



The Chicano
Federation

Child and Adult Care Food Program Annual Training 2020-21



Purpose

The purpose of this training is to ensure all providers understand the rules and regulations of the Child and Adult Care Food Program (CACFP).



What is CACFP?

- Federal Program
- Reimburses day care homes for their nutritious meals costs/preparation
- Administered by the Food and Nutrition Service (FNS)
- An agency of U.S. Department of Agriculture(USDA)
- Nutrition Program



Objectives:

- Virtual Site Visits Monitoring
- CACFP Meal Pattern Requirements
- Nutrition Regulations
- Reimbursement payments
- COVID-19 Safety Measures
- Waiver Updates



Virtual Site Visit Monitoring

COVID-19 CHILD NUTRITION RESPONSE #39, NATIONWIDE WAIVER OF ONSITE MONITORING REQUIREMENTS FOR SPONSORS IN THE CHILD AND ADULT CARE FOOD PROGRAM (1) FNS waives, for all CACFP sponsoring organizations, that CACFP monitoring requirements included at 226.16(d)(4)(iii) be conducted onsite. To ensure Program integrity during this time, sponsoring organizations should, to the maximum extent practicable, continue monitoring activities of Program operations offsite (e.g., through a desk audit). (2) This waiver applies to sponsoring organizations administering the Child and Adult Care Food Program

A TYPICAL VIRTUL SITE REVIEW

During virtual reviews monitors call providers indicating that an un-announced visit will be occurring. Monitors ask to observe the meal portions and components, facility environment, children in attendance, review records, and provide pertinent information to the program operator. Sponsors also provide technical assistance and support to the program operator during the review visit.

If the provider isn't home the helper is allowed to conduct the virtual visit, helper should be trained to conduct a visit and should be able to answer any questions as the provider would.

Any violations found at the time of visit will be reported to the department supervisor.



Virtual Site Visit Monitoring

What to Expect

We will...

- Observe Meal Service
- Observe that all components are offered and in the right portion size for age group.
- Review Food Program Documents:
Meal Records in KidKare
Food products and CN Labels

How visits work

- Meal service and records review will be conducted for a minimum of 3 times a year
- No more than 6 months will elapse between visits
- Visits are unannounced
- Visits will be at meal times to observe the meal serving

We will request to see the following:

- License to Operate
- Meal Count Records
- KidKare (last five days meals & attendance recorded)
- CN Labels for processed foods (in file and in the freezer)
- Enrollment Documentation
- Decline Forms and Medical Statements
- Meal Pattern
- WIC Referral Information
- Building for future poster



Virtual Site Visit Monitoring

If the virtual visit can NOT be completed:

Failure for provider to respond the monitor could potentially deduct meal reimbursement. No meals will be deducted if providers calls back with in the hour or day.

If provider doesn't contact the sponsor within the day of the visit, the attempted meal review will be deducted. After follow-up visit is conducted and monitor continued failure to respond visit, provider will be receiving a warning letter that can lead to a serious deficiency or termination from the nutrition program.



Meal Patterns

Prepare and serve meals according to CACFP Meal Patterns

1. Components

CACFP Food Components:
 Fluid Milk or Breast milk/ Iron Fortified Formula (Infants)
 Fruits/ Vegetables
 Bread/ Grains
 Meat/ Meat Alternate

2. Portion Sizes per age group

“All components must be offered in the appropriate amounts to receive reimbursement”

* Family Style meal serving is not required but suggested. This includes modeling and eating with children*



BREAKFAST MEAL PATTERNS

Serve Milk, Grains*, Vegetables or Fruit

COMPONENT	AGES 1-2	AGES 3-5	AGES 6-18	ADULTS
Milk	1/2 cup	3/4 cup	1 cup	1 cup
Vegetables, Fruit or Both	1/4 cup	1/2 cup	1/2 cup	1/2 cup
Grains*	1/2 serving	1/2 serving	1 serving	2 servings

* Meat and meat alternates may be served in place of the entire grains component at breakfast a maximum of three times per week.

LUNCH & SUPPER MEAL PATTERNS

Serve all 5 components

COMPONENT	AGES 1-2	AGES 3-5	AGES 6-18	ADULTS
Milk	1/2 cup	3/4 cup	1 cup	1 cup*
Vegetables	1/8 cup	1/4 cup	1/2 cup	1/2 cup
Fruit	1/8 cup	1/4 cup	1/4 cup	1/2 cup
Meat/Meat Alternates	1 oz	1 1/2 oz	2 oz	2 oz
Grains	1/2 serving	1/2 serving	1 serving	2 servings

* A serving of milk is not required at supper meals for adults.

SNACK MEAL PATTERNS

Serve 2 of the 5 components

COMPONENT	AGES 1-2	AGES 3-5	AGES 6-18	ADULTS
Milk	1/2 cup	1/2 cup	1 cup	1 cup
Vegetables	1/2 cup	1/2 cup	3/4 cup	1/2 cup
Fruit	1/2 cup	1/2 cup	3/4 cup	1/2 cup
Meat/Meat Alternates	1/2 oz	1/2 oz	1 oz	1 oz
Grains	1/2 serving	1/2 serving	1 serving	1 serving

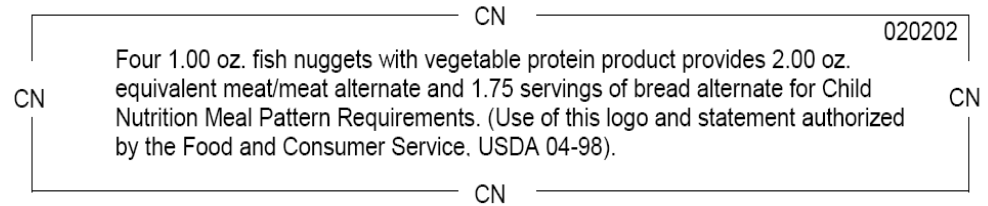
Beginning October 1, 2021, ounce equivalents are used to determine the quantity of creditable grains. Refer to USDA FNS Exhibit A for further guidance on grain serving sizes.



Meal Patterns

CN LABELS

- Identifies the contribution that a product makes towards meeting the child nutrition meal pattern requirements.
- A CN Label is required for foods such as fish sticks, chicken nuggets, etc.



FOOD COMPONENTS

BREAKFAST

3 components:

Fluid Milk
Fruit or Vegetable
Bread/Alternate up to three times a week (Grains includes hot or cold cereals)
Meat/Meat Alternate

FOOD COMPONENTS

LUNCH/DINNER

5 Components:

Fluid Milk
Meat/Meat Alternate
Bread/Grains
Fruit/Vegetable
Vegetable

FOOD COMPONENTS

SNACKS

2 out of the 5 components:

Fluid Milk
Meat/Meat Alternate
Fruit
Vegetable
Bread/Grain

*Fruit and Vegetable components are separated as one component each

Meal Patterns

MEAT/MEAT ALTERNATE

Lean Meat, Fish, and Poultry

Natural or Processed Cheeses: Cheese Food (51% cheese) Cheese spread, Natural Cheese, Pasteurized Processed Cheese 100%

NOTE: Items labeled “Cheese Product” are NOT reimbursable.

- Yogurt (No more than 23 grams of sugar per 6 oz.)
- Tofu
- Beans, Peas, and Lentils
- Egg
- Peanut Butter, Nut Butters
- Nuts and Seeds

**Meat/Alternate may be served in place of the entire grains component at Breakfast a maximum of three times per week.

BREADS/ALTERNATE GRAINS

First ingredient must be whole grain or enriched or fortified flour.

Grain-based desserts are not creditable

**At least one serving of grains per day must be whole grain-rich (must be indicated on your menus)

**Cold cereals must contain no more than 6 grams of sugar per ounce

Meal Patterns

FRUITS AND VEGETABLES

Lunch and Dinner must contain two separate servings of fruits or vegetables

Vegetable and Vegetable (ex: green salad and cucumbers)

Fruit and Vegetable (ex: mashed potatoes and strawberries)

100% Fruit Juice for Snack once a day only

Combination fruits/vegetables count as one item

Peas and carrots - Fruit Cocktail - Green Salad Mix

Milk Component

- Must be Fluid Milk
- 1% Low-fat or Non-Fat milk will be served to children 2 years and older.
- Whole Milk will be served to children 12-23 months.
- All milk must be pasteurized and meet state and local requirements.
- Flavored milk under CA law is not reimbursable

****Non-dairy milk substitutes that are nutritional equivalent to milk may be served in place of milk to children with medical or special dietary needs.**

Meal Count



Meal counts should be recorded at time of meal service or at the end of the day for accuracy

Daily Meal Counts – input in KidKare

before 10:00 PM of each day

Weekly Meal Counts – need source document (attendance and menus)

Claim only the following each day:

- 2 meals and 1 snack or
- 1 meal or 2 snacks

Claim meals only for children actually present for meal

Claim meals served to own eligible children only when other enrolled children are in care

Meal Spacing/Schedule

- A minimum of 3 hours must pass from the beginning of one meal (breakfast, lunch, dinner) to the beginning of the next meal.
(e.g. If breakfast is served at 8:00 am, you cannot serve lunch any earlier than 11:00 am if there is no snack served in between)
- A minimum of 2 hours must pass from the beginning of one meal (breakfast, lunch, dinner) to the beginning of the next snack
(e.g. If breakfast is served at 8:00 am, the earliest an AM snack can be offered is 10:00 am)



Nutrition Regulations

Claim for meals and/or snacks within the limits of the licensed capacity. If shifts of care are provided and meals and/or snacks claimed appear to exceed the licensed capacity, maintain complete attendance documentation of “time-in” and “time-out” of all enrolled children and/or infants. Provider must always adhere to license capacity, if you are found over capacity during a visit, the monitor could report the violation to Department of Social Services, Child Care Licensing Division.

Provide a current copy of the provider’s license and any other pertinent documentation to the sponsor, and notify the sponsor of any updates to the license and other documents. Notify the sponsor of any changes in enrollment (i.e., children and/or infants added or dropped from child care) and schedule changes.

Submit complete and accurate claim documents to the sponsor. The required documents are due to the sponsor by: No later than the 5th day of each month following the claim month
Late submission of required documentation will delay reimbursement and may result in no reimbursement to the provider. Failure to notify the sponsor if not serving and claiming meals and/or snacks may result in the provider being dropped from the CACFP. Applications for tier eligibility are to be submitted every year before July 31st .

Participate in at least one annual training session regarding the CACFP requirements provided by the sponsor.

If you have a helper in your family child care, your assistant needs fingerprints reviewed and approved by Licensing. Knowledge of the name of all the children in care and where to find the emergency information
Access to your claim and knowledge of record retention if you are absent during the home visit.
Knowledge where is the meal pattern and how to use it to serve meals.



Nutrition Regulations

CHILD ENROLLMENT REPORT

1. Print out report from KidKare
2. Parent should verify the information, sign and date the form. Signing date must match enrollment date otherwise meals will be paid from the signature date.
3. Provider signs the form and sends the enrollment to the office within 5 days of enrollment date.

There are occasions that children are withdrawn from the program, but returned during the same year. The provider must notify monitor immediately, print existing enrollment application, write the new enrollment date, have the parent sign and date the enrollment application.

Save a copy for your files, and send one to Chicano Federation.

ENROLLMENT- RENEWAL REPORT (KIDKARE)

Renewal report needs to be submitted every year for children in their daycare, the renewals have to be submitted to the monitor before October 31st. If you don't submit your renewals by October 31st children's enrollments have expired and provider will not be reimburse for October claim



Serious Deficiencies

- Submission of false information on the application;
- Submission of false claims for reimbursement;
- Simultaneous participation under more than one sponsoring organization;
- Non-compliance with the Program Meal Pattern;
- Failure to keep required records; Conduct or conditions that threaten the health or safety of a child(ren) in care, or the public health or safety;
- A determination that the day care home has been convicted of any activity that occurred during the past 7 years that indicated a lack of business integrity (i.e. fraud, antitrust violations, embezzlement, theft, forgery, bribery, etc.);
- Failure to provide notice when leaving home

Process:

STEP 1: Warning (documented)

STEP 2: Certified Serious Deficiency Letter (CDE Program Integrity Unit is notified)

STEP 3: Corrective Action (needs to be permanent)

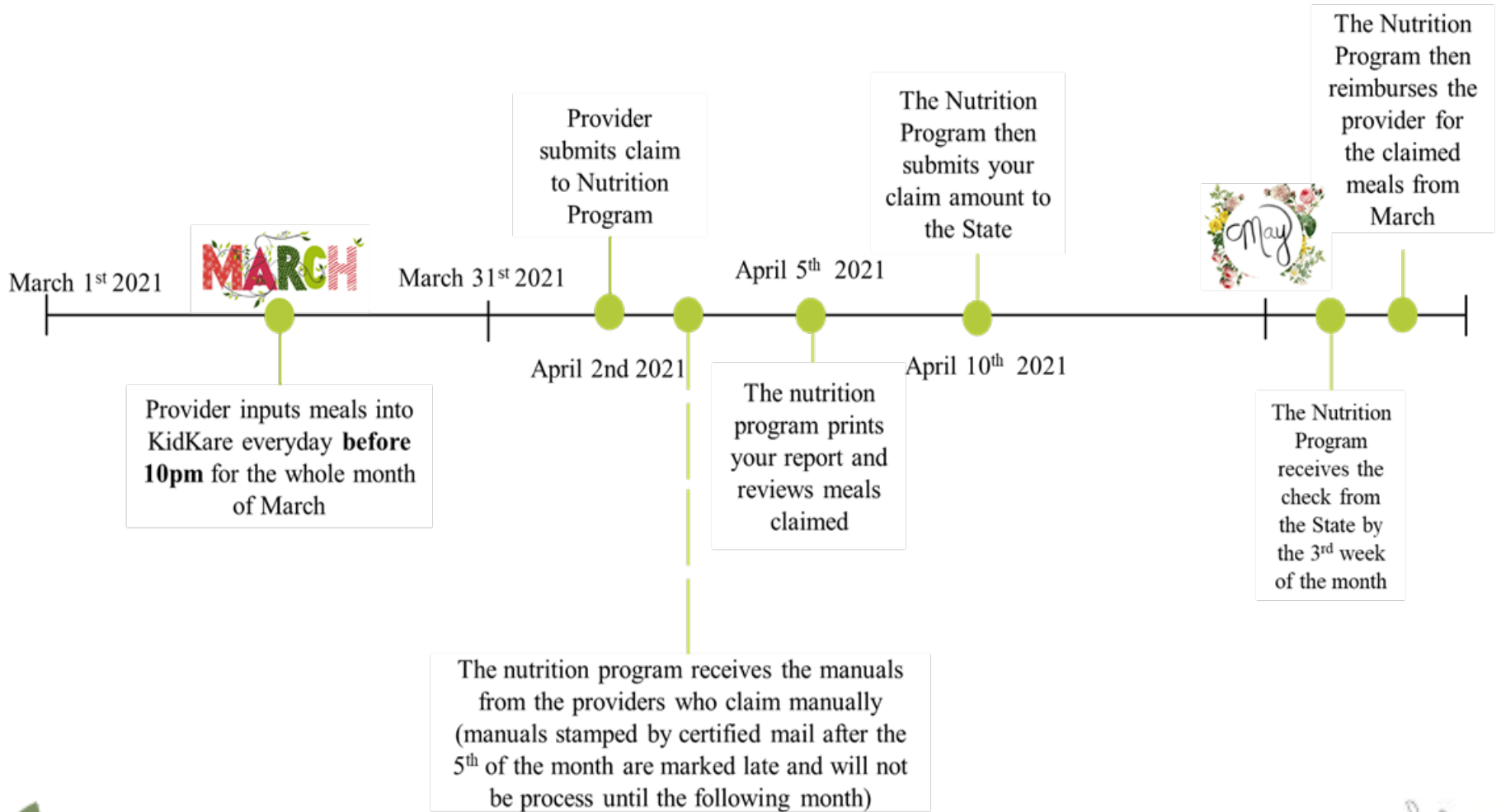
STEP 4: Termination and Disqualification

What happens if I am determined Serious Deficient?

1. Placed on a National Disqualification List
2. Unable to participate in the CACFP for 7 years

Claim Reimbursement

Payments and Timelines



Claim Reimbursement

In order to be reimburse for the meals serve a provider must also meet the requirements to submit before the 5th of the following claimed month in order to be reimburse on time. Make sure all enrollments and license changes are also submitted to the assigned monitor before the 5th in order to receive full reimbursement of the claim. The state takes a month after the submitted date to reimburse the meals claimed.

Any claims submitted after the 5th of the month are is considered late and won't be submitted to the state until the following month which delays payment 2 months.

Reimbursements tier rates are used to determine the amount of reimbursement the provider will receive. The scale is provided to the nutrition program by CDE every year in July.

Reimbursements tier rates can also be changed if provider submits eligibility form application to the program. Ways to be tier 1 could be by:

Tier 1 by School is based on the location of the childcare address

Tier 1 by Income is based on the childcares' household income

Tier 1 by Parents is based on the childcares' children individual parent income



Claim Reimbursement

Nationwide Waiver of Area Eligibility in the Afterschool Programs and for Family Day Care Home Providers in School Year 2021-2022

Allows all day care homes, regardless of their location, to receive the Tier I reimbursement for all meals and snacks.

This waiver is effective July 1, 2021, and remains in effect through June 30, 2022.

Starting July 2021 claim providers will all be reimburse as tier 1, providers will receive that reimbursement if submitted on time by Septembers' payment.

For more information contact your assigned monitor.



COVID- 19 Safety Measures

Childcare staff may schedule a vaccination through the county website beginning Saturday, February 27th

Who is eligible for the vaccine?

Childcare providers and staff in educational support services and administration

Other workers involved in child and/or student care, food service, transportation, maintenance, etc.

Third-party contractors and volunteers regularly engaged in work with children

Children aged 2 years and older should wear face coverings, especially when indoors or when a six-foot physical distance from others cannot be maintained.

Non-congregate meals play a critical role in supporting access to nutritious meals while minimizing exposure to COVID-19. For more information visit: <https://growthzonesitesprod.azureedge.net/wp-content/uploads/sites/2039/2021/04/NonCongregateMealsCOVID19NationwideWaiver87s.pdf>

If congregate feeding is being done at your childcare, ensure spacing of children and no family style eating. Plates should be proportioned so children are not touching the food (as they would do family style).

Notify your monitor if you have been exposed to covid-19 and will be closing your childcare.

If you are in need of covid-19 cleaning supplies contact your assign monitor for resources



COVID- 19 Safety

Waivers in Effect

Meal Pattern Flexibility

July 1, 2020 - June 30, 2021

(Extension: June 30, 2022)

<https://growthzonesitesprod.azureedge.net/wp-content/uploads/sites/2039/2021/04/MealPatterFlexibilitCACFPCOVID19NationwideWaiver91s.pdf>

'Grab & Go" Meals

July 1, 2020 - June 30, 2021

(Extension: June 30, 2022)

<https://growthzonesitesprod.azureedge.net/wp-content/uploads/sites/2039/2021/04/GuardiansCOVID19NationwideWaiver89s.pdf>

Meal Service Time

July 1, 2020 - June 30, 2021

(Extension: June 30, 2022)

<https://growthzonesitesprod.azureedge.net/wp-content/uploads/sites/2039/2021/04/MealtimerequirementsCOVID19NationwideWaiver88s.pdf>

For more information contact your assigned monitor or visit the CACFP website

<https://www.cacfp.org/2021/04/20/usda-announces-child-nutrition-nationwide-waivers-for-school-year-2021-2022/>

Covid-19 waiver updates

Nationwide Waiver of Area Eligibility in the Afterschool Programs and for Family Day Care Home Providers in School Year 2021-2022 allows all day care homes, regardless of their location, to receive the Tier I reimbursement for all meals and snacks. This waiver is effective July 1, 2021, and remains in effect through June 30, 2022.

<https://growthzonesitesprod.azureedge.net/wp-content/uploads/sites/2039/2021/04/AreEligibilityCOVID19NationwideWaiver93s.pdf>

Statewide waiver (PIN 21-07-CCP): Pediatric CPR and First Aid certifications are waived to allow child care facility licensees and staff, who have expired certifications (beginning March 4, 2020) due to the inability to access training as a result of the COVID-19 emergency, to delay certification until the Governor's Proclamation of a State of Emergency is no longer in effect or sooner if determined by CDSS.

<https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2021/CCP/PIN-21-07-CCP.pdf>

Site visits are programmed to resume in person 30 days after end of public health emergency

<https://growthzonesitesprod.azureedge.net/wp-content/uploads/sites/2039/2021/04/COVID19NationwideWaiver96s.pdf>



Thank you from the Nutrition Department!

(619)285-5600

Zarai Santos
Nutrition Program Supervisor
Ext. 328
zsantos@chicanofederation.org

Gaida Alobeidi
Nutrition Site Monitor
San Diego County (Arabic Speaker)
Ext. 330
galobeidi@chicanofederation.org

Perla Castrejon
Nutrition Site Monitor
San Diego County
Ext. 331
pcastrejon@chicanofederation.org

Nazaret Novoa
Nutrition Site Monitor
Orange County
Ext. 443
nnovoa@chicanofederation.org

Diana Cortes
Nutrition Site Monitor
San Diego County
Ext. 346
dcortes@chicanofederation.org

Viviana Sanchez
Nutrition Support Specialist
San Diego County
Ext. 333
vsanchez@chicanofederation.org

Irasema Garcia de Alba
Nutrition Site Monitor
San Diego County
Ext. 335
idealba@chicanofederation.org

Adylu Llanes
Nutrition Site Monitor
Coachella Valley
Ext. 805
allanes@chicanofederation.org

