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## Meal Pattern: Where to Start?

As many have heard, the United States Department of Agriculture (USDA) has announced the release of a new meal pattern for the CACFP that must be implemented by October of 2017. This meal pattern was developed to better align CACFP meals with The Dietary Guidelines for Americans.

While some changes do not align with the current meal pattern and require more guidance from USDA, there are some transitions you can start now.

- Serve whole grain or whole grain rich foods
- Limit juice servings to one time per day
- Remove grain-based desserts from your menu (marked with a 3 or 4 on the grain chart in the Food Buying Guide and Crediting Handbook)
- Limit the sugar in breakfast cereal to 6 grams per dry ounce (or make it easy and follow the WIC approved cereal list which meets this guideline)
- Limit the sugar in yogurt to 23 grams per 6 ounces

Once the state agency receives more detailed guidance from USDA, we will begin offering training and materials to guide you through the implementation. Until then, these resources will assist you with understanding the basics and making some initial changes.

[The final rule, one-page summaries, and new meal pattern charts](#)

[USDA Whole Grain Resource Guide](#), to understand what may be considered a grain-based dessert (marked with a 3 or 4) on page 23-24

[FRAC/USDA recorded webinar on the new meal pattern](#)

[Whole grain/whole grain rich information](#) (page 6-22)

For questions about the new meal pattern, contact Heather Stinson at [hstinson@doe.in.gov](mailto:hstinson@doe.in.gov) or 317-232-0869

## CACFP Summer Intern: Audrey Brazel

Audrey is working as a summer intern with the Child and Adult Care Food Program. She is currently developing new menus for child care programs featuring healthier options and local produce.

Audrey will be entering her senior year at Ball State University. She is currently working on a degree in Nutrition and Dietetics with the hopes of one day obtaining an R.D. Through her program at Ball State and previous experience, Audrey is building her knowledge of children and child care, healthy eating, and Indiana local produce. She hopes to one day work in Pediatric Dietetics in a clinical setting or community outreach.

Aside from nutrition, Audrey is very passionate about world travel (especially Ireland), exercise (specifically marathon running), singing, and Ball State Dance Marathon. When she is not working with CACFP, you can find her at the BSU Study

Abroad office advising students or practicing with her a cappella group, SedOctave.

If you are interested in learning more about Audrey, feel free to contact her at [abrazel@doe.in.gov](mailto:abrazel@doe.in.gov).



## Events Calendar

- |                             |   |
|-----------------------------|---|
| ⊕ Monday, July 4, 2016      | State Closes for Independence Day                         |
| ⊕ Wednesday, July 6, 2016   | Renewal starts (2017 available in the CNPweb)             |
| ⊕ Monday, Aug. 26, 2016     | Renewal deadline  |
| ⊕ Monday, Sept. 5, 2016     | State closes for Labor Day                                |
| ⊕ Wednesday, Sept. 28, 2016 | Refresher Workshop-9 a.m. to 4 p.m., Indiana Gov't Center |

## CACFP Outreach

On June 10th, CACFP had a unique opportunity to provide community outreach at the Eskenazi Healthy Families Resource Fair. Audrey Brazel, CACFP Intern, shared program information with families and added some fun with a tasting opportunity (mango and baked sweet potato sticks). While the families enjoyed the food and fun, they also received information on leading a healthy lifestyle, from diet and exercise to summer activity safety! Parent and community outreach is important, and Audrey did it while providing an encouraging food experience and sharing healthy messages.



## Did You Know...

Federal Procurement guidelines require specific information in contracts for vended meals and agreements with schools to supply meals. We have updated these forms and institutions MUST use the most current versions for any new contract or agreement effective October 1, 2016. This includes new agreements with current vendors or schools. You can find the new forms in the Procurement section on our website:

[www.doe.in.gov/cacfp](http://www.doe.in.gov/cacfp).

## ATTENTION CACFP PARTICIPANTS—FY 2017 Renewal

IT'S ALMOST TIME FOR CHILD AND ADULT CARE FOOD PROGRAM (CACFP) RENEWAL FOR PROGRAM YEAR 2017 (OCTOBER 1, 2016 – SEPTEMBER 30, 2017). All renewal documents will be available ONLY in our CNPweb® system beginning the week of July 5, 2016. The Division's regular website is [www.doe.in.gov/cacfp](http://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 Program year.**

ALL required renewal documents must be mailed to the State Agency as one packet. Program renewal materials are due on Friday, August 26, 2016.

### Program Agreement **\*NEW**

Child Nutrition Programs (CNP) in Indiana utilize the CNP Agreement. This is a permanent document. Some new requirements were added to the agreement regarding NSLP, therefore **every renewing institution** will be required to submit a new agreement. These will be emailed to each authorized representative as listed in the CNPweb®. Print a copy of the agreement you receive, check the preprinted information on page one, and then the authorized representative will sign and date on the last page. **This document must have an original signature in ink.** You must MAIL the agreement and all of the required off-line forms in one packet to: CACFP, Indiana Department of Education, 115 West Washington Street, Suite 600, South Tower, Indianapolis, IN 46204. Note: **faxed or emailed copies of the Agreement will not be accepted.**

Once the new agreement has been signed by the Department, a copy will be returned to you. You must maintain the signed agreement in your permanent records. If you participate in NSLP or SFSP you will already have completed the new agreement and CACFP will get a copy from the other programs.

### Offline Forms

A single certification (Annual Information Certification) will be required from each renewing organization. This form certifies that all 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). **\*NEW: Both licensed centers and unlicensed registered ministries will be required to enter the current effective and expiration date of the license or certificate of registration on the center information sheet.** 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 resubmit).

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

**\*NEW: MEDIA RELEASE** The State agency will issue a statewide media release in September for all participating institutions. If you are renewing, you will NOT be required to submit a media release.

## ATTENTION CACFP PARTICIPANTS—FY 2017 Renewal

**\*NEW:** New documents are available on the CACFP web page for those sites that vend their meals. The new Vendor Contract and the new Agreement to Furnish Food Service must be used for any new vending agreement effective October 1, 2016. If the prior vending agreement has expired, you are considered to be in a new situation, even if it is with the same vendor. Don't forget procurement requirements that are required for vended meals.

### 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 2017 Sponsor, Site and Provider Information sheets online via CNPweb®. There are new questions. Be sure to answer each one.

Select Program Year 2017 to begin the renewal process. Once the data has been entered/revise, 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 2017 Sponsor, Site and Provider information sheets should be in the PENDING APPROVAL STATUS no later than August 26, 2016.

At any time during the year, you may 'Edit' the information as needed for sponsor or site. It is your responsibility to ensure 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.

The MANAGEMENT PLAN is part of the application packet. The management plan will roll over from year to year and it will be the responsibility of each organization to review the management plan and ensure the information is current, including staff, board members and positions, and any changes to CACFP functions. **\*NEW:** We will require some additional information:

- More information about the FDC appeals officer
- Addition of Micro Purchase Procedure
- Outside Employment Policy for sponsoring organizations
- Separation of Licensed home and LLEP Certified Home counts

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 2017. 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.

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. **\*New: The last thing you must do before you submit the packet to the State for approval is to open the Sponsor information sheet and resubmit it.** This ensures better accuracy in the CNPweb®.

## ATTENTION CACFP PARTICIPANTS—FY 2017 Renewal

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 2013-2016, 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 for approval. 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.

There are regulatory deadlines to meet in order to ensure prompt reimbursement for Program year 2017 (October 1, 2016– September 30, 2017).

Contract renewal materials are due August 26, 2016. 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 26, 2016. 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
- [ ] **Before you submit the packet to the State for approval, open the Sponsor information sheet and resubmit it.**
- [ ] 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 piece of paper you send to the office. All renewal documents should be sent (USPS) to the attention of CACFP. Please mail in all renewal document together as one packet of materials.

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

Carol Markle	<a href="mailto:cmarkle@doe.in.gov">cmarkle@doe.in.gov</a>	317.232.0873
Heather Stinson	<a href="mailto:hstinson@doe.in.gov">hstinson@doe.in.gov</a>	317.232.0869
Mary Lou Davis	<a href="mailto:mldavis@doe.in.gov">mldavis@doe.in.gov</a>	317.771.9188
M. Elaine Haney	<a href="mailto:mhaney@doe.in.gov">mhaney@doe.in.gov</a>	317.771.9187
Kim Cobb	<a href="mailto:kcobb@doe.in.gov">kcobb@doe.in.gov</a>	317.771.9195

# Cooking with Kids!

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## Cookie Cutter Fruit Salad

- 1 watermelon
- 4 cups strawberries
- 2 cups of blueberries

### Directions:

Fruit salad is an essential in the hot summer heat! Get your students involved in making, and eating a fruit salad by helping them to use a cookie cutter to make shapes in the fruit! Children are able to help, pick their own shapes, and enjoy a healthy and tasty summer treat! Simply cut watermelon, and strawberries and place in a large bowl. Then top with blueberries.



## Kale BBQ Chips

- 1 bunch kale, washed and dried (about 1 pound)
- Olive oil cooking spray, for spraying
- BBQ Seasoning, for sprinkling

### BBQ Seasoning (yield 3/4 cup):

- 1/4 cup paprika
- 2 tablespoons ancho chile powder
- 2 tablespoons brown sugar
- 1 tablespoon garlic powder
- 1 tablespoon salt
- 1/2 teaspoon dry mustard

### Directions:

Preheat the oven 275 degrees F. Line a baking sheet with parchment paper. Remove the thick stem from the kale and discard. Tear the kale leaves into bite-size pieces. Lay the kale onto the prepared baking sheet and spray evenly with cooking spray. Bake until crispy and browned on the edges, tossing the kale halfway through, 18 to 20 minutes. Sprinkle the kale with BBQ seasoning and serve.

Let your kids make the seasoning for these crunchy, healthy kale chips and give a sprinkle to their own!

Read more at: <http://www.foodnetwork.com/recipes/jeff-mauro/bbq-kale-chips-recipe.html?oc=linkback>



## Child and Adult Care Food Program

115 West Washington Street  
South Tower, Suite 600  
Indianapolis, IN 46204

Phone: 317-232-0850  
Toll free: 1-800-537-1142  
Fax: 317-232-0855

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*To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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Indiana Superintendent of Public Instruction