



Dear Provider,

All participants in the Child and Adult Care Food Program (CACFP) must complete an annual training. This mailing includes an 'At-Home Training' which is available to providers who are not able to attend an in-person training session. There is no continuing education credit offered for the 'At-Home Training'.

You are receiving this training because our records indicate you did not attend in-person training during this program year. If you joined the Food Program after October 1, 2016 or attended a training in person, please call the office and let us know so that we can correct our records.

INSTRUCTIONS

There are 7 required training components to the CACFP:

1. Serving meals which meet the CACFP meal patterns
2. Taking accurate meal counts
3. Submitting accurate meal claims
4. Western Dairyland's review of provider's monthly claims and home visits
5. CACFP reimbursement
6. CACFP recordkeeping requirements
7. Civil Rights

Each topic is summarized in the enclosed document. Please review each of the sections and make sure you fully understand the information. If you have any questions, please call the office for clarification.

Complete the questions on the answer sheets (the last 3 pages) and **return the completed answer sheets** no later than September 16, 2017. You may mail, scan and email, or fax your answer sheets.

Please make sure you put your name on your answer sheets.

Mail: Western Dairyland
418 Wisconsin St.
Eau Claire, WI 54703

Email: cacfp@wdeoc.org

Fax: (715)836-7580

418 Wisconsin Street · Eau Claire, WI 54703 | (800) 782-1880 | www.childcarepartnership.org

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2017 Western Dairyland Food Program Provider Training

1. Serving meals which meet the CACFP meal patterns

Meal requirements are determined by the USDA (United States Department of Agriculture) to meet the nutritional needs of the infant/child.

Creditable foods are those foods that may be counted toward meeting the requirements for a reimbursable meal.

Non-creditable or “other” foods are not counted toward the meal pattern.

A meal is reimbursable if it contains creditable foods in amounts required by the meal pattern (refer to your provider manual) for the specific age group.

Infant Meals

Providers may be reimbursed for infant meals before the infant is developmentally ready to eat solid foods whether or not the provider is supplying formula for that child. Once a child is developmentally ready to eat solid foods, the provider must supply the formula, solid foods OR both. The parents can only supply one item of their infant’s meal once they are eating solid foods in order to claim the infant’s meals for reimbursement. The provider statement must indicate the type of formula that they supply and that they supply the food or that they **will** provide the food when the child is developmentally ready to eat solid food.

Types of Meal Service

Family-style meals are those in which food is placed on the table in bowls or platters and beverages in pitchers. Food dishes are passed from one person to another, and everyone serves themselves (or receives assistance if needed).

Providers must take care to ensure that the bowls, platters and pitchers placed on the serving table include enough food for each child sitting at the table to receive at least a full portion based on CACFP meal pattern requirements. Then, providers are to encourage the children to take all foods served in the minimum portions required, but the children can choose which of the healthy foods offered they want to take and decide how much they want to eat.

Pre-plated meals are those where all food components are placed on each child’s plate or bowl and in each child’s cup by the provider. Each plate/cup/bowl includes each component in the appropriate serving size based on age.

Regardless of what type of meal service is followed, all required food components are served together, at the same time.

CN Labels

Meals that serve Commercially Prepared Combination Foods may only be claimed on the Food Program if a Child Nutrition (CN) label or Manufacturer’s Product Formulation Statement is available for that specific food item. A combination food is any food that contains more than one food component (i.e. corndogs, chicken nuggets, ravioli, lasagna, fish sticks, pizza etc.) or that may not be 100% meat (i.e. pre-cooked hamburgers, Salisbury steak etc.).

The CN label is necessary to determine how much meat/meat alternate is in the portion being served to meet the meal pattern requirements. If the food item contains other food components (a

bread and/or vegetable), the CN label is necessary to also determine how much of these components are in the portion being served to meet the meal pattern requirements.

If a combination food is homemade, both meal components can be counted because the provider knows the quantity of each ingredient in the recipe for assuring that each portion provides at least the minimum serving sizes required for each component the combination food item contains and is being served for.

Special Diet

If a child **is allergic or is intolerant** to any meal component, **a diet statement** must be completed by a medical authority to claim his/her meals, unless the provider supplies creditable food substitutions that are within the same food component. For example, if a child is allergic to strawberries and the provider supplies other fruits or vegetables in place of strawberries, a medical statement would not be required to claim his/her meals. However, out of safety concerns for children with allergies, it is always best to obtain their medical information for knowing the proper treatment they need if having any allergic reactions.

The diet statement must note the restrictions on the child's diet and must state the substitute the child may have, if any. A diet statement for a milk allergy can authorize the substitution of any non-dairy beverage.

If food substitutions are not due to a child's disability, the substitutions can be provided by a parent and the provider can still claim the meal for reimbursement as long as the diet statement supports the parent provided foods and s/he provides at least one meal component.

If a **parent prefers** to have their child drink a non-dairy milk substitute, the parent must make **a written request** which states the reason for their preference, and the child must be served a non-dairy product that is nutritionally equal to cow's milk. Only in this case, a diet statement completed by a medical authority is not required.

2. Taking accurate meal counts

The following daily records must be recorded by midnight each day in order to claim the meals for CACFP reimbursement:

- Menus
- Which meals were served (breakfast, am snack, lunch, etc.) and the child name or number that was served each meal (meal counts).

Online claimers must keep records on paper if their computer is not working, and must let Western Dairyland know that their computer is down.

Attendance records must also be completed for each child as they come and go each day (this includes before and after school care). Western Dairyland strongly advises providers to obtain parent signatures on attendance sheets.

3. Submitting accurate meal claims

Only meal and snack types approved by Western Dairyland and served during your regulated hours of operation may be claimed. If you wish to add a meal, snack, or day of the week you must request it in writing (email is acceptable).

Paper Claimers:

- If any required components are missing, the meal will be disallowed.
- Do not bubble in the shaded column.
- Make sure to bubble child numbers accurately.

Online Claimers:

- Pay attention to any warnings that pop up when you submit your claim.
- If KidKare shows that you have a pending child, this means you have not submitted a signed enrollment form, or the child has not been activated by the Western Dairyland office. Go ahead and submit your claim – and then follow up with us about your enrollments!

All meals must be served before claims are submitted for the month.

Claims must be received in the office by the 4th business day of each month or it will be processed the following month. This will delay your reimbursement.

4. Western Dairyland's review of provider's monthly claims and home visits

WD staff reviews each claim. In some cases, adjustments are made to allow or disallow meals of children claimed. It is very important for you to claim accurately. The following items are checked when claims are received:

- Each claim follows the CACFP meal pattern requirements for each meal, based on age of child.
- All children are enrolled.
- You are not claiming over your maximum capacity for any meal (unless you are serving in shifts).
- You are authorized to serve the meal that is recorded, and you are authorized to serve on the day the meal is served (Su, M,T,W,Th,F,Sa).
- Your regulation (license or certification) is current/valid on all of the days you are claiming and that your regulation allows you to care for the ages of children served.
- Paper claims are signed.
- Reimbursement is calculated correctly according to tier status of provider and children.

Home visits

- Your monitor will visit a minimum of 3 times per year.
- You must have completed menus and meal count records, through the previous day or meals will be disallowed.
- Your monitor will review your recorded meal counts for the last five consecutive days or five consecutive days from the prior claim month to make sure they can be reconciled with your children's enrollments and attendance records.
- A meal must be observed during at least one unannounced visit per year. If a monitor visits during a meal service time and you are not home, that meal will be disallowed, unless you have notified the office that you will be away from home for a meal service. At a meal or snack visit, your monitor will record the meal you are serving and will check your claim when it is submitted to make sure you claimed the same food items you served. If there is a discrepancy, the meal will be disallowed.

5. CACFP reimbursement

If your claim is received on time, you will usually receive reimbursement at the beginning of the following month. The date may vary depending upon when Western Dairyland receives reimbursement funds from the government. You are notified of the date of reimbursement through the monthly *Provider Update* that you receive either online or in the mail.

- No reimbursement will be made for children who do not have a signed enrollment form on file.
- Reimbursement is paid at Tier One or Tier Two levels:
 - If the provider lives in an eligible school area or census area, all meals served to day care children are reimbursed at Tier One rates. Eligible schools are updated and providers are notified by late winter or early spring of each year.
 - Meals for all children in care, including provider's own children, can be claimed if the provider has Tier One status by income, other non-resident enrolled children are present and the provider's own children are served during the same meal service as non-resident enrolled children.
 - Providers who are not Tier One by area or by income may ask families to complete income forms. Families may initial completed forms and return them to the provider for submission to Western Dairyland or may return them directly to Western Dairyland. If the family's income is Tier One eligible, meals served to the children from that family will be reimbursed at the Tier One level. The confidentiality of all submitted income form information must be protected.
- All meals served can be claimed with Western Dairyland for record-keeping and/or tax purposes; the CACFP will reimburse you for a maximum of 2 meals and 1 snack or 2 snacks and 1 meal when the CACFP requirements are met for these meals.
- Provider's regulation must be current.

You may request that Western Dairyland check your tier status based on your income at any time. Contact the office if you would like an income form. Reimbursement rates as of 07/2016:

- Tier I: Breakfast = \$1.31; Lunch/Dinner = \$2.46; Snack = \$0.73
- Tier II: Breakfast = \$0.48; Lunch/Dinner = \$1.49; Snack = \$0.20

6. CACFP recordkeeping requirements

Three years of CACFP records, plus the current year, must be maintained at all times. Records for the most recent 12 months plus the current month must be kept on site. Records for the remaining 3 years can be kept onsite or offsite, but must be made available to Food Program personnel if requested.

The records you are required to maintain onsite in your recordkeeping binder include:

- Copy of non-expiring Agreement between Sponsoring Organization and Day Care Home (PI-1425)
- Copies of CACFP Child Enrollment Forms and a copy of the annual Child re-enrollment packet (online providers will have electronic enrollment records)
- Diet Statements for children unable to follow the CACFP meal pattern
- Sponsor Home Visit Review Forms (online claimers will have electronic review records)
- Menu and Meal Count Records through the previous day
- Child Care Attendance Forms up to and including the current day

Enrollment forms

- Enrollments must be received by the Western Dairyland CACFP office by the 4th business day of the month – just like claims. If an enrollment is not received on time, you will not be reimbursed for meals served to that child
- Use a valid child number – one that has not been used for at least one month
- Make sure you note which component of an infant's meal you are providing
- Complete school information (time in and out) for school age children

- Parent signature is required
- All children must be re-enrolled annually; the re-enrollment report will be sent to you in September each year and must be returned to our office by September 30th.

7. Civil Rights

The goals of civil rights are equal treatment for all applicants and beneficiaries; knowledge of rights and responsibilities; elimination of illegal barriers that prevent or deter people from receiving benefits; and dignity and respect for all.

Civil rights requirements for family child care home providers:

- Provide the CACFP in a nondiscriminatory manner
- Supply at least one type of iron fortified infant formula and all baby foods for meals served to infants unless otherwise decided by the parents
- Distribute or visibly post the "Building for the Future" flier to all newly enrolling families
- Refer all Civil Rights complaints to the Western Dairyland food program

You must use the following statement whenever the CACFP or USDA is mentioned or implied in your program materials for parents or for the public:

Non-discrimination and complaint filing statement (updated as of December 2015):

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](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: 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

This institution is an equal opportunity provider.

If the document is too small to permit the full statement, the following statement may be used, in a font size no smaller than the text used in the rest of the document.

"This institution is an equal opportunity provider."

Common Concerns

1. Menu no Match

If you report different foods on your claim than served for an observed meal during a home visit, we must disallow that meal. Monitors will write down all that they see being served during a meal observation, so be certain that you are claiming what your serving each day, for each meal.

- Ex: Your monitor observes a snack in which you serve grapes and milk. When your claim is submitted, you indicated that pretzels and string cheese were served.

2. Related vs Not related children

Only the following relationships are considered “related”. These relationships are **to the provider**:

- | | |
|--|-----------------|
| ▪ Provider’s natural or adopted children | ▪ First cousins |
| ▪ Provider’s foster child | ▪ Nieces |
| ▪ Stepchildren | ▪ Nephews |
| ▪ Grandchildren | ▪ Uncle |
| ▪ Brothers | ▪ Aunt |
| ▪ Sisters | |

All other relationships are considered “not related” and should be indicated as so on enrollments

3. Overcapacity

Minute menu will automatically disallow meals based on a provider’s regulated capacity if a provider claims more meals than they are legally allowed to have. During a home visit, a monitor will note if a provider is over capacity during the visit and documentation will be recorded in the provider’s records. Although your monitor is not required to contact licensing or certification in these instances, if the violation is repeated or they believe the safety of the children in care is in question, they reserve the right to call a regulator.

4. Up to date records

CACFP requires that attendance, menus and meal counts are recorded by midnight each day. If, during a home visit, your monitor sees that any of those are behind, meals will be disallowed.

5. Attendance didn’t match claim

During a home visit, your monitor will review a randomly selected 5 day period from the previous claiming period or the 5 days prior to their visit. This record will be compared to your attendance records from that time period as well as the enrollment information for each child to ensure that everything aligns. If there are discrepancies, meals will be disallowed.

6. Missing components and insufficient portions served

During a meal observation, your monitor will ensure that you are serving all required components for the observed meal and that each component is served in at least the minimum portion required by the meal pattern. If a component is missing, or the portion is not available, that meal will be disallowed.

7. Handwashing

CACFP and Licensing require that children’s hands are washed before each meal. During a meal observation, monitors will ensure that each child participating in the meal has washed their hands prior to eating. If children’s hands are not washed, the provider will be asked to review our handwashing procedures and sign a notification that the information was reviewed. If this violation is repeated, it may lead to serious deficiency.

Western Dairyland CACFP Training 2017

Provider Name _____ Provider # _____

1. One thing you must do to keep accurate meal counts is to record your meal counts and menus at the end of each business day.
☐ True ☐ False
2. One way to be sure you serve meals that meet the federal food program meal patterns is to always serve two different components at a snack, but not two fluids only, for children aged one through 12.
☐ True ☐ False
3. Your claim must be received in the office by the fifth of each month, or it will be processed in the following month. Reimbursement could be delayed up to two months.
☐ True ☐ False
4. It is ok to record all your menus and meal counts in the middle of the month, before you serve them, so you don't get behind on your records.
☐ True ☐ False
5. Each month you will receive a provider update, which will include the date you can expect your reimbursement for a claim.
☐ True ☐ False
6. If you withhold the food program from any eligible age group, that is age discrimination.
☐ True ☐ False
7. You are required to maintain 3 prior years, plus the current year of records for Western Dairyland, DPI or USDA staff to review at any time.
☐ True ☐ False

By signing below you acknowledge you have read the annual training materials and completed this answer sheet.

Provider Signature _____ Date _____

For Office Use:

Date Received _____ Date Copy mailed/mailed to Provider _____

Reviewed by _____