



# FY20 CACFP Annual Training

Spring/Summer 2019



# USDA and State Agency Memos



# USDA CACFP 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: [Update of Food Crediting in the Child Nutrition 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-nutrition-programs>



# Announcements



# Announcements

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.*



# Announcements

- Infographics on claims processing

[https://osse.dc.gov/sites/default/files/dc/sites/osse/page\\_content/attachments/CACFP\\_ICenters.pdf](https://osse.dc.gov/sites/default/files/dc/sites/osse/page_content/attachments/CACFP_ICenters.pdf)

- Orchard

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

Enhancements include:







## Reminders



# CACFP Halftime: Thirty on Thursdays Reminder



[www.fns.usda.gov/cacfp-halftime-thirty-thursdays-training-webinar-series](http://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

Addresses (email included)

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!



## Data Privacy





# Data Privacy

- 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 **Personally Identifiable Information (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



# New Facilities

*\*Sponsors of Centers only*





# 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 **10<sup>th</sup> of the month**, to start claiming on the **1<sup>st</sup> of the month**
  - Submissions and/or corrections and modifications received after the 10<sup>th</sup> of the month, will be approved for claiming upon approval
  - All transferred providers will be approved for claiming on the 1<sup>st</sup> of the month after transfer



# Facility Transfer Actions to Remember

- Check the National Disqualified List first!
- All transfers will be effective the 1<sup>st</sup> 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 **10<sup>th</sup> of the month**, to start claiming on the **1<sup>st</sup> of the month**
  - Submissions and/or corrections and modifications received after the 10<sup>th</sup> of the month, will be approved for claiming upon approval
  - All transferred providers will be approved for claiming on the 1<sup>st</sup> of the month after transfer



# FDCH Transfer Actions to Remember

- Check the National Disqualified List first!
- All transfers will be effective the 1<sup>st</sup> 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 all 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 one 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.

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

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

More seedling, more planting, and seedling distribution materials for the CACFP can be found at <http://www.usda.gov/forestry>.

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

View and download at:

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



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