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Screen Free, Not Fun Free



Early Childhood Alliance's Beacon Center held a game night at the end of April to share ideas with parents on how to get kids away from screens while keeping them engaged and having fun. The center, located in Fort Wayne, invited parents to join their children in activities ranging from corn hole, to a scavenger hunt, to an obstacle course.

Each age group was responsible for organizing one of the activities. With help from staff, the school age children at the center manned the different stations and helped younger children participate. When the families arrived, they received a punch card that was punched when they completed each station. Once a family's ticket had been fully punched, they were able to enter a drawing. This event engaged families and shared easy activities that parents could organize at home.

The Alliance for a Healthier Generation offers [suggestions](#) for decreasing screen time for children. Here are some highlights from their website.

1. The staff, environment, and programming of childcare centers can play a role in teaching healthy habits. The example set for children in these settings can impact their screen time at home.
2. Creating a viewing calendar can help children only watch what they're interested in, rather than turning on the T.V. because there's nothing else to do.
3. To keep kids from resorting to screen time out of boredom, have students create an Afterschool Action Plan with 10 activities they enjoy.

Physical activity is a key component of good nutrition. Anything you can do in your facility to encourage reduced screen time can make a big impact!



*An explosion
in a cheese
shop leaves
de-Brie
everywhere*

*Average
gumbo is only
medi-okra*



Katie Lay
CACFP Intern

Where to look for local food

As you learn more about the benefits of local food, you might want to start buying more of it for your program. But, do you know where to find local foods? Some larger grocery store chains only buy from producers that can supply them with produce year-round. This means that they buy from growers in places like Florida, California, and South America, even in the summer when local produce is available. Check out the guides below to find farmers' markets, co-ops, farm stands, and grocers where you can find local foods near you!

- [Indy Local Food Guide](#) (includes Boone, Hamilton, Hendricks, Marion, Hancock, Morgan, Johnson, and Shelby counties)
- [Local Growers' Guide](#) for south-central Indiana
- [LocalHarvest](#) is a directory of family farms, farmers' markets, and other places that feature local food
- [Certified Naturally Grown](#) offers a list of certified organic producers in Indiana
- [Eat Well Guide](#) allows you to search thousands of farms, markets, and other sources of local food

Staff Spotlight: Katie Lay

Katie is working as a summer intern with the Child and Adult Care Food Program. The focus of her work is providing resources for CACFP participants interested in participating in Farm to Preschool activities, such as trainings and potential grant opportunities.

Katie will be entering her second year of graduate school this fall at IU-Bloomington. She is completing a dual-degree Master of Public Affairs and Master of Science in Environmental Science program. Through her graduate program and her work

experience, Katie has explored the connection between increasing local food purchases and protecting the environment. She hopes to continue working in local food after graduating by connecting consumers with sustainable food sources.

In her free time, Katie enjoys hiking, baking, and traveling. One of her favorite pastimes is to explore new cities by visiting farmers' markets and trying new restaurants.

If you are interested in learning more about Farm to Preschool, feel free to contact Katie at klay@doe.in.gov.

Eat seasonal foods for more nutrition, savings, and flavor!

Now that the summer season has officially begun, local produce is streaming into farmers' markets, roadside stands, and even the aisles of your local grocer. The recipe on page 7 will help you find ways to serve local vegetables to the children in your program. Read more below about how local foods can improve your meal program!

- **Nutrition**— Local food reaches your plate sooner, meaning that it can be picked when it's ripe and not before. When produce from further away is picked before it's ripe so that it can reach you while it's still fresh, it loses the chance to fully develop all of its nutrients.
- **Value**— When crops are in season, supply is greater than demand, and prices are lower to help sell the extra bounty. Watermelon, cucumbers, and tomatoes are perfect examples of foods that are cheaper during the summer when they are in season.
- **Flavor**— Everyone can appreciate the feeling of biting into a fresh ear of corn in the summer. Local foods move from field to plate much faster than food from across the country or even overseas. To maximize flavor, consider buying local.

If you want to learn when produce is available in your area, click [here](#) to access Indiana's Seasonal Crop Calendar. Be sure to check out the recipe on page 7 to encourage the children in your program to eat fresh, local vegetables!



Events Calendar

July 3	State Offices closed in observance of Independence Day	
July 15-16	Annual Training for Family Day Care Sponsors	
July 21	Renewal Refresher Training	9:30 a.m.-11 a.m.
July 29	Renewal Refresher Training	1:30 p.m.-3 p.m.
August 4	Renewal Refresher Training	1:30 p.m.-3 p.m.
August 6	Renewal Refresher Training	9:30 a.m.-11 a.m.
August 19	Adult Day Care Workshop	
September 7	State Offices closed in observance of Labor Day	
September 24	CACFP Refresher Workshop	

Did You Know... About CNPweb®'s Resource Section?

When you log onto the CNPweb®, look at the orange ribbon under the outline of Indiana. You will see the words Applications, Process, Maintenance, Reports, and **Resources**. When you click on **Resources** you will find several documents that are instructions for entering information in the CNPweb®. Check it out—it will be helpful for Program renewal.

ATTENTION CACFP PARTICIPANTS—FY 2016 Renewal

IT'S ALMOST TIME FOR CHILD AND ADULT CARE FOOD PROGRAM (CACFP) RENEWAL FOR PROGRAM YEAR 2016 (OCTOBER 1, 2015 – SEPTEMBER 30, 2016). All renewal documents will be available ONLY in our **CNPweb® system** beginning the week of July 6, 2015. The Division's regular website is: www.doe.in.gov/cacfp. Save this site in your 'Favorites' or 'Bookmark' for future use. We recommend that each institution check the website at least **weekly** to note whether there is anything new posted. On our site's front page, you will see the **CNPweb®** logo near top left with the words '**CNPweb®**' to the right of it. Clicking here will open a new second window and the login screen for the **CNPweb® system**. Every institution is required to complete CACFP renewal for each fiscal year.

ALL required renewal documents must be mailed to the State Agency as one packet. **Program renewal materials are due on Monday, August 17, 2015.**

Program agreement

Child Nutrition Programs (CNP) in Indiana utilize the CNP Agreement. This is a permanent document. You will NOT receive a new agreement, but will be mailed a **program approval letter for FY 2016 which you should keep with your original CNP Agreement in your permanent records.**

Offline Forms

A single certification (Annual Information Certification) will be required from each renewing organization. This form certifies that any information, including budgets, previously submitted to the States Agency has not changed, or that the institution has submitted any changes or updates to the State Agency. This includes current principals, board members, changes in staff, changes to management plans, etc.

Current License or Certificate of Registration for each independent and sponsored facility (does not apply to family day care homes). Unlicensed At-risk and Outside School Hours facilities must instead submit documentation that they meet state or local health and safety standards. All other facilities that are not licensed/certified must submit an Alternate Approval Form (with the exception of sites operated by school corporations).

Sponsoring organizations (more than one facility) are required to submit annual budgets. Independent centers must ensure the online budget is current and correct (open the budget, make any changes and re-submit).

Media Release, For-Profit Certification, Listing of Federal Grants Received, the Audit Planning Certification, and Vending Contracts are required annually.

On-line Submission of Sponsor and Site Information Sheets

CNPweb®, our Internet based management system, enables CACFP institutions to submit (and amend at any time) Sponsor Site and Provider Information sheets and monthly claims for reimbursement. Each institution will be responsible for submitting and revising fiscal year 2016 Sponsor, Site and Provider Information sheets online via **CNPweb®**. There are new questions. Be sure to answer each one.

Select Program Year 2016 to begin the renewal process. Once the data has been entered/revised, submit the information under the 'Packet' tab to the State Agency. Sponsor and Site/Provider Information sheets as a 'Packet' must be approved before you can begin submitting on-line claims for reimbursement. Program Year 2016 Sponsor, Site and Provider information sheets should be in the PENDING APPROVAL STATUS **no later than August 17, 2015.**

ATTENTION CACFP PARTICIPANTS—FY 2016 Renewal

At any time during the year, you may 'Edit' the information as needed for sponsor or site. It is your responsibility to insure that addresses, license information, and contact information are always current; **especially important is the sponsor email address.** Our office will be using this to send information to you on occasion, so it must always be current if you want to be up to date.

At any time during the year, you may 'Edit' the information as needed for a sponsor, site, or provider. It is your responsibility to insure that addresses, license information, and contact information are always current; **especially important is the sponsor and CACFP contact email address.** Our office uses email addresses to send information to you, so it must always be current if you want to be kept up to date.

The MANAGEMENT PLAN was added as an online form last year. **EVERY** institution completed a management plan as part of the FY 2015 program renewal and it is now a permanent document in the CNPweb®. The management plan will roll over from year to year and it will be the responsibility of each organization to ensure the information is current, including staff, board members and positions, and any changes to CACFP functions. For FY 2016 there will be one new question on the management plan regarding the effective dates of Applications for Free and Reduce Price Meals that will be used by your organization. Most of you will be required to answer this question—if you are not required, it will not show up in your management plan.

All the FREE AND REDUCED PRICE FORMS AND LETTERS have been posted to our web site in the section **Free and Reduced-Price Information** where they can easily be downloaded as Microsoft Word documents. You must use the USDA prototype forms found on our website **or** you must submit any revised forms to our office for approval. Minor revisions such as putting the document on your letterhead do not require State Agency approval. Organizations must use the most current forms for fiscal year 2016. Parent/household letters do not change, but the Applications for Free and Reduced Price Meals do because they contain the income guidelines. A good idea would be to change the color of the applications each fiscal year. Remember, the income guidelines change on July 1 of each year.

*Institutions MUST submit the CURRENT YEAR MEDIA RELEASE to a media source and the State Agency. Keep a copy with your fiscal year records. **Be sure to submit both pages.***

The **CNPweb®** uses the information you enter on the Sponsor, Center and Provider information sheets to determine which OFF-LINE FORMS are required for your organization. Every form that is marked with an orange asterisk is required to be submitted.

If your organization uses any RECORD KEEPING FORMS that have not been developed by the Indiana Department of Education, you must submit them with your contract renewal materials. Unless the form was approved in Program Years 2013-2015, we are asking everyone to re-submit for re-evaluation by current CACFP staff. Record keeping forms that are simply put on organization letterhead, or Word documents that have been transferred to Excel do not have to be submitted. You may contact your CACFP Specialist if you have questions regarding this requirement.

The State Agency will check with the INDIANA SECRETARY OF STATE'S OFFICE to ensure that each institution is registered with the state to conduct business in Indiana and that the institution is current with reports for the Secretary of State's Office. In addition, we will check the USDA NATIONAL DISQUALIFIED LIST to ensure that no responsible individuals or organizations are on the list. Finally, we will compare the IRS list of organizations that have lost their 501(C)(3)STATUS with our data base. Institutions that are not active and/or not current with reports cannot be approved for CACFP participation.

ATTENTION CACFP PARTICIPANTS—FY 2016 Renewal

There are regulatory deadlines to meet in order to ensure prompt reimbursement for FY 2016 (October 1, 2015– September 30, 2016).

Contract renewal materials are due August 17, 2015. This means documents are to be sent to the State Agency and all *CNPweb*® forms are in the PENDING APPROVAL status no later than August 17, 2015. Check the following list to ensure that you have completed all requirements:

- One completed copy of the Annual Information Certification with original signature
- CNPweb*® sponsor information sheet in PENDING APPROVAL status
- CNPweb*® center information sheet(s) in PENDING APPROVAL status
- CNPweb*® provider information sheets in PENDING APPROVAL status
- All documents that are marked with an orange asterisk (*) on the SPONSOR SUMMARY PACKET have been submitted and **the DATE SENT has been entered in the *CNPweb*®**
- Record keeping forms that are not State Agency developed submitted for approval.

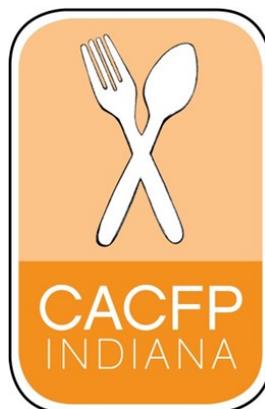
Please put your organization's name and sponsor number on
each paper you send into the office.

All renewal documents should be sent (fax, email, or USPS) to the attention of Maggie Boyce:
mboyce@doe.in.gov

If you fax or email materials, please do not also mail them in.

For assistance with the CACFP contract renewal process, please contact the CACFP Staff:

Carol Markle	cmarkle@doe.in.gov	317.232.0873
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Greek Tzatziki Sauce with Fresh Veggies

- 32 ounce container of plain, low-fat yogurt
- 1/2 cucumber peeled and grated
- 1 clove of garlic (pressed or finely minced—could substitute 1/8 tsp garlic powder)
- 2 tablespoons fresh lemon juice
- 2 tablespoons olive oil (can sub other cooking oil)
- 3 tablespoons chopped fresh dill
- 1 tablespoon black pepper
- 1 1/2 teaspoons salt



Serves 20 (1-5 years)
1 Meat Alternate, 1 Vegetable

Stir together yogurt, grated cucumber, garlic, lemon juice, and olive oil in a bowl. Add dill, salt, and pepper; whisk until smooth. Pour into a serving dish, cover tightly, and refrigerate 8 hours before serving. Makes 40 ounces. Serve with 1/2 cup of seasonal vegetables per student (suggestions include cucumbers, carrots, and bell peppers).

*For children ages 1-5, 2 ounces of yogurt fulfills the meat alternate component of the meal pattern for a snack. If you find this serving size to be too large, you could reduce the serving size to 1 oz and supplement with a 1/4 oz of cheese or another half serving of a meat alternate.

Tzatziki sauce is a great replacement for Ranch dressing

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](http://www.fns.usda.gov/snap/contact_info/hotlines.htm) (click the link for a listing of hotline numbers by State); found online at http://www.fns.usda.gov/snap/contact_info/hotlines.htm.

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Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction