training for all "key staff" which includes how organization will train new "key staff" and "key staff" that missed annual training within the past year.  Yes  No  N/A

c. Sponsors are required to conduct annual training to all centers. Your institution's plan to train centers must include:

- If your institution will conduct in-center trainings
- If your institution will conduct group training(s), and tentative date(s)
- Description of how center employees not able to attend group training will be trained
- Description of how institution provides training to new center employees prior to operating in CACFP
- A list of CACFP topics to be covered

Institution is new or institution updated institution's plan to train centers on CACFP regulations within the past year.  Yes  No  N/A



75

**SAY:** In the 2023-2024 application packet all sponsor must provide their training plans on the checklist. Here is where you will mark yes to in the management plan so the training plan (s) will be listed on your checklist in MyIdahoCNP.

## Training Plan Content for Institution Key Staff

- When annual CACFP training is conducted for key staff?
- How is the training documented (dates, locations, topics, and participants attendance)?
- Who (employee titles) in the organization attends and completes the required annual state agency training?
- Before beginning CACFP duties, how does the Institution ensure all required training is provided to the Institution **new** staff?
- How does the Institution ensure all required **annual** training is provided to Institution key staff?
- What is the Institutions system to identify problem areas and address them in their annual training?
- What are the Institutions policies and procedures for handling an employee's failure to receive annual training?

76

**SAY:** It is important to maintain a training plan and here is the information to include in the plan for key Institution staff. Best practice is to provide sufficient detail, so the plan is clear and easy to follow.

- When is CACFP training conducted for key staff annually?
- How is the training documented (dates, locations, topics, and participants attendance)?
- Who (employee titles) in the organization attends and completes the required annual state agency training?
- Before beginning CACFP duties, how does the Institution ensure all required training is provided to the Institution **new** staff?
- How does the Institution ensure all required **annual** training is provided to Institution key staff?
- What is the Institutions system to identify problem areas and address them in their annual training?
- What are the Institutions policies and procedures for handling an employee's failure to receive annual training?

## Training Plan Content for Facility Key Staff

- When annual CACFP training is conducted for facility key staff?
- How is the training documented (dates, locations, topics, and participants attendance)?
- Before beginning CACFP duties, how does the Institution ensure all required training is provided to the **new** facility staff?
- How does the Institution ensure all required **annual** training is provided to facility key staff?
- What is the Institutions system to identify problem areas and address them in their annual training?
- What are the Institutions policies and procedures for handling a facility failure to receive annual training?

77

**SAY:** In the training plans, it is important to include content for facility key staff training.

**DO:** After reviewing ask if there are any questions on Training Plans.

- When annual CACFP training is conducted for facility key staff?
- How is the training documented (dates, locations, topics, and participants attendance)?
- Before beginning CACFP duties, how does the Institution ensure all required training is provided to the **new** facility staff?
- How does the Institution ensure all required **annual** training is provided to facility key staff?
- What is the Institutions system to identify problem areas and address them in their annual training?
- What are the Institutions policies and procedures for handling a facility failure to receive annual training?




## Family Style Meal Service

Available on Better Kid Care's  
On Demand Professional Development Platform

*Seven Free Online Modules*

*Courses are accepted by IdahoSTARS*



*It is strongly recommended that you begin with Module 1 and complete courses in their numerical order.*

- EAT Family Style Module 1: Role Modeling Healthy Eating
- EAT Family Style Module 2: Peer Modeling Healthy Eating
- EAT Family Style Module 3: Sensory Exploration of Foods
- EAT Family Style Module 4: Self-Regulation in Eating
- EAT Family Style Module 5: Children Serve Themselves
- EAT Family Style Module 6: Praise and Rewards
- EAT Family Style Module 7: Family Engagement

**SAY:** Penn State and the Nebraska Extensions created EAT Family Style online training modules. In your packet is a flyer with information for the trainings. The trainings are available on Better Kids Care's and the courses are accepted by IdahoSTARS. Let's briefly review the seven modules.

# Family Style Meal Service

## Eat Family Style Module 1: Role Modeling Healthy Eating

<https://extension.psu.edu/programs/betterkidcare/lessons/eat1>

*How to role model healthy eating is leading by example—a helpful teaching strategy for preschool children 2-5 years old.*



79

**SAY:** The first module is Role Modeling Healthy Eating. How to role model healthy eating is leading by example. This is a helpful teaching strategy for preschool children ages 2-5 years old. This module addresses several effective strategies for modeling healthy eating behaviors for young children. Including adults participating in the family style meal service and role modeling for the children.



## Family Style Meal Service



### **Eat Family Style Module 2: Peer Modeling**

<https://extension.psu.edu/programs/betterkidcare/lessons/eat2>

Many adult caregivers experience the challenge of getting children to try different foods. This lesson presents peer modeling as an easy and effective solution to this challenge.

80

---

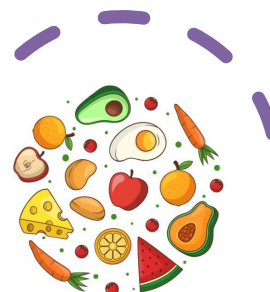
**SAY:** The second module is Peer Modeling. Many adult caregivers experience the challenge of getting children to try different foods. This lesson presents peer modeling as an easy and effective solution to this challenge. In this module you will learn how peer modeling can encourage healthy eating in children.



## Family Style Meal Service

### Eat Family Style Module 3: Sensory Exploration

<https://extension.psu.edu/programs/betterkidcare/lessons/eat3>



Engaging children in sensory exploration of foods is an important part of nutrition education. This includes engaging the five basic senses.

81

**SAY:** The third module is Sensory Exploration. Engaging children in sensory exploration of foods is an important part of nutrition education. This includes engaging the five basic senses. With this lesson, you will learn various strategies to engage children's senses with food.

# Family Style Meal Service

## Eat Family Style Module 4: Self-Regulation

<https://extension.psu.edu/programs/betterkidcare/lessons/eat4>

Self-regulation is children's ability to respond appropriately to situations by managing their thoughts, emotions, and behaviors.



82

**SAY:** The fourth module is Self-Regulation. Self-regulation is children's ability to respond appropriately to situations by managing their thoughts, emotions, and behaviors. This module provides strategies to support and encourage children's self-regulation abilities related to hunger and fullness.



## Family Style Meal Service



### **Eat Family Style Module 5: Children Serve Themselves**

<https://extension.psu.edu/programs/betterkidcare/lessons/eat1>

Children gain a sense of pride and strengthen their sense of belonging to the group when they take an active role during mealtimes.

83

**SAY:** The fifth module is Children Serve Themselves. Children gain a sense of pride and strengthen their sense of belonging to the group when they take an active role during mealtimes. Providers can teach children how to serve themselves and provide an environment that prepares children for self-service. It is important when adults are teaching children how to serve themselves, they use the hand over hand method.

# Family Style Meal Service

## Eat Family Style Module 6: Praise and Rewards



<https://extension.psu.edu/programs/betterkidcare/lessons/eat6>

Learn how to effectively use praise and non-food rewards as alternatives to food rewards.

84

**SAY:** The sixth module is Praise and Rewards. In this course you will learn how to effectively use praise and non-food rewards as alternatives to food rewards.

# Family Style Meal Service



## Eat Family Style Module 7: Family Engagement

<https://extension.psu.edu/programs/betterkidcare/lessons/eat7>

Providers can be a major force in promoting children's nutrition and healthy eating at home. Learn how to communicate with families through a variety of methods.

85

**SAY:** The final module is Family Engagement. Providers can be a major force in promoting children's nutrition and healthy eating at home. In this module you will learn how to communicate with families through a variety of methods.

**Nutrition and Wellness Tips for Young Children:  
Provider Handbook for the Child and Adult Care Food Program**



**Family style meals provide many benefits to both children and child care providers.** In family style meal service, food and beverages for the meal are placed in common serving bowls, plates, dishes, pitchers, and containers on the table. Foods are passed around the table and children serve themselves *how much* and *what* they would like to eat, with the help of an adult when needed. Children are encouraged to make choices.

## Family Style Meal Service

86

**SAY:** Also in your packet is the Nutrition and Wellness Tips for Young Children that includes guidance for implementing family style meal service. This resource includes:

- Benefits of family style meal service
- How to prepare for implementing family style meal service
- Connecting with Parents
- How to be successful in family style meal service
- Family Style Meals MythBusters

**DO:** Review the handout and each Myth Buster

# Family Style Meal Service

PARTICIPANT'S WORKBOOK INTRODUCTION TO Happy Mealtimes IN CHILD CARE SETTINGS

## Family-Style Meal Service Process

### Before mealtimes begin:

- Know which food components are required for each meal or snack served.
- Review the planned menus and compare it to the meal patterns.
- Make sure there is a full serving of all meal components in the serving bowls and pitchers for all children and adults.
- Follow the mealtime schedule and routine, and transition into mealtimes.
- Properly wash hands and assist children in washing their hands.
- Properly supervise children.
- Allow children to help set the table.
- Place all foods on the table before the children are ready to sit down to eat.

87

**SAY:** The next two, family style resources are from the Happy Mealtimes in Child Care workbook. The Family Style Meal Process sheet is in your packet and provides the process from before mealtimes, during mealtimes, at the end of mealtimes and tips for implementing family style meal service. Let's review each process on the sheet.

# Family Style Meal Service

## Family-Style Meal Service Checklist

**Instructions:** Read each statement, and think about the practices in your child care setting. Decide if the answer is "Yes," or "NO," and then place a check-mark in the appropriate box.

Statement	YES	NO
<b>Mealtime Routine</b>		
Establish a mealtime routine with scheduled mealtimes and transition activities.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appropriate-Size Bowls and Serving Utensils</b>		
Food is served in bowls of appropriate size that children can lift and pass.	<input type="checkbox"/>	<input type="checkbox"/>
Serving bowls are of appropriate material, so they do not conduct heat and are not too hot to pass.	<input type="checkbox"/>	<input type="checkbox"/>
Small size scoops, one-piece plastic tongs, and short-handled hard, plastic serving spoons are used during mealtimes.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mealtime Expectations</b>		

**SAY:** The second resources from the Happy Mealtimes workbook is the Family Style Meal Service Checklist. This is a good resource when implementing the meal service. Some of these resources were provided with the family style meal service toolkits delivered to sponsors that offer meals family style.



# Wrap up & Questions?

**Kim Sherman** | Child and Adult Food Care Program  
Child Nutrition Programs, Idaho State Department of Education  
650 W State Street, Boise, ID 83702  
208 332 6935  
[ksherman@sde.idaho.gov](mailto:ksherman@sde.idaho.gov)  
[www.sde.idaho.gov/cnp/cacfp](http://www.sde.idaho.gov/cnp/cacfp)



**SAY:** We are now at the end of the training. Are there any questions?

**DO:** Answer Questions and Refer to Evaluations in Packet. Make sure all attendees signed the attendance records.

# Nondiscrimination Statement



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or  
fax:(833) 256-1665 or (202) 690-7442; or  
email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

90

Current nondiscrimination statement- show at end of training.