



Introduction to Child and Adult Care Food Program for Centers

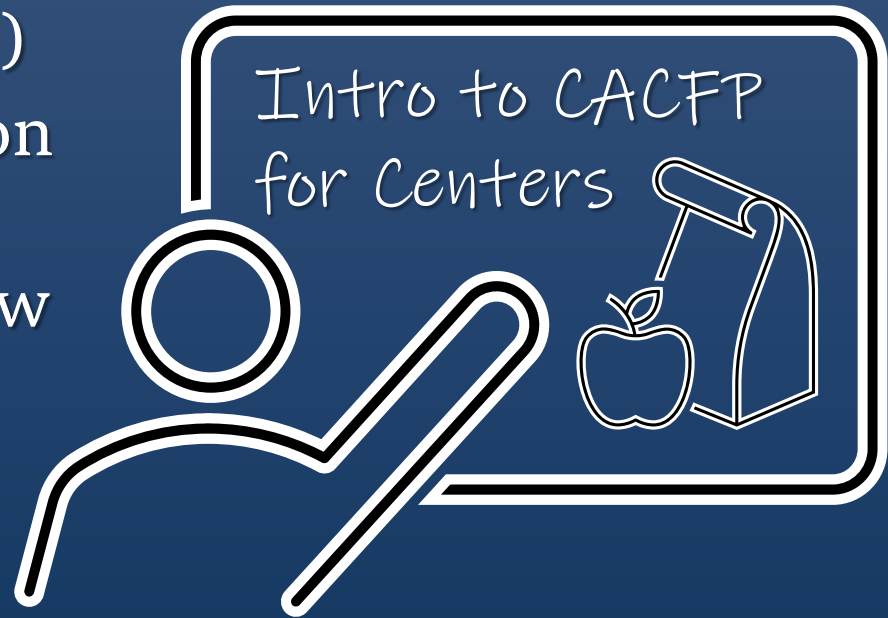
Division of Food and Nutrition



Nevada
Department
of Agriculture

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 and 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 and 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	For Profit	Non-Profit	Head Start
Provide non-residential care	✓	✓	✓
25% free and reduced or 25% Title XX	✓		
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	Non-Profit
Provide non-residential care to adults either 60 years of age or older or 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

Afterschool Care	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 Health and Safety Standards	✓	✓	✓

Participation Eligibility

Emergency Shelter	Public	Non-Profit 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
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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 or each participant.

<u>CHILD RECORD</u>			
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.

[illegible]

Documenting Enrollment

Meal Benefit Income 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.

Documenting Enrollment

Enrollment Roster

There are five category columns on the Enrollment Roster (see below). Once an enrolled child's category has been determined based on the household's Meal Benefit Income Eligibility (MBIE) application, a checkmark will be placed in the appropriate column.

Head Start: Children Enrolled in a Head Start program are always categorized as free, a MBIE application is not needed.

Free: Based on income or Categorical Eligibility.

Reduced: Based on income.

Above Scale/Non-needy: Based on income or incomplete/missing form.

No Info: incomplete/missing form.

- Children enrolled at an emergency shelter are always categorized as free. A MBIE application is not needed.

[illegible]

Knowledge Check

True or False?

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



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://CACFP-Adult-Meal-Pattern(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													
Week of _____							Week of _____						
Item	Day	Monday	Tuesday	Wednesday	Thursday	Friday	Item	Day	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast							Breakfast						
Milk (Whole or 1% Fat)							Milk (Whole or 1% Fat)						
Fruit or Vegetable							Fruit or Vegetable						
Grain/Bread							Grain/Bread						
Meat/Bean/Almonds							Meat/Bean/Almonds						
Other Food Item							Other Food Item						
Lunch							Lunch						
Milk (Whole or 1% Fat)							Milk (Whole or 1% Fat)						
Fruit or Vegetable							Fruit or Vegetable						
Grain/Bread							Grain/Bread						
Meat/Bean/Almonds							Meat/Bean/Almonds						
Other Food Item							Other Food Item						
Dinner							Dinner						
Milk (Whole or 1% Fat)							Milk (Whole or 1% Fat)						
Fruit or Vegetable							Fruit or Vegetable						
Grain/Bread							Grain/Bread						
Meat/Bean/Almonds							Meat/Bean/Almonds						
Other Food Item							Other Food Item						

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.



Infant Meal Pattern Compliance

Infant Meal Pattern

Meal pattern compliance for infants is different than meal pattern compliance for children.

Infant Feeding Preference Form

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.

Infant Meal Record

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.



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 mealtime and a maximum claimable duration of food service. For example, the lunch service has a customary mealtime 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
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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:			
	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 ^{4,5,6,7}										
Meat/Meat Alternate ^{8,9}										
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 ⁸										
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 ⁸										
Other Foods Extra to Meal Pattern										

Managing the Meal

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

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.)

POINT OF SERVICE MEAL COUNT SHEET

Classroom Name _____ Week of: _____

Monday Tuesday Wednesday Thursday Friday

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

Name _____

	B	L	S	S	B	L	S	S	B	L	S	S	B	L	S	S	B	L	S	S
1. _____																				
2. _____																				
3. _____																				
4. _____																				
5. _____																				
6. _____																				
7. _____																				
8. _____																				
9. _____																				
10. _____																				
11. _____																				
12. _____																				
13. _____																				
14. _____																				
15. _____																				
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 CNPweb for the monthly reimbursement claim - do not claim staff meals.

Managing the Meal

Meal Count Summary

MEAL COUNT SUMMARY														
Name of Center: _____								Month/Year: _____						
Number of Meals Claimed for Enrolled Children								Number of Meals Consumed by Adult Staff						
Date	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														
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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



Answer: B or C

You can 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
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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

Food Service Cost Report

- The Food Service Cost Report is used to record the amount of money spent on CACFP food and supplies each month.
- Food expenses include food, milk, and other food items used to prepare a creditable meal.
- Supplies used in the food service may include paper products such as plates, plastic forks, and table napkins.

[illegible]

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

- 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 and Utilities
- Labor spent on operational or administrative duties related to operating the CACFP can also be attributed to CACFP.

**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!	Note:
Room 6			#DIV/0!	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 Note:
Room 6				0 Remove example numbers and replace with your actual figures.

Example #2: L = 15ft x W=10ft = TRSF= 150

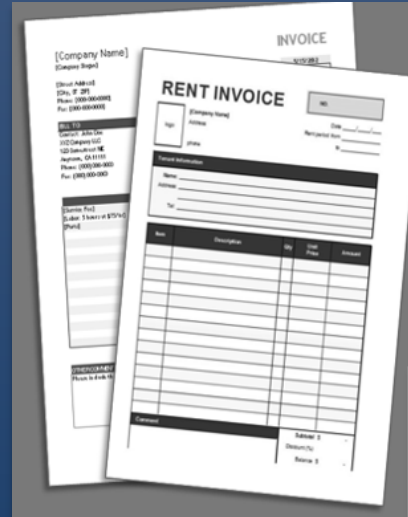
3:

	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 Note:
Room 5					0.000 Remove example numbers and replace with your actual figures.
Room 6					0.000

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.

9/31/11 Nevada Child and Adult Care Food Program Month Year _____

Employee Name _____
 Supervisor Name _____

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, recording, compiling data and completing the claims for reimbursement and attending a meeting 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 documenting a successful food service operation.

Hours Worked on CACFP			Total CACFP Hours Worked	Hours Worked on CACFP			Total CACFP Hours Worked
Day	Admin.	Oper.	Total Hours Worked	Day	Admin.	Oper.	Total Hours Worked
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
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88							

Knowledge Check

True or False?

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



Answer: True

Reimbursement is based on the number of meals served and the number of enrolled children who are served meals that is 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
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- 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 immediately available 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

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

- Child & infant meal pattern
- Portion sizes
- Creditable and non-creditable foods
- Meal counts separate from attendance
- Point of Service
- Monthly record keeping forms
- Menus and food production records
- Medical statements
- Infant records
- Claims preparation and process
- Claims submission dates
- Monthly claim edit checks
- Claim preparation
- CACFP record retention
- Program availability
- Complaint procedures
- Non-Discrimination Statement

Nevada Department of Agriculture, Food and Forestry Division
CACFP Self-Monitoring Review
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**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 some sites or sites with high participation (for example, if food is for infants)
☐ 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 yes, what follow-up action is needed and by when?				

II. Training

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

III. License Capacity

License Capacity: _____ Number of Infants: _____
 Expiration Date: _____ Number of Before/After School: _____
 Days 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:				

1. If you are a CACFP site, you must have a CACFP Self-Monitoring Review form.
Revised: 1/1/2018 by JG

Additional Responsibilities

Procurement

- 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.

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 five and open competition. Source documentation must be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

Fiscally Responsible Authority

Date

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 for Centers Training, Administrative 101, and Nutrition 101 (All provided by NDA)

Step 4:

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

- First and last name
- Name of the applying organization
- Notification of all 3 trainings completed
- 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 the CACFP.

Nondiscrimination Statement

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at How to File a Program Discrimination Complaint 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:

Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;

Fax: (202) 690-7442; or

Email: program.intake@usda.gov.

