

CACFP At-Risk Afterschool Meals Program for SFAs

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MISSISSIPPI
DEPARTMENT OF
EDUCATION

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Eligibility Requirements

An organization may be eligible to participate in the at-risk afterschool care center component of the CACFP if it:

- Provides non-residential childcare to children after school through an approved afterschool care program.



An **eligible** afterschool program is one that:

- Is organized primarily to provide care for children after school or on weekends, holidays, or school vacations during the regular school year.
- Provides children with regularly scheduled activities in an organized, structured, and supervised environment.





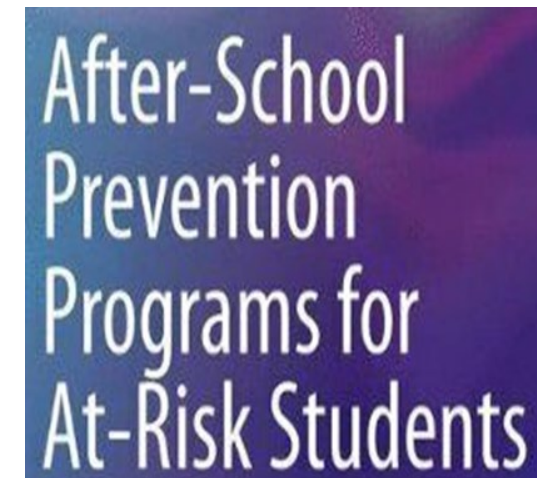
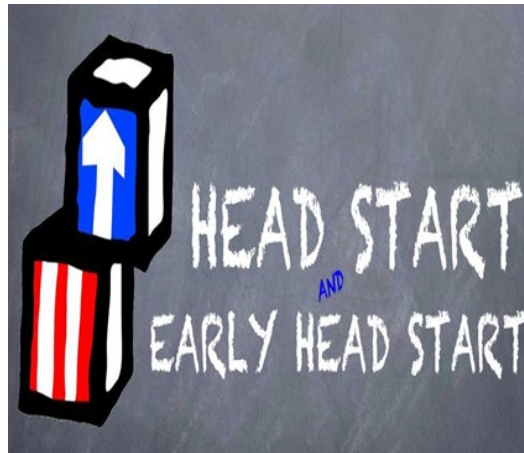
At-Risk Afterschool Care Program

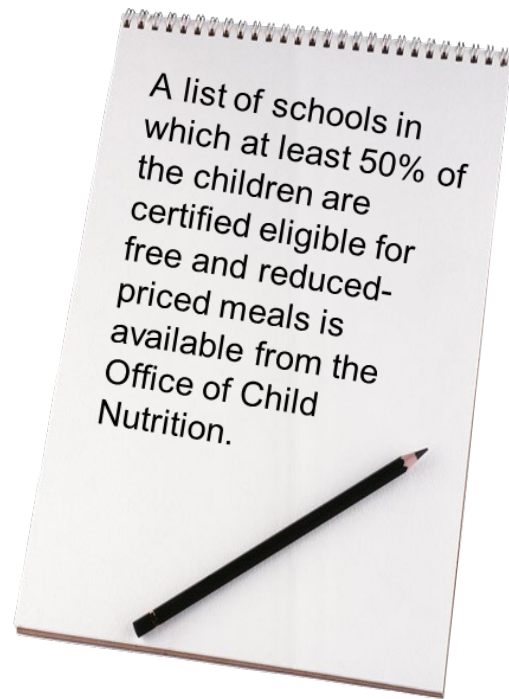
- Includes educational or enrichment activities.
- Is open to all children and does not limit participation or membership based on the child's ability.
- Programs designed to meet the special needs of enrolled children, such as programs for children with learning disabilities or children who are academically gifted, may also be eligible to participate.

Students who are part of a sports team or club can receive afterschool snack, but meals cannot be limited to a sports team.



- Meal Applications are not required to determine eligibility categories for the following participants:
 - Children who are enrolled in Head Start, Early Head Start or Even Start programs.
 - At-risk Afterschool Centers and Emergency Shelters.





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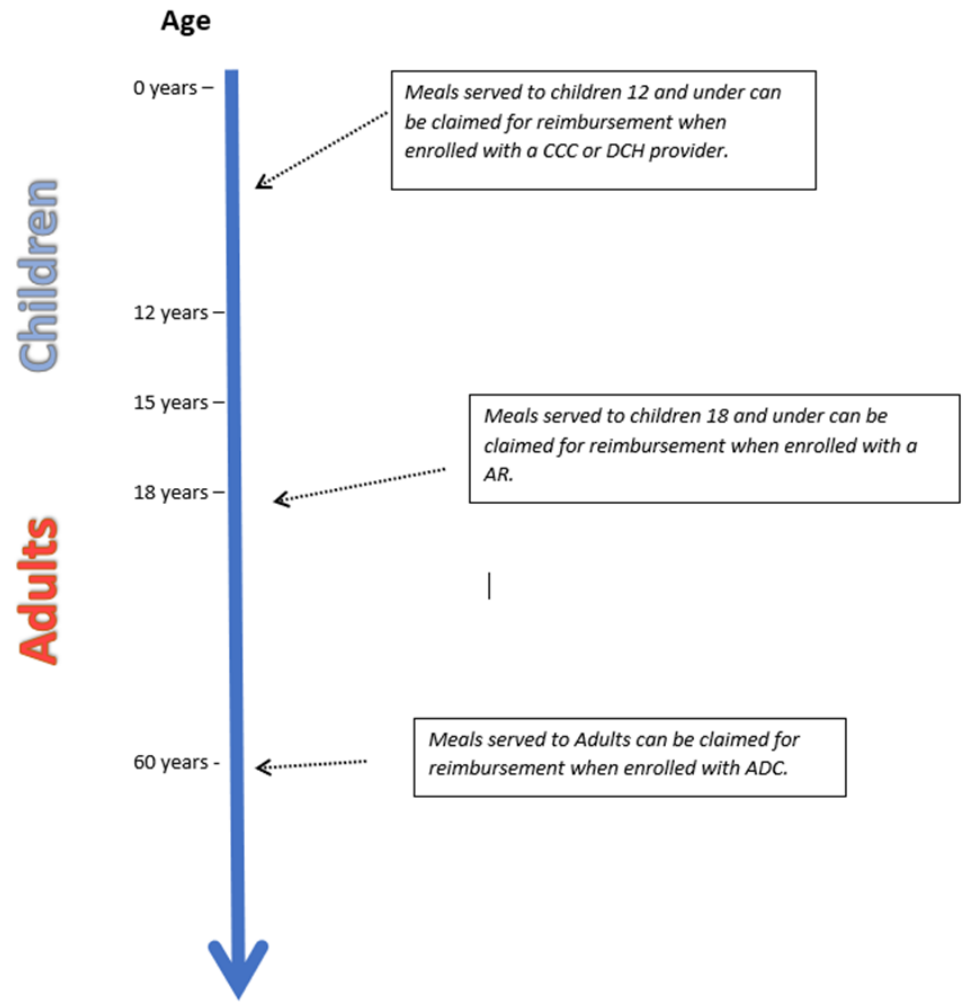
At-Risk Afterschool Care Program Area Eligibility*

- An eligible afterschool program is one that is in the attendance area of a school in which 50% or more of the children enrolled are eligible for free or reduced-price school meals.
- Determinations of area eligibility are valid for five years and not required to be re-determined annually.



Participant Eligibility

Section 226.2 of the Federal Regulations describes who may receive reimbursable meals through the CACFP.





Application Procedures



Application Process for Child Nutrition Program Participants

- Participation in other CACFP Components
- SFSP Sponsors
- SFAs participating in NSLP



Permanent Agreement

- The State Agency and the sponsor must enter into a permanent agreement.
- Certification for All Institutions
- The sponsor and unaffiliated center must enter into a permanent agreement.



- Submit a complete application packet in the Mississippi Application Reimbursement System (MARS) with all information required for approval.
- Written approval notification within **30 days** of receipt of a complete application.
- Written notification of corrections or additional information required to process the application.





Meal Pattern Requirements

- Meals must comply with the USDA CACFP Meal Patterns.
- Meals include required food components.
- Meals serve creditable food items in the minimum quantities for each food component.



CHILD MEAL PATTERN

Breakfast				
(Select all three components for a reimbursable meal)				
Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ² <small>(at-risk afterschool programs and emergency shelters)</small>
Fluid Milk ³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Vegetables, fruits, or portions of both ⁴	¼ cup	¼ cup	¼ cup	¼ cup
Grains (oz eq) ^{5,6,7}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁸ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{8,9}				
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
Granola	½ cup	½ cup	¾ cup	¾ cup

- When school is in session, the At-Risk meal must be served after the child's school day has ended.
- There is no requirement for mealtime or length of service.
- Meals can be served on weekends and holidays or during vacation periods but not summer vacation.



- Breakfast: Must offer **four (4) of the three (3)** required components. (Milk, vegetable/fruit, grain)

Participants receive three (3) components.

- Lunch/Supper: Must **offer all five (5)** required components. (Milk, meat/meat alternative, vegetable, fruit, grain)

Participants receive three (3) components.

What makes a "Meal Deal"?

1 GREAT TRAY

A healthy lunch consists of five components:

- Milk
- Fruit
- Vegetable
- Grain
- Protein

Grains: Choose Whole Grains

Protein: Choose Lean Meats, Low-Fat Cheese, Yogurt, Peanut Butter, Beans & Eggs

Milk: Choose Fat-Free or Low-Fat Milk

Fruits: Varieties Offered Daily

Vegetables: Varieties Offered Daily

Eat Smart! Make choices from all five food groups daily!

Students are **REQUIRED** to choose 3 of the 5 components with **at least 1 fruit or vegetable to make a lunch.**

CACFP Meal Patterns consist of five components. They are:

- Milk
- Meat/Meat Alternate
- Grains
- Vegetables
- Fruits



- Serve **whole** unflavored milk to 1-year old children.
- Serve only **unflavored** milk to children 1 through 5 years.
- Fluid milk served to participants ages two and older must **be low-fat (1%) or skim** milk.
- When serving flavored milk to children 6 years old and older, only serve the **low-fat (1%) or skim** variety.





Serving Milk in the CACFP

Use the information below to see what kind of milk to serve in the Child and Adult Care Program (CACFP) to those in your care.



Newborn through 11 months old

- ✓ Breastmilk
- ✓ Iron-fortified formula

Breastmilk is allowed at any age in the CACFP.

12 months through 23 months *(1 year through 1 year and 11 months)*

- ✓ Unflavored whole milk

Iron-fortified formula may be served to children between the ages of 12 months to 13 months to help with the transition to whole milk.

2 years through 5 years *(up to 6th birthday)*

- ✓ Unflavored fat-free (skim) milk
- ✓ Unflavored low-fat (1%) milk

Unflavored whole milk and unflavored reduced-fat (2%) milk may be served to children between the ages of 24 and 25 months to help with the transition to fat-free (skim) or low-fat (1%) milk.

6 through 12 years, 13 through 18 years, and adults

- ✓ Unflavored fat-free (skim) milk
- ✓ Flavored fat-free (skim) milk
- ✓ Unflavored low-fat (1%) milk
- ✓ Flavored low-fat (1%) milk

Non-dairy beverages may be served in place of cow's milk when a participant has a special dietary need. Please contact your Sponsoring Organization or State agency for more information.

For Adult Participants:

Yogurt may be served in place of milk once per day. A serving of milk is optional at supper.

The Facts on Flavored Milk:

Flavored milk cannot be part of a reimbursable meal or snack for children 5 years old and younger.

Homemade flavored milk made by adding flavored straws, syrups, and powders to unflavored milk also cannot be part of a reimbursable meal or snack for children 5 years old and younger.

Flavored milk served to children 6 years old and older and to adults must be fat-free (skim) or low-fat (1%).

More training, menu planning, and nutrition education materials for the CACFP can be found at <https://teamnnutrition.usda.gov>.



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Flavored milk served children 6 years old and older and to adults must be fat-free (skim) or low-fat (1%).

- Meats and meat alternates may include lean meat, poultry, fish, cheese, eggs, nuts, seeds, nut or seed butters, cooked dry beans or peas, and yogurt.
- A combination of two meat/meat alternates may be served at the same meal to total the required serving size.



- Yogurt must contain ***no more*** than 23 grams of total sugars per 6 ounces.
- Meat/meat alternates may be served in the place of the entire grain requirement at ***breakfast*** a maximum of three times per week.
- Tofu and soy yogurt products are allowed to be used to meet ***all or part*** of the meat/meat alternates component.



- At least one serving of grain per day, across all meal services must be whole-grain rich.
- Grain Requirements in CACFP Memo: https://fns-prod.azureedge.us/sites/default/files/cacfp/CACFP09_2018os.pdf.



NOT CREDITABLE



DO NOT SERVE DURING CACFP MEAL TIMES!!!

DO NOT PURCHASE WITH CACFP FUNDS!!!

COMMON GRAIN-BASED DESSERTS

<ul style="list-style-type: none">• Breakfast bars• Brownies• Cakes• Cereal bars• Cinnamon rolls	<ul style="list-style-type: none">• Cobblers/crisps• Coffee cake• Cookies/vanilla wafers• Dessert pie crust• Doughnuts	<ul style="list-style-type: none">• Fig bars• Frudel• Fruit turnovers• Granola bars• Nutrigrain• Pop tarts	<ul style="list-style-type: none">• Rice pudding• Strudels• Sweet biscotti• Sweet bread or rice pudding	<ul style="list-style-type: none">• Sweet pastry rolls• Sweet popovers• Sweet rolls• Sweet scones• Toaster pastries
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- Vegetables are a separate food component at lunch/supper and at snack.
- Vegetable and fruit components are combined at breakfast.
- Pasteurized full-strength juice (100%) may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.



- Fruit is a separate food component at lunch/supper and at snack.
- Vegetable and fruit components are combined at breakfast.
- Pasteurized full-strength juice (100% juice) may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.



USDA United States Department of Agriculture

Serve Tasty and Healthy Foods in the Child and Adult Care Food Program (CACFP)

Sample Meals for Children Ages 1-2

What is in a Breakfast?
Milk (4 fl. oz. or ½ cup)
Vegetables, Fruit, or Both (½ cup)
Grains (½ oz. eq.)

Optional: Breakfast cereals may be served in place of the grain component or in addition to it.

Sample Breakfast: ½ cup Grilled Cheese Sandwich, ½ cup Unfortified whole milk, ½ cup Unfortified low fat (1%) or fat-free plain milk, ½ cup Fruit.

What is in a Lunch or Supper?
Milk (4 fl. oz. or ½ cup)
Meat/Meat Alternate (1 oz. eq.)
Vegetables (½ cup)
Fruit (½ cup)
Grains (½ oz. eq.)

All grains served must be whole grain-rich or enriched. Breakfast cereals may also be fortified. At least one grain served each day must be whole grain-rich.

Sample Lunch/Supper: ½ cup Unfortified whole milk, ½ cup Unfortified low fat (1%) or fat-free plain milk, ½ cup Grilled Cheese Sandwich, ½ cup Blueberries, ½ cup Broccoli, ½ cup Beans.

What is in a Snack?
Pick 2:
Milk (4 fl. oz. or ½ cup)
Meat/Meat Alternate (½ oz. eq.)
Vegetables (½ cup)
Fruit (½ cup)
Grains (½ oz. eq.)

Offer and make water available all day.

Sample Snack: ½ cup Yogurt Dip, ½ cup Fruit, ½ cup Yogurt, ½ cup Pick Peas.

Note: Serving sizes are minimums. Updated USDA Child and Adult Care Food Program (CACFP) meal patterns must be implemented by October 1, 2017. Learn more about the CACFP meal patterns, including information on source equivalents (oz. eq.) and serving sizes at <https://teamnutrition.usda.gov>

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USDA United States Department of Agriculture

Serve Tasty and Healthy Foods in the Child and Adult Care Food Program (CACFP)

Sample Meals for Children Ages 3-5

What is in a Breakfast?
Milk (8 fl. oz. or 1 cup)
Vegetables, Fruit, or Both (½ cup)
Grains (½ oz. eq.)

Optional: Breakfast cereals may be served in place of the grain component or in addition to it.

Sample Breakfast: ½ cup Unfortified whole milk, ½ cup Unfortified low fat (1%) or fat-free plain milk, 1 Taco, ½ cup Fruit.

What is in a Lunch or Supper?
Milk (8 fl. oz. or 1 cup)
Meat/Meat Alternate (1½ oz. eq.)
Vegetables (½ cup)
Fruit (½ cup)
Grains (½ oz. eq.)

All grains served must be whole grain-rich or enriched. Breakfast cereals may also be fortified. At least one grain served each day must be whole grain-rich.

Sample Lunch/Supper: ½ cup Unfortified whole milk, ½ cup Unfortified low fat (1%) or fat-free plain milk, 1 Taco, ½ cup Fruit, ½ cup Beans, ½ cup Grilled Cheese Sandwich.

What is in a Snack?
Pick 2:
Milk (4 fl. oz. or ½ cup)
Meat/Meat Alternate (½ oz. eq.)
Vegetables (½ cup)
Fruit (½ cup)
Grains (½ oz. eq.)

Offer and make water available all day.

Sample Snack: ½ cup Yogurt Dip, ½ cup Fruit, ½ cup Yogurt, ½ cup Apple Slices.

Note: Serving sizes are minimums. Updated USDA Child and Adult Care Food Program (CACFP) meal patterns must be implemented by October 1, 2017. Learn more about the CACFP meal patterns, including information on source equivalents (oz. eq.) and serving sizes at <https://teamnutrition.usda.gov>

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Serve Tasty and Healthy Foods in the Child and Adult Care Food Program (CACFP)

Sample Meals for Children Ages 6-12 and 13-18

What is in a Breakfast?
Milk (8 fl. oz. or 1 cup)
Vegetables, Fruit, or Both (½ cup)
Grains (1 oz. eq.)

Optional: Breakfast cereals may be served in place of the grain component or in addition to it.

Sample Breakfast: 1 Banana, 1 cup Cereal, 1 oz. eq. White Oat-Rich Cereal, 1 cup Milk.

What is in a Lunch or Supper?
Milk (8 fl. oz. or 1 cup)
Meat/Meat Alternate (2 oz. eq.)
Vegetables (½ cup)
Fruit (½ cup)
Grains (1 oz. eq.)

All grains served must be whole grain-rich or enriched. Breakfast cereals may also be fortified. At least one grain served each day must be whole grain-rich.

Sample Lunch/Supper: 1 cup Milk, 1 cup Chicken Skin Fry, ½ cup Chickpeas, ½ cup Beans, ½ cup Rice.

What is in a Snack?
Pick 2:
Milk (4 fl. oz. or ½ cup)
Meat/Meat Alternate (1 oz. eq.)
Vegetables (½ cup)
Fruit (½ cup)
Grains (1 oz. eq.)

Offer and make water available all day.

Sample Snack: 1 serving Crackers, ½ cup Yogurt, ½ cup Fruit.

Note: Serving sizes are minimums. Flavored low fat (1%) milk is allowed for children ages 6 and older and adults in the CACFP from July 1, 2018, until June 30, 2019, and is subject for updates pending Final Rule for Child Nutrition Programs: Flexibilities for Milk, Whole Grains, and Sodium Requirements. Learn more about the CACFP meal patterns, including information on source equivalents (oz. eq.) and serving sizes at <https://teamnutrition.usda.gov>

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Serve Tasty and Healthy Foods in the Child and Adult Care Food Program (CACFP)

Sample Meals for Adults

What is in a Breakfast?
Milk (8 fl. oz. or 1 cup)
Vegetables, Fruit, or Both (½ cup)
Grains (2 oz. eq.)

Optional: Breakfast cereals may be served in place of the grain component or in addition to it.

Sample Breakfast: 1 Large Egg, ½ cup Fruit Salad, ½ cup Yogurt, ½ cup Fruit.

What is in a Lunch or Supper?
Milk (8 fl. oz. or 1 cup)
Meat/Meat Alternate (2 oz. eq.)
Vegetables (½ cup)
Fruit (½ cup)
Grains (2 oz. eq.)

All grains served must be whole grain-rich or enriched. Breakfast cereals may also be fortified. At least one grain served each day must be whole grain-rich.

Sample Lunch/Supper: 1 cup Milk, 1 cup Tuna Salad, ½ cup Beans, ½ cup Fruit, 2 oz. eq. White Oat-Rich Cereal.

What is in a Snack?
Pick 2:
Milk (4 fl. oz. or ½ cup)
Meat/Meat Alternate (1 oz. eq.)
Vegetables (½ cup)
Fruit (½ cup)
Grains (1 oz. eq.)

Offer and make water available all day.

Sample Snack: ½ cup Yogurt Dip, ½ cup Fruit, ½ cup Yogurt, ½ cup Carrots.

Note: Serving sizes are minimums. Flavored low fat (1%) milk is allowed for children ages 6 and older and adults in the CACFP from July 1, 2018, until June 30, 2019, and is subject for updates pending Final Rule for Child Nutrition Programs: Flexibilities for Milk, Whole Grains, and Sodium Requirements. Learn more about the CACFP meal patterns, including information on source equivalents (oz. eq.) and serving sizes at <https://teamnutrition.usda.gov>

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What is in a Breakfast?

Milk (4 fl. oz. or ½ cup)
Vegetables, Fruits, or Both (¼ cup)
Grains (½ oz. eq.)

Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast.



What is in a Snack?

Pick 2:
Milk (4 fl. oz. or ½ cup)
Meats/Meat Alternates (½ oz. eq.)
Vegetables (½ cup)
Fruits (½ cup)
Grains (½ oz. eq.)

What is in a Lunch or Supper?

Milk (4 fl. oz. or ½ cup)
Meats/Meat Alternates (1 oz. eq.)
Vegetables (⅛ cup)
Fruits (⅛ cup)
Grains (½ oz. eq.)





What is in a Breakfast?

Milk (6 fl. oz. or $\frac{3}{4}$ cup)
Vegetables, Fruits, or Both ($\frac{1}{2}$ cup)
Grains ($\frac{1}{2}$ oz. eq.)

Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast.

What is in a Lunch or Supper?

Milk (6 fl. oz. or $\frac{3}{4}$ cup)
Meats/Meat Alternates ($1\frac{1}{2}$ oz. eq.)
Vegetables ($\frac{1}{4}$ cup)
Fruits ($\frac{1}{4}$ cup)
Grains ($\frac{1}{2}$ oz. eq.)



What is in a Snack?

Pick 2:
Milk (4 fl. oz. or $\frac{1}{2}$ cup)
Meats/Meat Alternates ($\frac{1}{2}$ oz. eq.)
Vegetables ($\frac{1}{2}$ cup)
Fruits ($\frac{1}{2}$ cup)
Grains ($\frac{1}{2}$ oz. eq.)





What is in a Breakfast?

Milk (8 fl. oz. or 1 cup)
Vegetables, Fruits, or Both ($\frac{1}{2}$ cup)
Grains (1 oz. eq.)

Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast.

What is in a Lunch or Supper?

Milk (8 fl. oz. or 1 cup)
Meats/Meat Alternates (2 oz. eq.)
Vegetables ($\frac{1}{2}$ cup)
Fruits ($\frac{1}{4}$ cup)
Grains (1 oz. eq.)



What is in a Snack?

Pick 2:
Milk (8 fl. oz. or 1 cup)
Meats/Meat Alternates (1 oz. eq.)
Vegetables ($\frac{1}{4}$ cup)
Fruits ($\frac{1}{4}$ cup)
Grains (1 oz. eq.)







Claims for Reimbursement



- Reimbursement for meals served to eligible children is made available from USDA to institutions that have an agreement to operate the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP).



- Claims for reimbursement **must** be submitted monthly to the State Agency through our web-based system called MARS.
- Claims are based on the number of **meals** or snacks served to children multiplied by the free **rate** for meals and snacks, respectively.
- Records **must** be kept that show the number of meals served.





- Claims **must** accurately report the number of meals and snacks served.
- Claims **must** be received no later than 60 days following the last day of the month covered by the claim.
- Sponsored sites **must** submit claim paperwork to their sponsor.
- Sponsors **must** submit one claim to the State for all sites. Edit checks must verify that each school has been approved to serve the claimed meals.



End of Year Fund Balance

- If your organization **is renewing** participation in At-Risk, the end of the year's fund balance should remain in the CACFP fund.
- If your organization **is not renewing** participation in At-Risk, the end of the year's fund balance may be transferred to other CN programs.



Costs, Budget, and Reimbursement



- Types of Costs
- Budgets
- Recordkeeping



- Allowable costs are **bona fide obligations** of the institution incurred for the actual expenses of operating the Program which are liquidated timely.
- **Necessary** - This cost must be essential to fulfill regulatory requirements for proper and efficient administration of the Program. This is determined by the nature of the activity.
- **Reasonable** - The type and amount of cost must not exceed what a prudent person would pay under the same circumstances. This is determined by the amount of the cost.



Costs in the non-profit food service fall into one of two categories: Operating and Administrative costs.

Operating Costs

Allowable expenses used for serving meals to enrolled participants in eligible sites.

Examples:

Food, Labor, and Supplies-
pots, pans, forks, napkins, etc.

Administrative Costs

Allowable expenses used for planning, organizing, and managing the non-profit food service

Examples:

Monitoring, Recordkeeping,
Planning, Training



Budget

- All organizations develop and maintain an annual budget listing the operation costs and administrative costs for the food program.

The Budget will:

- Project the amount of revenue in the non-profit food service account and contain the allowable cost items and projected expenses.

Budget Requirements

Be	All budgets MUST be pre-approved by the State Agency.
Be	All costs MUST be on this budget and approved by the SA before any costs are incurred.
Be	Documentation MUST be maintained on each of these costs.





Financial Guidance

When creating their budget and financial management plan, organizations should consult the most current revision of the *FNS Instruction 796-2, Financial Management-Child And Adult Care Food Program*.

This guidance covers important topics such as:

- Allowable Costs
- Unallowable Costs
- Levels of Approval

- Generally **allowable** costs
- Costs requiring **prior approval**
- Costs requiring **specific prior written approval**



- Center/Organization Records
- Financial Records
- Labor Records
- Food Service Records





Sponsoring Organizations and Administrative Costs (15%)



- Non-profit sponsors
- For-profit sponsors
- Public Sponsors
- Sponsors of Unaffiliated centers and sites
- Sponsors of Affiliated centers or sites



Administrative Costs

Planning

Organizing

Managing



Operating Costs

Food Costs

Food Service Labor

Food Service Supplies

- Sponsors must report **all** administrative costs in the Budget.

D. Projected Administrative CACFP Expenditures

1. Salary and Wages	\$0.00
2. Benefits	\$0.00
3. Supplies	\$0.00
4. Office Materials (Expendable) Supplies	\$0.00
5. Equipment Purchases	\$0.00
6. Equipment Rental/Lease	\$0.00
7. Printing	\$0.00
8. Office Space/Rental/Lease/Depreciation Use Allowance	\$0.00
9. Utilities/Facility Maintenance/Janitorial Services	\$0.00
10. Travel for Program Operations	\$0.00
11. Center Workshops/Participant Training/Staff Training	\$0.00
12. Nutrition Education Materials	\$0.00
13. Meetings/Conferences	\$0.00
14. Contracted/Professional Services	\$0.00
15. Insurance Premiums/Bonding	\$0.00
16. Memberships/Subscriptions/Professional Activities	\$0.00
17. Other Administrative Expenditures/Advertising	\$0.00
18. Other	\$0.00
Total Direct Administrative Costs	\$0.00
19. Total Modified Direct Costs (TMDC)*	\$0.00
Total Direct Costs and TMDC	\$0.00

*TMDC- Total Direct Costs-Equipment Purchases-Other Costs Per Indirect Cost Agreement



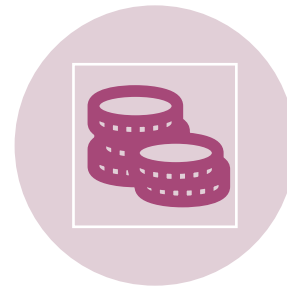
Higher Travel Costs



Low English Proficiency center or site staff



One-time Costs



Low Reimbursement Earnings

When?

- Initial Budget Request
- Budget Amendment Request



How?

- Justify the need for CACFP to fund higher costs
- Show adequate funds available for meals



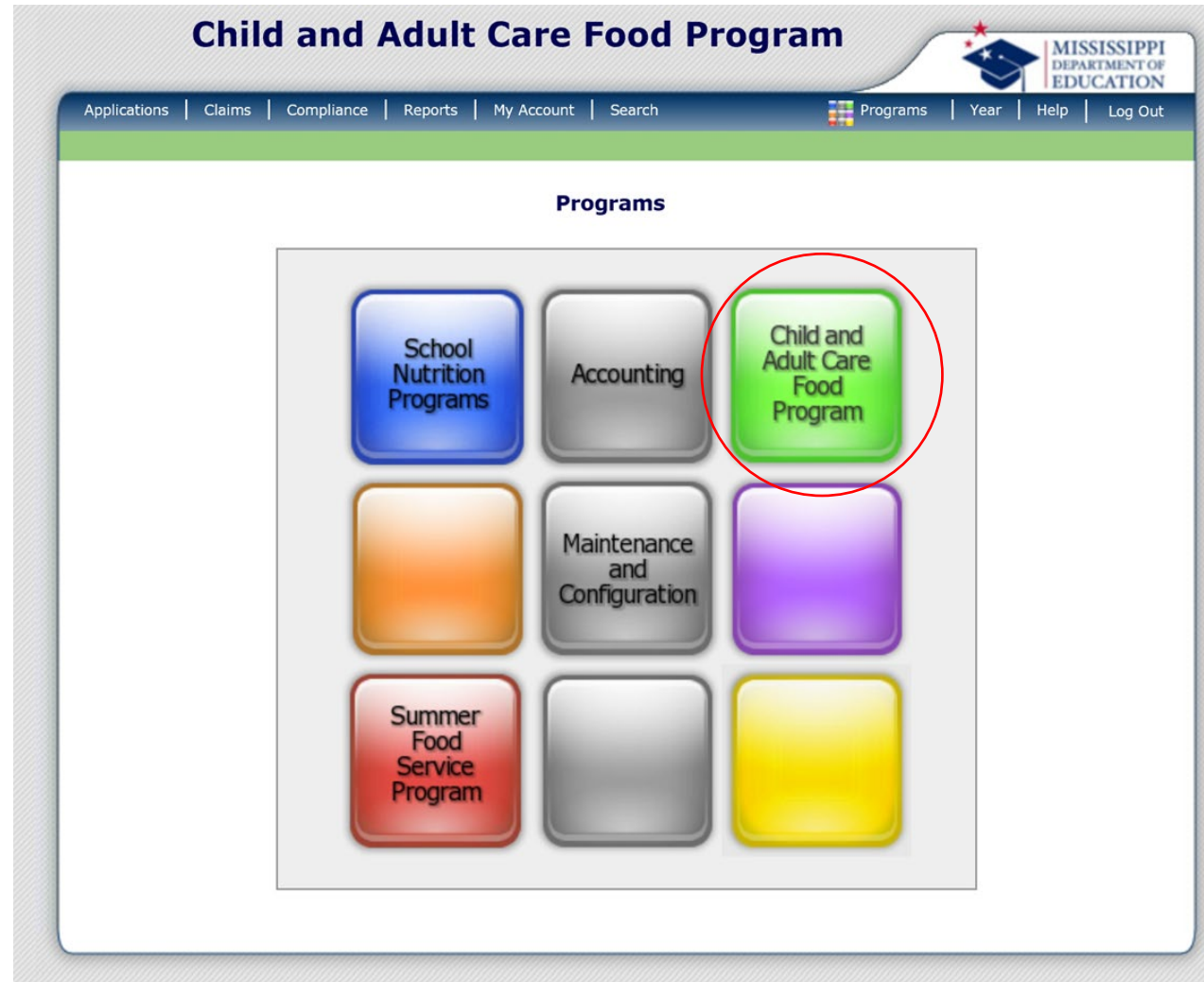
Actual Cost Quarterly Report

What is the CACFP ACQR Report?

- The **Actual Cost Quarterly Report** is a report completed by CACFP organizations to record Costs related to the **Approved Budget** for the applicable program year.
- Transactions are recorded by quarterly total for each **Budgeted Line Item**.

1. Salary and Wages
2. Benefits
3. Food Purchases
4. Meal Contracts (meal cost)
5. Mileage (meal transporting cost)
6. Non-Food Supplies
7. Printing/Postage/Communications
8. Purchased Services
9. Food Service Space
10. Reimbursement to Unaffiliated Centers (Sponsors Only)
11. Equipment Purchase over \$500
12. Other

Step 1: Select the CACFP Module



Child and Adult Care Food Program



Applications | Claims | Compliance | Reports | My Account | Search | Programs | Year | Help | Log Out

Your password will expire in 3 days. Please change your password before it expires.



Welcome to the Child and Adult Care Food Program!

Step 3: Click on the ACQR Report

Child and Adult Care Food Program




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Applications | Claims | Compliance | Reports | My Account | Search Programs | Year | Help | Log Out

Applications > Program Year: 2019 - 2020

Item	Description
Organization Manager	CACFP Organization's Profile, Site and Hold Information
Potential Sponsor	Potential Sponsor
Application Packet - Center	Center Application Forms (Organization and Site)
Application Packet - DCH	DCH Application Forms (Organization and Provider)
Advance Request	Organization's request for Cash Advance(s) for the current year
Advance Requests Manager	Manage requested Advance(s) for the current year
ACQR - Center	Center Actual Cost Quarterly Report
ACQR - DCH	DCH Actual Cost Quarterly Report
ACQR Summary - Center	Center Actual Cost Quarterly Report Status Summary
ACQR Summary - DCH	DCH Actual Cost Quarterly Report Status Summary
Annual Audits	Annual Audits
Annual Audit Status Summary	Annual Audit Status Summary
Download Forms	Forms Available for Downloading




Action	Quarter	Date Range	Status
Add	1	10/01/2019 - 12/31/2019	Not Started
	2	01/01/2020 - 03/31/2020	Not Available
	3	04/01/2020 - 06/30/2020	Not Available
	4	07/01/2020 - 09/30/2020	Not Available

Step 5: Input Total CACFP Reimbursement Received

This total should be obtained from the Claim Year Summary by adding the Earned Amount for each month of the Applicable Quarter.

Revenues



Budget Category	Approved Amended Budget	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Year to Date Revenues	Budget Balance	Percentage Budget Earned
Projected Total Annual Revenue	18,500	0	0	0	0	0	18,500	0.00
Total Revenues	18,500	0	0	0	0	0	18,500	0.00

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2019	0	Processed	11/05/2019	11/06/2019	\$1,384.88
Nov 2019	0	Processed	12/06/2019	12/11/2019	\$1,056.01
Dec 2019	0	Processed	01/03/2020	01/08/2020	\$662.62


Step 6: Enter Operating Expenses by Category



Operating Expenses

Budget Category	Approved Amended Budget	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Year to Date Expenditures	Budget Balance	Percentage Budget Expended
Salary and Wages	0	0	0	0	0	0	0	0.00
Benefits	0	0	0	0	0	0	0	0.00
Food Purchases	16,000	0	0	0	0	0	16,000	0.00
Meal Contracts (meal cost)	0	0	0	0	0	0	0	0.00
Mileage (meal transporting cost)	0	0	0	0	0	0	0	0.00
Non-Food Supplies	1,250	0	0	0	0	0	1,250	0.00
Printing/Postage/Communications	0	0	0	0	0	0	0	0.00
Purchased Services	0	0	0	0	0	0	0	0.00
Food Service Space	0	0	0	0	0	0	0	0.00
Reimbursement to Unaffiliated Centers (Sponsors Only)	0	0	0	0	0	0	0	0.00
Equipment Purchase over \$500	0	0	0	0	0	0	0	0.00
Other	0	0	0	0	0	0	0	0.00
Total Operating Expenses	17,250	0	0	0	0	0	17,250	0.00

Step 7: Enter Total Administrative Expenses by Category



Administrative Expenses								
Budget Category	Approved Amended Budget	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Year to Date Expenditures	Budget Balance	Percentage Budget Expended
Salary and Wages	0	0	0	0	0	0	0	0.00
Benefits	0	0	0	0	0	0	0	0.00
Supplies	0	0	0	0	0	0	0	0.00
Office Materials (Expendable) Supplies	0	0	0	0	0	0	0	0.00
Equipment Purchases	0	0	0	0	0	0	0	0.00
Equipment Rental/Lease	0	0	0	0	0	0	0	0.00
Printing	0	0	0	0	0	0	0	0.00
Office Space/Rental/Lease/Depreciation Use Allowance	0	0	0	0	0	0	0	0.00
Utilities/Facility Maintenance/Janitorial Services	0	0	0	0	0	0	0	0.00
Travel for Program Operations	0	0	0	0	0	0	0	0.00
Center Workshops/Participant Training/Staff Training	0	0	0	0	0	0	0	0.00
Nutrition Education Materials	1,250	0	0	0	0	0	1,250	0.00
Meetings/Conferences	0	0	0	0	0	0	0	0.00
Contracted/Professional Services	0	0	0	0	0	0	0	0.00
Insurance Premiums/Bonding	0	0	0	0	0	0	0	0.00
Memberships/Subscriptions/Professional Activities	0	0	0	0	0	0	0	0.00
Other	0	0	0	0	0	0	0	0.00
Other Administrative Expenditures/Advertising	0	0	0	0	0	0	0	0.00
Total Modified Direct Costs (TMDC)*	0	0	0	0	0	0	0	0.00
Total Administrative Expenses	1,250	0	0	0	0	0	1,250	0.00

Step 8: Certify and Save

Certification

I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Internal Use Only

Status:

Date Approved:

Internal Comments:

^
v

Comments to Organization:

^
v

Created By: SQEvans on: 7/9/2020 8:23:10 AM

CACFP ACQR Report Due Dates

1st Quarter

Reporting period:
October 1 – December
31

- **Due Date:
February 15th**

2nd Quarter

Reporting period:
January 1 – March 31

- **Due Date:
May 15th**

3rd Quarter

Reporting period:
April 1 – June 30

- **Due Date:
August 15th**

4th Quarter

Reporting period:
July 1 – September 30

- **Due Date:
November 15th**



Recordkeeping and Reporting



- Records are **VITAL** in order to receive the correct reimbursements from the CACFP.
- Records provide **PROOF** that meals were served to enrolled participants and that the funds received were actually used in support of the CACFP.
- CACFP Program operators are responsible for maintaining and tracking **two (2)** types of records.

Program Records	Financial Records
Records that demonstrate the successful operations of the CACFP	Records that demonstrate the financial compliance of the CACFP

- Program Eligibility
- Organization Eligibility
- Area Eligibility
- Participant Eligibility





Training Records

Training must be conducted at least three times during the program year and must include Civil Rights training. Supporting documentation includes:

- Agenda with the dates of occurrence
- Sign-in sheets
- Hand-outs



Monitoring Records

- Sponsoring organizations must monitor each site a minimum of 3 times each program year.
- The State Agency has developed a template monitoring form which may be used to conduct visits.

- Findings and Serious Deficiency (SD) Designation
- Denial of Claims for reimbursement
- Required to re-pay prior reimbursements
- **REMEMBER!**...if you do not have accurate records to show that meals were served and funds were spent on allowable costs, then an overclaim may be assessed and costs may be designated as unallowable.



Records must be maintained for **a minimum of 3 years** after the end of the fiscal year to which they pertain or until any audits or investigations of that year's records have been closed.





Monitoring



What is a Compliance Review?

- An **unscheduled**, on-site visit conducted by a Child and Adult Care Food Program (CACFP) Program Monitor to assess Program operations, use of Program funds, and to ensure CACFP requirements are being met.
- The review period is **usually** the most recent month for which a claim for reimbursement has been filed by your organization.

- Enrollment Forms
- Meal Applications
- Master Roster
- Menu Book
- Monthly Claim Data
- Application and Agreement
- Meal Service Observation
- Meal Counts
- Records of the Use of Program Funds
- Procurement Records
- Civil Rights Data
- Licensing Documentation



- Meal Count Discrepancies
- Incorrect Eligibility Determinations
- Missing Financial Records
- Inadequate Enrollment Documentation
- Incomplete Attendance Records



▼ Examples of Serious Concerns

Any of these areas of noncompliance will result in the disallowance of meals or the repayment of Program funds!

- Claiming meals for children who are not present
- Claiming meals for children who are not enrolled
- Missing receipts and invoices
- Missing menus and production records
- Serving meals that do not meet meal pattern requirements
- Serving insufficient amounts of meal components
- Claiming more meals than children in attendance
- Unapproved and unallowable expenditures
- Point of service meal counts not done or documented



The Program Monitor will prepare a ***Compliance Review Report*** detailing the areas covered during the review. A ***Findings Letter*** containing the specific deficiencies will be sent by certified mail to the person responsible for effective operation of the Program.

Findings are areas of ***noncompliance*** with Federal regulations, FNS Instructions, and CACFP policy memoranda. They require immediate attention and must be ***adequately*** addressed by the organization.

Upon receiving a Findings letter from the State Agency, each organization must provide a written Corrective Action Plan (CAP). The CAP must address each finding and include the actions being implemented to ***permanently*** correct the identified deficiency.





Serious Deficiency Process



The status of an institution, sponsoring organization, or day care home provider that has been determined to be **noncompliant** in **one or more aspects** in its operation of the Child and Adult Care Food Program (CACFP).

7 CFR 226.2

The serious deficiency process is designed to *assist* the organization with:

- ➔ Identifying frequent or severe program noncompliance,
- ➔ Requesting written corrective action;
- ➔ Preventing recurring noncompliance, and
- ➔ Offering due process for proposed termination and disqualification.





Goals of the Serious Deficiency Process

- ✓ Set the framework to ***correct*** the problem.
- ✓ Begin groundwork for ***possible*** termination and disqualification.

Starts with a Determination



Must *End* with a Resolution

The Serious Deficiency Process is a **five-step** process.

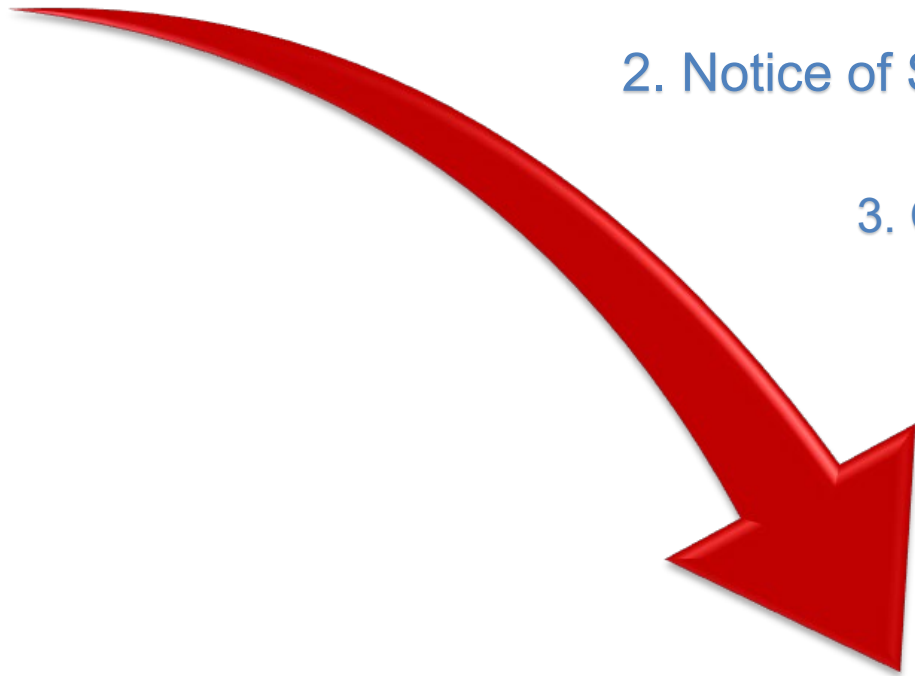
1. Determination

2. Notice of Serious Deficiency

3. Corrective Action

4. Proposed Termination & Disqualification

5. Termination & Disqualification



The National Disqualified List (NDL)



- The ***National Disqualified List (NDL)*** is a list kept by the USDA of organizations, responsible principals, and responsible individuals disqualified from participation in the CACFP. While on the list, you **may not** participate in the CACFP.
- Persons will remain on the NDL for ***seven (7)*** years or until USDA and FNS, in consultation with the State Agency, determines that the serious deficiencies have been corrected.
- If a sponsoring organization, responsible principal, or responsible individual owes a ***debt*** to the CACFP, they will remain on the NDL **until the debt is paid.**
- It is important for organizations to review to the NDL ***regularly*** as they hire new employees or add sites to their sponsorship.



Civil Rights



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Civil Rights Requirements

Organizations must comply with the following civil rights laws. The State Agency will monitor compliance with the federal requirements, such as:

- Title VI of the Civil Rights Act of 1964
- Title IX of the Education amendments of 1972



Civil Rights Requirements

- Section 504 of the Rehabilitation Act of 1973
- The Age Discrimination Act of 1975
- The USDA's regulations concerning nondiscrimination

This institution is an equal opportunity provider.



The following documentation must be submitted to the State Agency to begin the application process:

- Permanent Agreement
- Training Plan with tentative dates
- Monitoring Dates (if operating two or more sites)
- Written approval from Superintendent or CEO
- Staffing Pattern
- MARS User ID form for CACFP access
- Names and Addresses of Participating Sites





Susie Q. Evans-Gater, Director CACFP/SFSP Division

Office of Child Nutrition

601-576-5000

mdek12.org



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