

# **CHILD AND ADULT CARE FOOD PROGRAM (CACFP)**

**CACFP SPONSORS ONLY OFFICE HOUR MEETING  
SEPTEMBER 29, 2020  
9:00AM UNTIL 10:00AM**

# CACFP SPONSOR FAQ's

- This meeting will cover 25 of the most frequently asked questions by Sponsors.
- If your Sponsoring Organization needs additional assistance, please contact your assigned CACFP Program Analyst.

# CACFP WEBSITE

- Check out the CACFP website at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp) to find useful information and resources.
- Bookmark and save the CACFP website homepage.

The screenshot shows the Michigan Department of Education website for the Child and Adult Care Food Program (CACFP). The header includes the MDE Home, Top Topics, Contact MDE, and MI.gov links. The main navigation menu on the left lists various educational and administrative categories. The main content area features the CACFP title, a search bar, and a list of key resources including COVID-19 health and nutrition services, public health emergency participation options, and food assistance for Michigan children. Below this is a grid of six circular icons representing 'About Us', 'Contact Us', 'Forms and Instructions', 'How to Apply', 'Resources', and 'Training'. A disclaimer at the bottom states that the institution is an equal opportunity provider.

MDE Home Top Topics Contact MDE MI.gov

MICHIGAN Department of Education

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MDE / FOOD & NUTRITION PROGRAMS / CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

**Child and Adult Care Food Program**

**MDE COVID-19 Health and Nutrition Services Resources**

**CACFP Public Health Emergency Participation Options and FAQ's**

**FAQs for Child Care Providers**

**Food Assistance for Michigan Children, Families and Individuals**

**About Us**

**Contact Us**

**Forms and Instructions**

**How to Apply**

**Resources**

**Training**

This institution is an equal opportunity provider. For the full Non-Discrimination statement, see About Us.

# QUESTION 1

## Who is eligible to participant in At Risk Afterschool Program (ARAS)?

- The USDA is allowing schools and afterschool care centers to serve ARAS Suppers and/or Snacks to all students regardless of their location, through December 31, 2020.

# QUESTION 2

**Can Sponsors operate the CACFP program with the extended Summer Food Service Program (SFSP) program for our Great Start to Readiness (GSRP) students?**

- Yes.
- Only two meals can be claimed per student through SFSP.
- Through the Extended SFSP, Sponsors may serve breakfast and lunch, lunch and a snack or breakfast and a snack, but you cannot claim lunch and supper.

# QUESTION 2 Continued

- You must have an approved SFSP application to participate in the SFSP. Please contact: [MDE-SFSP@michigan.gov](mailto:MDE-SFSP@michigan.gov) to see if you qualify.
- Applications are due by October 1, 2020.
- Sponsors operating the SFSP are strongly encouraged to follow the Preschool Meal Pattern as this meal pattern meets the needs for younger children and ensures a smoother transition when the Extended SFSP ends.

# QUESTION 3

**Is re-certification/submission of the FY 2021 CACFP Application required by Sponsors if they are NOT currently operating the CACFP program?**

- Yes.
- If you are planning on participating in the CACFP later in the year, it is recommended that you get your application approved now.

# QUESTION 4

## Is enrichment still required for the At -Risk Afterschool Program (ARAS) ?

- Yes.
- At the present time there is no enrichment waiver in place for at-risk after school programs.
- Enrichment may be offered virtually, through enrichment packets sent home with meals, or face to face when safely possible.
- USDA Team Nutrition website for digital resources for children at : <https://www.fns.usda.gov/tn/digital-nutrition-resources-kids>.



# QUESTION 5

**Can Sponsors extend meal service to include weekends, holidays?**

- Yes, however, your application will need to reflect that your childcare/ARAS is open on weekends and holidays.

# QUESTION 6

**Can Sponsors provide several days of meals through the non-congregate meal waiver?**

- Yes.
- Food safety procedures with distribution of multiple meals must be followed.
  - Keep the following in mind:
    - Do families have the storage for multiple meals?
    - Can you maintain proper temperature of foods served?
    - Can you meet meal pattern requirements?
      - You must show that you are meeting minimum serving requirements
      - All meal components must be served, including milk

# QUESTION 7

**Can Sponsors provide an ARAS CACFP dinner to student athletes before practices or before games (either home or away)?**

- Yes.
- Sponsors must have other enrichment programs operating in their school or virtual enrichment going on.
- For sports teams, meals/snacks may be eaten on site or sent on the bus.
- Attendance roster and point of service meal attendance must be collected.

# QUESTION 8

## How do Sponsors take meal attendance for non-congregate meals?

- Complete the ARAS POS meal attendance form (found in downloadable program documents of the FY-21 CACFP app).

# QUESTION 9

**For ARAS, is it acceptable to track participation using an SFSP count sheet?**

- Yes.
- Daily program attendance and Point of Service Meal Attendance are required for CACFP.
- ARAS center attendance can be taken by head count or by name.

# QUESTION 10

**Are all CACFP Meal Pattern components required to be served to credit meal/snack for reimbursement?**

- Yes.
- All meal pattern components are still required to claim meals under CACFP.
- The USDA's Meal Pattern Waiver Extension #4 requires state agency approval for serving any meal that does not meet meal pattern requirements due to a supply chain disruption.

# QUESTION 11

## Is fluid milk required for crediting CACFP meals?

- Yes.
- Fluid milk is a requirement for breakfast, lunch and supper and is an option at snack.
- Refer to the USDA's Nutrition Standards page at: <https://www.fns.usda.gov/cacfp/meals-and-snacks> for meal pattern requirements for each age group.

# QUESTION 12

**What do Sponsors do if they cannot find a required meal component where they normally purchase food and milk?**

- All meals served are required to have all required components.
- You may substitute another item from the same component group. For instance, if you cannot find whole wheat bread, you can substitute a whole grain wrap or crackers, or a bun.
- Fresh, frozen, and canned foods can all be utilized. Source locally when you can.



# QUESTION 12 Continued

- Are there other stores or local producers you could purchase from?
- Consider contacting local providers or farmer's markets to take advantage of in seasonal produce.
- Many food suppliers need new clients as many restaurants are closed or buying less.

# QUESTION 13

**Can Sponsors make menu substitutions? If so, do they still have to meet CACFP meal component requirements?**

- Yes.
- CACFP Meal pattern requirements are still in effect and you must document all menu substitutions.
- File substitution documentation with your monthly claim records.

# QUESTION 14

**Do we still have to use the CACFP Request for Special Meals and/or Accommodations form?**

- Yes.
- Participants who request accommodations due to a disability must have a correctly completed Special Dietary Needs Form/medical statement signed by a licensed medical professional.
- The special dietary needs form must include how the food affects the participant, foods to be avoided/eliminated and foods that can be safely served.
- Meals served that do not meet meal pattern requirements may not be claimed unless you have a valid special dietary needs form/medical statement on file.

# QUESTION 15

**Can Sponsors only provide meals for children? Can Sponsors provide meals for siblings and parents?**

- CACFP is a child nutrition program.
- Siblings that are enrolled in the program may receive meals.
- ARAS allows for any child to participate 18 years and under.
- CACFP does not allow meals for the participating child's parent/guardian or caretaker.

# QUESTION 16

**Are Sponsor monitoring responsibilities and CACFP meal observations duties required during the COVID Pandemic?**

- Yes.
- For the sponsor's current review year, only two site visits are required for their facilities.
- One site visit is to be unannounced. One unannounced meal observation is required (previously two were required).
- Requirement that no more than six (6) months may occur between reviews has been waived.

# QUESTION 16 Continued

- Sponsors must still conduct at least one review within the facility's first month of operation, but it can be a desk review.
- MDE highly recommends updating your monitoring tool/schedule to note which site(s) have not been monitored due to closure and update your tool to ensure two site visits will be completed by September 30, 2020.

# QUESTION 17

**What virtual and/or contactless tools can Sponsors use to conduct monitoring of sites and meal observation?**

- Sponsors may use on-line meeting applications such as Zoom, Skype, or Facetime, as feasible, for open sites.
- Data may be collected electronically and/or by the telephone.

# QUESTION 18

## What can Sponsors expect for their upcoming review?

- MDE may hold administrative reviews as desk audits.
- MDE must conduct pre-approval visits as a desk audit by reviewing electronically submitted information and using on-line meeting software and/or by telephone.
- Sponsors will have to provide records through GEMS MARS electronically for review.



# QUESTION 19

**Where can Sponsors find the waivers that apply to CACFP/ARAS questions?**

- All approved Child Nutrition Program waivers are located at:

[https://www.fns.usda.gov/programs/fns-disaster-assistance/fns-responds-covid-19/child-nutrition-covid-19-waivers.](https://www.fns.usda.gov/programs/fns-disaster-assistance/fns-responds-covid-19/child-nutrition-covid-19-waivers)

# QUESTION 20

**How do Sponsors complete the ethnic/racial data form for non-congregate meals?**

- If you are a school, you can use the racial/ethnic data collected by the school.
- If you are a non-school sponsor, you can use the information collected on the participant enrollment form that is required to be completed for all enrolled participants.

# QUESTION 21

## How will Sponsors receive claim reimbursement for serving non-congregate meals?

- If you are participating in the CACFP, you will claim through CACFP program's claiming process.
- Remember you must still retain all records to support your claim:
  - Meal attendance
  - Center attendance
  - Food and non-food costs
  - Labor costs, etc.

# QUESTION 22

**During the pandemic, do Sponsors have to maintain licensing and inspections requirements?**

- Yes.
- The Department of Licensing and Regulatory Affairs (LARA) has communicated that all licenses are still being issued.

# QUESTION 23

**Some sponsoring organizations would like to have family style meals. Can this be done with proper procedures?**

- The following guidance was released on August 11, 2020, from LARA regarding family style meals.
  - Meals provided by the childcare should be delivered to classrooms in centers with disposable utensils, if possible.
  - If you offer family style meal service, modify your practice, and have students eat together, but not serve themselves.
  - You may visit: [https://www.michigan.gov/lara/0,4601,7-15489334\\_63294\\_5529---,00](https://www.michigan.gov/lara/0,4601,7-15489334_63294_5529---,00)

# QUESTION 24

**Do Sponsors have to participate and conduct CACFP annual training as required?**

- Yes.
- Please refer to our CACFP website.
- All current trainings are accessible on the website.
- Continue to train new and current staff on CACFP and their CACFP responsibilities.

# QUESTION 25

**Where can Sponsors find CACFP trainings and monitoring training?**

- Go to this website link: [https://www.michigan.gov/mde/0,4615,7-140-66254\\_25656---,00.html](https://www.michigan.gov/mde/0,4615,7-140-66254_25656---,00.html) and click on training.

# TRAINING AND COVID-19 RESOURCES



# CACFP BRIGHTON TRAINING RESOURCES

- Brighton Trainings: <https://misponsortraining.com>;
- Brighton works best on Chrome.
- Create your username and password.
- Select course, enter the access code: 1234, then click the Submit button.
- Each CACFP course is one hour of instruction.
- Completed training hours earned by participants can be used toward annual training required by the Michigan Department of Human Services.

**CACFP Training Quick Start Guide**  
**How to Create a New User Account and Register for a Course**

1. Go to <https://misponsortraining.com>. Brighton works best on Chrome.
2. Scroll to find your desired course and click the See more... button

**Online Course Catalog**

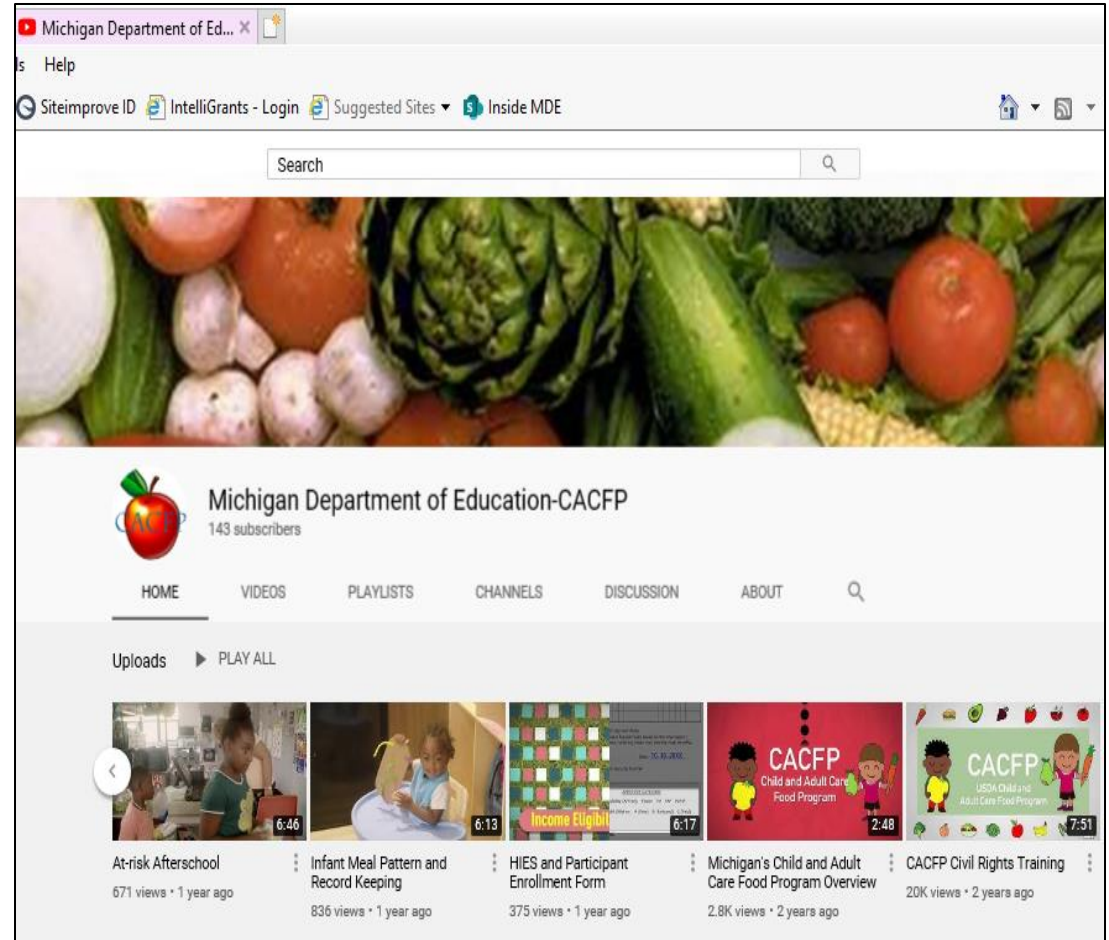
 <p><b>Planning and Administering the SFSP</b></p> <p><b>Planning and Administering the SFSP 2020 REQUIRED (MICHIGAN-100)</b></p> <p>This course is designed for new and returning Summer Food Service Program (SFS) sponsor staff and will review the regulations and procedures of the SFS.</p> <p style="text-align: center;">See more...</p>	 <p><b>SFSP Meal Planning for Summer Success!</b></p> <p><b>SFSP Meal Planning for Summer Success! OPTIONAL (MICHIGAN-523)</b></p> <p>A winning meal is the key to getting great attendance and keeping kids coming to your site all summer long. While SFSP has its special challenges, in this hour our course, participants will explore exciting menu options for cold meals and hot meals. Participants will learn the SFSP meal pattern and then discuss how much flexibility and flexibility it has to build the best menu for their needs.</p> <p style="text-align: center;">See more...</p>	 <p><b>Menu Building Basics: Utilizing CN Labels and USDA Recipes to Build a Cycle Menu (MICHIGAN-522)</b></p> <p>In this course, participants will learn to recognize the 6 key indicators for a CN Label, what a product formulation statement is, and how to use them to build a cycle menu. In addition, participants will explore the vast resources of USDA Standardized recipes, and will learn how to scale these recipes and products to fit their production needs. Lastly, participants will understand the kinds of record retention and what documentation would be needed to support food production records, if required by their state.</p> <p style="text-align: center;">See more...</p>
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# MDE- CACFP YouTube Videos

**MDE- CACFP YouTube Video:**  
<https://www.youtube.com/channel/UCSMX3crgJBmOxpKxHbQPvzQ>

## Trainings Offered:

- Civil Rights
- Michigan's CACFP Program Overview
- CACFP Updated Meal Patterns
- HIES and Participant Enrollment Form
- Procurement
- At-Risk Afterschool
- Infant Meal Pattern and Record Keeping



The screenshot displays the YouTube channel page for the Michigan Department of Education-CACFP. The channel has 143 subscribers. The page features a banner image of fresh vegetables. Below the banner, the channel name and subscriber count are shown. The navigation menu includes HOME, VIDEOS, PLAYLISTS, CHANNELS, DISCUSSION, and ABOUT. The 'Uploads' section is active, showing a list of videos with their titles, view counts, and upload dates:

Video Title	Views	Upload Date
At-risk Afterschool	671 views	1 year ago
Infant Meal Pattern and Record Keeping	836 views	1 year ago
HIES and Participant Enrollment Form	375 views	1 year ago
Michigan's Child and Adult Care Food Program Overview	2.8K views	2 years ago
CACFP Civil Rights Training	20K views	2 years ago

# MDE COVID-19 RESOURCES

- You may go to the CACFP website at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp) for information regarding the MDE COVID-19 Health and Nutrition Services Resources. See Link:
- <https://www.michigan.gov/mde/0,4615,7-140--524929--,00.html>
- [https://www.michigan.gov/documents/mde/CACFP\\_Public\\_Health\\_Emergency\\_Participation\\_Options\\_and\\_FAQ\\_685537\\_7.pdf](https://www.michigan.gov/documents/mde/CACFP_Public_Health_Emergency_Participation_Options_and_FAQ_685537_7.pdf)
- For more information on statewide efforts, please visit the coordinated Michigan Coronavirus website at: [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus)
- Additional Education Information and Resources can be found on the MDE website at the COVID-19 Education Information and Resources page.

State Board of Education & Superintendent

Strategic Plan

Academic Standards

Career and Technical Education

Early Learners and Families

Education Services

Family Engagement

Flexible Learning Options

Food & Nutrition Programs

Gifted and Talented

Health & Safety

IT Operations

School Performance & Supports

Special Education

State Aid & School Finance

Student Assessment

Treasury of Michigan

MDE

### MDE COVID-19 Health and Nutrition Services Resources

In response to the COVID-19 crisis, the Michigan Department of Education (MDE) through its Office of Health and Nutrition Services has developed guidance and resources to facilitate feeding children and families.

We appreciate your understanding and cooperation in reducing the coronavirus risk to Michigan residents. For more information on statewide efforts, please visit the coordinated Michigan Coronavirus website at [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus).

Additional Education Information and Resources can be found on the MDE website at the COVID-19 Education Information and Resources page.

**Serving Emergency Meals**  
Serving Emergency Meals

**Emergency Food for Families**  
Emergency Food for Families

**CACFP Emergency Participation**  
Child and Adult Care Food Program Participation

**Pandemic EBT**  
Pandemic EBT

**Town Hall Information**  
Town Hall Information

**Q & A**  
Q & A

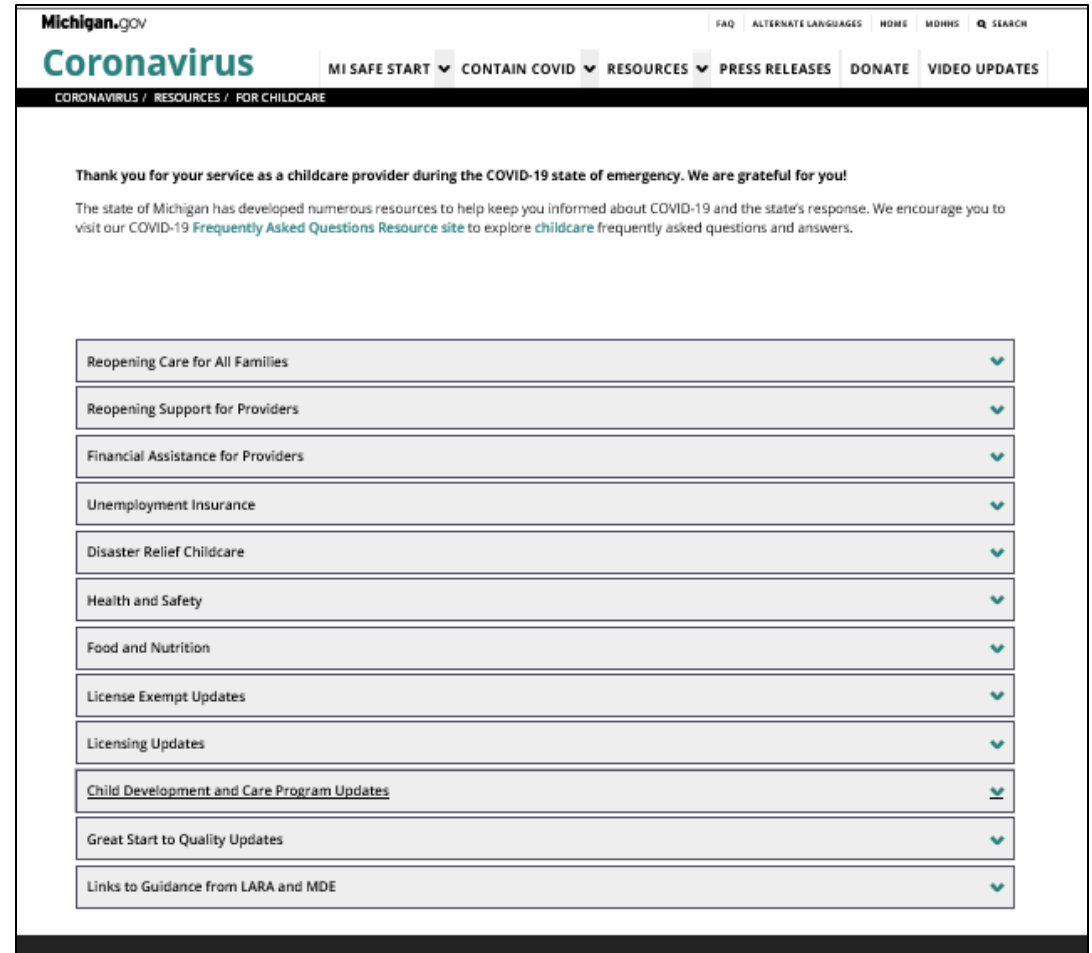
**USDA Food Program Walvers**

# FAQ's COVID-19 RESOURCE SITE

The state of Michigan has developed numerous resources to help keep you informed about COVID-19 and the state's response. We encourage you to visit our COVID-19 Frequently Asked Questions Resource site to explore childcare frequently asked questions and answers.

- See Link:

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98157---,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98157---,00.html)



The screenshot shows the Michigan.gov website's COVID-19 resources page for childcare. The page features a navigation bar with 'Michigan.gov', 'Coronavirus', and various menu items like 'MI SAFE START', 'CONTAIN COVID', 'RESOURCES', 'PRESS RELEASES', 'DONATE', and 'VIDEO UPDATES'. Below the navigation, there is a message of gratitude for childcare providers and a list of resource categories, each with a dropdown arrow. The categories include: Reopening Care for All Families, Reopening Support for Providers, Financial Assistance for Providers, Unemployment Insurance, Disaster Relief Childcare, Health and Safety, Food and Nutrition, License Exempt Updates, Licensing Updates, Child Development and Care Program Updates, Great Start to Quality Updates, and Links to Guidance from LARA and MDE.

# Questions?

## Contact:

The Michigan Department of Education  
Child and Adult Care Food Program

- Due to the Covid-19 pandemic the MDE CACFP staff is working remotely.
- Email your assigned CACFP Analyst directly.
- Include your CACFP agreement number on your email communications!

Email: [MDE-CNAP-CACFP@Michigan.gov](mailto:MDE-CNAP-CACFP@Michigan.gov)

Website: [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp)

# USDA Nondiscrimination Statement

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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, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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](mailto:program.intake@usda.gov).

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