



Child Nutrition & Wellness

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CACFP UPDATE

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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

Income Eligibility Guidelines 2017-2018

Income Eligibility Guidelines for 2017-2018 will be posted by July 1, 2017. Use these guidelines for determinations from July 1, 2017 through June 30, 2018.

Enrollment & Income Eligibility Forms

Enrollment & Income Eligibility Forms (E/IEF) in both English and Spanish will be posted for 2017-2018 at www.kn-eat.org, CACFP. Select Income Eligibility Forms from the red menu field on the left. Beginning July 1 the new forms and eligibility guidelines must be used. Income forms must be distributed **after** July 1, 2017. As forms expire (or during your annual update period) complete the 2017-2018 E/IEF. **A current and complete E/IEF for each participant must be on file to claim reimbursement for meals.** The Enrollment & Income Eligibility Form should be copied as issued. Center name or letterhead may be added in the space at the top of the letter. Participants of the At-Risk Afterschool Meals and Emergency Shelters components 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, enrollment and income eligibility forms must be on file.

Enrollment

Every child must be enrolled in the CACFP to claim meals. Parts 1 and 4 must be completed by the parent in order for meals to be claimed in CACFP. **Name, date of birth, arrival and departure times, days of care, meals served, parent signature and parent date.** If the parent leaves any of these fields blank, the enrollment is not complete and meals cannot be claimed. Double-check the form when the parent returns it and have the parent complete any missing items as soon as possible. Incomplete forms will result in lost reimbursement income. If the parent does not complete the ethnicity/race columns, center staff can enter information based on visual observation and initial the form. Enrollment is current for 12 months from the date of the parent's signature. Outside School Hours Care Centers are not required to have enrollment; however, an income eligibility form must be on file for participants.

Determining Procedure

Use the 2017-2018 Income Eligibility Guidelines (Centers) when reviewing the completed forms and making income category determinations. The sponsor's official must complete the determination area of each Enrollment & Income Eligibility Form. 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.

Sponsors may choose the date to make IEFs effective. ALL applications must be made effective in the same way. Sponsors indicate in the management plan during certification which procedure they will use. Sponsors may choose to use:

- The date the determining official determines and signs the application OR
- The date the parent/participant signs and dates the application. The determining official must sign/date within the month or in the following month that the application is completed by the parent.

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, 2017 is considered valid from July 1, 2017 until July 31, 2018.

For best practice, a second person (confirming official) should double-check the form to assure it is complete and accurately determined. Incomplete enrollment information will result in lost reimbursement income.

Children enrolled in Head Start Programs are categorically eligible to receive free meal benefits. Categorical eligibility means additional free and reduced price applications and income eligibility forms are not required. As long as the child is enrolled in Head Start and a completed CACFP enrollment form is on file at the time the annual eligibility determination is made, all reimbursable meals served to the child may be claimed at the free rate. Sponsors may establish eligibility of all Head Start enrollees through documentation provided by the Head Start program. Forms of acceptable documentation include, an approved Head Start application, a statement and list of participants certified by a Head Start official.

Procurement

Contract Renewal

Sponsors who contract for meals with an outside entity to obtain meals must have a contract in place and are good for one year. 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 for agreements with school food authorities or contracts totaling less than \$150,000 while a prototype solicitation contact and request for proposal is available for contracts exceeding \$150,000. Both prototypes can be found at www.kn-eat.org, CACFP, Administration, Meal Contracts. **All contracts over \$50,000 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 written procedural agreement is recommended to ensure that CACFP requirements are being followed by the staff preparing meals. A procedural agreement 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.

CACFP Nutrition News

The July edition of the CACFP NUTRITION NEWS is now available online at www.kn-eat.org, CACFP, Newsletters. The newsletter features a recipe using berries, picnic food safety tips, and suggestions for bone-strengthening activities. Share the newsletter with providers and/or families.

Resources

Updated CACFP Meal Pattern Requirements FAQs

KSDE CNW has developed a new resource to assist sponsors on implementation of the updated CACFP meal patterns. The FAQs is a compilation of answers to Sponsor questions and is available at www.kn-eat.org, CACFP, Guidance, Menu Planning & Production Records. This resource will be updated continuously as KSDE receives additional guidance from USDA.

CACFP Meal Pattern

The USDA's Food and Nutrition Service is pleased to announce the release of CACFP Meal Pattern Training Tools in Spanish. They can be found at <https://www.fns.usda.gov/tn/cacfp-meal-pattern-training-tools>.

At-Risk Afterschool Meals

The USDA's Food and Nutrition Service (FNS) is pleased to announce the release of the At-Risk Afterschool Meals Component of the Child and Adult Care Food Program (CACFP) Fact Sheet in Spanish. This document is available at <https://www.fns.usda.gov/cacfp/afterschool-programs>.

Early Care Local Food Purchasing Resource

The Michigan State University Center for Regional Food Systems is excited to announce the release of [Local Food for Little Eaters: A Purchasing toolbox for the Child and Adult Care Food Program](#). This toolbox is designed to help early care providers purchase local food for their programs. It gives step-by-step instructions for purchasing from a variety of local food sources. These instructions include successful strategies and examples of how early childhood programs nationwide are purchasing local food.

Training Opportunities**Administrative Workshop Dates Announced**

Sponsors are required to attend CACFP Administrative Workshop annually. To view all the training dates and for registration information visit www.kn-eat.org, CACFP, Training. Registration is required. Some locations have limited class size and classes without adequate registrations will be cancelled. Classes will be 9 am-12 noon or 1-4 pm, unless otherwise noted. The class will be 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 Classes

Current classes available through KSDE Training Portal: CACFP At-Risk Afterschool Meals, Civil Rights Compliance in Child Nutrition Programs, Confidentiality in Child Nutrition Programs, and Sodium Savvy. These classes are available at www.kn-eat.org, CACFP, Training.

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. Registration information is at www.kn-eat.org, CACFP, Training. The next two scheduled classes are July 20 in Wichita and August 24 in Topeka. This free training class includes sessions on CACFP Administrative Integrity and Meals Done Right.

Updated CACFP Meal Pattern Training

CACFP Meal Pattern Training has been offered statewide since early April and the remaining opportunities to attend an in-person training are limited. Trainings are still available in July at the Child Nutrition Management Academy (CNMA) in select locations. Each sponsor is strongly encouraged to send at least one participant to one of the trainings. Visit www.kn-eat.org, CACFP, Training for a list of remaining training dates and locations.

Child Nutrition Management Academy

Child Nutrition Management Academy (CNMA) and Staff Development classes are available for CACFP participation. CNMA is a training workshop for Child Nutrition Program directors and managers. Staff Development classes are appropriate for all staff. These classes are being presented in schools but material is also applicable to the child care setting. July 25-28 classes will be held in Chanute, Abilene, and Liberal. Registration requires a daily fee of \$15 per person for less than four hours of training and \$25 for four hours or more. KSDE classes are approved for KDHE training credit.

Among classes that would be appropriate for CACFP professionals are: Most of the Staff Development classes, Professional Communication, Leading the Team, Food Service Sanitation, Culinary Champions: World Cuisine, Culinary Basics, and A Fresh Perspective. CACFP Meal Pattern training and Infant Meals training are also a part of CNMA event classes at no charge. Registration information is available at www.kn-eat.org, CACFP, Training, Child Nutrition Management Academy.

Food Safety Basics – Summer Training Schedule

Who in your facility is trained in Food Safety? Each CACFP sponsor must have at least one staff person trained on food safety and the training must be renewed every 3 years. Food Safety Basics meets this requirement, is free and will be offered at a location near you this summer. Go to www.kn-eat.org, CACFP, Training to complete a registration form. Class times vary. Dates and locations are as follows:

- July 28 – Leavenworth m
- July 31 – Garnett
- August 2 – Scott City
- August 3 – Gardner Edgerton
- August 8 – Fredonia
- August 9 – Randolph
- August 10 – Topeka
- August 14 – Haysville
- August 30 – Salina

June is Great Outdoors Month

State and National Parks represent our natural heritage. North and south, east and west, they stretch from the edges of our maps to the hearts of our cities, covering nearly one-third of this nation. This June, celebrate the natural wonder and outdoor spirit of America by getting outside during Great Outdoors Month®. Consider taking an approved field trip to a farmer's market, or picnic featuring fresh produce at a local park.

Mark & Cheryl