

Introduction to Child and Adult Care Food Program for Centers

Division of Food and Nutrition
2/28/2022



Training Objectives



Understanding the Child and Adult Care Food Program (CACFP)



Assessing Participation Eligibility



Participation Overview



Awareness of CACFP Resources



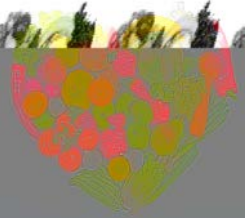
Application Process

What is CACFP?



CACFP is a federally funded program regulated by the United States Department of Agriculture (USDA) Food and Nutrition Services (FNS), administered through grants to the state agencies and territories.

What is CACFP?



PURPOSE

A nutritional, educational meal reimbursement program, which provides aid to eligible children and adults who are enrolled for care at participating centers and day care homes.

GOAL

To improve and maintain the health and nutrition of children and adults in care while promoting the development of good eating habits.

DESCRIPTION


The CACFP provides federal funds to eligible nonresidential child and adult care facilities, emergency shelters, after school programs, and family day care providers, who serve nutritious meals and snacks.


CACFP in Nevada

The Nevada Department of Agriculture (NDA) administers the CACFP through the Division of Food and Nutrition.



Why Participate in CACFP?

-  **The meals you provide to children & adults while in your care may be the only meals, they receive that day. In addition, plays a vital role in improving the quality of day care and making it more affordable for many low-income families.**

-  **CACFP provides you with meal reimbursement to supplement your food purchases with more high-quality, nutritious food.**

Why Participate in CACFP?

NEVADA'S IMPACT

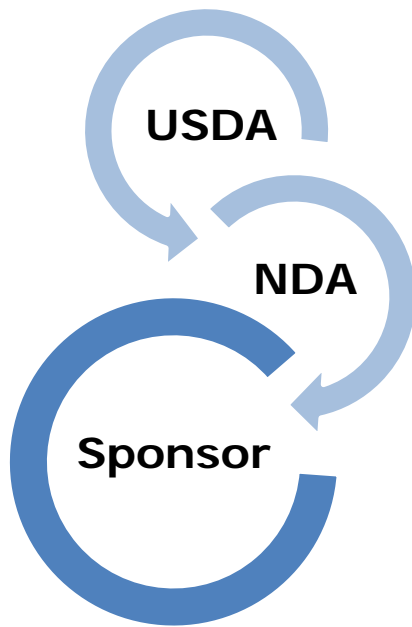
During fiscal year 2021, CACFP supported 2.1 million meals and 1.1 million snacks in child care centers, adult day care, emergency shelter, and At-Risk Afterschool programs throughout Nevada!



723,927 Breakfasts
982,066 AM/PM Snacks
967,833 Lunches
211,918 At-Risk Snacks
465,251 Suppers



CACFP Sponsors



- The Sponsoring Organization oversees the eligible adult care/child care centers, day care homes, preschools, emergency shelters, and after-school programs operating the CACFP.
- Eligible centers, preschools, shelters, and after-school programs are able to participate independently or under a sponsoring organization.
- All sponsors must demonstrate **Administrative Capability & Financial Viability** when applying for and renewing participation yearly.
- Once approved to participate, each institution agrees to operate the CACFP with accountability, in compliance with the regulations governing the program.

Determining Participation Eligibility

- **Find the type of classification for the facility you operate:**
 - Child Care Center or Preschool
 - Adult Care Center
 - Afterschool Care
 - Emergency Shelter
- **Review the various requirements indicated with a check mark on the following slides.**
- **These requirements must be met for your facility to be eligible for CACFP Participation.**

Participation Eligibility

Child Care Center or Preschool

- Provide non-residential care
- 25% free & reduced or 25% Title XX
- Or Be Area Eligible
- Licensed by Division of Public and Behavioral Health (DPBH) or meet exemption
- Nonprofit 501(c)3 Tax Exempt Status

	For Profit	Nonprofit	Head Start
• Provide non-residential care	✓	✓	✓
• 25% free & reduced or 25% Title XX	✓		
• Or Be Area Eligible		✓	
• Licensed by Division of Public and Behavioral Health (DPBH) or meet exemption	✓	✓	✓
• Nonprofit 501(c)3 Tax Exempt Status		✓	✓

Participation Eligibility

Adult Care Center

	For Profit	Nonprofit
<ul style="list-style-type: none"> Provide non-residential care to adults either 60 years of age or older of functionally impaired persons >18 years of age *who reside within the community 	✓	✓
<ul style="list-style-type: none"> 25% Title XX or Title XIX 	✓	
<ul style="list-style-type: none"> Individual Plan of Care for each functionally impaired participant 	✓	✓
<ul style="list-style-type: none"> Licensed by Division of Public and Behavioral Health (DPBH) or meet exemption 	✓	✓
<ul style="list-style-type: none"> Nonprofit 501(c)3 Tax Exempt Status 		✓

Participation Eligibility

Afterschool Care

- Provide Organized regularly scheduled supervised activities to children and teens through age 18
- Include Educational or Enrichment Activities
- Be Area Eligible
- Meet State and Local Healthy and Safety Standards

	Public	Private	Schools
• Provide Organized regularly scheduled supervised activities to children and teens through age 18	✓	✓	✓
• Include Educational or Enrichment Activities	✓	✓	✓
• Be Area Eligible	✓	✓	✓
• Meet State and Local Healthy and Safety Standards	✓	✓	✓

Participation Eligibility

Adult Care Center

- Provide non-residential care to adults either 60 years of age or older of functionally impaired persons
 >18 years of age
 *who reside within the community
- 25% Title XX or Title XIX
- Individual Plan of Care for each functionally impaired participant
- Licensed by Division of Public and Behavioral Health (DPBH) or meet exemption
- Nonprofit 501(c)3
 Tax Exempt Status

	For Profit	Nonprofit
• Provide non-residential care to adults either 60 years of age or older of functionally impaired persons >18 years of age *who reside within the community	✓	✓
• 25% Title XX or Title XIX	✓	
• Individual Plan of Care for each functionally impaired participant	✓	✓
• Licensed by Division of Public and Behavioral Health (DPBH) or meet exemption	✓	✓
• Nonprofit 501(c)3 Tax Exempt Status		✓

Participation Eligibility

Emergency Shelter

	Public	Nonprofit Private
• Provide temporary shelter to homeless children aged 18 years old and younger	✓	✓
• Operate a congregate (group) meal service in your shelter	✓	✓
• Meet State and Local Healthy and Safety Standards	✓	✓
• Nonprofit 501(c)3 Tax Exempt Status		✓

Day Care Homes/After School Programs

- **Please contact the NDA office at 725-252-0008 if you are a Day Care Home or After School Program for requirements on how to participate.**
- **The remainder of this training is designed for childcare centers, adult day care, emergency shelters, head start programs, and preschools.**

Documenting Enrollment

Child/ Adult
Record Form

Attendance

Meal Benefit
Income Eligibility

Enrollment Roster

As a part of the CACFP, you will document the number of participants enrolled at your center, the number of participants in attendance each month, and the income eligibility of each household.

This information is important for CACFP because you will be reporting the number of participants classified as free, reduced, and non-needy in attendance each month at your center, if you are a for-profit organization.

Names on sign-in/sign-out sheets, Meal Benefit Income Eligibility Applications, and enrollment rosters must all match. Records should be kept in alphabetical order.

Documenting Enrollment

Child/Adult Record Form

All children, including drop-ins, must have a Child Record Form on file, regardless if they have eaten a meal.

All adults must have documentation of enrollment of each participant, including the age of each participant.

CHILD RECORD

Enrollment Date: _____ Initial Start Date: _____

Child's Name:	Preferred Name:	Sex: M F	Date of Birth:
Current Physical Address:	City, State, Zip:	Telephone:	

Enrolling Parent/Guardian: _____ Occupation: _____
Home Address: _____ Phone: _____
Work Address: _____ Phone: _____
Cell Phone: _____

Parent/Guardian: _____ Occupation: _____
Home Address: _____ Phone: _____
Work Address: _____ Phone: _____
Cell Phone: _____

List additional persons who may be called in the event of an emergency, and who are authorized to remove the child from the facility. (Your child will not be allowed to leave with any other person without written authorization from parent or guardian).

Name:	Address:	Home/Cell/Work Phone:	Relationship:

Signature of enrolling Parent/Guardian _____ Date _____

Documenting Enrollment

Attendance

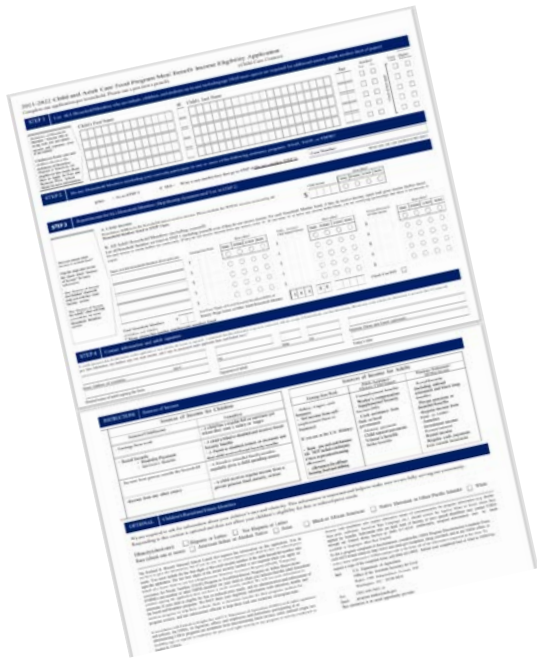
Attendance Records must be maintained as part of the monthly CACFP recordkeeping.

Standard sign-in/sign-out records or an automated system for tracking is acceptable.

SIGN IN/OUT					
DATE: _____					
CHILD'S NAME (Last & First)	TIME IN	SIGNATURE	TIME OUT	SIGNATURE	COMMENTS

Documenting Enrollment

Meal Benefit Income Eligibility

The image shows a sample of a 'Meal Benefit Income Eligibility' application form. The form is titled '2023-2024 Child and Adult Care Food Program (CACFP) Income Eligibility Application'. It contains several sections: 'Section 1: Household Information', 'Section 2: Income Information', 'Section 3: Eligibility Determination', and 'Section 4: Additional Information'. The form includes various fields for personal and financial data, as well as checkboxes and tables for determining eligibility.

- A Meal Benefit Income Eligibility application contains income or categorical eligibility and is completed by each household.
- Each form is compared to the USDA Child Nutrition Program Income Guidelines and determines a child's category as free, reduced, or paid.
- Reimbursement Rates are updated yearly by USDA and are different for free, reduced and paid meals and snacks.

Knowledge Check

True or False?

The Meal Benefit Income Eligibility Application is completed by center staff members?



Knowledge Check Answer

True or False?

The Meal Benefit Income Eligibility Application is completed by center staff members each month?



Answer: FALSE

The Meal Benefit Income Eligibility (MBIE) application is completed annually by each household. Parent letters are given to the household with the form. The MBIE is then returned to the center, where income/eligibility is assessed by center staff members.

Meal Pattern Compliance

Meal Pattern Components



Grain

**Meat/Meat
Alternates**

Vegetables

Fruit

Fluid Milk

Child Meal Pattern Compliance

The CACFP meal pattern improves the access infants and children have to healthy, balanced meals throughout the day. These requirements encourage a greater variety of vegetable and fruits, more whole grains, less added sugar, and saturated fats. The meal pattern includes required components at each meal or snack, and you choose what creditable food to offer within each component.

- To learn more about child meal patterns, please visit our website at:
<http://agri.nv.gov/uploadedFiles/agrinvgov/Content/Food/CF/CACFP%20Child%20Meal%20Pattern.pdf>

The meal pattern for infants accommodates both breastfeeding and formula feeding and introduces solid foods around 6 months of age. The child meal pattern requires increased portions as they grow.

- To learn more about infant meal patterns, please visit our website at:
<http://agri.nv.gov/uploadedFiles/agrinvgov/Content/Food/CF/CACFP%20Infant%20Meal%20Pattern.pdf>

Adult Meal Pattern Compliance

- **To learn more about the Adult Meal Pattern, please visit the NDA CACFP website here:**

[CACFP Adult Meal Pattern\(nv.gov\)](http://CACFPAdultMealPattern(nv.gov))

Meal Pattern Compliance

Cycle Menu

- A cycle menu is a series of menus that are used repeatedly over a designated period.
- CACFP requires at least a four-week cycle menu with no repeating entrees.
- Creditable foods are foods that meet CACFP regulations and can be counted toward a reimbursable meal.

Some foods are not creditable and cannot count toward a reimbursable meal.

Examples: cookies, potato chips, egg substitute

Some foods are creditable but should be limited on a CACFP menu.

Examples: crackers, foods high in fat and sugar

Child Menu Planner 7 Day																
Date	Name of Day				Date	Name of Day				Date	Name of Day					
	Day	Serving Size for ages 1-2	Serving Size for ages 3-5	Serving Size for ages 6-12		Day	Serving Size for ages 1-2	Serving Size for ages 3-5	Serving Size for ages 6-12		Day	Serving Size for ages 1-2	Serving Size for ages 3-5	Serving Size for ages 6-12		
Breakfast																
Mid-Week Lunch																
Mid-Week Dinner																
Weekend Breakfast																
Weekend Lunch																
Weekend Dinner																

Meal Pattern Compliance

Menu Requirements

- Dated Menus will be maintained for all meals and snacks claimed for reimbursement.
- Menus will follow the meal pattern. Components will be clearly identified.
- Creditable foods will be offered.
- High sugar items, high fat items, crackers, and juice will be limited.
- Menus will be posted in public view.
- Disclaimers will clarify water, milk, juice, whole grain-rich, and mixed items.
- All menus will contain the non-discrimination statement: "This institution is an equal opportunity provider."
- Homemade or Commercially Prepared Foods will be identified.

Meal Pattern Compliance

Recipes and Child Nutrition (CN) Labels

When components are combined within an entrée or product, recipes or CN labels will identify the contribution it makes toward the meal pattern requirements.

Homemade menu items are labeled homemade on the menu and must have a recipe on file.



Commercial Products, Processed Foods, or Convenience Foods, served as multiple components are labeled "CN" on the menu and must have a CN label or product formulation sheet on file.



Infant Meal Pattern Compliance

Infant Meal Pattern

Infant Feeding Preference Form

Infant Meal Record

- Meal pattern compliance for infants is different than meal pattern compliance for children.
- Infants ages 0-5 months are fed breastmilk and/or formula. Infants 6-11 months are also offered solid foods as they become developmentally ready for them. Communication with caregivers is important during this time, and an Infant Feeding Preference form is completed for each infant.
- Infants have their own meal pattern and are fed on demand instead of during a set mealtime. Their meals and snacks are documented using an Infant Meal Record.

Knowledge Check

True or False?

The CACFP Child Meal Pattern contains component requirements, and each Center chooses which creditable foods to offer within each component.



Knowledge Check Answer

True or False?

The CACFP Child Meal Pattern contains component requirements, and each Center chooses which creditable foods to offer within each component.



Answer: True

The creditable Food Guide offers lists of creditable foods that are compliant with CACFP guidelines. Each center participating in CACFP chooses what foods are offered on their unique menu. If you are looking for inspiration, sample CACFP menus and recipes can be found online. Please see the resources page at the end of this training.

Meal Service Requirements

The following meals/snacks* can be claimed for reimbursement:

Breakfast
Am Snack
Lunch
PM Snack
Supper
Night Snack



Meal and Snack Reimbursement is limited to:

2 Meals + 1 Snack
OR
1 Meal + 2 Snacks
OR
3 Snacks

Per Participant, Per Day*



Each meal and snack has a customary meal time and a maximum claimable duration of food service.

For example, the lunch service has a customary meal time between 11am and 1pm and can not be longer than 2 hours in duration.

** At-Risk Snack if applicable*

**Emergency Shelters can claim 3 meals per participant per day*

Managing the Meal

Menu Planner

Meal Service

Point of Service
Meal Counts

Meal Count
Summary

A meal service includes purchasing a sufficient quantity of food, serving creditable meals and snacks in compliance with the meal pattern for each age group, and documenting the meals and snacks that are served at point of service.

The type of meal preparation you choose depends on your program operations, type of menu, food preparation space, staffing, budget, and other factors. You may choose to prepare food on-site, contract with a school food service provider, or contract with a food service vendor.

All contracts are submitted to NDA for review.

Managing the Meal

Menu Planner

Within the Child Menu Planner there are serving size columns.

*This is where you indicate **how much** of that item is needed in order to meet the requirement for each age group.*

Child Menu Planner 7 Day

Dates:						Name of Site:					
Meal & Snack Pattern as Required By USDA	Date:	Serving Size for ages:				Date:	Serving Size for ages:				Date:
	Monday	1-2	3-5	6-12	13-18 ¹	Tuesday	1-2	3-5	6-12	13-18 ¹	
Breakfast:											
Milk Whole age 1 1% or nonfat 2yrs+ ²											
Fruit or Vegetable ³											
Grain/Bread ^{4,5&7}											
Meat/Meat Alternate ⁶											
Other Foods Extra to Meal Pattern											
AM Snack:											
Any two:											
Milk Whole age 1 1% or nonfat 2yrs+ ²											
Fruit or Vegetable ³											
Vegetable ³											
Grain/Bread ⁴											
Meat/Meat Alternate ⁶											
Other Foods Extra to Meal Pattern											
Lunch:											
Milk Whole age 1 1% or nonfat 2yrs+ ²											
Fruit or Vegetable ³											
Vegetable ³											
Grain/Bread ⁴											
Meat/Meat Alternate ⁶											
Other Foods Extra to Meal Pattern											

Managing the Meal

Meal Service

Meals claimed under CACFP must be consumed on site, in a congregate setting, and may be served traditional style or family style.

All components must be served at the same time.

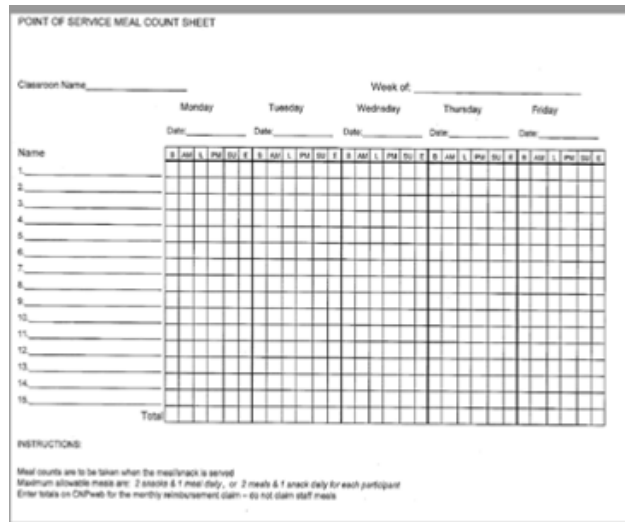
The site must serve meals to all enrolled participants.

Traditional Style: Meals are portioned or pre-plated to meet the minimum meal pattern requirements for each participant.

Family Style: Enough of each food component is placed on the table to provide the required minimum meal pattern requirements for all participants at the table. Supervising staff play an active role in offering each participant the full required minimum portion of each food component. Children serve themselves, as developmentally appropriate.

Managing the Meal

Point of Service Meal Count



POINT OF SERVICE MEAL COUNT SHEET

Classroom Name _____ Week of _____

Monday Tuesday Wednesday Thursday Friday

Date: _____ Date: _____ Date: _____ Date: _____ Date: _____

Name

	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S
1.																		
2.																		
3.																		
4.																		
5.																		
6.																		
7.																		
8.																		
9.																		
10.																		
11.																		
12.																		
13.																		
14.																		
15.																		
16.																		
17.																		
18.																		
Total																		

INSTRUCTIONS

Meal counts are to be taken when the meal/snack is served.
Maximum allowable meals are: 2 snacks & 1 meal daily, or 2 meals & 1 snack daily for each participant.
Enter totals on CHPweb for the monthly reimbursement claim - do not claim staff meals.

The Point of Service Meal Count form is used during the meal service to document all meals served to participants. A child may eat 4 or more times while in care, but only 2 meals and 1 snack, 2 snacks and 1 meal, or 3 snacks can be claimed per participant, per day.

Why are meal counts so important?

Reimbursement for centers takes into account the actual number of meals and snacks served (breakfast, lunch, supper, or snack).

**Emergency Shelters can claim 3 meals per participant per day*

Managing the Meal

Meal Count Summary

Name of Center: _____ Month/Year: _____

Date	Number of Meals Claimed for Enrolled Children							Number of Meals Consumed by Adult Staff						
	Breakfast	AM Snack	Lunch	PM Snack	At-Risk Snack	Supper	Night Snack	Breakfast	AM Snack	Lunch	PM Snack	At-Risk Snack	Supper	Night Snack
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
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26														
27														
28														
29														
30														
31														
Subtotal														
Infant Totals *														
Total # Meals To Claim	Breakfast	AM Snack	Lunch	PM Snack	At-Risk Snack	Supper	Night Snack	DO NOT CLAIM MEALS CONSUMED BY STAFF						
	If any daily adult meal totals above exceed the 5 to 1 student/teacher ratio, report the dollar value of the exceeded meals onto your CNP Sponsor Claim.													

The Meal Count Summary records the total number of meals and snacks claimed for enrolled children throughout a month.

The total numbers are kept separate by meal type.

Knowledge Check

Johnny eats Breakfast, AM snack, Lunch, and PM snack while in your care today. Of the following options, which of Johnny's meals are you able to claim for CACFP reimbursement?

- a. Breakfast, AM snack, Lunch, PM snack
- b. Breakfast, Lunch, and 1 snack
- c. Breakfast and 2 snacks.



Knowledge Check Answer

Question:

Johnny eats Breakfast, AM snack, Lunch, and PM snack while in your care today. Of the following options, which of Johnny's meals are you able to claim for CACFP reimbursement?

- a. Breakfast, AM snack, Lunch, PM snack
- b. Breakfast, Lunch, and 1 snack
- c. Breakfast and 2 snacks.



Answer: B or C

You are able to claim a maximum of 2 meals and 1 snack, or 1 meal and 2 snacks, per participant, per day.

Reimbursement is higher for meals, so you will most likely choose option B, when deciding which meals and snacks to claim for Johnny.

Tracking Program Costs

Food Service
Cost Report

Supporting
Documentation

Monthly
Expense
Worksheet

Supporting
Documentation

Costs associated with the CACFP are not directly reimbursable but rather are maintained to ensure that institutions are fully spending all CACFP funds within the food service operation. As an organization participating in CACFP, you must operate a non-profit food service.

Non-Profit Food Service

Spending all CACFP funds in the food service

Food Cost Requirement

Spending the majority of CACFP funds on food purchases

Administrative Cost

Cost associated with administrative duties cannot exceed 15% of CACFP funds

Tracking Program Costs

Supporting Documentation

Supporting documentation, including receipts and invoices, must be maintained on file to support all expenses reported on the food service cost report.

These records, like all CACFP records, must be kept on file for at least 4 years.



Tracking Program Costs

Monthly Expenses-Cost Allocation

Cost Allocation Worksheet/ Child and Adult Food Program (CACFP) Food and Nutrition Division



(HR)=Hours Room Used for CACFP / THUR =Total Hours Used Room = (P) Percentage of CACFP Usage. Only use actual time that meals are served in the room

1:				
	HR	THRU	P	
Room 1	2	12	16.67%	
Room 2			#DIV/0!	
Room 3			#DIV/0!	
Room 4			#DIV/0!	
Room 5			#DIV/0!	
Room 6			#DIV/0!	
Note: Remove example numbers and replace with your actual figures.				
Example #1: H =2 hrs. / TH=12 hrs. = Percentage=16.67%				
2: Room Square Footage (Sq Ft)				
	L	x	W	Total Room Sq Ft (TRSF)
Room 1		15	10	150
Room 2				0
Room 3				0
Room 4				0
Room 5				0
Room 6				0
Note: Remove example numbers and replace with your actual figures.				
Example #2: L = 15ft x W=10ft = TRSF= 150				
3:				
	P	x	TRSF	= CACFP Total Sq Ft
Room 1	16.67%		150	25.005
Room 2				0.000
Room 3				0.000
Room 4				0.000
Room 5				0.000
Room 6				0.000
Note: Remove example numbers and replace with your actual figures.				

- Monthly Costs attributed to CACFP must be documented.
- Based on administrative and operational square footage, a percent of expenses can be attributed to CACFP. Examples include:
 - Contracted Services
 - Rent/Mortgage
 - Communications & Utilities
- Labor spent on operational or administrative duties related to operating the CACFP can also be attributed to CACFP.

Tracking Program Costs

Supporting Documentation



Expenses reported on the Monthly Expense Worksheet must be supported by bills or invoices.

Having both Administrative and Operational labor hours reported on Monthly Expenses must then be supported by Time Distribution forms.

3/3/11 Nevada Child and Adult Care Food Program
Time Distribution Report Log Month/Year _____

Employer Name _____
Agreement No. _____

INSTRUCTIONS: This form is for employees who spend part of their day working on the Food Program. Each month, indicate the number of hours per day spent on administrative and/or operational activities related to the CACFP. Examples of CACFP administrative activities include, but are not limited to: monitoring, record keeping, compiling data and completing the data for reimbursement and attending training related to nutrition and food safety. Examples of CACFP operational activities include, but are not limited to: menu planning, grocery shopping, cooking and serving meals and clean up after meals. This form will be used in determining a nonprofit food service operation.

Date	Hours Worked on CACFP		Total Hours Worked	Hours Worked on CACFP		Total Hours Worked
	Admin.	Oper.		Admin.	Oper.	
1			0	17	0	
2			0	18	0	
3			0	19	0	
4			0	20	0	
5			0	21	0	
6			0	22	0	
7			0	23	0	
8			0	24	0	
9			0	25	0	
10			0	26	0	
11			0	27	0	
12			0	28	0	
13			0	29	0	
14			0	30	0	
15			0	31	0	
16			0	32	0	
17			0	33	0	
18			0	34	0	
19			0	35	0	
20			0	36	0	
21			0	37	0	
22			0	38	0	
23			0	39	0	
24			0	40	0	
25			0	41	0	
26			0	42	0	
27			0	43	0	
28			0	44	0	
29			0	45	0	
30			0	46	0	
31			0	47	0	
TOTAL			0	0	0	

I certify that this is an accurate record of the number of hours worked on the CACFP.

Employer's Signature _____ Date _____

TO BE COMPLETED BY CENTER DIRECTOR or DEORIZED REPRESENTATIVE

A. (SINGLE PAID STAFF)
Total administrative hours worked on CACFP _____ x _____ hourly wage = _____ (Total Admin. CACFP value)
Total operational hours worked on CACFP _____ x _____ hourly wage = _____ (Total Oper. CACFP value)

B. (SINGLE UNPAID STAFF)
Total administrative hours worked on CACFP _____ x _____ hourly wage = _____ (Total Admin. CACFP value)
Total operational hours worked on CACFP _____ x _____ hourly wage = _____ (Total Oper. CACFP value)

I certify that payroll records are on file that verify the total wages as listed above.
Signature of Center Director or Authorized Representative _____ Date _____

Knowledge Check

True or False?

The food expenses, facility expenses, and labor expenses that my center documents each month will be reimbursed by CACFP.



Knowledge Check Answer

Question

The food expenses, facility expenses, and labor expenses, that my center documents each month will be reimbursed by CACFP.



Answer

Reimbursement is based on the number of meals served, and the number of enrolled children who are served meals, recorded on each claiming roster. The food expenses, facility expenses, and labor expenses that are documented each month, shows how each center is operating a nonprofit food service by spending CACFP reimbursement on allowable food service costs.

Additional Responsibilities

Recordkeeping

Civil Rights

Training &
Monitoring

Procurement

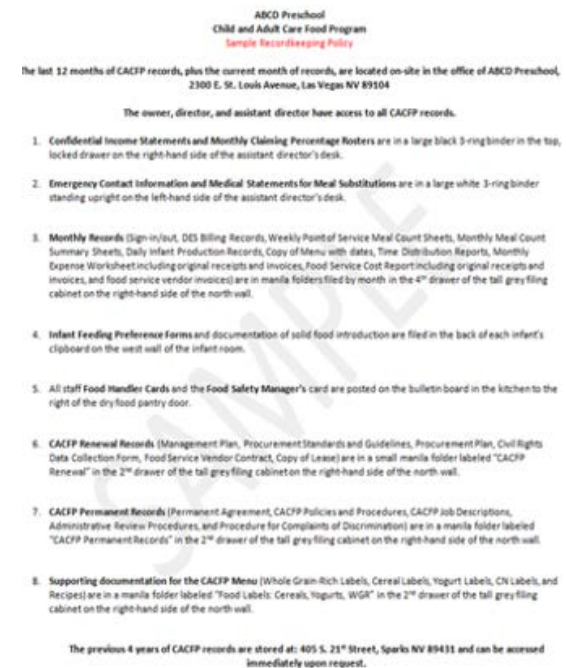
- All participating organizations and/or sites are responsible for maintaining appropriate recordkeeping and staffing levels sufficient for operating this program.
- There are also training and monitoring requirements.

Additional Responsibilities

Recordkeeping

All CACFP records must have the current year on file, in addition to the last 3 years of records immediate availability upon request.

A written recordkeeping policy is required and must include where specific records are stored, how long they are stored for, and who has access to them.



Additional Responsibilities

Civil Rights

In the operation of the Child Nutrition Programs, no individual in the United States, shall solely by reason of his or her race, color, national origin, age, sex, or disability, be excluded from the participation in, denied the benefits of, or be subjected to discrimination, under any program or activity receiving Federal financial assistance.



All sponsors and sites must comply with civil rights requirements. Examples of civil rights requirements include:

- Annual Civil Rights Training
- And Justice for All Poster
- Building for the Future Flyer
- Civil Rights Pre-Award Compliance
- Civil Rights Data Collection
- Nondiscrimination Statement
- Procedure for Complaints of Discrimination

Additional Responsibilities

Training and Monitoring

Nevada Department of Agriculture, Food and Forestry Division
CACFP Self-Monitoring Review
Page 1 of 1

**Child and Adult Care Food Program (CACFP)
Self-Monitoring Review**

Name, Address, Phone Number for Site: _____ Date of Review: _____ Time In: _____
 Reviewer: _____ Time Out: _____

Type of Review:
 Regular Review 1 2 3 First Four Weeks (For new sites or sites in transition. For example, if food is to remain.)
 Announced Unannounced

I. Site Monitoring

	Yes	No	NA	Comments
A. Date of last review:				
B. Were any problems noted during most recent prior review? If yes, list problems.				
C. Have problems been corrected as of today's visit? If no, what follow-up action is needed and by when?				

II. Training

	Yes	No	NA	Comments
A. Have staff attended annual CACFP training? Who?				
B. Have new staff attended CACFP training?				
C. Is all training documented? (Appendix, date, location, trainer, attendee signatures)				

III. License Capacity

License Capacity _____ Number of Infants _____
 Expiration Date _____ Number of Before/After School _____
 Dates of Operation _____ Operating Days _____
 Hours of Operation _____ AM to _____ PM _____
 Total Attendance Today _____ Total Enrollment _____

IV. Alternate Approval (for License Exempt)

	Yes	No	NA	Comments
Within the last year has the site had:				
1. Fire Inspection Date: _____				
2. Health Inspection Date: _____				
3. Have all problems been corrected? Note any deficiencies not corrected.				

3-15-12 Nevada Department of Agriculture, Food and Forestry Division
Revised 11/12/12 (2) (18)

← Sponsors of multiple Centers or sites are required to **monitor** each center/site three times per year. There are requirements for how and when monitoring visits are conducted.

Sponsors are required to conduct **annual training** for all staff. The main topics include: →

Examples of Training Topics
<ul style="list-style-type: none"> - Child & infant meal pattern - Portion sizes - Creditable and non-creditable foods
<ul style="list-style-type: none"> - Meal counts separate from attendance - Point of Service
<ul style="list-style-type: none"> - Monthly record keeping forms - Menus and food production records - Medical statements - Infant records
<ul style="list-style-type: none"> - Claims preparation and process - Claims submission dates
<ul style="list-style-type: none"> - Monthly claim edit checks - Claim preparation - CACFP record retention
<ul style="list-style-type: none"> - Program availability - Complaint procedures - Non-Discrimination Statement

Additional Responsibilities

Procurement

Nevada Department of Agriculture
Food and Nutrition Division
Procurement Plan Prototype
Child and Adult Care Food Program (CACFP)

This document is a sample and is not intended to be all inclusive. CN Programs are ultimately responsible to ensure that the plan complies with all Federal Regulations, State Procurement Code and Regulations and local procurement policies.

Name of Sponsor

PROCUREMENT PLAN
CHILD AND ADULT CARE FOOD PROGRAM

This procurement plan contained on the following pages _____ through _____ will be implemented on _____ from that date forward until amended. All procurements must adhere to free and open competition. Source documentation must be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

Fiscally Responsibility Authority

Date

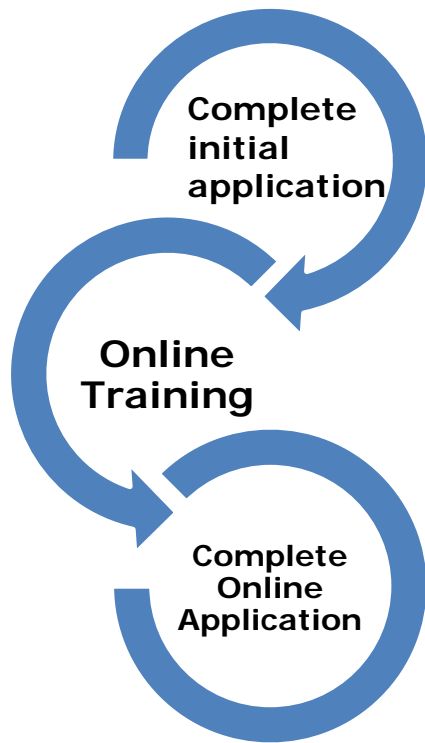
- CACFP regulations require that all sponsors have standards that are followed when food and supplies are purchased.

- There are three types of purchases.

Micro Purchase
Small Purchase
Formal Purchase

- Purchasing methods are documented throughout the month.

The Application Process



Step 1:

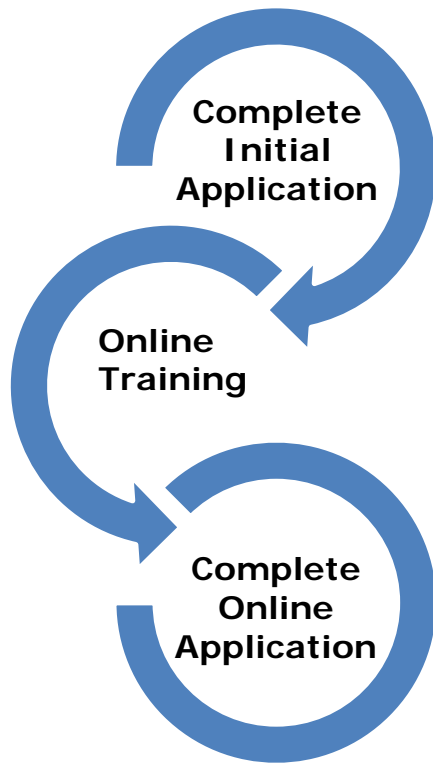
Click the link below to complete the initial application if your organization has not submitted one already.

[Initial Application New Sponsors CACFP-SC-RS Final6.3.2020\(1\).pdf \(nv.gov\)](#)

Step 2:

After review of your initial application, if your organization is deemed financially viable you will be contacted by NDA with additional training and application materials.

The Application Process



Step 3:

Complete this *Introduction to CACFP Center Training, Administration 101 and Nutrition 101* (All provided by NDA)

Step 4:

Email the following information to Victoria Guy at vguy@agri.nv.gov

- a) First and last name
- b) Name of the applying organization
- c) Notification of all 3 trainings completed
- d) Completed initial application submitted with all financial documents.

Questions

- **Please contact NDA at 775-895-4167 or 725-252-0008 for more information to participate in CACFP.**

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Revised 03/2016