



COMMUNITY NUTRITION *conference*

CACFP Basics



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER



Acknowledgement Statement

You understand and acknowledge that:

- ✓ the training you are about to take does not cover the entire scope of the program; and that
- ✓ you are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.

Class Outline

Participants will recognize and discuss the following topics of the CACFP in order to identify areas for additional information needed:

- ✓ Contract requirements
- ✓ Common Errors
- ✓ Best Practices
- ✓ Basic Timeline

The CACFP is a nutrition assistance program that provides
supplemental reimbursement
for eligible meals and snacks served
to children and adults at participating centers and sites.

Supplemental Reimbursement

- ❖ Funds are based on the number of meals served
- ❖ Funds can only be used to enhance meal service operation
- ❖ Funds cannot be used on other areas of the organization
 - ❖ Funds may not cover all of the food service costs

These servings of nutritious foods on a daily basis contribute to the wellness, healthy growth and development of young children as well as the health and wellness of older adults.



Operational Requirements

- ❖ Provide organized, non-residential care
- ❖ Accept final administrative & fiscal responsibility
- ❖ Train staff adequately
- ❖ Operate a nonprofit food service
- ❖ Personally manage operations
- ❖ Provide adequate personnel

01

Contracts



Contracts

TX-UNPS

- Annual Renewal
- Provides information on:
 - Who- Administrators
 - How- Processes & Procedures
 - What- Meals Served
 - When- Meal Service Times
- Submit amendments as needed

Nutrition Programs

TX-UNPS

Returning Users: Log On

User ID:
|

Password:
|

Forgot Your Password?

Log On

Links

- Need Help?
- Interested in Applying?
- TX-UNPS Project Website

NOTICE: TX-UNPS Requires Updated Browsers Starting January 25

TXUNPS will get a security update on January 25, 2019. Starting on that date, you will be required to use the most updated version of your preferred browser to access TX-UNPS. Examples of common browsers include Chrome, Firefox, Internet Explorer, Edge and Safari.

If you do not update your browser, it will not work with TX-UNPS starting January 25, 2019. For example, older versions of Internet Explorer such as version 7, 8, 9 or 10 will not work; Internet Explorer version 11 will work.

If you are NOT using an UPDATED browser, you should update your browser as soon as possible. For further assistance, please contact your Education Service Center.

2019 Texas Summer Mandate

Texas Legislation requires school districts in which 50% or more of the enrolled children are eligible to receive free/reduced price NSLP meal benefits to participate in a summer meal program. Mandated Contracting Entities must submit their intention or waiver request in TX-UNPS by **January 31, 2019** to avoid a Corrective Action Plan. The form to submit summer program intentions is found by logging into TX-UNPS>Applications>Texas Summer Mandate. For instructions and additional information, visit www.squaremeals.org/summerwaivers.

2018 CFDA and FAIN available

Regulations require that funds are accounted for and identified by the Catalog of Federal Domestic Assistance (CFDA) Number as well as the Federal Award Identification Number (FAIN). TDA has posted the CFDA and FAIN information for 2018 on its website at <http://www.squaremeals.org>, located in the menu on the left hand side for each Program. The 2016 and 2017 CFDA and FAIN information will remain available as well.

Contracts

TX-UNPS

- Important that information is current
- TDA and the ESCs access contact information from system
- Provide more than one contact and access to TX-UNPS

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Contracts

Budget

- CACFP federal funds
 - CEs must demonstrate where funds are going
- Non-Profit food service program
 - Food should be greatest expense
 - General Ledger

Contracts

Budget

- Always refer to your budget and contract terms in ~~UN~~IPS
- Ensure you are tracking approved expenses
 - Unapproved vs Unallowable Expenses
 - Example: Track food, labor and non-food supplies monthly but budget is only approved for food and labor



Contracts

Budget

- Ensure expenses are necessary, allowable, and reasonable
 - Unapproved vs Unallowable Expenses
- Common findings also includes not disclosing less-than-arms-length transactions
 - Disclose this in the budget

Reference USDA FNS 796

Contracts

Budget

- Adding or taking away costs in budget
 - Must wait until changes are approved in ~~TUNPS~~ NPS before implementing
- Why would you add expenses?
 - Examples: greater than three months operating expenses, enhance the program

Contracts

Budget

- Reimbursement drives your budget
- Make sure it is:
 - Based on your average daily participation
 - Realistic!

Contact your ESC for additional information

Contracts

Compliance

- Reviews and Corrective Action Documents (CADs) part of your contract
- Had a previous review finding and approved CAD?
 - CEs are required to follow their CAD!

Piercing the CAD session Tomorrow

02

Common Administrative Review Errors



Common AR Errors

Enrollment Records

- Participants not properly enrolled
- Missing information
- Annual renewals outdated forms

For Children



- Child's name
- Date of birth
- Meals/snacks normally served to the child while in care
- Days and hours the child is normally in care
- Enrollment and withdrawal dates
- Parent or guardian's signature
- Date of signature

For Adults

- Name of adult
- Date of birth
- Age
- Enrollment and withdrawal dates
- Participant' signature or that of another responsible adult
- Date of signature

Common AR Errors

Eligibility

- Annual renewal outdated forms
- Incorrect Category
- Missing Information

Common AR Errors

Meal Counting & Claiming

- Meal counts do not agree with validated counts
- Attendance did not agree with validated counts
- Incomplete forms
- Point of service

Counting & Claiming session- Tomorrow

Common AR Errors

Resource Management

- All organizations are required to have a method to track financial transactions
 - Consistent and reliable
- Costs that were not necessary, reasonable or allowable

Common AR Errors

Resource Management

- Written procurement procedures do not meet requirements
- Five types of procurement
 - Micro Purchases, Small Purchases, Competitive Sealed Bids, Competitive Proposals, NonCompetitive Proposals
 - Though you may not use all five, CEs must have a procedure for each of these

Procurement Session Today & Wednesday

Common AR Errors

Meal Production/Food Service

- No records of purchases to support menu listed on production records
- Receipts, invoices, donations must be tracked and filed
- CEs must have a system to keep all receipts (and all records for the program)



Common AR Errors

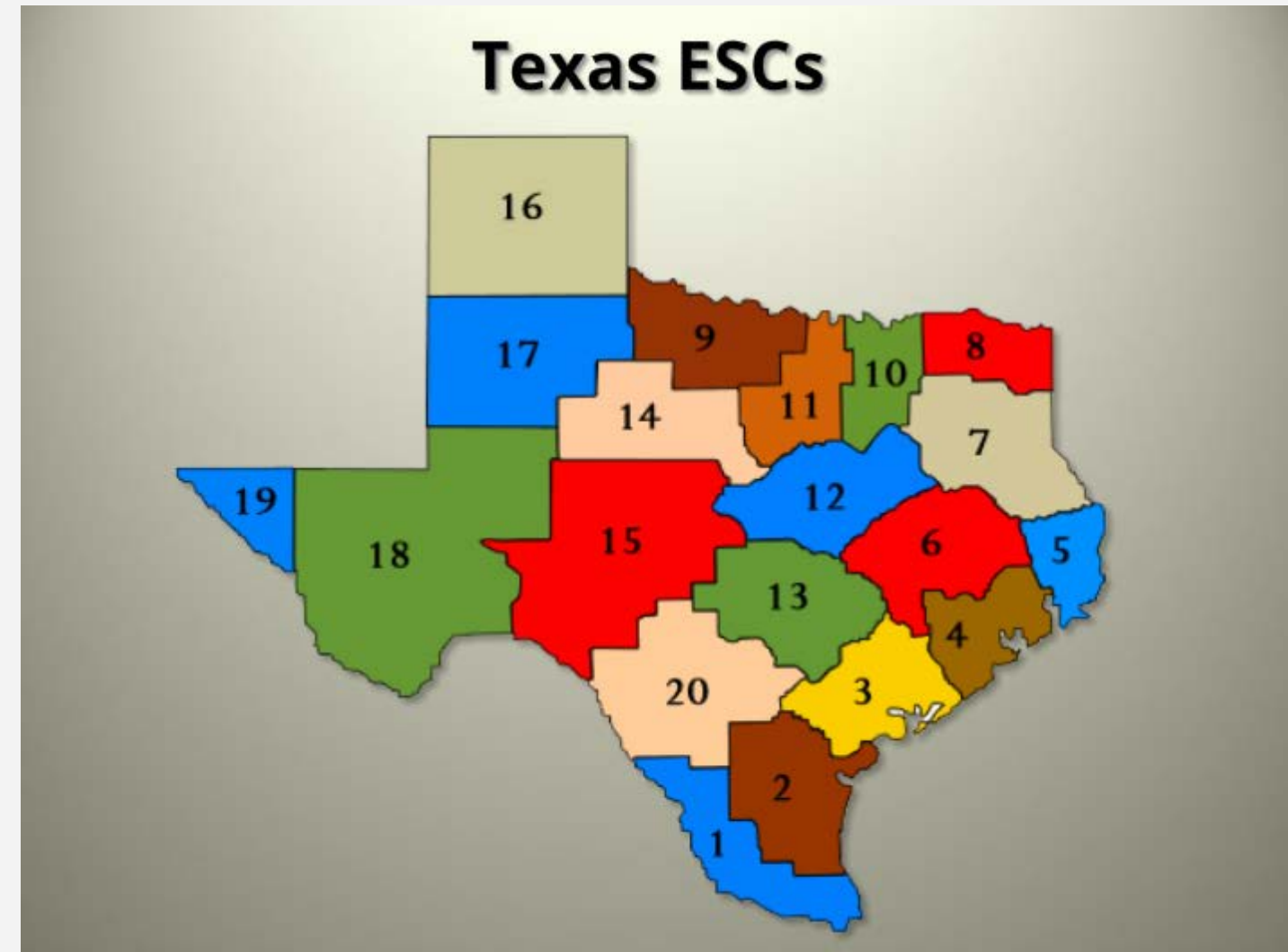
Meal Production/Food Service

- Incorrect quantities prepared
- Meal patterns not followed
 - Missing components

Meal Production Records- Tuesday & Wednesday

Education Service Centers

- Be sure to contact your local ESC for:
 - Technical Assistance
 - Upcoming Trainings
 - Support & Assistance



03

Best Practices



Best Practices

Meal Production Records

Record Retention

Training

Enrollment

Counting & Claiming

Food Service

Eligibility



Best Practices

- Food Buying Guide Calculator
- Income Eligibility Calculator
- Enrollment/Eligibility updates at the same time each year
- Cycle Menus
- Menu Planning/Meal Patterns

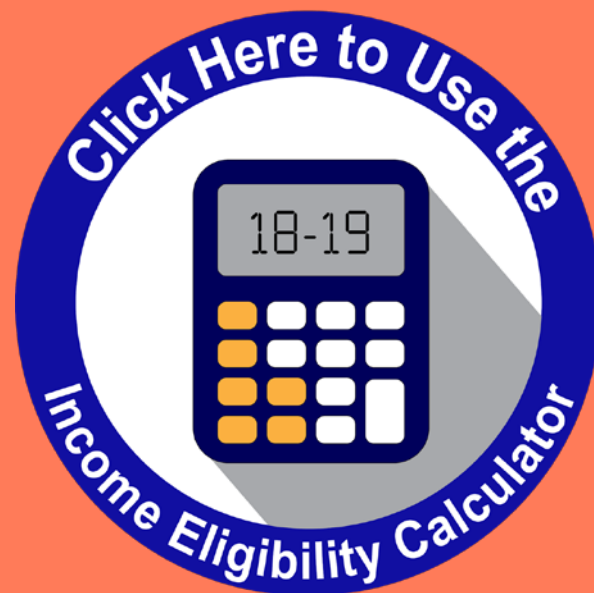


Peer Sessions

- Divided by category (Independent Center, DCH, Sponsors, etc.)
- Work with your peers to identify:
 - Challenges
 - Root causes
 - Solutions or recommendations






Wednesday





Food Buying Guide

CACFP (Child Care) Menus

| WEEK 1 | | | | |
|---|---|---|--|---|
| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| Breakfast | | | | |
| Raisins | Apple Slices | Sliced Banana | Mixed Fruit (fresh, frozen or canned) | Blueberries (Frozen or fresh)  |
| Oatmeal (WG) | WW Toast (WG) | Ready-to-Eat Cereal (WG) | Cranberry Orange Muffin (RIMT®) | Vanilla Yogurt |
| Fluid Milk ¹ | Fluid Milk ¹ | Fluid Milk ¹ | Fluid Milk ¹ | Fluid Milk ¹ |
| Lunch/Supper | | | | |
| Chicken Nuggets w/Whole Grain Breading (WG) | Beef Tacos  USDA D-24 | Crunchy Chinese Tuna Salad (MSR) | Baked Ham | Black Bean & Cheese Quesadilla |
| Broccoli Bites USDA Recipe I-080 | Taco Shells | Chow Mein Noodles/Saltine Crackers | Corn & green chili casserole (MSR) | Romaine & Kale Salad |
|  Apricots | Lettuce & Tomato | Gingered Carrots (MSR) | Pear Half | Watermelon (or seasonal fruit) |
| | Pinto Beans | Pineapple Chunks | WW Roll (WG) | |
| Fluid Milk ¹ | Fluid Milk ¹ | Fluid Milk ¹ | Fluid Milk ¹ | Fluid Milk ¹ |
| Snacks | | | | |
| Cottage Cheese | Red & Green Bell Pepper Strips (Ranch Dip) | Animal Crackers | Sweet & Salty Cereal Mix (WG) (RIMT®) | Deviled Eggs USDA D-02 |
| Peaches | Pita Bread | Orange Wedges  | | Crackers (WG)  |
| Water ² | Water ² | Water ² | Fluid Milk ¹ | Water ² |

¹Whole unflavored milk for children 1 to 2 years of age and nonfat or low-fat 1% unflavored fluid milk for children 2 years of age through 5 years;

²Water available at all meals

- Whole Grain – Rich (WG)
- Multicultural Standardized Recipes (MSR)
- USDA – Standardized Recipes
- Rainbow In My Tummy® Standardized Recipes (RIMT®) Contact your local Education Service Center (ESC) for RIMT® recipes listed on the menus.

04

Administrative Reviews



Administrative Reviews

- Food & Nutrition is mandated to conduct reviews on 33.3% of its CEs every year
- At a minimum, TDA conducts at least one review of all CEs every three years
 - Independent Centers and Sponsors with 100 sites must receive a review at least once every three years
 - Sponsors with 100+ sites must be reviewed at least once every two years
 - Sponsors must monitor their sites

Administrative Reviews

- Ensure contract requirements are met
- AR Process includes:
 - Off-site Desk Review
 - Electronic Submission of Documentation Via ~~UN~~PS
 - Naming Conventions

Administrative Review Process- Today

Timeline For Successful Operations

Resources





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