

Child and Adult Care Food Program

Welcome to the February edition of the Michigan Department of Education (MDE) Child and Adult Care Food Program (CACFP) Monthly E-Newsletter. We hope you have enjoyed our monthly installments of CACFP related guidance and news compiled for your convenience.

If you need additional information between newsletters, please visit the [MDE CACFP website](http://www.michigan.gov/cacfp) (www.michigan.gov/cacfp) or call the CACFP office at 517-373-7391. Please note time-sensitive information will be sent out immediately as necessary. Please feel free to share any information in our newsletters with your families too!

Holiday Hours

CACFP will be closed on Monday, February 15th for President's Day.

What's New!

Office of Great Start Survey Request

The Michigan Department of Education's Office of Great Start (OGS) is partnering with Public Sector Consultants to look at ways of improving the delivery of child care in Michigan. OGS is examining best practices from around the country and has been speaking with parents, providers, and others with child care knowledge and experience. OGS's goal is to improve access to high-quality care for all Michigan children, but particularly for those who are most vulnerable. **An important part of this work is your voice!** Please send share your thoughts and opinions by completing their [survey](https://www.surveymonkey.com/r/FHMQP6B) (https://www.surveymonkey.com/r/FHMQP6B). Surveys must be submitted by **February 10, 2016**. All feedback will be reviewed and considered by the Office of Great Start. Thank you for your time!

Free stuff!

Did you know that by participating in the CACFP you are eligible to receive free nutrition education materials through the USDA's Team Nutrition? Two popular Team Nutrition MyPlate resources, *the Two Bite Club* and *Discover MyPlate: Emergent Reader Mini Books* are now available as e-books! These free e-books teach young children about the MyPlate food groups and include interactive features to test comprehension and make learning fun. Check them out today at [MyPlate-ebooks](http://www.fns.usda.gov/tn/myplate-ebooks) (http://www.fns.usda.gov/tn/myplate-ebooks). Be sure to check out other resources available at the USDA Team Nutrition website [USDA Team Nutrition website](http://www.fns.usda.gov/tn/team-nutrition) (http://www.fns.usda.gov/tn/team-nutrition).

Farm to Cafeteria Conference Scholarship Applications

The 8th National Farm to Cafeteria Conference is June 2-4, 2016, in Madison, Wisconsin. If you would like to attend, the Farm to School Network is offering scholarships to cover registration fees and/or short courses. The application deadline is February 29, 2016. To learn more about this conference and apply for a scholarship, visit the [Farm to Cafeteria Conference website](http://farmtocafeteriaconference.org/8/) (http://farmtocafeteriaconference.org/8/).

2015-2020 Dietary Guidelines

2015-2020 Dietary Guidelines for Americans Released:

Secretary of Health and Human Services Sylvia M. Burwell and Secretary of Agriculture Tom Vilsack released updated nutritional guidelines that encourage Americans to adopt a series of science-based recommendations to improve eating habits to reduce obesity and prevent chronic diseases such as type 2 diabetes, hypertension, and heart disease. The evidence-based nutrition recommendations provide the general public, as

well as policy makers and health professionals, with the information needed to help individuals make informed choices about diets at home, school, work, and in communities. The [news release](http://www.cnpp.usda.gov/sites/default/files/USDAPressRelease.pdf) (<http://www.cnpp.usda.gov/sites/default/files/USDAPressRelease.pdf>) includes a short summary. The [full report](http://health.gov/dietaryguidelines/2015/guidelines/) (<http://health.gov/dietaryguidelines/2015/guidelines/>) is also available. For new resources and materials related to the new Dietary Guidelines for Americans check out [My Plate!](http://www.choosemyplate.gov/) (<http://www.choosemyplate.gov/>).

New Operational Memorandums:

Listed below are the recent operational memos issued by MDE CACFP and a brief summary of each one. The complete list of operational memorandums can be accessed at the [MDE CACFP website](http://www.michigan.gov/cacfp) (www.michigan.gov/cacfp) under Operational Memorandums.

Disclosure Requirements for the Child Nutrition Programs:

(Institutions Memo #8 and FDCH Memo #8)

This memorandum is regarding the permissibility of disclosing individual student information collected for purposes of determining eligibility for free or reduced price meals through Child Nutrition Programs (CNP) and serves as a reminder regarding the restrictions on disclosure of sensitive information collected through CNP.

Child and Adult Care Food Program (CACFP) Trainings and Registration Process:

(Institutions Memo #9)

This memorandum contains the schedule, location, and registration information for the CACFP Record Keeping Trainings for the CACFP.

Administrative Review Common Findings:

A common finding during administrative reviews is insufficient documentation of milk purchases. CACFP regulations require each participant's breakfast, lunch, or supper include fluid cow's milk to be reimbursable. For children, the breakfast meal pattern requires a serving of fluid milk be served as a beverage, poured on cereal, or used in part for each. For lunch and supper, the serving of milk must be as a beverage. For children ages 3-5 years, the serving is 3/4 cup, but reviewers often find staff are pouring less than the required serving into cups to avoid spillage and waste. Staff should verify the amount they serve to be sure the correct amount is being served.

During an administrative review, CACFP analysts review receipts and invoices to determine if the amount of milk purchased is sufficient for the number of breakfasts, lunches, and suppers claimed for the review month. If the amount of milk purchased is less than the amount required, corrective action may include disallowing meals claimed, claim amendments, and recoupment of reimbursement. Reviewers frequently find small individual milk purchases often do not have the receipts to back up the recommended amount to purchase. As single receipts are sometimes lost, have a plan to ensure all receipts are accounted for. Train staff who are responsible for purchasing to turn in all receipts for documentation on the Record of Milk Purchases form (see the Best Practice section below). If your center receives donated milk or approved non-dairy beverages, record the type and amount of milk donated and keep donation records with your monthly claim records.

Best Practices – Summary of Costs and Record of Milk Purchases Worksheet

Costs related to your CACFP claim must be supported by receipts/billings each claim month. Receipts/billings must show the date, vendor name, each item, and its price. Summarize food, non-food, and other costs each month on the "Summary of Costs" form. This form is an optional form, but is a great way to keep track of costs each claim month. Use this form to break down your purchases into food, non-food, and other costs. Entering each purchase or transaction on this form saves time at the end of the month when compiling claim information. It also serves as a fact sheet for each month's cost documentation.

In addition, the "Record of Milk Purchases" worksheet is another optional form which documents milk purchases each month. It assists in determining how much milk to purchase based on the numbers of meals and snacks served to ensure meal pattern requirements are met. Keep record of milk receipts/invoices by filling in the date the milk was purchased, the vendor name, and the number of gallons purchased/donated. Keep the completed worksheet with monthly cost documentation for recordkeeping. Both forms are located on the MDE CACFP website (www.michigan.gov/cacfp) under Forms & Instructions – Independent Centers and Sponsors of Centers.

CACFP Monthly Nutrition Bite **Recipe of the Month**

This month's recipe is the "Snowy Day" sandwich. This sandwich takes inspiration from the popular Greek gyro sandwich. You can make your own version of a gyro at your center or home by using any type of meat with tomatoes, onions and low fat cheese. It is a versatile recipe you can experiment with by "add ins" such as shredded Romaine lettuce, feta cheese and black olives! This sandwich provides the key nutrients iron, vitamins A and C, and calcium – plus tastes great! Serve it with a side leafy green salad, fresh fruit, and some cold milk for a great snowy day lunch or supper. Share this recipe with your families too!

Snowy Day Sandwich

Serves 12

Ingredients:

- 12 pita breads, whole wheat
- 1 cup onion, chopped
- 2 cups red bell pepper, sliced
- 1 cup green bell pepper, sliced
- 1 1/2 pounds turkey breast, cut into strips
- 1 cup part-skim ricotta cheese
- 1 TB vegetable oil

Directions:

1. Bake turkey breast according to package directions.
2. Cut turkey into strips.
3. In a non-stick skillet, sauté onions and bell peppers in oil until tender.
4. Spread each pita with 1 TB of ricotta cheese.
5. Fold pita in half.
6. Fill pita with 1/2 cup of vegetable mixture and 1 1/2 ounces of turkey strips.

*Recipe obtained from CACFP Menu Planning Guide [CACFP Menu Planning Guide](http://healthy-meals.nal.usda.gov/hsmrs/Wisconsin/cacfp-menu-planning.pdf)
(<http://healthy-meals.nal.usda.gov/hsmrs/Wisconsin/cacfp-menu-planning.pdf>).

Family Day Care Homes

Local Conference Information:

Join Camp Fire West Michigan 4C at their 42nd Annual Early Childhood Conference being held Saturday, February 27, 2016, from 8:00a.m. to 4:00 p.m. at the Crowne Plaza Hotel, Grand Rapids, Michigan. Additional information on West Michigan 4C as well as the conference brochure can be found at [Camp Fire West Michigan Kent 4C](http://www.4cchildcare.org/) (<http://www.4cchildcare.org/>).

National CACFP Week

It is not too early to start thinking about how to promote and celebrate CACFP during National CACFP Week, March 12-19, 2016! For more information on how to promote the CACFP and to get involved, check out the [National CACFP Sponsors Association's webpage](http://www.cacfp.org/) (<http://www.cacfp.org/>). While you are there, check out information on their upcoming National Conference in Orlando, Florida, April 21-23, 2016.