



Child Nutrition & Wellness

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CACFP UPDATE

Distributed to CACFP Authorized Representatives and Home Sponsors via Listserv
As posted to www.kn-eat.org, Child and Adult Care Food Program, Updates from CNW
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Enrollment & Income Eligibility Forms and Income Eligibility Guidelines PY 2020

Enrollment & Income Eligibility Forms (E/IEF) in both English and Spanish and Income Eligibility Guidelines are now posted for 2019-2020 at www.kn-eat.org, CACFP for use after July 1, 2019. Select Income Eligibility Forms from the red menu field on the left to access the updated forms.

A new E/IEF form has been created for Child Care Centers as well as an accompanying instruction sheet for parents. There is no longer a separate E/IEF for military posts. Sponsors must print both sides of the updated E/IEF. Printing the instructions is optional. Sponsors of centers must begin using this new form beginning July 1.

Beginning July 1, the new forms and eligibility guidelines must be used. Income forms must be distributed **after** July 1, 2019. As forms expire (or during the annual update period) complete the 2019-2020 E/IEF. **A current and complete E/IEF for each participant must be on file to claim reimbursement for meals.** The E/IEF should be copied as issued. Center name or letterhead may be added in the space at the top of the letter. At-Risk Afterschool Meals and Emergency Shelters participants are not required to have an enrollment and income eligibility form on file. However, if those same participants are claimed through the traditional component of CACFP, E/IEFs must be on file. Note: Outside School Hours Centers do not require an enrollment form but do collect income forms.

Question: Can Sponsors use the USDA Household Application for Free and Reduced Price School Meals in place of the updated E/IEF?

Answer: Yes, however Sponsors must ensure they annually collect enrollment information for children claimed under the CACFP.

For guidance on determining the E/IEF, refer to www.kn-eat.org, CACFP, Administrative Handbook, Chapter 9, and www.kn-eat.org, CACFP, Income Eligibility Forms, Enrollment and Income Eligibility Guidance which has been recently updated. IEFs are effective from the beginning of the month in which they are determined until the end of the month the following year. For example, an IEF determined July 12, 2019 is considered valid from July 1, 2019 until July 31, 2020.

Question: If a parent indicates that their household income is over guidelines but there is income information reported in the household income section, what should a Sponsor do?

Answer: The sponsor should contact the person who completed the E/IEF to clarify the household income and make notes on the E/IEF **before determining eligibility.**

Question: If a family at a Child Care Center just completed an E/IEF in May, does the family have to complete a new E/IEF on the updated form in July?

Answer: No, the E/IEF is valid for 12 months. Therefore, the family would not be required to complete a new form until May 2020. However, a center can elect to have all families complete an E/IEF at the same time during an annual update period.

CACFP Enrollment Reminders

Every child must be enrolled in the CACFP to claim meals. **Name, date of birth, normal days and times of care, normal meals received during care,** with **parent signature and date** are required. Incomplete forms will result in lost reimbursement income. If the parent does not complete the ethnicity/race information, center staff can enter information based on visual observation and initial the form. A best practice is to have the forms double-checked by staff members. Enrollment is current for 12 months from the date of the parent's signature.

Procurement – Contract Renewal

Sponsors who contract for meals with an outside entity to obtain meals must have a contract in place. All procurement methods must adhere to the procurement standards set forth in regulations (7 CFR 226.22). Sponsors are responsible for all contractual agreements. A vendor contract prototype is available at www.kn-eat.org, CACFP, Administration, Meal Contracts. **All contracts over \$250,000 must be submitted to KSDE for pre-approval prior to signing.**

If meals are prepared in a licensed food service facility within a sponsoring organization and served or transported to other program sites within the same organization, a CACFP transport form is recommended to ensure that CACFP requirements are being followed by the staff preparing meals. A prototype can be found at www.kn-eat.org, CACFP, Administration, Meal Contracts. Contact your consultant or Child Nutrition & Wellness (785-296-2276) for more information.

Professional Development Opportunities

CACFP Administrative Workshop

Sponsors are required to attend one CACFP Administrative Workshop annually. Administrative Workshop sessions are scheduled for regional locations in July and August, via webinars and through online modules. Choose the option that best meets your needs. Training dates and registration information are available at www.kn-eat.org, CACFP, Training, Administrative Workshop. This class provides an overview of CACFP requirements with particular emphasis on the issues that most frequently result in lost revenues or corrective actions. It will also include recent updates from USDA.

CACFP Certification Webinars

Make plans to participate in one of two CACFP Certification Webinars scheduled on August 1 and August 2. The webinars will be held:

- Thursday, August 1 from 1:30-2:30 pm: <https://meet.lync.com/ksde/jladd/4N82D4V6>
- Friday, August 2 from 9:30-10:30 am: <https://meet.lync.com/ksde/jladd/LJY6HC51>

Note: Certification webinars are not a replacement for the required Administrative Workshop.

Online Professional Development Classes and Tutorials

CNW staff continue to develop new interactive online training classes and tutorials that can be accessed free of charge 24/7 via the KSDE Training Portal. The online professional development classes offer a printable certificate upon successful completion. Tutorials are 5 minutes or less with no quiz and no certificate. Create an account now at <https://learning.ksde.org>. For detailed instructions on creating an account and accessing the training, go to www.kn-eat.org, Child and Adult Care Food Programs, Training, Online Classes.

Jump Start for Centers is required for all new Authorized Representatives of centers and recommended for new support staff who provide assistance to the Authorized Representative. The classes are repeated through the year. The schedule and registration information is available at www.kn-eat.org, CACFP, Training. The next class will be on July 11 in Wichita. This free training includes sessions on CACFP Administrative Integrity and Meals Done Right.

Food Safety Training

The schedule for face-to-face Summer Food Safety Basics classes is available at www.kn-eat.org, CACFP, Training.

Child Nutrition Management Academy (CNMA) 2019

Attend CNMA 2019 to build your skills, network with other child nutrition program professionals and accrue hours for professional development requirements! A track of culinary classes and a track of staff development classes are also offered concurrent with management level classes. Classes suitable for CACFP staff are identified on the CNMA 2019 Scheduling Guide. Full information and registration, go to www.kn-eat.org, CACFP, Training. Classes will be held at:

- July 9-11 in Hays and Topeka
- July 23-25 in Chanute and Nickerson

Save the Date – Statewide CACFP Professional Development

Statewide CACFP Professional Development will be held September 10-12 in Wichita. Mark your calendars to attend one day or all three. Additional information will be provided in the July Update and Administrative Workshop. Stipends will be available for Sponsors who attend. Topics will include Infant Feeding, At Risk Afterschool Meals and CACFP Meal Pattern Implementation.

USDA Updates

Exhibit A Grains Tool – Now Available

The Exhibit A Grains Tool, a new enhancement to the Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool, is now available. This new tool will allow users to search their grain product (as listed on Exhibit A) and enter in the serving size as listed on the product label. The tool will determine the ounce equivalent (oz eq) grains or grains/bread serving(s) for the grain product. Stay tuned for the second part to the Exhibit A Grains Tool in the following months to include an additional capability to determine the number of servings a program needs to serve to obtain a specific meal pattern contribution.

Reimbursement Rates

Reimbursement rates for FY2020 will be posted at www.kn-eat.org, Child and Adult Care Food Program, Key Links as soon as they are available from USDA.

Crediting Updates for Child Nutrition Programs: Be in the Know! Webinar Series

On April 21, 2019, CNP held the webinar, *Moving Forward: Update on Food Crediting in Child Nutrition Programs with Guidance for Dried Meat Products*. This webinar provided an overview of the crediting updates resulting from the Request for Information and provided crediting technical assistance with hands-on practice specifically for dried meat products. The recording of the webinar is available at <https://www.fns.usda.gov/tn/moving-forward-update-food-crediting-dried-meat-products>.

On May 8, 2019, CNP held the webinar, *Additional Meat/Meat Alternate Options for CNPs: Crediting Tempeh and Surimi*. This webinar provided an overview of the crediting updates resulting from the Request for Information and provided crediting technical assistance with hands-on practice specifically for tempeh and surimi. The recording of the webinar is available at <https://www.fns.usda.gov/tn/additional-meat-meat-alternate-tempeh-and-surimi>.

These are the first two webinars of the Crediting Updates for Child Nutrition Programs: Be in the Know! webinar series. This webinar series assists with implementation of the recent changes in CNP related to the release of *SP 08-2019, CACFP 02-2019, SFSP 02-2019 Update of Food Crediting in the Child Nutrition Programs* and other memos including *SP 24-2019, CACFP 11-2019, SFSP 10-2019 Crediting Surimi Seafood in the Child Nutrition Programs* and *SP 25-2019, CACFP 12-2019, SFSP 11-2019 Crediting Tempeh in the Child Nutrition Programs*. Check out the [Crediting Updates for Child Nutrition Programs: Be in the Know! Webinar Series website](#) for updates on upcoming webinars as well as recorded webinars as they become available.

Catalog of Federal Domestic Assistance (CFDA) Numbers

The Kansas State Department of Education (KSDE) is required to provide sponsors participating in Child Nutrition Programs with CFDA numbers for USDA programs that are administered by KSDE. The following is the list of CFDA numbers and their respective programs:

CFDA Source Code Program

- 10.555 4553 National School Lunch Program
- 10.555 4553 Afterschool Snack Program
- 10.553 4552 School Breakfast Program
- 10.556 4555 Special Milk Program
- 10.558 4554 Child and Adult Care Food Program
- 10.559 4556 Summer Food Service Program
- 10.582 4557 Fresh Fruit and Vegetable Program
- 10.574 4558 Team Nutrition Grants
- 10.579 4011 Equipment Grant

This information will be useful to auditors when you have an audit. All program participants that expend over \$750,000 in federal financial assistance from all sources are required to have a Single Audit (previously called A133 Audit) annually.

Food Safety Tip of the Month

Did you know...it is important to perform preventative maintenance on all foodservice equipment to ensure their proper and safe functioning. Equipment upkeep involves deep cleaning, periodic inspecting, and replacing of parts as needed. Door seals and filters may need to be changed out. Knife blades and slicer blades may need to be sharpened. Equipment that uses water may need to be descaled. Compressors and condensers on refrigerated equipment need to be checked. These important activities work to protect the food supply, keep employees safe, and improve workplace efficiencies.

Kansas Farm Fresh Fridays Challenge

Celebrate Kansas farmers and local foods by participating in an initiative to unify the success of our farms, children and Child Nutrition Program Sponsors. Pledge to offer a meal consisting of at least two 'locally sourced' menu items at least one Friday per month at one or more serving sites. Once registered, you will have access to the KS Farm Fresh Fridays Marketing Kit. Take the challenge at <https://www.surveymonkey.com/r/DTMMXKR>.

Grow It, Try It, Like It! Fun with Fruits and Vegetables at Family Child Care

Printed copies now available! [Order](#) a free copy.

Crunch Off – October 16

Kansas is participating in the Mountain Plains Crunch Off with nine other States! Mark your calendars and make plans so that participants can bite into a local apple on this day. The state with the most "crunches" will be crowned the Crunch Champion! Begin getting your Crunch group together, registration information will be shared in the July Update. Contact Barb Depew at bdepew@ksde.org for information about sourcing local apples for the event.

At-Risk Afterschool Meals Toolkit

Kansas Team Nutrition has developed a toolkit for At-Risk Afterschool Meals sponsors. Check it out today! Resources in the toolkit include: sample social media posts to promote the program, a 2-week hot menu, 2-week cold menu, 4-week snack menu, program administrative tools, and supplemental menu resources. The toolkit can be found at www.kn-eat.org, CACFP, Resources, At-Risk Afterschool Meals.

CACFP Halftime: Thirty on Thursdays

Find all recorded webinars and webinar registration information at <https://www.fns.usda.gov/cacfp-halftime-thirty-thursdays-training-webinar-series>. Future CACFP Halftime: Thirty on Thursdays topics:

- Thursday, July 18, 2019: Serving Vegetables in the CACFP
- Thursday, Sept. 19, 2019: In-Grained: Easy Tools to Determine Serving Amounts

Please note: Thirty on Thursdays webinars do not count towards providers annual training requirements, nor do they count for KDHE training requirements.

Healthier CACFP Recognition & Monetary Award

Be one of the first childcare centers or daycare home providers in Kansas to be recognized for the Healthier CACFP Award! Are you looking for a way to promote your child care program and stand out from all others? The *Healthier Child and Adult Care Food Program Award* is a USDA recognition system which supports child care centers and day care home providers taking steps to improve the nutrition, physical activity, nutrition education and/or environment for children in their care. Apply today to win an award! Those who qualify will receive statewide recognition as a **Healthier CACFP Award Winner** and a certificate to showcase the award at their site. In addition, the first 20 Healthier CACFP Awarded sites in Kansas will receive a monetary award of **\$500/child care center or \$200/daycare home! Monetary awards are only available through September 2019!** For more information on the criteria and/or for assistance with applying, contact Emily Brinkman at ebrinkman@ksde.org or (785) 296-2276.

Feeding Infants in the Child and Adult Care Food Program

This resource is currently available in English at <https://www.fns.usda.gov/tn/feeding-infants-child-and-adult-care-food-program>. Spanish and print versions will be made available at a later date.

Combination Food Clarification: A combination baby food, such as vegetables and meat, can credit towards one or more food components. Program operators are encouraged to use combination baby foods that include the volume information (and/or ounces for meats/meat alternates) for the food components to be credited on the product label. For example, if a combination baby food of vegetables and meat is offered to the infant and the packaging states it contains ¼ cup vegetables and 1 tablespoon of meat, then it satisfies the full required minimum serving size (as developmentally appropriate) of 2 tablespoons of the vegetable and fruit component, but does not satisfy the full required minimum serving size (as developmentally appropriate) of 4 tablespoons of a meat or meat alternate. Therefore, the program operator would need to offer another meat or meat alternate or iron-fortified infant cereal to meet the full 4 tablespoons of that component.

Child Nutrition & Wellness Kansans CAN 2018-19 Best Practice Awards – Deadline June 30

The Kansas State Board of Education has a vision: Kansas leads the world in the success of each student. This vision for education calls for a more child focused system that provides support and resources for individual success and will require everyone to work together to make it a reality. The academic achievement and physical well-being of our students in Kansas today will impact the success of our communities, our state and the nation in the future. The good health that results from good nutrition and physical activity, and the learning that is possible as a result, is primary among those tools.

The purpose of this program is to encourage and reward outstanding practices in Child Nutrition & Wellness Programs in Kansas that support the Kansans CAN vision. There are many outstanding child nutrition programs in Kansas. We encourage you and your staff to make nominations for outstanding and/or innovative practices for recognition of your efforts. A nomination entry form is available at www.kn-eat.org, School Nutrition Programs, What's New. **Nominations are due to the Child Nutrition & Wellness office on or before June 30, 2019.** Winners will be notified by July 31 and presentations will be made at the August State Board of Education meeting.

Please do not hesitate to contact the Child Nutrition & Wellness team at (785) 296-2276 if we can be of assistance with this process. We look forward to receiving your nominations and celebrating the Kansas CAN Best Practice Awards with you at the August 2019 State Board of Education Meeting.

Sunflower Spotlight

Day Care Connection provider, Karen Schneider, has been chosen to be in the National CACFP Sponsor's Association's Provider Showcase representing Kansas! The children in her care learn using a Pre-K curriculum which has a central focus on nutrition. Karen states, "In the world we live in today with so much nutrition education, there is no reason not to provide these children with healthy foods. If they learn to eat healthy foods now while they are young, they are so much ahead of the health game later in life." Karen joined the CACFP because of the resources and support to teach nutrition to children and parents. At mealtimes, they discuss questions like "what makes a healthy breakfast" and "what do you know about vegetables?" At the end of the day parents might arrive to a pick up time picnic or a tea party where they see all of the healthy foods their children will eat when given the opportunity.

Summer Thoughts

USDA Team Nutrition has free colorful and engaging materials that can be used to empower Child and Adult Care Food Program providers and operators with the knowledge, skills, and expertise to implement the updated CACFP meal pattern requirements. Visit [CACFP Meals and Snacks](#) for more information.

Have a safe, healthy and happy July 4th holiday!