

Monthly Update

Child & Adult Care Food Program



June 29, 2023

Distributed to CACFP Authorized Representatives and Home Sponsors via Listserv

As posted to <https://cnw.ksde.org>, CACFP, Monthly Updates

Enrollment & Income Eligibility Forms and Income Eligibility Guidelines PY 2024

Enrollment & Income Eligibility Forms (E/IEF) in both English and Spanish and Income Eligibility Guidelines will be posted by July 1 for 2023-2024 at <https://cnw.ksde.org>, CACFP, CACFP Administrative Handbook, Chapter 9 for use after July 1, 2023. The E/IEF has not changed but the income guidelines and cover letter have been updated.

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 meals. Enrollment is required for Outside School Hours Centers providing care during summer break.

For guidance on determining the E/IEF, refer to <https://cnw.ksde.org>, CACFP, CACFP Administrative Handbook, Chapter 9. On **August 10**, KSDE will offer a live webinar training at 1:30 pm focused on Determining Eligibility in the CACFP and completing the Income Eligibility Category Summary. Save the Date! 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, 2023, is considered valid from July 1, 2023, until July 31, 2024.

Q. 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?

A. 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**.

Q. 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?

A. No, the E/IEF is valid for 12 months. Therefore, the family would not be required to complete a new form until May 2024. However, a center can elect to have all families complete a new E/IEF 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. This information must be completed by the parent, not the Sponsor. Forms cannot be filled out in advance by the Sponsor and then given to the parent to sign. Incomplete forms will result in lost reimbursement income. 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.



USDA Guidance

Ending of Keep Kids Fed Act

As a reminder, the Keep Kids Fed Act is set to expire on June 30, 2023, and the following Child Nutrition Program flexibilities are ending:

- Temporary higher per-meal reimbursement rates for CACFP
- Temporary higher tier I reimbursement rates for tier II family day care homes in CACFP
- Offsite monitoring waivers

USDA appreciates the exceptional efforts of local Program operators in their efforts to maintain Program integrity and access during the public health emergency. However, with the end of the presidentially declared public health emergency, we must continue to work towards a new normal.

CACFP 08-2023 Best Practices for Streamlining Applications for Year-Round Program Operations

<https://www.fns.usda.gov/cn/cacfp-sfsp-best-practices-streamlining-applications>

This memorandum provides guidance to assist State agencies in streamlining the application process for experienced program operators that participate in both the Summer Food Service Program (SFSP) and the at-risk afterschool component of the Child and Adult Care Food Program (CACFP). USDA encourages community organizations that offer CACFP afterschool meals during the school year to transition to SFSP to serve the same group of children during the summer months, but hopes this memorandum helps simplify paperwork responsibilities by minimizing duplication and reducing administrative burden. This guidance also recommends options for streamlining the application process for experienced program operators in States where the same administering agency is responsible for both programs.

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 <https://cnw.ksde.org>, CACFP, CACFP Administrative Handbook, Chapter 7, Related Forms.

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 <https://cnw.ksde.org>, CACFP, CACFP Administrative Handbook, Chapter 7, Guidance and Resources. Contact your consultant or Child Nutrition & Wellness (785-296-2276) for more information.

Reimbursement Rates

Reimbursement rates for FY2024 will be posted at <https://cnw.ksde.org>, Key Links, Reimbursement Rates as soon as they are available from USDA.

Training Update

Professional development is offered through the KSDE Training Portal 24/7 and as scheduled live virtual events through Zoom. A full listing of live virtual events and links can be found on the CNW Calendar at <https://cnw.ksde.org>, Training, CNW Calendar. There is no preregistration for the live virtual classes through Zoom.



Technical Assistance

KSDE will also be offering in-person Technical Assistance sessions throughout the state in July. Reach out to your Child Nutrition Consultant if interested in attending a Technical Assistance session this summer.

Online Training Classes and Tutorials

Many classes, including the 3-hour Food Safety Basics class, can be accessed free of charge 24/7 via the KSDE Training Portal. Create an account at <https://learning.ksde.org>. For detailed instructions on creating an account and accessing the training, go to <https://cnw.ksde.org>, Training. New to the Online Training Portal this month: Culinary Corner: Spotlight on Pork (1 hour).

Administrative Workshop

Program Year 2023-24 CACFP Administrative Workshop will be offered via live webinar on Thursday, July 27 from 1:00 pm–4:00 pm. Join at <https://ksde.zoom.us/j/87209249575?pwd=bXBrV0tiSzI2OXVHQUVpM0JKVys2Zz09>. Sponsors unable to attend the live webinar training will have the opportunity to take the training through the KSDE Learning Portal at a later date. At least one representative from each Sponsor must complete the CACFP Administrative Workshop training.

For Sponsors that operate both the School Nutrition Program and CACFP, a live SNP Administrative Update/CACFP Administrative Workshop training will be held Thursday, July 6, 8:00 am–12:00 pm using the following link: <https://ksde.zoom.us/j/88237490614?pwd=Z1FOSmY3ODIsYW5bE5EcljHVHp4UT09>.

A CACFP Administrative Workshop for Homes will be held on Friday, July 28 from 8:30 am–12:00 pm.

CACFP Certification Webinar

Make plans to participate in a CACFP Certification Webinar scheduled for Tuesday, August 1 at 1:30 pm via zoom. Join at: <https://ksde.zoom.us/j/81433563486?pwd=Z1ZUamhEbDJobGZUanh6bXpqR0huQT09> Passcode: 948325. Information will be provided about changes to the sponsor and site applications in KN-CLAIM and any new guidance for PY 2023-2024.

CACFP At-Risk Afterschool Meals Training

As summer break wraps up and the school year begins CACFP At-Risk Afterschool Meals and snacks can again be served to children located in low-income locations. Sponsors and sites interested in being reimbursed for a supper and/or snack served after the school day can learn more about CACFP At-Risk Afterschool Meals on Thursday, August 3 from 1:00 pm–2:00 pm. Join at: <https://ksde.zoom.us/j/81547793233?pwd=V21jcEZnQWdpbnpHVkZQWU13Q1doQT09>

CACFP Determining Eligibility and IEC Summary Training

Join KSDE on Thursday, August 10 from 1:30 pm–3:30 pm to learn about determining eligibility in the CACFP and completing the Income Eligibility Category (IEC) Summary. Participating in this training can help prevent costly errors found during Administrative Reviews and audits. Join at: <https://ksde.zoom.us/j/85249029744?pwd=S3l2Snk5OHNFd3F3TnpCbEg3MTc4Zz09>



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:

- 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 <https://cnw.ksde.org>, CACFP, CACFP Administrative Handbook, Chapter 13, Guidance and Resources. To receive a hard copy of the At-Risk Afterschool Meals Cycle Menus, email Katy Hatch at khatch@ksde.org.

Staffing Update

Lindy Fike has joined the Child Nutrition & Wellness team as the Body Venture Program Manager and Culinary Training Specialist. Lindy has a BS in Education from Pittsburg State in Family and Consumer Science Education. She has worked as a FACS teacher in the Wellington and Seaman School Districts. Welcome Lindy!

Happy Birthday, My Plate!

June marks the 12th birthday of the MyPlate icon and USDA has announced the webpage for MyPlate's 12th Birthday is now live! It can be found here: <https://www.myplate.gov/birthday>

For the birthday this year, it is a *Life stage Celebration*: each life stage focuses on the theme: **It's never too early or too late to eat healthier with MyPlate**. The birthday is an opportunity to share MyPlate messaging on different tips, resources, and information for each life stage. Nutrient needs change throughout each stage of life – from infants to older adults, nutrition plays an important role, no matter the age.

See life stage pages for more information: <https://www.myplate.gov/life-stages>

- Pregnancy and breastfeeding
- Infants and toddlers
- Kids and teens
- Adults
- Older adults



There are also 12 new recipes in MyPlate Kitchen that feature traditional foods at this link: <https://www.myplate.gov/myplate-kitchen/recipes?search=fdpir2023> as well as a link to the 7 new foods in [Shop Simple](#) with MyPlate that represent traditional foods (frozen catfish, frozen walleye, frozen salmon, wild rice, blue cornmeal, canned hominy, frozen blueberries).

Happy Birthday, My Plate and Happy Summer to All!

As always, if you have questions or need assistance, please contact your local Child Nutrition Consultant or the Topeka Office!

Cheryl, Karen, and Kelly



For more information, contact:

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