

Monthly Update

Child & Adult Care Food Program



June 29, 2020

*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*

Enrollment & Income Eligibility Forms and Income Eligibility Guidelines PY 2021

Enrollment & Income Eligibility Forms (E/IEF) in both English and Spanish and Income Eligibility Guidelines will be posted by July 1st for 2020-2021 at www.kn-eat.org, CACFP for use after July 1, 2020. To access these documents, select Income Eligibility Forms from the Key Links menu field on the left to access the updated forms.

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. 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 must collect income forms in order to claim reimbursement for free or reduced price meals.

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 required 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. 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, 2020 is considered valid from July 1, 2020 until July 31, 2021.

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 2021. 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.

At-Risk Afterschool Meals Reminder

Sponsors currently providing At Risk Afterschool Meals can do so through June 30th. After June 30th, meals and snacks cannot be claimed until school is back in session. Contact your Child Nutrition Consultant or the Topeka office if you have questions.

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.

Hero Relief Program – Don't Miss the Opportunity to Apply and Receive Financial Support

The Kansas Department for Children and Families (DCF) has recently announced the Hero Relief Programs (HRP). DCF received funding through the Coronavirus Aid, Relief, and Economic Security (CARES) Act and is partnering with Child Care Aware of Kansas® to distribute these funds to licensed child care programs in Kansas impacted by the COVID-19 outbreak. There are currently two Hero Relief Program grants available, but a third program will be launching soon. Search and like us on Facebook, @ccakansas, to stay connected and know the latest updates on the following grant opportunities:

- **Supply Grant** – To assist with supply expenses for open and licensed child care facilities
- **Sustainability Grant** – To assist with lost revenue and operational expenses for child families
- **Health Care/Emergency Worker Support Bonus** – Launching Soon!

Applications are available at www.ks.childcareaware.org, Hero Relief Program. Questions? Call 855-750-3343 or email grants@ks.childcareaware.org.

Reimbursement Rates

Reimbursement rates for FY2021 will be posted at www.kn-eat.org, Child and Adult Care Food Program, Key Links as soon as they are available from USDA.



Professional Development Opportunities

CACFP Certification Webinars

Make plans to participate in the CACFP Certification live ZOOM Webinar scheduled on August 3rd at 1:00 pm. Go to <https://ksde.zoom.us/j/97312909256?pwd=WmtjZGFLNWRrVCtCVkdvbStBaVpHQOT09> Password: 345453. *Note: Certification webinars are not a replacement for the required Administrative Workshop.*

CACFP Administrative Workshop

Sponsors are required to attend one CACFP Administrative Workshop annually. Administrative Workshop sessions are scheduled via live ZOOM webinars. No pre-registration is required. Training dates and links to the webinars are listed below and also posted at www.kn-eat.org, CACFP, Training, Administrative Workshop.

- [Zoom Webinar](#), July 23, 1:00-4:00 pm
- [Zoom Webinar](#), August 4, 1:00-4:00 pm
- [Zoom Webinar for At-Risk Only](#), August 13, 1:00-4:00 pm
- [Zoom Webinar](#), August 25, 1:00-4:00 pm

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.

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. This full-day training will cover requirements of the CACFP including administrative duties and meal pattern requirements. A live ZOOM webinar will be held on August 20. Save the date and watch the July Update for more details.

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.

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.

Summer Thoughts

KSDE Child Nutrition & Wellness will continue to support CACFP Sponsors during the COVID-19 pandemic in any way we can. USDA announced on June 25th a range of nationwide flexibilities (meal pattern, group-setting, meal service times, parent/guardian pick-up of meals) to give child care providers the certainty needed to operate the CACFP in the way that makes sense given local on-the-ground situations. The *COVID-19 Waiver Summary for Child Nutrition Programs* resource provides information on how to apply for or extend these waivers and can be accessed at www.kn-eat.org, CACFP, What's New. Thanks to all of you for your patience, hard work, and understanding during this unprecedented time.

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

Cheryl, Jill and Julie



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