CACFP Training Guide

CHILD AND ADULT CARE FOOD PROGRAM

To use this guide, discuss the relevant topics with all staff members. This is only a guide. This document is best used as talking points to generate discussion. Any CACFP-related topics can be discussed during the annual CACFP staff training such as family-style meal service, Ellyn Satter's *Division of Responsibility in Feeding*, Infant Feeding, and CACFP Meal Pattern Chart, to name a few. Visit the CACFP website at www.bestbeginnings.mt.gov for more information.

General CACFP Training

1. **What is the CACFP?**
   → The CACFP is federally funded by Food and Nutrition Services of the United States Department of Agriculture (USDA)
   → The CACFP is administered by the State Agency. In Montana, the State Agency is Montana Department of Public Health & Human Services (DPHHS)
   → The types of institutions that participate in the CACFP are: Child Care Centers, Head Start Programs, Family and Group Day Care Homes, Outside School Hours Programs, At-Risk Afterschool Programs, Homeless Shelters, and Adult Day Care Centers.
   → The program plays a vital role in assuring the nutritional quality of meals and snacks served to eligible children and adults, and making care more affordable for many low-income families.
   → The MT CACFP provides cash reimbursement for serving meals 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, to each eligible participant, each day.
   → The State Agency focuses on influencing healthy lifestyle choices by facilitating program participation and compliance, funding nutritious meals, and providing effective training and technical assistance.

2. **Why participate in the CACFP?**
   → To help meet each participant's daily nutritional needs;
   → To receive reimbursement for nutritional meals that meet federal standards and are served to children enrolled in care; and
   → To receive support from the Montana CACFP with training, menu planning, food service, meal service, nutrition, and technical assistance in program administration.

3. **The responsibilities of CACFP participants are:**
   → To follow the Child and Adult Care Food Program regulations;
   → To keep organized and accurate records; and
   → To work towards the Montana CACFP goal to improve the nutritional status of Montana's children by serving well-balanced meals that meet the children's nutritional needs and by making meal time a positive experience.

For Administrative Staff

1.   **Requirements for Participation**
→Current annual application and contract with DPHHS
→Non-profit status or have 25% enrollment from low-income families
→Licensed or federally approved or meet the CACFP self-certification requirement
→Civil Rights: The USDA prohibits discrimination in its programs and activities on the basis of 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. (Refer to the full statement on www.bestbeginnings.mt.gov)
To file a complaint of discrimination, write USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410.
→Public Announcement - Provided by the State Agency annually.
→Record Storage - All records must be kept for three years plus the current year.

2.   **Enrollment**
→Income eligibility forms are used to determine enrollment.
→Enrollment may be determined monthly based on actual attendance.

3.   **Income Eligibility Forms** (provided by the State Agency)
→Must keep forms and supporting documentation confidential for all participants claimed for reimbursement.
→Must be renewed annually.
→Must use form provided by the State Agency.
→Must complete the forms in full. For more information, refer to the "How to complete the IEF" document.

Income Eligibility Forms (IEFs) are very important to your operation of the CACFP. IEFs which are not current, complete and correctly classified can result in overpayment to the center and may require the center to pay back money to the State Agency. Be sure the person responsible for IEFs in your center completely understands the requirements.

4.   **Income Eligibility Guidelines** (published by USDA and printed by the State Agency)
→Revised annually by July 1.
→Must be used to classify all Income Eligibility Forms.

5.   **Monthly Attendance Record** (provided by the State Agency)
→Use the Monthly Attendance Record to record and tally monthly attendance for all enrolled participants.

6.   **Center Attendance Record**
→Each center must keep a daily sign in/out record for each enrolled participant.

7.   **Meal Participation Record** (provided by the State Agency)
→Used to determine the number of meals that will be claimed for reimbursement.
→Head count is taken and recorded daily at the time of the meal service.
→Adult eating the meals with the children must be counted in the meal counts, but adult meals are not claimed for reimbursement (except for adults enrolled in adult day care).

→Claim only reimbursable meals that the institution has been approved for: 2 meals and 1 snack, or 1 meal and 2 snacks per participant per day. All meals can be tracked for business purposes, but ensure that CACFP claimed meals are clearly identified.

8. **Claim for Reimbursement** (provided by the State Agency)
→To be completed using enrollment figures and meal counts for the month.
→Must be signed by the center director.
→State Agency will process claim and reimbursement should be received within two weeks.
→Not payable after 60 days following the end of the month.

9. **Food Program Costs**
→Center must keep itemized records (i.e. receipts) of all food program costs: food; food service supplies; food service labor; and other program costs. This is necessary to justify that you operate a non-profit food service.
→Milk receipts must demonstrate sufficient fluid milk (100% or greater) available for breakfasts, lunches, and suppers claimed. Use the Monthly Milk Calculation form to determine the amount of milk required to purchase.

10. **Menu and Food Production Records** (provided by the State Agency)
→Current week's menu and following week's menu must be posted.
→Posted menus must be accurate and up-to-date.
→Any menu substitutions should be recorded directly on the posted menu(s).
→Posted menu must be filed with CACFP records for 3 years plus the current fiscal year.
→Food Production Records must be completed daily.
→If components are missing or an insufficient amount of food has been prepared, reimbursement may be denied for the meal.
→Use the CACFP Meal Pattern Chart and the Food Buying Guide to determine the correct amount of ingredients to purchase and prepare to meet CACFP requirements.
→When determining the number of servings to prepare for enrolled children, you must consider that adults will eat twice as much as a child. (Number of adults x 2) + Number of children = number of servings to prepare. Remember, the CACFP Meal Pattern Chart provides the minimum amounts of each food component based on the children's age so it's important to prepare more food to meet the children's needs for growth, development, and activity.

11. **HIPAA compliance documentation and a care plan for participants with food allergies or intolerance which require a change in the meal pattern**
→For all food allergies and intolerances, it must be supported with physicians or dietitian's documentation and instructions regarding appropriate dietary management for this child (whenever possible). The *Medical Statement to Request Special Meals or Accommodations* form must be complete for every child with a food allergy or intolerance.

12. **Civil Rights -- Annual Collection of Racial/Ethnic Data**
→The Justice for All and the Federal Relay posters must be posted at the center in conspicuous location.

13. **Required Information to be posted:**
→Current week and following week's menus
→WIC Poster, current version

→Hand washing poster above hand washing sinks
→The *Justice for All* poster
→Federal Relay poster
  Highly recommended information to be posted: CACFP Meal Pattern Chart, food service posters, food safety posters, and nutrition related posters.

For Food Service Staff

1. **Center Policies** (specific information for all staff to meet expectations)

2. **Menu Planning** (Refer to the CACFP website for the Creditable Food Policy, Creditable Food Guide, Infant policy, and menu planning resources)
   →CACFP requirements, food components, and serving sizes.
   →Post the current week menu and the following week menu

3. **Food Purchasing**
   →To determine how much to purchase, use the CACFP Meal Pattern Chart and the Food Buying Guide.
   →Use the CACFP Creditable Foods Policy to guide menu development to ensure that you're only offering reimbursable foods.

4. **Food Storage**
   →Temperature:
   • Refrigerator 40°F or below (must have a thermometer)
   • Freezer 0°F or below (must have a thermometer)
   →Food Safety and Sanitation
   →All food stored at least 6" off the floor

5. **Food Preparation**
   →Time Management: utilize different cooking methods and cooking equipment to use your time most effectively.
   →Sanitation: use local sanitarian for advice
   →Physical Safety: knife skills, training on cooking equipment
   →Food Safety and Sanitation: cross contamination, clean and sanitized work stations, food temperatures, food preparation to immediate food storage or cooking or serving, hand washing and glove use, and hair restraints (hairnets, hats, scarves).

6. **Recordkeeping (see CACFP Policy)**
   →Application
   →Contract with the Department of Public Health and Human Services (DPHHS)
   →Menus including menu substitutions
   →Infant Feeding Schedules
   →Food Production Records
   →Meal Counts (Meal Participation Record)
   →Monthly Attendance Records
   →Sign-in/-out records
   →Receipts for food and milk and all other food service receipts
   →Income Eligibility Forms
   →All staff training documentation (staff signatures, agenda with date and time and presenter's name, handouts, details of the trainings, and all related materials)
   →HIPAA Documentation: *Medical Statement to Request Special Meals or Accommodations* forms, medical documentation, and all other documentation to support food allergies and intolerances

→Payroll documentation for cooks, food service staff, and staff completing CACFP administrative tasks.

→Payment documentation / Pink Sheet

→Sanitarian's Report

→*For Non-Profit Centers*: board chair name, home address, date of birth, and minutes of the board meetings

→*Institutions with Multiple Facilities*: Facility monitoring reports

Staff Sanitation Responsibilities

→Hand washing

→Glove use

→Hair restraints (i.e. hairnets, hats, scarves)

→Clean clothes and clean aprons

→Personal hygiene

→Good work habits

→Use of tongs or utensils in serving dishes

Training for Meal Service staff

1. Center's own policies and procedures

2. Center meal service philosophy (for example, family style meal service, tasting bites, children help with set-up, teachers eat with children, infants, etc.)
   a) <u>Definition of Family-Style</u>: Bowls on the table must contain enough of each component so that the child may serve him/herself the minimum serving by CACFP standards. Adults sit at the tables with the children.
   b) <u>Definition of Plate-Style</u>: The adult must place the minimum amount of each food component before the child at the initiation of the meal service.
   c) Ellyn Satter's *Division of Responsibility in Feeding*:
      i. The provider is responsible for *what*, *when*, and *where*.
      ii. The child is responsible for *how much* and *whether.*

3. Montana CACFP Policy Review

4. Food Safety and Sanitation
   →Proper food handling techniques and the use of serving dishes and utensils
   →Food kept appropriately hot or cold during meal service
   →Children and adults wash hands before meal
   →Tables cleaned and sanitized before and after every meal service