



# RENEWAL TRAINING

Adult Daycare Centers FY17

# Training Topics

- Application Process
- VCA/Financial Administrative Form
- Management Plan/Budget
- Training Topics
- New Meal Pattern
- Common Findings
- Best Practices
- NDL

# FY 2017 Application Process

- Renewal applications for FY 2017 are due October 1, 2016. Applications can be submitted early. Remember that applications are reviewed in the order in which they are received.

**NEW!**

- Renewal applications will no longer be submitted by mail or delivered to the ADE office.

# Application and Resource Materials

- The application checklist and a few of the required forms have been converted to fillable PDF forms. Therefore, all applications are to be submitted to the ADE via the CACFP inbox, [CACFP@azed.gov](mailto:CACFP@azed.gov)
- Download and save the forms to your computer. Once the forms are saved they become fillable.

# Application and Resource Materials

- When emailing the information, please type the name of the organization in the subject line and FY 2017 Renewal. Attach the requested fillable and non-fillable forms to the email. Ensure that the file names match the name of the document as it is listed on the FY2017 Renewal Application Checklist. You may need to send multiple emails.
- **Examples of non-fillable forms:** organization chart, outside employment policy etc.

# Application Website

- <http://www.azed.gov/health-nutrition/2017-cacfp-renewal/>

# Application Website

## HEALTH & NUTRITION SERVICES

Home | Child/Adult Care | School Nutrition Programs | School Health Programs | School Food Programs | Summer Food | Memos | % Free/ Reduced

You are here: Home / Child and Adult Care Food Program (CACFP) / 2017 Child and Adult Care Food Program Renewal

### 2017 Child and Adult Care Food Program Renewal



**FY2017 Renewal Application Process**  
**NOTE: DO NOT MAIL OR DELIVER APPLICATIONS**

Thank you for attending the "CACFP Renewal Summit". You will now select a link below to access the CACFP Renewal Application Checklist. The Renewal Application Checklist and all required documents are to be submitted by email to [cacfp@azed.gov](mailto:cacfp@azed.gov) prior to submitting the CNP Web Online Site and Sponsor Applications.

The Renewal Application Checklist contains pdf fillable forms. When the blue hyperlinks are selected they will open the forms. As you complete the fillable forms and compile all of the other required items on the checklist, you will check off each item that you are going to email to [cacfp@azed.gov](mailto:cacfp@azed.gov). Please ensure that all of the electronic signatures on the forms are submitted by an authorized signer listed on your CACFP Permanent Agreement.

Once you have completed the entire Application and Management Plan, you will email the signed checklist and all required documents to the email above. To avoid delay in the processing of your application; please name and number all attachments **with the same name and number listed on the checklist**. It must be sent as email attachments in Word documents, Excel document, or pdf documents. If you do not have adobe reader, you may download it for free at <https://get.adobe.com/reader/> to save your documents in a pdf format prior to sending them by email. You must also include the name of the organization in the subject line of the email or your documents will not be identifiable. Please retain your FY2017 Renewal Application and all applicable documents on site for CACFP reviews.

**Hot Topics**  
**Event Registration**  
**Financial Info**  
**FAQ**  
**Civil Rights**  
**Contact Us**

**HNS PROGRAMS**  
Home  
Child/Adult Care  
School Nutrition Programs  
School Health Programs  
School Food Programs  
Summer Food  
Memos  
% Free/ Reduced

**Click for a list of ALL programs**

Once the application packet has been approved, you will be contacted to submit your online CNP Web Site and Sponsor Applications. Once approved, the CNP Web Program will send you an automated confirmation email. You are only eligible to claim meals after your online application is approved.

Center staff needing assistance with completion of the application should refer to the Center Application Training Modules for New Sponsors located on our website at:

1. [How to Complete the CACFP Application and Management Plan – Introduction](#)
2. [How to Complete the CACFP Application and Management Plan – Pages 1-6](#)
3. [How to Complete the CACFP Application and Management Plan – Pages 7-12](#)
4. [How to Complete the CACFP Application and Management Plan – Conclusion](#)
5. [CNP Web Online Training](#)

#### Renewal Application Checklist – Center Sponsor Checklist

- [Center Application Checklist](#)
- [At-Risk Program Application Checklist](#)

#### Application Email Submission

- Center sponsors must email applications to [CACFP@azed.gov](mailto:CACFP@azed.gov) no later than October 1, 2016

**Training Certificate** – Attendance will be verified.



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# Application Checklist

Child and Adult Care Food Program  
**FY2017 Renewal Application Checklist**  
 For Center Sponsors

The documents listed below must be sent to the email address [CACFP@azed.gov](mailto:CACFP@azed.gov) to apply for participation in the FY17 CACFP. The blue hyperlinks below provide you access to pdf fillable forms when selected. **Please name and number all of your documents to match the name and number listed below and include them as email attachments.** Ensure that you have selected either yes or N/A on the checklist to indicate whether the item is included in our application. **You must include the name of the organization in the subject line of the email or your documents will not be identifiable.** You may be required to send several separate emails with attachments due to reaching the maximum size allowable.

ITEM INCLUDED?	DOCUMENTS REQUIRED		
	#	YES N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	This signed Renewal Application Checklist (select yes or N/A for each item on the list)
2.	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Financial Administrative Form for Sponsoring Organizations</a> (completed and signed)
3.	<input type="checkbox"/>	<input type="checkbox"/>	2017 Renewal Training Certificate
4.	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
5.	<input type="checkbox"/>	<input type="checkbox"/>	Outside Employment Policy
6.	<input type="checkbox"/>	<input type="checkbox"/>	Current DHS or Alternate License (or proof that license renewal is being processed)
7.	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Procurement Standards</a> (completed and signed)
8.	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Civil Rights Pre-Award Compliance</a> (completed and signed)
9.	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Civil Rights Data Collection</a> (completed and signed)
10.	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Management Plan</a> (completed and signed)
11.	<input type="checkbox"/>	<input type="checkbox"/>	Agenda from FY16 Annual Staff Training (with required topics in Mgt. Plan, Page 3, #5.)
12.	<input type="checkbox"/>	<input type="checkbox"/>	Agenda from FY16 Civil Rights Training (with required topics in Mgt. Plan - Page 3, #5.)
13.	<input type="checkbox"/>	<input type="checkbox"/>	Sign-in Sheets from FY16 CACFP Annual Staff Training - you conducted last year ("")
14.	<input type="checkbox"/>	<input type="checkbox"/>	Sign-in Sheets from FY16 CACFP Civil Rights Training - you conducted last year ("")
15.	<input type="checkbox"/>	<input type="checkbox"/>	Description of Materials used for FY16 Annual Staff Training (websites/links, manuals, etc.)
16.	<input type="checkbox"/>	<input type="checkbox"/>	Description of Materials used for FY16 Civil Rights Training (websites/links, manuals, etc.)
17.	<input type="checkbox"/>	<input type="checkbox"/>	Additional monitoring schedule pages (from Mgt. Plan, Page 3, #6.) *
18.	<input type="checkbox"/>	<input type="checkbox"/>	Sponsors with 25 or > facilities, policy addressing monitoring Full Time Equivalents *
19.	<input type="checkbox"/>	<input type="checkbox"/>	Notification of unannounced reviews to Multi-sites or Multi-centers 7 CFR 226.16(d)(4)(vi) *
20.	<input type="checkbox"/>	<input type="checkbox"/>	Expenses that require disclosure (from Mgt. Plan, Page 4, #8.) *
21.	<input type="checkbox"/>	<input type="checkbox"/>	Subcontracts for bookkeeping, data processing, etc. (from Mgt. Plan, Page 4, #9.) *
22.	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Food Service Vendor Contract-if using caterer/school district for food service (page 4, #9.)</a>
23.	<input type="checkbox"/>	<input type="checkbox"/>	If Non-profit provide Board of Directors with addresses *
24.	<input type="checkbox"/>	<input type="checkbox"/>	If Non-profit provide proof of tax exemption *
25.	<input type="checkbox"/>	<input type="checkbox"/>	At-risk Meal Programs provide school area eligibility *
26.	<input type="checkbox"/>	<input type="checkbox"/>	At-risk Meal Programs provide enrichment activity schedules or calendar *
27.	<input type="checkbox"/>	<input type="checkbox"/>	Rental Lease or Depreciation Schedule if owned (in Mgt. Plan, Page 8, #5. Page 9, #5.) *
28.	<input type="checkbox"/>	<input type="checkbox"/>	Costs for Unaffiliated Centers (in Mgt. Plan, Page 10, #9.) *

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Blue text indicates a Hyperlink to the fillable form



Child and Adult Care Food Program  
**FY2017 Renewal Application Checklist and Certification Statement**  
 For Center Sponsoring Institutions

**Certification Statement:**

"This is to certify that \_\_\_\_\_ meets all of the  
 (Name of Sponsoring Institution)

requirements for Renewing Institutions contained in 7 CFR 226.6(b)(2). This means

\_\_\_\_\_ certifies that:  
 (Name of Designated Official Authorized on the CACFP Permanent Agreement)

- The Management Plan on file with the Arizona Department of Education is complete and up to date. Any necessary updates are attached;
- The Civil Rights Data Collection Form being submitted to the Arizona Department of Education is current.
- No sponsored facility or principal of a sponsored facility is currently on the CACFP National Disqualified List;
- The outside employment policy most recently submitted to the Arizona Department of Education remains current and in effect;
- The names, mailing addresses, and dates of birth of all current Institution principals have been submitted to the Arizona Department of Education;
- The Institution itself, and the Institution's principals, are not currently on the CACFP National Disqualified List;
- The list of any publicly funded programs Institution and principals have participated in the past seven years is current;
- The Institution itself, and the Institution's principals, have not been determined ineligible for any other publicly funded programs due to violation of the Program's requirements in the past seven years;
- No principals of the Institution have been convicted of any activity that occurred during the past seven years and that indicated a lack of business integrity; and
- The Institution is currently compliant with the required performance standards of financial viability and management, administrative capability, and program accountability as described in 7 CFR 226.6(b)(2)(M).
- All staff has been trained according to the CACFP training requirements.
- All CACFP documentation is maintained on-site for the current fiscal year, and all CACFP records are maintained for five years.
- I have selected [CACFP Guidance Manuals](#) and I am aware of the USDA resources available to me. <http://www.azed.gov/health-nutrition/cacfp/cacfp-memosresourcesmanualsweb-links/guidance-manuals/>
- I have selected [Procedures for Complaints of Discrimination](#), Procurement Standards, [Procurement Plan](#), and [Administrative Review Procedures](#) and have read and understand all of these procedures.

Any of the above information that has changed since the initial application has already been submitted to the Arizona Department of Education or is being submitted with this certification.

I certify that all of the above information is true and correct."

\_\_\_\_\_  
 (Signature of Designated Official Authorized on the CACFP Permanent Agreement)

Furthermore, my signature indicates that I have reviewed and understand each of these documents, including all items which have been checked yes on this checklist.

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Page 2 of 2

# Sample Email Format

Erica's Childcare Center - FY 2017 Renewal - Message (HTML)

File Message Insert Options Format Text Review Developer

Cut Copy Paste Format Painter Clipboard

Freestyle Scri 11 A A

B I U ab A

Address Book Check Names Attach File Attach Item Signature Assign Policy Follow Up High Importance Low Importance Tags Zoom

To... cacfp@azed.gov

Cc...

Subject: Erica's Childcare Center - FY 2017 Renewal

Attached: 7. Procurement Standards.pdf (57 KB); 9. Civil Rights Data Collection.xlsx (15 KB)

Hi

Attached you will find documents for the renewal application.

*Erica Sanford - MPH, CHES*

**Education Program Specialist - CACFP/SFSP**  
Health & Nutrition Services  
Arizona Department of Education  
Phone: (602) 542-8723  
Fax: (602) 542-3818

# Approval Process

- Once the application packet has been approved by the ADE, your CACFP specialist will contact you to submit your online site and sponsor applications via the CNP Web. Do not submit your online application prior to your specialist contacting you. Once approved, the CNP Web will send you a confirmation email. **You are only eligible to claim meals after your application is approved.**
- If you need assistance submitting your applications or claims on the CNP Web, please refer to: CNP Web Training Video that can be accessed on the Arizona CACFP homepage.

# Approval Process

- Within 30 days of receipt of a complete CACFP application, ADE will notify the applicant of approval or disapproval.
- Sponsors must be certain that their application has been approved before submitting any FY 2017 claims.

# Application Card

## Important Application Information!

Use the web address below to access the 2017  
CACFP Application Instructions and Forms.

<http://www.azed.gov/health-nutrition/cacfp/2017-cacfp-renewal/>



# Training Certificate

- ADE staff must confirm attendance for all summit attendees in the new Calendar of Events system. This could take 1 – 2 weeks. Afterwards an email will be sent to the email address listed in the attendees registration. The email will contain a link to the renewal summit survey. After taking the survey, you will be able to login into the Calendar of Events and download your CACFP Renewal Summit Training Certificate.

## 2-What does is VCA mean?

- Federal regulations require all participating institutions to be financially **V**iable, to be administratively **C**apable, and to have internal controls in place to be **A**ccountable for program funds and compliance with program requirements.
- ADE will now require all sponsors to submit a Financial Administrative Form (FAF-101).

# 10-Management Plan/Budget

- Operating Costs
  - Food Costs-min 50%
  - Costs of nonfood supplies
  - Food service labor
- Administrative Costs
  - No more than 15% of reimbursement may be spent on administrative costs
  - Administrative costs
    - Labor
      - Preparing monthly claim
      - Completing F/R/P application
      - Maintaining rosters
      - Monitoring
        - Required for sponsors with two or more centers

# Costs

- Allowable
  - Creditable foods served to the participants
  - The cost of obtaining food used in the CACFP meal service
  - Non-food supplies used in the meal service including paper towels, dishwashing detergent, sanitizers, cleanser, napkins, plates, cups, and utensils
- Unallowable
  - Food purchased for personal use
  - The value of donated food
  - Non-food supplies such as toilet paper, water, toothpaste, and supplies for arts and crafts
  - Interest expense
  - Returned check fees
  - Loans for any reason from the CACFP account
  - Food served to participants at times other than meal times

# 11-16: Training Requirements

- All staff must be trained annually on the following CACFP topics:
  - Meal Pattern
  - Meal Count Procedure
  - Recordkeeping
  - Claims Submission
  - Reimbursement System
  - Civil Rights

Annual training documentation must be on file i.e. sign in sheets, agenda, and training materials.

All required CACFP forms are located on the ADE website and must be used unless otherwise approved by ADE in writing.

# New Meal Pattern

- Providers must continue following the current meal pattern
- The USDA has not authorized early implementation of any of the new requirements that would defer from the current meal pattern
- USDA will issue guidance as to when and what pieces of the new meal pattern can be implemented

# Common Findings

- Serving within your approved meal times
- Serving non creditable items
- Point of service
- Meal counts
- Eligibility

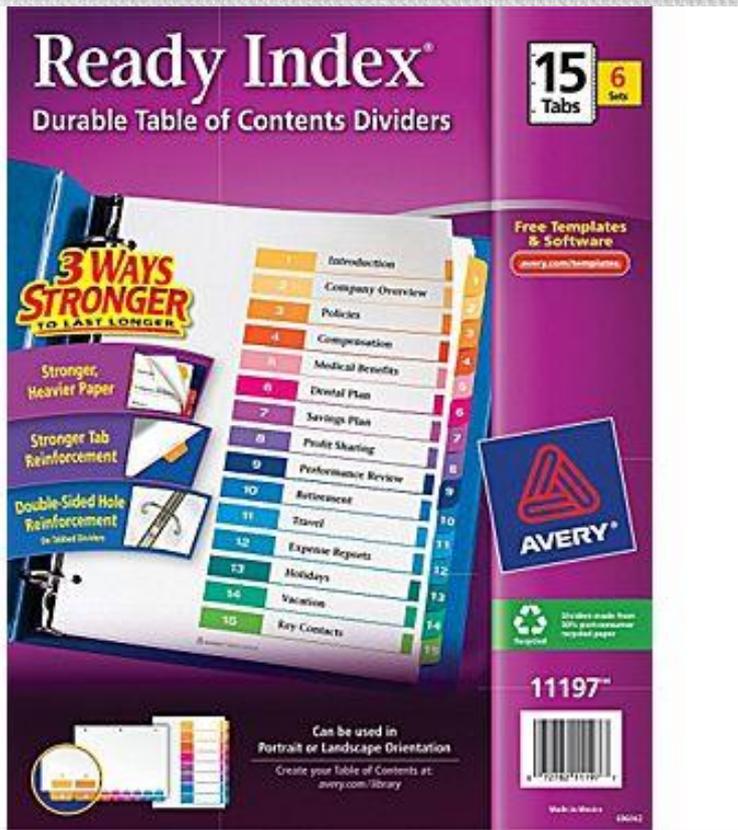
# Point of Service Meal Count Sheet

NAME	MONDAY						TUESDAY						WEDNESDAY						THURSDAY			
	BREAKFAST	AM SNACK	LUNCH	PM SNACK	DINNER	NITE SNACK	BREAKFAST	AM SNACK	LUNCH	PM SNACK	DINNER	NITE SNACK	BREAKFAST	AM SNACK	LUNCH	PM SNACK	DINNER	NITE SNACK	BREAKFAST	AM SNACK	LUNCH	PM SNACK
A, Jake	✗	✗	✗				✗	✗	✗				✗	✗					✗	✗		
B, Maddie			✗	✗					✗	✗					✗	✗					✗	✗
C, Carrie	✗	✗	✗	✓			✗	✗	✗	✓			✗	✗	✗	✓			✗	✗	✗	✓
D, Michael		✗	✗	✗				✗	✗	✗				✗	✗	✗				✗	✗	✗
E, Tyson	✗	✗	✗	✓			✗	✗	✗	✓			✗	✗	✗	✓			✗	✗	✗	✓
<b>Totals</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>2</b>			<b>3</b>	<b>4</b>	<b>5</b>	<b>2</b>			<b>3</b>	<b>4</b>	<b>4</b>	<b>2</b>			<b>3</b>	<b>4</b>	<b>4</b>	<b>2</b>

# Are all these menus creditable?

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Oatmeal Strawberries Milk	Pancakes Bananas Milk	Scrambled Eggs Toast Cantaloupe Milk	Waffles Bacon Milk	Bagel w/jelly Peaches Milk
Lunch	Baked chicken pasta Broccoli Mandarin oranges Milk	Lasagna Side salad Pears Milk	Salmon Asparagus Fruit cocktail Milk	Beef tacos Lettuce Tomato Green beans Milk	Peperoni pizza Spinach salad Grapes Milk
PM Snack	Banana cake Coffee	Cheese quesadilla	Zucchini bread Milk	Turkey & Cheese Crackers	Carrot sticks Yogurt dip

# Best Practices/Share Your Tips



15 Tab CACFP Binder with:

- 1 Management Plan
- 2 Procurement Standards/Guidelines
- 3 Organizational Chart
- 4 Renewal Training Certificate
- 5 Civil Rights Pre-Award & Data Collection Forms
- 6 DHS License
- 7 Food Handler Cards
- 8 Food Safety Manager Card
- 9 Food Svc Vendor Contract and Payments to Vendor
- 10 CACFP Annual Staff Training & Civil Rights Training  
(Attendance roster, agenda/materials)
- 11 CACFP Policies and Procedures
- 12 Administrative Review Procedures
- 13 Procedure for Complaints of Discrimination
- 14 Permanent Agreement

# The National Disqualified List

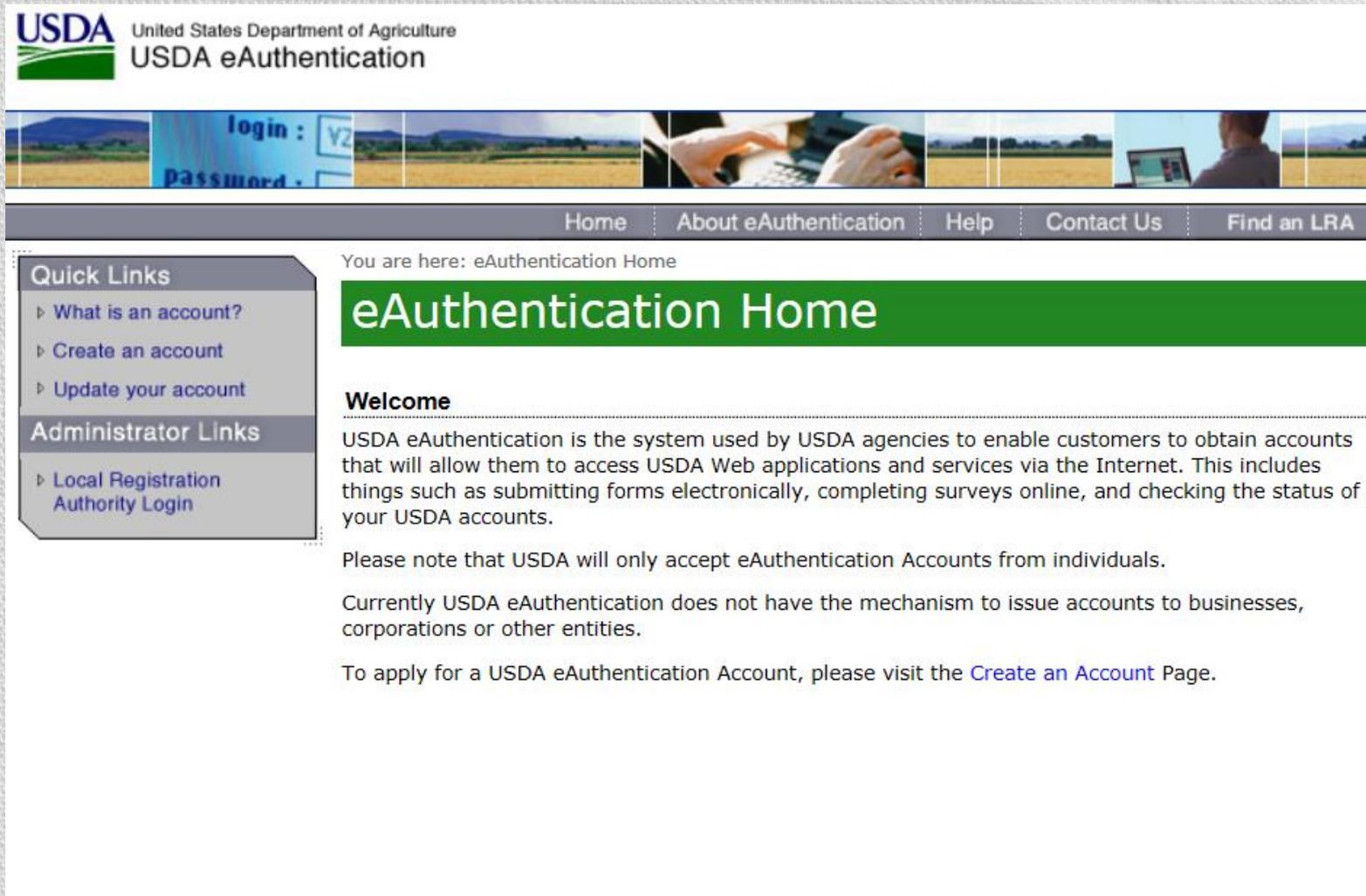
- Sponsoring organizations need eAuth level one clearance

An account with Level 1 access allows the user to enter USDA Web site portals and

applications that have been determined to have minimum security requirements or restrictions.

**Note:** Level 1 access is limited to certain areas of the USDA agency websites and does not allow you to conduct official electronic business transactions with the USDA via the internet

# eAuthentication



The screenshot shows the USDA eAuthentication website. At the top left is the USDA logo with the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a banner image with a login form overlay. The login form has fields for "login:" and "password:". The navigation menu includes "Home", "About eAuthentication", "Help", "Contact Us", and "Find an LRA". On the left side, there are "Quick Links" and "Administrator Links". The main content area features a green header "eAuthentication Home", a "Welcome" section, and a paragraph explaining the system's purpose. It also includes a note about individual accounts and a link to the "Create an Account" page.

**USDA** United States Department of Agriculture  
USDA eAuthentication

login : [input type="text" value="YZ"/>  
password : [input type="password"/>

Home | About eAuthentication | Help | Contact Us | Find an LRA

You are here: eAuthentication Home

## eAuthentication Home

### Welcome

USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.

Please note that USDA will only accept eAuthentication Accounts from individuals.

Currently USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities.

To apply for a USDA eAuthentication Account, please visit the [Create an Account](#) Page.

**Quick Links**

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

**Administrator Links**

- ▶ [Local Registration Authority Login](#)

# Create an Account

Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Administrator Links

- ▶ [Local Registration Authority Login](#)

You are here: [eAuthentication](#) > Account Creation

## Create an Account - Getting Started

### USDA Federal Employees, Contractors, & Affiliates

If you are a USDA Federal Employee, Contractor, or Affiliate of the USDA, you must register for a USDA Internal Account.

[Register for an Internal Account](#)

### USDA Customers - What Level of Access Do You Need?

#### Request Level 1 Access to:

- Visit a USDA web page that indicates a Level 1 account is necessary
- Obtain general information about the USDA or its agencies
- Participate in public surveys for a USDA agency

[Register for a Level 1 Account](#)

#### Request Level 2 Access to:

- Submit official business transactions via the Internet
- Enter into a contract with the USDA
- Submit forms or applications for the USDA via the Internet

[Register for a Level 2 Account](#)

### Changing from Level 1 Access to Level 2 Access

If you already have a Level 1 account and require Level 2 access:

1. Log into your profile
2. Fill in and submit the required information
3. Visit your Local Registration Authority (LRA)

[Log into Your Profile](#)



# Create an Account

- Quick Links
  - What is an account?
  - Create an account
  - Update your account
- Administrator Links
  - Local Registration Authority Login

You are here: [eAuthentication](#) > [Account Creation](#) > Account Request Form

## Register for Your Account - Level 1

Form Approved OMB No. 0503-0014

### Step 1 of 4 - Level 1 Access Account Registration

USDA customers should complete the information below to create a USDA eAuthentication account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are red and marked by an asterisk (i.e. \*). Enter your first and last name exactly as it appears on your Government issued photo ID (e.g. state driver's license).

Note: The characters < > ^ | are not allowed on this form.

#### User Information ?

Required Field\*

First Name\*

Middle Initial

Last Name\*

#### Contact Information ?

Email\*

Confirm Email\*

#### Login Information ?

User ID\*

Password\*

Confirm Password\*

#### Security Questions ?

Please select and answer four distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the ? above.

1\*

2\*

3\*

4\*

Continue

# Confirm Account

- Confirmation
  - Within seven (7) days, you will then receive a confirmation email from the USDA asking you to respond to the email to confirm your account. If you do not respond to the email asking you to confirm your account within seven (7) days, you will have to restart the registration process by creating another profile and will need to select a new User ID. Once you have confirmed your online registration, you will have immediate access to USDA portals and applications that accept accounts with Level 1 access.

# Welcome Screen



## Welcome To The National Disqualified List Application

Today's Date: Mon Feb 01, 2016 08:29:49 CST

**Please select the desired feature from the menu on the left.**

Welcome Sponsoring Organization user.

### Introduction

Section 243(c) of Public Law 106-224, the Agricultural Risk Protection Act of 2000, amended § 17(d)(5) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766 (d)(5)(E)(i) and (ii)) by requiring the Department of Agriculture to maintain a list of institutions, family day care home providers, and individuals that have been terminated or otherwise disqualified from Child and Adult Care Food Program (CACFP) participation. The law also required the Department to make the list available to State agencies for their use in reviewing applications to participate and to sponsoring organizations to ensure that they do not employ as principals any persons who are disqualified from the Program. This statutory mandate has been incorporated into § 226.6(c)(7) of the CACFP regulations.

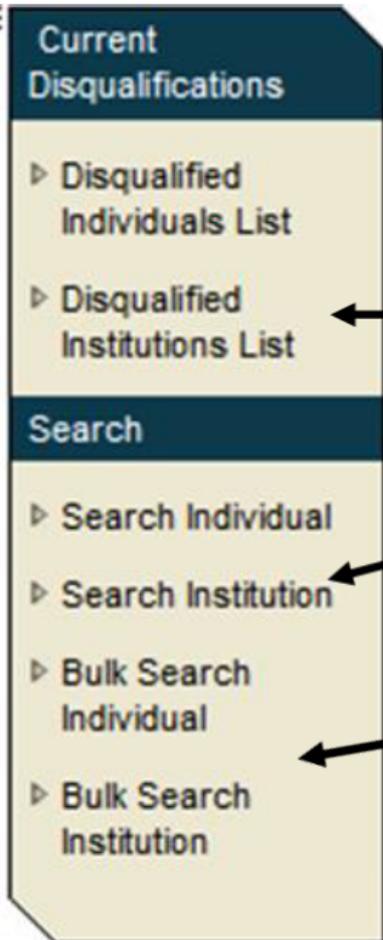
### Current Disqualifications

- › Disqualified Individuals List
- › Disqualified Institutions List

### Search

- › Search Individual
- › Search Institution
- › Bulk Search Individual
- › Bulk Search Institution

# Functions



Six Options are available:

The first two options allow the user to view the disqualified individual list and the disqualified institution list.

The second two options allow the user to conduct a search of a specific individual or institution using specific criteria.

The third two options allow the user to conduct bulk searches for disqualified individuals and institutions.



Questions?

