



USDA and State Agency Memos



All of the following can be found on USDA's FNS Policy Website:

https://www.fns.usda.gov/cacfp/policy

AND

in the monthly OSSE Health and Wellness Division's Newsletter "Beyond the Tray"





- ➤ CACFP 13-2018: Child Nutrition Programs' Flexibilities for School Year 2018-2019
- 1% or fat-free flavored milk can be served (to ages 6 and older)

- ➤ CACFP 01-2019: <u>Update of Food Crediting in the Child Nutrition</u>
 Programs
- Dried and semi-dried meat, poultry, and seafood snacks are now allowed (following crediting rules in the Food Buying Guide)

https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutritionprograms





NEW

"Feeding Infants in the CACFP"

https://www.fns.usda.gov/tn/feeding-infants-child-and-adult-



care-food-program





Spanish and print versions will be made available at a later date.



> Infographics on claims processing

https://osse.dc.gov/sites/default/files/dc/sites/osse/page_conte nt/attachments/CACFP_ICenters.pdf

- > Orchard
 - > Training: August 2019
 - Online Admin Reviews coming soon...
 - > SAM registration expiration / uploading





Enhancements include:









CACFP Halftime: Thirty on Thursdays Reminder



www.fns.usda.gov/cacfp-halftime-thirty-thursdays-training-webinar-series

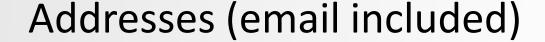


Changes to your CACFP operations

Notify the State Agency!

Staffing and/or Structure changes

Staff duties



Meal times

Age groups served

Licensing renewals

Program types (outside school hours, HTA Full Day4/Local5)







Healthy Tots Act (HTA): Full Day4 or Local5

- In Orchard:
 - In the Site Information: Meal Service panel
 - select "yes" for Local5 if applicable
 - Report the Full Day4 meal or snack type and select "Full Day4"

- On the monthly claim:
 - Report the Full Day4 or Local5 total # of meals and snacks

Remember:

Providers receiving Community FoodWorks local produce count!







What are examples of child/adult participant data?

| Student name | Disability status |
|--|------------------------|
| Date of birth | IEP*/IFSP |
| Parent/guardian name and contact information | ELL |
| Race/ethnicity | Bus Routes* |
| Gender | Assessment outcomes |
| Attendance | Discipline |
| Unique student identifier* | Social security number |

Licensed providers must collect and maintain records, as required by Chapter 1, CHILD DEVELOPMENT FACILITIES: LICENSING, of Title 5-A DCMR (§130 Recordkeeping Requirements: Children); and CFR 226.6(b)(2)(vii)(C)(3) -Performance Standard 3—Program accountability, Recordkeeping.

Data Privacy

Sponsors and Providers collect **P**ersonally **I**dentifiable **I**nformation (**PII**): information that, alone *or in combination*, can be linked to a specific child/adult participant including but not limited to:

- Name of child/adult participant, parents/guardians, or other family members
- Address of child/adult participant, parents/guardians, or other family members
- Personal identifier, e.g., Social Security Number, unique child/adult participant identifier, biometric record
- Indirect identifiers, e.g. date of birth, place of birth, mother's maiden name

Sponsors and Providers are the custodians and stewards of people's data. Everyone plays an important role in protecting sensitive data.





Recordkeeping Best Practices

- Hard copy/paper files
 - Store data in a secure location. Physical data should be protected from unauthorized persons, or locked away when not in use.
 - Shred and/or destroy paper and electronic files when no longer needed.
- Electronic files
 - Secure data storage system or shared drive
 - Ensure equipment is password-protected.
 - Use trusted Wi-Fi for sensitive activities.
 - Protect visibility of reports and computer monitors when displaying and working with confidential information.
 - Lock or shut down workstations when left unattended for any amount of time.



Data Sharing Best Practices

- Before sharing:
 - Am I sending the minimum amount of information necessary to do my job?
 - Could it be linked to an individual child/adult participant?
 - Who is receiving this information, and do they have a right to have it?
 - How can I transmit it securely?
 - Have I marked the data as confidential?
- Send personally identifiable information via secure platforms like:
 - Secure data systems
 - Secure file sharing sites and shared drives
 - Phone, mail, and in-person delivery
- When sending emails, consider:
 - Limit/redact information whenever possible
 - Add Confidential to the subject line and insert language in the signature that this information is protected







Applying for New Facilities

- Upon completing a Pre-Approval Site Visit: submit the Orchard Access Request Form (CACFP) to request a new site ID; if necessary, submit the name of the neighborhood school to the assigned Specialist (at-risk programs)
 - Use the Enrollment Boundary Information System to obtain a map http://dcatlas.dcgis.dc.gov/schools/
- New Facility Claiming: submit a complete Orchard Site Information Form (SIF) and all required documentation no later than the 10th of the month, to start claiming on the 1st of the month
 - Submissions and/or corrections and modifications received after the 10th of the month, will be approved for claiming upon approval
 - All transferred providers will be approved for claiming on the 1st of the month after transfer



Facility Transfer Actions to Remember

- Check the National Disqualified List first!
- All transfers will be effective the 1st of the month following the transfer.
- Ensure providers transferring to you have received proper termination/transfer notification from their previous sponsor
 - If the provider was terminated for cause, you must have that documentation and submit that to the State Agency.
- Transferred providers: obtain a signed and dated copy of the Facility Transfer Request Form
 - Reason for transfer
 - Current sponsor information
 - Status of provider with current sponsor
 - CAP or outstanding debt?



New Family Day Care Homes

*Sponsors of Family Day Care Homes only





Applying for New FDCHs

- Upon completing a Pre-Approval Site Visit: submit the Orchard Access Request Form (CACFP) to request a new site ID; and submit the name of the neighborhood school to the assigned Specialist
 - Use the Enrollment Boundary Information System to obtain a map http://dcatlas.dcgis.dc.gov/schools/
- Transferred providers: obtain a signed and dated copy of the Family Day Care Provider Transfer Request Form
 - Provider must be in good standing, as determined by the current sponsor
- New Provider Claiming: submit a complete Orchard Home Information Form (HIF) and all required documentation no later than the 10th of the month, to start claiming on the 1st of the month
 - Submissions and/or corrections and modifications received after the 10th of the month, will be approved for claiming upon approval
 - All transferred providers will be approved for claiming on the 1st of the month after transfer



FDCH Transfer Actions to Remember

- Check the National Disqualified List first!
- All transfers will be effective the 1st of the month following the transfer.
 - A home provider cannot participate under two sponsors during the same month.

- Ensure transferring providers have received proper termination/transfer notification from their previous sponsor
 - If the provider was terminated for cause, you must have that documentation and submit that to the State Agency.

FDCH Transfer Notification

- To transfer providers:
 - Current day care license
 - Agreement between provider and sponsor
 - Enter Orchard survey for site ID
 - Provider transfer request form
 - Reason for transfer
 - Current sponsor information
 - Status of provider with current sponsor
 - CAP or debt outstanding?



End-of-Year Financial Management Reporting

*Sponsors of Family Day Care Homes only



Administrative Funds Carryover

- Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296 permits FDCH sponsors to carryover a maximum 10% of unexpended administrative funds into the following fiscal year.
 - Funds exceeding 10% must be returned to the State Agency
 - Sponsors may opt to return all funds to the State Agency (as little as \$0.01)
 - Carryover funds must be reported on the upcoming fiscal year's prospective budget
- Sponsors must track administrative expenses monthly, and must reconcile carryover funds annually.
- Use the State Agency's template to report the calculation of carryover funds by the indicated deadline.



Operational Funds Reconciliation

- Unused operational funds (meal reimbursements) must be returned to the State Agency
 - Amended claims that reflect disallowances
- Use the State Agency's template to report the calculation of unused operational funds by the indicated deadline.
 - If necessary, remit payment to the State Agency by the indicated deadline.
- Sponsors must track disbursement of funds monthly, or as needed, and must reconcile operational funds annually.



Meal Pattern Updates

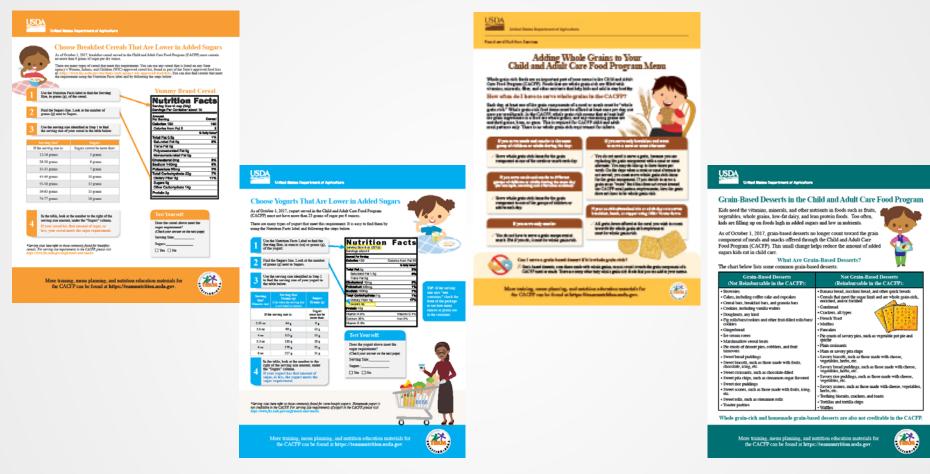
Meal Pattern

- Participating CACFP organizations must provide formula and meals to <u>all</u> enrolled infants.
 - Complete the Infant Formula Food Notification (IFFN) upon enrollment/First Foods Check In (4-8 months).
- Breastmilk may be used to meet the fluid milk component for a reimbursable meal for children 1 year old or older.
 - Parents do not need to provide a written request for the meal to be reimbursable.
- Parents/Guardians may bring in <u>one</u> creditable food component per meal or snack to count towards a reimbursable meal. The childcare site is responsible for providing the other components to satisfy the meal/snack requirement.
- Under the updated meal pattern, at least one serving of grains per day must be whole grain-rich.
 - Program operators are encouraged to continue using the methods previously in place to determine if a grain item is creditable.





Helpful Resources



View and download at:

https://www.fns.usda.gov/cacfp-meal-pattern-training-tools



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