

**AT-RISK
AFTERSCHOOL
MEALS RENEWAL
TRAINING**

FY 14

APPLICATION PROCESS

- What is required?
 - Completion of the renewal packet
 - Management Plan
 - Financial statements prepared by an accountant (in lieu of bank statements)
 - List enrichment activities
 - DHS License or Child Care Standards
 - Food Service Agreement (if catering)
 - Training certificate
 - Civil Rights Pre-award Compliance
 - Civil Rights Data Collection

MANAGEMENT PLAN

- Section I - Sponsoring Organization Information
 - To be completed by all sponsors.
- Section II & III - Budget
 - Required for non-profit sponsors.
 - School Districts may provide their Food Service Budget
- Section IV - Certification
 - Required by all sponsors

ENRICHMENT ACTIVITIES

- What type of activities?
 - Computer, keyboard and internet education
 - Homework assistance/Tutoring
 - Remedial training and assistance
 - Life Skills/Social Skills training
 - Arts, Crafts and/or Music
 - Supervised athletic enrichment activity may be eligible but not Team/Competitive sports

ACTIVITY CHECKLIST

- ◉ Discuss the purpose and benefits of daily physical activity with children. Children should understand that daily physical activity, in addition to being beneficial, can also be fun.
- ◉ Ensure that children become familiar with safety rules and procedures.
- ◉ Involve children in the planning and implementation of daily physical activity.
- ◉ Ensure that all activities and facilities enable every child to participate.

ACTIVITY CHECKLIST CONT'D

- Ensure that all activities and facilities are safe for children.
- Ensure that children have a proper warm-up.
- Ensure that children are engaged in moderate to vigorous physical activity throughout the activity time.
- Ensure that children have a proper cool down.
- Talk about how children can incorporate physical activity into their daily lives on a lifelong basis.

MILK REQUIREMENTS

- What were the changes that occurred for the milk requirement:
 - 1% or fat free milk is required for school age children.
 - Parents or guardians must request, in writing, non-dairy milk substitutions
 - No medical statement necessary
 - The non-dairy beverage must be nutritionally equivalent to milk 7 CFR 210.10 (m)(3)

MILK SUBSTITUTIONS

- The following milk substitutes meet CACFP requirements:
 - 8th Continent Soymilk (original, vanilla & light chocolate)
 - Pacific Natural Ultra Soy Milk (plain & vanilla)
 - Kikkomon Pearl Organic Soymilk (creamy vanilla & chocolate)
 - Great Value Original Soy Milk

MILK AUDITS

- What is a milk audit?
- What information does it provide?
- What results come from a milk audit?

MENU CHECKLIST

- Are the required meal pattern components met?
- Do menus list all meal components?
 - “Mexican casserole” is NOT specific.
- Do meals offer a variety of textures? colors? nutrients?
- Are high-sugar items limited to no more than twice per week? Served only at breakfast and snack?
- Are high-fat items limited to no more than twice per week?

MENUS CHECKLIST

- ⦿ Are CN labels available for all processed or convenience foods?
- ⦿ Are recipes on file for homemade items?
- ⦿ Is juice served no more than twice per week?
- ⦿ Is the same entrée served more than once in a four week cycle?
- ⦿ Are new foods introduced?
- ⦿ Menus must be posted in public view

REPORTING COSTS

- ◉ Costs must be reported every month but are **NOT** reimbursable.
 - Why report? Verifies:
 - All CACFP money received is used in the meal service
 - Financial viability
- ◉ Monthly documentation required:
 - Food Service Cost Report
 - Line item accounting report for CACFP receivables and expenditures will also be reviewed.

FOOD SERVICE COST REPORT

- ◉ Complete monthly
- ◉ File with receipts/invoices
 - Include only items that are directly related to CACFP
 - Must reflect menus
 - Must deduct foods purchased for meals/snacks not claimed on CACFP
 - All receipts/invoices must be kept intact
 - Photocopy receipts that might fade from sun or heat
- ◉ **At least 50% of CACFP reimbursement MUST be used for quality food purchases**
 - Not including fuel surcharges, supplies, tax, delivery fees, etc...

FOOD SERVICE COST REPORT

Itemized Costs	Operational - Direct Meal Service (preparation and service of meals to participants)
Food	Net food used/delivered
Supplies and Equipment	Bleach, paper plates/cups, cooking pans, etc.

Date	Supplier	Total Invoice	Food/ Milk	CACFP Operational Supplies	Non CACFP Supplies	Tax	# of Milk Units
9/10	Costco	329.30	269.22	0	49.35	10.73	7
9/15	Sam's Club	102.22	76.10	22.96	0	3.16	
9/29	Costco	80.71	27.89	9.49	37.98	5.35	
		TOTAL	\$ 373.21	\$ 32.45			7

CASH IN LIEU OF COMMODITIES

- ◉ Lunch and supper meals may be eligible for Cash in Lieu (CIL)
- ◉ Snacks and breakfast are not eligible for CIL
- ◉ Schools that already receive commodities are not eligible for CIL

CIVIL RIGHTS

- Effective Notification System
 - Program Availability
 - Complaint Information
 - Non-discrimination Statement
- Civil Rights Poster
- Complaint and Compliance

APPROVED NON-DISCRIMINATION STATEMENTS

- ◉ This institution is an equal opportunity provider
OR
- ◉ In Accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. Persons with disabilities who require alternate means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).
- ◉ To file a complaint on discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C., 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer

CIVIL RIGHTS REQUIREMENTS

- Complaint and Compliance
 - Complaint Procedures
 - Federal, State & Local Compliance
 - Pre-Award Compliance Review

CIVIL RIGHTS CONT'D

○ Limited English Proficiency (LEP)

- Proportion
- Frequency
- Importance
- Resources

For more information on LEP go to:

www.lep.gov

CIVIL RIGHTS - COMPLAINTS OF DISCRIMINATION

○ Complaints of discrimination should contain :

- Complainant Contact Info
- Name of entity that led to complaint
- Nature of the incident
- Basis of discrimination
- Contact info of person who may have knowledge of the discriminatory action
- The date(s) and duration the alleged discriminatory actions occurred

CIVIL RIGHTS CONT'D

○ Religious Organizations

- Equal Opportunity
- Independence
- Facilities
- Discrimination

For further information go to: www.fbcj.gov

CIVIL RIGHTS INFORMATION AVAILABLE AT:

- ◉ ADE website:

<http://www.ade.az.gov/health-safety/cnp/CivilRights/Default.asp>

- ◉ Aaron Thompson - Civil Rights Liaison

- ◉ 602-364-1965

- ◉ Aaron.Thompson@azed.gov

ON LINE APPLICATIONS

○ Site Application

- When submitting the online application, the SITE application must be submitted first.
- Ensure the site application has been saved and submitted.

○ Sponsor Application

- Once the site application has been submitted, the sponsor application may be submitted.
- If the sponsor application is submitted first, the system will not allow the site application to be submitted.
- A specialist will have to **REJECT** the sponsor application in order to allow re-submittal.

DUE DATE

- Hard Copy Applications must be submitted by October 1st!
- Online Applications will be available September 1st.
 - Recommend waiting until hard copy is approved before submitting your online application. Your Specialist will contact you when the application is ready to be submitted online.

CACFP CONTACT DIRECTORY

SPECIALIST OF THE DAY 602-542-8700

○ Phoenix

- Kenny Barnes 602-364-1070
- Mandy Quintanar 602-542-1970
- Barb Simington 602-364-0161
- Leona Benally 602-364-0141
- Michelle Roberts 602-364-2205
- Tracey Nissen 602-542-1550

○ Tucson

- Elsa Ramirez 520-628-6774
- Ernie Montana 520-628-6776
- Suzanne Callor 520-628-6775

ARIZONA DEPT OF EDUCATION CACFP PARTICIPANT SURVEY

- Upcoming CACFP Satisfaction Survey to all participating organizations
 - Completely confidential
 - Email addresses obtained from application & management plan
 - Expect email from Rachael.Hatfield@azed.gov

REMINDERS

- ◉ Meals allowed
- ◉ Dated menus
- ◉ Production Records
- ◉ Intent to Non-renew

This completes our renewal training
for At-Risk Afterschool Meals
Program.

Are there any questions?



State of Arizona
Department of Education

FY 2014
ANNUAL RENEWAL TRAINING
VIEWING CERTIFICATION STATEMENT
FOR AT RISK AFTERSCHOOL MEALS PROGRAM ONLY

By signing below _____ certifies that key staff member(s)
(Sponsoring Organization)
administratively responsible for the overview of the CACFP program have reviewed the FY2014 Application and
Budget Renewal Training PowerPoint presentation for At Risk Afterschool Meals Programs as required by the
Child and Adult

Care Food Program for FY2014 application consideration and program participation:

- | | |
|--------------------------------|--|
| 1. Program Regulations (VCA) | 7. Civil Rights |
| 2. Budget Information | 8. CNP Web Online Applications |
| 3. Application/Management Plan | 9. Due Date |
| 4. Helpful Reminders/Tips | 10. CACFP Directory |
| 5. Record Maintenance | 11. ADE Participant Survey |
| 6. Common Review Findings | 12. Renewal Training - Certification Statement |

Signature of Sponsoring Organization's Designated Official

Date Reviewed

Print Name for Certificate

To receive Renewal Certificates, complete and fax this page to **602-542-3818**, Attention: Rachael Hatfield or email completed page to Rachael.Hatfield@azed.gov. You may list an additional administrative staff member below with the date viewed, or attach additional sheets, if necessary.

Print Name for Certificate

Date Reviewed

VIEWING CERTIFICATION STATEMENT