

Staying on Track with the Essentials of CACFP for Program Year 2027

August 27, 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.

A portrait of Ashley Kennedy, a woman with long, dark, wavy hair, smiling. She is wearing a blue button-down shirt. The background is a textured blue. A dark blue semi-transparent banner is at the bottom of the image.

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 institutions operating the Child and Adult Care Food Program (CACFP) in Arizona under the direction of ADE. Attendees are encouraged to contact their assigned HNS specialist for ongoing support and assistance with regulatory questions.

Intended Audience

This training is intended for institutions operating the **Child and Adult Care Food Program (CACFP)**.



This training is required for all organizations renewing participation in the CACFP in Program Year 2027.

Objectives

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

- understand the annual renewal application requirements for operating the CACFP in Arizona;
- assess compliance with program updates and requirements;
- acknowledge common findings and resources available to help prepare for an Administrative Review; and,
- explain how to access HNS trainings and resources.

TRAINING HOURS

Information to include when documenting this training for Continuing Education and Training Credit:

Training Title: Staying on Track with the Essentials of CACFP for Program Year 2027

Hours of Instruction: 1.0 Hour - Administration

This training counts toward Empower Program training requirements. It is listed on the Arizona Early Childhood Workforce Registry. If you want this training to appear on your Registry transcript, please provide your ID in the completion survey.

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: Renewal Application Requirements

Section 2: Program Updates and Reminders

Section 3: Administrative Reviews

Section 1

Renewal Application Requirements



Renewal Guidance

HNS 09-2026 CACFP RENEWAL FOR PROGRAM YEAR 2027

Participation in the CACFP must be renewed by all operators each program year. ADE released [HNS 09-2026: CACFP Renewal for Program Year 2027](#) to provide formal guidance on renewal requirements and program updates.

Renewal Requirements for PY27:

- ✓ Management Plan and Budget *in CNP Management Plans and Budgets*
- ✓ Site and Sponsor Applications *in CNPWeb*

Additional Requirements:

- ✓ Permanent Agreement
- ✓ Free and Reduced-Price Policy Statement
- ✓ Single Audit Qualifying Questionnaire

ARIZONA DEPARTMENT OF EDUCATION

HNS # 09-2026

Original Signed

MEMORANDUM

To: Child and Adult Care Food Program Operators

From: Cara Alexander, Deputy Associate Superintendent
Arizona Department of Education, Health and Nutrition Services Division

Date: August 24, 2026

Subject: Child and Adult Care Food Program Renewal for Program Year 2027

This memorandum provides necessary information for those preparing to operate the Child and Adult Care Food Program (CACFP), Family Day Care Home (FDCH), and At-Risk Afterschool Program for the Program Year 2027 (PY 2027).

Annual Application Requirements

Operators are encouraged to use the [CACFP Renewal Preparation Checklist](#) in addition to the [CACFP Renewal Resources webpage](#) to ensure all application requirements are completed. Operators should communicate with their assigned Arizona Department of Education (ADE) Health and Nutrition Services (HNS) Specialist to complete the annual application requirements for PY 2027. Operators may begin the renewal process for PY 2027 starting August 31, 2026. Renewal applications must be submitted by October 30, 2026 to ensure timely claiming and to maximize benefits. Any operators who do not submit the management plan and budget by October 30, 2026, may not be eligible for reimbursement of meals served in October. ADE HNS recommends submitting the renewal application as soon as possible to leave time for review and approval from the assigned HNS Specialist and Director.

CNP Management Plan and Budget

Each program year, operators are required to submit a management plan and budget via the CNP Management Plan and Budget within [ADEConnect](#). The management plan captures key information about the sponsor and its sites, including contact and organizational information, administrative capability, financial viability, internal controls, management systems to ensure fiscal accountability, and supporting documentation. The budget collects facility information, including administrative and operational costs and projected expenses.

Tom Horne, Superintendent of Public Instruction
1535 West Jefferson Street • Phoenix Arizona 85007 • [www.azed.gov](#)
"We are a service organization committed to raising academic outcomes and empowering parents."

HNS 09-2026:
Child and Adult Care Food Program Renewal for
Program Year 2027

Renewal Resources

HNS 09-2026: CACFP Renewal for Program Year 2027

CACFP Renewal Resources Webpage: Contains all necessary forms and resources to successfully complete a Renewal Application annually, including all of the resources listed below:

- ✔ Renewal Preparation Checklist provides an overview of the minimum required documentation.
- ✔ Step-by-Step Instruction: How to Complete Renewal Applications Quick Guide provides detailed instruction on accessing and completing the Management Plan, Budget, and CNPWeb applications.
- ✔ Step-by-Step Instruction: How to Submit CNPWeb Applications for the CACFP provides step-by-step instructions on completing and submitting CNPWeb Site and Sponsor applications.

Child and Adult Care Food Program Renewal Preparation Checklist

This checklist is intended to assist childcare centers, adult day centers, Head Starts, at-risk afterschool programs, and emergency shelters operating the Child and Adult Care Food Program (CACFP) complete the renewal process. This checklist provides an overview of the minimum required documentation. Additional information may be needed if there have been changes in program operations. Template forms and resources have been hyperlinked in this checklist and are available on HNS' [CACFP Renewal Resources](#) webpage.

Category	Requirements
Sponsor Information	☐ Approved Contracts (FSMC, Caterer, etc.) Contact HNSContracts@azed.gov ☐ Media Release ☐ Training Certificates to Support Co-Training Webpage: https://www.azed.gov/cacfp ☐ Training Requirements for CACFP
Site Information	☐ Enrollment Information: o Number of Participants (Title X) o Civil Rights Data Collection (CRDC) ☐ DHS License or Tribal Health Letter (At-Risk Only) ☐ Lease Contract/Depreciation Schedule ☐ At-Risk Area Eligibility Documentation ☐ At-Risk Enrichment Documentation
Administrative Capability	☐ Date of Staff Training for the Current Year: o Date of CACFP Annual Training o Date of Civil Rights Training ☐ Proposed Date for next PY's Training: o Proposed CACFP Annual Training o Proposed Civil Rights Training ☐ CACFP Annual Staff Training Agenda (upload together as one document) o Training Resources: CACFP Trainer's Tools, Fees, & Sheet ☐ Civil Rights Staff Training Agenda (document) o Training Resources: Civil Rights Agenda and Sign-In Sheet ☐ Proposed Monitoring Schedule (M)
Financial Viability	☐ The entire Financial Viability page must be completed. ☐ Publicly Funded Programs and Programs ☐ Responsible Principals ☐ Internal Controls, Financial Records ☐ Satisfaction of Liens/Judgements
Budget	☐ Projected expenses and reimbursement (found in the Claims reimbursement and costs, such as child rates.
Site and Sponsor Applications	☐ Once the Management Plan and Budget Applications in the CNPWeb. Visit HNS' resources when this step is reached.

*Ensure the dates of training occur in the proper PY. The PY begins on 8/1/2026.

August 2024 | Health and Nutrition Services | Arizona Department of Education

How to Complete Renewal Applications

CHILD AND ADULT CARE FOOD PROGRAM

Health and Nutrition Services
Arizona Department of Education

How to Submit CNPWeb Applications for the Child and Adult Care Food Program

Health and Nutrition Services
Arizona Department of Education

Renewal Guidance

MANAGEMENT PLAN AND BUDGET: 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.
- All program funds must be attributed to program expenses. Additional Funds required will display if you show a profit.
- Must show unrestricted funds (donations, grants, or any other funding source).
- Administrative expenses cannot exceed 15%.
- If a line item exceeds 10% of the approved budget in a claim, you will be asked to 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.

Renewal Guidance

TRAINING REQUIREMENTS

Operators must upload training certificates to the Sponsor Information page in the Management Plan to demonstrate training requirements have been satisfied.

1 CACFP Training

- Complete 10 Training Hours
- Complete *at least* one Nutrition and *at least* one Administration training
- Every person on the Permanent Agreement must complete *at least* one training

2 Civil Rights Compliance for Child Nutrition Program Operators

In addition to the CACFP training, all institutions are required to complete the annual civil rights training. Completion of the civil rights training does not count toward the 10 hours of CACFP training.

3 Staying on Track with the Essentials of CACFP for Program Year 2027

Mandatory for all renewing CACFP organizations.

- Live webinar attendees will access their certificate in APLD. Attendees viewing the recording will access the survey link and certificate of completion at the end of the webinar slides.

Renewal Guidance

CNPWEB SITE AND SPONSOR APPLICATIONS

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

Site Application:

This application will ask for contact information and information about the program at the site/center level.

Sponsor Application:

This application will ask for contact information and information about the program at the organization level.

RESOURCE REMINDER:

- [Renewal Application Checklist](#)
- [Step-by-Step Instruction: How to Submit CNPWeb Applications for the CACFP](#)

Child and Adult Care Food Program Renewal Preparation Checklist

This checklist is intended to assist childcare centers, adult day centers, Head Starts, at-risk afterschool programs, and emergency shelters operating the Child and Adult Care Food Program (CACFP) complete the renewal process. This checklist provides an overview of the minimum required documentation. Additional information may be needed if there have been changes in program operations. Template forms and resources have been hyperlinked in this checklist and are available on HHS' [CACFP Renewal Resources](#) webpage.

Category	Checklist Items
Sponsor Information	☐ Approved Contracts (FSMC, Caterer, etc.) Contact 20VSCContracts@azed.gov ☐ Media Release ☐ Training Certificates to Support Completion of Annual Training Requirements Training Webpage: https://www.azed.gov/newsroom/cacfp View Annual Training Requirements for CACFP Sponsors according for additional information.
Site Information	☐ Enrollment Information: - Number of Participants (Title XIX/Title XX, Free, Reduced-Price, and Paid) - Civil Rights Data Collection (How to Complete Racial and Ethnic Data) ☐ DHS License or Tribal Health Letter or Child Care Standards for Unlicensed Facilities (At-Risk Only) ☐ Lease Contract/Depreciation Schedule if applicable ☐ At-Risk Area Eligibility Documentation if applicable ☐ At-Risk Enrollment Documentation if applicable
Administrative Capability	☐ Data ☐ Photo ☐ CACFP Year ☐ Civil Rights Data Collection ☐ Policy
Financial Viability	The entity: ☐ Public ☐ Religious ☐ Non-Profit ☐ For-profit
Budget	Project reimbursement rates. Once it is applied to the program.
Site and Sponsor Applications	Once it is applied to the program.

August 2024 | Health and Nutrition Services

How to Submit CNPWeb Applications for the Child and Adult Care Food Program

Health and Nutrition Services
Arizona Department of Education

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

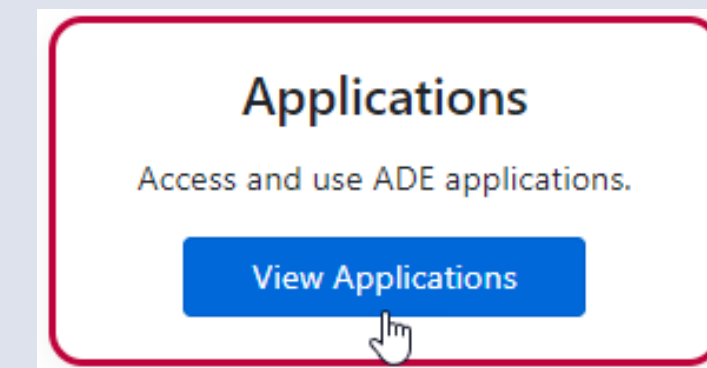
LOGIN TO ADECONNECT

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

2

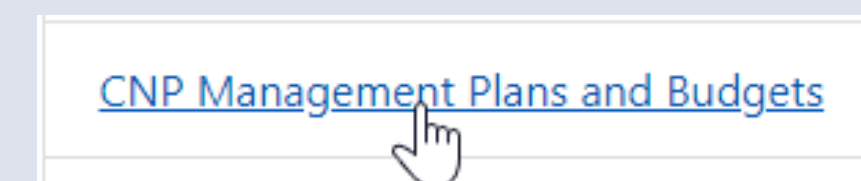
SELECT "VIEW APPLICATIONS"

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.



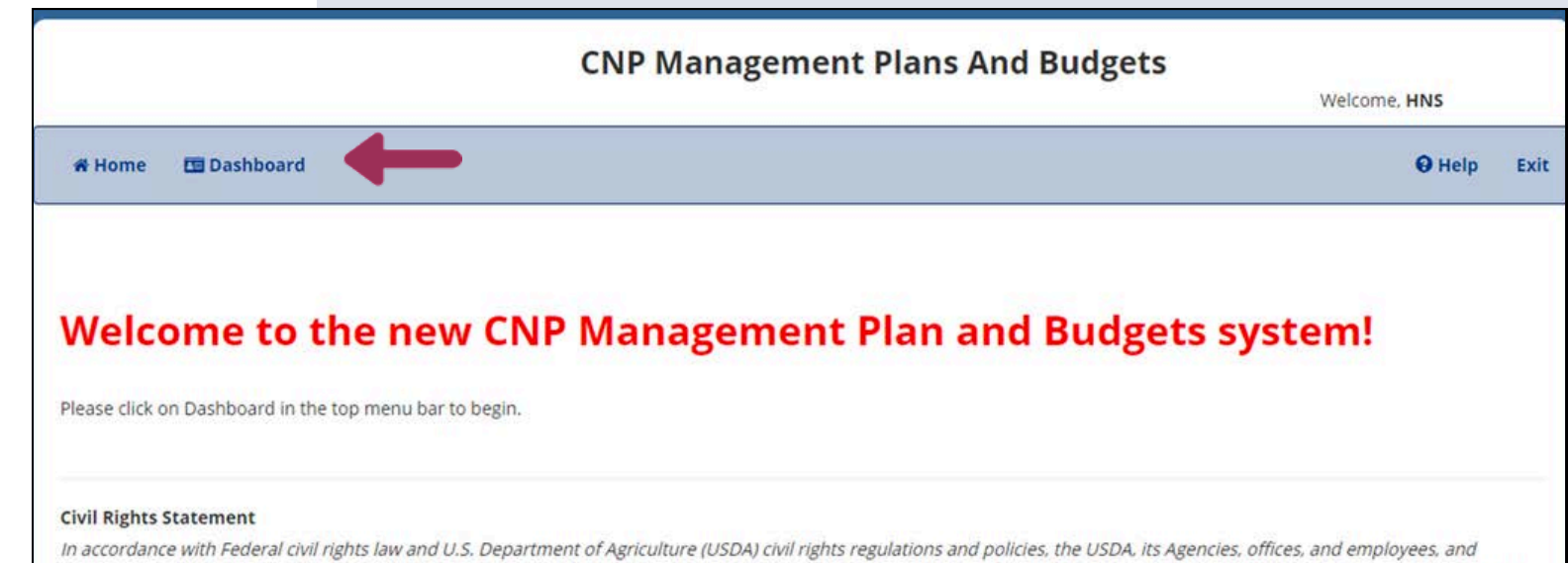
If CNP Management Plans and Budgets is not a listed application in ADEConnect, you will need to request access from your Entity Administrator.

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 will load 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.**



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

CNPWeb Applications

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

- **Site Application:** This application will ask for contact information and information about the program at the site/center level.
- **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

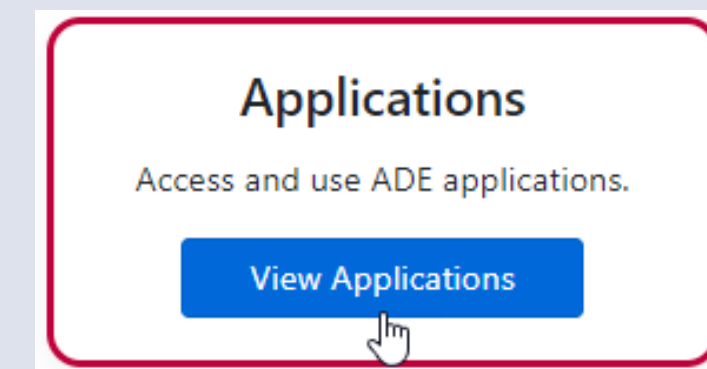
LOGIN TO ADECONNECT

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 "CNPWEB"

Select "CNPWeb" from the list of applications.





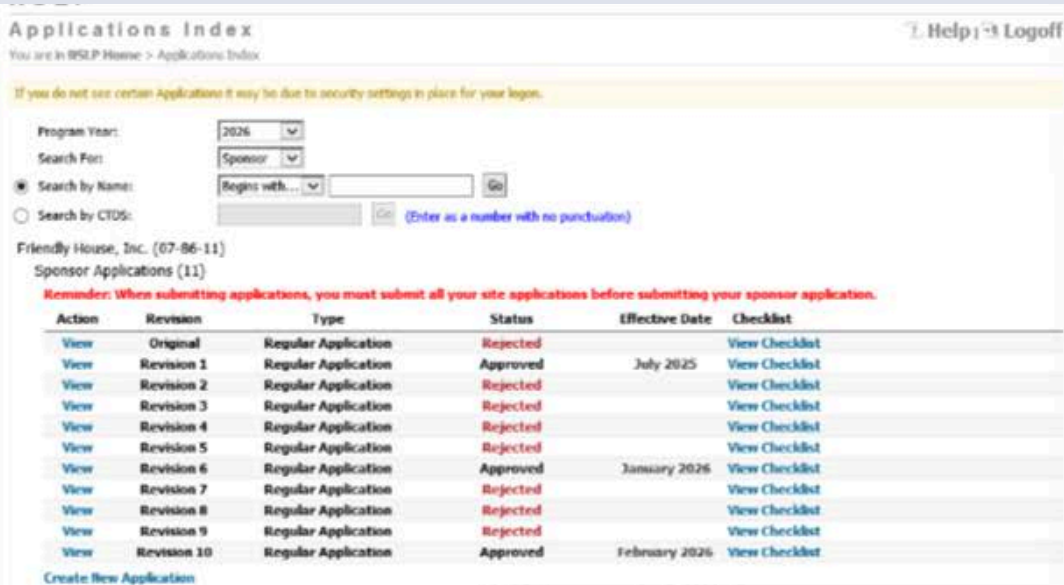
CNPWeb Application

UPGRADED FOR COMPATIBILITY WITH GOOGLE CHROME AND MICROSOFT EDGE

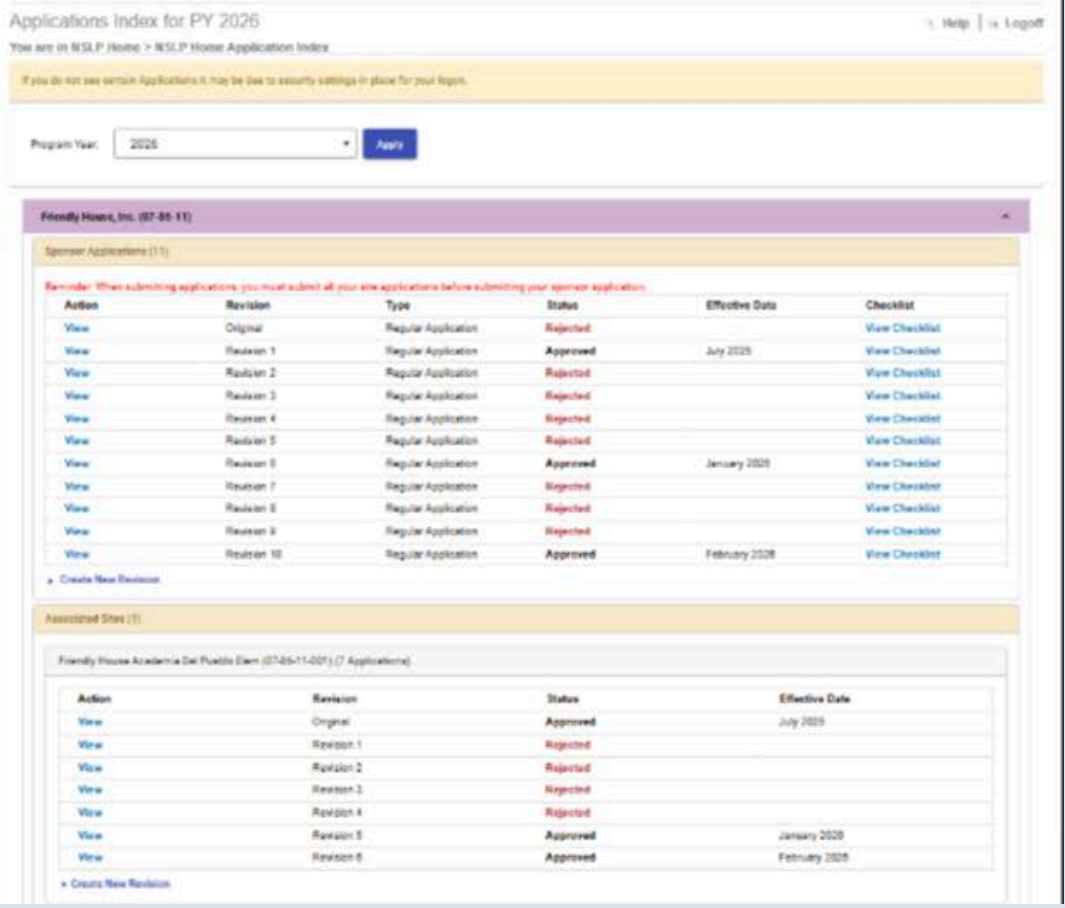
In March, the CNPWeb received upgrades to work with modern web browsers, such as Chrome and Edge.

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

Before...



After...



Renewal Guidance

ADDITIONAL REQUIREMENTS: PERMANENT AGREEMENT

All operators must review their CACFP Permanent Agreement to ensure the Designated Official and all Authorized Signers are current.

- If all names listed on the CACFP Permanent Agreement are appropriate, no action is needed.
- If any changes are needed, a new Permanent Agreement must be initiated, which is done by completing the CACFP Initiation Form using Adobe Sign.

Any questions related to the submission or updating of the Permanent Agreement should be directed to the assigned HNS Specialist.



INITIATION FORM FOR ELECTRONIC
CHILD AND ADULT CARE FOOD PROGRAM PERMANENT AGREEMENT

This fillable PDF initiation form has been created for Child and Adult Care Food Program (CACFP) Operators who wish to complete their Child and Adult Care Food Program Permanent Agreement (PA) electronically. **The PA must be read in its entirety prior to completing this form.** Once the CACFP specific information within this form is provided to The Arizona Department of Education (ADE), a member of ADE HNS staff will then complete the agreement and route the PA electronically to all individuals listed within the form for signature.

Page 1 (plus other required information)

Legal Name of Sponsor: _____

Doing Business As (if applicable): _____

CTD#: _____ Address: _____

If the SPONSOR is a public agency (i.e. government related) enter the entity or agency that is authorized to approve this agreement (if not applicable, leave blank): _____

The SPONSOR enters into this Agreement with ADE for participation in the CACFP operating one or more of the following (check those that apply):

☐ Child Care Center

☐ Outside School Hours Care

☐ Center Family Child Care Home

☐ Adult Day Care Center

☐ Emergency Shelter

☐ At-Risk After School Snack Program

Page 22 – Certification Page (required information if organization has a Governing Board)

(1) County (in which the entity operating the programs is located): _____

(2) Name of Official (or Governing Board Member) authorized to implement the programs: _____

(3) City in which the meeting that addressed the PA was held: _____

(4) Date that the meeting or decision to implement the PA took place: _____

(5) Legal title of the SPONSOR'S governing board, current year: _____

(6) Name of Designated Official who will be signing the PA: _____
(Same designated official as on the line 1 of the signature page of the Agreement)

(7) Authorized Official or Governing Board Member (same name as on line 2 of the certification page.) _____
Note that the authorized official/governing board member cannot designate him/herself as the Designated Official

Authorized Official First & Last Name

Title

Email

Page 23 – Signature Page (required information)

Designated Official First & Last Name

Title

Email

Authorized Signer (1) First & Last Name

Title

Email

Authorized Signer (2) First & Last Name

Title

Email

Authorized Signer (3) First & Last Name

Title

Email

Email to
ContactHNS@azed.gov

June 2024 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

CACFP Initiation Form

Renewal Guidance

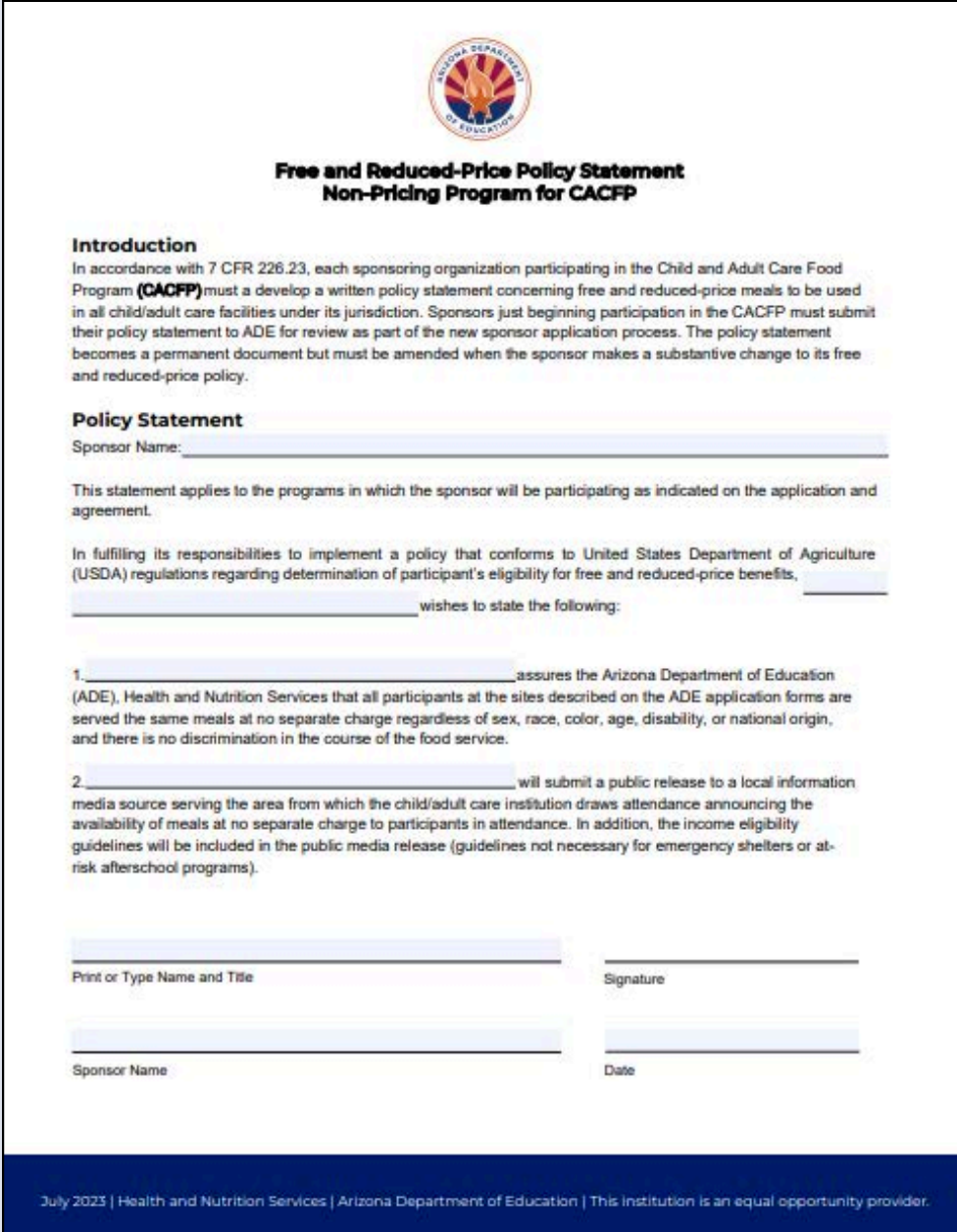
ADDITIONAL REQUIREMENTS: FREE AND REDUCED-PRICE POLICY STATEMENT

Similarly, operators must review their Free and Reduced-Price (FRP) Policy Statement for substantive changes.

The policy statement must be updated and resubmitted if...

- ...there are any changes to the process or staff/position responsible for eligibility determinations; or,
- ...the operator does not have an approved policy statement on file with ADE.

If applicable, changes must be submitted for approval to your assigned HNS Specialist no later than **October 15**.



The image shows a template for a "Free and Reduced-Price Policy Statement Non-Pricing Program for CACFP". At the top is the Arizona Department of Education logo. Below it is the title "Free and Reduced-Price Policy Statement Non-Pricing Program for CACFP". The form includes an "Introduction" section explaining the requirement for a written policy statement. It then has a "Policy Statement" section with a line for "Sponsor Name". Below this is a statement of applicability and a line for the sponsor to state the following. There are two numbered lines for the policy statement content. At the bottom, there are lines for "Print or Type Name and Title", "Signature", "Sponsor Name", and "Date". A footer at the very bottom reads: "July 2023 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider."

[Free and Reduced Price Policy Statement Template](#)

Renewal Guidance

ADDITIONAL REQUIREMENTS: CASH IN LIEU OF COMMODITIES

Annually, CACFP operators are surveyed for interest in either receiving entitlement funds allocated toward USDA Foods or Cash in Lieu of Commodities. Based on the results of the CIL survey, operators will continue to receive cash-in-lieu of commodities.

- CIL is an additional ~\$0.30 added to the reimbursement amount for each lunch and supper meal claimed. This is actual funding that is added to the monthly reimbursements with no additional requirements.*

This funding is added to the monthly reimbursements when the sponsor correctly completes section ‘5. General Information’ of the sponsor application indicating “no” to the ‘Do you currently receive USDA Foods’ question.

CNPWeb Sponsor Application

5. General Information	
Type of Sponsoring Authority	Response will vary.
Do you currently receive USDA Foods:	No
Pricing Policy:	Non-Pricing <i>unless approved to operate a pricing program.</i>
Computer Generated Meal Counts:	Response will vary.

Renewal Guidance

ADDITIONAL REQUIREMENTS: SINGLE AUDIT QUALIFYING QUESTIONNAIRE

Annually, all CACFP operators must complete a Single Audit Qualifier Questionnaire (SAQQ) to determine if an operator has expended \$1,000,000 or more in Federal awards in a fiscal year (FY).

- *Any entity found to have expended more than \$1,000,000 is required to hire an independent Certified Public Accountant to conduct a single audit to review both the compliance and financial component of Federal programs within 12 months after the FY's close.*

All operators must ensure the SAQQ for FY 2025 has been submitted. Operators still needing to complete the SAQQ must do so now. The PY27 application will not be approved until this is completed.

- [Link to FY25 Single Audit Qualifier Questionnaire](#)

Program Alerts



HEALTH AND NUTRITION SERVICES

The Single Audit Qualifier Questionnaire is Now Available!

What does this mean?

The Arizona Department of Education (ADE) Health and Nutrition Services is notifying Child and Adult Care Food Program (CACFP) operators, National School Lunch Program (NSLP) operators, and Summer Food Service Program (SFSP) Community Organizations who do not complete their Single Audit Qualifying questionnaire through Grants Management, of the requirement to complete the Single Audit Qualifier Questionnaire for Fiscal Year 2024. All sponsors that receive Federal funds from ADE are required to complete a Single Audit Qualifier questionnaire to report to ADE the annual amount of federal funds expended and, if meeting the fiscal threshold of \$750,000, must provide a copy of the single audit report.

What is a Single Audit?

A single audit reviews both the compliance and financial components of Federal programs. Any entity that expends more than \$750,000 in Federal funds is required to hire an independent Certified Public Accountant (CPA) to ensure funds were spent in accordance with Federal guidelines. Single audits must be completed within 12 months after the close of the fiscal year.

What are the steps to submit the Single Audit Qualifier Questionnaire?

1. Open the questionnaire here: [Single Audit Qualifier Questionnaire](#)
2. Answer the questions.
3. Those that answer "Yes" to indicating \$750,000 or more expended in Federal awards for fiscal year 2024, upload the single audit report.

When is the Single Audit Qualifier Questionnaire Due?

[Friday May 30, 2025](#)

We are here to help!

Please contact your assigned specialist if you have any questions or concerns about completing the questionnaire.

Arizona Department of Education

This institution is an equal opportunity provider, employer, and lender.

HNS Communication Program Alert

[Single Audit Qualifier
Questionnaire due by May 29, 2026](#)

RENEWAL SUBMISSION TIMELINE

LAST WEEK OF AUGUST

PY27 Management Plan & Budget
Available in ADEConnect.

OCTOBER 31

Management Plan & Budget
Submission Deadline to Claim
October.



NOW

- Review and update CACFP Permanent Agreement *if applicable*.
- Review and update Free and Reduced-Price Policy Statement *if applicable*.
- Confirm submission of CIL Survey.
- Confirm submission of SAQQ.

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.*

Quiz Time

True or False. I should submit my complete Management Plan and Budget on or before October 1.

A True

B False



Quiz Time

True or False. I should submit my complete Management Plan and Budget on or before October 1.

A True

B False

True. ADE highly recommends you submit a complete Management Plan and Budget by October 1.

If a Management Plan and Budget are not submitted to ADE by October 31, the operator cannot receive reimbursement for Octobers operations.

Applications will be reviewed in the order in which they are received.



Quiz Time

True or False. Renewal applications must be approved by October 31 in order to be eligible to submit a claim for reimbursement for October operations.

A True

B False



Quiz Time

True or False. Renewal applications must be approved by October 31 in order to be eligible to submit a claim for reimbursement for October operations.

A True

B False

The Management Plan and Budget must be submitted by October 31 to be eligible to claim October.

PY27 Management Plan, Budget, and CNPWeb Applications must be approved and claims must be submitted prior to the 60-day claiming deadline, which is December 30 for October.

Applications will be reviewed in the order in which they are received.



Section 2

Program Updates and Reminders



Notable USDA Memorandums



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.

Breakfast Meal Pattern Child and Adult Care Food Program					
Required Components at Breakfast: Fluid milk, vegetables/fruits/portion of both, and a grain are required components at breakfast.			Flexibility at Breakfast: A meat/meat alternate may be served in place of the entire grain component up to three times per week.		
Food Components	Required Minimum Serving Size by Age Group				Additional Component Information
	Ages 1-2	Ages 3-5	Ages 6-18	Adults	
Fluid Milk	4 fl oz ½ cup	6 fl oz ¾ cup	8 fl oz 1 cup	8 fl oz 1 cup	Fluid milk must be pasteurized. Participants 12-23 months must be served whole milk. (Effective June 8, 2026, participants 2-5 years old may be served whole, reduced fat (2 percent), low fat (1 percent), or fat-free (skim) milk. Milk must be unflavored. Participants ages 6+ may be served flavored or unflavored whole, reduced fat, low fat, or fat-free milk. Adults: Participants may use 6 ounces or ¾ cup of yogurt may be used to meet the equivalent of 8 ounces of milk once per day when yogurt is not served as a meat alternate in the same meal.
Vegetables, Fruits, or Portions of Both	¼ cup	¼ cup	¼ cup	¼ cup	
Grains	½ oz eq	½ oz eq	½ oz eq	½ oz eq	
May 2026 Health and Nutrition Services					

Lunch and Supper Meal Pattern Child and Adult Care Food Program					
Required Components at Lunch/Supper: All five components must be served at lunch and supper.			Flexibility at Lunch: A second different vegetable can be served in place of the fruit component.		
Food Components	Required Minimum Serving Size by Age Group				Additional Component Information
	Ages 1-2	Ages 3-5	Ages 6-18	Adults	
Fluid Milk	4 fl oz ½ cup	6 fl oz ¾ cup	8 fl oz 1 cup	8 fl oz 1 cup	Fluid milk must be pasteurized. Participants 12-23 months must be served whole milk. (Effective June 8, 2026, participants 2-5 years old may be served whole, reduced fat (2 percent), low fat (1 percent), or fat-free (skim) milk. Milk must be unflavored. Participants ages 6+ may be served flavored or unflavored whole, reduced fat, low fat, or fat-free milk. Adults: Participants may use 6 ounces or ¾ cup of yogurt may be used to meet the equivalent of 8 ounces of milk once per day when yogurt is not served as a meat alternate in the same meal.
Meat/Meat Alternates	1 oz eq	1.5 oz eq	2 oz eq	2 oz eq	
Lean Meat, Poultry, Fish	1 oz	1.5 oz	2 oz	2 oz	
Eggs	1 egg	1 egg	1 egg	1 egg	
Cheese	1 oz	1.5 oz	2 oz	2 oz	
Cottage/Cottage Cheese	½ cup	¾ cup	1 cup	1 cup	
Large Egg	1 egg	1 egg	1 egg	1 egg	
Lean Meat, Poultry, Fish	1 oz	1.5 oz	2 oz	2 oz	
Meat/Meat Alternates	1 oz eq	1.5 oz eq	2 oz eq	2 oz eq	
Lean Meat, Poultry, Fish	1 oz	1.5 oz	2 oz	2 oz	
Eggs	1 egg	1 egg	1 egg	1 egg	
Cheese	1 oz	1.5 oz	2 oz	2 oz	
Cottage/Cottage Cheese	½ cup	¾ cup	1 cup	1 cup	
Large Egg	1 egg	1 egg	1 egg	1 egg	
Cooked dry beans/soas	½ cup	¾ cup	1 cup	1 cup	
Nut/Seed Butter	2 tbsp	3 tbsp	4 tbsp	4 tbsp	
Yogurt	4 oz ½ cup	6 oz ¾ cup	8 oz 1 cup	8 oz 1 cup	
Nuts or seeds	1 oz	1.5 oz	2 oz	2 oz	
Grains	½ oz eq	½ oz eq	½ oz eq	½ oz eq	
Vegetables	¼ cup	¼ cup	¼ cup	¼ cup	
Fruits	¼ cup	¼ cup	¼ cup	¼ cup	
May 2026 Health and Nutrition Services					

Snack Meal Pattern Child and Adult Care Food Program					
Required Components at Snacks: Select any two components to serve at snack. Only one of the two components may be a creditable beverage, such as milk or juice.					
Food Components	Required Minimum Serving Size by Age Group				Additional Component Information
	Ages 1-2	Ages 3-5	Ages 6-18	Adults	
Fluid Milk	4 fl oz ½ cup	4 fl oz ½ cup	8 fl oz 1 cup	8 fl oz 1 cup	Fluid milk must be pasteurized. Participants 12-23 months must be served whole milk. (Effective June 8, 2026, participants 2-5 years old may be served whole, reduced fat (2 percent), low fat (1 percent), or fat-free (skim) milk. Milk must be unflavored. Participants ages 6+ may be served flavored or unflavored whole, reduced fat, low fat, or fat-free milk. Adults: Participants may use 6 ounces or ¾ cup of yogurt may be used to meet the equivalent of 8 ounces of milk once per day when yogurt is not served as a meat alternate in the same meal.
Meat/Meat Alternates	½ oz	½ oz	1 oz eq	1 oz eq	
Lean Meat, Poultry, Fish	½ oz	½ oz	1 oz	1 oz	
Eggs	½ oz	½ oz	1 oz	1 oz	
Cheese	½ oz	½ oz	1 oz	1 oz	
Tofu	½ oz	½ oz	1 oz	1 oz	
Large Egg	½ large egg	½ large egg	1 large egg	1 large egg	
Cooked dry beans/soas	½ cup	½ cup	1 cup	1 cup	
Nut/Seed Butter	1 tbsp	1 tbsp	2 tbsp	2 tbsp	
Yogurt	2 oz ½ cup	2 oz ½ cup	4 oz ½ cup	4 oz ½ cup	
Nuts or seeds	½ oz	½ oz	1 oz	1 oz	
Grains	½ oz eq	½ oz eq	1 oz eq	1 oz eq	All grains served must be either enriched, whole grain rich, bran or germ. At least one serving per day must be whole grain . Grain-based products do not count towards meeting the grains requirements. Hot cereal and ready-to-eat cereal must contain no more than 6 grams of added sugars per dry ounce. The serving size for grains is measured in ounce equivalents (oz eq).
Vegetables	¼ cup	¼ cup	¾ cup	¾ cup	Full strength juice may only be offered to meet the vegetable or fruit requirement at one meal or snack, per day and must be pasteurized.
Fruits	¼ cup	¼ cup	¾ cup	¾ cup	Full strength juice may only be offered to meet the vegetable or fruit requirement at one meal or snack, per day and must be pasteurized.
May 2026 Health and Nutrition Services Arizona Department of Education This institution is an equal opportunity provider.					



The CACFP Meal Pattern Chart has been updated to reflect this update.

Notable 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
coming up next!**

Civil Rights Compliance

UPDATES TO LONG, NON-DISCRIMINATION STATEMENT

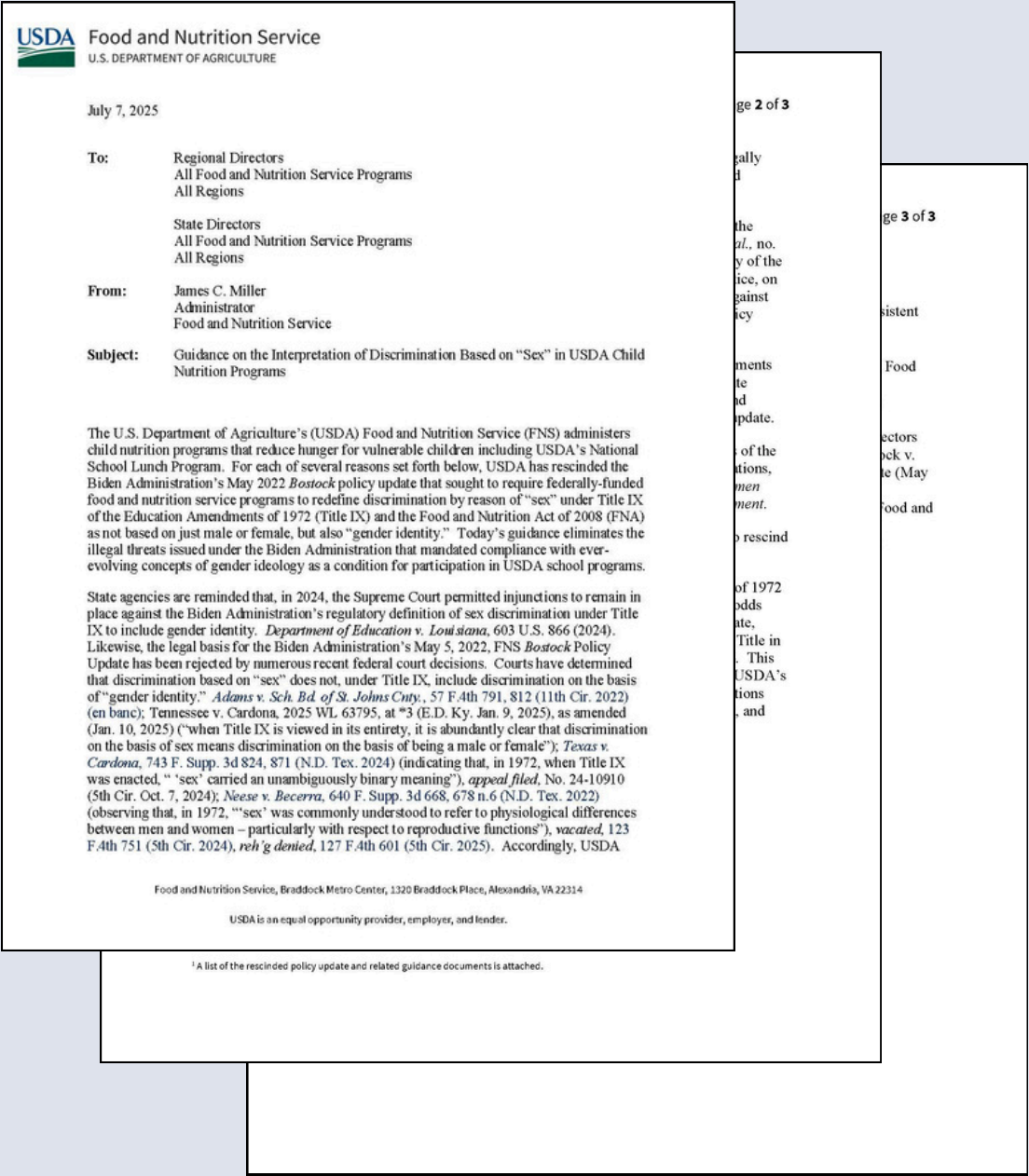
On July 7, 2025, USDA released *Guidance on the Interpretation of Discrimination Based on “Sex” in USDA Child Nutrition Programs* to rescind the Bostock Policy Update and change the protected classes. **As a result, the long, non-discrimination statement has changed.**

- [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

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

AND JUSTICE FOR ALL

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.

USDA United States Department of Agriculture

FNS USE ONLY SOLO PARA FNS

AND JUSTICE FOR ALL

★★

In accordance with Federal 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), age, disability, and 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 for program information (e.g., Braille, large print, audiotape, and 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:

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

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

email:
program.intake@usda.gov.

This institution is an equal opportunity provider.

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles.

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en <https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf>, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

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

fax:
(833) 256-1665 o (202) 690-7442; o

correo electrónico:
program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.

Form AD-475-A--Assisted Poster/ Revised May 2022

Alchecomplementato al Formulario AD-475-A/Revisado May 2022

Required Signage

ADDITIONAL REQUIREMENTS

Participating CACFP facilities must have the following prominently displayed:

- **Building for the Future**: with current CACFP official contact information.
- **WIC Outreach Flyer** ([English](#)) ([Spanish](#)): current income guidelines *updated June 2026*. *At-Risk, Emergency Shelters, and Adult Centers are exempt*.
- **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) 2525-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](http://sitio.de.internet.de.WIC.de.AZ) o llame al **1 (800) 2525-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!



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.

Serving Size Ounces (oz)	Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Added Sugars Grams (g)
If the serving size is:	If the serving size is:	Added sugars must not be more than:
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

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	
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%

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.

Test Yourself:

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

Serving Size: _____

Added Sugars: _____

☐ Yes ☐ No

*Serving sizes here refer to those commonly found for store-bought yogurt. Homemade yogurt is not creditable in the CACFP.

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

t!

yogurt you can serve at your site.
Yogurt To Serve in the CACFP list.
serve in your program.

Yogurt

Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Added Sugars Grams (g)
If the serving size is:	Added sugars must not be more than:
135 g	9 g
142 g	10 g
149 g	10 g
150 g	10 g
156 g	11 g
163 g	11 g
170 g	12 g
177 g	12 g
184 g	13 g
191 g	13 g
198 g	14 g
206 g	14 g
213 g	15 g
220 g	15 g
227 g	16 g

CACFP*

Serving Size (oz or g)	Added Sugars (g)
6	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.

USDA 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.
- 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.

Yummy Brand Cereal

Nutrition Facts
15 servings per container
Serving size ¾ cup (30g)

Amount per serving	% Daily Value*
Calories 100	
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

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

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

TEAM NUTRITION

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

cereal

Size	Added Sugars
ams	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

*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.

Recordkeeping Requirements

REMINDER OF REQUIREMENTS

Recordkeeping: 7 CFR 226.10 (d), 7 CFR 226.15 (e), 7 CFR 226.16 (e); ARS §35-214, 35-215



Institutions must establish procedures to collect and maintain all records listed in the CACFP regulations and required by the State Agency.

Failure to maintain records will be grounds for the denial of reimbursement for meals served during the period covered by the records in question and for the denial of reimbursement for costs associated with such records.

Distinct Areas of Records:

- 1 Eligibility, Enrollment, and Attendance
- 2 Meal Service
- 3 Meal Counts

Recordkeeping Requirements

REMINDER OF REQUIREMENTS: ATTENDANCE

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.

CCA-0218A FORNA (10-19)ARIZONA DEPARTMENT OF ECONOMIC SECURITYPage 1 of 2

SIGN-IN/SIGN-OUT RECORD

PENALTY WARNING: By signing this document the parent, guardian, or other authorized person verifies, under penalty of perjury, that the times recorded are the actual times the child was in attendance.

Child Care Provider's Name

Child's Name

Parent/Guardian's Name

Month and Year

Date	Time In AM	Signature	Time Out AM	Signature	Time In PM	Signature	Time Out PM	Signature	Unit of Care
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									

PENALTY WARNING: The submission of billing claim forms for the child named on this record constitutes verification by the Provider, under penalty of perjury, that this document is a true and accurate record of signatures, dates, and time of service.

Example of a Sign In and Out Sheet

Recordkeeping Requirements

REMINDER OF REQUIREMENTS: MEAL COUNTS

Meal counts must be collected at the point of service (during the meal service).

Reminders:

- ✔ Meal Counts are not the same as daily attendance rosters.
- ✔ Reimbursement is based on actual meal counts for each type of meal each month. If meal counts are incorrect, reimbursement will be incorrect.

CACFP Sponsoring Organizations are responsible for training and monitoring staff to ensure the process of collecting point of service meal counts is understood and completed correctly.

For a more thorough overview of meal counting and claiming, please reference the following trainings available on the [Training for the CACFP Webpage](#):

- Nutrition Essentials - Meal Service and Food Safety: Overview of Collecting Meal Counts at the Point of Service
- Administration Essentials - Meal Count Summary: Overview of Point of Service Meal Counts and Consolidating Counts to the Meal Count Summary for Monthly Claiming

Recordkeeping Requirements

REMINDER OF REQUIREMENTS: MEAL COUNTS

How to Collect Point of Service Meal Counts:

- 1** Identify participants who are offered a reimbursable meal during the approved meal service time.
- 2** Write a checkmark next to the participants names.



A participant can be claimed for a maximum of two meals and one snack, two snacks and one meal, or three snacks per day. For participants that consumed more meals/snacks than can be claimed, clearly indicate which meals/snacks will be claimed for reimbursement.

Quiz Time

Which of the following number of meals and snacks can you **claim** per child per day?

- A** 2 meals and 1 snack
- B** 1 meal and 2 snacks
- C** 3 snacks
- D** Any of the above



Quiz Time

Which of the following number of meals and snacks can you **claim** per child per day?

A 2 meals and 1 snack

B 1 meal and 2 snacks

C 3 snacks

D Any of the above

You can claim 2 meals and 1 snack, 2 snacks and 1 meal, or 3 snacks per participant per day.

The only exception are emergency shelters, which can claim up to 3 meals per child per day.



Recordkeeping Requirements

REMINDER OF REQUIREMENTS: COST REPORTING

Recordkeeping: 7 CFR 226.10 (d), 7 CFR 226.15 (e), 7 CFR 226.16 (e); ARS §35-214, 35-215



Organizations are responsible for accounting for costs accurately and for maintaining records to demonstrate that costs reported on the monthly claim have been paid and are allowable to the program.

Documentation of the nonprofit food service is required to ensure all Program reimbursement funds are used solely for the conduct of the food service operation or to improve the food service operations, principally for the benefit of the enrolled participants.

Distinct Areas of Records:

- 1 Eligibility, Enrollment, and Attendance
- 2 Meal Service
- 3 Meal Counts
- 4 Cost Reporting

Recordkeeping Requirements

REMINDER OF REQUIREMENTS: DISTINCT AREAS OF RECORDS

Recordkeeping: 7 CFR 226.10 (d), 7 CFR 226.15 (e), 7 CFR 226.16 (e); ARS §35-214, 35-215

Who are you claiming?	What are you claiming?	How many meals are you claiming?	How was reimbursement spent?
Eligibility: • Meal Benefit Income Eligibility Forms • Claiming Rosters • Title XX Documentation Enrollment: • Emergency Information and Immunization Records Attendance: • Sign in and Out Sheets (must be completed/signed by a parent/guardian)	• Menus with notes of any substitutions • Menu Modification Forms for meal substitutions • CN Labels or Product Formulation Statements (if applicable) • Ingredients and nutrition facts for low sugar cereals/yogurts • Documentation for the whole grain-rich items listed on the menus • Recipes (best practice) • Menu Production Worksheets (if applicable)	Meal Counts • Point of Service (POS) Meal Counts Sheets • Infant POS Meal Count Sheets • Meal Count Summary Sheet OR • Equivalent computer-generated Meal Count Sheets (ADE-Approved Electronic System)	• Receipts and invoices • Time Distribution Reports

Please note, required records vary for Head Start, Emergency Shelters, and At-Risk Only operators.

Recordkeeping & Claiming

Reimbursement is provided for each meal or snack served to an enrolled participant at an eligible institution.

- To obtain this reimbursement, center personnel must accurately count, record, and **claim** the number of creditable meals served to program participants by eligibility category (paid, reduced-price, and free) at the point of service.
- The number of meals or snacks claimed for reimbursement must have adequate documentation on file to support the claim.

Claim data is obtained directly from monthly recordkeeping documents that will be reviewed during an audit and review. All reported figures must be supported by proper documentation.

Monthly Claims in CNPWeb:

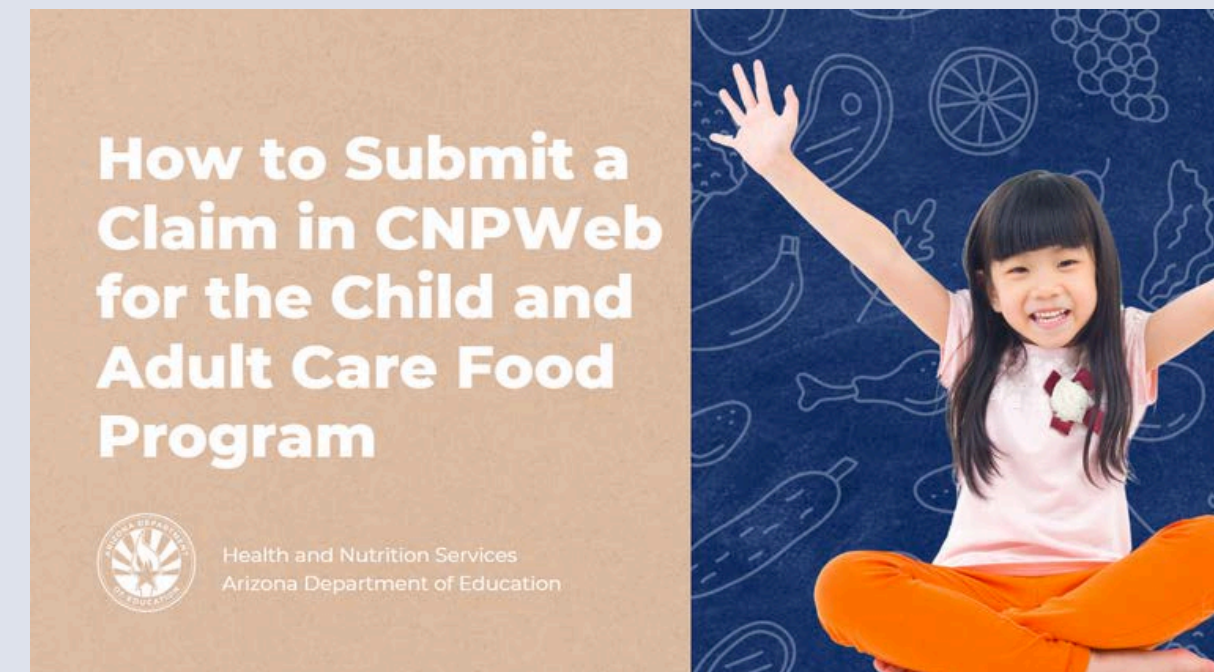
Sponsor Claim: *Must be submitted first.*
Report monthly income and monthly expenses.

Site Claim:
Report number of participants and the number of meals served.

Recordkeeping & Claiming

CLAIMING REMINDERS

- Claims are submitted monthly in the CNPWeb.
- Sponsor Claims must be submitted before Site Claims.
- Claim data is obtained directly from monthly recordkeeping documents that will be reviewed during an audit and review.
- All reported funds must have supporting documentation, such as receipts, invoices, etc.
- Claims must be submitted after the entire month of operation has been completed. Claims cannot be submitted in advance.
- Claims must be in Submitted status in order to receive reimbursement. Claims left in Pending status are not valid and will not be processed for payment.



For a thorough overview of Submitting a Claim for the Child and Adult Care Food Program, please review the Step by Step Instruction: How to Submit a Claim in CNPWeb for the Child and Adult Care Food Program.

Quiz Time

True or False. Reimbursement is based on program expenses reported in the Sponsor Claim.

A True

B False



Quiz Time

True or False. Reimbursement is based on program expenses reported in the Sponsor Claim.

A True

B False

Federal reimbursement is provided for each meal or snack that meets program requirements and is served to an enrolled participant at an eligible institution.

Program expenses do not impact reimbursement but instead communicate how Federal funds were used.



Recordkeeping Requirements

RESOURCES

Document Checklist & Monthly Accountability Checklist

To assess compliance, ADE HNS *highly* encourages operators utilize the Document Checklist and Monthly Accountability Checklist. These checklists can be used as an internal edit-check to verify that all required documents are being appropriately completed and maintained.

ADE HNS’ Online Training Library

Completing the entire series of the online, self-paced essentials trainings will provide a thorough overview of the requirements to operate the CACFP.

- *ADE HNS highly encourages all operators to review, at a minimum, the Administration Essentials Part 5: Recordkeeping Requirements and Cost Reporting for the CACFP.*

**Document Checklist**
The following checklist outlines required documentation for centers operating the CACFP and can be used as an internal edit-check to verify all required documents are being appropriately maintained.

Required Documentation:	Available?		N/A
	Yes	No	
Completed Meal Benefit Eligibility Forms			
Free/Reduced/Paid Claiming Percentage Rosters			
Monthly Sign-in/out Sheets			
Enrollment Emergency Forms (will review these in their normal location during visit)			
Point of Service Meal Count Sheets			
Daily Infant Production Record Meal Counts (if applicable)			
Documentation of Infant Feeding Preferences			
Meal Count Summary Sheet			
Cycle Menus			
Medical Statements			
Child Nutrition Labels			
Yogurt Labels (if applicable)			
Cereal Labels (if applicable)			
Supporting Documentation			
Recipes for Homemade Meals			
Menu Production Records			
Procedures for Complaints			
Civil Rights Pre-Award Agreement			
Civil Rights Complaint Process			
DHS License & Sanitation Certificate			
Food Handler Cards			
Staff Training Documentation			
Multiple Sites/Centers Only – Last 3 Monitoring Visit Reports			
Time Distribution Reports			
Monthly Food Service Cost Report			
Monthly Expense Worksheet			
Written Recordkeeping Procedures			
Job Descriptions for all staff			
Approved Management Plan			
CACFP Permanent Plan			
Procurement Standards			
Food Service Vendor Agreements			
At-Risk Records (if applicable)			
Monthly DES Billing			

**Monthly Accountability Checklist**
The following checklist outlines monthly documentation required for centers operating the CACFP and can be used as an internal edit-check to verify all required documents are being appropriately maintained.

Required Documentation:	Available?		N/A
	Yes	No	
Complete Meal Benefit Eligibility Forms for Current Program Year*			
Free/Reduced/Paid Claiming Percentage Rosters*			
Monthly Sign-in/out Sheets			
Enrollment Emergency Forms (updated annually)			
DES Billing Records for month above (if applicable)			
Computer Software Meal Count Agreement (if applicable)			
Point of Service Daily Meal Count Sheets			
Infant Point of Service Daily Meal Count Sheets (if applicable)			
Meal Count Summary Sheet			
Cycle Menu			
Child Nutrition Labels for Commercially Prepared Entrees			
Supporting documentation for all whole grain-rich items served			
Supporting documentation for all low-sugar yogurt served			
Supporting documentation for all low-sugar cereal served			
Medical Statements for Meal Substitutions (if applicable)			
Menu Production Records (if applicable)			
Food Handler Cards and Food Safety Manager Card			
Staff Training Documentation (attendance roster/agenda/materials) Required Training Topics			
Multiple Sites/Centers Only – Last 3 Monitoring Visit Reports			
Food Service Cost Report			
Receipts and invoices to support food purchases on the Food Service Cost Report			
Expense Worksheet			
Receipts, invoices, and leases to support the Expense Worksheet			
Time Distribution Reports			
At-Risk Records (if applicable)			

* Not applicable for Head Starts or Emergency Shelters.

¹ Head Starts must provide a statement of income eligibility or a statement of enrollment stating that participants qualify for the Head Start program.

² Emergency Shelters must provide names, dates of birth, and dates of residency for each participant claimed.

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Staff Training

INSTITUTION RESPONSIBILITY

All institutions participating in the CACFP must train all staff on both CACFP and Civil Rights topics.

ALL STAFF

- ✓ Before participating in CACFP
- ✓ Annually (October 1 - September 30)

NEW STAFF

- ✓ Before performing CACFP duties



Staff Training

REQUIRED CACFP TRAINING TOPICS

USDA identifies the specific topics institutions must cover during staff trainings.

- CACFP Meal Pattern Requirements
- Point of Service Meal Count Procedures
- Review Procedures
- Recordkeeping Requirements
- Claims Submission
- Reimbursement System

Training Staff

- [Civil Rights Compliance for Child Nutrition Operators \(English\) \(Spanish\)](#)
- [Annual Staff CACFP Training Presentation Template](#)
- [CACFP Trainer's Tools: Feeding Infants](#)
- [Template Training Agenda and Sign-In Sheet](#)



The Annual Staff CACFP Training Presentation Template is available on the [CACFP Forms and Resources Webpage - Training Staff](#).



ADE recommends utilizing the Annual Staff Training Presentation Template developed by ADE-HNS as it will ensure all required topics are addressed.

Staff Training

REQUIRED CIVIL RIGHTS TOPICS

Under civil rights, institutions must cover:

- 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

Training Staff

- [Civil Rights Compliance for Child Nutrition Operators \(English\) \(Spanish\)](#)
- [Annual Staff CACFP Training Presentation Template](#)
- [CACFP Trainer's Tools: Feeding Infants](#)
- [Template Training Agenda and Sign-In Sheet](#)

Civil Rights Compliance for Child Nutrition Operators

ONLINE COURSE



Arizona
Department of
Education



The Civil Rights Compliance for Child Nutrition Operators is available on the [CACFP Forms and Resources Webpage - Training Staff](#).



ADE recommends utilizing the Civil Rights training developed by ADE-HNS as it will ensure all required topics are addressed.

DOCUMENTATION REQUIREMENTS

TRAIN STAFF



CACFP Topics



Civil Rights Topics

DOCUMENT TRAINING



Agenda and Attendance



Online Certificates

[illegible]

Resource: [Agenda and Sign-In Sheet Template](#)

Report the date and location of the in-person training and the name of the trainer. Staff simply sign into the training.

Training Requirements

All institutions are required to **attend state agency training before** participating in the CACFP and **every year thereafter** while participating in the CACFP.

The following training is required every program year (October 1 – September 30):

1 CACFP Training

- Complete 10 Training Hours
- Complete *at least* one Nutrition and *at least* one Administration training
- Every person on the Permanent Agreement must complete *at least* one training

2 Civil Rights Compliance for Child Nutrition Program Operators

In addition to the CACFP training, all institutions are required to complete the annual civil rights training. Completion of the civil rights training does not count toward the 10 hours of CACFP training.



Please note, there are some instances in which ADE HNS will require the completion of a specific training. In the event a training is mandatory, the requirement will be announced formally in an HNS memorandum.

Training Resources

CACFP TRAINING LIBRARY & TRAINING PLAN

Identifying Training Opportunities:

Monthly, HNS releases an Events Forecast highlighting current training opportunities available to operators to complete for training credit. Furthermore, operators may access trainings on the CACFP Training Library.

Planning and Tracking Training Completion:

To assist in planning and tracking your training hours, ADE created a Training Plan resource. This Training Plan is an optional resource for institutions to plan and track progress toward the 10-hour annual CACFP training requirement. All training certificates must be kept as verification of training completion.



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Home / Health and Nutrition Services / Training for the Child and Adult Care Food Program

Training for the Child and Adult Care Food Program

The Health and Nutrition Services (HNS) is proud to offer online training opportunities for operators of the CACFP. On this webpage, you will find information about the HNS training opportunities that will expand program knowledge and support through the following:

▶ Annual Training Requirements

▶ Required Civil Rights Compliance

▶ Administration Virtual Trainings

▶ Nutrition Virtual Trainings



Annual Training Plan for the Child and Adult Care Food Program

This Training Plan is an optional resource to help plan and track progress toward the annual CACFP training requirements. All training certificates must be kept and submitted during renewal as verification of training completion.

Training Requirements:
The following training is required every program year (October 1 – September 30).

- CACFP Training**
Complete 10 hours
 Choose from a menu of online and in-person options!
 - Nutrition and Administration**
 Complete at least 1 training from each category
 - Designated Official (DO) and Authorized Signers (AS)***
 Every person listed on the Permanent Agreement must complete at least one training
- Civil Rights Training***
 At least one DO or AS from the organization must complete.

Fiscal Year 20_ Training Plan						
Staff Member	Staff Role	Training Title	Training Hours	Category (Nutrition or Admin)	Anticipated Training Date	Training Completion Date
	DO or AS*	Civil Rights Compliance	N/A	N/A		
	DO*					
	AS1 □ N/A					
	AS2 □ N/A					
	AS3 □ N/A					
Total Anticipated Training Hours*: *Must be at least 10					Total Completed Training Hours*: Must be at least 10	

October 2024 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

In-Person Workshops

New CACFP Director:

August 18 - Phoenix | Stay tuned for the next offering!

Intended for new directors interested in a hands-on learning experience surrounding how to operate the CACFP.

Preparing for your Administrative Review:

September 8 - Phoenix | [Click to Register.](#)

Intended for operators who will be receiving an Administrative Review in PY27, this workshop will help attendees prepare for the review process.

Infant Feeding:

September 17 - Phoenix | [Click to Register.](#)

Intended for infant room teachers and directors overseeing infant rooms interested in learning more about infant feeding requirements in the CACFP in a workshop setting.

CACFP Financial Management:

September 22 - Phoenix | [Click to Register.](#)

Intended for staff interested in receiving an overview of financial management requirements for CACFP participation and key principles related to budgeting, allowable costs, and maintaining compliance with federal program guidelines.



CHILD AND ADULT CARE
FOOD PROGRAM
FALL 2026
IN-PERSON WORKSHOP SCHEDULE

Aug 18	CACFP New Director Training • 8:30 AM – 2:30 PM Provides a broad overview of what is needed to successfully operate the CACFP program. It is especially recommended for new directors, new managers, or staff who are onboarding to CACFP. Topics covered include menus, meal counts, financial management, and training requirements. While financial management is discussed, it is not covered in depth.	
Aug 25	CACFP Financial Management • 8:30 AM – 2:30 PM Provides an overview of financial management requirements for participation in the Child and Adult Care Food Program (CACFP). Covers key principles related to budgeting, allowable costs, and maintaining compliance with federal program guidelines. Provides technical guidance aligned with CACFP requirements.	
Sep 8	CACFP Administrative Review (AR) • 8:30 AM – 2:30 PM Covers the Administrative Review process. It does not provide a full overview of the CACFP program; instead, it highlights the most common findings during an AR and helps participants review their documentation through the lens of a reviewer.	
Sep 17	Infant Feeding in the CACFP • 9:00 AM – 12:00 PM In this workshop, attendees will understand CACFP infant meal pattern requirements, identify developmental readiness for solid foods, apply infant feeding skills, modify food textures, and determine what food items can or cannot be served to satisfy the infant meal pattern requirements.	

CACFP Financial Management
8:30 AM – 2:30 PM

Provides an overview of financial management requirements for participation in the Child and Adult Care Food Program (CACFP). Covers key principles related to budgeting, allowable costs, and maintaining compliance with federal program guidelines. Provides technical guidance aligned with CACFP requirements.

CACFP Financial Management
8:30 AM – 2:30 PM

Provides an overview of financial management requirements for participation in the Child and Adult Care Food Program (CACFP). Covers key principles related to budgeting, allowable costs, and maintaining compliance with federal program guidelines. Provides technical guidance aligned with CACFP requirements.

Infant Feeding in the CACFP
9:00 AM – 12:00 PM

In this workshop, attendees will understand CACFP infant meal pattern requirements, identify developmental readiness for solid foods, apply infant feeding skills, modify food textures, and determine what food items can or cannot be served to satisfy the infant meal pattern requirements.

REMINDERS

- Seating is limited for all workshops. If you are unable to attend, please notify your specialist as soon as possible so the Arizona Department of Education can make the seat available to another participant. To ensure fair access, participants who repeatedly fail to attend registered workshops may be ineligible for future workshop enrollment.
- Continuing Education Units (CEUs) earned through these workshops may count toward Professional Standards and other required training hours.
- Participants are encouraged to arrive on time and attend the full session to receive applicable training credit.
- Registration does not guarantee CEU approval by all agencies or employers. Participants are responsible for verifying applicable training requirements.
- Workshop dates, times, and locations are subject to change. Registered participants will be notified of any updates.

July 2026 | Arizona Department of Education | USDA is an equal opportunity provider, employer, and lender.

CACFP Fall Workshop Schedule



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

Quiz Time

Can any staff complete training and contribute to the 10-hour requirement?

A Yes

B No



Quiz Time

Can any staff complete training and contribute to the 10-hour requirement?

A Yes

B No

Yes! Any member of an organization's staff can complete a training listed on ADE's menu of training options and the training hours count toward the 10-hour requirement.



Quiz Time

Can the Designated Official and Authorized Signers complete all 10 hours?

A Yes

B No



Quiz Time

Can the Designated Official and Authorized Signers complete all 10 hours?

A Yes

B No

Yes! The Designated Official and Authorized Signers must complete at least one training each. There is no limit to how many trainings they can complete toward the total training requirement.

Please note, Designated Officials and Authorized Signers must complete at least one CACFP training every program year, even if they are not directly involved in the CACFP. The logic being the individuals listed on your permanent agreement are ultimately responsible for your CACFP operations and should have some sort of knowledge of the program.



Monitoring Requirements

QUICK REFRESHER

Multi-site institutions operating the CACFP are required to comply with monitoring requirements.

A **multi-site institution** is one that has two or more sites under a **single ADE Permanent Agreement (PA)** and all sites are part of the same legal entity.

MULTI-SITE INSTITUTION:

More than one site under the same PA.

SITE A & SITE B



If you have **more than one site but each is on a separate ADE Permanent Agreement**, you are considered a **single-site institution**, not a multi-site institution because the sites are separate legal entities.

SINGLE-SITE INSTITUTION:

More than one site under separate PAs.



SITE A



SITE B



Monitoring Requirements

QUICK REFRESHER | **REQUIREMENTS FOR MULTI-SITE INSTITUTIONS**

Multi-site operations must uphold/maintain the following:

- ✔ Monitoring Schedule
- ✔ 5-Day Reconciliation Process
- ✔ Monitoring Policy
- ✔ Recordkeeping Policy *outlining the location(s) where records are stored for each site*



Monitoring Requirements

REQUIREMENTS FOR MULTI-SITE INSTITUTIONS

Organizations with multiple sites are required to conduct internal monitoring annually.

- Must complete **three monitoring visits** per program year (October 1 - September 30) at each site.

 - If a site participates under both At-Risk and the Summer Food Service Program (SFSP), only three total visits are required (ex., two visits at the At-Risk site and one visit at the SFSP site).
- Two of the three visits must be unannounced (at least one must include a meal observation; however, best practice is to review meal service at all visits).

 - If a serious deficiency is identified, the next visit must be unannounced.
- Each monitoring visit must include a 5-Day Reconciliation.

 - A designated table has been incorporated into the Monitoring Visit Form to minimize the chance of oversight.



Date of Visit: _____
Date of Previous Visit: _____

Monitoring Visit Form

Sponsoring Organization Name/Address:		Site Name/Address:	
CTD#:		Site Telephone #:	
Monitor Name:		Job Title:	
Person Interviewed at Site:		Job Title:	
Type of Monitoring Visit			
Multi-Site Sponsors are required to conduct at least three visits every year at each site, with no more than six months elapsing between monitoring visits. At least two of the three visits must be unannounced and one of the unannounced visits must include a meal observation.			
☐ Announced ☐ Unannounced ☐ Pre-approval/New Site ☐ First Week/28-day/Initial Review			
☐ First Visit ☐ Second Visit ☐ Third Visit ☐ Fourth Visit (if using averaging)			
Required Postings			
☐ Facility License Capacity: _____ Exp: _____	☐ Current WIC Information N/A for at-risk, emergency shelters & adult day centers	☐ Building for the Future with Current CACFP Official Contact Information	☐ And Justice for All Must be 11X17 inches
		☐ Menu Exp: _____ ☐ N/A	☐ Kitchen Permit
Enrollment			Yes No N/A
Emergency Shelters: Is a list of participants maintained and does it contain the name, date of birth, and dates of residency confirming free eligibility?			
Head Starts: Is a list of participants maintained to confirm free eligibility, based on Head Start or Early Head Start qualifications and does it contain a Head Start official's signature?			
Centers: Based on 10% of enrolled participants, are income applications complete and current for participants claimed in the Free or Reduced-Price categories?			
Centers: Are participants without income eligibility forms or with incomplete income eligibility forms on the paid roster?			
Centers and Head Starts: Based on 10% of enrolled participants, are enrollment forms on file updated at least annually?			
Observed Meal Service			
Meal Observed: ☐ Breakfast ☐ AM Snack ☐ Lunch ☐ PM Snack ☐ Supper ☐ Evening Snack			
Meal Service Start Time: _____		End Time: _____	
Does the time of the meal or snack correspond with the approved mealtime listed on the CACFP Site Application? ☐ Yes ☐ No			
If observing lunch or supper, is the institution following at least one of the family style meal DHS requirements? ☐ Yes ☐ No ☐ N/A			
If yes, which one(s)? ☐ Food served from a serving container on table ☐ Children serve themselves or with help of a staff member			
☐ Children pass serving containers ☐ Staff member sits and eats lunch and/or dinner with the children			
Food Items Served to Participants			
	12-23 Months	24 Months and Up	Posted Menu
Milk (Indicate Type)			
Meat/Meat Alternate			
Grain			
Vegetable			
Fruit/Vegetable			
Extras(s)			

October 2023 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity

Monitoring Visit Form

Monitoring Requirements

5-DAY RECONCILIATION

Reviews and monitoring visits must include a comparison of three critical elements – enrollment, attendance, and meal counts – for a five-day period. The process of making this comparison is known as the 5-Day Reconciliation.

- ✓ Are enrollment and attendance records current and accurate?
- ✓ Are meal counts consistent with attendance for all meals?
- ✓ Does attendance ever exceed enrollment?



Instructions on completing the 5-Day Reconciliation are embedded on the Monitoring Visit Form and outlined in the CFR. For a more thorough overview, monitors are encouraged to complete the following training: [Understanding CACFP Monitoring Requirements and the Five-Day Reconciliation \(Recording\)](#) ([Slides](#)) ([Q&A](#))

(4) (i) *Review elements.* Reviews that assess whether the facility has corrected problems noted on the previous review(s), a reconciliation of the facility's meal counts with enrollment and attendance records for a five-day period, as specified in paragraph (d)(4)(ii) of this section, and an assessment of the facility's compliance with the Program requirements pertaining to:

- (A) The meal pattern;
- (B) Licensing or approval;
- (C) Attendance at training;
- (D) Meal counts;
- (E) Menu and meal records; and
- (F) The annual updating and content of enrollment forms (if the facility is required to have enrollment forms on file, as specified in §§ 226.15(e)(2) and 226.15(e)(3)).

(ii) *Reconciliation of meal counts.* Reviews must examine the meal counts recorded by the facility for five consecutive days during the current and/or prior claiming period. For each day examined, reviewers must use enrollment and attendance records (except in those outside-school-hours care centers, at-risk afterschool care centers, and emergency shelters where enrollment records are not required) to determine the number of participants in care during each meal service and attempt to reconcile those numbers to the numbers of breakfasts, lunches, suppers, and/or snacks recorded in the facility's meal count for that day. Based on that comparison, reviewers must determine whether the meal counts were accurate. If there is a discrepancy between the number of participants enrolled or in attendance on the day of review and prior meal counting patterns, the reviewer must attempt to reconcile the difference and determine whether the establishment of an overclaim is necessary.

(iii) *Frequency and type of required facility reviews.* Sponsoring organizations must review each facility three times each year, except as described in paragraph (d)(4)(iv) of this section. In addition:

- (A) At least two of the three reviews must be unannounced;
- (B) At least one unannounced review must include observation of a meal service;
- (C) At least one review must be made during each new facility's first four weeks of Program operations; and
- (D) Not more than six months may elapse between reviews.
- (E) The timing of unannounced reviews must be varied so that they are unpredictable to the facility; and
- (F) All types of meal service must be subject to review and sponsoring organizations must vary the timing of reviews.

(iv) *Averaging of review of a facility.* If a sponsoring organization chooses not to review an unannounced review, its first review in the next review year must occur no more than nine months after the previous review.

(v) *Follow-up reviews.* If, in conducting a facility review, a sponsoring organization detects one or more serious deficiency, the next review of that facility must be unannounced.

(4) *Review of sponsored facilities.* As part of each required review of a sponsoring organization, the State agency must select a sample of facilities, in accordance with paragraph (m)(6) of this section. As part of such reviews, the State agency must conduct verification of Program applications in accordance with § 226.23(h) and must compare enrollment and attendance records (except in those outside-school-hours care centers, at-risk afterschool care centers, and emergency shelters where enrollment records are not required and the sponsoring organization's review results for that facility to meal counts submitted by those facilities for five days.

7 CFR 226.16(d)(4)

7 CFR 226.6(m)(4)

Quiz Time

A third and final monitoring visit for the previous Program Year took place in September. We are planning to conduct visits for the current Program Year in April, June, and August. Is this permissible?

A Yes

B No



Quiz Time

A third and final monitoring visit for the previous Program Year took place in September. We are planning to conduct visits for the current Program Year in April, June, and August. Is this permissible?

A Yes

B No

No, this would not be permissible. No more than six months should pass between visits. A total of seven months will have passed from September of last year to April of this year. To stay within six months of the September visit, an initial visit during this program year must have taken place in March.



For more information and assistance, ADE HNS recommends Multi-Site Institutions complete the following Administration Virtual Trainings:

- [Monitoring Requirements for Multi-Site Sponsors](#)
- Understanding CACFP Monitoring Requirements and the Five-Day Reconciliation ([Recording](#)) ([Slides](#)) ([Q&A](#))



Monitoring Requirements

QUICK REFRESHER | RESOURCES

- ✓ [Sample Unannounced Review Policy](#)
- ✓ [Monitoring Visit Schedule Template](#)
- ✓ [Template Monitoring Visit Form](#)
- ✓ [Template At-Risk Monitoring Form](#)
- ✓ [CACFP 10-2018: Conducting Five-Day Reconciliation in the Child and Adult Care Food Program, with Questions and Answers](#)
- ✓ [A Quick Guide to CACFP Five-Day Reconciliation](#)
- ✓ [Understanding CACFP Monitoring Requirements and the Five-Day Reconciliation \(\[Recording\]\(#\)\). \(\[Slides\]\(#\)\). \(\[Q&A\]\(#\)\).](#)

USDA
United States Department of Agriculture

Food and Nutrition Service
Park Office
Center
3101 Park Center Dr
Alexandria, VA 22304

DATE: April 4, 2018

Schedule of Proposed Monitoring Visits for Sponsoring Organizations Operating the Child & Adult Care Food Program at Multiple Sites

Sponsor Name: _____
If you have multiple sites or more than one center owned by a common person, you'll need to monitor those sites even if they are under different agreements with ADE.

When determining unannounced review each facility:

(A) At least two
(B) At least one
(C) At least one
(D) Not more than

Date of Visit: _____
Date of Previous Visit: _____

Monitoring Visit Form

Sponsoring Organization Name/Address: _____ Site Name/Address: _____

CTD#: _____
Monitor Name: _____
Person Interviewed at: _____

Multi-Site Sponsors at monitoring visits. At least:
☐ Announced
☐ Facility License
Capacity: _____
Exp: _____

Emergency Shelters: Is a residency confirming free Head Starts: Is a list of participants and does it Centers: Based on 10% claimed in the Free or Reduced Cost? Are participants rostered? Centers and Head Starts annually?

Meal Service Start Time: _____
Does the time of the meal service start time match the time of the meal service? If observing lunch or dinner, which one(s)? ☐ CH

Milk (Indicate Type): _____
Meat/Meat Alternate: _____
Grain: _____
Vegetable: _____
Fruit/Vegetable: _____
Extras(s): _____

Updated: August 2023 | Health and Nutrition Services | Arizona Department of Education

A Quick Guide to CACFP Five-Day Reconciliation

Related Content

Unannounced Review Policy

Date: _____
Sponsor Name: _____
Address 1: _____
Address 2: _____
City, State, Zip Code: _____

RE: CACFP Site Monitoring – Unannounced Reviews

Attention All Staff,

The sponsoring organization, the Arizona Department of Education (ADE), the United States Department of Agriculture (USDA), and other State and Federal officials have the right to make announced or unannounced reviews during normal business hours. Anyone making such reviews must show a photo ID that demonstrates that they are employees of one of these agencies.

ADE is required to conduct a percentage of unannounced reviews. Federal regulations do not require advance notification. The Sponsor, _____, is required to conduct at least three visits every year at each site, with not more than six months elapsing between monitoring visits. At least two of the three visits must be unannounced and one of the unannounced visits must include a meal observation. It is best practice to observe a meal during each review. CACFP's Monitor Evaluation Form must be used.

As a reminder, please retain the following additional items onsite in your CACFP files:

Current FY completed income affidavits	Production Worksheets
Attendance Records - Claiming Rosters & Sign In/Out Sheets	Detailed job descriptions for employees with CACFP duties
Title XX attendance/billing records	Policies for collection/maintenance of CACFP records
Food Service Cost Reports (starting with 1st claim month)	Annual Civil Rights Training Records
Monthly Expense Worksheet (starting with 1st claim month)	Procedures for Complaints of Discrimination
Time Distribution Reports	Administrative Review Procedures
Point of Service Meal Count Sheets	Computer Generated Meal Count Reports
Meal Count Summary Sheets	Monitoring Records, 5-day reconciliations
Daily Meal Production Record for Infants	Training Records for Annual CACFP Staff Training
Infant Feeding Preference Form	Policies on block claiming and household parental contacts
Menus - CN labels, product analysis, medical statements	Permanent Agreement signed by ADE

Thank you,
Name: _____
Title: _____
Phone: _____
Email: _____

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Connecting with HNS

ADE HELPDESK

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

Streamlines communications:

- ✓ Connects requester with content area expert.
- ✓ Transparency on request status.

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



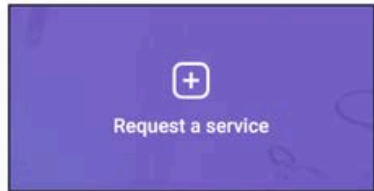
Connect with HNS using the HelpDesk

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

The Arizona Department of Education (ADE) Health and Nutrition Services (HNS) uses the ticketing system, HelpDesk, to receive, track and respond to requests for various types of assistance. Child Nutrition Program Operators are encouraged to use HelpDesk when in need of any assistance from HNS. Unlike individual email-based requests, the HelpDesk provides the opportunity to be routed to the most appropriate staff member. Additionally, HelpDesk allows the requester, responder, and management visibility to the request status, ongoing communications, and notifications related to request. Follow the steps listed below to connect with HNS using the HelpDesk.

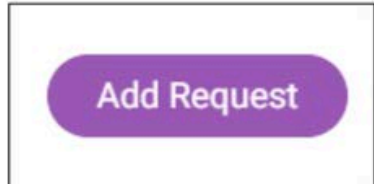
CREATING A HELPDESK TICKET

- 1 Open a web-browser and navigate to <https://helpdeskeexternal.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](#)

Section 3

Administrative Reviews



CACFP 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; and,
- Calculate fiscal action and, when applicable, recover improperly paid funds.

AVAILABLE TRAINING

Online Course:

- [What to Expect: Child and Adult Care Food Program Administrative Review](#): available to help CACFP operators learn more about the review process.

In-Person Workshop:

- **CACFP Administrative Review**: highlights the most common findings during an AR and helps participants review their documentation through the lens of a reviewer.
 - [Click here](#) to register for the offering on September 8 in Phoenix!

PY26 Common Findings

Based on PY26 review outcomes, ADE HNS has identified common findings in the following areas:

- Menu Modifications and Supporting Documentation
- Reporting Enrollment and Participant Eligibility
- Cost Reporting and Budgeting
- Infant Feeding
- Household Contacts

The following slides will provide a brief overview of the findings. As always, operators are responsible for ensuring sustained compliance with all program requirements.



PY26 Common Findings

MENU MODIFICATIONS & SUPPORTING DOCUMENTATION

Finding	Reminders	Resource(s)
Sufficient documentation to support accommodations for special dietary needs has not been maintained. Specifically, for milk that does not meet nutrient requirements (oat milk, almond milk, etc.)	A “menu modification” is when someone asks you to avoid a food or beverage listed on your menu and offer something else instead. Processing these requests requires knowledge of the CACFP meal pattern, civil rights compliance and what documentation is needed for each request. The Participant Menu Modification Form must be on file for every CACFP participant receiving a menu modification.	- Form: Participant Menu Modification Form - Training: How to Navigate Menu Modifications CACFP 01-2025: Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Food Program, Questions and Answers - See <i>Page 6: Nutrition Requirements for Fluid Milk Substitutes Table</i>

Nutrition Requirements for Fluid Milk Substitutes*

Fluid milk substitutes must be nutritionally equivalent to milk and meet the nutritional standards for fortification of calcium, protein, vitamin A, vitamin D, and other nutrients to levels found in cow’s milk.

Parents, guardians, adult participants, or a person on behalf of the adult participant, **must provide a written request for the fluid milk substitute that is nutritionally equivalent to milk.** A medical statement is not required.

A medical statement is required if the milk substitute requested does not meet the nutritional standards of cow’s milk as described below.

Nutrient	Per Cup (8 fl oz)
Calcium	276 mg
Protein	8 g
Vitamin A	150 mcg retinol activity equivalents (RAE)
Vitamin D	2.5 mcg
Magnesium	24 mg
Phosphorous	222 mg
Potassium	349 mg
Riboflavin	0.44 mg
Vitamin B-12	1.1 mcg

* Fluid milk substitutes served to children 1 through 5 years old must be unflavored.

PY26 Common Findings

WHOLE GRAIN-RICH

Finding	Reminders	Resource(s)
Grain items inappropriately labeled as whole grain-rich on program menus.	At least one grain item per day must be whole grain-rich and must be labeled as such on the menu. All other grain items must be enriched. Only label grain items on the menu as whole grain-rich if they meet the definition as whole grain-rich. Ensure at least one grain daily meets WGR criteria.	- 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 - HNS Reviewer Recommended! 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



**REPEAT
COMMON
FINDING!**

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 and may be labeled on the menu as such.

PY26 Common Findings

INFANT FEEDING

Finding	Reminders	Resource(s)
Meal pattern requirements are not met for infants with established eating pattern. Specifically, a meat/meat alternate/IFC is not served at meals and a grain is not served at snack.	Infant feeding is based on developmental readiness, meaning operators must start offering a baby solid foods after the parents have communicated that the child is developmentally ready and is eating solid foods at home. This communication must be properly documented to support feeding practices. On the Infant Point of Service Meal Count Sheet for infants 6-11 months old, the food items served to satisfy the required components (in accordance with developmental readiness) should be written. If the infant is not developmentally ready for what is being served, write 'Not yet'.	- Infant Feeding Essentials Series: Solid Foods & Infant Feeding Requirements Infant Point of Service Meal Count Sheet DHS Solid Food Introduction Form Feeding Infants in the CACFP USDA Handbook - In-Person Workshop: Infant Feeding (Click here to register for the September 17 offering in Phoenix)



**REPEAT
COMMON
FINDING!**

REFRESHER: INFANT MEAL PATTERN FOR INFANTS READY FOR SOLIDS

- Breakfast, Lunch, and Supper:**
- Breastmilk or Formula
 - Infant Cereal or Meat/Meat Alternate
 - Fruit and/or Vegetable
- Snacks:**
- Breastmilk or Formula
 - Grain
 - Fruit and/or Vegetable
- Common Error:** A grain is offered at meal times and not offered at snack.
- Meal Requirements:** For infants (6–11 months) ready for solid foods, breakfast, lunch, and supper requires breastmilk or formula plus an iron-fortified infant cereal or a meat/meat alternate. **Other grain items are not creditable at breakfast.**
 - Snack Requirements:** Grains like bread, crackers, or ready-to-eat cereals are allowed and creditable **only at snack time**, alongside breastmilk/formula and a fruit/vegetable.

PY26 Common Findings

REPORTING ENROLLMENT & PARTICIPANT ELIGIBILITY

Finding	Reminders	Resource(s)
The claim did not accurately reflect participant eligibility. Specifically, the claiming roster totals are not transferred correctly to match the claim. Exempt: Emergency Shelters and At-Risk Programs	There are 3 claiming rosters - Free, Reduced-price, and Paid. When eligibility is determined, write the participant's first and last name on the corresponding claiming roster. When a participant is signed into care at least one time during the month, place a check mark in the monthly column. Count the total participants on every roster signed into care for the month. When submitting a monthly claim, totals from each category are reported.	- Online Essentials Training: Participant Enrollment - Online Training: How to Submit a Claim in CNPWeb for the Child and Adult Care Food Program - Claiming Rosters (PDF). (Excel).

[illegible]

Let's Practice...

Let's take a look at a claiming roster scenario.

Six children are listed on the free claiming roster. The director has placed a checkmark in the July column for every participant that was in attendance in July.

When submitting the July claim, how many free participants will you report?

- A. 6**
- B. 5**
- C. 4**
- D. I need more information.**

[illegible]

Let's Practice...

Let's take a look at a claiming roster scenario.

Six children are listed on the free claiming roster. The director has placed a checkmark in the July column for every participant that was in attendance in July.

When submitting the July claim, how many free participants will you report?

- A. 6
- B. 5
- C. 4
- D. I need more information.



Free Claiming Roster for Program Year

List of participants that qualify for **FREE** meals based on complete Meal Benefit Income Eligibility Forms.

Sponsoring Organization: Example CTDS# 00-00-00

Center Name: Example CTDS# 00-00-00

Participant Name		Claiming Month											
		Mark participants who were in attendance during the claiming month, as supported by sign-in/out sheets.											
Last Name	First Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Anderson	Jackson	X											
Bartlett	Savanah	X											
Darien	Xavier												
Kennedy	Alanah	X											
Lopez	Mia	X											
Samson	Timothy												

Although there are 6 participants classified as “Free,” only 4 were in attendance in July.

PY26 Common Findings

COST REPORTING & BUDGETING

Finding	Reminders	Resource(s)
The facility sections of the Monthly Expense Worksheet provided were not completed appropriately. Specifically, sponsors are rounding approved administrative and operational percentage in CNP Budget to the nearest whole or half percentage.	Sponsors must utilize the exact percentage of facility expenses attributed to CACFP that was calculated on approved Management Plan when determining the portion of facility expenses to claim as a program expense.	Recordkeeping Requirements and Cost Reporting How to Submit a Claim in CNPWeb for the Child and Adult Care Food Program - In-Person Workshop: CACFP Financial Management (Stay tuned for more offerings!)
The sponsor did not submit a budget revision for expenses that exceeded 10% of the approved budget.	Sponsors report monthly program expenses in the CNPWeb Sponsor Claim. This information must reflect expenses that were reported on the approved Budget. If reported expenses appear unreasonable or organizations are running into surpluses or deficits, contact your assigned HNS Specialist to determine if budget revisions are needed. Supporting documentation for the reported expenses, like invoices, receipts, bank statements, time distribution reports, etc. need to be maintained for a minimum of five years.	

Quiz Time

True or False. Once my organization's Budget and Sponsor Application are approved with my Renewal Application, we are set for the year.

A True

B False



Quiz Time

True or False. Once my organization's Budget and Sponsor Application are approved with my Renewal Application, we are set for the year.

A True

B False

Operators are responsible for periodically assessing their program expenses in comparison to their approved Budget by reviewing their reported expenses in their CNPWeb Sponsor Claims.

If expenses are far less or greater than originally anticipated, Budget revisions may be needed to support sustained program compliance.

Calculated CACFP Administrative Expenses	Actual YTD	Approved	YTD Percentage
Administrative Cost - Labor:			
Administrative Cost - Benefits:			
Administrative Cost - Rent or Mortgage:			
Administrative Cost - Contracted Services:			
Administrative Cost - Communications:			
Administrative Cost - Other Costs:			
Administrative Cost - Unaffiliated Costs:			
Total CACFP Administrative Expenses:			
Calculated CACFP Operational Expenses	Actual YTD	Approved	YTD Percentage
Operating Cost - Labor:			
Operating Cost - Benefits:			
Operating Cost - Food:			
Operating Cost - Supplies:			
Operating Cost - Rent or Mortgage:			
Operating Cost - Contracted Services:			
Operating Cost - Utilities:			
Operating Cost - Other Costs:			
Operating Cost - Unaffiliated Costs:			
Total CACFP Operational Expenses:			

Appropriate YTD Percentages in CNPWeb Sponsor Claim:

- December: ~25%
- March: ~50%
- June: ~75%
- September: ~100%



PY26 Common Findings

HOUSEHOLD CONTACTS

Finding	Reminders	Resource(s)
Sponsor did not have a system in place to use household contacts when necessary.	Household contact procedures are essential for verifying the accuracy of enrollment, attendance, and meal service information to maintain program integrity. These procedures involve sponsoring organizations and state agencies contacting families through various methods to detect potential discrepancies or fraud, with follow-up actions ranging from corrective measures to possible denial of meal reimbursements if inconsistencies are discovered. Operators are responsible for having Household Contact Procedures in place in the event they are found to be necessary.	Household Contact Procedures Parent Survey Telephone Conversation Record



REPEAT
COMMON
FINDING!


**Child and Adult Care Food Program
Household Contact Procedure for
Child Care Centers and Institutions in Arizona**

PURPOSE
The interim rule entitled "Child and Adult Care Food Program: Improving Management and Program Integrity" set forth some new requirements for the Child and Adult Care Food Program. This interim rule requires that state agencies establish a household contact system for use by Sponsors in their review of Child Care Center Sites and Institutions, and by state agencies in its review of sampled Child Care Centers and Institutions as part of a Sponsor review. The purpose of this policy is to identify minimum requirements for conducting household/parent contacts.

7 CFR 226.2 defines a facility as a sponsored center or institution. This procedure applies to the state agency and Child Care Centers/Institutions.

A household contact is one of many tools available to state agencies and Sponsors when it becomes necessary to question an onsite monitoring review or a review of a claim. Childcare centers and Institutions should use this procedure in conjunction with the Corrective Action Procedures. **A single instance of an unsuccessful household contact should not automatically result in declaring the provider/facility seriously deficient.** The sponsor must look at the other "red flags" that are evident when reviewing the provider/site claim and/or file.

Household/parent contacts may be necessary when a Child Care Center Site/ Institution displays actions that may be cause for "red flags" (follow up) to include but not limited to the following:

1. Block claiming by the site/provider.
2. Submission of false information.
3. Failure to maintain adequate records.
4. Claiming meals over license capacity.
5. Claiming meals on holidays.
6. Claiming supper meals.
7. Claiming meals on weekends.
8. Parent complaints.
9. Site/provider is in corrective action due to serious deficiencies.
10. Review findings by the sponsor and/or the state agency.
11. Site/provider is consistently unavailable for monitoring visits.
12. Child(ren) being claimed by more than one site/provider.
13. Site/provider consistently claims its maximum capacity.
14. Site/provider's number of enrolled children exceeds its maximum capacity.
15. Site/provider claims the same number of meals for a specific meal service every day of the month open for business with no absences.
16. Meal counts records exceed documented enrollment and/or attendance

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Parent Survey Telephone Conversation Record

Child Care Provider's/Center's Name: _____

Parent's/Guardian's Name: _____

Relationship to Child: _____

Date/Time/Day: _____

My name is _____ I represent _____ Your child care provider, (name here) _____ (center (name of center here) _____ participates in, and receives reimbursement from the Child and Adult Care Food Program (CACFP) for the meals served to your child(ren). To ensure the integrity of the program we occasionally conduct surveys with the parents to verify their child(ren)'s attendance in the childcare provider's home/center. Participation in this survey will assist us in maintaining the integrity of the CACFP. The following are a few questions to verify your child(ren)'s participation in the CACFP. If you decide not to participate in this survey, benefits to your child(ren) will continue.

	Check one	
	Yes	No
1. Are you aware that your child care provider/center participates in the U.S. Department of Agriculture Child Nutrition Program, CACFP?		
2. Did you fill out and sign an enrollment form for your child(ren) to enroll on the CACFP with the child care provider/center noted above?		
3. Do you pay (private pay or DE'S Child Care Subsidy, with or without co-payment) for your child(ren)'s care at the child care provider/center noted above?		
4. Is/are the child(ren) still in care at the child care provider's home/center noted above?		
5. If yes, how many days in the month of _____ was/were your child(ren) in attendance?		
6. If no longer in care, last day in care: _____		
7. Name(s) and age(s) of child(ren) in care: _____		
8. Is/are child(ren) related to child care provider? (If empty Day Care Home only)		
9. If yes, what is the relationship? (Family Day Care Home only)		
10. What is the normal school schedule for the child(ren)?		
11. Was/were your child(ren) in attendance during the month(s) of _____?		
12. Were there any days your child(ren) was/were not in care due to illness, vacation, appointments, etc. during the month(s) of ?		
13. If yes, describe: _____		

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[Household Contact Procedure](#)

[Parent Survey Telephone Conversation Record](#)

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 Staying on Track with the Essentials of CACFP for Program Year 2027 webinar.

Training Title:
Staying on Track with the Essentials
of CACFP for Program Year 2027

Length: 1 Hour - Administration

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: Staying on Track with the
Essentials of CACFP for Program Year 2027**

Length: 1.0 hour - Administration

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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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.

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