



BULLETIN:

Child and Adult Care Food Program

**Child & Adult Care Centers,
Emergency Shelters, OSHC, &
Sponsors of Family Day Care Homes**
www.education.alaska.gov/tls/cnp

Child Nutrition Programs
Teaching and Learning Support
801 West 10th Street, Suite 200
P.O. Box 110500
Juneau, Alaska 99811-0500
Phone: (907) 465-8711
Fax: (907) 465-8910
Email:
annmarie.martin@alaska.gov

To: CACFP Agencies
CACFP Program Reviewers

Date: February 18, 2014

Bulletin: 2014-04

From: Ann-Marie Martin
CACFP Coordinator

Program changes as a result of USDA Policy Memos and Technical Assistance Memos are to be implemented immediately. Please file this bulletin for reference, guidance and compliance with the Child and Adult Care Food Program. Feel free to call the Child Nutrition Programs office if you need further clarification.

USDA Policy Memos

1. CACFP 06-2014 Effective Date of Free or Reduced Price Meal Eligibility Determinations
2. CACFP 07-2014 Guidance on Income Eligibility Determinations and Duration – REISSUED

Bulletin Topics

3. Intent to Contract form for submission to Child Nutrition Programs
4. Revised CACFP Financial Management FNS Instruction 796-2 Rev. 4
5. 2014 Summer Food Service Program (SFSP)
6. Dig-In! Resource from USDA
7. Nutrition Through the Seasons
8. Alaska Family Child Care Association conference in Anchorage April 11-12, 2014 – “Play Counts”
9. Food safety websites
10. Mealtime Memo for Child Care: New Year New Healthy Food Choices

1. CACFP 06-2014 Effective Date of Free or Reduced Price Meal Eligibility Determinations

This memorandum clarifies the flexibility available to local educational agency (LEA) officials for establishing the effective date of eligibility for children certified for free or reduced price meals in the National School Lunch (NSLP) and School Breakfast Programs (SBP) and free milk in the Special Milk Program (SMP) based on household applications. This memorandum specifically discusses the NSLP, SBP and SMP, but could apply to the CACFP sponsors of family day care homes.

2. CACFP 07-2014 Guidance on Income Eligibility Determinations and Duration – REISSUED

This memorandum incorporates recently clarified flexibility available for establishing the effective date of eligibility for children certified for free or reduced price meals in the CACFP and SFSP and

therefore supersedes CACFP 06-2012, Guidance on Area Eligibility Determinations and Durations, February 10, 2012.

3. Intent to Contract form for submission to Child Nutrition Programs

Please complete this form if you will be contracting with any outside agency/company for meal service in the coming year. Many programs start working on meal contracts in the spring so this form should be submitted prior to starting this process (at least 120 days prior to contract issuance). Please check the date of your current contract to ensure you complete this form and submit to Child Nutrition Programs prior to start-up of this process.

4. Revised CACFP Financial Management – FNS Instruction 796-2 Rev. 4

This updated guidance will assist program managers with the financial management of CACFP. Please use this tool when making any financial decisions about CACFP. This is where you will find the guidelines on determining the allowability of costs, the standards for allowable costs, non-program adults and their related food costs, and food donations. There is very good information about documentation of all your costs to ensure you are maintaining a non-profit food service.

5. 2014 Summer Food Service Program

Summer is only a few months away and many of you will keep your doors open throughout the summer. For both school-year and year-long operating programs, the Summer Food Service Program (SFSP) can be a great supplement to children's nutrition and your program. If you are a returning SFSP sponsor or are interested in becoming a new program sponsor, now is the time to start preparing for summer 2014. Last year, nearly 53,000 eligible children received free and reduced-price school meals, while only about 4,000 participated in the SFSP. Eligibility can be met either by school data (at least 50% or more children at a school in your area are eligible for free or reduced price lunch), census area data, or income eligibility forms.

CACFPs are well positioned to provide meals that complement learning and summer recreation opportunities for children. As CACFP regulations are more stringent than SFSP, it can be a smooth transition between programs, while earning higher rates during the summer. The annual required SFSP training will be held in Anchorage **March 26th-27th or distance April 16th**. You will find the reimbursement rates, training registration and intent to operate forms attached. Please contact Summer Food Program Specialist Alicia Stephens at (907) 465-4788 or alicia.stephens@alaska.gov for more information. Applications for the Summer Food Service Program are due by **April 15, 2014** and can be found on our website at: <http://www.eed.state.ak.us/tls/cnp/SFSP5.html>

6. Dig In! Resource from USDA

Dig In! En casa is a Spanish language version of Dig In! at Home, the parent booklet that accompanies the Dig In! curriculum for 5th and 6th grades.



Dig In! en casa is now available from Team Nutrition!

Dig In! en casa is a Spanish language version of [*Dig In! at Home*](#), the parent booklet that accompanies the [*Dig In!*](#) curriculum for 5th and 6th grades.



This colorful 14-page booklet includes:

- Nine tasty fruit and vegetable recipes
- A MyPlate menu planner
- Dig In! conversation starters ("Ask About...")
- Tips on ways to include more fruits and vegetables in family meals
- Gardening suggestions

Download it now at: <http://www.fns.usda.gov/tn/dig-home-parent-booklet>

Print copies are expected to be available this spring.



View this announcement online: <http://healthymeals.nal.usda.gov/hsmrs/digin/encasa.html>

7. Nutrition through the Seasons

USDA SNAP-Ed has very good information on their website: <http://snap.nal.usda.gov/nutrition-through-the-seasons> for encouraging and educating families and child care providers on eating foods that are in season. Please check out the website for lists of seasonal foods, monthly calendars, recipes, and ideas on physical activity during the seasons.

8. Alaska Family Child Care Association conference in Anchorage April 11-12, 2014 – “Play Counts”

Join the Alaska Child Care Association for the annual conference in Anchorage that provides 12 hours of training hours for early childhood professionals. Information and registration attached.

9. Food Safety Websites

There are good PDF files that you can download for posters and information on all food safety topics at <http://www.fightbac.org/>. Please look at these sites for resources for the children in care, their families, your staff and activities you can do with your participants. You will find good educator resources at: <http://www.foodsafetysite.com/>.

10. Mealtime Memo for Child Care: New Year New Healthy Food Choices. Child care providers can be influential in introducing healthy foods and habits to the children in care and to their

families. This month's Mealttime Memo has nutrition tips and ideas to help you get parents and providers on board for healthy eating in 2014. You can find the memo in English and Spanish at the following website: <http://www.nfsmi.org/ResourceOverview.aspx?ID=449>. You can also find the PDF attached to this bulletin.

Contact Information

Ann-Marie Martin, Program Coordinator
(907) 465-8711 fax (907) 465-8910
annmarie.martin@alaska.gov

Alicia Stephens, Program Specialist
(907) 465-4788 fax (907) 465-8910
alicia.stephens@alaska.gov

Alexis Hall, Education Assistant
(907) 465-4969 fax (907) 465-8910
alexis.hall@alaska.gov

Commonly Used Acronyms

CACFP – Child and Adult Care Food Program
CNP – Child Nutrition Programs
FNS – Food & Nutrition Services
FNSRO-Food & Nut Services Reg. Office
USDA – U.S. Department of Agriculture
LEA – Local Education Authority
DEC – Department of Conservation

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800)845-6136 (Spanish).

The State of Alaska is an equal opportunity provider and employer.