

Family Day Care Homes Program Year 2027 Annual Renewal Training

July 23, 2026

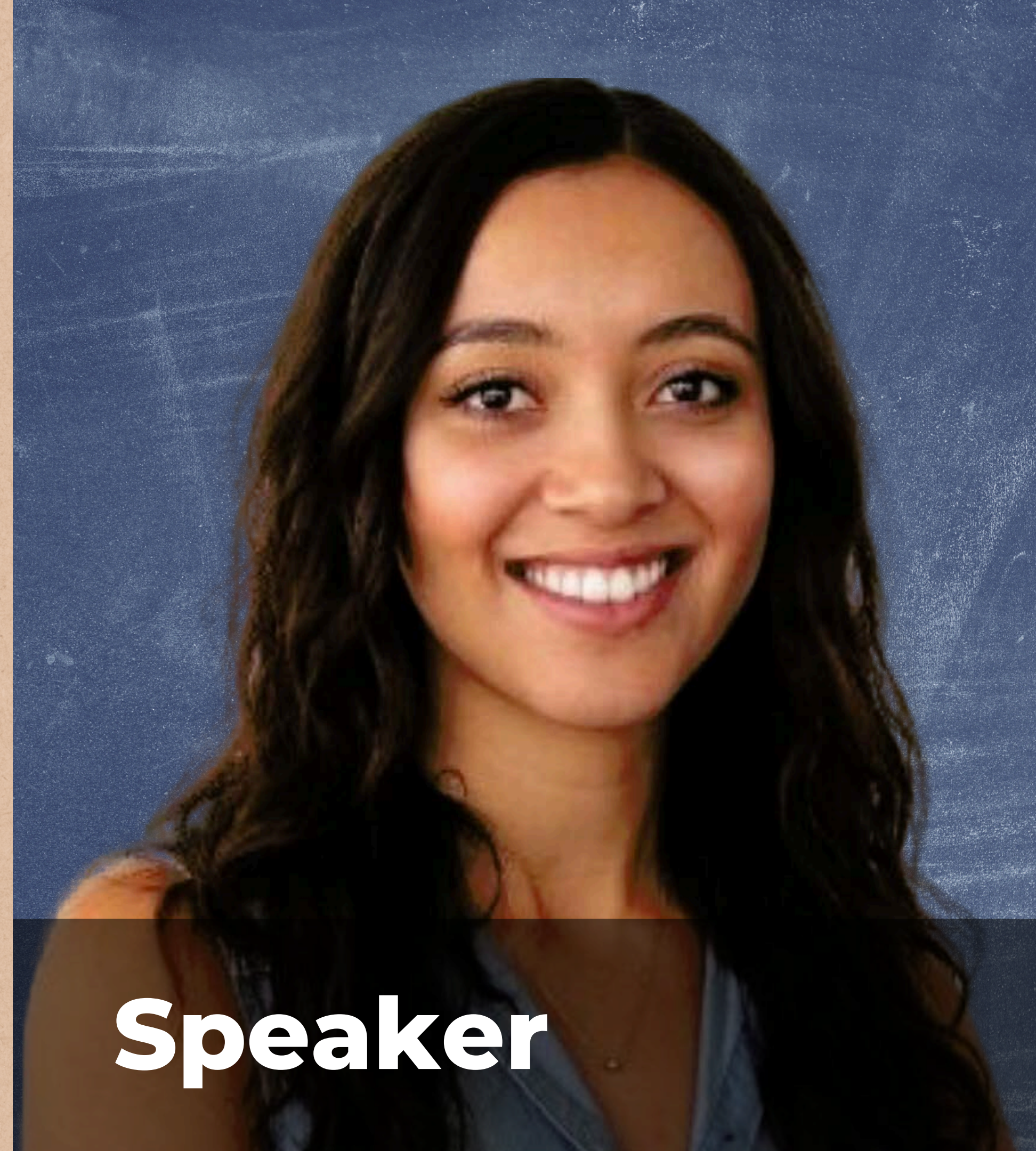


Health and Nutrition Services
Arizona Department of Education



Today's webinar will be facilitated by Ashley Kennedy. Ashley is a trainer, and Health and Nutrition Services (HNS) Specialist at the Arizona Department of Education (ADE). She joined HNS in March of 2022.

Currently, Ashley conducts webinars and in-person trainings for nutrition professionals operating Child Nutrition Programs. She also helps lead upLIFT, an ADE nutrition initiative that provides professional development for school nutrition professionals to enhance their desired menus and serve nutritious meals.



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 2026 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;
- 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:

Training Title: Family Day Care Homes Program Year 2027 Annual Renewal Training

Length: 1 hour

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.

Agenda

Section 1: Application Renewal

- Requirements
- Timeline
- Common Application Renewal Questions

Section 2: Program Updates & Reminders

- Overview of New USDA Memorandums
- Common Operational Questions
- Training Opportunities

Section 3: Administrative Reviews

- Common Findings

Section 1

Application Renewal



PY 27 Renewal Application

Renewal memorandum is coming! Until then...

No major changes from prior years.

- ✔ **Management Plan and Budget** in CNP Management Plans and Budgets System
- ✔ **Sponsor Application** in the CNPWeb



Renewal Forms & Resources

[WWW.AZED.GOV/HNS/CACFP/FDCH](http://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.



▶ Apply to Operate the Child and Adult Care Food Program

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

▶ Meal Pattern

▶ Reviews C

▶ Guidance

▶ Find a Spo

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:

Renewal Application Reminders

MANAGEMENT PLAN

- Reference last year's **approved** Management Plan.
- Review each page for accuracy.
- Error messages indicate sections that must be completed.
- Information from the previously approved 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

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.



FDCH Sponsor Renewal Application Checklist
This checklist has been designed to assist you in organizing only the minimum required information and documents needed for submission into the CNP Management Plan and Budget renewal systems. Other information or documents may be needed depending on changes in your program operation. Some of the required uploads are ADE documents for you to complete and sign; these documents can be found on the ADE website and accessed by clicking on the links in this checklist. ADE recommends you complete and save any required documents to your computer and upload where applicable.

CNP Management Plan	
Sponsor Information	☐ Annually Required Training Certificates ☐ Annual Renewal Training ☐ Online Civil Rights ☐ Media Release ☐ List of Active Providers
Administrative Capability	☐ Annual Staff Training Agenda and Sign-in sheet ☐ Annual Provider Training Agenda and Sign-in Sheet ☐ Staff Civil Rights Training Agenda and Sign-in Sheet ☐ Provider Civil Rights Training Agenda and Sign-in Sheet ☐ Home Monitoring Form ☐ Child Enrollment Form (English and Spanish) ☐ Provider Application Form (English and Spanish) ☐ Electronic Meal Count Agreement between Sponsor and ADE The following should only be uploaded if they have been updated: ☐ Outreach and Recruitment Policy & Procedure ☐ Job Descriptions and Qualifications for all CAC ☐ Recordkeeping Policy ☐ Working Hour Guidelines Policy & Procedure ☐ Outside Employment Policy & Procedure ☐ Non-traditional Hours Staffing Plan ☐ Compensation Policy & Procedure ☐ Civil Rights Pre-Award Document ☐ Training determination Policy & Procedure ☐ One FTE for every 50-150 homes Policy & Pro ☐ Announced, Unannounced and Follow-Up Vis ☐ Provider Corrective Action Policy & Procedure ☐ Policy & Procedure for Declaring Providers Set ☐ Policy & Procedure for Provider Suspensions ☐ Policy & Procedure for Provider Appeals ☐ Policy & Procedure for Provider's Non-compliance ☐ Building for the Future Poster
Financial Viability	☐ Governing Board Members List ☐ Minutes of last two Governing Board Meetings ☐ Authorized Principals Letters ☐ Supporting documentation for anticipated grant ☐ Supporting documentation for anticipated fund ☐ GAAP Compliant Statement of Financial Position and Notes ☐ IRS 990 or 990EZ ☐ Physical Office Inventory

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FDCH Renewal Application Chart	
This chart outlines sections/documents that must be updated annually on the FDCH Management Plan & Budget application.	
Management Plan	
Section	Fields to be updated annually
Sponsor Information	County Civil Rights Data - Enter current information for each county serviced by sponsoring organization
Document Uploads	- Annual Training Certificates - FY-XX Media Release - List of Active Providers
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? - Provider Training - Topics for the Annual CACFP and Civil Rights trainings for providers - Record Retention - You will need to check the box indicating you have read and understand the CACFP record retention requirements
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)

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PY27 Training Requirements

1. Family Day Care Homes Program Year 2027 Annual Renewal Training
2. Online Course: Civil Rights Compliance for Child Nutrition Operators ([English](#)) ([Spanish](#))

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



Child and Adult Care Food Program
How to Obtain Training Certificates
Trainings offered by the Arizona Department of Education's Health and Nutrition Services Division

LIVE WEBINARS

Links can be accessed 1-2 business days after completing the live training by logging in to [Genius APLD](#). Verify that the training attendee is logged into APLD by looking for the attendee's name is on the far-right side of the screen. Then, click on **'Dashboard'** and select the completed course. Finally, select the **'Download Certificate'** option to download and print your certificate.

RECORDED WEBINAR

After viewing the webinar recording, obtain the training certificate by visiting the webinar slides. The Survey & Certificate slide at the end of the course will have a link to access the survey and certificate. Select the link and complete the brief survey to obtain your training certificate. Once complete, click the link that reads **'SUBMIT SURVEY AND OBTAIN TRAINING CERTIFICATE.'** The Training Certificate will open on your computer. Download and save the certificate to your computer. Once saved, type in your first name, last name, and the date you completed the training. Choose the training that you completed from the drop-down menu. Save changes to the certificate and then you may print. Please note, if you customize the certificate before it's downloaded, the customizations will not save or print.

ONLINE COURSE / CACFP ESSENTIALS SERIES TRAINING

On the Survey & Certificate slide at the end of the course, a link to access the Survey and Certificate will appear. Select the link. Complete the brief survey to obtain your training certificate. Once complete, click the link that reads **'SUBMIT SURVEY AND OBTAIN TRAINING CERTIFICATE.'** The Training Certificate will open on your computer. Download and save the certificate to your computer. Once saved, type in your first name, last name, and the date you completed the training. Choose the training that you completed from the drop-down menu. Save changes to the certificate and then you may print. Please note, if you customize the certificate before it's downloaded, the customizations will not save or print.

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[How to Obtain Training Certificates](#)

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."

1

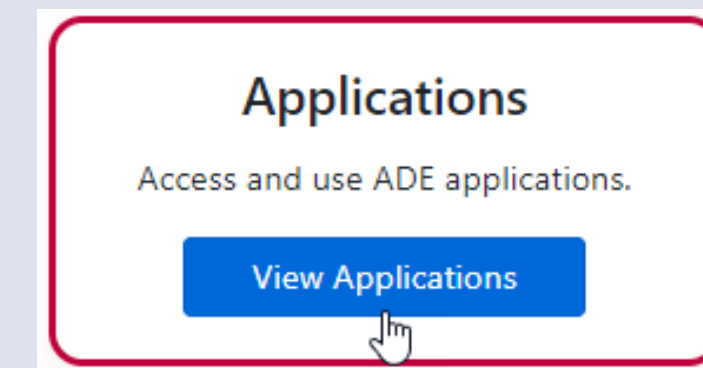
LOGIN TO ADECONNECT

Open a web browser, navigate to adeconnect.azed.gov, and input your username and password for ADEConnect.

2

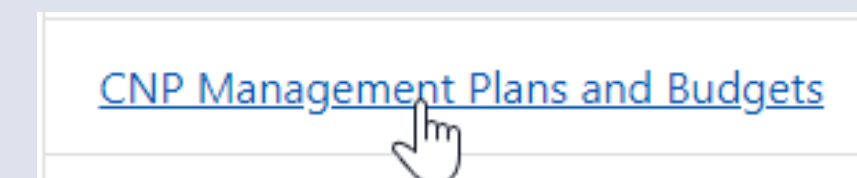
SELECT "VIEW APPLICATIONS"

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.



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

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 2027.**
- To access your Budget, select **CNP Budget - Program Year 2027.**

CNP Management Plans And Budgets Welcome, HNS

Home Dashboard **←** Help Exit

Welcome to the new CNP Management Plan and Budgets system!

Please click on Dashboard in the top menu bar to begin.

Civil Rights Statement
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or marital status.

- **CNP Management Plan – FDC Homes – PY 2024** **←**
This form has **not yet been created**. Please click the link above to begin this year's form.
- **CNP Management Plan - FDC Homes - PY 2023**
Congratulations! Your **Original** Form was **Approved** by HNS on **10/4/2022** If all applicable document statuses are "Approved"
- **CNP Management Plan - FDC Homes - PY 2022**
Congratulations! Your **Revision 1** Form was **Approved** by HNS on **11/1/2021** If all applicable document statuses are "Approved"
- **CNP Management Plan - FDC Homes - PY 2021**
Congratulations! Your **Revision 1** Form was **Approved** by HNS on **8/24/2020** If all applicable document statuses are "Approved"
- **CNP Management Plan - FDC Homes - PY 2020**
Congratulations! Your **Revision 3** Form was **Approved** by HNS on **9/26/2019** If all applicable document statuses are "Approved"

- **CNP Budget – FDC Homes – PY 2024** **←**
This form has **not yet been created**. Please click the link above to begin this year's form.
- **CNP Budget - FDC Homes - PY 2023**
Congratulations! Your **Original** Form was **Approved** by HNS on **10/4/2022** If all applicable document statuses are "Approved"
- **CNP Budget - FDC Homes - PY 2023**
Congratulations! Your **Original** Form was **Approved** by HNS on **10/4/2022** If all applicable document statuses are "Approved"
- **CNP Budget - FDC Homes - PY 2022**
Congratulations! Your **Revision 1** Form was **Approved** by HNS on **11/5/2021** If all applicable document statuses are "Approved"
- **CNP Budget - FDC Homes - PY 2021**
Congratulations! Your **Revision 1** Form was **Approved** by HNS on **9/23/2020** If all applicable document statuses are "Approved"
- **CNP Budget - FDC Homes - PY 2020**
Congratulations! Your **Revision 2** Form was **Approved** by HNS on **9/30/2019** If all applicable document statuses are "Approved"



PY27 Management Plans and Budgets will not be available until early August.

CNPWeb Application

SPONSOR APPLICATION

Organizations are required to submit a final CNPWeb sponsor application through ADEConnect after the Management Plan & Budget applications are approved.

- **Sponsor Application:** This application will ask for contact information and information about the program at the organization level, including annual income and expenses which **must match the figures reported on the approved budget.**

To access the CNPWeb, login to ADEConnect, select "View Applications," and then select "CNPWeb."

1

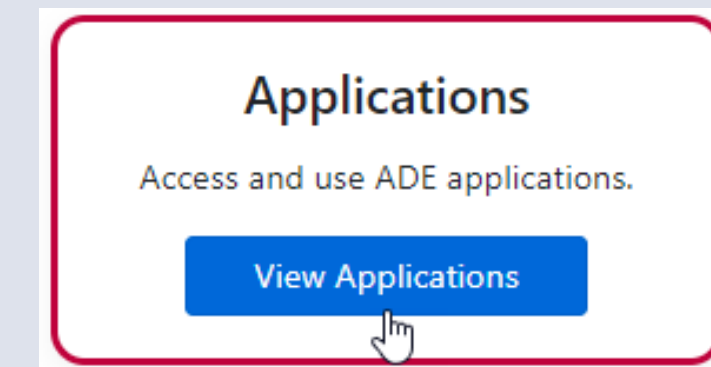
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2

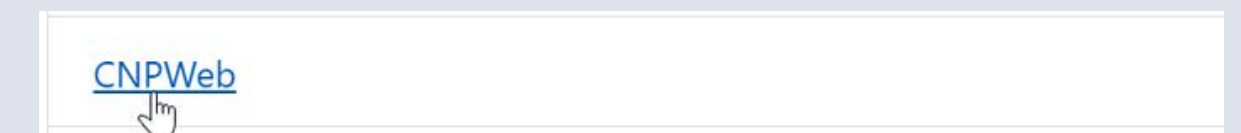
SELECT "VIEW APPLICATIONS"

After logging in to ADEConnect, select "View Applications."

**3**

SELECT "CNPWEB"

Select "CNPWeb" from the list of applications.





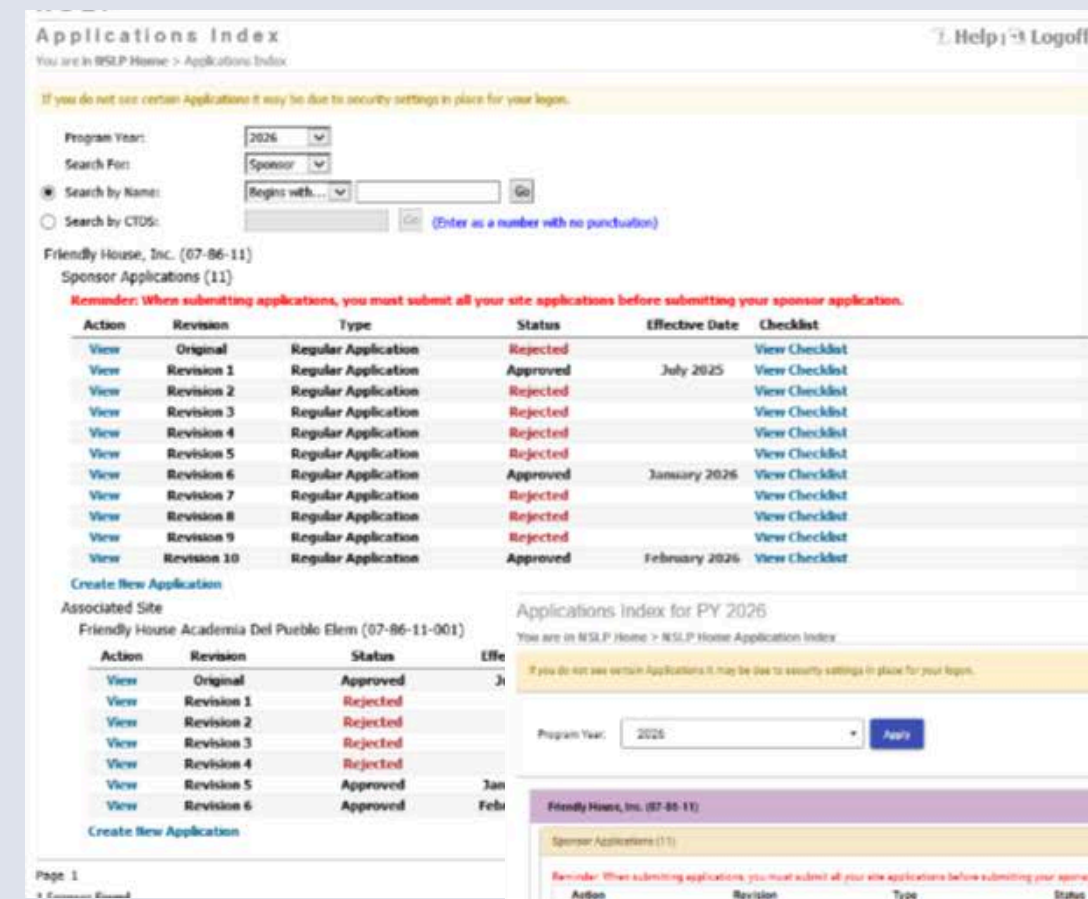
CNPWeb Application

UPGRADED FOR COMPATIBILITY WITH GOOGLE CHROME AND MICROSOFT EDGE

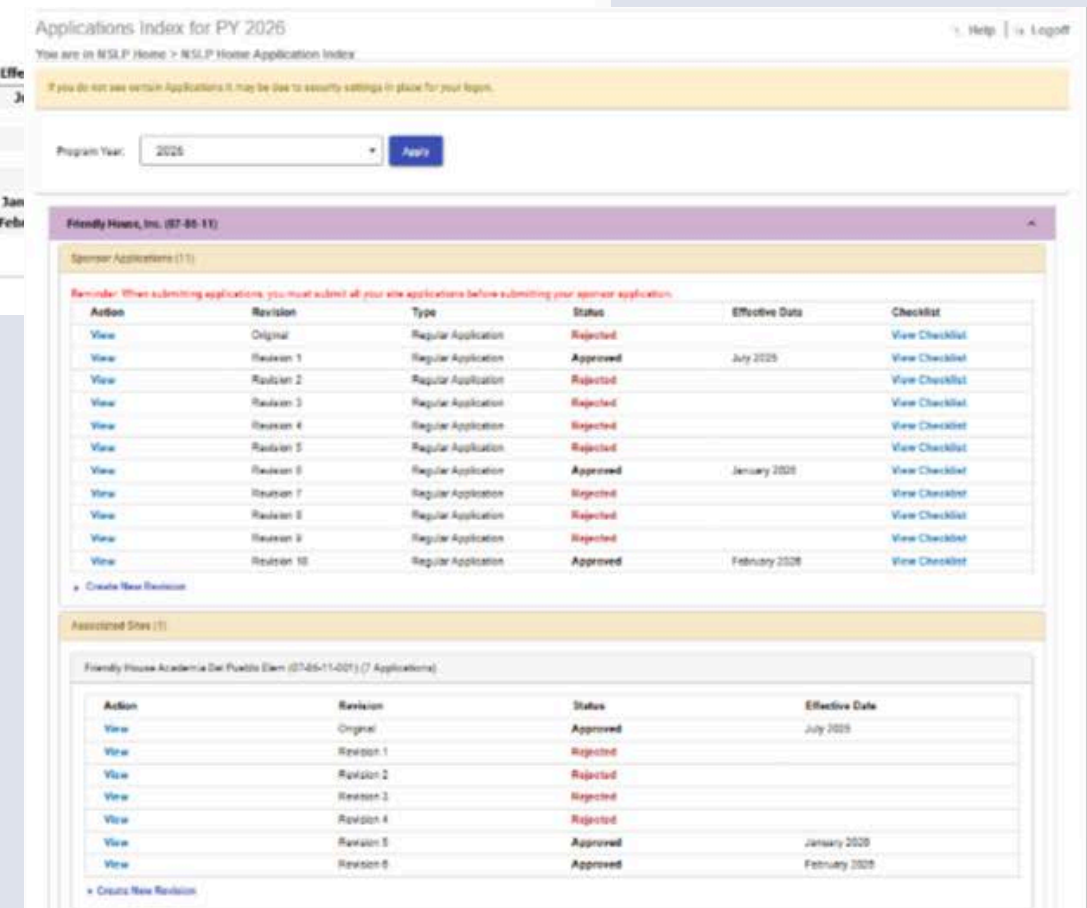
In March, the CNPWeb received upgrades to work with modern web browsers, such as Chrome and Edge.

The claims and applications pages may look *slightly* different but all fields and actions needed remain the same.

Before...



After...



RENEWAL SUBMISSION TIMELINE

FIRST WEEK OF AUGUST

PY 27 Management Plan & Budget Available in the CNPWeb 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.

*PY27 Management Plan,
Budget, and CNPWeb
Applications must be approved
before claims submission.*

Section 2

Program Updates & Reminders



Overview of USDA Memorandums



CACFP 01-2026: DIETARY GUIDELINES FOR AMERICANS, 2025-2030 - EAT REAL FOOD

The 2025–2030 Dietary Guidelines for Americans emphasize “eating real food” by prioritizing whole, nutrient-dense foods and reducing reliance on highly processed items. They recommend consuming a variety of protein sources, incorporating fruits and vegetables in all forms throughout the day, choosing whole grains over refined grains, and including healthy fats from foods like nuts, seeds, seafood, and dairy. The guidelines also encourage flexibility in dairy fat choices while stressing the importance of limiting added sugars, refined carbohydrates, and ultra-processed foods. Overall, they aim to improve health outcomes by shifting diets toward balanced, minimally processed foods and guiding programs.



CACFP 02-2026: INCORPORATING LOCAL BEEF INTO CHILD NUTRITION PROGRAM MEALS

This memo encourages schools and program operators to source and serve locally raised beef as part of nutritious, protein-rich meals while also supporting American agriculture. It aligns with the 2025–2030 Dietary Guidelines, which emphasize prioritizing protein foods, and highlights growing interest in purchasing local proteins among schools. The memo does not change existing program requirements but provides practical guidance, resources, and strategies covering areas like procurement, funding, food safety, and meal crediting to help operators successfully include local beef in menus.

Overview of USDA Memorandums



CRD 01-2026: MODIFYING THE FNS INSTRUCTION **113-1: CIVIL RIGHTS COMPLIANCE AND** **ENFORCEMENT**

This memo announces updates to USDA Food and Nutrition Administration - FNA (formerly Food and Nutrition Services - FNS) civil rights guidance by modifying Instruction 113-1 to ensure alignment with current federal laws and nondiscrimination requirements across all nutrition programs.



USDA is still developing guidance and plans to issue a new guidance tool. Once available, it will be shared by ADE-HNS.

Impact on CACFP:

- **Non-discrimination statement:** USDA has issued a new Long, English Statement, which should be used in place of the previous statement.
- **And Justice For All Poster:** USDA has not yet released an updated poster. However, Sponsors should continue to ensure the most current version is prominently displayed.



More detailed information will be provided in the coming slides!

Overview of USDA Memorandums



CACFP 03-2026: 2026 APPROPRIATIONS ACT: EFFECT ON CHILD NUTRITION PROGRAMS

This memo outlines how the 2026 Appropriations Act affects Child Nutrition Programs by introducing several temporary flexibilities and requirements.

Impact on CACFP:

- **Through September 30, 2026:** Program funds may not be used to procure raw or processed poultry or seafood products imported into the United States from the People's Republic of China.



CACFP 04-2026: EXPANDING FLUID MILK OPTIONS IN CNPS

This memo explains that effective June 8, 2026, schools and child and adult care providers participating in Child Nutrition Programs (CNP) may offer whole and reduced-fat milk to participants two years and older.

Impact on CACFP:

- Fluid milk served to children age 1 must be unflavored whole milk;
- Fluid milk served to children ages 2 through 5 may be unflavored whole, reduced-fat, low-fat, or fat-free milk; and
- Fluid milk served to children age 6 and older and adult participants may be unflavored or flavored, whole, reduced-fat, low-fat, or fat-free milk.

Connecting with HNS

ADE HELPDESK

HNS encourages sponsors to use HelpDesk, ADE's ticketing system, when in need of any assistance from HNS.

Unlike individual email-based requests, HelpDesk provides the requester, responder, and management visibility to the request status, ongoing communications, and notifications related to the request.

HelpDesk requests should be submitted for **provider adds, updates, and deletes**.

HelpDesk is part of the ADEConnect. Those who do not have an ADEConnect account, will be prompted to create one.



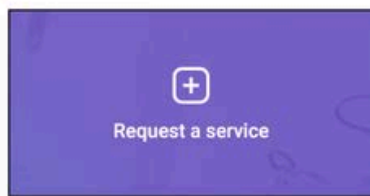
Connect with HNS using the HelpDesk

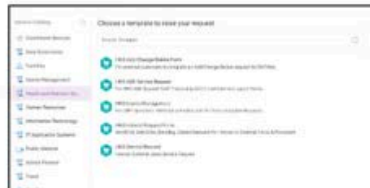
This resource outlines the steps for connecting with ADE HNS using the HelpDesk.

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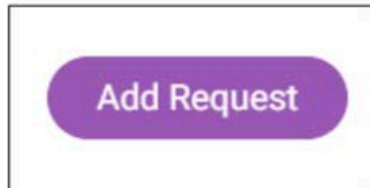
CREATING A HELPDESK TICKET

- 1 Open a web-browser and navigate to <https://helpdeskexternal.azed.gov>

- 2 Click the icon for 'Request a Service'

- 3 Locate and click 'Health and Nutrition Services'

- 4 Select the template* from the dropdown that most closely matches your need(s) to raise your request


*HNS is expanding the templates available in the Service Request Catalog. Select the most appropriate template available at the time of the request.
- 5 Complete all required and applicable optional fields,* including attachments. Disregard fields that cannot be edited.


*Providing a detailed request will help it to be routed to the appropriate staff member.
- 6 Once the request template is complete with as many details as possible, click 'Add Request'


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Resource: [How to Connect with HNS using the HelpDesk](#)

Common Issues

PROVIDER HELP DESK TICKETS

1. **Signatures and dates** - Ensure that dates and signatures are updated on documentation when changes are made.
2. **Due dates** – Understand what documents are due and when. For example, tier forms are good for 5 years (current year plus 4 years) but are often submitted annually, long before they're required.
3. **Incorrect mealtimes** – Applications or application change forms are submitted with mealtimes that do not meet regulation. For example, there must be at least 2 hours between the start of one meal service and the next. Our system will not allow approval of an application or change form if times do not meet regulation. For additional mealtime requirements, please see page 103 of [ADE's Day Care Home Compliance Manual](#).



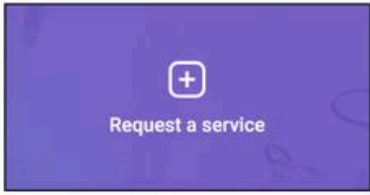
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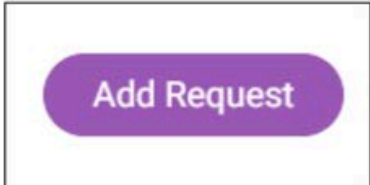
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Resource: [How to Connect with HNS using the HelpDesk](#)

Common Issues

PROVIDER HELP DESK TICKETS

4. **Incomplete forms** – Please ensure that forms are filled out in their entirety any time they are submitted (i.e. if they have the last 4 digits of the SSN on the initial provider application form, it should be put on any provider application forms going forward, etc.)
5. **Illegible forms** – Please ensure all forms are easy to read and legible.
6. **Holiday check boxes** – Please follow the directions on the holiday check boxes (i.e., a box should only be checked if they WANT to operate on that holiday. It is not necessary to cross out days they do not want to operate on.)



Connect with HNS using the HelpDesk

This resource outlines the steps for connecting with ADE HNS using the HelpDesk.

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CREATING A HELPDASK TICKET

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- Locate and click 'Health and Nutrition Services'
- Select the template* from the dropdown that most closely matches your need(s) to raise your request
- Complete all required and applicable optional fields,* including attachments. Disregard fields that cannot be edited.
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Resource: [How to Connect with HNS using the HelpDesk](#)

Tier Claiming & Documentation

Sponsoring Organizations must continue to collect Tiering documentation and determine eligibility upon initial application and/or when a provider's physical address changes, and every four years thereafter.

Tiering documentation must be submitted through the HelpDesk by using the link:
<https://helpdeskexternal.azed.gov/>.

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

EXAMPLE:

Based on the claim below...

- 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

Tier I

Tier II

Submitting Provider Updates

Provider updates must be submitted through the HelpDesk by using the link: helpdeskexternal.azed.gov/.

When submitting provider updates, please submit them as they happen, rather than waiting to submit large batches of updates at once.

Documents should be current and reviewed for completeness and accuracy before submitting.

For each provider update submission, please ensure all documents are submitted in the same ticket. Please do not submit multiple tickets with updates for the same provider.

Family Day Care Home Licensing Requirements						
Upon expiration, updated provider documentation must be provided to the Arizona Department of Education Health and Nutrition Services via HelpDesk by the Sponsoring Organization. This resource is intended to clarify the frequency and type of provider documentation required.						
Documentation Needed	Expiration Date	Provider-Type				
		Alternately Approved	DES Approved	DHS Approved	Military Home	Tribal Home
Provider Application	2 years	X	X	X	X	X
Pre-Approval Visit	N/A <i>Required upon initial provider application only.</i>	X	X	X	X	X
DES Certificate	3 years		X			
DHS License	1 year			X		
Fingerprint Clearance Card	6 years	X	X	X		
Fingerprint Clearance Card Application	90 days (if needed)					
Health Inspection	1 year	X				X*
Fire Inspection	1 year	X				X*
Child Care Standards	1 year	X				X*
Tier Determination						
Tier I: • School • Census • Income	5 years 5 years 1 year	X	X	X	X	X
Tier II • High • Low • Mixed	1 year 1 year 1 year					
Military License/Certificate	1 year				X	
Tribal License/Certificate	1 year					X
* Necessary only when license or certificate is not available.						
July 2026 Health and Nutrition Services Arizona Department of Education This institution is an equal opportunity provider.						

Resource: [Family Day Care Home Licensing Requirements](#)

This resource is intended to clarify the **frequency** and **type of provider documentation** required to submit via HelpDesk.

Quiz Time

I have 7 pages of updates for my provider Mrs. Smith. I should:

- A** Email the 7 pages to my specialist.
- B** Submit each page as a separate ticket in HelpDesk.
- C** Submit one HelpDesk ticket with all seven pages.
- D** Wait until I have more provider updates and then submit all at once via email.



Quiz Time

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- B** Submit each page as a separate ticket in HelpDesk.
- C** Submit one HelpDesk ticket with all seven pages.
- D** Wait until I have more provider updates and then submit all at once via email.

Provider updates should be submitted as they happen. Updates are submitted via a HelpDesk ticket and all documents for a specific provider should be submitted together on one ticket.



Civil Rights Compliance

NON-DISCRIMINATION STATEMENTS

In accordance with the recent guidance from the USDA regarding Civil Rights (FNS-113), please use the new nondiscrimination statement for the long, English version, found here: [Nondiscrimination Statements \(NDS\)](#).

As we wait for additional guidance from USDA, please continue to use the old versions for the short and Spanish nondiscrimination statements.

- Long, English Statement – Use new version
- Long, Spanish Statement – Continue to use old version until we receive further guidance
- Short, English and Spanish Statements – Continue to use old versions until we receive further guidance

LONG, ENGLISH VERSION:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

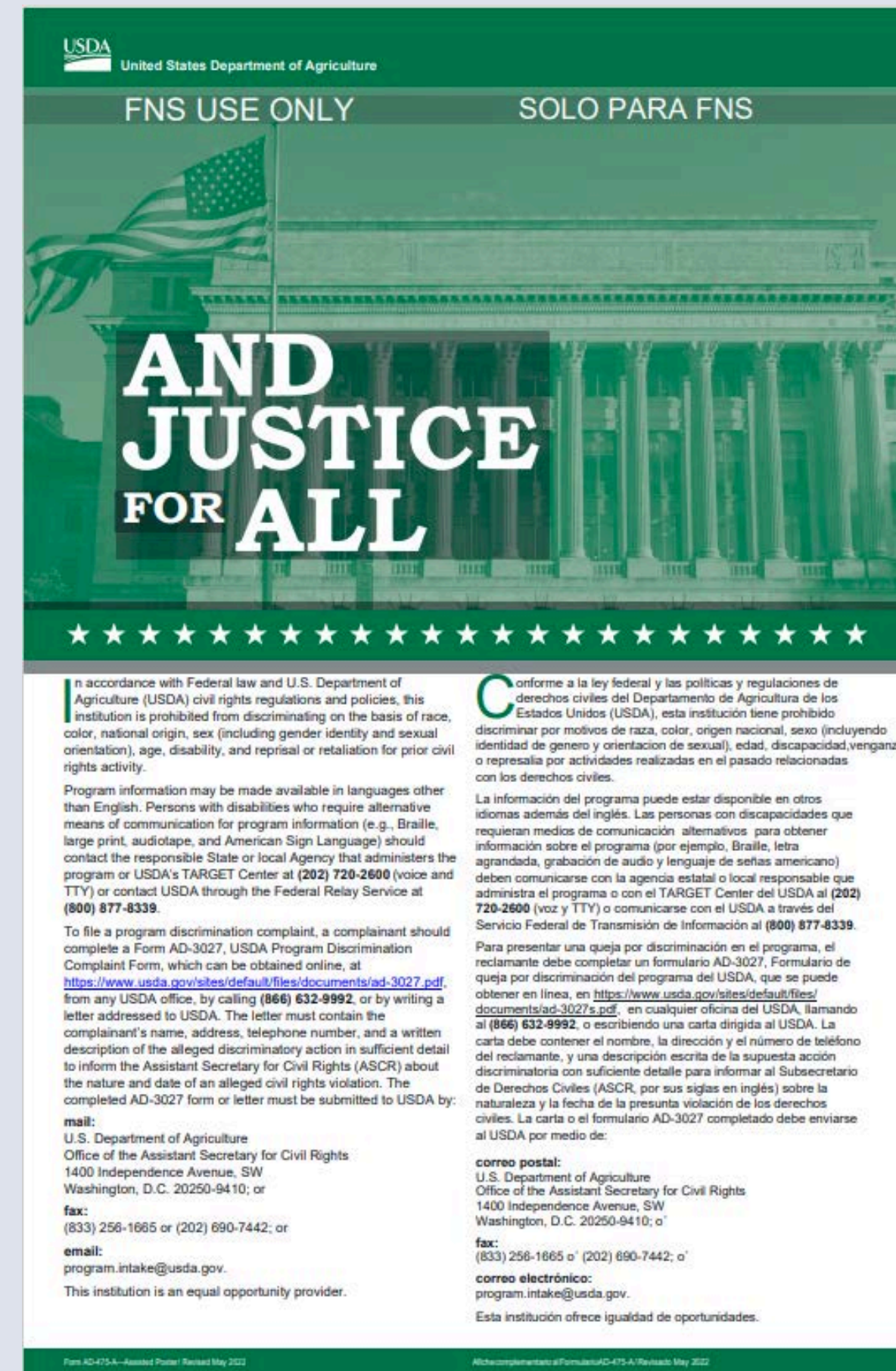
Required Signage

SPONSOR RESPONSIBILITIES

In accordance with the recent guidance from the USDA regarding Civil Rights (FNS-113), HNS will not issue findings related to the display or updating of the “And Justice for All” poster during monitoring visits at this time.

Sponsors should continue to ensure the poster is prominently displayed in a public area at the sponsor’s office that is visible to program recipients, their families, personnel, and visitors. Once USDA releases updated posters or additional direction, this will be a required posting.

This guidance is subject to change at any time. Please stay informed through HNS communications to monitor any updates to the requirements for the "Justice for All" posters.



Required Signage

DAY CARE HOME RESPONSIBILITIES:

Day care home providers must have the following prominently displayed in their home:

- Building for the Future: with current CACFP official contact information.

Best Practice to Display; Required to be Provided to Parents/Guardians of Enrolled Participants:

- WIC Outreach Flyer ([English](#)) ([Spanish](#)): current income guidelines *updated June 2026*.
- Current Menus: updated and available for parents and/or guardians to review

Good nutrition today means a stronger tomorrow!

Building for the Future with CACFP

This institution receives support from the Child and Adult Care Food Program to serve healthy meals to participants.

Meals served here must meet USDA's nutrition standards.

Questions? Concerns? Call USDA toll free: 1-866-873-2263

Learn more about CACFP at USDA's website: <https://www.fns.usda.gov/>

United States Department of Agriculture Food and Nutrition Service FNS-317 November 2019

CACFP as Administered by the Arizona Department of Education (602) 542-8700

Center: _____ CACFP Official: _____ Address: _____ Phone No: _____

USDA is an equal opportunity provider, employer and lender.

Delicious Food. Happy Family.

What is WIC?

- A Nutrition and Breastfeeding Program
- Experts in nutrition for pregnancy, breastfeeding, infants, toddlers and preschoolers
- Personalized nutrition tips and support for parents and caregivers
- Breastfeeding information, support and resources
- Referrals to other community resources
- Healthy foods

Who is WIC for?

- Infants
- Children up to five years of age
- Pregnant women
- Breastfeeding women, until their infant's first birthday
- Women whose pregnancy ended <6 months ago

Arizona WIC is here for you!
Visit azwic.gov, or call **1 (800) 252-WIC** to find the nearest clinic.

To download the free EzWIC App, go to the App Store or Google Play and search for EzWIC.

Effective Date: June 1, 2026

WIC Eligibility is based solely on your gross income, this chart can help determine your eligibility

Number of family members	Income every two weeks	Monthly income
2	\$1,540	\$3,337
3	\$1,944	\$4,212
4	\$2,349	\$5,088
5	\$2,753	\$5,964
6	\$3,157	\$6,839
7	\$3,561	\$7,715
8	\$3,965	\$8,591
Each additional member	\$405	\$876

*A pregnant woman is considered a family of 2

WIC ARIZONA

This institution is an equal opportunity provider.

Contact your local WIC agency:

¡Buena nutrición hoy significa un mañana más saludable!

Construyendo para el Futuro con CACFP

Esta institución recibe ayuda del Child and Adult Care Food Program para servir comidas nutritivas a los participantes.

Comidas servidas aquí deben de seguir los requisitos nutricionales establecidos por USDA.

¿Preguntas? ¿Inquietudes? Llame gratuitamente a USDA al: 1-866-873-2263

Aprenda más información sobre CACFP en el sitio web del USDA: <https://www.fns.usda.gov/>

United States Department of Agriculture Food and Nutrition Service FNS-317 November 2019

CACFP as Administered by the Arizona Department of Education (602) 542-8700

Center: _____ CACFP Official: _____ Address: _____ Phone No: _____

USDA es un proveedor, empleador, y prestamista que ofrece igualdad de oportunidades.

Comida deliciosa. Familia feliz.

¿Qué es WIC?

- Un programa de nutrición y lactancia
- Con expertos en nutrición durante el embarazo, lactancia, bebés, niños pequeños y de preescolar
- Consejos individuales de nutrición y apoyo para padres y encargados del cuidado de niños
- Información, apoyo y recursos para la lactancia
- Recomendaciones para otros recursos comunitarios
- Alimentos saludables

¿Para quién es WIC?

- Bebés
- Niños hasta los cinco años de edad
- Mujeres embarazadas
- Mujeres que están lactando, hasta el primer año de su niño
- Mujeres cuyo embarazo terminó hace menos de 6 meses

¡WIC Arizona está aquí para usted!
Visite: sitio.de.internet.de.WIC.de.AZ o llame al **1 (800) 252-WIC** para encontrar la clínica más cercana.
Para descargar la aplicación gratuita, vaya a: App Store o Google Play y busque EzWIC.

En vigencia: 1 de Junio de 2026

La elegibilidad para WIC se basa sólo en su ingreso bruto, esta tabla le puede ayudar a determinar su elegibilidad

Número de miembros de la familia	Ingreso cada Dos Semanas	Ingreso Mensual
2	\$1,540	\$3,337
3	\$1,944	\$4,212
4	\$2,349	\$5,088
5	\$2,753	\$5,964
6	\$3,157	\$6,839
7	\$3,561	\$7,715
8	\$3,965	\$8,591
Cada miembro adicional	\$405	\$876

*Una mujer embarazada se considera una familia de 2

WIC ARIZONA

Esta institución es un proveedor que ofrece igualdad de oportunidades.

¡WIC de Arizona está aquí para usted!

PY 27 Training Opportunities

In-Person Workshop:

Feeding Infants in the Child and Adult Care Food Program Workshop ([Register in APLD](#))

- Sponsors AND providers are welcome to attend!



Event information, including dates, times, locations, and the link to register in APLD will be released via HNS Communications as the workshops grow nearer.

Online Training Library:

Meal Pattern Trainings ([Online Training Library](#))



COMING SOON!

Stay tuned for new training sessions in ADE HNS's Online Training Library. We will add updated sessions to ensure you have access to the latest information and resources.

Training **Provided** by the Sponsor

REMINDER OF RESPONSIBILITY

Sponsoring Organizations are federally required to train their participating providers and key staff on both CACFP and Civil Rights topics upon initial application and annually thereafter.

- **Format:** Flexible. May be in person, group training, online, or self-paced.
- **Required Topics:**
 - **CACFP:** Meal Pattern Requirements; Point of Service Meal Count Procedures; Review Procedures; Recordkeeping Requirements; Claims Submission; Reimbursement System
 - **Civil Rights:** Program availability; Non-discrimination statement; Collection and use of data; Effective public notification systems; Complaint procedures; Compliance review techniques; Resolution of noncompliance; Requirements for reasonable accommodations for persons with disabilities; Requirements for language assistance; Conflict resolution; Customer service
- **Documentation:** Proof of completion must be maintained and provided in the Management Plan.



Training Completed by the Sponsor

FDCH Sponsoring Organizations in Arizona will be responsible for completing the following two trainings in Program Year 2027:

1. Online Course: Civil Rights Compliance for Child Nutrition Operators (English) (Spanish)
2. Mandatory Program Year 2028 Renewal Training *hosted by ADE-HNS in summer 2027.*



Sponsoring Organizations are encouraged to complete additional trainings offered by the State Agency and other Program Partners, which are highlighted by HNS Communications monthly via the Events Forecast.

Events Forecast



HEALTH AND NUTRITION SERVICES

11,045 Current Attendees	463 Available Courses	55,089 Total Enrollments
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Arizona Department of Education (ADE) Health and Nutrition Services (HNS) is dedicated to providing all Child Nutrition Program operators with training to support you and your teams' professional learning needs to fulfill annual training requirements, support program integrity, and elevate Child Nutrition Programs across Arizona.

The HNS Communications Events Forecast is a monthly email that announces the events being offered by HNS or external partners for Child Nutrition Program operators. For self-paced online courses or recorded webinars, visit the applicable Child Nutrition Program's webpage at www.azed.gov/hns.

For Family Day Care Home Sponsoring Organizations

	CACFP Professional Certification Program Overview July 14, 2:00-2:30 pm EST Webinar Register with NCA CEUs Available: None Available
	Dignity at the Table: Nutrition and Compliance in Adult Day Care July 16, 2:00-2:30 pm EST Webinar Register with NCA CEUs Available: 0.5 CEUs
	CACFP: Effective Communication About the CACFP July 21, 3:00-4:00 pm EST Webinar Register with ICN CEUs Available: 1.0 CEUs
	At the Table: NCA Community Conversations July 22, 2:00-2:30 pm EST Webinar Register with NCA CEUs Available: None Available
	Family Day Care Home Mandatory Program Year 2027 Annual Renewal Training July 23, 2026 10:00-11:00 am Webinar Register in APLD CEUs Available: 1.0 CEUs
	Why Participate in the CACFP? Discover the Power of the Food Program July 30, 2:00-2:30 pm EST Webinar Register with NCA CEUs Available: 1.0 CEUs

Check your inbox at the end of each month for the HNS Events Forecast from HNS Communications!

Civil Rights Compliance

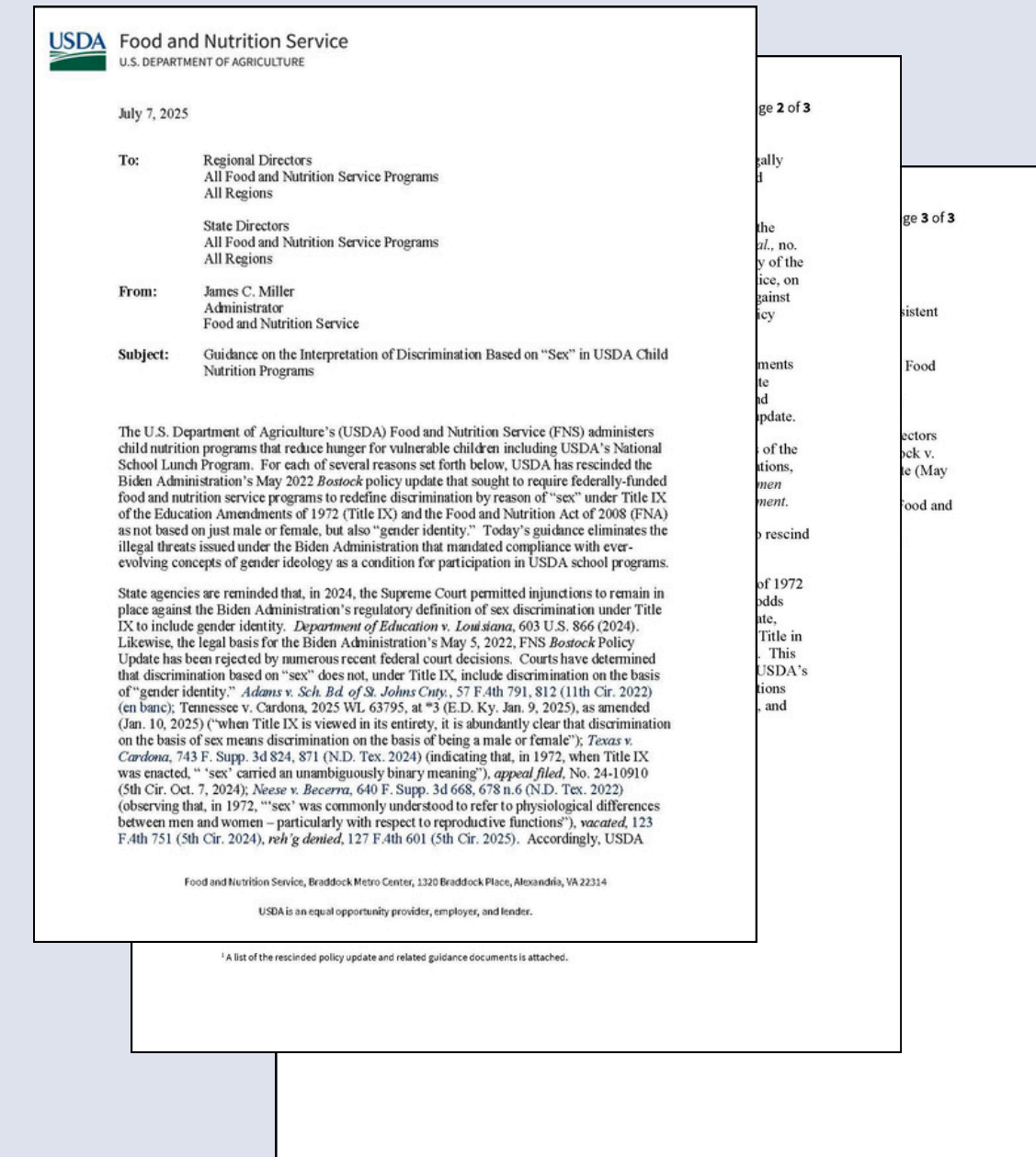
UPDATES TO LONG, NON-DISCRIMINATION STATEMENT

On July 7, 2025, USDA released *Guidance on the Interpretation of Discrimination Based on “Sex” in USDA Child Nutrition Programs* to rescind the Bostock Policy Update and change the protected classes. **As a result, the long, non-discrimination statement has changed.**

- [ADE HNS' Civil Rights Webpage](#)
- [USDA FNA's Civil Rights Webpage](#)

All information materials and sources, including websites, used by FNA, State agencies, **local agencies**, or other subrecipients to inform the public about FNA programs must contain a nondiscrimination statement. It is not required that the nondiscrimination statement be included on every page of the program information website.

- At the minimum, the nondiscrimination statement, or a link to it, must be included on the home page of the program information. If the material is too small to permit the full statement to be included, the material will at a minimum include the statement, in print size no smaller than the text, that “This institution is an equal opportunity provider.”



Guidance on the Interpretation of Discrimination Based on “Sex” in USDA Child Nutrition Programs

Added Sugar Limit to Yogurt

REMINDER

Beginning October 1, 2025, CACFP operators must offer yogurt that contains no more than 12 grams of added sugars per 6 ounces, or 2 grams of added sugars per ounce.

To tell if a yogurt meets the added sugars limit...

- Download USDA's chart that shows common serving sizes of yogurt and the maximum amount of added sugars they can contain: fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp
- Use the information on the yogurt's Nutrition Facts label, and follow the steps outlined in this resource.

USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

Choose Yogurt That is Lower in Added Sugars in the Child and Adult Care Food Program

All yogurt served in the Child and Adult Care Food Program (CACFP) must contain no more than **12 grams of added sugars per 6 ounces** (2 grams of added sugars per ounce).

There are many types of yogurt that meet this added sugars limit. It is easy to find them by using the Nutrition Facts label and following the steps below.

- 1 Use the Nutrition Facts label to find the **Serving Size**, in ounces (oz) or grams (g), of the yogurt.
- 2 Find the **Added Sugars** line. Look at the number of grams (g) next to Added Sugars.
- 3 Use the serving size identified in Step 1 to find the serving size of the yogurt in the table below.
- 4 In the table, look at the number to the right of the serving size amount, under the "Added Sugars" column. If the yogurt has that amount of added sugars, or less, the yogurt meets the added sugars limit.

Nutrition Facts
7 servings per container
Serving size 6 oz (170g)

Amount per serving
Calories 130

% Daily Value*

Total Fat 0g	0%
Saturated Fat 0g	0%
Trans Fat 0g	0%
Cholesterol 10mg	3%
Sodium 65mg	5%
Total Carbohydrate 17g	6%
Dietary Fiber 0g	0%
Total Sugars 14g	
Includes 10g Added Sugars	20%
Protein 14g	28%
Vitamin D 0mcg	0%
Calcium 170mg	15%
Iron 0mg	0%
Potassium 220mg	4%

Test Yourself:
Does the yogurt above meet the added sugars limit?
(Check your answer on the next page)
Serving Size: _____
Added Sugars: _____
☐ Yes ☐ No

TIP: If the serving size says "one container," check the front of the package to see how many ounces or grams are in the container.

Yogurt Serving Size and Added Sugars Limit Chart

Serving Size (oz)	Serving Size (g)	Added Sugars (g)
2.25 oz	64 g	4 g
3.5 oz	99 g	7 g
4 oz	113 g	8 g
5.3 oz	150 g	10 g
6 oz	170 g	12 g
8 oz	227 g	16 g

CACFP*

Serving Size (oz or g)	Added Sugars (g)
6 oz (170 g)	10

*The amount of added sugars in a yogurt might change. Even if you always buy the same brands and flavors of yogurt, be sure to check the serving size and amount of added sugars on the Nutrition Facts label to make sure they match what you have written in the list above.

Answer to "Test Yourself" activity on page 1: This yogurt has 10 grams of added sugars per 6 ounces (170 grams). The maximum amount of added sugars allowed in 6 ounces of yogurt is 12 grams. 10 is less than 12, so this yogurt meets the added sugars limit.

FNS-652 | October 2019, Slightly Revised September 2024
USDA is an equal opportunity provider, employer, and lender.

Added Sugar Limit to Cereals

REMINDER

Beginning October 1, 2025, CACFP operators must offer breakfast cereals that contains **no more than 6 grams of added sugars per dry ounce**.

To tell if a cereal meets the added sugars limit...

- Download USDA's chart that shows common serving sizes of cereal and the maximum amount of added sugars they can contain: fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp
- Use the information on the cereal's Nutrition Facts label, and follow the steps outlined in this resource.

Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

Choose Breakfast Cereals That Are Lower in Added Sugars in the Child and Adult Care Food Program

All breakfast cereals served in the Child and Adult Care Food Program (CACFP) must contain no more than **6 grams of added sugars** per dry ounce.

There are many types of cereal that meet this added sugars limit. You can use any cereal that is listed on any State agency's Women, Infants, and Children (WIC)-approved cereal list. You can also find cereals that meet the added sugars limit by using the Nutrition Facts label and following the steps below:

1 Use the Nutrition Facts label to find the **Serving Size**, in grams (g), of the cereal.

2 Find the **Added Sugars** line. Look at the number of grams (g) next to Added Sugars.

3 Use the serving size identified in Step 1 to find the serving size of the cereal in the table below.

Serving Size*	Added Sugars
If the serving size is:	Added sugars must not be more than:
12–16 grams	3 grams
26–30 grams	6 grams
31–35 grams	7 grams
45–49 grams	10 grams
55–58 grams	12 grams
59–63 grams	13 grams
74–77 grams	16 grams

4 In the table, look at the number to the right of the serving size amount, under the "Added Sugars" column.
If the cereal has that amount of added sugars, or less, the cereal meets the added sugars limit.

*Serving sizes here refer to those commonly found for breakfast cereals.

Yummy Brand Cereal

Nutrition Facts	
15 servings per container	
Serving size $\frac{3}{4}$ cup (30g)	
Amount per serving	
Calories	100
% Daily Value*	
Total Fat 0.5g	1%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 140mg	6%
Total Carbohydrate 22g	7%
Dietary Fiber 3g	11%
Total Sugars 5g	
Includes 4g Added Sugars	8%
Protein 3g	

Test Yourself:

Does the cereal above meet the added sugars limit?
(Check your answer on the next page)

Serving Size: _____

Added Sugars: _____

☐ Yes ☐ No

...als you can serve at your
"Cereals To Serve in the
... to serve in your program.

cereal

Size	Added Sugars
g size is:	Added sugars must not be more than:
ams	11 grams
ams	12 grams
ams	13 grams
ams	14 grams
ams	15 grams
ams	16 grams
ams	17 grams
ams	18 grams
ams	19 grams
ams	20 grams
ams	21 grams

CACFP*

Serving Size	Added Sugars (g)
28 grams	5 grams

More training, menu planning, and nutrition education materials for the CACFP can be found at TeamNutrition.USDA.gov.

*The amount of added sugars in a cereal might change. Even if you always buy the same brands and types of cereal, be sure to check the serving size and amount of added sugars on the Nutrition Facts label to make sure they match what you have written in the list above. All cereals served must be whole grain-rich, enriched, or fortified.

Answer to "Test Yourself" activity on page 1: The cereal has 4 grams of added sugars per 30 grams. The maximum amount of added sugars allowed for 30 grams of cereal is 6 grams. 4 is less than 6, so this cereal meets the added sugars limit.

FNS-653 | October 2019, Slightly Revised November 2024
USDA is an equal opportunity provider, employer, and lender.

Section 3

Administrative Reviews



Administrative Review Findings

MENU SUPPORTING DOCUMENTATION

Providers must maintain labels to support at least one whole grain-rich (WGR) item is served every day. It is a best practice to label any whole grain-rich items as "WGR" on the menu, but this is not required. Labels must be maintained for any items labeled WGR and for any items being used toward the WGR item for the day.

- 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 free from grain
- ☐ Breakfast cereal does not
- ☐ Yogurt does not have mo
- ☐ Menu items are not deep
- ☐ The correct type of milk is
- ☐ If flavored milk is served, it

Daily Requirements

- ☐ One or more grain per da
- ☐ Juice is served no more th
- ☐ All extras and spreads are
- ☐ Every snack contains at l
- ☐ Every breakfast contains
- ☐ A meat/meat alternate
- ☐ Every lunch and supper c
- ☐ alternate
- ☐ If a vegetable is served

Page 10

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."

Page 11

Whole Grain-Rich Refresher

WGR DEFINED

Foods that meet the whole grain-rich criteria are foods containing at least **50% whole grains** and the remaining grains in the food are creditable. There are **six methods** to identify these grains:

1. Food is labeled whole wheat and meets FDA's Standard of Identity
2. Food is found on any State Agency's WIC-Approved whole grain food list
3. FDA Statement
4. Rule of Three
5. Food meets the whole grain-rich criteria under the NSLP
6. Manufacturer Documentation of Standardized Recipe

As long as it meets any one of these six methods, it is considered whole grain-rich.

RESOURCES:

- **Online Training:** [Introduction to the CACFP Meal Pattern and Creditable Foods](#)
- **USDA Training Worksheets:**
 - [Adding Whole Grains to Your CACFP Menu](#)
 - [How to Spot Whole Grain-Rich Foods for the CACFP](#)
 - [Identifying Whole Grain-Rich Foods For the CACFP](#)
 - [Is My Recipe Whole Grain-Rich in the CACFP?](#)
 - [Using the WIC Food Lists to Identify Grains for the CACFP](#)
- **CACFP Halftime: Thirty on Thursdays Training Webinar Series**
 - [Using the WIC Food List to Identify Creditable Foods in the CACFP](#)
 - [Adding Whole Grains to Your CACFP Menu](#)
 - [Identifying Whole Grain-Rich Foods for the CACFP Using the Ingredient List, Part 1](#)

Administrative Review Findings

SIGN-IN AND OUT SHEETS

Reminders: All children must be signed in and out by an approved guardian each time they arrive and leave day care. This includes signing out and back in when students leave and return from school.

- Sign-in sheets should not be pre-filled.
- Exact times and full signatures are required.
 - As a best practice, place a clock near the sign-in/out sheets so times are exact and duplicated each day (e.g. 6:30 am-6:00 pm every day or an arrow down the rows for the entire month of times).
- Each participant should have their own sign in and out sheet.

Provider Name: Child Name: Month and Year:

All children must be signed in and out by an approved guardian each time they arrive and leave day care. This includes signing out and back in when students leave and return from school. Exact times and full signatures are required.

Date	Morning (AM) Sign In and Out				Afternoon (PM) Sign In and Out			
	Time In	Signature	Time Out	Signature	Time In	Signature	Time Out	Signature
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
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31								

This institution is an equal opportunity provider.

Example of a Provider Sign In and Out Sheet

Administrative Review Findings

PROVIDERS OWN CHILDREN

If the provider has their own children who attend, they can claim meals/snacks if there are other participants in attendance who are being claimed for those meals/snacks.

If the provider’s children are the only participants in attendance, then they cannot claim those meals/snacks.

 Sign-in sheets should reflect this.

Provider Name:

Child Name:

Month and Year:

All children must be signed in and out by an approved guardian each time they arrive and leave day care. This includes signing out and back in when students leave and return from school. Exact times and full signatures are required.

Date	Morning (AM) Sign In and Out				Afternoon (PM) Sign In and Out			
	Time In	Signature	Time Out	Signature	Time In	Signature	Time Out	Signature
1								
2								
3								
4								
5								
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7								
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9								
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This institution is an equal opportunity provider.

Example of a Provider Sign In and Out Sheet

Administrative Review Findings

STORAGE VIOLATIONS

Provider must ensure proper storage practices. This includes all food items and ensure each one is clearly labeled with its contents and the date it was received or opened. Providers should regularly audit storage areas to ensure no expired or improperly stored items remain, as these could pose risks to staff and participants.

Medication and cleaning supplies must be stored appropriately ensuring that they are kept in separate, clearly labeled areas to prevent any risk of contamination or accidental misuse. It is crucial to maintain an organized storage system where medications are stored in locked cabinets or drawers, accessible only to authorized personnel.



Administrative Review Findings

MISCELLANEOUS VIOLATIONS

- Use of thermometers is required.
- Regular maintenance checks on thermometers are essential, regardless of whether they are used for internal or external readings in homes.
- Mixed items should be clearly labeled and identified on menus.
- If Sponsoring Organizations offer pre-fillable menus, the Non-Discrimination Statement must be prominently displayed.
- Medication and cleaning supplies must be stored appropriately and out of reach of children.



FDCH Administrative Reviews

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

- Sponsoring organizations that operate more than 100 facilities must be reviewed at least every 2 years.

The objectives of the compliance reviews are to:

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

AVAILABLE TRAINING

HNS has released the [What to Expect: Day Care Home Administrative Review](#) 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.



Quiz Time

If Providers do not label home-cooked meal items as homemade or “HM” on their menus, this will contribute towards Fiscal Action calculations.

A True

B False



Quiz Time

If Providers do not label home-cooked meal items as homemade or “HM” on their menus, this will contribute towards Fiscal Action calculations.

A True

B False

It is a best practice for providers to label homemade cooked meals as “HM”, however, this is not a program requirement and will not contribute towards fiscal action calculations.



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 2027 Annual Renewal Training.

Training Title:
Family Day Care Homes Program
Year 2027 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 2027 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.





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