Family Day Care Homes Program Year 2024 Annual Renewal Training

July 20, 2023

Health and Nutrition Services
Arizona Department of Education

Today's webinar will be facilitated by Ashley Kennedy. Prior to joining ADE in March 2022, Ashley worked in food service at Tempe Elementary School District and completed the School Nutrition Specialist internship at Paradise Valley Unified School District.

Ashley helps lead the upLIFT efforts that provide professional development for directors to serve desired menus.

Speaker

Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for Family Day Care Home (FDCH) Sponsoring Organizations operating the Child and Adult Care Food Program (CACFP) in Arizona under the direction of ADE. The information in this training applies to Program Year 2024 renewals for FDCH Sponsoring Organizations only. Attendees are encouraged to contact their assigned HNS specialist for ongoing support and assistance with regulatory questions.

Intended Audience

This training is intended for Family Day Care Home (FDCH) Sponsoring Organizations operating the Child and Adult Care Food Program (CACFP).

Objectives

At the end of this training, attendees should be able to:

- understand the annual renewal application requirements for FDCH Sponsoring Organizations operating the CACFP in Arizona, which includes an awareness of deadlines and renewal documents;
- recognize and access updated program forms;
- understand existing and expired operational waivers; and,
- acknowledge common findings and resources available to help prepare for an Administrative Review.

TRAINING HOURS

CACFP program training hours may be counted towards the 1 hour annual training requirement for FDCH. Information to include when documenting training hours:

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Questions

Questions can be asked in the Q&A at any time during the webinar.

Questions will not be answered live but will instead be addressed in a follow-up communication to ensure all operators have access to the responses.

The chat function has been disabled for this webinar. Please input questions in the Q&A.

Use the Q&A to ask a question.

Q&A

Agenda

Section 1: Application Renewal

Section 2: Program Updates

Section 3: Administrative Reviews

Section 1
Application Renewal

PY24 Training Requirements

1. FDCH PY24 Annual Renewal Training

2. Online Course: Civil Rights Compliance for Child Nutrition Operators (English) (Spanish)

Both certificates must be submitted in the PY24 Management Plan as part of the renewal application.

How to Obtain Training Certificates

Renewal Forms & Resources

WWW.AZED.GOV/HNS/CACFP/FDCH

To access Renewal Forms and Resources, visit ADE HNS' FDCH webpage - **www.azed.gov/hns/cacfp/fdch**.

Then, select the accordion titled **"Renew your Participation in the Child and Adult Care Food Program"** to access all available renewal-related forms and resources.

1 **VISIT THE FDCH WEBPAGE**
Open a web browser, navigate to www.azed.gov/hns/cacfp/fdch.

2 **ACCESS THE ACCORDION**
Select the accordion titled "Renew your Participation in the Child and Adult Care Food Program" to access all available renewal-related forms and resources.

Renewal Application Reminders

MANAGEMENT PLAN

- Reference last year's **approved** Management Plan.
- Review each page for accuracy.
- Error messages indicate sections that must be complete.
- Information from the approved PY23 Management Plan may roll over and will need to be reviewed and updated as necessary.

BUDGET

- Reference last year's **approved** Budget.
- The organization cannot show a profit. Additional Funds required will display in parenthesis if you are showing a profit.
- Must show unrestricted funds (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, you must submit a revised budget.

MID-YEAR UPDATES

If any significant changes occur during the program year, operators must notify their specialist and update their application.

Management Plan & Budget

RESOURCES - COMING SOON!

Operators are responsible for updating the Sponsoring Organization's CACFP application. Resources available to assist include:

- **Renewal Chart:** The chart outlines what fields and documents must be updated annually as well as what information will rollover from the previous year.

- **FDCH Renewal Application Checklist:** The checklist highlights specific line items that must be updated in the MP & B annually.

Resources will be released with the announcement that the Management Plan and Budgets system is ready in early August.

Accessing Applications

ACCESSING THE SYSTEM

Management Plans and Budgets are available in the CNP Management Plans and Budgets (CNP MP & B) system, which is a web-based application in ADEConnect.

To access the system, login to ADEConnect, select "View Applications," and then select "CNP Management Plans and Budgets."

If CNP Management Plans and Budgets is not a listed application in ADEConnect, you will need to request access from your Entity Administrator.

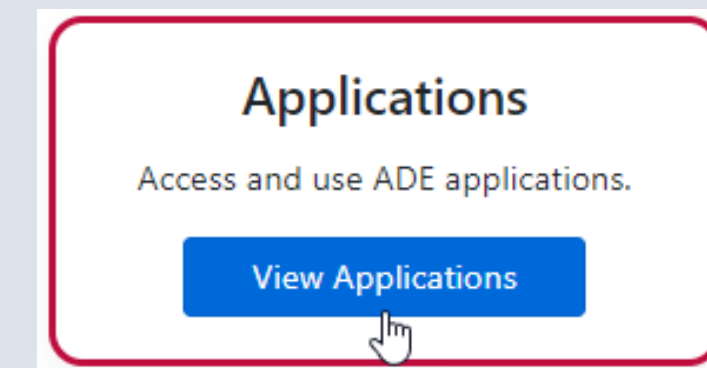**1 LOGIN TO ADECONNECT**
Open a web browser, navigate to adeconnect.azed.gov, and input your username and password for ADEConnect.

2 SELECT "VIEW APPLICATIONS"
After logging in to ADEConnect, select "View Applications."

3 SELECT "CNP MANAGEMENT PLANS AND BUDGETS"
Select "CNP Management Plans and Budgets" from the list of applications.
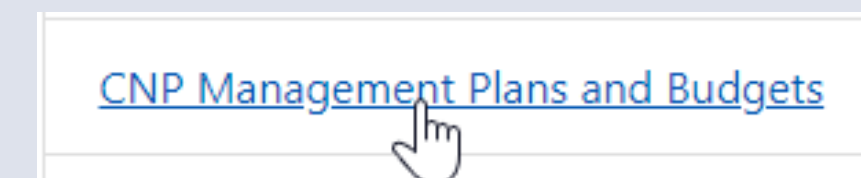
The CNP MP & B

After successfully logging in to the CNP MP & B system, a welcome screen will load. To proceed, select "Sponsor Dashboard."

Once "Dashboard" is selected, a new screen with all current and prior PY Management Plans and Budgets will load.

- To access your Management Plan, select **CNP Management Plan- Program Year 2024.**

- To access your Budget, select **CNP Budget- Program Year 2024**.

PY24 Management Plans and Budgets will not be available until early August.

RENEWAL SUBMISSION TIMELINE

FIRST WEEK OF AUGUST

PY24 Management Plan & Budget Available in the CNP Management Plans and Budgets System.

OCTOBER 1

Management Plan & Budget Submission Deadline to Claim October, Approval Deadline for October Administrative Advance.

SEPTEMBER 15

Management Plan & Budget Soft Deadline.

Operators who submit their MP&B after 9/15 will not receive an October advance.

Note: Advances are not guaranteed and can only be disbursed when federal funds are available.

DECEMBER 30

Last day to submit an October claim without a One-Time Exception.

PY24 Management Plan, Budget, and CNPWeb Applications must be approved prior to claims submission.

Section 2
Program Updates

PROGRAM FORMS AND RESOURCES

The United States Department of Agriculture (USDA) makes prototype forms available to State agencies to use as a model to develop an effective and fully complaint document for operators of child nutrition programs.

ADE has chosen to adopt USDA prototype forms for use across ALL child nutrition programs.

AVAILABLE NOW!

The following forms are now available on the FDCH Program Forms & Resources webpage:

- Meal Benefit Income Eligibility Form (English) (Spanish)

- Meal Benefit Income Eligibility Letter
  - Provider (English) (Spanish)
  - Parent (English) (Spanish)

- Meal Benefit Income Eligibility Form Instructions (English) (Spanish)

Quiz Time

Sponsoring Organizations must begin using USDA's prototype letters for Program Year 2023-2024.

A **True**

B **False**

Quiz Time

Sponsoring Organizations must begin using USDA's prototype letters for Program Year 2023-2024.

A True

B False

Sponsors must use the USDA prototype template letters for Program Year 2023-2024. ADE must approve any requested changes to the prototype letter and application.

The End of the Keep Kids Fed Act

EXPIRATION OF CNP FLEXIBILITIES

The flexibilities set through the Keep Kids Fed Act, which extended USDA authority to waive certain CNP requirements to address COVID-19, expired **June 30, 2023.**

Expired flexibilities include:
- Temporary higher per-meal reimbursement rates for NSLP, SBP, and CACFP
- Temporary higher tier I reimbursement rates for tier II family day care homes in CACFP
- Offsite monitoring waivers
- <u>SY 22-23 meal service operational and administrative flexibilities</u>

IMPACT ON FDCH

Effective June 30, 2023, providers will receive reimbursement based on their actual tiering determination.

- Sponsoring Organizations must report Tier I and Tier II providers under their actual tiering determination. Tier II providers will no longer receive Tier I reimbursement.

Tier Claiming & Documentation

Sponsoring Organizations must continue to collect Tiering documentation and determine eligibility.

Tiering documentation must be submitted to the FDCH inbox at: familydaycarehomes@azed.gov.

- Tiering Documentation is available on the **FDCH Program Forms & Resources** webpage: azed.gov/hns/cacfp/fdch/programformsfdch

EXAMPLE:

344 (Tier I) providers = **344 Tier 1 providers**
1 (Tier II high)+ 1 (Tier II low)= **2 Tier II 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

ADE'S NEW BRANDING GUIDELINES

ADE has a new look! The current administration issued new branding guidelines, which included updates to approved fonts, colors, and a new logo.

Updated Program Forms

AZED.GOV/HNS/CACFP/FDCH/ PROGRAMFORMSFDCH

All FDCH forms are being updated to adhere to the new branding guidelines. The most current forms are available on the FDCH - Program Forms & Resources webpage.

Updates include:
- Rebranded to adhere to ADE's new branding guidelines.
- Reduction in year-specific information to minimize the need for annual updates.

Monitoring Compliance Quick Guides

UPDATED VERSION AVAILABLE NOW!

The Monitoring Compliance Quick Guides have been rebranded and are available now.

The guides may continue to be utilized to train new staff, new providers, and/or existing providers who need extra guidance when self-assessing their DCH operations for compliance. HNS Specialists conducting home visits may leave a rebranded quick guide at the provider's home if necessary.

Content Update:
Increased clarity regarding which Menu Statements are required vs a recommended best practice.

OLD VERSION

Designations
- ☐ Only homemade (recipe) items are labeled "HM"
- ☐ Only processed meat/grain items are labeled "CN" or "PFS"
- ☐ Only whole grain-rich items are labeled "WGR"

Required Statements
- ☐ **Required**: "This institution is an equal opportunity provider."
- ☐ **Required**: "Whole milk is served to children 12-23 months. Children 24 months and older are served 1% or fat free milk."
- ☐ **Required**: Description of how water is made available throughout the day.
- ☐ **If Serving Juice**: "All juices served are 100% juice."
- ☐ **If Serving Mixed Items:** Identify the main ingredients in mixed items, such as "Fruit cocktail = pineapple, cherry, peach, pear."

NEW VERSION

Recommended Best Practices

- ☐ All homemade items are labeled "HM"
- ☐ All processed meat/grain items are labeled "CN" or "PFS"
- ☐ All whole grain-rich items are labeled "WGR"
- ☐ Description of how water is made available throughout the day.
- ☐ If Serving Juice: "All juices served are 100% juice."

Quiz Time

Providers who are serving homemade (HM) items on their menu must continue to label their homemade meals "HM" on their menu?

A **True**

B **False**

Quiz Time

Providers who are serving homemade (HM) items on their menu must continue to label their homemade meals "HM" on their menu?

A **True**

B **False**

It is a best practice for providers to label homemade cooked meals as "HM." Fiscal action will not be assessed if the menu is not labeled "HM."

Quiz Time

It is no longer a requirement for providers to make water available at the day care home.

A **True**

B **False**

Quiz Time

It is no longer a requirement for providers to make water available at the day care home.

A True

B False

Providers must have water available at the day care home, but having the water statement at the bottom of the menu is no longer a requirement and will not be considered a finding, but a best practice.

Section 3
Administrative Reviews

Administrative Review Findings

PREVIOUS FINDINGS

Menu Supporting Documentation
Providers must maintain labels to support grains served are whole grain-rich or label enriched grains as WGR.

- Make sure all providers are maintaining the required documentation to support menu/meal pattern compliance!

Menu Self Assessment

All organizations participating in the CACFP must maintain a menu that meets the meal pattern requirements. Give yourself peace of mind by completing this self-assessment. Place a checkmark next to each true statement. If any boxes remain unchecked, menu changes are needed.

Creditable Foods

- [ ] The menu is fre
- [ ] Breakfast cerea
- [ ] Yogurt does not
- [ ] Menu items are
- [ ] The correct type
  - [ ] If flavored milk i

Daily Requireme

- [ ] One or more gra
- [ ] Juice is served
- [ ] All extras and sp
- [ ] Every snack con
- [ ] Every breakfast
  - [ ] A meat/mea week
- [ ] Every lunch and alternate
  - [ ] If a vegetable

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Available Flexibilities for Adult Centers

- A serving of fluid milk is optional for suppers served to adult participants
- Yogurt can be served in place of fluid milk no more than one time per day
- If yogurt is served in place of milk, yogurt cannot be a meat alternative in the same meal

Required Statements

- [ ] Nondiscrimination statement "This institution is an equal opportunity provider."
- [ ] Milk type for served age groups "Whole milk is served to children 12-23 months. Children 24 months and older are served low fat or fat-free milk."
  - [ ] Adult Centers: "All participants are served low fat or fat-free milk."
- [ ] Ingredients in mixed or multi-component items (e.g., "Fruit cocktail=pineapple, cherry, peach, pear" or "Turkey Wrap= turkey breast, cheese, tortilla")

Menu Binder
The following documentation must be kept on file in order to credit foods towards the meal pattern.

- [ ] Nutrition Facts labels for whole-grain rich items
- [ ] Nutrition Facts labels for ready-to-eat cereals
- [ ] Nutrition Facts labels for yogurt
- [ ] Child Nutrition (CN) label or Product Formulation Statement (PFS) for commercially processed foods
- [ ] Standardized recipes for homemade items

Recommended Best Practices

- [ ] All homemade items are labeled "HM"
- [ ] All processed meat/grain items are labeled "CN" or "PFS"
- [ ] All whole grain-rich items are labeled "WGR"
- [ ] Description of how water is made available throughout the day.
- [ ] If serving Juice: "All juices served are 100% juice."

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FDCH Administrative Reviews

ADE must conduct compliance reviews of all sponsoring organizations operating the CACFP at least once during each three-year review cycle.

The objectives of the compliance reviews are to:

- Determine whether program requirements are met
- Provide technical assistance
- Secure any needed corrective action
- Assess fiscal action and, when applicable, recover improperly paid funds.

AVAILABLE TRAINING

HNS has released the <u>What to Expect: Day Care Home Administrative Review</u> online course to help FDCH Sponsoring Organizations learn more about the review process.

It is available now on the FDCH website under the 'Reviews Conducted by the State Agency' accordion.

Thank you!

PLEASE PUT QUESTIONS IN THE Q&A

If you are attending the live webinar, you will receive an email once attendance has been completed. Once you have received this email, your training certificate will be available in APLD.

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.

Congratulations

You have completed the **Family Day Care Homes Program Year 2024 Annual Renewal Training**

Training Title:
Family Day Care Homes Program
Year 2024 Annual Renewal Training

Length: 1 hour

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

Certificate

[Click here to access a training certificate.](#)

Information to include when documenting training completion:

Training Title: Family Day Care Homes Program Year 2024 Annual Renewal Training

Length: 1.0 hour

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or

2. fax:
   (833) 256-1665 or (202) 690-7442; or

3. email:
   Program.Intake@usda.gov

This institution is an equal opportunity provider.