

# **SPONSOR TRAINING**

JULY 15-16, 2015

# POLICY UPDATES

7/24/2015

# Child and Adult Care Food Program

Posted: Mon, 11/25/2013 – 3:12pm

Updated: Tue, 03/31/2015 – 8:11am



The U.S. Department of Agriculture's Child and Adult Care Food Program plays a vital role in improving the quality of day care and making it more affordable for many low-income families. Each day, 3.2 million children receive nutritious meals and snacks through CACFP. The program also provides meals and snacks to 112,000 adults who receive care in nonresidential adult day care centers. CACFP reaches even further to provide meals to children residing in emergency shelters, and snacks and suppers to youths participating in eligible afterschool care programs.

## Policies and Regulations

- [Indiana CACFP Policies](#)
- [Indiana Appeal Procedures](#) 
- [USDA Policies](#) 
- [USDA Regulations](#) 

# 1-2015: DURATION OF INCOME ELIGIBILITY DETERMINATIONS

For the purposes of non-school institutions, the date to be used to make this determination may be either the date the parent or guardian signed the income eligibility form or the date on which the sponsor or independent center official signs the form to certify eligibility of the participant. This flexibility applies only to eligibility determinations made based on complete applications containing all required information

If the date of parent signature is not within the month of certification or the immediately preceding month, the effective date must be the date of certification.

CACFP institutions must decide which date they will rely on as the effective date and apply this date to all income eligibility forms submitted on behalf of all participants.

Question 20 on the management plan

# **11-2015: LOCAL FOODS IN THE CHILD AND ADULT CARE FOOD PROGRAM**

Encourages use of local foods

Costs associated with growing food for use in CACFP or nutrition education are allowable, including seeds, fertilizer, labor, plot rental, etc.

Conduct procurement or ensure open and fair competition



# **12-2015: GUIDANCE ON PROHIBITION OF SEPARATION BY GENDER DURING CHILD NUTRITION PROGRAM MEAL SERVICE**

Child Nutrition Program participants may not separate children on any protected basis during Program meals and snacks.

For institutions and organizations, SA may approve exemptions for:

- Meal service at religious institutions operating under the dictates of the religion with which they are affiliated.
- Meal service at juvenile correctional facilities where combining members of the opposite gender would present a potential safety risk.
- Meal service at facilities that fully separate by gender as part of their normal operations (for example, gender-separated summer camps).

Indiana Policy Instruction 15-01

*Contact Maggie Schabel at 317-232.2130 or [mstephon@doe.in.gov](mailto:mstephon@doe.in.gov)*

# **13-2015: STATEMENTS SUPPORTING ACCOMMODATIONS FOR CHILDREN WITH DISABILITIES IN THE CHILD NUTRITION PROGRAMS**

Expand list of medical professionals that may sign a medical statement

A State licensed health care professional who is authorized to write medical prescriptions under State Law.

Physicians, Nurse Practitioners, Physicians Assistants



# **14-2015: INFANT FEEDING IN THE CACFP**

## **REVISION 2**

Decisions on offering Program meals must be based on whether the child is enrolled for care, not if the child is enrolled in the CACFP.

In an effort to follow current scientific recommendations, the length of time a center or day care home may keep refrigerated bottles of fresh breastmilk is being extended to 72 hours from the time it was collected. Must be kept in refrigerator kept at 39° F or below.

Formulas classified as Exempt Infant Formulas by FDA may be served as a part of a reimbursable meal if the substitution is supported with a medical statement signed by a licensed physician or a State recognized medical authority.

FNS will no longer maintain a list of formulas that do not require a DR statement due to the continuous development of new or re-formulated infant formula products making an accurate all-inclusive list impractical.

Criteria to determine credibility of formulas

# CREDITABLE INFANT FORMULA

Infant Formula **MUST** be regulated by the Food & Drug Administration (FDA) in order to be part of a reimbursable meal.

Must be Iron Fortified

Is formula eligible for reimbursement?

1. Ensure formula is not an FDS Except Infant Formula
2. Look for Infant Formula with Iron
3. Check label to ensure that the formula is Iron-fortified.

Exempt Infant Formulas – may be served if supported with a medical statement.



# **14-2015: INFANT FEEDING IN THE CACFP**

FNS is now allowing single-ingredient infant foods containing DHA to be creditable in the CACFP infant meal pattern.

Yogurt is not and has never been a creditable food component in the CACFP infant meal pattern.

Mixed or combination foods are not reimbursable in the infant meal pattern. It is extremely difficult to identify the required food components and prove that the amount of the food components in mixed infant foods meet the meal pattern requirements.



## **15-2015: ALLOWABLE COSTS RELATED TO PHYSICAL ACTIVITY AND LIMITING THE USE OF ELECTRONIC MEDIA IN THE CHILD AND ADULT CARE FOOD PROGRAM**

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) directed the U.S. Department of Agriculture (USDA) to encourage child care centers and day care homes to provide opportunities for physical activity and to limit the use of electronic media.

Not a regulatory requirement but encouraged

Sponsoring organizations may use administrative funds, other CACFP institutions and unaffiliated facilities may use nonprofit food service account funds, and day care home providers may use CACFP reimbursement for wellness efforts, including the promotion of physical activity and limiting use of electronic media. However, use of funds for these purposes may not jeopardize the quality of meals served or compliance with any other Program requirements.

FNS encourages State agencies and CACFP participants to use USDA and Team Nutrition materials first. CACFP administrative funds and reimbursements may be used to print, distribute to facilities and participants, and utilize USDA publications and guidance materials and other free training materials that support physical activity and limiting electronic media use.

# **15-2015: ALLOWABLE COSTS RELATED TO PHYSICAL ACTIVITY AND LIMITING THE USE OF ELECTRONIC MEDIA IN THE CHILD AND ADULT CARE FOOD PROGRAM**

When USDA resources are not sufficient, and with **prior State agency approval**, institutions may develop and distribute new materials as long as:

- the materials (e.g., training curricula, toolkits, newsletters, pamphlets, etc.) emphasize the link between nutritious meals and physical activity and/or limiting the use of electronic media; and
- costs for these materials are reasonable, necessary, and allocable as to their content in relationship to CACFP requirements.

Expenditures on publications, printing and reproduction, training program costs, and materials/supplies require **prior approval**. Requests for approval must clearly demonstrate how and why existing resources are not adequate.

State agencies and CACFP institutions and facilities are encouraged to seek alternative funding and/or grant opportunities, when available, to promote physical activity and limit the use of electronic media in child care settings.

# QUESTIONS AND ANSWERS

Are State agencies and sponsoring organizations expected to monitor compliance of centers and day care homes with The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) recommendations on physical activity and electronic screen time?

*NO, recommendations for physical activity and use of electronic media are not CACFP requirements and do not need to be monitored.*

Are State agencies and sponsoring organizations expected to monitor the use of CACFP sponsoring organization administrative fund and/or nonprofit food service account funds for materials and activities related to the HHFKA recommendations on physical activity and use of electronic media?

*Yes. Use of CACFP sponsoring organization administrative funds and nonprofit food service account funds for activities related to the HHFKA recommendations must be monitored, along with any other CACFP expense.*



# 2016 CACFP RENEWAL

7/24/2015

2016 PROGRAM RENEWAL

**Due Date:**  
**August 17, 2015**

7/24/2015

# SPONSOR INFO SHEET—AUDIT QUESTION

## A-133 Audit Compliance

(61) Does the Indiana State Board of Accounts audit your organization?  Yes  No

If **No** to the above, please answer the following questions:

	FY Amount (\$\$)	Begin Date	End Date
(64) Enter the total amount of Federal dollars (including CACFP) that your organization spent during YOUR Organization's last complete Fiscal Year.	<input type="text"/>	<input type="text"/>	<input type="text"/>
(65) Enter the total amount of Federal dollars (including CACFP) that your organization expects to spend during YOUR Organization's current Fiscal Year.	<input type="text"/>	<input type="text"/>	<input type="text"/>

YOU ARE REQUIRED TO SUBMIT AN A-133 AUDIT WITHIN 9 MONTHS OF THE CLOSE OF YOUR FISCAL YEAR FOR ANY YEAR THAT YOU EXPEND \$750,000.00 OR MORE IN FEDERAL FUNDS. REPORT AUDIT PLANS AS SOON AS POSSIBLE ON THE AUDIT CERTIFICATION FORM. FAILURE TO COMPLY WILL RESULT IN A DECLARATION OF SERIOUSLY DEFICIENT BY THE STATE AND POSSIBLE PROGRAM TERMINATION.

# MANAGEMENT PLAN

- (20) USDA Policy Memo CACFP 01-2015 allows Institutions to have flexibility concerning the effective date of certification for Program benefits on completed Applications for Free and Reduced Price Meals. Institutions must apply the same choice to all income applications submitted on behalf of all participants. Choose the effective date your Institution will use for certification of Program Benefits:
- The date the parent/guardian signed the Application for Free and Reduced Price Meals
  - The date on which the Institution Representative signed the Application for Free and Reduced Price Meals to certify the eligibility of the participant

# MANAGEMENT PLAN

1. In the application tab, click ADD to the right of the management plan
2. Review each question in the management plan and make sure the information is still current and accurate—
  1. Any new staff ?
  2. Did the Board of Directors Change?
  3. Any other Changes?
3. Be sure to answer question 20
4. Click on submit –the management plan should be in pending submission.

# 2016 BUDGET

No Changes

Will need to enter rates as soon as they are available

Be sure to use the Schedule A as a cover sheet for your attachments

Show Me the Math!

- Every cost % must have a corresponding calculation

- Allocation between homes and centers must have a corresponding calculation

Be sure to save the data often

Send in the attachments

Send in an electronic version of the entire budget to Carol

**SCHEDULE A—List of Required Budget Attachments****Sponsor ID #**

If information is included, indicate with an "x" in the box. Organize your attachments in the order listed below. **PRINT THIS FORM AND SUBMIT** the original form with copies of all required documents. It must be signed by a sponsor representative.

➔ **Statement of Financial Viability****FISCAL YEAR 2016**
 Budget summary-required if requested budgeted expenses exceed projected homes revenue
➔ **Allocation Plans (if prorated costs are presented in the budget)**
 Tab 7a-e: Salaries

 Tab 23: Staff and Facility Training

 Tabs 8-10: Benefits

 Tabs 24-26: Occupancy Costs

 Tabs 11a-b-13: Travel

 Tab 27-28: Equipment, Depreciation, Use Allowance

 Tabs 14-22: Contracted Services, Supplies, Postage, Printing
➔ **Copies of information for Benefit Policies (Employee Handbook) (to support costs budgeted to the Program)**
 Health Insurance

 Incentive Programs

 Life Insurance

 Other (itemize below)

 Disability

 Retirement

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Check if contract attached	Check if Less Than Arms Length	For all Contracts List Payee and Nature of Arrangements
<b>OCCUPANCY: Rental Agreements, Storage Rental [list name of payee]</b>		
<input type="checkbox"/>	<input type="checkbox"/>	
<b>Contracted Services : rental agreements, storage rental [list name of payee]</b>		
<input type="checkbox"/>	<input type="checkbox"/>	
<b>Contracted Services : computer services, consulting fees, legal fees, accounting fees, advertising [list name of payee]</b>		
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<b>Provider &amp; Staff Training: space rental, equipment rental [list name of payee]</b>		
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
Signature of Authorized Representative		Date

# MISCELLANEOUS

7/24/2015

# INFORMATION SHEET STATUS

(43)  I hereby certify that this home is not participating in the Child and Adult Care Food Program under any other sponsoring organization. I further certify that all the above information is true and correct. I understand that this information is being given in connection with the receipt of federal funds; that department officials may, for cause, verify information and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal laws.

Check here to submit this form to the State for Approval

Internal Use Only	
(44) Date of Last Review:	<input type="text"/>
(45) <input type="checkbox"/> Return to Sponsor for Corrections. Enter the correction instructions below:	<input type="text"/>
(46) Approval Date:	<input type="text"/>
Geo Code Adjusted Coordinates	(47) Latitude: <input type="text"/>
	(48) Longitude: <input type="text"/>

# FORM STATUS

## Form Status Summary

### Application Status

Form Name	Pending Submission	Pending Approval	Errors	Needs Correction	Approved	Inactive	Missing
Sponsor Info Sheet	<u>9</u>	0	<u>8</u>	0	<u>379</u>	<u>5</u>	<u>2</u>
Center Info Sheet	<u>9</u>	<u>14</u>	<u>4</u>	<u>1</u>	<u>1072</u>	<u>45</u>	<u>8</u>
Provider Info Sheet	0	<u>6</u>	0	0	<u>2264</u>	<u>226</u>	<u>2</u>
Sponsor Budget Centers	<u>9</u>	0	0	<u>1</u>	<u>329</u>	0	<u>3</u>
Sponsor Budget Homes	0	0	0	0	<u>28</u>	0	0
Management Plan	<u>8</u>	<u>1</u>	<u>2</u>	0	<u>349</u>	0	<u>5</u>

# APPROVAL DATES FOR NEW FACILITIES

Internal Use Only		
(44) Date of Last Review:	<input type="text"/>	
(45) <input type="checkbox"/> Return to Sponsor for Corrections. Enter the correction instructions below:	<input type="text"/>	
(46) Approval Date:	<input type="text"/>	
Geo Code Adjusted Coordinates	(47) Latitude: <input type="text"/>	(48) Longitude: <input type="text"/>

0

Approved

6/19/2015





**USDA is an equal  
opportunity provider  
and employer**