



Arizona Department of Education

Health & Nutrition Services Division

HNS 03-2020

MEMORANDUM

To: All Sponsors Operating the Child and Adult Care Food Program (CACFP) in Centers, Shelters, Head Start Programs and At-Risk Afterschool Programs.

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

Original Signed

Date: January 31, 2020

Subject: CACFP Updates for Program Year 2020

The purpose of this memorandum is to communicate programmatic updates and reminders for CACFP for the remainder of program year 2020. All guidance in this memo is effective immediately.

Guidance Updates

Nutrition Guidance for Infants and Menu Modifications for Special Dietary Request

The Arizona Department of Education (ADE) has established policies and procedures in response to USDA's infant feeding and menu modification guidance. Due to the extensiveness of the updated guidance, policy changes, trainings, and available forms will be announced in policy memos separate from this one. The menu modifications memo, HNS 02-2020 was released on January 29, 2020 and the infant feeding guidance will be released in the near future. These memorandums are released by email and posted on <http://www.azed.gov/hns/memos/>.

Value of Excess Personnel Meals

The ADE has updated its policy on reporting the *Value of Excess Personnel Meals*. As a reminder, except for those adults participating in approved adult day care programs, **meals served to adults cannot be claimed for reimbursement**. However, the costs of meals served to Program adults are an allowable CACFP cost. To support these costs, institutions must maintain daily meal count records of all Program adult meals served. These daily meal count records must include the name of the adult, the meal(s) received, and the Program duties performed (submitted with your management plan and documented in the budget under "duties"). None of this information has changed nor is it new.

Kathy Hoffman, Superintendent of Public Instruction

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The ADE no longer requires institutions to calculate the value of excess personnel meals (meals served to Program adults that exceed 20% of claimed participant meals) or report that amount on the monthly sponsor claim. *Sponsors must continue to document all meals served to Program adults at the bottom of the daily point-of-service meal count sheets.* However, sponsors no longer need to total these meals and transfer them to the meal count summary nor do they need to ensure these meals do not exceed a 1:5 ratio of teacher meals to participant meals.

Monitoring Requirements and Updated Monitoring Visit Forms for Multi-Site Sponsors

Multi-site sponsors are required to conduct at least three visits every year at each operating site, with no more than six months elapsing between monitoring visits. At least two of the three must be unannounced and one of the unannounced visits must include a meal observation. ADE has created two monitoring visit forms to assist in the completion of these required visits – a full Monitoring Visit Form and a shortened version. To satisfy monitoring requirements, sponsors must complete the full Monitoring Visit Form for each site at least once each year; the shortened version may be used for the two remaining visits. The shortened version satisfies the minimum monitoring requirement for operators of the CACFP. ADE highly recommends the use of the full form for all site visits. Both forms are available on our program forms webpage:

www.azed.gov/hns/cacfp/programforms/.

Nutrition Quality in the CACFP

The ADE highly values nutrition integrity and the service of meals that contribute to the wellness, healthy growth and development of young children, and the health and wellness of older adults and chronically impaired disabled persons across Arizona. Historically, ADE has focused on limiting low quality, high fat and high sugar items (like fish sticks and muffins), to no more than twice per week. The new meal pattern requirements including sugar limits in yogurts and cereals, disallowance of grain-based desserts, and restriction on deep-fat frying on-site, naturally reduces the opportunity to serve low-quality food items. As a result, ADE is shifting our language and expanding our guidance around nutrition quality. Please refer to the Menu Best Practices resource available on [our CACFP Resources webpage](#) and linked [here](#). During a review, your specialist may ask you to revise your menu to include these best practices and support nutritious meals for all participants.

At Risk Afterschool Meals Program Updates

The ADE has released several new and updated forms for sponsors of the At-Risk Afterschool Meal Programs. These forms are posted on the CACFP Program Forms webpage and include:

- Steps to Add a New At-Risk Site (updated)
- At-Risk POS Meal Counts (new, optional use)
- At-Risk Monitoring Form (new, required use)

ADE is releasing the new At-Risk Monitoring Form with the expectation that it will be used going forward. If a sponsor has already completed monitoring visits with the previously released

form during Program Year 2020, that is acceptable. The forms are available on the Program Forms page at www.azed.gov/hns/cacfp/programforms/.

Training and Resources

The Community Nutrition Programs Team provides training and resources to support sponsors in their administration and operation of CACFP. Our team currently offers monthly Administrative Track and Nutrition Track How to Operate the CACFP trainings and will continue utilizing USDA Training Grant funds to develop new online resources and in-person workshops.

How to Operate the CACFP Trainings

The Nutrition Track is a 3 ½ hour training that covers the nutrition aspect of the Program including the meal pattern, meal service, and nutrition documentation needed to support your operation. The Administrative Track is a 4 ½ hour training that covers the administrative aspect of the program including participant eligibility and claiming rosters, documenting allowable CACFP expenses, and recordkeeping requirements. Both trainings are offered on the same day which allows sponsors to choose whether to attend the morning Nutrition Track, the afternoon Administrative Track, or both. These trainings are geared toward new sponsors, but are also helpful for newly hired directors and cooks, as well as existing sponsors who would like a refresher. Remaining trainings for FY 2020 are scheduled for:

- February 11 - Tucson
- March 5 - Phoenix
- April 9 - Phoenix
- May 13 - Tucson
- June 11 - Phoenix
- July 16 - Phoenix
- August 5 - Tucson

You may register for these trainings using the ADE Event Management System (EMS) by clicking [here](#) for the Nutrition Track training and [here](#) for the Administrative Track training.

Infant Feeding in the CACFP Workshop

ADE extends our thanks and appreciation to the 136 infant teachers, directors, and their teams for joining us in 2019 for the launch of ADE's "Infant Feeding in the CACFP" Workshops! These in-person workshops cover required documentation and claiming of infant meals, storing and handling breastmilk and formula, identifying and responding to hunger and fullness cues, developmental readiness for complementary feeding, and more! Members of the Arizona Early Childhood Workforce Registry receive 4 training hours on their registry transcript for attending. Infant Feeding workshops will continue in Summer and Fall of 2020! When dates and locations are scheduled, ADE will send all sponsor contacts an email with the registration link.

In the meantime, there are many online resources available to you including:

- [USDA Feeding Infants in the CACFP Guide](#)
 - o Available in English and Spanish
 - o Optional communication tools for parents
 - o Resources for your cooks! The guide contains chapters on choking prevention, safe food preparation, food allergies and intolerances, and buying and preparing baby foods

- [CACFP Trainer's Tools: Feeding Infants](#)
 - o Excellent training tool for new infant teachers and cooks
 - o Trainer's guide, presentation slides, videos, digital interactive games, and pre- and post- tests to hold your own in-house staff training

Menu Master Workshop

Be the master of your CACFP menu! Join ADE for this second optional in-person workshop launching in Spring 2020! When dates and locations are scheduled, ADE will send all sponsor contacts an email with the registration link. The Menu Master Workshop will be a 4-hour in-person workshop held in multiple locations throughout the State. It is designed for:

- Cooks, Directors and/or Assistant Directors of self-prep sites
- Directors and/or Assistant Directors of catered sites
- *CACFP Caterers are welcome to attend. The goal of the workshop is to assess current menus with CACFP requirements and best practices. Any proposed menu changes must follow agreed upon terms of the contract.*

Bring your menu and supporting menu documentation! The workshop will be an interactive opportunity to assess your current menu for overall compliance, share and expand on entrée and snack ideas, and ensure supporting menu documentation is adequate.

At-Risk Afterschool Meal Program Trainings

New potential sponsors who wish to operate an At-Risk Afterschool Meals program are required to attend a separate At-Risk Afterschool Meals Workshop training. These trainings are traditionally scheduled once per quarter but can be contingent on the number of attendees who are enrolled. The format of the At-Risk Afterschool Meals Workshop training is an online webinar. Registration for these trainings is available in ADE's Event Management System. In addition to the online webinar format, in-person technical assistance is available upon request. Please find the scheduled At-Risk Afterschool Meals program training dates below:

- March 18, 2020 (webinar)
- July 1, 2020 (webinar)
- September 16, 2020 (webinar)

Institute of Child Nutrition and USDA Resources available online

The Institute of Child Nutrition (www.theicn.org/cacfp) provides meal pattern posters and training presentations, online courses about CACFP nutrition topics, monthly newsletters, and more! They also have a Child Nutrition Recipe Box (www.theicn.org/cnr) which provides recipes for vegetables, main dishes, grains/breads, and sauces, gravies, and seasoning mixes, written for both 25 servings and 50 servings.

The USDA's Team Nutrition initiative (<https://www.fns.usda.gov/cacfp-training-tools>) also makes available worksheets and handouts for facilities and families. They offer monthly training webinars and training worksheets for each of the components in the meal pattern, as well as a Nutrition Nibbles newsletter for parents that helps explain the CACFP and the benefits of the program. The ADE encourages you to visit these websites and utilize the resources to learn more about nutrition and strengthen your CACFP operations.

Training Registration Reminder

All upcoming trainings can be located in the ADE's Event Management System. When registering for a training, please include the name of your facility, and use the email address associated with your ADEConnect account.

2020 CACFP Annual Training

After reviewing the responses from our 6th Annual Renewal Summit survey, the full day CACFP Annual Mandatory Renewal Summit is being replaced with Annual Required CACFP Trainings which will be offered in multiple locations with multiple dates throughout Arizona during August and September. Attendance remains mandatory and training topics will include application renewal requirements, financial management and annual program updates. A detailed memo will follow later this year containing specific locations, dates and times. Providing exceptional customer support remains a focus of the Community Nutrition Programs team. Therefore, a survey will be released on February 3 to gather additional information from program operators to enhance future training opportunities. Please participate in this important survey regarding your preferred training topics, presentation methods (online, in-person hybrid) and duration.

Important Reminders

Operation Changes and Application Updates

The ADE acknowledges that program operations are fluid and constantly subject to change. As changes impacting your food program occur, such as changes in mealtimes, dates of operation, and/or programmatic expenses, please alert your assigned program specialist at ADE. Your specialist will provide the support and guidance needed to update your impacted online applications - Management Plan, Budget, and/or CNPWeb applications.

Sale of a Center

Sponsors must notify ADE when a sale is pending and complete. If the transaction is a standard sale, the new owner will need to attend training and apply to operate the program as a new sponsor. If the transaction is a stock sale, the new owner can continue operating the program under the previous agreement with ADE. In both instances, the owner who is selling the business is responsible for notifying ADE and ensuring all CACFP-related operations and contact information are updated, removed, and/or transferred. The new owners are responsible for continuing to operate the program in compliance with program regulations.

Community Nutrition Programs Team

All CACFP sponsors have an assigned program specialist at ADE. Your specialist is available to answer questions and provide technical assistance via phone or email. Log into CNPWeb to locate the name and contact information of your assigned specialist. If your assigned specialist is unavailable during regular business hours, you may contact the Specialist of the Day at (602) 542-8700 and press 1 for the Community Nutrition Programs team.

We look forward to working together for the remainder of the year and thank you for providing participants nutritious meals and snacks through your continued participation in CACFP.

This institution is an equal opportunity provider.