



DEPARTMENT OF EDUCATION

The Townsend Building
401 Federal Street Suite 2
Dover, Delaware 19901-3639
DOE WEBSITE: <http://www.doe.k12.de.us>

Steven H. Godowsky
Secretary of Education
Voice: (302) 735-4000
FAX: (302) 739-4654

November 9, 2015

MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Aimee F. Beam, RD, LDN
Education Associate, Child Nutrition Programs

SUBJECT: 2016 Operational Memo #6 
2016 Annual Sponsor Training Parking Lot

Thank you for attending the recent CACFP Annual Sponsor Training. The attached spreadsheet lists the questions and answers that were submitted on the Parking Lot. Also attached is the following requested document:

- Civil Rights PowerPoint Presentation

The Milk and Milk Substitute handouts were distributed under CACFP Operational Memo #3. The Operational Memo and handouts are available on the DDOE CACFP web page, located at <http://www.doe.k12.de.us/Page/2588> (2015-16 Operational Memos).

Please contact us with any questions at 302-735-4060.

cc: Linda C. Wolfe, EdD, RN, Director, School Support Services
Nutrition Team

CACFP Annual Sponsor Training 2016
Tuesday, September 08, 2015
PARKING LOT

Topic	Question/Discussion	Response/Resolution	Regulation/Reference
1 Allergies	Intolerances - can a parent note suffice. What is no substitute is provided? Doctor note required? How do they deal with vegetarian?	Parent notes suffice only for a milk substitute. Licensed recognized medical authority may write a note for a meal substitution. Centers have discretion to accommodate vegetarians.	DDOE Milk Handout (CACFP Operational Memo #3 located on the DOE CACFP web page http://www.doe.k12.de.us/cms/lib09/DE01922744/Centricity/Domain/149/DDOE%20Milk%20substitutions%20flyer.pdf)
2 At-Risk	How does At-Risk affect centers in that area? Completing IEF's. etc...	To be eligible to participate in the CACFP At-Risk Afterschool Meals, a Program must be located in an eligible area. This means that the site is located in the attendance area of a public school where at least 50% of the students are eligible for free or reduced-price meals. Income Eligibility Forms (IEF) are not completed.	7 CFR 226.17a(i) For more information, please see the USDA CACFP At-Risk Afterschool Meals handbook located at: http://www.fns.usda.gov/cacfp/cacfp-handbooks
3 Audit	A-133 Guidelines for accountants need clarification.	Non-Profits need to follow the A-133 guidelines. For-Profits must have a single audit.	CFR 200
4 Civil Rights	Please send the Civil Rights slide show via email.	Yes, please see attached.	Civil Rights
5 Costs	% of reimbursement that needs to go to food. Clarify because of the "practice" in the past.	30% is a recommendation, and was previously printed in the DDOE CACFP Recordkeeping Booklet.	There is no Federal regulation on this.

6	Costs	For non-allowable costs - listed is hand soap and paper towels. Why are these items listed under allowable costs?	The Allowable and Non-Allowable Costs list says 'the list is not all-inclusive'. Paper towels for the bathroom and classroom are not related to food service. Of course, towels are used at centers during handwashing, so for the most part towels are being allowed as a reasonable costs.	FNS 796-2, Rev 4, states costs must be necessary and reasonable. Necessary. The cost must represent an activity or function that is generally recognized as reasonable and necessary for the operation of the Program. The cost must be essential to fulfill regulatory requirements for proper and efficient administration of the Program. I don't think these items meet this factor. Reasonable. The type and amount of the cost must not exceed what a prudent person would pay under the same circumstances. I think this is a cost that may be allowable, but the entire amount of the item may not be reasonable for the food service operation.
7	Costs	If I'm a thrifty (but healthy) shopper, what happens if money is left over at the end of the month? How can/should it be used?	Fresh fruit or vegetables. Kid friendly tableware. Local produce.	FNS 796-2, Rev. 4 (Nonprofit Food Service). All revenue received must be used for allowable food service costs. Any revenue in excess of expenses is used only to maintain, expand or improve the institution's food service for its participants (thus, more fresh fruit, etc.).
8	Costs	Why is 'value of donated foods' on the unallowed cost list? (see handout)	The dollar amount of the food or beverage donated to your center. Example: if I receive a gallon of milk donated, under "value of donated goods" list \$3.00 (or whatever dollar amount is more applicable in your specific region)	FNS 796-2 Rev 4
9	Costs	Cost allocation other - How do they document items like gloves? Do they just apply a percentage for what is used for food service?	A percentage explaining how many gloves are used for CACFP compared to other glove use in the center is acceptable.	
10	Forms	Form - Religious/Cultural preference - Parent preference/what should they keep on file?	Keep a copy of the note that was submitted on file. Keep all special meal substitution notes together.	

11	Forms	Do you have a sample production record on your website now that it's required with monitoring report?	Production records are not required in CACFP.	
12	Foster	Foster - Do they need to collect documentation?	Refer to IEF Statement for instructions.	
13	Homeless	Homeless - How often do they need to provide documents?	Refer to IEF Statement for instructions.	
14	Income Eligibility Form	"Income reported as the income for the month" list on back of Child IEF. May need to change.	Refer to IEF Statement for instructions.	
15	Income Eligibility Form	Child Income - Do they list income of any child income in the household?	No, only list income from children participating in the Program. If there is an older sibling in the house who works, and they keep their earnings to themselves and it is NOT shared with the entire household, this income does NOT need to be listed.	
16	Income Eligibility Form	If a parent has listed 0 income but then a month later she tells you she has a job, should I have her complete a new IEF?	Yes. Refer to IEF Statement for instructions.	
17	Income Eligibility Form	Are we required to notify in writing that they are eligible for free, reduced, or paid if the parents don't pay anything towards meals?	Yes, USDA regulations require household letters to be sent explaining meal benefits	7 CFR 226.23 (e)(1)
18	Income Eligibility Form	For a child that is a renewal can you write the word 'renewal' in the start date space?	The start date should go in the space, however if the parent does not know the start date then defer the question to the institution for assistance. A year and month would be sufficient as the start date is on the roster.	

19	Income Eligibility Form	What if a family who does not have SNAP or TANF and is over income but they have a child attending head start? Are they still automatically eligible?	Head start as an organization serves meals at no cost to all participants. A Head Start attendee (child) is categorically eligible, however this does not make the family eligible. The answer is No.	
20	Income Eligibility Form	Do eligibility forms in different language are used just for reference to fill the English form or parents can fill the form in a different language only or both?	Parents requesting an IEF in another language may complete, and submit, that form in a different language, they do no need to complete both, or use it as a guide to complete the English version.	USDA's prototype Meal Benefit Income Eligibility Forms in Other languages can be found at: http://www.fns.usda.gov/cacfp/meal-benefit-income-eligibility
21	Income Eligibility Form	Does DE require a specific data collection form or is this met by putting info in application?	Please provide more information. Is this question regarding enrollment? If so, DDOE CACFP captures enrollment and eligibility data on the same form (the IEF).	
22	Income Eligibility Form	What documentations will be needed for homeless child?	No additional documentation needed.	Per the 2015 Eligibility Manual for School Meals, page 9: HOMELESS: An Other Source Categorically Eligible Program designation for a child who is identified by the LEA homeless liaison or by an official of a homeless shelter as lacking a fixed, regular, and adequate nighttime residence.
23	Infants	Can an electronic version (picture) of the infant menu be acceptable for infant meal documentation?	Yes.	
24	Infants	Infant Preference letter as a requirement USDA gives flexibility (paperwork reduction) to track this info.	If your organization chooses to use an alternate form, please see State Agency approval.	
25	Infants	Can multiple infants be on same menu?	Yes, please be clear about what specific type and brand of formula (or Breast milk) each child is receiving.	

26	Infants	Infant menus - notate parent choice to offer all & not parent/decline form.	If your organization chooses to use an alternate form, please see State Agency approval.	
27	Meal Pattern	If a parent supplies a food component, can the center still claim the meal?	As long as the center provides at least one component an INFANT meal may be claimed. For children's meals all meal components must be offered in order to claim the meal.	
28	Meal Pattern	Can peas be used as a regular substitute for meat?	No, peas are a vegetable and cannot replace the meat portion of the meal.	7 CFR 226.20 (c)
29	Meal Pattern	Special Diet Request form based on religious beliefs - Parent request on form no pork to be served to her children. Should we be providing the supplement and is it reimbursable?	It is the discretion of the center to accommodate a special diet request. If a parent provides a meal component substitution, the meal may NOT be claimed. If the center chooses to provide an acceptable substitution for both the child and the CACFP meal pattern the meal may be claimed.	7 CFR 226.20 (h)
30	Meal Pattern	CN labeled granola bars or strawberry graham's - would not be acceptable per DELACARE rules for a breakfast grain - true?	TRUE	
31	Meal Pattern	Does a menu substitution form have to be posted in advance if a food is replaced on the menu?	No, as long as a menu substitution is documented on a "working cooks menu".	
32	Milk	If a child refuse to eat a meal but drinks milk served - a meal count cannot be claimed - true?	TRUE	
33	Milk	Sell by date on milk - How many days after can it be served?	Zero. Adhere to listed date when serving milk in CACFP.	

34	Milk	Is almond milk (fortified) such as almond breeze or silk almond milk reimbursable for clients who parents request vegetarian meals and almond milk? It sounds as though whole meal would be disclaimed - not reimbursable.	Gather manufacture nutrient statement and check against the USDA nutrient specifications for non-dairy beverage substitutes. If the substitute does not meet the nutrient specifications, then yes the meal may not be claimed.	Milk Handout - Calculator (Operational Memo #3 located on DOE CACFP webpage http://www.doe.k12.de.us/cms/lib09/DE01922744/Centricity/Domain/149/USDA%20Milk%20Substitute%20Calculator.xlsx)
35	Resource	Great Book - Farm to Table!	Please provide more information to share resource.	N/A
36	Resource	Can you start posting helpful newsletters including nutrition info, recipe and snack ideas for 1-3 year olds.	Yes.	The USDA also has resources available online at: http://www.fns.usda.gov/cacfp/child-and-adult-care-food-program