



## 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](http://www.kn-eat.org), Child and Adult Care Food Program, Updates from CNW  
June 28, 2018

#### CACFP Administrative Workshop

Sponsors are required to attend one CACFP Administrative Workshop annually. Administrative Workshop sessions are scheduled for July and August. Training dates and registration information is available at [www.kn-eat.org](http://www.kn-eat.org), CACFP, Training, Administrative Workshop. Some locations will have limited class size and classes without adequate registrations will be cancelled. Classes will be from 9-11:30 am or 1-3:30 pm. 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.

#### Enrollment & Income Eligibility Forms

Enrollment & Income Eligibility Forms (E/IEF) in both English and Spanish and Income Eligibility Guidelines will be posted for 2018-2019 at [www.kn-eat.org](http://www.kn-eat.org), CACFP by July 1, 2018. Select Income Eligibility Forms from the red menu field on the left to access the updated forms. Beginning July 1 the new forms and eligibility guidelines must be used. Income forms must be distributed **after** July 1, 2018. As forms expire (or during the annual update period) complete the 2018-2019 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. 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, enrollment and income eligibility forms must be on file.

For guidance on determining the E/IEF, refer to [www.kn-eat.org](http://www.kn-eat.org), CACFP, Administrative Handbook, Chapter 9, and [www.kn-eat.org](http://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, 2018 is considered valid from July 1, 2018 until July 31, 2019.

#### CACFP 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 and include **name, date of birth, normal days and times of care, normal meals received during care, parent signature and date.** 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. 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.

### CACFP Certification

Program Certification will be available in KN-CLAIM August 1, 2018. Make plans to participate in one of two CACFP Certification Webinars scheduled on August 1. The webinars will be held:

- Wednesday, August 1 from 9:30-11:00 am  
To join, go to: <https://meet.lync.com/ksde/mathompson/6HMK09Z4>
- Wednesday, August 1 from 1:30-3:00 pm  
To join, go to: <https://meet.lync.com/ksde/mathompson/L4K1ZZHC>

Audio for the webinar can be heard through your computer speakers or call 1-866-620-7326 and enter conference code 7852962276# when prompted.

### 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.

### 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](http://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 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](http://www.kn-eat.org), CACFP, Administration, Meal Contracts. Contact your consultant or Child Nutrition & Wellness (785-296-2276) for more information.

### An At-Risk Afterschool Meals Toolkit is Now Available!

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](http://www.kn-eat.org), CACFP, Resources, At-Risk Afterschool Meals.

### CACFP Nutrition News

The July edition of the CACFP NUTRITION NEWS is now available online at [www.kn-eat.org](http://www.kn-eat.org), CACFP, Newsletters. Since July is National Berries Month, the newsletter features an article on the wide variety of berries, a whole grain blueberry oat mini muffins recipe, and directions on how to play Dragon Tag. Share the newsletter with providers and/or families.

**FEEDBACK REQUESTED:** Click on this link to provide feedback about CACFP Nutrition News: <https://www.surveymonkey.com/r/9QH8MJH>.

### Healthier CACFP Award

**Be one of the first child care centers 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*. This award is a USDA recognition system which supports child care centers 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 centers in Kansas will receive a **\$300 monetary award!** For more information on the criteria and/or for assistance with applying, contact Emily Brinkman at [ebrinkman@ksde.org](mailto:ebrinkman@ksde.org) or (785) 368-8039.

### Training Opportunities

#### Microsoft Office in Child Nutrition Programs

Make Microsoft Office work for you! KSDE will offer Microsoft Excel, Word, and PowerPoint in Child Nutrition Programs classes at Dodge City on August 2, Kansas City on August 7, Salina on August 9 and Topeka on August 15. At each location, Excel will be offered from 8:30-11:30 am with Word and PowerPoint from 12:30-3:30 pm. Learn how Microsoft Office can help you save time by streamlining and increasing efficiency in Child Nutrition Program operations. **Technical assistance for program renewal in the Child & Adult Care Food Program will be available by the Child Nutrition & Wellness consultant at each location in August.** Registration information is available at [www.kn-eat.org](http://www.kn-eat.org), CACFP, Training.

#### CACFP Halftime: Thirty on Thursdays

The next **CACFP Halftime: Thirty on Thursdays** is July 19. The topic for the July webinar will be *Feeding Infants: 0-5 Months* and offered in both English and Spanish. The English webinar will be held from 1:00-1:30 pm CST, and the Spanish webinar will be held from 2:00-3:30 pm CST. The webinars are recorded and made available on the Team Nutrition website, <https://www.fns.usda.gov/tn/team-nutrition>.

#### Food Safety Basics – Summer Training Schedule

Who in your facility is trained in Food Safety? Each CACFP sponsor must have at least one trained staff person and 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](http://www.kn-eat.org), CACFP, Training to complete a registration form.

#### Online Classes

Current classes available through KSDE Training Portal: CACFP Child & Adult Meal Patterns and CACFP Infant Meal Pattern, CACFP At-Risk Afterschool Meals, Civil Rights Compliance in Child Nutrition Programs, Food Safety Basics, Confidentiality in Child Nutrition Programs and Sodium Savvy. These classes are available at <https://learning.ksde.org>.

**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 at [www.kn-eat.org](http://www.kn-eat.org), CACFP, Training. The next two classes will be held July 19 in Wichita and August 21 in Topeka. This free training class includes sessions on CACFP Administrative Integrity and Meals Done Right.

### **Child Nutrition Management Academy and Staff Professional Development Classes**

Child Nutrition Management Academy (CNMA) and Staff Professional Development Classes are available for CACFP participation. CNMA is a professional development program sponsored and coordinated by Child Nutrition & Wellness, KSDE. CNMA classes are designed for directors, managers, and other leaders in the organization and are flexibly structured so that participants may choose to attend one, some, or all three days of classes offered at each location. CNMA will offer a track of staff professional development classes for all child nutrition program personnel to participate in training at the same time.

CNMA will be held at four locations in July. Abilene and Garden City will be the sites for CNMA July 17-19 and the other two sites are Garden Plain and Paola July 24-26. Classes that would appeal to CACFP include three Culinary Champions classes (Build a Better Breakfast, Speeding Up Speed Scratch, and The Many Sides of Sides), Personnel Management, Food Safety Jeopardy, Hot Topics in Health and Nutrition, and Handling a Food Recall, among others. As an added note, KSDE classes are approved for KDHE training credit! For a calendar of the classes, class descriptions, registration form, and costs, refer to the CNMA Mailer at [www.kn-eat.org](http://www.kn-eat.org), CACFP, Training.

### **Kansas – The Wheat State**

Kansas is one of the largest producers of wheat in the U.S., and is the largest flour milling state in the union. In 1886, Kansas wheat farmers grew wheat on 68,000 acres, reaping only 19 bushels per acre. In 2014, wheat producers harvested 8.8 million acres, yielding 38 bushels per acre. With all this wheat, Kansas produces a lot of bread. 36 billion loaves of bread could be baked with the wheat grown in Kansas each year. Just something to think about the next time you are shopping for your whole wheat products for CACFP. Kansas grown, Kansas milled, Kansas proud!

### **Mark & Cheryl**