Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for **Family Day Care Homes (FDCH) Sponsoring Organizations** operating the **Child and Adult Care Food Program (CACFP).** All regulations are specific to operating the programs under the direction of ADE.

Meet Your Trainer

Elena Valenzuela
Health and Nutrition Services Specialist

Meet Your Trainer

Staci Feltz
Health and Nutrition Services Specialist

Objectives

- Submit the Fiscal Year 2022 Renewal Application successfully by the application deadline.

- Understand what "waivers" are.

- Be aware of the Covid-19 waivers available to Family Day Care Homes Sponsoring Organizations.

- Learn the new HNS restructure.

- Obtain information on Administrative Review procedures for Fiscal Year 2022 and resources.

FY22 APPLICATION RENEWAL

Management Plan

Reminders:

- Review last year's Management Plan application for reference.
- Review each page for accuracy.
- An error message means you must correct that section.
- The information that rolled over from Fiscal Year (FY) 2021 may have changed for your organization in the last year and will need to be updated.
- The information entered for FY22 is applicable for the program year unless there are significant changes.
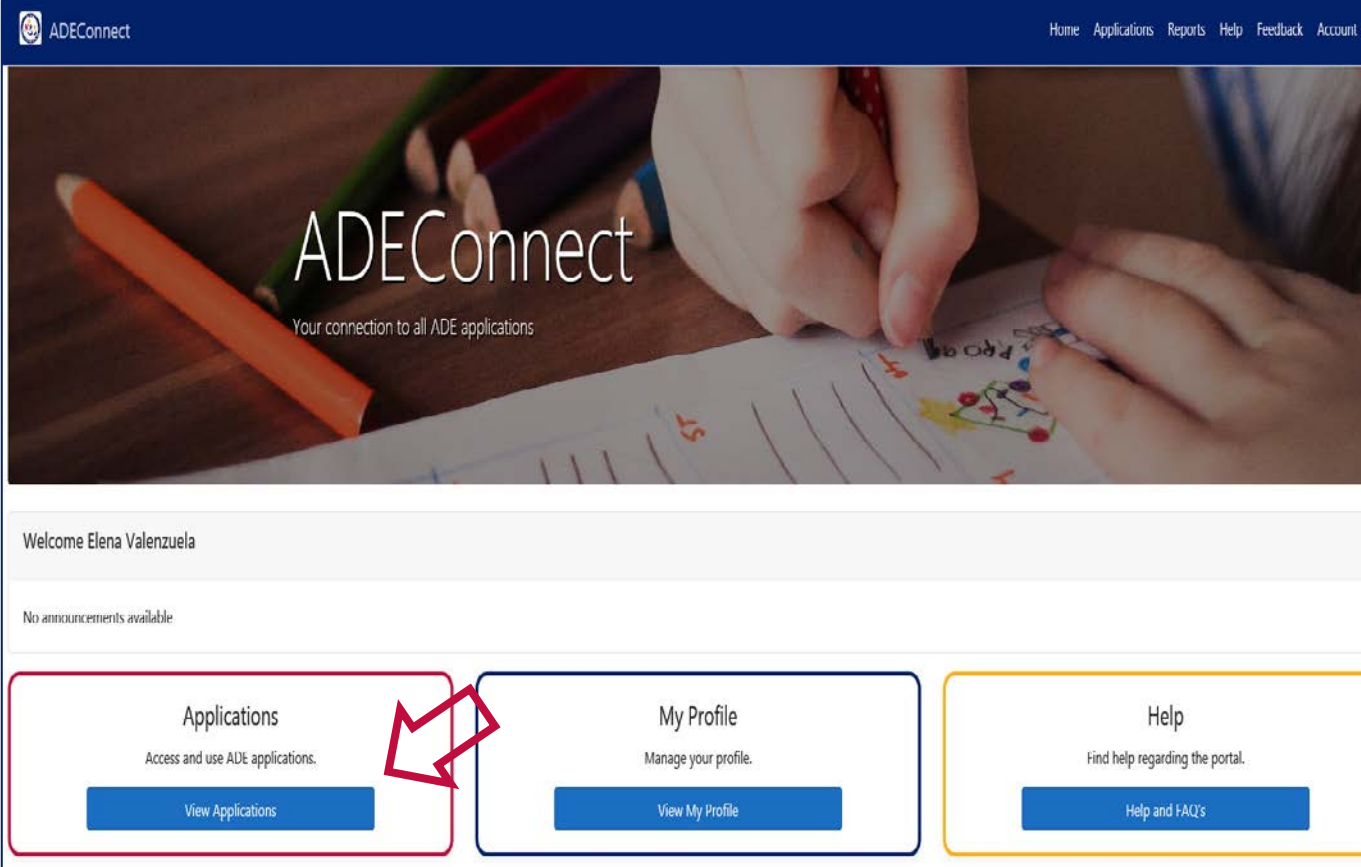
Budget

Reminders:

- Review last year's Budget application for reference.
- The organization cannot show a profit. Additional Funds required will display in parenthesis if you are showing a profit.
- Must show unrestricted funds such as donations, grants, or any other funding source.
- Administrative labor cannot exceed 75%.
- When claiming, if a line item is over 10% of the approved budget for that line item, a revised budget must be submitted.

Locating the Application in CNPWeb

1. CNPWeb in ADEConnect

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Assigned Program Specialist
For **FDC Homes** contact **Phil Grant** at **602-364-2205**

- **CNP Management Plan - FDC Homes - PY 2021**

  Congratulations! Your **Revision 1** Form was **Approved** by HNS on **9/24/2020** If all applicable document statuses are "Approved", you may complete the online applications in CNPWeb.

- **CNP Management Plan - FDC Homes - PY 2020**

  Congratulations! Your **Revision 1** Form was **Approved** by HNS on **9/24/2019** If all applicable document statuses are "Approved", you may complete the online applications in CNPWeb.

- **CNP Budget – FDC Homes - PY 2021**

  Congratulations! Your **Revision 3** Form was **Approved** by HNS on **9/23/2020** If all applicable document statuses are "Approved", you may complete the online applications in CNPWeb.

- **CNP Budget – FDC Homes - PY 2020**

  Congratulations! Your **Revision 2** Form was **Approved** by HNS on **9/25/2019** If all applicable document statuses are "Approved", you may complete the online applications in CNPWeb.

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Locating the Application in CNPWeb

1. CNPWeb in ADEConnect

Management Plan & Budgets

Click [here](#) to locate the FDCH Renewal Application Chart.

Management Plan & Budgets

	Management Plan		Budget
Sponsor Information	**County Civil Rights Data** Enter current information for each county serviced by sponsoring organization	**General Information**	**Reimbursement Rate for Travel Mileage** **Projected Homes** **Projected FDC Home Administrative Reimbursement**
Document Uploads	**Annual Training Certificates** **FY22 Media Release** **List of Active Providers**	**Document Uploads**	**ADE Additional Document Request-** If applicable
Administrative Capability	**Staffing** Will you provide performance related increases? Explanation of how staffing needs will be met during fiscal year if number of providers change. Are monitors available? **Staff Training** Annual CACFP and Civil Rights training date(s) Annual CACFP and Civil Rights training topics **Description of Need/Recruitment** Description of recruitment goals Were last year's goals met?	**Specific Prior Written Approval**	NOTHING ROLLS OVER Mark items pertaining to your organization and add information where prompted

Document Uploads	Training Agendas and Sign-in Sheets • Annual Staff CACFP trainings • Civil Rights trainings Home Monitoring Forms Child Enrollment Form with Parent/Guardian Letter (English & Spanish) Provider Application Form (English & Spanish)	**Document Uploads**	Specific to your Sponsoring Organization
Financial Viability	**Organization** Tax- Exempt Status **Responsible Principals & Board** **Fiscal Resources & Financial History** All information, except the 1st question, requires re-entry. **Exception**- Yes answers and explanations to the bankruptcy or liens questions will rollover **Reimbursement & Advances** Requesting Advances? How would you operate if advances were eliminated? **Equipment & Durable Supplies**	**Employee Information**	All employees will rollover Name, position, Title & Salaried (Y/N) Hourly Rates Job Functions Benefits Travel- All will need to be re-entered

FY22 Training Requirements

The training requirements for FY22 include:

- FDCH FY22 Annual Renewal Training
- Crediting Grains in the CACFP Using Oz Eq ([Slides](#)) ([Recording](#))
- The annual [Civil Rights Compliance in the Child Nutrition Programs](#)

All certificates must be submitted at the time of the FY22 application renewal.

Renew your Participation in the CACFP

Click here to locate the FDCH webpage and click on the 'Renew your Participation in the Child and Adult Care Food Program' accordion.

▶ Apply to Operate the Child and Adult Care Food Program

▶ Renew your Participation in the Child and Adult Care Food Program

▼ Renew your Participation in the Child and Adult Care Food Program

All Family Day Care Home Sponsoring Organizations are required to renew annually. Each year, you will be contacted by the Arizona Department of Education with specific renewal details, including renewal training requirements.

The following forms and resources are available to assist in the completion of your renewal application. These items will be updated as needed by ADE.

Important Dates and Deadlines:

DCH Renewal Applications are due on or before October 1.

Checklist:

FDCH Sponsor Renewal Application Checklist

FDCH Renewal Application Chart

Forms and Resources for the Management Plan and Budget:

- **Sponsor Information**
  - Dun & Bradstreet Webpage lookup or request a DUNS#
  - How to Complete Ethnic and Racial Data
  - Annually Required Training Certificates
    - FDCH FY21 Annual Renewal Training
    - Crediting Grains in the CACFP Using Oz Eq (Slides) (Recording)
    - Civil Rights Compliance Annually Required Training Presentation
    - How to Print Training Certificates
  - FY22 Media Release
  - Free and Reduced-Price Policy Statement

Timeline & Application Deadline

CNPWeb Application Opens

SUBMIT MANAGEMENT PLAN & BUDGET APPLICATION

MANAGEMENT PLAN & BUDGET SOFT DEADLINE #1

MANAGEMENT PLAN & BUDGET SOFT DEADLINE #2

OCTOBER ADVANCED OPPORTUNITY EXPIRES

CNPWeb Application is Due

August 1, 2021   Right Away   September 1, 2021   September 15, 2021   September 16, 2021   October 1, 2021
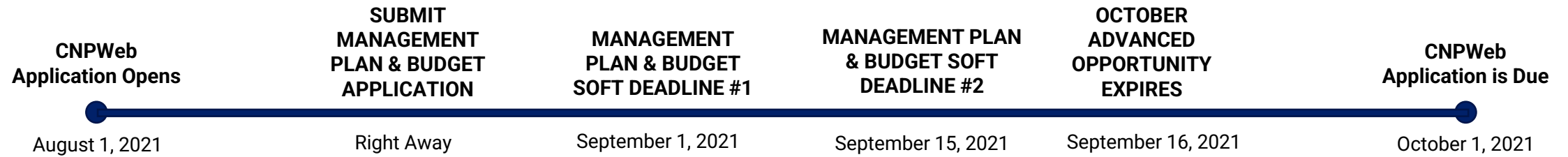
*Management Plan & Budget Application must be submitted and approved in CNPWeb by October 1, 2021, to receive an Administrative Advance.

COVID-19 Waivers

Background

Since the beginning of the Covid-19 pandemic in March 2020, the United States Department of Agriculture (USDA) has released a series of waivers to allow Child and Adult Care Food Program operators to continue providing healthy meals to students while keeping families and staff safe.

These waivers streamlined access for participants, enhanced program flexibility, and reduced administrative burden for program operators.

What Does "Waiver" Mean?

- Federal Child Nutrition Programs are dictated by Title 42 of the U.S. Code (public health, social welfare, and civil rights) and the Code of Federal Regulations.
- When operating during the pandemic, normal regulations cannot be followed, and new programs cannot be created during such an emergency.
- The waivers "waive" certain program regulations to allow operations to continue while upholding the integrity of the programs.

Nationwide Waivers

- The Child Nutrition Program waivers are offered to all states. States must opt into the use of the waivers. Once states have opted in, local program operators may then opt in.
- For some waivers, local program operators can use them without notifying the state agency. For others, local program operators must notify the state agency in order to operate under the waivers, which may or may not require justification for needing the waiver.
- States must report back to USDA on how state and local program operations used the waivers and whether and how the waivers resulted in improved services to program participants.

FY2021-2022 Waivers

- USDA has issued a series of waivers for FY2021-2022 that support successful operation of the Child and Adult Care Food Program (CACFP) operators, while providing flexibilities that increase funding, support access to meals, and balance operational needs with the goal of providing nutritious meals.
- USDA intends for CACFP program operators to return to normal as much as possible in FY2021-2022, while still providing necessary flexibilities to support social distancing efforts.

The Waivers, Explained

FY2021-2022 Waivers for Arizona

Waiver Number	Waiver Type	Future Reporting Required	CNPWeb Sponsor Application Opt In
COVID-19 Child Nutrition Response #87	Allows Non-Congregate Feeding Flexibilities	Yes	
COVID-19 Child Nutrition Response #88	Allows Meal Time Flexibilities	Yes	
COVID-19 Child Nutrition Response #89	Allows for Parent Pickup of Meals During Non-Congregate Feeding	Yes	Yes
COVID-19 Child Nutrition Response #93	Tier 1 Claiming for all Meals	Yes	Yes
COVID-19 Child Nutrition Response #95	Waives ADE Onsite Monitoring of CACFP Sponsors	Yes	
COVID-19 Child Nutrition Response #96	Waives Onsite Sponsor Monitoring	Yes	Yes

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FY21-22 Waivers Arizona DID NOT opt into

Waiver Number	Waiver Type	What This Means
COVID-19 Child Nutrition Response #91	CACFP Meal Pattern	There are no waivers to the CACFP meal patten
Inspections-Fire and Health	AA Home Virtual Fire and Health Inspections	ADE will no longer be accepting virtual fire and health inspections for program year 2022

Monitoring

Covid-19 Child Nutrition Response #96

The Child and Adult Care Food Program (CACFP), is a United States Department of Agriculture (USDA) meal reimbursement program helping Family Day Care Homes (FDCH) provide well balanced, healthy and nutritious meals and snacks to children in private home settings.

Sponsoring Organization are responsible for monitoring day care home providers and ensuring provider daily operations meet program regulations and standards. Sponsoring Organizations must review each provider three times per year. In addition:

- At least two of the three reviews must be unannounced;
- At least one unannounced review must include observation of a meal service;
- At least one review must be made during each new provider's first four week (28 days) of program operations. The first review requirement also applies to a provider that changes sponsors or to a provider that re-enters CACFP after a break in participation;
- Not more than six months may elapse between review; and
- If a Sponsor finds a provider has conducted one or more serious deficiencies, the next visit must be unannounced.

This waiver allows Sponsoring Organizations to get some flexibility on the monitoring requirements for FY2021-2022.

Monitoring

What does this mean:

- Family Day Care Homes (FDCH) Sponsoring Organizations may continue to monitor off-site only if they opted into this waiver with ADE.
- FDCH Sponsors must continue to indicate that the visit was conducted virtually on the monitoring form.
    - If the provider does not have the capability for a virtual home monitoring visit, the sponsor will be responsible for ensuring the provider receives an in-home monitoring visit.

Tier I Reimbursement

Sponsoring Organizations are responsible for determining the classification of a day care home and maintaining the supporting documentation in accordance with Program regulations. The classification types are tier I, tier II, and tier II low, or tier II mixed. New provider applications must include tiering determinations.

If the Sponsoring Organization is not able to verify the home meets the tier I criteria, the home must be classified as a tier II home.

Determinations of a day care home's eligibility as a tier I day care home shall be valid for one year if based on a provider's household income or categorical eligibility, and five years, if based on school data or census data. Updates on determinations must be provided to ADE. Tier I eligibility based on school data or census track is required every five years. All other tiering types must be provided annually.

- School F/R % (5 years)
- Census (5 years)
- Income (1-year)
- Categorical Eligibility (1-year)

This waiver allows for tier II providers to receive tier I reimbursement regardless of their eligibility determination.

Tier I Reimbursement

Covid-19: Child Nutrition Response #93

What does this mean:

- Providers may receive the Tier I reimbursement rate for all meals and snacks served, effective July 1, 2021 – June 30, 2022, regardless of their actual Tiering eligibility at this time.
- Sponsors must continue to collect Tiering documentation and determine eligibility. Tiering documentation must be submitted to familydaycarehomes@azed.gov.
- After June 30, 2022, providers will receive reimbursement based on their actual tiering determination, unless USDA extends the Tier I Reimbursement waiver.

Tier I Reimbursement Claiming

- Tier II providers who are receiving the Tier I reimbursement rate must be tracked.
- When submitting a monthly claim, all providers who are receiving the Tier II reimbursement rate will be added to the Tier I section of the claim.

Example:
- 344 (Tier I) providers + 2 (Tier II) providers
  = **346 Tier I providers**

Number of Homes	
Number of Day Care Homes:	346
Number of Tier I Homes:	344
Number of Tier II High Homes:	1
Number of Tier II Low Homes:	1
Number of Mixed Homes:	0
Avg. Daily Attendance for Tier I Homes:	1133
Avg. Daily Attendance for Tier II High Homes:	2
Avg. Daily Attendance for Tier II Low Homes:	2
Avg. Daily Attendance for Mixed Homes:	0

CNPWeb Waiver Updates

New to CNPWeb:
The FY22 CNPWeb application will now have a new section where Sponsoring Organizations must indicate if they will be participating in Covid-19 waivers.

CNPWeb will display the full title of the wavier on the left side of the screen and the right side will have a Y/N drop down. Below are the waivers applicable to FDCH Sponsoring Organizations:

COVID-19 Child Nutrition Response #89
Parent Pickup of Meals Pickup
COVID-19 Child Nutrition Response #93
Tier 1 Claiming
COVID-19 Child Nutrition Response #96
Onsite Sponsor Monitoring

HNS Restructure

Restructure and Announcements

On June 22 ADE sent an announcement regarding the new HNS organizational structure!

- ADE's Health and Nutrition Services (HNS) Department will no longer be separated into teams based on program.
- This new structure is to eliminate Child Nutrition Program (CNP) silos in hopes to best serve Arizona.
- Prior to this change, HNS was a total of four teams. Now, HNS has a total of six teams and two new senior positions have been added.
- The teams have been modified to reflect operational areas.
  - For example, there will now be one team that does training for all programs within HNS rather than having a few trainers from each team.

The New HNS!

The new HNS Teams consist of the following:

- Food Acquisitions and Nutrition Systems
  - Responsible for: grant oversite, purchasing, USDA Foods/DoD Fresh Programs, and Farm to CNP
- Training, Communications, and Nutrition Promotion
  - Responsible for: developing/presenting all trainings for HNS, developing resources/materials, creating/sending all email communications (SendGrid), upLIFT, and directing all Advisory Councils
- Fiscal Operations, Data Strategy, and Systems
  - Responsible for: budget management, grant awards, liaison to ADE Helpdesk, program data, fiscal data, and Annual Financial Reports
- Policy, Implementation, and Outreach
  - Responsible for: HNS memos, outreach, overseeing of external partnerships, managing Special Assistance Provisions, and overseeing of Direct Certification/Direct Verification
- Onboarding, Renewals, and POC for Operators
  - Responsible for: Processing CNPWeb applications, customer service point of contact, conducting pre-approval visits, and 'Specialist of the Day' duties
- Compliance Reviews
  - Responsible for: conducting all HNS reviews, establishing/evaluating corrective action, and assessing the need for fiscal action

Now What?

- CNPWeb now reflects updated contact information for the HNS Specialist assigned to support each Sponsoring Organization.
- You may begin to contact your newly assigned HNS Specialist for technical assistance, including Management Plan and Budget renewal application questions.
- This new structure is intended ensure consistent delivery of the services we provide to operators for program administration, communications, training, technical assistance, application processing, and compliance monitoring.

Administrative Reviews

Waiver and Training

Coming soon! **What to Expect: Family Day Care Homes Administrative Review Fiscal Year 2022**

- ADE has opted into the [COVID-19 Child Nutrition Response #95, Nationwide Waiver of Onsite Monitoring Requirements for State Agencies in the Child and Adult Care Food Program Extension 3](), in case onsite monitoring cannot occur due to local, state or federal regulations, but ADE is planning on conducting onsite monitoring.

Summary

Key takeaways from today's training:

- To renew, Sponsoring Organizations will need to submit a total of **three** training certificates at the time of their application renewal.
- The Management Plan & Budgets system is **NOW** open for application submission.
- The FY22 Renewal Application deadline is September 15th, 2021, for Sponsoring Organizations who are interested in receiving an October Administrative Advance.
- The FY22 Renewal Application must be submitted and approved on CNPWeb by October 1st.
- Sponsoring Organization can continue to virtually monitor providers.
- ADE will no longer be accepting virtual Health & Fire Inspections.
- Tier II providers are eligible for Tier I reimbursement until June 30th, 2022.
- CNPWeb now reflects updated information and Sponsoring Organizations may begin to contact their new Health and Nutrition Services specialist.
- ADE will be conducting in-person FY22 Administrative Reviews.

Thank You

If you want credit for attending this live webinar, please email the FDCH inbox at: FamilyDayCareHomes@azed.gov to receive your training certificate. Include your full name and the list of people who attended, if someone else joined you during this webinar.

If you are watching the webinar slides, please contact your Health and Nutrition Services Specialist to receive your training certificate.