



State of Arizona
Arizona Department of Education

MINUTES OF MEETING

Date and time: July 24, 2012 – 9:00 AM to 12:00 PM
Location: Arizona Department of Education
2005 North Central Avenue – Room 101

Advisory Council

Deanna Barrowdale	Mid-State Child Care and Nutrition
Anna Burke	Child and Family Resources
Teresa McCormack	Arizona Department of Education
Phyllis Montgomery	Child & Adult Community Resources
Cathleen Moore – Excused Absence	Food For Children
Mandy Quintanar	Arizona Department of Education

Meeting Participants

Curtis, Darci	ABC, Inc.
Griffin, Anita	ABC, Inc.
Hilton, Angela	Nutrition and Health Education Resources (NHER)
Mendoza, Lori	Association for Supportive Child Care
Montez, Sandee	Nutrition for Children
O’Neill, Beverly	BJ Enterprises
O’Neill, Katie	BJ Enterprises
Reagan, Cathy	Arizona Association of Family Day Care Providers

FDCH Quarterly Meeting

Meeting Agenda

1. Reference attached meeting agenda.

Summary of discussion points and detailed decision or action required

The meeting started at: 9:04 AM

WELCOME –

- Welcome and thank you all for being here, I hope that it’s a productive meeting.



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CN LABELS – <http://www.fns.usda.gov/cnd/cnlabeling/default.htm>

- Cathy had a question and of course we try to provide as much information as we can as far as what food items would require CN labels, but an all inclusive list of items is not feasible.
- PowerPoint Handout and discussion of most common foods that we see here in Arizona that would require a CN label. Schools require CN labels for beef patties and some of the really basic stuff but CACFP is flexible in that we don't ask for them. A corndog or a fish stick or a chicken nugget or a hot pocket if you are claiming the cheese or whatever inside of it would require a CN label.
- The one thing we do request here in Arizona are meatballs because they can be made with a lot of breading and we need to make sure there is enough meat involved or that they are serving a portion size large enough to meet the meat or meat alternate requirements.
- The only exception is a hotdog if it's not 100% meat, then we would need a CN label. We don't require it for the lunch meat, hamburger patty or any of that.

- ***Basic USDA rule: CN Labels are required for any frozen/processed entrée that is being claimed as a meat/meat alternate. USDA's rule is very broad and if you are claiming it for a meat or meat alternate component and it's processed and not made from scratch food it would require a CN label.***
- ***Note that the key is the meat and meat alternates – the protein requirements and not required for the grain foods.***
- ***Copy of valid CN labels must be kept at Sponsoring Organization's file in Provider's file to support claims using these products.***
- ***Please make sure your Provider continues to use the same brand as CN label or to find another substitute if the store is out of their particular brand. Make sure that it's not just the CN Label because ADE needs to know the manufacturer and specific product being used.***
- ***Please reference the CN Label handout distributed at the meeting or you may reference – the USDA CN Label website: <http://www.fns.usda.gov/cnd/cnlabeling/default.htm>***
- ***Note that CN labels expire so use the USDA website to reference information and confirm that you have a valid CN label. If the manufacturer does not renew – the CN label is invalid. Please note that this website is constantly updated by USDA.***
- ***CN Label requirements are: CN Label logo border; Meal pattern contribution statement; and Manufacturer and number. Copy of CN label okay as long as Manufacturer and number are included.***

CHILD CARE STANDARDS – New Care Seat Requirement Effective August 2, 2012

- There is an update to the Child Care Standards – Item #45 added booster seat requirement per new law.
- Current law: The Provider has a car seat for each child under the age of five and a separate seat belt for any child 5-years of age or older in any vehicle used for transportation of enrolled children.
- Renewal application materials will be sent to you once you have signed and sent in your Renewal Training Certification Statement to Rachael Hatfield.
- Reference new law below which is effective 08-02-2012 and is stated on the FY2013 Child Care Standards.



- ***Child Care Standards – Item #45, “a booster seat for any child between 5 and 7 years of age.” New Revised Law – Effective August 2, 2012: The Provider has a car seat for each child under the age of five, a booster seat for any child between 5 and 7 years of age, and a separate seat belt for any child 8-years of age or older in any vehicle used for transportation of enrolled children.***
- ***Okay to use your existing supply of old forms – You may want to send out a memo to notify your Providers so that they are aware of the law change.***
- ***Start using the new Child Care Standards as you are renewing providers and with new providers.***

REMINDER TO SUBMIT ALL PROVIDER CHANGES TO ADE –

- Rita has asked me to remind you to submit all ‘provider changes’ to ADE.
- Changes such as a name change, hours of care change, meal time change or switch from AA to DES or DHS we need to know about it and ADE needs a copy of the certificate or the license.
- DES to AA would need to go through the ADE approval process. Just make sure you are keeping us up-to-date with changes especially in types of homes because this is where she is having an issue.
- A Provider application with ‘no changes’ are good for two (2) years – it’s when they change something that it requires an update and that’s in the CACFP Compliance Manual.

- ***Submit Provider application changes to ADE.***
- ***A Provider switching from AA to DES or DHS – ADE needs a copy of the Certificate or License.***
- ***Provider Change from DES to AA requires going through the ADE application approval process.***
- ***A Provider application with ‘no changes’ is good for two (2) years unless changes are made (i.e. status change, meal time change, days/hours of care change, holiday care, etc.)***

RENEWAL TRAINING MODULES – Feedback Or Questions

- The Renewal Training Modules – I’d like to hear feedback – we’ll do questions later. For now give me general feedback to know how it worked for you so that we know how to make improvements for it next year. There were quite a few kinks that we knew and expected those not to work out perfectly – You are the first group that CACFP and most of Health and Nutrition has ever done in this format. This is a brand new process to us and we want to try and make it work. We are hoping it makes it more convenient for you to be able to do on your own time rather than having to come here.
- What feedback do you have to give to us as far as formatting, content provided and general feedback?
 - It would have been nice to have the option to come and listen and ask questions and having the opportunity of hearing feedback or questions from other sponsors. Easier to comprehend at ADE. The other sponsors’ questions often trigger you to do a better job with your own program.
 - I think ADE should do both – agreement from others.
 - Questions from my monitors would have been answered immediately.
 - One module needed to be sent out in a different format because module wouldn’t open – agreement from others that it took about 15-20 minutes for the ‘What’s New’ and ‘Budget’ modules to open.
 - The ‘Budget’ module didn’t have a script to go with the slide.



- I would suggest slides in an easier to read format.
- We would be at a disadvantage since there are deadlines for submitting budget.
- I had a lot of problems with mine as I always do. The SOD from Tucson was able to help me and after two hours we finally got my computer to work. One voice almost put me to sleep it was so monotone. I prefer face-to-face at ADE because I have a lot of questions.
- I like that I can look at it online, print the modules and the convenience to do on my own time.
- It would have been nice to have known beforehand because we had to scramble around to find compatible computer. Once we went and bought new software we were able to open it right away and view the modules.
- My understanding first of all was that it was setup so that you could use any Microsoft Office 1997 and beyond. I don't know what happened between the conversion and the posting on the website so it did go on in a different format. There were also issues with scheduling upstairs and people not being around and having to rush through to get the modules posted so I don't know what happened with that but it was supposed to be compatible with anybody that had a 1997 version or later. Initially we were using a program that we have a one year license on so I don't know that it will be available for us next year and is called "Go-To-Meeting". Also, there was an accommodation made to the PowerPoint and the Go-To-Meeting and I've already explained that to Melissa and was probably a mistake because not everyone has Microsoft Office. Most of USDA's webinars that we see are through Go-To-Meeting or I-Link or other software programs and that was the initial goal and I don't think it came through quite as clearly as what we had initially wanted.
- We definitely learned some lessons there for next year and I'll talk to Melissa about seeing if we can offer an in-person meeting. I'll express your thoughts to Melissa on that.
 - BJ's was excited about sharing the information with providers and staff during their annual training next year and I feel that I'm going to train everybody the way you trained us and that's successful.
 - The goal would be to offer additional modules so that sponsoring organization can train their monitors and staff at annual training.
- Question was asked if sponsors could train providers using the same method - You will need to keep a tracking system to know that they have actually read it and viewed the modules and on what date. Sponsoring organizations are required to train annually your providers and your staff and you have to have documentation that it actually happened. ADE is not mandated to do it we do training because that is something that we do here in Arizona and we make it a requirement for sponsoring organizations.
- Another possible consideration is to have a 'live webinar' which would track who is on and for how long and you can have questions submitted and electronically and answered during the webinar. ADE is somewhat behind on what they offer us to use and the current license is only valid for one year. Until ADE's IT department comes up with a solution this is the only option available to us at this time. The ultimate goal would be a live webinar and not in-person at the ADE location. It would require you to log in via telephone – you would hear us talking live, however you wouldn't see us.

- ***A hard copy of the missing Budget script will be sent to you upon request – Barb Simington is our Training Coordinator and will send it to you.***
- ***We may not have this available to us next year I don't know but I know that improvements need to be looked at and made. I'll leave this with the training coordinator and my supervisor and what they decide to do at that point is out of my hands but I will certainly bring this to their attention.***
- ***Format issues link will allow you to view a newer version of Microsoft Office for 'free' to those of you that couldn't view the modules. The link will work for both PC's and MAC computers so that you can use it for future reference: <http://office.microsoft.com/en-us/downloads/office-online-file-converters-and-viewers-HA001044981.aspx>***



PUBLIC PARTICIPATION REQUESTS:

Arizona Association of FDCP – Cathy Reagan – CN Label or Count as a High Fat

- Please define process foods, i.e. – Bologna, Sausage, Lunch Meats, etc. Do they need CN Labels or are they just counted as high fat? So then the hotdogs and the lunch meats they fall into the high fat?
- Yes, correct hotdogs fall into the high fat – the lunch meats we don't consider a high fat unless it's a pepperoni or a really processed meat. Bologna is basically a hotdog in a different form.
- Reference agenda Item #1 and discussion points on CN Label requirements and handout.
- *Please reference the CN Label handout distributed at the meeting or you may reference – the USDA CN Label website: <http://www.fns.usda.gov/cnd/cnlabeling/default.htm>*

BJ Enterprises – Beverly and Katie O'Neill – FDCH Brochure Outdated

- Budget delivery?
 - Specific Prior Approvals?
 - CN Label clarification?
 - Practicality of new menu rule?
-
- *Budget – Once Rachael Hatfield receives your agency's signed certification that you have reviewed all required training modules, your agency will be sent a training certificate and all renewal application materials, including the budget packet.*
 - *Specific Prior Approval – Certain budget items, like licensing costs or bank fees, require extra approval processes beyond just including them in the budget. Refer to FNS 796-2 Rev. 3 for more information on what items require additional scrutiny. All costs must be approved by ADE prior to the expenses incurring. There are no exceptions to this.*
 - *CN Label clarification – no further questions were raised regarding this*
 - *Practicality of new menu rule – There was a request for a 10-day comment period on menus being done in advance. ADE addressed this at the February 2012 council meeting and referred all back to the USDA monitoring handbook. No issues were ever raised regarding this at that time, so no 10-day comment period will be provided. ADE's expectation is that menus for each day be complete by the end of the prior day. When doing visits, the menus for that day's visits should be complete.*

Nutrition For Children – Sandee Montez – Required Liability Insurance

- Required Liability Insurance?
- We don't work with children or disabled persons so why do we need extra liability insurance – we don't think it's fair for us to have to cover them?



- *Liability Insurance – It is my understanding that you have to have liability insurance that includes that you work with children or disabled persons and you do because you are in a home with children and your providers are working with children and your providers are required to have coverage as well. Your permanent agreements indicate that your agency must comply with all federal, state, and local laws regarding liability insurance.*
- *Due to the nature of the business coverage must include working with children or disabled persons. Must provide coverage for sponsor staff and providers, and include ADE in “additional interest” section. Refer to ADOA Risk Management site and work with your agent to ensure proper coverage. Examples: What if a provider/parent accuses a monitor for molesting a child? What if a providers’ dog bites an enrolled child?*
- *When we initially did the Alternate Approval Standards we initially had a liability insurance requirement with the providers but we took that out because it was going to be too expensive and providers were not going to be able to stay on the program. Somebody has to cover those providers and unfortunately, that falls onto the sponsoring organization.*
 - *Only Child & Family Resources and Mid-State have the liability insurance. Providers are moving from DES to AA because they don’t want to pay the \$7XX a year. Maybe it’s less money but then you’ll lose half your staff because you will have less people on the program so we really have to start weighing what we really want here before we start jumping up and saying we won’t.*
 - *Child & Adult Community Resources - My DES providers are not doing that and my AA Home providers are not keeping children that are outside the family and their regular home insurance covers that. No other state is required to have this insurance and now Arizona is requiring. You cannot come up with financial adjustments without letting us know in advance. We don’t mind doing things that we need to do to help our sponsors but when you spring things on us that is going to cost us financially that is a problem.*
 - *Mid-State – am I the only one paying for this liability insurance. It costs us an additional \$1800 for this insurance. Workers Comp does not cover it we have SSCIP liability insurance for this other coverage.*
 - *ASFDCP – I don’t think that the State can mandate that AA’s have to have this insurance. AA homes are private homes and getting Federal funds for the food program but they are not licensed by the State – I’m wondering if the State can mandate that a private home have this insurance. If I’m not a Center and I don’t work with children and I only work with providers and I’m never in that house by myself – never with children. This doesn’t seem that it has anything to do with in-home childcare.*
- *That does not matter families do things to family members that are absolutely inappropriate and it happens all the time. You have animals in these homes that could do harm to a child and you have providers transporting kids that could accidently do harm - - relative or non-relative those dangers are still there.*
- *This liability insurance mandate rule has always been there and ADE had not followed through on this and we have been talking about this for two years. It was discussed in both the 2011 and 2012 renewal trainings and during the child care standards revision process back in 2008.*

ACTION ITEMS/DELEGATED TASKS:

- First chapters of compliance manual are coming. All sponsors will have a 10-day comment period. **First**



seven chapters were sent out on August 30, 2012. Comments are due September 10, 2012.

- Mandy will send sponsors the link with further information regarding required language/coverage for liability insurance. **Email was sent to all on 7/25/12. Rachael Hatfield also sent a Message of the Month to all sponsors on 8/3/12.**

ANNOUNCEMENTS/CLOSING REMARKS:

- CACFP is proposing the next meeting be held TBD – Conference Room TBD – It will be after the New Year when Mandy returns from maternity leave.

The meeting Adjourned at 10:51 a.m.

Next Advisory Council Meeting

Date and Time TBD

ADE – Location TBD

Minutes compiled by: Teresa McCormack



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