



U.S. Department of Agriculture

Child and Adult Care Food Program (CACFP)

2004 Building for the Future Awards Application

Purpose: The purpose of the **2004 Building for the Future Awards** is to identify and recognize State agencies and sponsoring organizations for innovative practices or methods that have improved Program efficiency, integrity, outreach, or effectively facilitated implementation of the new integrity regulations published in June of 2002. The Awards also identify innovative practices and initiatives in the CACFP that can be transferred for use to other Program operators.

Time Period: The Awards are given on a bi-annual basis to coordinate with the CACFP National Professional Association conference. Applications may be for either 2002, 2003 or both years.

Award Categories: Applicants may apply by selecting the appropriate Category and addressing one of the Areas. For applicants who wish to be considered for more than one Area, please submit a separate application for each Area.

| Categories | Areas |
|-----------------------------|--------------------------------------------------------------------------------------------------------|
| 1. State Agencies | A. Enhancing Program Efficiency Through Technology B. Innovative Training and Technical Assistance |
| 2. Sponsoring Organizations | C. Outreach and Community Partnerships D. Program Integrity E. Nutrition Education and Promotion |

Judging Criteria: All applications will be evaluated based on the ability to demonstrate:

- Innovation: practice(s) that makes the initiative or activity outstanding or innovative.
- Effectiveness: measurable results that have been achieved through this initiative or activity.
- Transferability: practice(s) that can be duplicated by other State agencies or sponsoring organizations.

Please note that the complexity of the submission is not a factor in judging the application – it could be a form, product, procedure or process. Submissions in any category that include a on-line or software system must have been designed in-house by the sponsor or State agency using commercial off-the-shelf software packages. Systems utilizing proprietary software will not be considered for an award.

To Apply: Applicants must complete and submit the following documents:

1. **Entry Form** (see attachment).
2. **Written Application:** Select one Area (A, B, C, D, or E) per application and submit your justification. Suggestions for each of the award areas are provided on pages 3 through 6 of this application packet. **Please note that these are simply suggestions and applications are not limited to the items listed.** Applications must be no longer than 2 pages, single-spaced, 12 pt. font with 1 inch margins. You may include supporting material with your application if you believe it will strengthen your application (e.g., promotional materials developed, videos produced, examples of forms developed, etc.). Please note that materials submitted may not be returned.

Category 1 - State Agencies:

Note: The bulleted items under each of the Areas below are only suggestions of the type of initiatives or activities that may be submitted for consideration. Other accomplishments addressing these areas will also be welcomed. If selected, the information will be shared with others in an effort to increase CACFP efficiency and integrity nationwide.

Area A: Enhancing Program Efficiency Through Technology

- Technical applications/software development
- Forms design
- On-line systems for application and claim submission
- System edit checks
- Automated payment systems

Area B: Innovative Training and Technical Assistance

- On-line systems and/or software
- For a specific target audience, i.e. centers or sponsors
- Training on Integrity Rule changes
- Programs to help providers become licensed and/or move from license-exempt to regulated status, and/or become accredited
- Procedures for providing CACFP updates and policy changes to participating institutions and any follow-up mechanisms in place to ensure the information was received and implemented
- Methods for improving access to training and the accessibility of training
- Development of additional training resources (e.g., videos, handbooks, website, lesson plans, etc.) to complement formal or on-site training
- Methods of measuring the effectiveness of training

Area C: Outreach and Community Partnerships

- Innovative ways of targeting underserved areas and populations
- Public and private partnerships
- Collaboration with other state & local government offices
- Collaboration with non-profits, advocate groups, and/or faith-based organizations
- Targeted outreach to increase participation in specific segments of the CACFP, such as school-age childcare, at-risk snacks/suppers, or homeless shelters
- Development of effective media tools
- Building effective partnerships with media outlets
- Program expansion
- Development of materials in alternative languages

Category 1 - State Agencies (continued)

Area D: Program Integrity

- Innovative ways of communicating Integrity Rule changes to sponsors and independent centers
- Innovative ways of implementing Integrity Rule changes
- Processes for determining if sponsors are Viable, Capable and Accountable
- Effective ways of implementing the Serious Deficiency Process
- Innovative steps that have been taken to improve the application, management plan, and budget approval process
- Systems used to determine if the budget accurately reflects the needs of the institution

Area E: Nutrition Education and Promotion

- Innovative ways of promoting healthy eating
- Innovative ways of encouraging staff to increase children's physical activity
- Helping providers make better choices regarding the diet and nutritional needs of young children
- Implementation of innovative physical activity curriculums

Category 2 - Sponsoring Organizations:

Note: The bulleted items under each of the Areas below are only suggestions of the type of initiatives or activities that may be submitted for consideration. Other accomplishments addressing these areas will also be welcomed. If selected, the information will be shared with others in an effort to increase CACFP efficiency and integrity nationwide.

Area A: Enhancing Program Efficiency Through Technology

- Technical applications/software development
- Forms design
- On-line systems for application and claim submission
- System edit checks
- Automated payment systems

Area B: Innovative Training and Technical Assistance

- On-line systems and/or software
- For a specific target audience, i.e. providers or centers
- Training on Integrity Rule changes
- Programs to help providers become licensed and/or move from license-exempt to regulated status, and/or become accredited
- Procedures for providing CACFP updates and policy changes to centers and providers, and any follow-up mechanisms in place to ensure the information was received and implemented
- Methods for improving access to training and the accessibility of training
- Development of additional training resources (e.g., videos, handbooks, website, lesson plans, etc.) to complement formal or on-site training
- Methods of measuring the effectiveness of training
- Innovative methods for providing technical assistance

Area C: Outreach and Community Partnerships

- Innovative ways of targeting underserved areas and populations
- Public and private partnerships
- Collaboration with state & local government offices
- Collaboration with non-profits, advocate groups, and/or faith-based organizations
- Targeted outreach to increase participation in specific segments of the CACFP, such as school-age childcare, at-risk snacks/suppers, or homeless shelters
- Development of effective media tools
- Building effective partnerships with media outlets
- Program expansion
- Development of materials in alternative languages
- Accommodation of non-English speaking providers in the sponsorship

Category 2 - Sponsoring Organizations (continued)

Area D: Program Integrity

- Innovative ways of communicating Integrity Rule changes to centers and providers
- Innovative ways of implementing Integrity Rule changes
- Effective ways of implementing the Serious Deficiency Process
- Processes to adjust sponsor's management responsibilities to keep pace with program growth
- Systems in place to ensure that the outside employment policy is being followed
- Ways of attracting committed and involved people for the sponsor's Board of Directors
- Methods of ensuring the accuracy of claims submitted by providers and centers

Area E: Nutrition Education and Promotion

- Innovative ways of promoting healthy eating
- Innovative ways of encouraging centers and providers to increase children's physical activity
- Helping center staff and providers make better choices regarding the diet and nutritional needs of young children
- Implementation of innovative physical activity curriculums

Where to Send Your Completed Application and Entry Form:

| If you are a: | Send your application to: |
|-------------------------|----------------------------------|
| State agency | Your Regional Office |
| Sponsoring organization | Your State agency |

State agencies:

- Forward this packet to your sponsoring organizations, soliciting applications for practices or innovations worthy of consideration.
- Nominate or select sponsoring organizations that, through your evaluations, are worthy of consideration. Please note that more than one application may be forwarded for each area.
- Certify that selected nominees are in compliance with regulatory requirements as shown by their latest review (use the certification form included as part of the attached entry form).
- Forward the nominations, entry forms, and signed certification forms to your regional office by the due date established by your Regional office.

Regional offices:

- Establish a regional deadline for submission of awards.
- Nominate or select States that, through your evaluations, are worthy of consideration. Please note that more than one application may be forwarded in each area.
- Review each State-nominated sponsoring organization application you receive and verify compliance with regulatory requirements as shown in the last review.
- Certify that nominated State agencies are in compliance with regulatory requirements as shown by their latest review (use the certification form included as part of the attached entry form).
- Forward the State agency and sponsoring organization applications, entry forms, and signed certification forms to Headquarters so that they will be received no later than **February 20, 2004**.



U.S. Department of Agriculture

Child and Adult Care Food Program (CACFP)

2004 Building for the Future Awards Application

Contact Information:

(Please type if possible)

Name (person completing application):

Title:

Agency/Organization Name and Address:

Phone:

Fax:

E-mail Address:

Category: (check the Category for nominee)

- State agency
- Sponsoring organization

Profile: (Complete as applicable)

(Please use combined totals of all CACFP facilities whenever possible).

1. Meal service(s) nominee provides through CACFP (check all that apply):

- Breakfast
- Lunch
- Supper
- A.m. and/or p.m. snack
- Afterschool snack

2. How many centers does nominee have in the CACFP? _____

How many family day care homes does nominee have in the CACFP? _____

How many CACFP sponsors does nominee have? _____

3. What was the average daily participation (ADP) at nominee's facilities in 2001? _____

What was the ADP at nominee's facilities in 2002? _____

What was the ADP at nominee's facilities in 2003 (if available)? _____

(Programs with more than one site should provide ADP's for each site).

4. Of the most recent number available, list approximately what percentage of CACFP participants served are:

Children of migrant workers _____

Children with special needs _____

Homeless children _____

Children in rural areas _____

Other (please specify) _____

5. How many hours of training was offered in the past 12 months? _____

6. Did this training lead to any type of professional accreditation or certification? If yes, list certification: _____

7. If nominee was part of a partnership, list the amount of money or additional resources (staff time, donated food items, etc.) the partners contributed for Fiscal Year 2003 (October 1- September 30).

Money, in \$ amount _____

Additional resources _____

in \$ amount _____

COMPLIANCE CERTIFICATION
(For use by State agencies to certify sponsoring organizations)

STATE of _____ is certifying sponsoring organization _____

Name (Please Print): _____

Title: _____

Phone Number: _____

E-mail Address: _____

I certify that based on a thorough review of all Program requirements, the applicant is in compliance with Program regulations.

Signature: _____ Date: _____

COMPLIANCE CERTIFICATION
(For use by Regional offices to certify State agencies)

_____ Regional Office is certifying State of _____

Name (Please Print): _____

Title: _____

I certify that based on a thorough review of all Program requirements, the applicant is in compliance with Program regulations.

Signature: _____ Date: _____
