

# State Agency and USDA Memos for Participating Organizations

## Child and Adult Care Food Program



# Memos

- ✓ CACFP #1-2016 Automated Clearinghouse (ACH Direct Deposit) \**email to* [DCPS.Invoices@dc.gov](mailto:DCPS.Invoices@dc.gov)
- ✓ CACFP #2-2016 Disregard Threshold for Overpayments - UPDATE
- ✓ CACFP 19-2015 Service of Traditional Foods in Public Facilities (July 31, 2015)
- ✓ CACFP 09-2016 FDA Requirements for Vending Machines (March 2, 2016)

## CACFP 05-2014 (v.3) Smoothies Offered in Child Nutrition Programs – Revised (July 22, 2015)

- ✓ Fruits, vegetables and yogurt used in smoothies may credit towards meeting the meal pattern requirements, for all meals.
  - USDA has further extended the allowance of crediting yogurt as a meat/meat alternate in smoothies.
  - This is **not** a substitute for fluid milk, which must continue to be offered separately to meet the milk component requirement for breakfast, lunch, and supper.
  - Creditable: fresh, frozen, or canned veggies; and 100% vegetable/fruit juice blends; and pureed vegetables and fruits are credited as juice (limited to not more than 50% of the fruit and veggie offerings at lunch and supper in CACFP and SFSP; may not be served when milk is served as the only other component at snack).

## CACFP #12-11 Water Availability in CACFP (June 28, 2011) - UPDATE

- ✓ Water must be made available to children, upon request, throughout the day.
  - Clean pitchers in the classroom
  - Open spout cups (children > 1 year old)
  - Sanitized water fountain spouts
- ✓ Encourage water before and during physical activity, and in warmer weather.
  - Make water available in all spaces (indoors and outdoors)
  - Infants should **not** be given plain water (6 months or younger)
  - Offer more breast milk or formula on hot days or when needed
- ✓ Bottled water is **not** reimbursable (*\*If circumstances arise in which safe water is not readily available in a facility, contact your assigned CACFP Specialist immediately*)

For additional ideas, see the Center for Disease Control's [Increasing Access to Drinking Water and Other Healthier Beverages in Early Care and Education Settings](#)

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## CACFP 06-2016 Disclosure Requirements for Child Nutrition Programs (December 7, 2016)

REMINDER!: Participating CACFP organizations and institutions may **not** disclose enrollment or eligibility data of any child, except to the State Agency or the USDA. Additionally, only those individuals who are directly connected with the administration or enforcement of your food program may have access to this information [7 CFR 226.23 (i)].

*\*You may, however, release aggregate data about your enrolled population with those programs or institutions seeking to provide additional nutrition education to certain populations.*

# CACFP 12-2016 Updated Guidance: Contracting with Food Service Management Companies

- ✓ Competitive Procurement Standards
  - Full and open competition
- ✓ Contract Awarding
  - Develop a scoring criteria/rubric
  - Cost must be the primary evaluation factor
  - Responsible offeror with the lowest bid, most advantageous proposal
- ✓ Unallowable Cost Provisions
  - May **not** include incentives, investments, and value-added offers

Download the USDA's *Contracting with Food Service Management Companies: Guidance for School Food Authorities*

## REMINDER! Procurement by Micro-purchasing

- Small purchase procedure: expedites lowest-dollar small purchase transactions for supplies and services.
  - Minimize administrative burden and costs
- Be a savvy shopper!
  - Quarterly comparison shopping (online, phone, in-person)
  - Consider cost, quantity, quality, and location
- Share the wealth!
  - Distribute micro-purchases equitably among qualified vendors

# Healthy Tots Act (HTA)

- ✓ Operates in the spirit of USDA memo CACFP 01-2016 Procuring Local Meat, Poultry, Game, and Eggs for Child Nutrition Programs
- ✓ HTA incentivizes the purchase, use, and consumption of locally sourced and unprocessed produce, meats, and dairy products (\*milk is not included)
  - Applies to lunch and supper
  - Locally sourced item (s) must be a required component (at least ½ of the minimum portion)

For more information, visit <http://osse.dc.gov/healthytotsact>

# HTA continued

	Requirements	Documentation
Local5	<ul style="list-style-type: none"><li>• Serve a locally-grown, unprocessed <u>required</u> component for lunch or supper</li><li>• In one day, you can only claim the Local5 for either lunch <i>or</i> supper</li></ul>	<ul style="list-style-type: none"><li>• Daily menus that clearly indicate the locally-grown, unprocessed food(s)</li><li>• Receipts and a log indicating the item, date and location of purchase</li></ul>
Full Day4	<ul style="list-style-type: none"><li>• Serve a 4<sup>th</sup> meal for infants/children (3 meals, 1 snack, or 2 meals, 2 snacks)</li><li>• Maintain 75% enrollment of District residents, and 50% of child care subsidy recipients (or eligible)</li></ul>	<ul style="list-style-type: none"><li>• Child care subsidy data/TXX column on claim form</li><li>• Residency: must be indicated on MEL and EF/IES</li></ul>

# Updates

## Late Claim Submission?

- Claim payment exceptions are available only one time in 36 months
- Institutions must submit a Corrective Action Plan, as well as the late claim for reimbursement
- CAP must include:
  - Explanation of late submission (events that led to the late submission)
  - 5 elements (Who, What, When, Where, How) detailing actions that will be taken to avoid repeating the situation
- CAP will be reviewed by the State Agency and by USDA's FNS Regional Office