

AT-RISK AFTERSCHOOL MEALS IN THE CHILD AND ADULT CARE FOOD PROGRAM



This institution is an equal opportunity provider and employer

WELCOME

- Overview

 - ▣ Eligibility

 - ▣ Application Process

 - ▣ Meal Requirements

 - ▣ Record Keeping

 - ▣ Training and Monitoring

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ELIGIBILITY

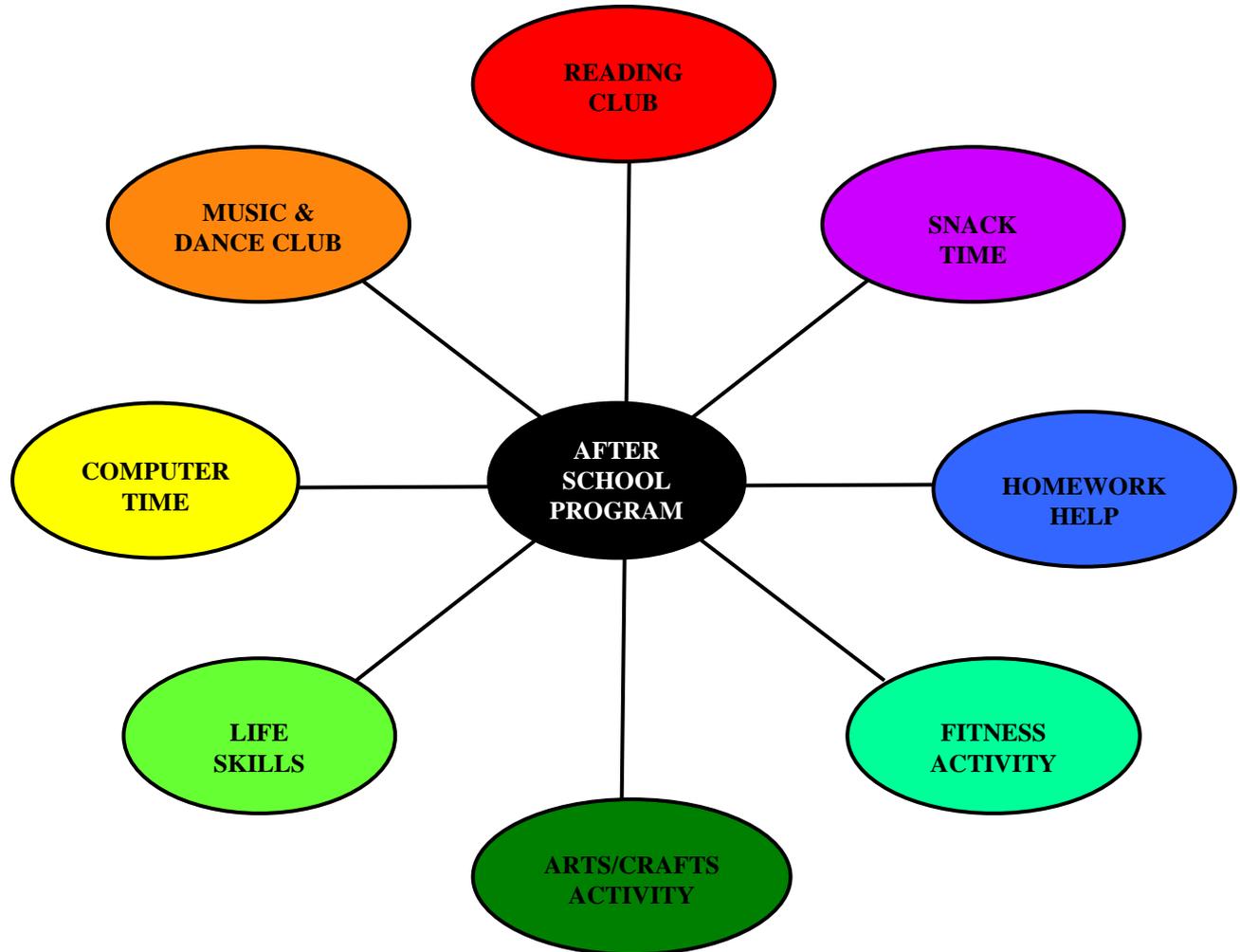
PROGRAM ELIGIBILITY (p. 8-9)

To be eligible for participation, an afterschool program must:

- ▣ Be organized primarily to provide care for children afterschool or on weekends, holidays, or school vacations during the regular school year
- ▣ Provide organized, regularly scheduled activities
- ▣ Include education or enrichment activities
- ▣ Be area eligible (n/a for emergency shelters)
- ▣ Not be limited on the basis of the child's ability

PROGRAM ELIGIBILITY

**Sample
After
School
Program
Activities**



ORGANIZATION ELIGIBILITY (p. 10-11a)

Eligible Organizations:

- ▣ Meet State and/or local licensing or health and safety standards (handout)
- ▣ Public or Private nonprofit organizations
- ▣ Eligible for-profit organizations operating an afterschool program

AREA & PARTICIPANT ELIGIBILITY (p. 12a,11b,12b)

Area Eligibility:

- ▣ Must be area eligible (except emergency shelters)
- ▣ Area eligibility determinations are valid for five years
- ▣ Reports are available at <http://www.ade.az.gov/health-safety/cnp/frpercentages/>

Participant Eligibility:

- ▣ Children must be 18 and under at the start of the school year
- ▣ There are no age limits for children with disabilities

ELIGIBILITY (p. 13-15)

Questions?

- ▣ Q & A in Handbook
- ▣ HHFKA Fact Sheet Handout

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REIMBURSEMENT

REIMBURSEMENT

Reimbursement Rates:

- ▣ At-risk afterschool snacks \$0.80
- ▣ At-risk breakfast \$1.58
- ▣ At risk lunch/supper \$2.93
- ▣ Cash in lieu of commodities at a rate of \$0.2325

REIMBURSEMENT

Claimable Meals

- ▣ One afterschool snack and meal per child per day may be claimed for reimbursement
- ▣ Regular CACFP- normal restrictions apply

Non-pricing

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APPLICATION REQUIREMENTS AND PROCESS

APPLICATION REQUIREMENTS

(p. 16-22 & handout)

- An official of the organization must submit a written application to the CACFP to participate in the At-risk afterschool meal program including:
 - Area eligibility documentation
 - Non-Discrimination Statement & Media Release
 - Management Plan & Budget
 - Licensing information
 - Tax-exempt documentation
 - Not ineligible for other publicly funded programs
 - Information on criminal convictions
 - Outside Employment Policy
 - Permanent Agreement with ADE (or an Addendum if a contract already exists in another program area, like a public school)

APPLICATION REQUIREMENTS (p. 19-20)



An organization must be able to demonstrate

- ▣ Financial Viability and Management
- ▣ Administrative Capability
- ▣ Program Accountability

APPLICATION REQUIREMENTS

Other ADE Application and Approval Requirements

- ❑ In the case of a sponsoring organization, a list of all afterschool care centers
- ❑ One month of menus and food service vendor contract if food is catered
- ❑ One month of scheduled activities

APPLICATION PROCESS

Once your hard copy application is received, expect:

- ▣ A call from ADE or your specialist

- ▣ A pre-approval visit
 - Purpose is to determine if the applicant is capable of operating the Child & Adult Care Food Program

APPLICATION PROCESS



Questions?

MEAL REQUIREMENTS

MEAL REQUIREMENTS (p. 27)

Meal Pattern

- Snack - 2 different components
- Breakfast – Milk, Fruit/Vegetable, Bread/Grain
- Lunch/Supper – Milk, 2 Fruits/Vegetables, Meat/Meat Alternate & Bread/Brain

MEAL REQUIREMENTS (p.29-33)

- ❑ Meat and Meat Alternates (p.29)
 - ❑ Hot dog brand **must** be listed as creditable in the Creditable Foods Guide
 - ❑ Look for 100% meat on label
 - ❑ Cheese
 - ❑ Look for cheese “food.”
- ❑ Grains and bread must be enriched or whole grain (p.31-32)
 - ❑ First word on ingredient label is “whole”
 - ❑ Handout
- ❑ Water must be available throughout the day

MEAL REQUIREMENTS (p.33)

Milk Substitutions

- Children who cannot consume fluid milk due to special dietary needs (e.g. lactose intolerant), other than a disability, may be served non-dairy beverages in lieu of fluid milk.
 - 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) (handout)

MEAL REQUIREMENTS

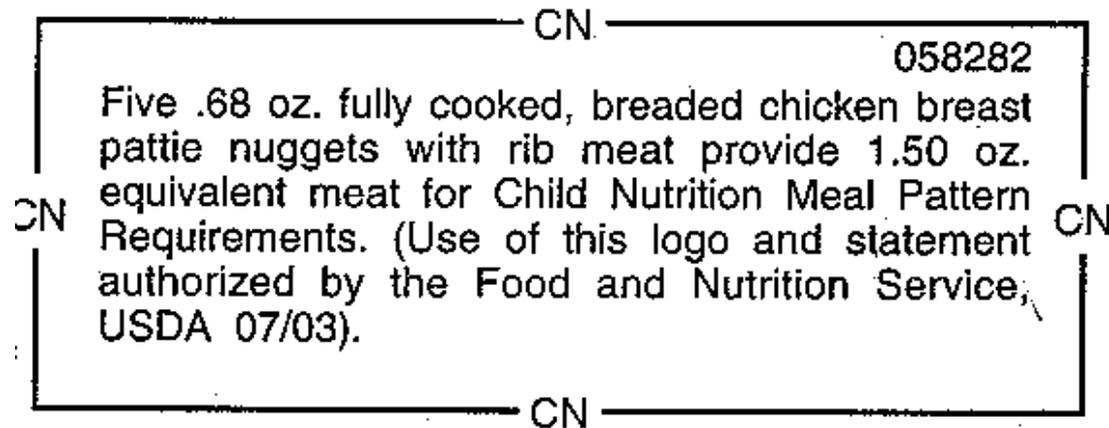
- ▣ CN Labels are required for all processed or convenience foods

- ▣ Found on meat, poultry, seafood, meat alternate, and juice products (not all inclusive)
 - Chicken patties/nuggets
 - Cheese/meat pizzas
 - Beef/cheese/bean burritos
 - Egg rolls
 - Fish sticks
 - Corn dogs/nuggets
 - Meatballs
 - Raviolis
 - Macaroni & Cheese or Lasagna that is not homemade

MEAL REQUIREMENTS

Child Nutrition (CN) Labels

- CN labels will always contain:
 - CN logo (a distinct border)
 - Meal pattern contribution statement
 - 6 digit product identification number
 - USDA/FNS authorization statement
 - Month and year of approval



MEAL REQUIREMENTS

Creditable Foods

Foods that may be counted toward meeting the requirements for a reimbursable meal

- Based on:
 - Nutrient content
 - Customary function in a meal
 - Regulations governing the Child Nutrition Programs
 - FDA Standards of Identity
 - USDA Standard for Meat and Meat Products
 - Administrative policy decisions on the crediting of particular foods

Non-creditable Foods

Foods that cannot be counted toward the meal pattern requirements

- Common Non-creditable foods:
 - Bacon
 - Jell-O
 - Potato chips
 - Fruit roll-ups
 - Beef jerky
 - Popcorn
- If items are served as an “extra” component they will be counted as high fat or high sugar items if applicable

MEAL REQUIREMENTS

High Sugar Items

Greater than 35% total sugar by weight

- ❑ Cookies
- ❑ Brownies
- ❑ Toaster Pastries
- ❑ Donuts
- ❑ Cake/Cupcakes
- ❑ Pop Tarts
- ❑ Granola Bars
- ❑ Cinnamon Rolls
- ❑ Gelatin/Jell-O
- ❑ Krispy Treats
- ❑ Cereal Bars
- ❑ Quick Breads
- ❑ Muffins
- ❑ Vanilla Wafers
- ❑ Custard/Pudding
- ❑ Iced Animal Crackers
- ❑ Syrup
- ❑ Jam/Jelly
- ❑ Honey
- ❑ Danish
- ❑ Flavored Milk
- ❑ H/S Breakfast Cereals

High Fat Items

Greater than 35% of calories from fat *

- ❑ Corn Dogs
- ❑ Hot Dogs
- ❑ Bologna
- ❑ Sausage/Bacon
- ❑ Salami/Pepperoni
- ❑ Tater Tots
- ❑ French Fries
- ❑ All fried foods
e.g. taco shell, fry
bread, taquitos,
fried chicken
- ❑ Chicken Nuggets
- ❑ Fish Sticks, Nuggets
- ❑ Hot Pockets
- ❑ Top Ramen-Noodles
- ❑ Tortilla/Potato Chips
- ❑ Croissants
- ❑ Butter or Margarine
- ❑ Sour/Cream Cheese
Mayo, Dressing
Tarter Sauce

* Condiments or sauces must be 35% or < total calories from fat. Many “low-fat” products are > than 35%. Use the online nutrition calculator to determine whether or not it is not a “high fat” item. You may need to use “fat-free” items.

- Employment Opportunities
- Contact ADE
- About ADE
- Charter Schools
- County Agencies
- Non-Discrimination Guideline
- A-Z Services

information you have available.

- Enter the requested information in the spaces provided.
- Read the disclaimer and check the box if you agree.
- Finally, click the Evaluate button to see the results.



Test Type

What type of test do you need to perform?

High Sugar

- Use the "High Sugar" test if you know the "Sugar per Serving" and "Serving Size" information.
- Use the "High Fat" test if you know the "Calories from Fat" per serving and the "Calories per Serving" information.
- Use the "High Fat (no Calories from Fat)" test if you know the "Total Fat" and the "Calories per Serving" information.



Test for "High Sugar"

Serving Size (g):

Sugar per Serving (g):

Nutrition Facts

Serving Size 1 cup (30g)
 Children Under 4 ¼ cup (20g)
 Servings Per Container about 19
 Children Under 4 about 28

Amount Per Serving	Cereal	with 1/2 cup skim milk	Cereal for Children Under 4
Calories	110	150	70
Calories from Fat	15	20	10
% Daily Value**			
Total Fat 2g	3%	3%	1g
Saturated Fat 0g	0%	3%	0g
Trans Fat 0g			0g
Polyunsaturated Fat 0.5g			0g
Monounsaturated Fat 0.5g			0g
Cholesterol 0mg	0%	1%	0mg
Sodium 210mg	9%	12%	140mg
Potassium 200mg	6%	12%	130mg
Total Carbohydrate 22g	7%	9%	15g
Dietary Fiber 3g	11%	11%	2g
Soluble Fiber 1g			0g
Sugars 1g			1g
Other Carbohydrate 18g			12g
Protein 3g			2g

Other Carbohydrate	18g	12g
Protein	3g	2g

Disclaimer

I have read and agree with the following:

I hereby certify that I am responsible for the accurate input of information to determine if a product meets the Arizona CACFP Nutrition Standards. I understand that the Arizona Department of Education does not collect or maintain any information submitted or entered into the Arizona CACFP Nutrition Calculator.

I agree the Arizona Department of Education is not responsible for the inaccurate input of information into the Arizona CACFP Nutrition Calculator by its users. I am solely responsible for the information and the results generated by my input into the Arizona CACFP Nutrition Calculator. I understand I may not modify or alter the information provided by the Arizona CACFP Nutrition Calculator.

[Evaluate](#) [Reset](#)

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Results

Your item contains 3.3% Sugar which is within CACFP guidelines.

Disclaimer

I have read and agree with the following:

I hereby certify that I am responsible for the accurate input of information to determine if a product meets the Arizona CACFP Nutrition Standards. I understand that the Arizona Department of Education does not collect or maintain any information submitted or entered into the Arizona CACFP Nutrition Calculator.

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Evaluate Reset

MEAL REQUIREMENTS (p.33-34)

Meal Modifications for Children with Disabilities

- USDA regulations require special meals be provided to a **disabled** child whose condition requires special medical foods, food substitutions, or textural modifications

- Maintain documentation of modifications (handout)

- The medical statement must include:
 - An identification of the medical or other special dietary condition which restricts the child's diet
 - The food or foods to be omitted from the child's diet
 - The food or choice of foods to be substituted



MEAL REQUIREMENTS

Meal Service

- ▣ Served during approved time
- ▣ Contains all required food components
- ▣ All components served together
- ▣ Correct portion sizes
- ▣ Children and staff wash hands before eating
- ▣ Family style meal service is an option

MEAL REQUIREMENTS

Meal Type	Customary Meal Times	Claimable Duration of Food Service
Breakfast	Within 6:00-9:00 AM	1 ½ hours
AM Snack	Between Breakfast & Lunch	1 hour
Lunch	11:00 AM-1:00 PM	2 hours
PM Snack	Between Lunch & Supper	1 hour
Supper	5:00-7:00 PM	2 hours

MEAL REQUIREMENTS

Menu Disclaimers

- Civil Rights non-discrimination statement
- 100% juice disclaimer
- Milk disclaimer
- Water disclaimer
- Identify the main ingredients mixed items
- Menu handouts

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PRODUCTION WORKSHEETS

PRODUCTION WORKSHEETS

- ▣ Required for at least the first year unless and until ADE indicates otherwise.
- ▣ Allows staff to plan a menu, calculate the number of servings needed for each food item, and compile a shopping list
- ▣ Must be completed for every meal/snack claimed for reimbursement
- ▣ <http://fbg.nfsmi.org/>



National Food Service Management Institute

Building the Future Through Child Nutrition

THE UNIVERSITY OF MISSISSIPPI

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Food Buying Guide Calculator for Child Nutrition Programs



Food Buying Guide

Calculator for Child Nutrition Programs



The online interactive Food Buying Guide Calculator for Child Nutrition Programs has individual calculators for each of the 6 food groups outlined in the FBG and a self-tutorial instructional video.

[Food Buying Guide Online Calculator](#)
Interactive calculator for use with the Food Buying Guide. 2011.
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[USDA Food Buying Guide](#)
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Food Buying Guide

Calculator for Child Nutrition Programs



*** The Food Buying Guide is being updated to include resources for the new Nutrition Standards for School Meals.

Choose a **Food group** by clicking on an image below, or enter a keyword or food item in the **Search** field to the right, then click **Go**. Avoid the use of punctuation.

- [Meat/Meat Alternates](#)
- [Vegetables](#)
- [Fruits](#)
- [Grains/Breads](#)
- [Milk](#)
- [Other Foods](#)

- [View Shopping List](#)
- [Search](#)
- [View Food Buying Guide](#)
- [Select Food Group](#)
- Select A Food Group --
- [Self-Tutorial](#)



Food Buying Guide

Calculator for Child Nutrition Programs



National Food Service Management Institute
The University of Mississippi

Choose **Select Food Category** from the **Food Categories** pull-down menu or choose from the **Top 10** food item list.



Food Categories

-- Select Food Category --

Top 10 Meat/Meat Alternates

- Beef, ground, fresh or frozen, no more than 20% fat, includes USDA Foods, (like IMPS 136)
- Cheese american, cheddar, mozzarella, or swiss, natural or process, includes USDA Foods
- Chicken boneless, fresh or frozen, tenders, tenderloins (boneless, chicken breast pieces without skin)
- Chicken, cooked, frozen, diced or pulled, no skin, wing meat, neck meat, giblet, or kidneys, includes USDA Foods
- Turkey roast, fresh or frozen, without bone, USDA Foods only
- Turkey ham, fully cooked, chilled or frozen
- Beef, ground, fresh or frozen, no more than 15% fat, (like IMPS 136)
- Beans, Pinto, dry, canned, whole, includes USDA Foods
- Bean products, dry beans, canned, beans baked or in sauce with pork
- Frankfurters, 10 per pound

▶ [Search Guide Again](#)

▶ [Change Food Group](#)

-- Change Your Food Group -- ▼

Food Buying Guide

Calculator for Child Nutrition Programs



National Food Service Management Institute
The University of Mississippi

Select the planned **Serving Size** from the drop down list. Enter the planned **Number of Servings**. Click on **Add to List**

▶ [Search Guide Again](#)



Item Description (AP)	Purchase Unit	Serving Description (EP)	Notes	Serving Unit
Cheese american, cheddar, mozzarella, or swiss, natural or process, includes USDA Foods	lb	cheese	1 lb = 4 cups shredded or 2 cups cubed cheese; "imitation" cheese and "cheese products" are not creditable.	oz

▶ Serving Size

2 OZ ▼

▶ Number of Servings

45

Add to List

Food Buying Guide

Calculator for Child Nutrition Programs



National Food Service Management Institute
The University of Mississippi

[Home](#)[Add More Items](#)[Print List](#)[Email List](#)

NOTE: The Food Buying Guide Calculator rounds up to the nearest whole Purchase Unit or next 1/4 pound.

If you need to add more food items, select **Add More Items**. To edit a food item on your Shopping List, click **Edit** to the right of the food item entry. To remove a food item on your Shopping List, click **Remove** to the right of the food item.

If you are finished, select **Print List** or **Email List**

*****Print or Email your shopping list before exiting the Calculator or your browser! It will not be saved.*****

Shopping List

Item	Servings	Size	Food Item (AP)	Serving Description (EP)	Exact Qty	Purchase Qty	Purchase Unit	Select
1	45	2 oz	Cheese american, cheddar, mozzarella, or swiss, natural or process, includes USDA Foods	cheese	5.62	5.75	lb	Remove Edit

File Message

Ignore Delete Reply Reply All Forward More Meeting

To Manager Team E-mail Reply & Delete Create New

Rules OneNote Move Actions

Assign Policy Mark Unread Categorize Follow Up

Find Related Select

Translate Editing

Zoom

From: fbg@nfsmi.org Sent: Fri 8/2/2013 9:52 AM
 To: Nissen, Tracey
 Cc:

Subject: FBG Calculator: Shopping List-Production Record August 2, 2013

Message ProductionRecordAugust2,2013.csv (1 KB)

Production Record August 2, 2013

Item #	Servings	Size	Food Item(AP)	Serving Desc(EP)	Exact Qty	Purchase Qty	Purchase Unit
1	25	2 oz	Beef, ground, fresh or frozen, no more than 15% fat, (like IMPS 136)	cooked drained lean meat	4.17	4.25	lb
2	25	1/2 cup	Pasta, (group H), elbow macaroni, regular, dry	dry pasta (uncooked)	3.57	3.75	lb
3	25	1/2 cup	Peas and carrots, frozen	cooked drained vegetable	4.59	4.75	lb
4	25	1/4 cup	Watermelon, fresh, whole	raw watermelon	0.15	0.25	melon (about 27 lb)
5	25	1 cup	Milk, fluid, skim or nonfat milk, lowfat milk, reduced fat milk, whole milk, lactose-reduced milk, lactose-free milk, buttermilk, acidified milk, (unflavored or flavored)	fluid milk	1.56	2.00	gallon

See more about: fbg@nfsmi.org.

MEAL REQUIREMENTS & PRODUCTION WORKSHEETS



Questions?

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RECORDKEEPING

RECORDKEEPING (p.38-40)

Required Records:

- ▣ Daily Attendance rosters / sign in sheets
- ▣ Number of snacks / meals prepared or delivered
- ▣ Number of meals served
- ▣ Records of meals served to adults
- ▣ Handouts of meal count sheet options

RECORDKEEPING (p.38-40)

(Continued)

Required Records:

- ❑ Menus & Production Records
- ❑ Maintain copies of all application/agreement materials
- ❑ Maintain copies of all monitoring visits and reviews
- ❑ Documentation that verifies a non-profit food service
- ❑ Copies of all costs claimed
- ❑ Copies of all claims
- ❑ Receipts of Program payments
- ❑ Training documentation

RECORD MAINTENANCE



- All CACFP records must be kept for at least 5 years
- All files must be made available at the time of review
- Must have a written record maintenance policy (handout)



COSTS

Cost Records



- School Districts – Keep a record of general expenses for review and report costs monthly.
- Everyone else – complete a Food Service Cost Report (supplies and food costs), and report monthly.

REPORTING COSTS

- Costs must be reported every month but are **NOT** reimbursable.
 - ▣ Why report?
 - ▣ Non-profit food service

- Monthly documentation required:
 - ▣ Food Service Cost Report (handout)
 - ▣ Monthly Expense Worksheet (if required)
 - Time Distribution Reports



FOOD SERVICE COST REPORT

- Complete monthly (handout)
- File with receipts/invoices
 - Include only items that are directly related to CACFP
- **At least 50%** of CACFP reimbursement MUST be used for quality food purchases



ADMINISTRATIVE VS. OPERATIONAL

(helpful for filling out application)

- ❑ **Administrative** expense: A cost associated *indirectly* with the preparation and service of the meal
- ❑ **Operational Costs**: Cost associated *directly* with meal preparation and service
- ❑ Expense Worksheet

TIME DISTRIBUTION REPORTS

- Every person who performs CACFP related duties **MUST** complete a time distribution report
- Purpose is to ensure that CACFP hours are properly accounted for on a monthly basis

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TRAINING & MONITORING

TRAINING REQUIREMENTS

Training

- ▣ YOU must train staff prior to participation
 - Annually thereafter

- ▣ ADE will ensure that content and frequency is in compliance
 - Maintain - training records, sign in sheet
 - Retention of handouts, agendas, and/or materials

MANDATORY TRAINING TOPICS_(p.43)

Minimum Content Areas	Examples of training topics
Meal Pattern Requirements	<ul style="list-style-type: none">•Child meal patterns•Portion sizes•Creditable and non-creditable foods
Meal Count Documentation	<ul style="list-style-type: none">•Meal counts and attendance
Claims Submission	<ul style="list-style-type: none">•Claims preparation and process•Claim submission dates
Review Procedures	<ul style="list-style-type: none">•Pre-approval visits•Unannounced monitoring visits
Record Keeping	<ul style="list-style-type: none">•Menus and production records
Reimbursement System	<ul style="list-style-type: none">•Monthly claim edit checks•Claim preparation•CACFP record retention
Civil Rights	<ul style="list-style-type: none">•Program Availability•Complaint Procedures•Non-Discrimination Statement

CIVIL RIGHTS

Civil Rights

- ▣ Effective Notification System
 - Program Availability
 - Complaint Information
 - Non-discrimination Statement **“This institution is an equal opportunity provider and employer.”**

- ▣ Civil Rights Poster

- ▣ Complaint and Compliance (handout)

- ▣ LEP

MONITORING REQUIREMENTS (p.42-44)

Sponsor Organization Monitoring Requirements

- Pre-approval visits to new centers
- Sponsors of multiple sites are required to monitor each site three times per year (handout)
- A monitor should be someone who is NOT involved in the day-to-day operations
- Sponsors must provide sites with written notice of the right for the sponsor, ADE, USDA, or auditors to make unannounced or announced reviews

POSTING REQUIREMENTS

Must be displayed in a prominent place for parents/guardians to view.

▣ Building for the Future Flyer



Building for the Future

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

Meals served here must meet nutrition requirements established by USDA's **Child and Adult Care Food Program**.

Questions? Concerns?
Call USDA toll free: **1-866-USDA CND**
(1-866-873-2263)
Visit USDA's website: www.fns.usda.gov/cnd

USDA
United States Department of Agriculture
Food and Nutrition Service
FNS-000
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▣ “And Justice for All” Poster



“AND JUSTICE FOR ALL”

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, sex, disability, age, marital status, and family status. (No all prohibitions apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA TARGET Center at (202) 725-2959 (voice and TDD).

El Departamento de Agricultura de los EE.UU. prohíbe la discriminación en todos sus programas y actividades sobre la base de raza, color, origen nacional, sexo, religión, discapacidad, edad, estado matrimonial y estado familiar. (No todas las prohibiciones aplican a todos los programas.) Personas con discapacidades que requieren medios alternativos de comunicación para obtener información (Braille, impresión en grandes caracteres, grabación de audio, etc.) deben ponerse en contacto con el Centro TARGET de USDA, llamando al (202) 725-2959 (voz y TDD).

No se permite una acción sobre discriminación, raza o color, discapacidad, edad, origen étnico, sexo, religión, estado matrimonial, estado familiar y estado de discapacidad. Para más información, llame al (202) 725-2959 (voz y TDD). (201) es una oportunidad.

No se permite una acción sobre discriminación, raza o color, discapacidad, edad, origen étnico, sexo, religión, estado matrimonial, estado familiar y estado de discapacidad. Para más información, llame al (202) 725-2959 (voz y TDD). (201) es una oportunidad.

USDA
United States Department of Agriculture
From ALL-ORA Request 1-98

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COMPLIANCE REVIEWS

REVIEWS

- ▣ Welcome Visit: Within first 90 days of participation

- ▣ Program Reviews: At least every three years

- ▣ Agreed Upon Procedures/Audits: As needed
 - Performed by contracted accountants

CORRECTIVE ACTION/DEFICIENCIES

(p.44-45)

- ▣ Corrective Action must be permanently maintained (handout)

- ▣ Recurrence of same problem will result in a serious deficiency determination (handout)
 - ADE to propose termination if serious deficiency recurs

- ▣ Administrative Review Procedures (handout)
 - Sponsor can appeal action negatively affecting payment and/or participation

SUSPENSION (p. 44)

“The temporary ineligibility of an institution to participate in the program, including program payments”

Why suspend?

- ▣ Imminent threat to health and safety of a child and/or the public
- ▣ Submission of false or fraudulent claim

NATIONAL DISQUALIFIED LIST

- ▣ Termination from CACFP: Who is placed on the National Disqualified List?
 - Institutions
 - Responsible Individuals
 - Responsible Principals

- ▣ How long can someone remain on the National Disqualified List?
 - 7 years or longer

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PROGRAM CHANGES

PROGRAM CHANGES

Notification Requirements

- ▣ Once approved, notify ADE with any changes:
 - Adding or deleting sites
 - Adding or deleting authorized signers
 - Adding or terminating authorization of the Child Nutrition Program (CNP) Web logon or password of any employee

- ▣ Review the ADE website regularly for electronic distribution of Child Nutrition Program (CNP) Memoranda
 - <http://www.azed.gov/health-nutrition/cacfp/>

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TECHNICAL ASSISTANCE

TECHNICAL ASSISTANCE

- ▣ Your assigned specialist is available to provide technical assistance upon request
- ▣ SOD - Monday through Friday from 8:00 AM to 5:00 PM
 - ▣ (602) 542-8700.

Contact Directory

Phoenix

Carlie Briggs	602-364-0161
Carol Foxhoven	602-542-8719
Erica Sanford	602-542-8723
Kenny Barnes	602-364-1070
Leona Benally	602-364-0141
Mandy Quintanar	602-542-1970
Michelle Roberts	602-364-2205
Sasha Linssen	602-542-8716
Tierra Jones	602-364-0455
Tracey Nissen	602-542-1550

Tucson

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

Specialist of the Day:
602-542-8700

QUESTIONS

