

# 2015 CACFP Provider's Mandatory Nutrition Renewal Training

2015-MM



HIT  
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TO PASS  
TO THE  
NEXT  
SLIDE



Welcome to the 2015  
CACFP Renewal Training.  
This fiscal year, as an  
**electronic claiming**  
provider, you will be  
allowed to complete your  
mandatory training online

Please read/study these  
slides.

Then click the **LINK** in the  
last page to access the

**Mandatory Quiz**

You must complete the Test  
**by August 31, 2015**

## IMPORTANT:

If you have more than one daycare, one QUIZ must be completed for each Daycare under the name of your On Site Provider

Please remember that  
completing this training is a  
**USDA/CACFP Requirement**  
to participate in the  
program. Not completing  
the training is considered a  
**CACFP Violation**

Let's Start !



# WHAT IS CACFP?

CACFP is a subsidy program that provides aid to family day care homes for the provision of nutritious foods that contribute to the wellness, healthy growth, and development of young children.



# CACFP's MISSION

- o To ensure that nutritious and safely-prepared meals and snacks are available to children in family day care settings
- o To provide reimbursement for qualifying nutritious meals and snacks served.





# THE PROGRAM BASICS

o CACFP recognizes 6 different meal types:

- o Breakfast
- o AM Snack
- o Lunch
- o PM Snack
- o Dinner
- o Evening Snack

# BASIC CACFP RULES

- o You can be reimbursed for up to:  
two (2) meals and one (1) snack      OR  
two (2) snacks and one (1) meal.
- o Common meal combinations:  
Lunch, PM Snack and Dinner  
Breakfast, PM Snack and Dinner
- o There must be a minimum of 1.5 hours  
between a meal and a snack, and 3 hours  
between two meals      (example: Lunch at 12pm and Dinner at 4pm).

# Meal Time Examples:

- o Breakfast 8:00 am
- o Lunch 12:00pm
- o PM Snack 3:00pm
  
- o AM Snack 8:30 AM
- o Lunch 11:30 AM
- o Dinner 5:00 PM

# LETS TALK FOOD!

- o There are 4 **categories** under CACFP:
  1. Grains (breads/cereal/pasta/rice)
  2. Fruits & Vegetables
  3. Meats/Meat Alternatives
  4. Milk (formula/breast milk/whole/1% Skim)
  
- o NOTE: For CACFP guidelines, potato is counted as a Vegetable and beans can be counted as a Meat Alternative or a Vegetable

**Now that we know the  
FOUR Categories,**

**let's discuss what are  
creditable  
meals and snacks  
under CACFP guidelines**

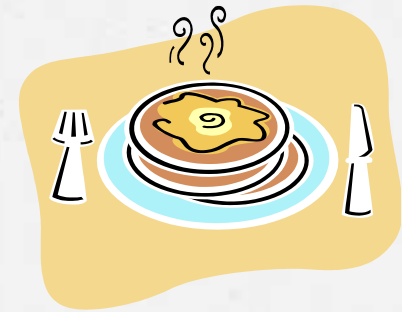
# BREAKFAST

o You need **Three (3) Components**  
for a creditable Breakfast:

- Grain (cereal/bread/other)
- Fruit/Vegetable
- Milk (type depends on child's age)

o Reimbursement amount:

\$1.31 per child/per day (Rates 2014-2015)



# BREAKFAST

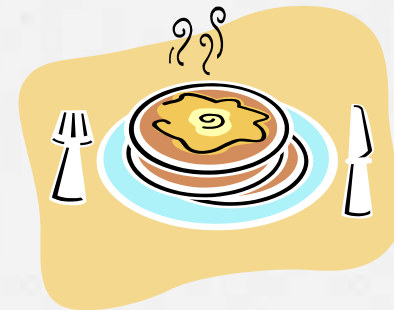
An example of a  
creditable CACFP breakfast:

Pancakes

Sliced Bananas

Milk

(Whole / 1% depending on the age of the child)



# LUNCH or DINNER

- o You will need **five (5) food components**:
  - \* Grain (rice/pasta/bread)
  - \* Meat/Meat Alternative
  - \* 2 Fruits or Vegetables
  - \* Milk (type depends on child's age)
  
- o Reimbursement amount:  
\$2.47 per child/per day (Rates 2014-2015)



# LUNCH/DINNER

o A creditable CACFP lunch or dinner:

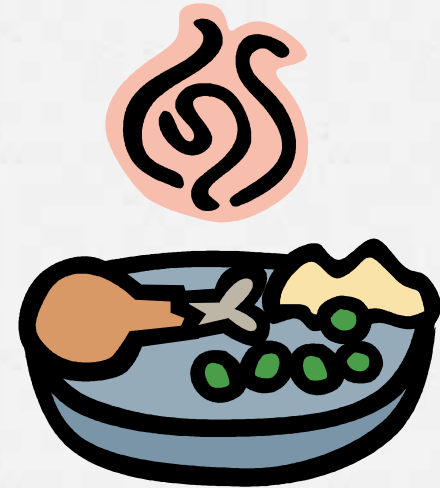
Baked Chicken (meat)

Brown Rice (grain)

Sweet Peas (vegetable)

Grapes (fruit)

Milk (milk)



**NOTE: You can't serve 100% juice at any meal !!!**



# MEAT ALTERNATIVES

Examples of Meat Alternatives:

- o Cheese
- o Yogurt
- o Peanut butter
- o Eggs
- o Beans – can be considered meat or vegetable!

RULE: If you count beans as meat you can't count them also as a vegetable in the SAME meal.

# BREAKING DOWN A MEAL

- o Separate your meals into individual components:
- o Example: Home Made Pizza:
  - Pizza Sauce = Vegetable component
  - Pizza Crust = Grain component
  - Low Fat Shredded Cheese = Meat component
  - Mushrooms = Vegetable
- o Note: Pizza must be homemade – not delivered – to be creditable for reimbursement.
- o Do the same for spaghetti, soups, stews, etc.

# Let's Talk SNACKS!

- o You must include 2 of the 4 food categories
- o Food items must be from different food categories!
- o You can serve 100% juice! (only once a day)
- o One of the components must be a liquid
- o If the 2 components selected are both solids, you must add water.
- o Water is NOT counted as a food/meal component!
- o Reimbursement amount:  
.73 cents per child/per day (Rates 2014-2015)

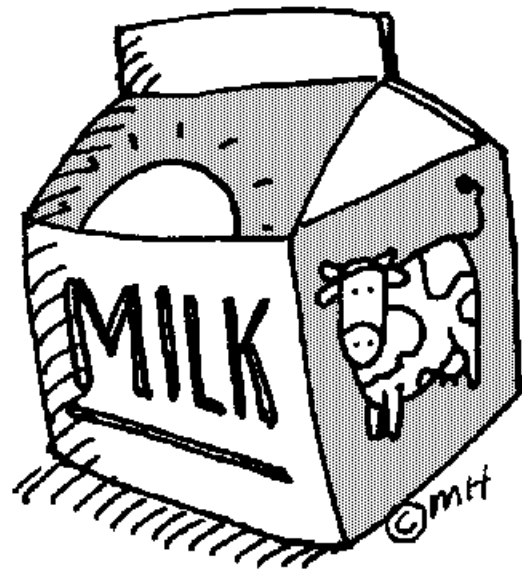
# SNACKS EXAMPLES

- Bagel and 100% grape juice
- Pita Bread, cheddar cheese and water
- Hot oatmeal with milk
- Unsweetened cold cereal with milk
- Grapes, breadsticks, and water
- Crackers and 100% apple juice

NOTE : 2 food group components is the minimum requirement for a creditable Snack.

You will not be penalized for serving more !!

Let's TALK MILK !!!



# Which MILK can I serve?

- o Milk must be served at breakfast, lunch and dinner.
- o Children age 1 to 2 must drink **WHOLE** milk.
- o Children age 2 and up must drink **1% or skim**.
- o If you have children in both age groups, you must have both kinds of milk.



# Other MILK Information

- o Daycares that provide kosher meals may serve milk separately from meals that include a meat component.
- o You may serve a **CACFP brand-approved soy milk** if the parent or Doctor submits a written request. Please contact the Agency for the most updated list of approved Soy Milks.
- o You may only serve flavored milk to children age 6 years and older.



# WHAT IS A CACFP MEAL DISALLOWANCE???



# CACFP MEAL DISALLOWANCE

When you serve a meal or a food component (s) that are **not considered credible** under CACFP standards, you will not be reimbursed for that meal or snack. This is called a meal disallowance.

Your Monthly CACFP Detailed Claim Report will detail any disallowances you may have and offer an explanation (print/see it from your computer).



# POSSIBLE DISALLOWANCES

- o Fried vegetables **may not** be served more than once a week.
- o Sweetened cereals (ex. Honey Nut Cheerios, Frosted Flakes) **may not** be served more than twice a week or at lunch or dinner. Sweet grains like cake or cookies are **not** creditable.
- o Processed meats (ex. Hot dogs, chicken nuggets) **may not** be served more than twice a week.

# POSSIBLE DISALLOWANCES

Serving two extremely similar or identical foods during the same meal. Some examples:

- o Carrots and Peas & Carrots
- o Tomato and Tomato Sauce
- o Squash and Pumpkin
- o Cole Slaw and Cabbage
- o Apple and Applesauce
- o Mixed Vegetables and Vegetable Soup



# POSSIBLE DISALLOWANCES

- o Lettuce and tomato on a sandwich or hamburger are **not** creditable as a full serving of vegetables.
- o Onions are also **not** creditable as a vegetable due to its low nutritional value.
- o Raisins in oatmeal are **not** creditable food components since the quantity is too small to count for a complete serving.
- o **RULE:** You can't serve **THE SAME EXACT** meal twice in one day, but you may serve two **SIMILAR** meals by changing one or more components.

# INFANTS AND CACFP

- o Infants are children 6 weeks to 1 year old.
- o Until the child is 7 months old, you get reimbursed even if the parents decide to provide the breast milk or Iron-Fortified Formula.
- o At 8 months, you must provide the infant's additional solid food components to receive reimbursement.
- o You must complete the **CACFP Infant Menu in MinuteMenu** to be reimbursed.



# CLAIMING INFANTS

- When an infant is 6 weeks to 7 months, you only need to mark on the Infant Menu the milk/formula option you are providing.
- At 8 months you must claim milk/formula, a cereal or protein, and a fruit or vegetable.
- Juice is not a credible food component for Infants.



# CLAIMING INFANTS

The following foods are not reimbursable under CACFP for Infants due to Texture and choking hazards:

- Dates
- Figs
- Grapes
- Cherries
- Celery
- Raw Veggie Plate





# THINGS TO REMEMBER

- o You will never be penalized for serving too much food – only for serving too little.
- o Your mission is to **OFFER** nutritious foods to children
- o What's important: By giving children variety and opportunities to trying new things you expose them to healthy eating habits! We can combat infant obesity one child at a time.



# WHO CAN YOU CLAIM?

- o All children enrolled in your daycare between the ages of **6 weeks and 13 years** are eligible to participate in the CACFP food program.
- o You can claim your own/foster children under 13 years old as long as there are other daycare children present for the meal.
- o After school children who normally attend in the afternoon can be claimed all day when school is closed.

# CHILD ENROLLMENT FORMS

- o Every child in your care needs a completed signed and dated parent enrollment form to be eligible.
- o Enrollment forms must be faxed, scanned or emailed to the office **BEFORE** you submit your monthly CACFP claim.
- o For Infants, don't forget to complete the Infant Feeding Statement at the bottom of the page – to indicate who is providing the Infant formula/food;

**IMPORTANT: ALL CHILDREN IN YOUR CARE MUST BE ENROLLED IN THE CACFP PROGRAM**

# CHILD ENROLLMENT FORMS

If we receive your monthly CACFP claim, and you claimed for a pending child who doesn't have a signed CACFP Child Enrollment form on file, you will be disallowed for this child.



# CHILD ENROLLMENT FORMS

If you are a **Kids2Go APP** user,  
You must call the office ASAP to enroll  
any new children. The child will appear  
pending in the system UNTIL we  
receive the faxed signed CACFP child  
enrollment form in the Office.



# CHILD ENROLLMENT FORMS

## REMEMBER

Not submitting **promptly** a CACFP Child Enrollment form for all children enrolled in your daycare is a serious CACFP Violation.



# SUBMITTING YOUR CLAIM

- o Claims are submitted once a month.
- o Submit your claim to Sponsor on the **FIRST DAY** of the following month to be on time.
- o Your claim will have a processing period of 30 to 60 days (electronic claiming providers get paid first).

# Daily Entry System

- ✓ USDA/CACFP stated in our last Agency Audit Review that all providers must have their menus, attendance and meal count **current** to continue participating in the CACFP Program.
- ✓ As a corrective action, CCN of NY must establish an Agency **Daily Entry** system to comply with this requirement.



# Daily Entry System

- ✓ All Electronic Claiming Providers MUST be setup in the Daily Entry System by Sept 30<sup>th</sup> , 2015.
- ✓ You must enter your attendance and menus daily to claim for a day and will not be able to go back to enter any missed days.

# Daily Entry System

- ✓ You can use your computer and/or the [Kids2go](#) iPhone App program (kids2go.mobi for smartphones) to help you enter the meals and attendance daily.
- ✓ If you need technical assistance please contact the Agency.



# MONITORING VISITS

- o CACFP Monitors must complete a minimum of 3 unannounced visits every year.
- o A monitor must **observe** a meal at least once a year.
- o During inspections, monitors will review your CACFP menus and attendance. You must have records **updated** until the day before the inspection.
- o During inspections, monitors will take down the names and ages of the children present and children expected.

# During the Visit ...

- During inspections, monitors will observe the meal you are serving. If the monitor arrives after the children have eaten, you may be asked to show leftovers.
- During inspections, monitors may check your fridge to be sure that you have the **correct milk** and the **right temperature**.
- Monitors will also be on the lookout for health and safety violations.

# The Day of the Visit

- o Visits are usually unannounced and during business hours.
- o When monitors attempt a visit, they will ring your doorbell and knock on your door. If you do not answer, they will call every phone number that the Agency has on your file (for this reason its important to keep your numbers on file current !!)
- o Please report your closures and field trips in advance to help us avoid sending Monitors when you aren't home and getting disallowed for the full day.

## IMPORTANT

### Record your closures and field trips in advance

- ✓ All computer and APP users have access to their PROVIDER CALENDAR that allows them to register DAYS CLOSED, HOLIDAYS, AWAY FROM HOME (for partial days, field trips, etc.). This is an important tool to let us know in advance you will not be at home so we don't schedule a visit.
- ✓ RULE: If you didn't inform the Agency you were closing in advance or didn't record the closing in your Provider Calendar and we conduct a Monitor Visit, you will be **disallowed for the whole day** and will be scheduled for an automatic follow-up visit in the next 30 days.



# You are responsible for ...

- o If your daycare will be **closed**, you must report this closure in advance to Child Care Network of NY. Give us a call, send an email or register the closure in your Provider Calendar !
- o When you will be away from the daycare (ex. going on a short day trip with the children), you must leave a sign in your door/window or report it to Child Care Network of NY.

# OTHER DISALLOWANCES

You are disallowed for not following a CACFP or Child Care Network of NY guideline or regulations.

## Examples:

- o Not keeping your meal count, menus, and attendance current and up to date.
- o Not serving a creditable meal or snack
- o Not submitting a new child's enrollment form
- o Not reporting in your menus the same exact meal seen by the Monitor during a visit



## **FUTURE DATES NOT REIMBURSED DUE TO FEDERAL HOLIDAYS**

- o July 3<sup>rd</sup>, 2015 - Independence Day
- o September 7<sup>th</sup>, 2015 - Labor Day
- o November 26, 2015 - Thanksgiving
- o December 25<sup>th</sup>, 2015 - Christmas
  - o January 1<sup>st</sup>, 2016 - New Years
  - o May 30<sup>th</sup>, 2016 - Memorial Day
- o July 4<sup>th</sup>, 2016 - Independence Day
- o September 5<sup>th</sup>, 2016 - Labor Day
- o November 24<sup>th</sup>, 2016 - Thanksgiving
- o December 26<sup>th</sup>, 2016 - Christmas
- o January 2<sup>nd</sup>, 2017 - New Years Eve

# CIVIL RIGHTS

- o The US Constitution and Acts of Congress grant the right to fair and equal protection of the laws and freedom from discrimination to all participants of CACFP. This includes you – the childcare provider – as well as the children in your care who receive meals and snacks.
- o All CACFP participants must be treated equally without regard to their race, color, national origin, sex, age, or disability.

# CIVIL RIGHTS

- o New York state law also prohibits discrimination based on sexual orientation and gender identity and protects the rights of breast feeding mothers.
- o Any CACFP participant has the right to file a civil rights complaint within 180 days of the action.
- o A complaint may be written, verbal or anonymous and **must** be based on race, color, national origin, sex, age, or disability.

# CIVIL RIGHTS

- Written civil rights complaints should be sent to the USDA Office of Civil Rights:

USDA

Director, Office of Civil Rights

1400 Independence Ave, S.W.

Washington D.C. 20250-9410

- Or call (866) 632-9992 (voice)  
or (800) 877-8339 (TDD)

## NEXT STEP:

Please access the Quiz Link  
and complete your Test online

Questions? Call one of our CACFP Coordinators at 347-468-7488 Monday to Friday 8:30am to 4:30pm

**NOW COMPLETE THE MANDATORY QUIZ**

Entry password is : CCNNY2015

Don't forget to print your completion certificate  
After completing your QUIZ

Good Luck !