

Child and Adult Care Food Program

Welcome to the first edition of the Child and Adult Care Food Program (CACFP) Monthly E-Newsletter! We listened to your feedback. We condensed all the Child and Adult Care Food Program (CACFP) news and policy into one convenient monthly CACFP update.

This monthly E-Newsletter will keep you informed of the latest news, trainings, and information related to the CACFP. If you need additional information between updates, please visit the [MDE CACFP website](http://www.michigan.gov/cacfp) (www.michigan.gov/cacfp) or call the CACFP office at 517-373-7391. Time sensitive information may be sent out immediately on occasion.

What's New

All institutions participating in CACFP are required to initiate a certification for Fiscal Year (FY) 2016 to continue participation. The certification must be completed through the Michigan Electronic Grants System Plus (MEGS+). MEGS+ may be accessed through the [Michigan Education Information System \(MEIS\) website](http://www.michigan.gov/meis) (www.michigan.gov/meis). The due date for the FY16 certification is September 30, 2015. If your application certification is not complete, correct, and approved by the Michigan Department of Education (MDE) on or before Monday, November 30, 2015, you will lose claim months beginning with October 2015. For more information, refer to FY 2015 Institutions Memo #28 and FY 2015 FDCH Memo #25 – FY 2016 CACFP Application Certification.

MEGS+ has a new feature. Starting in FY 2016, the general comments and notes sections are no longer available. They have been replaced by Review Comments. The user guide is attached.

New Territory Assignments! Changes were made to the program analysts' assigned territories. Please review the territorial map to ensure you have the contact information for your new program analyst. Wayne County and the counties in the Upper Peninsula are shared. The complete list of departmental analysts and their assigned territories can be accessed at the [MDE CACFP website](http://www.michigan.gov/cacfp) (www.michigan.gov/cacfp) under What's New.

New Operational Memorandum

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 found on the [MDE CACFP website](http://www.michigan.gov/cacfp) (www.michigan.gov/cacfp) under operational memorandums.

- Civil Rights Compliance- Annual Reminder:
(FY 2015 Institutions Memo #39 and FY 2015 FDCH Memo #36)
The United States Department of Agriculture (USDA) requires that all institutions participating in the Child and Adult Care Food Program (CACFP) comply with the Food and Nutrition Service (FNS) Instruction 113.1, *Civil Rights Compliance and Enforcement – Nutrition Programs and Activities*
- Smoothies Offered in the CACFP:
(FY 2015 Institutions Memo #40 and FY 2015 FDCH Memo #37)
The purpose of this memo is to provide guidance on servicing smoothies in child nutrition programs.
- Recordkeeping Requirements for Participating Institutions – Annual Reminder:
(FY 2015 Institutions Memo #39 and FY 2015 FDCH Memo #38)

The purpose of this memo is to clarify recordkeeping requirements.

Independent and Sponsors of Centers

CACFP Trainings

CACFP workshops/training are offered free of charge and designed for new staff as well as staff desiring a program refresher or training in any specific topic area. Personnel responsible for ensuring program compliance may attend a session to comply with corrective action from an administrative review. Certificates will be available upon completion of the training and can be used toward annual training required by the Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems, Child Care Licensing Division.

Registration is required. Seating is limited. Individuals registering for CACFP workshops/ trainings must create an account on the Eventbrite website. The registration process is posted on the [MDE CACFP website](http://www.michigan.gov/cacfp) (www.michigan.gov/cacfp) under training. Please save your account information as CACFP staff will not have access to that information.

School Nutrition Association of Michigan Conference

Are you looking for ways to make a difference in the health and nutritional status of children? Join the School Nutrition Association of Michigan (SNAM)!

The 2015 SNAM Conference "Through the Looking Glass of School Nutrition" is being held November 5th – 8th at the McCamly Plaza Hotel & Kellogg Arena in Battle Creek Michigan.

Come join school nutrition and Child and Adult Care Food Program (CACFP) professionals to network, collaborate and learn about what is new in child nutrition and to explore ways to expand your program! The conference offers two CACFP sessions. The first interactive session looks into the most common findings during administrative reviews and discusses best practices to implement to improve your reviews. The second interactive session explores ways to be successful in child nutrition programs while increasing your knowledge of the CACFP and its policies.

Ticket and hotel information for the conference:

SNAM member rate for full conference: \$140 early bird rate (before October 5th, 2015). \$160 after October 5th. (Includes Saturday sessions, trade show, Friday reception, Saturday breakfast and dinner and Sunday breakfast.)

Non-member rate for full conference is \$190 at the early bird rate prior to October 5th, 2015 and \$210 after October 5th. (Includes Saturday sessions, trade show, Friday reception, Saturday breakfast and dinner and Sunday breakfast.)

Conference hotel:

There is a limited block of rooms available at the conference rate of \$109/night. These sell out quickly, so to make a reservation, call 1.888.622.2659 and mention SNAM.

To find out more about this great conference, visit the [SNAM website](http://www.michigansna.org) (www.michigansna.org).

Come join us in discovering new opportunities in the CACFP. Good nutrition pays! Remember that CACFP training typically counts towards Child Care Licensing Division annual training requirements. Check with your licensing consultant for more information.

Common Findings

Every month, MDE-CACFP will list one or two common findings identified during administrative and site reviews. Information on findings is being provided to ensure common errors are avoided. Most importantly, these findings need to be prevented to receive full reimbursement, ensure healthy meals and snacks are provided for children, and to avoid the serious deficiency process.

Finding: Non-Compliance with Fluid Milk Requirements.

- Requirements: Fluid milk served in CACFP to participants two years of age and older must be: fat-free or low-fat milk, fat-free or low-fat lactose reduced milk, fat-free or low-fat lactose free milk, fat-free or low-fat buttermilk, or fat-free or low-fat acidified milk. Milk served must be pasteurized fluid milk that meets Michigan and local standards and may be flavored or unflavored. Whole milk and reduced-fat (2%) milk may not be served to participants over two years of age. Whole milk is recommended for children between age one and two only.
- Reference: Fluid Milk Requirements-A Reminder (FY 2014 Institutions Memo #14 and FY 2014 FDCH Memo #14)

Finding: Insufficient Quantities of Milk Purchased Based on Meals Claimed

- Requirements: CACFP regulations require that the servings of milk be available. Milk purchase documentation must support the number of meals and snacks claimed (if the snacks include milk).
- Reference: Available on the website is a milk tracking document (Record of Milk Purchases). This document assists institutions in calculating the amount of milk they have purchased. This calculation will determine if the amount of milk purchased is sufficient to the amount of milk claimed.

Best Practices

It is recommended that the following annual documents must be completed/collected at least annually:

- Civil Rights Training.
- Ethnicity and Racial Beneficiary Data Form (per site).
- Procurement/Contract.
- Income Eligibility Statements (Not applicable for Head Start, At-Risk Afterschool, or Emergency Shelters).
- Enrollment Forms (Not applicable for At-Risk Afterschool or Emergency Shelters).
- Site Monitoring Reviews (Not applicable if an independent center).

At-Risk Afterschool Program

It pays to participate! Afterschool programs that serve meals and snacks combined with an enrichment program draw children and teenagers into constructive activities. The food gives them the nutrition they need to learn and grow. Are you involved in the Summer Food Service Program (SFSP)? It's a lot easier than you think to transition from the SFSP to the At-Risk Afterschool Program. Contact the CACFP office at 517-373-7391 for more details.

FNS has issued a new edition of the CACFP At-risk Afterschool Meals Handbook. You can find it in the [What's New](#) as well as in the [Resources](#) section of the Food and Nutrition Service (FNS) PartnerWeb Community, after you log into your account.

Great Start Readiness Program (GSRP)

CACFP and GSRP released the attached memorandum dated August 4, 2015: Use of the School Nutrition Program (SNP) and the Child and Adult Care Food Program (CACFP) in the Great Start Readiness Program (GSRP) to address eligibility issues.

Farm to School /Preschool

CACFP supports Farm to School and Farm to Preschool. Farm to school encompasses efforts that bring local or regionally produced foods into cafeterias along with hands-on learning activities and the integration of food-related education into the regular, standards-based classroom curriculum. The incorporation of these activities in early childcare and education settings is a great way to introduce young children to where their food comes from and help them develop lifelong healthy eating habits.

Do you have a great Farm to Preschool story? Please share it with MDE and you may be spotlighted in a future CACFP update! Please contact Melissa Lonsberry at (517) 241-0526.

October is Farm to School Month.

National Farm to School Month is a time to celebrate the great farm to school work happening all over Michigan! Whether you're brand new to farm to school or are a seasoned practitioner, Farm to School Month is a great time to highlight farmers in your area, expose schoolchildren to local produce, and develop agriculture and nutrition education activities. There are lots of great ways to celebrate Farm to School Month, but here are two great ones:

Great Lakes Apple Crunch

- Were you one of the 225,000 that CRUNCHED last year? Do you want to Crunch this year? [Sign up here](#) to participate in the Second Annual Great Lakes Great Apple Crunch, and you'll be directed to the Michigan Apple Crunch page sponsored by Cherry Capital Foods. This is a simple, but loud way to feature your farm to school work. At NOON on Thursday, October 22, 2015, we will all Crunch into a healthy, delicious local or regional apple to show our support for National Farm to School Month and Food Day 2015.
- [Sign up here](#) to receive your Crunch Guide chock full of ideas for planning, promoting, sharing, and educating around your event - and you will receive the 2015 Great Lakes Great Apple Crunch logo too!
- Be sure to "Like" the [Michigan](#) and [Regional](#) Facebook pages to stay up to date on the latest news. Let everyone know you are participating in the Crunch by using the hashtags #MIAppleCrunch #GreatAppleCrunch #F2SMonth and #FoodDay2015 on your favorite social media.
- Questions? E-mail harperab@msu.edu or [click here](#) to find out more. We are asking CACFP participating schools and organizations to sign up this year.
- Tracking the impact of the Crunch is a critical way to share the importance of our collective work to build farm to school in the region.

Midwest Menu Food Day Event

- Looking for a new and different way to celebrate National Farm to School Month and Food Day? Check out the Midwest Menu event! This collaborative Food Day event on October 22, 2015, is a chance for your daycare to feature a meal that highlights your great farm to school work and regional foods.

- Serve a local chicken and apple, along with a veggie and whole grain of your choice. We'll all share photos of our meals to show what we can do with food. Learn more at the links below:
 - [Midwest Menu Food Day Website](http://www.schoolfoodFOCUS.org/foodda) (www.schoolfoodFOCUS.org/foodda)
 - [Archived Midwest Menu Webinar](http://www.iatp.org/video/farm-to-school-month-midwest-menu-webinar) (http://www.iatp.org/video/farm-to-school-month-midwest-menu-webinar)
 - [Midwest Menu Facebook Page](http://www.Facebook.com/MidwestMenu) (www.Facebook.com/MidwestMenu)

Child Care Licensing

Bureau of Childcare Licensing has been renamed the Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems, Child Care Licensing Division. For more information visit the [Child Care Licensing website](http://www.michigan.gov/dhs/0,4562,7-124-5455_27716---,00.html) (http://www.michigan.gov/dhs/0,4562,7-124-5455_27716---,00.html).

News Media Release

A reminder, the MDE issued news media release can be found at our website under resources. Attached is a copy for your convenience.

We listened to your feedback and hope this information is helpful!