



## Arizona Department of Education

Health & Nutrition Services Division

HNS 10-2019

### MEMORANDUM

**TO:** All Child and Adult Care Food Program (CACFP) Day Care Centers

**FROM:** Melissa Conner, Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services Division

**DATE:** June 10, 2019

**SUBJECT:** Mandatory 6<sup>th</sup> Annual CACFP Renewal Summit

*Original Signed*

The Arizona Department of Education (ADE) Community Nutrition Programs team is pleased to announce that we will administer the Child and Adult Care Food Program (CACFP) under the Catalog of Federal Domestic Assistance (CFDA) #10.558, October 1, 2019 through September 30, 2020. As part of this program, representatives from participating sponsors and independent centers are required to attend the 6<sup>th</sup> Annual Renewal Summit. The theme for this year's summit is 'Mealtime Heroes: Aspire to Inspire.' The free one-day summit will be held:

**Thursday, September 5, 2019 at the  
Pointe Hilton Squaw Peak Resort  
7677 North 16<sup>th</sup> Street  
Phoenix, AZ 85020**

Registration will open at 7:30 AM and the summit will begin at 8:30 AM. Lunch will be provided, and the event will conclude at 3:30 PM. ADE has secured a block of 60 rooms at a rate of \$121.00 per night plus tax. Rooms are available on a first come first served basis. We cannot guarantee this rate for rooms reserved outside of the specified room block. Therefore, attendees are encouraged to make their reservations as soon as possible. Attendees traveling from out of town may make reservations online [here](#) or by calling 1-800-446-6677 and asking for the room block under the Arizona Department of Education.

**Kathy Hoffman, Superintendent of Public Instruction**

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## SUMMIT OVERVIEW

This year's summit will provide applied learning opportunities on the following topics:

- ❖ **Crediting Grains in the CACFP** – This session will provide a brief review of the three aspects of grain crediting: detailed information about the new ounce equivalent measures, how the new measures may impact your menus and meal planning, and the documentation required to be maintained on file to ensure compliance with the new measurement criteria. Grain ounce equivalent measurements will be effective October 1, 2019.
- ❖ **How to Train Your CACFP Staff** – During this breakout session, ADE will be modeling annual staff training content and delivery through a dynamic “train the trainer” session that will provide attendees with ready to use materials that will be available on the webpage for future use. This will include utilization of the training tools developed by ADE and an explanation of their importance and relevance. The training materials will highlight the threads that connect teachers and staff to the required topics and help ensure they understand what it means to operate CACFP and how each staff member contributes to the program.
- ❖ **Family Style Meals** – A collaborative panel from the Department of Health Services (DHS) Child Care Licensing, First Things First, and DHS Empower Program will provide an overview of the minimum requirements for family style meals and how to optimize the benefits of positive meal time experiences.
- ❖ **Workforce Registry** – A representative from Workforce Registry will present on the benefits of becoming a Registry member and how to receive Registry credit for participation in online and in-person CACFP trainings.
- ❖ **Steps to Successfully Complete the FY20 Renewal Process** – This session will provide attendees with updates to the CNP Management Plan and Budgets system and the reduced submission requirements, as well as tips for accurate budget development. There will be an overview of how to project annual CACFP costs, how to plan for spending annual CACFP funds, how to document costs for actual spending of CACFP funds, and how to ensure operation of a non-profit food service program.
- ❖ **Did You Know?** – A facts and trivia session will be provided to improve your CACFP knowledge. This will be an interactive review of programmatic updates and resource highlights to support your operations and ensure CACFP success. We will discuss a variety of little-known facts along with some unique topics.

## RECOGNITION AND AWARDS

ADE would like to recognize sponsors who inspire us and others with the amazing work they do every day. To ensure all organizations have the opportunity to receive recognition, ADE is accepting and encouraging self-nominations this program year. If you'd like to nominate your program or someone else's for consideration, please complete the attached FY19 CACFP Awards Entry Form and email it to [Suzanne.Callor@azed.gov](mailto:Suzanne.Callor@azed.gov) by **June 21, 2019**. Please note, nomination forms must be thoroughly complete for consideration.

### **ATTENDANCE**

Attendance at this conference is required for all sponsors planning to participate in the CACFP for the 2019-2020 program year. Each sponsor should send no more than two people on behalf of their organization. Attendees should be those who oversee and administer the CACFP program and are directly involved with the renewal application process.

### **REGISTRATION**

Registration is now available through ADE's Event Management System and can be accessed [here](#). Registration will close on August 19, 2019.

### **RENEWAL DEADLINES**

All sponsors attending the summit will receive information regarding the renewal process. Submission of the renewal documents serve as notification to ADE that the sponsor intends to continue operating the Program for Fiscal Year 20 (October 1, 2019 – September 30, 2020). All applications must be submitted by October 1, 2019. However, **early submissions are encouraged**. If applications are received after October 1<sup>st</sup>, ADE cannot guarantee that sponsors will be able to claim for the month of October.

### **CONTACT INFORMATION**

If you have questions or concerns regarding this memo, please contact your specialist. If your specialist is unavailable, please contact the Specialist of the Day at (602) 542-8700 and choose option #1 for Community Nutrition Programs.

We look forward to seeing you there!

Attachment: FY19 CACFP Awards Entry Form



Arizona Department of Education  
Health and Nutrition Programs

**2019 CACFP AWARDS ENTRY FORM**

**Instructions:** ADE would like to recognize sponsors who inspire us and others with the amazing work they do every day. If you'd like to nominate your program or someone else's for consideration, please complete all four steps outlined below. ADE may not consider incomplete award entry forms. To be considered, please email the completed entry form to [Suzanne.Callor@azed.gov](mailto:Suzanne.Callor@azed.gov) by June 21, 2019.

**Step 1:** Basic Information for Nominated/Recommended Sponsor

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I would like to recognize the following sponsor for their inspiring work.

Nominated Sponsor Name:

Nominated Sponsor's Contact Information:		Nominated Sponsor's Mailing Address:	
Name:		Street:	
Title:		City:	
Phone:		State:	
Email:		Zip Code:	

If you are nominating an organization other than your own, please provide your information:

Name:	
Title:	
Organization:	
Phone:	
Email:	

**Step 2:** Award Category (Select Only One)

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Inspiring Mothers to Breastfeed.

The organization has met all the following best practices: actively promotes the benefits of breastmilk, has policies that support breastfeeding, and provides a quiet, private, and sanitary place for mothers to nurse.

Inspiring Healthy Habits.

To be eligible, the organization must meet at least one of the following criteria:

1. Menus meet all of ADE's menu best practices.
2. Fresh fruit and vegetable consumption has been increased through innovative strategies.
3. Nutrition education opportunities are provided to program participants.

Inspiring Community Engagement through At-Risk Meals Expansion:

To be eligible, the organization must meet at least one of the following criteria:

1. The number of At-Risk sites under the organization's sponsorship has increased.
2. Participation at existing At-Risk sites under the organization's sponsorship has increased.
3. The organization has expanded into under-served or unserved areas.

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**Step 3: Narrative.**

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Describe, in detail, the highlights of the organization's program and explain how it supports this nomination for the award category selected above. Whenever possible, please share how it supports the organization's program or activity is innovative, sustainable, cost effective, and transferrable. Be specific about results achieved. Specific details will be given greater value than generalities.

**Step 4: Supporting Documentation**

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Pictures, policies, statistics, menus, and lesson plans may be included as additional supporting documentation. When submitting pictures, please be sure to secure photo release forms.

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Questions? Please contact your assigned program specialist or the Specialist of the Day at (602) 542-8700, press 1.  
ADE thanks you for your inspirational efforts and dedication to operating the CACFP exceptionally!