

**Directions:** Please read these 4 pages of CACFP review information. Complete and return the short quiz to HCN before June 1, 2020.

## 2020 Mandatory CACFP Provider Training

On an annual basis, CACFP Sponsors are required to review food program policies in five key areas: ① meal patterns, ② accurate meal counts and menu records, ③ recordkeeping, ④ the reimbursement system, and ⑤ claim submission and review process. In addition, CACFP Civil Rights requirements and the Serious Deficiency Appeal Process is to be shared. **For details on all requirements, refer to your HCN Provider Handbook.**

### MEAL PATTERNS

USDA's food program meal patterns are in place to ensure that children receive the nutrition they need for healthy growth and development. **Eligible foods for reimbursement and further information on the CACFP Meal Pattern are detailed in the HCN Provider Handbook.**

**The required meal components for children age 1-12 years are:**

<b>Breakfast</b>	<b>Ages 1-2</b>	<b>Age 3-5</b>	<b>Age 6-12</b>
Fruit/Vegetable	1/4 cup	1/2 cup	1/2 cup
Grains	1/2 slice or 1/4 cup	1/2 slice or 1/4 cup	1 slice or 1/2 cup
or Meat/Meat Alt.	1/2 oz.	1/2 oz.	1 oz.
Milk	1/2 cup	3/4 cup	1 cup

<b>Lunch/Dinner</b>	<b>Age 1-2</b>	<b>Age 3-5</b>	<b>Age 6-12</b>
Meat/Meat Alternate	1 oz.	1½ oz.	2 oz.
Vegetable	1/8 cup	1/4 cup	1/2 cup
Fruit	1/8 cup	1/4 cup	1/4 cup
Grains	1/2 slice or 1/4 cup	1/2 slice or 1/4 cup	1 slice or 1/2 cup
Milk	1/2 cup	3/4 cup	1 cup

<b>Snack Serve 2 of the 5</b>	<b>Age 1-5</b>	<b>Age 6-12</b>
Meat/Meat Alternate	1/2 oz.	1 oz.
Vegetable	1/2 cup	3/4 cup
Fruit	1/2 cup.	3/4 cup
Grains	1/2 slice or 1/4 cup	1 slice or 1/2 cup
Milk	1/2 cup	1 cup

- A) Minimum portion sizes of the foods listed in the meal patterns (see left) must be offered to children.
- B) Whole milk must be offered to 1-year-olds. Children ages 2 to 5 years must be offered unflavored skim or 1% milk. Ages 6-12 must have unflavored or flavored skim or 1% milk.
- C) Grains, and products made with grains, need to be enriched or whole grain. At least one grain food served per day must be whole grain-rich. To determine what foods are whole grain-rich, follow the instructions in the HCN Provider handbook.
- D) Juices must be 100% juice and limited to no more than once per day.
- E) A meat or meat alternate may replace the grain component at breakfast a maximum of 3x per week.
- F) Lunch/Dinner must have a minimum of one vegetable with a second serving of either a fruit or another vegetable.
- G) Pre-made convenience foods, such as chicken nuggets or frozen pizza, must be CN labeled. If not CN labeled, additional meat/meat alt. needs to be served if intended to credit as a full meat/meat alternate component.

**The required meal components for infants are:**

	<b>Breakfast/Lunch/Dinner</b>	<b>Snack</b>
<b>Birth through 5 months</b>	4-6 oz. Breastmilk (BM) or Iron Fortified Formula (IFIF)	4-6 oz. Breastmilk (BM) or Iron Fortified Formula (IFIF)
<b>6 months to 1st birthday</b>	6-8 oz. Breastmilk or IFIF and 0-4 Tbsp. Iron Fortified Infant Cereal (IFIC) or Meat/ Meat Alternate and 0-2 Tbsp. Fruit and/or Vegetable	6-8 oz. Breastmilk or IFIF and 0-4 Tbsp. IFIC or Ready-To-Eat Cereal, or 0-2 Crackers, or 0-1/2 slice Bread and 0-2 Tbsp. Fruit and/or Vegetable

- A) For breastfed infants that regularly consume less than minimum amount of breastmilk per feeding, a lesser amount may be offered, with additional BM offered at a later time if the infant will consume more.
- B) A provider must offer at least one type of iron fortified infant formula with the parent option of whether to accept it or bring their own choice of formula.
- C) Solid (pureed, mashed, etc.) foods are to be offered only when the child is developmentally ready.
- D) If a 6-11 month-old infant is not yet receiving the full meal pattern, documentation must be made on the menu record as to the reason why the required food was not offered to avoid deductions for missing components.
- E) Reimbursement may be claimed if a mother nurses her child at the daycare.

### ACCURATE MEAL COUNTS/MENU RECORDS

- A) Claim only the meals and snacks served during your approved hours and days of operation to the

ages of children that you're regulated to care for. Any changes during the year require notification to the HCN Office or to your HCN Regional Representative.

- B) Only enrolled children that are present and fed a reimbursable meal/snack may be claimed. The days and meals claimed must match what has been indicated on the child's CACFP enrollment.
- C) Recorded menus must accurately state the foods actually offered in the meals and snacks.
- D) No more than 1 snack/2 meals or 2 meals/1 snack are to be reimbursed per child per day.
- E) The total number of children in attendance, and claimed, must not exceed your authorized capacity.
- F) Each infant must have their own recorded menu because not all infants within an age category have the same feeding needs or abilities.
- G) Submit Special Diet Statements and Milk Substitute Forms as required. (See page 86 in HCN Handbook.)
- H) If there is a medical statement on file, the **provider must provide at least one component** to claim the meal. If it is a parent preference/non-disability, the **parent can supply only one** item and the provider must supply the rest.

## **RECORDKEEPING**

- A) Children from the ages of birth to their 13<sup>th</sup> birthday may enroll in the CACFP.
- B) Each child needs to have a current Child Enrollment Form (and/or an annual Child Re-Enrollment Form) on file at the HCN office. Enrollments expire 12 months after the month in which they are signed by the parent/guardian.
- C) Records of children served and foods served must be kept on a daily basis. Reimbursement cannot be made for incomplete daily records prior to the day of a Provider Review visit.
- D) CACFP Applications are renewed annually. CACFP Agreements are permanent and completed at the time of enrollment.
- E) A current copy of the provider's childcare license or self-certification must be on file at the HCN office. Claims cannot be paid for days not covered by license or self-certification dates.
- F) A daycare home is visited a minimum of 3x per year by a member of the Heartland Child Nutrition staff. The visit's purpose is to review records, give technical assistance, and possibly observe a meal service.
- G) CACFP records should be kept for three years. **Records must be maintained and kept at the daycare site** for the most recent 12 months plus the current month.

## **REIMBURSEMENT SYSTEM**

- A) Meal/snack reimbursement is based on a two-tier system. All participating child care providers are eligible for Tier II rates.
- B) To receive Tier I rates (the higher rates) for all daycare children, a childcare home must be either located in an eligible school district, in an eligible census area, or qualify by household income.
- C) Tier II providers may receive Tier I rates for a child in care that resides in a household that is income eligible and completes the necessary Income Eligibility Application.
- D) Foster children qualify for Tier I reimbursement; an Eligibility Application must be submitted for them.
- E) A provider's own children in care may be claimed for reimbursement if the household income qualifies for Tier I rates. The provider's own children's meals may be claimed only when other daycare children are present and participating in the same meal service.
- F) Household eligibility application must be submitted and approved on an annual basis.

## **CLAIM SUBMISSION AND REVIEW PROCEDURES**

For every month that you serve qualifying meal services, you are encouraged to submit a claim. Even if it's only one day, it helps you and it helps HCN; no claim is too small.

- A) Online claims are due no later than the 5<sup>th</sup> of the following month for timely payment. Paper claims are to be postmarked no later than the 4<sup>th</sup> after the claimed month.
- B) Do not submit your claim until you serve your last meal service of the month. If you use paper menus, sign your claim before you submit it. An online submission form must be on file for those submitting electronically.
- C) If your claim is received by the deadline, you'll receive payment the month following the claimed month. The actual reimbursement date depends on when HCN receives reimbursement funds from the government; it's generally around the 20<sup>th</sup>.
- D) The last day a late claim may be submitted is the 25<sup>th</sup> of the month after the original submission

deadline. For example, the last day a late January claim will be accepted is March 25.

- E) For claims submitted online, each month's claim deductions and reminders may be viewed under the Reports tab on your KidKare home page.
- F) Manual (paper) claims will receive a "Claim Review" sheet if deductions or reminders need to be addressed on your submitted claim.

## **CIVIL RIGHTS COMPLIANCE**

The goals of civil rights are: equal treatment for all applicants and beneficiaries, knowledge of these rights and responsibilities, elimination of illegal barriers that prevent or deter people from receiving benefits and dignity and respect for all. **Participants in the CACFP must not discriminate in offering the CACFP benefits due to race, color, national origin, age, sex or disability.** CACFP Sponsors must check for civil rights compliance when performing on-site reviews.

Each child who attends your family child care home must be provided equal access to the benefits of the food program. As a family child care provider, you are required to:

- A) Offer meals and snacks in a nondiscriminatory manner to all protected classes.
- B) Post the "Building for the Future" poster in view of enrolled families.
- C) Provide translated language assistance to enrolled children's families who don't speak or understand English (contact Heartland Child Nutrition for assistance).
- D) Parents/Guardians may not be required to furnish information on their race or ethnicity on the CACFP child enrollment form. However, if the information is not entered, the provider should complete the race and ethnicity to the best of their knowledge or observation.
- E) Refer all civil rights complaints to the Heartland Child Nutrition Food Program Director who will take appropriate steps to work together to make a solution. The NDDPI will be notified of the complaint. The person alleging the complaint must be provided with the nondiscrimination statement and procedure. A complaint must be made within 180 days of the event.
- F) When a parent approaches you regarding a special dietary or any civil rights issue, treat them with respect and be helpful.
- G) Use the current non-discrimination statement, including the complaint-filing procedure, when you mention (or imply) the Child and Adult Care Food Program or USDA in your child care program materials. This includes your policies, newsletters, any printed or online advertising, and if you have one, a website. At a minimum, the statement or a link to it, must be included on your home page in the same font size as your materials. The full statement is:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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).

This institution is an equal opportunity provider.

If there isn't enough space for the full statement, your materials must include, at a minimum, the following statement in a font no smaller than the rest of your text:

***This institution is an equal opportunity provider.***

Some examples of what may be considered provider discrimination are:

- H) Refusing to enroll a child in the CACFP because of his/her disability. Or failing to provide reasonable accommodation to individuals with disabilities including required food substitutions, special eating utensils, or seating adjustments.
- I) Caring for infants but not offering the food program to their families.
- J) Serving meals at a time, a place, or in a way that is discriminatory.
- K) Distributing applications and income-eligibility forms in a selective way.
- L) Failing to provide the same eligibility criteria to all children.

The denying of meals or snacks a disciplinary action is prohibited.

Children are not to be forced to eat any food. Using food as a reward or punishment is not allowed.

## **“SERIOUS DEFICIENCY” DECLARATION AND APPEALS PROCESS**

The serious deficiency process of the CACFP was established to ensure compliance with USDA regulations and guidance. It offers State agencies and sponsoring organizations the right to terminate for cause day care homes that are not in compliance with Federal regulations.

Termination may occur when the sponsoring organization determines that the day care home has committed one or more of the following serious deficiencies.

- submission of false information on CACFP applications and/or required forms;
- submission of false claims for reimbursement;
- simultaneous participation under more than one sponsoring organization;
- non-compliance with the current CACFP meal pattern;
- failure to keep required records;
- conduct or conditions that threaten the safety of a child(ren) in care, or the public health or safety (imminent threat to health and safety);
- a determination that the day care home has been convicted of any activity that occurred in the last seven years and that indicated a lack of business integrity;
- failure to participate in training; or
- any other circumstance related to non-performance under the agreement to participate in the CACFP.

In most cases of non-compliance, a corrective action plan will be requested before a Serious Deficiency is issued. If the provider fails to submit or follow a Corrective Action, a proposal to declare the provider as Seriously Deficient will be made. This results in termination of CACFP participation and places the provider on a national disqualification list from the CACFP for 7 years.

The childcare provider may appeal the proposal no later than 15 calendar days from the date the notice of termination is received. The written appeal request is submitted to:

Linda Schloer, Director  
Child Nutrition and Food Distribution Programs  
600 East Boulevard Ave, Dept 201  
Bismarck, ND 58505

**The full serious Deficiency Appeal Process appears in the HCN Provider Handbook on pages 36-38.**