2016 Child and Adult Care Food Program Director's Training

Module 1: CACFP Website Tour

Learning Objective

To develop a working knowledge of the CACFP website as a tool for finding documents, resources, and continuing program information.

Introduction

We live in a technological age. The inventions of personal computers, electronic mail, and the Internet have increased our communication capabilities, both in our personal and professional lives. From a business standpoint, the Internet is a fast and effective way to dispense information and reach clients. As a State agency, the Child and Adult Care Food Program has developed a website devoted to sharing information and housing resources needed and desired by centers to effectively run the program. This module provides a virtual tour of the CACFP website, highlighting areas of interest for participating centers.

Finding the Website

The direct link to the CACFP website is http://dphhs.mt.gov/hcsd/ChildCare/CACFP.aspx. This link will bring you to the CACFP home page, shown below. One useful tip is to save this as a "Favorite" or "Bookmark" on your Internet browser, so you can access the site easily whenever needed. If you are on a computer other than your own, you can always do a Google search for "Montana CACFP", which should provide the link to the website.

The Home Page

The home page is your introduction to the CACFP website as a whole. It provides links to navigate throughout the site, but also provides important information itself. The nine colorful boxes illustrated with various foods are links to the remaining pages of the website. Each of these tabs will be discussed individually later in the module.

The left column of the home page contains just five links, but they are five very important sources of information. The first is "About Us". This link gives a brief synopsis of the CACFP program as a whole, along with a link to the brochure for the program. This would be a good place to start for centers interested in joining the CACFP, as it provides an overview of how the program works. More details can be found throughout the site.

About Us

- The Child and Adult Care Food Program (CACFP) is a federally funded program of the Food and Nutrition Services (FNS) of the United States Department of Agriculture (USDA). The Department of Public Health and Human Services (DPHHS) is the State agency which administers the CACFP in Montana and ensures that program requirements are followed.

- The program plays a vital role in assuring the nutritional quality of meals and snacks served to eligible children and adults attending non-residential child or adult care programs, and making care more affordable for many low-income families. A variety of different eligible programs qualify to participate in the CACFP.

- The CACFP provides cash reimbursements for meals served to enrolled participants that meet Federal nutritional guidelines outlined in the CACFP meal pattern. Participating institutions may be approved to claim up to two reimbursable meals (breakfast, lunch, and supper) and one snack, or two snacks and one meal, for each eligible participant, each day.

- The State agency:
  1. Provides consultative, technical and managerial personnel to administer the program in the state.
  2. Provides sufficient training and technical assistance to institutions.
  3. Monitors program performance.
  4. Facilitates the expansion of the program.
  5. Ensures effective operation of the program by participating institutions.

- In Montana, the program serves participants in all counties and on all Indian Reservations.

- Nationwide, the CACFP makes it possible for more than 3.3 million children and 120,000 adults to receive nutritious meals and snacks each day as part of the care they receive.

The guiding federal legislation for the CACFP is the Code of Federal Regulations, Title 7—Agriculture, Chapter II—Food and Nutrition Service, Department of Agriculture, Subchapter A—Child Nutrition Programs, Part 226—Child and Adult Care Food Program.

Montana CACFP Brochure

The second link is labeled "Access Online System", and it takes users to the CACFP Online Production system. This is the location where monthly reimbursement claims can be completed, and annual application updates are entered. This system can be accessed through two other tabs on the home page, the "Applications" tab and the "Claims" tab.

The third link is "Contact Us", and it lists phone and e-mail contacts for each member of the State agency staff in the Helena office. Also included in this space is a list of CACFP Sponsoring Organizations of Day Care Homes, which are located throughout the state to serve family and group day care homes in a similar manner as the State agency serves child care centers.

"Frequently Asked Questions" is exactly as it sounds, a link to some common inquires about participation in the program. If you have questions about program operations, this would be a good place to start when trying to find the answers.

Frequently Asked Questions

Q: When can I apply to the CACFP?

Q: How do I apply to operate the CACFP?

Q: What are the current reimbursement rates and who decides what the rates will be?

Q: When am I required to serve milk and how much am I required to serve?

Q: How can I find out what foods I can use for a reimbursable meal?

Q: How long after the sell-by date can milk be served? What are the rules about sanitizing dining tables and high chair surfaces?

Q: Am I required to claim infant meals?

Q: As we are requested to serve family style meals, I provide meals for my staff so that they can eat with the children in my care. Is it permissible for me to claim the adult meals?

Q: How many meals am I allowed to claim for each child?

Q: I operate a for-profit center. Does it matter how many children qualified for free and reduced-price meals attend every month?

The final link on the left column of the home page is "Report Fraud", and it exists as a place to report any suspected misuse of child care funds. This form is not exclusive to CACFP, but rather is the same form used for any and all programs involved in child care.

Under the nine boxes on the home page, there is a section titled "What's New?" This is a place where new or updated information is first place on the website, and is meant to be a source of updates at a glance. This list changes regularly as new information is received in our office, so check back often for the most up-to-date news.

What's New?

Recently Released:
- **FY2016 WIC Poster** Now Available! Rates effective as of July 1, 2015
- **Nutrition, Physical Activity, and Electronic Media Use in the CACFP** *from USDA*
- FY2016 Income Eligibility Guidelines and Forms are now available! Centers can find their information here, and Sponsors can find their information here.
- **Ellyn Satter Institute Models Policy** *4/1/2015*
- **Infant Feeding in the CACFP** *from USDA, 4/2015*
- **Assessing Costs in the Child and Adult Care Food Program** *from USDA*
- **Abbreviated Civil Rights Training** *For staff who are present at CACFP meals but not directly responsible for the program.*
- **Ellyn Satter Division of Responsibility in Feeding Children Poster** *2/2015*

Dates to Remember:
- July 15, CACFP Sponsor Quarterly Conference Call, 9:00 a.m.
- September 30, 2015: Annual Application Updates Due For All Participating Centers

USDA is an equal opportunity provider and employer

Below the "What's New?" links is a short list of "Dates to Remember". This could include anything from regular conference calls for specific participating centers to deadlines for paperwork or annual program tasks. It's a good place to check to make sure your program is current with all requirements and activities.

At the very bottom of the home page - and every page of the CACFP website – is the Non-Discrimination Statement (brief version). This abbreviated version is a requirement not only for the State agency, but for any program mentioning the CACFP on a website or other publication.

 The Applications Tab

The first tab is the location for CACFP applications, for both prospective and participating centers. The second section is for those centers currently participating in the program.

Applications

Day Care Homes: If you are interested in applying for participation in the Child and Adult Care Food Program, please contact a Sponsoring Organization of Day Care Homes near you.

▼ Center Applications

Online Center Application System

New Centers

- Access the New Center Online Application System
- A login and password will be created upon initial access.
- Once the center application is approved, center staff requiring access to the system will need to follow the instructions below in order to obtain access to the Online Application and Claims System for participating centers.
- Additional application supplements may be required, see below.

Participating Centers

- Access the Online Application and Claims System
- Center staff who require online access but do NOT currently have an assigned login and password must complete and submit all online access forms below to the CACFP office. CACFP staff will then provide a login and password which will allow access to the system through the link above.
    - Online Access Request Form Instructions
    - Non-DPHHS Employee System/File Access Request
    - Internet Claim Filing Agreement - Centers

Please note: Online access is granted to an individual and not to a facility as a whole. Logins and passwords should only be used by individuals to which they have been assigned and under NO circumstances should they EVER be shared with another individual. By sharing login IDs and passwords, all State of Montana network security policies and rules are violated and access may be terminated.

This section provides a link to the CACFP Online Production System, where applications can be updated annually. Also included here is necessary paperwork for access to the online system. It is important to note that each individual who uses the online system needs to have their own unique user name and password, and those should never be shared, even among individuals working at the same institution. This is a State of Montana policy. Multiple individuals from the same center can have access to the online system, and it is a good idea in the event of unexpected illness, vacation, or termination of employment.

Other items found on this page of the website are the paper application packet, which can be used by any centers unable to access the online application for any reason. There are also application supplements listed at the bottom of the section. These are not applicable to all centers. For example, those who prepare meals on-site would not need the Agreement to Furnish Food Service, and only At-Risk Afterschool programs need to complete their application addendum. At some point, all centers need to complete a W-9 form, and anytime there is a business change or banking preference change, a new W-9 must be submitted to update fiscal records.

The Civil Rights Tab

The Civil Rights Tab includes three valuable sections. At page top is a series of links to general information, mainly from USDA, in regards to civil rights and discrimination. One especially useful item for centers in the list is the Example Parent Handbook Statement. All programs participating in CACFP need to include a statement such as this in their parent handbook, if one exists.


General Civil Rights Information

- Civil Rights Compliance and Enforcement in the CACFP
- Civil Rights Policy Statement *Letter from Secretary of Agriculture*
- Civil Rights: Example Parent Handbook Statement
- FNS-113-1: Civil Rights Compliance and Enforcement
- USDA Program Discrimination Complaint Form
- USDA Non-Discrimination Statement
- USDA Non-Discrimination Statement Update (2013) *(See page 4, "For all other FNS nutrition assistance programs")*

Note: Anytime you notify the public that meals are served at your facility, the following sentence must be included: **"This is an equal opportunity provider and employer."** The font used must be the same type and size as the rest of the notification. This applies to all mediums including newspaper ads and the internet.

The second section under the Civil Rights Tab is the full Non-Discrimination Statement, provided by USDA. Following that text is instructions on how to file a civil rights complaint, which can be done locally through the Early Childhood Services Bureau Chief or through the national US Department of Health and Human Services.
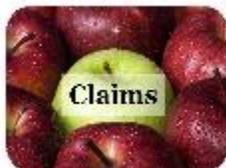
The Claims Tab

The Claims Tab is very similar to the Applications Tab, in that it includes access to the online Production site where claims and applications can be completed electronically. The only other item in this section is the paper claim form.

 Claims

Paper Claims

- Center Claim Form for Reimbursement
- Sponsor Claim Form for Reimbursement

Online Claims

- Access the Application and Claims System

- Staff who need access to the system will need to complete the following steps before accessing the system:
  Please note: Online access is granted to an individual and not to a facility as a whole. Logins and passwords should only be used by individuals to which they have been assigned and under NO circumstances should they EVER be shared with another individual. By sharing login IDs and passwords, all State of Montana network security policies and rules are violated and access may be terminated.

  1. Complete and submit the online access forms to the CACFP office.

     - Online Access Request Form Instructions
     - Non-DPHHS Employee System/File Access Request
     - Internet Claim Filing Agreement - Centers
     - Internet Claim Filing Agreement - Sponsors

 The Documents Tab

The Documents Tab is the go-to online resource for any required paperwork used by CACFP-participating centers. There are four categories of topics listed; the first three apply to child care centers.

 Documents

| ▸ **Food Service** |
| ▸ **Income Eligibility** |
| ▸ **Required Posters** |
| ▸ **Sponsors** |

USDA is an equal opportunity provider and employer

The *Food Service* category includes all paperwork associated with meal service at your institution. Examples of documents found here include Food Production Records, Meal Participation Records, and Milk Calculation Forms. Not all documents in this section are relevant to all centers; for example, if your center has no infants, you won't need an Infant Feeding Schedule. Likewise, if your institution has only one facility, you won't need the Supervisory Visits for Centers with Multiple Facilities form. If you look through the documents and see something unfamiliar, contact the State agency and we can help you determine if the form is necessary for your institution.

Forms in the *Income Eligibility* category apply to all centers except for Head Start programs and At-Risk Afterschool programs. All children in those programs are classified at the "free" rate. All other institutions need to have parents complete income eligibility forms on an annual basis, and the forms can be found here at any time. New forms are posted each year, typically in May or June. During those months, both the forms for the current year and the upcoming year will be available. Monthly attendance records complete this category.

The final category of the Documents page relevant to centers is the *Required Posters* category. This space provides links to all required posters, most of which can be printed right from your computer for placement in your center. Most of these posters do not change often, with the exception of the WIC posters which changes annually due to eligibility rate changes most years.

Federal Regulations Tab

This tab is home to just two links, but two extremely important resources for your participation in the Child and Adult Care Food Program. The first is a link to 7 CFR Part 226: Federal regulation regarding the Child and Adult Care Food Program. This is the complete Federal document explaining the CACFP, with guidance regarding payments, operations, and administration of the program. This is a resource we use often as a State agency, and it's also available to all participating institutions for reference.

Federal Regulations

- 7 CFR Part 226 - Child and Adult Care Food Program
- FNS 796-2 Rev. 4 Financial Management - Child and Adult Care Food Program

The second link is to FNS 796-2 Rev. 4: Financial Management. Though many people enter the child care field for their passion of working with children, child care is also a business. This document offers valuable advice and guidance about allowable costs, operating a non-profit food service, use of reimbursement funds, and handing food donations. From a business perspective, this document is one you should know well.

Montana Policies Tab

This tab lists all current policies for CACFP-participating centers, as written by the State agency. The policies are listed in alphabetical order for ease of use.

 Newsletters and Media Tab

This tab houses information provided by the State agency to share news about the CACFP. The newsletters section provides links to all the CACFP newsletters created from 2013 to the present. Much of the information included in these documents is still relevant today.

The media section of this page provides access to the annual media release created by the State agency and sent to newspapers throughout the state, announcing those centers that participate in the Child and Adult Care Food Program. This is an annual CACFP requirement that the State agency completes on your behalf each year. In recent years, we've included tribal newspapers where applicable and possible as well. These releases are typically completed at the start of each calendar year.

 Media

In accordance with Federal Regulations, the State agency issues a statewide media release on behalf of all participating institutions on a yearly basis. The media release is submitted to eleven Montana newspapers, including five tribal newspapers.

FY15 Annual Media Releases

- Apsáalooke Nation News
- Billings Gazette
- Bozeman Daily Chronicle
- Butte Montana Standard
- Char-Koosta News
- Cheyenne Voice
- Fort Peck Journal
- Glacier Reporter
- Great Falls Tribune
- Helena Independent Record
- The Missoulian

 Resources Tab

The Resources Tab is a collection of informational links, documents, and items to assist in your operation of the CACFP. While not specific documents needed for day-to-day operations, the information housed in this page can be referenced often to improve your operations or just get new ideas when a change is needed.

Resources

- ▸ **CACFP Operations**
- ▸ **Childhood Hunger**
- ▸ **Feeding Children**
- ▸ **Food Safety and Sanitation**
- ▸ **Infant Feeding**
- ▸ **Menu Planning**
- ▸ **Recipes**
- ▸ **Sponsors**
- ▸ **USDA Food and Nutrition Service**

A few sections of the Resources Tab deserve some special notice. First is the *CACFP Operations* section, on top of the list. Here you can find numerous handbooks and pamphlets with general knowledge of various components of the CACFP. Extremely helpful for all centers is the list of items needed for your CACFP reviews, and a list of the most common deficiencies found during center reviews. These documents can help you maintain the business element of your operation, and make future reviews a very positive experience. Reimbursement rates, which change each year, are also located in this part of the website.


▾ **CACFP Operations**

- At-Risk Afterschool Meals in the CACFP Pamphlet
- Building for the Future Parent Letter
- CACFP Brochure
- CACFP At-Risk Afterschool Meals Best Practices 2011 Final Report
- Handbooks
  - At-Risk Afterschool Handbook *USDA*
  - Center Administrative Handbook *State of Montana*
  - Child Care Center Handbook *USDA*
  - Childcare Licensing Handbooks *State of Montana*
  - Day Care Home Manual
  - Eligibility Manual for School Meals
- Fair Hearings Procedure for Centers
- Income Eligibility Manual for School Meals
- List of items needed for your review (At-Risk Afterschool Program)
- List of items needed for your review (Head Start)
- List of items needed for your review (Profit/Not for Profit Centers)
- Most Common Deficiencies Found During Center Reviews
- OPI Free/Reduced Eligibility Data
- Potential Reimbursement for One Child for One School Year in At-Risk Program
- Potential Reimbursement for One Child for One School Year in Child Care Center
- Potential Reimbursement for One Child for One Year in Day Care Home
- Reimbursement Rates

The *Childhood Hunger* and *Feeding Children* sections of this page contain links to other helpful places on the Internet, such as the Ellyn Satter Institute, Partnership to End Childhood Hunger, and the Food and Research and Action Center (FRAC). These are all fantastic sites to visit for more information on feeding topics in regard to children.

The *Food Safety and Sanitation* section contains some vital information on food allergies, a very important topic for those who feed children every day. Also in this section is a list of Montana sanitarians, which is an excellent resource since all centers operating a food service must have an annual visit from a sanitarian.

The *Infant Feeding* section includes many resources on breastfeeding topics, from sources including USDA and FNS, along with other states throughout the nation. There are great tips included to support breastfeeding mothers at your center.

The next two sections are *Menu Planning* and *Recipes*, and both are topics many centers contact the State agency to discuss. Everyone is eager to provide quality meals for the children in their care, and sometimes that means trying some new items on the menu, figuring out which fruits and veggies are in season, and choosing the more nutritious options when given an option. These topics are all included in these two sections, along with lots of great snack ideas and cookbooks specifically created with child cares in mind.
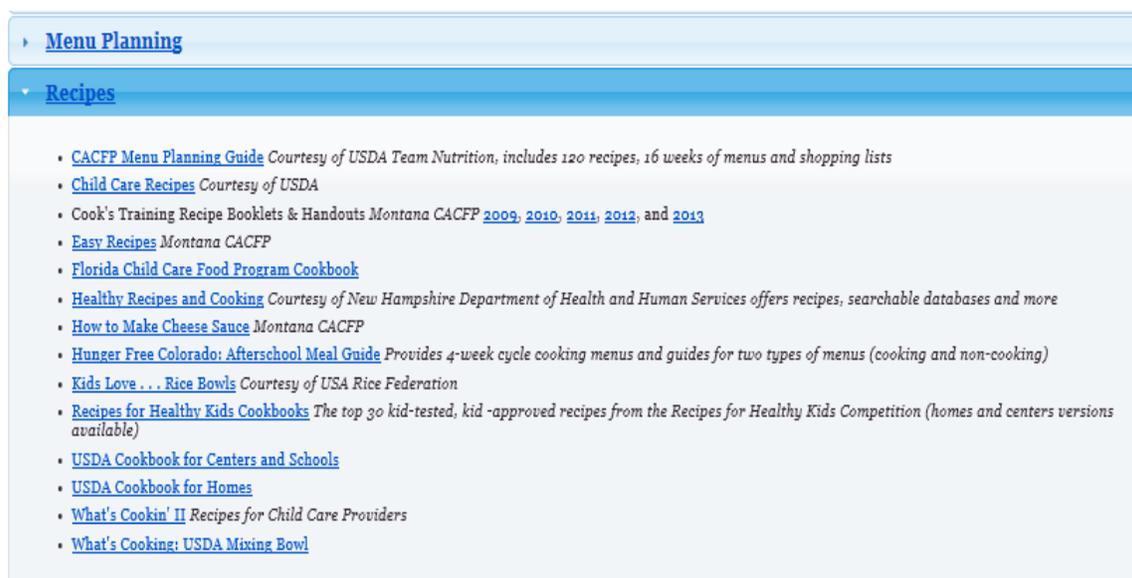
> **▸ Menu Planning**
>
> **▾ Recipes**
>
> - CACFP Menu Planning Guide *Courtesy of USDA Team Nutrition, includes 120 recipes, 16 weeks of menus and shopping lists*
> - Child Care Recipes *Courtesy of USDA*
> - Cook's Training Recipe Booklets & Handouts *Montana CACFP* 2009, 2010, 2011, 2012, *and* 2013
> - Easy Recipes *Montana CACFP*
> - Florida Child Care Food Program Cookbook
> - Healthy Recipes and Cooking *Courtesy of New Hampshire Department of Health and Human Services offers recipes, searchable databases and more*
> - How to Make Cheese Sauce *Montana CACFP*
> - Hunger Free Colorado: Afterschool Meal Guide *Provides 4-week cycle cooking menus and guides for two types of menus (cooking and non-cooking)*
> - Kids Love . . . Rice Bowls *Courtesy of USA Rice Federation*
> - Recipes for Healthy Kids Cookbooks *The top 30 kid-tested, kid-approved recipes from the Recipes for Healthy Kids Competition (homes and centers versions available)*
> - USDA Cookbook for Centers and Schools
> - USDA Cookbook for Homes
> - What's Cookin' II *Recipes for Child Care Providers*
> - What's Cooking: USDA Mixing Bowl

Training Tab

This tab is the main hub for information regarding CACFP trainings. Each year, all centers are required to complete Director's Training, which is now done online. This online training annually includes required civil rights training as well. While the link to the training is not posted on our website (due to necessary limitations to the number of participants each month), this page is where you can find the status of training and see if you should have received any information to date.

Training

> **Center Director Training**

> **Civil Rights Training**

> > Abbreviated Civil Rights Training *For staff who are present at CACFP meals but not directly responsible for the program*
> > ADA Amendments Act Slideshow - What Managers Need to Know
> > Civil Rights Training Guide
> > FY13 Civil Rights Training Slideshow for Directors
> > FY13 Civil Rights Training Slideshow for Staff
> > FY14 Civil Rights Training Slideshow
> > FY15 Civil Rights Training Slideshow

> **Sponsor Training**

> **Staff Training**

While the online training completes our requirement to train each center on civil rights topics, each center is in turn required to train their staff on civil rights as well. The Training Tab is the location for several civil rights slideshows created by the State agency, all of which can be used for staff training if desired.

Civil rights is one of two training topics for CACFP staff each year, the other is CACFP operations. The Staff Training section of this page offers a staff training guide that can be used to generate ideas for this training, along with a Staff Training form that includes space for employee signatures and can be kept for recordkeeping purposes.

Conclusion

The CACFP State agency has built our website with our customers in mind. We hope it is a valuable tool for all participating centers, as well as those centers considering participation in the program. We encourage feedback from our centers in order to improve the site's usefulness, within the constraints of our limits as a part of the State system. Home to numerous forms, resources, and items of interest, the CACFP website should be a recurring place to visit during your Internet browsing.

Module 1 Quiz:

Choose the correct answer.

1. The link to the CACFP Online Production system is found in three places on the CACFP website. Where would you NOT find the link?
    a. The Applications Tab
    b. The Claims Tab
    c. The Newsletters and Media Tab
    d. The left column of the home page, under "Access Online System"

2. You need to print an income eligibility form for a child recently admitted to your program. Where would you find one?
    a. Federal Regulations Tab
    b. Documents Tab
    c. Civil Rights Tab
    d. Newsletters and Media Tab

3. You are interested in seeing the current reimbursement rates for the CACFP. Where are they located?
    a. Application Tab
    b. Training Tab
    c. Claims Tab
    d. Resources Tab

4. Each page of the CACFP website ends with the words "USDA is an equal opportunity provider and employer". This is the short version of the Non-discrimination statement. Where can you find the full version?
    a. Civil Rights Tab
    b. Training Tab
    c. Documents Tab
    d. Montana Policies Tab

5. Where can you find a list of dates to remember?
    a. Newsletters and Media Tab
    b. Home page
    c. Frequently Asked Questions
    d. Training Tab

6. A new employee has started at your child care center, and they will be entering claims online. Where can you find network access paperwork for him or her to complete?
    a. Civil Rights Tab

     b.   Claims Tab

     c.   What's New

     d.   New paperwork is not necessary, just use the center's current login and password

7. Your center is changing banks, and your account for direct deposit is now different. You need to send in an updated W-9 form. Where can you find one?
   a. Application Tab
   b. Resources Tab
   c. Claims Tab
   d. Newsletters and Media Tab

8. A new child in your care has severe peanut allergies. What section of the Resources Tab would be your source for allergy information?
   a. Feeding Children
   b. Recipes
   c. Food Safety and Sanitation
   d. Menu Planning

9. You just received a phone call from the State agency, and it's time for a scheduled review of your CACFP program. Where can you find a list of items needed for your review?
   a. Resources Tab
   b. Applications Tab
   c. Federal Regulations Tab
   d. Training Tab

10. After searching the website, you still have a question left unanswered. Where can you find the link to phone number or e-mail contacts for State agency staff?
    a. Resources Tab
    b. Training Tab
    c. Civil Rights Tab
    d. Home Page

Module 1 Activity:

It's time for a website scavenger hunt! Using the CACFP website, find answers to the following questions:

1. What is the phone number for the CACFP Program Manager?

2. What is the serving size of milk for a child 3 to 5 years of age?

3. Is online access (user name and password for online Production system) granted to each individual or the facility as a whole?

4. List three of the required postings for CACFP-participating centers.

5. According to CACFP's Child Enrollment Policy (MT CACFP 2011-5), child care centers have two options to track enrollment at their institution. Name these two options.

6. What was introduced on the front page of the Winter 2015 CACFP newsletter?

7. Name the two documents listed under "Staff Training" on the Training page.

8. Name the first item listed as a "most common deficiency found during center reviews".