

From: Bushong, Linda (MDE) **On Behalf Of** Leikert, Howard (MDE)
Sent: Thursday, August 29, 2013 3:45 PM
To: MDE-SchoolNutrition
Subject: Weekly News from MDE 082913

The end of most school districts summer breaks. I've got to make the best of the few warm days left (i.e., motorcycle rides!!). Hope you are able to do the same. Here is the latest:

- 1) Great Start and Other Programs - There have been a lot of calls recently regarding claiming of meals for Head Start, Early Childhood Development Centers, and the Great Start Readiness Program. We have attached some information which should help you out including a USDA POLICY memo SP 40-2013os. If you have questions, contact Bryan Van Dorn, vandornb1@michigan.gov.
- 2) 6 Cent Certification - We are closing in on the deadline to have 6 Cent Applications approved for 2013. At the end of September, funding for 6 Cents in 2013 will END. If you have an application that is in "Returned for Modifications" or "Modifications in Progress," you need to finish these immediately. If you submitted your application on a timely basis and have not been approved, send me an email. Time is running short. For those that have waited until 2014, get started on it NOW. It is a time consuming project and the earlier you get it done the more funding you will receive. Everyone remember....this is a one-time deal so make every effort to finish as soon as possible.
- 3) Afterschool Snack and Supper Programs - Attached is a memo from State Superintendent Mike Flanagan to your superintendent encouraging your district to take advantage of these important programs. Bringing additional resources to your communities to help ensure their nutritional needs are being met is a wonderful objective. Please read the Afterschool Snack attachment and see if it might benefit your students. Included in the attachment is a fact sheet for Afterschool Snacks that may be helpful in reaching as many of your students as possible.
- 4) Yogurt Toolkit - mmm..Yogurt. a creamy, delicious, and creative way to meet the school breakfast and lunch meal patterns. Order your kit, brought to you by United Dairy Industry of Michigan, today at www.mmm-yogurt.com to receive: A full color, laminated, spiral bound, recipe book with 27 delectable, student tested recipes, marketing ideas and ways to incorporate Fuel Up to Play 60 Healthy Eating Plays; consumer recipe card booklets to provide to students and families; 12 aprons to provide to students and staff (eight adult-sized and four youth-sized); one 11" x 14" "Today's Yogurt Feature" dry-erase wall cling featuring Roary, the official Detroit Lions mascot; three mmm ... yogurt posters to display. Quantities are limited so don't wait!

- 5) A Few "Howard" Tips – Most of you know, I wasn't always here at the state of Michigan. I've run a few school food service programs in my life. So here are some of my general "tips" on running a successful food service program. The list is not meant to be all inclusive. Just some starting points. 1) Serve hot foods hot and cold foods cold...it is not only the safe thing to do, I think it is the singular best thing to do in order to make sure you are serving a quality product, 2) Try to minimize the length of your serving lines. Nobody likes to wait in line. I know, I know....you don't always have control over this issue. Any steps you can take to make sure your kids don't have to wait a long time in line will be "good for business." 3) Use batch cooking (i.e., pizza cooked at 9:00 am and put in a heated cabinet is not going to be as tasty as pizza right out of the oven at noon) and present your foods attractively, 4) try to deinstitutionalize your serving lines, 5) portion control for both a budget and compliance issue, 6) smile at a kid who looks like they need one, 7) form a "Food Service Advisory Council" and be sure to include your biggest critics....if you can win them over, the rest will come easily, 8) track your budget/participation progress at the start of the year and make appropriate adjustments during the year, 9) while I fully realize the past year has been full of challenges speak positively of the changes in your schools and community (if you don't like your program, who will??!!), 10) take comfort in the fact that the work you do is important. Maybe more in a future "News".....
- 6) Team Nutrition - Deadline September 13, 2013. Enter to win \$400 in promotion materials from Michigan Team Nutrition. We are looking for your best signage to promote your school breakfast program. It's easy to enter by following these steps: 1) Take a picture of your best signage or poster to promote your school breakfast program. 2) Complete the entry form on our Facebook Page (<http://woobox.com/myd35q>), including your photo and a description.
- 7) Breakfast Challenge - Are you gearing up and reaching out to increase your school breakfast participation? Remember, the School Breakfast Challenge starts with the 2013-2014 school year! UDIM has created a great breakfast flyer (attached) that you can edit with your own specifics as a way of promoting your school breakfast program! It's not just "breakfast," but "School Breakfast" that matters!
- 8) Income Eligibility Guidelines – Attached is a News Release regarding income eligibility guidelines for the coming school year.
- 9) Civil Rights Compliance – An administrative policy on Civil Rights Compliance has been posted to our website and can be found at the following link: http://www.michigan.gov/documents/mde/Administrative_Policy_No_3_Civil_Rights_Compliance_Requirements_432151_7.pdf
Please be sure to read as there is a lot of important information and resources on this policy.

- 10) Success Stories – Attached is an email originating from Undersecretary Janey Thornton with many examples of success stories under the HHFKA. These stories are important and, yes, Michigan has a story amongst the list as well. So if you are thinking all of this can't be done, here are some positive stories, not just for yourself, but that can be shared with the community at large.
- 11) The Importance of Breakfast – If you don't understand Superintendent Flanagan's, MDE's, USDA's, and my office's focus on breakfast or in particular having breakfast in the classroom, read this article at <http://www.takepart.com/article/2013/08/27/child-hunger-school-breakfasts>. By the way, for those of you providing breakfasts and reaching as many students as possible, you can read the article with some sense of pride as the article addresses just how important it is to feed students to help them learn at the best of their ability.
- 12) School Nutrition Program – The application for the 2014 school year is now live in MEGS+. The application is due to be filled out by September 13.

Enough already!! I think we have a record number of attachments. Have a great holiday weekend and a fabulous start to a new school year!!

Howard Leikert, MBA, SNS
Supervisor, School Nutrition Programs
Michigan Department of Education
517-373-3892

“The MDE School Nutrition Programs team is committed to the success of child nutrition programs through training, support, and leadership by fostering partnerships to ensure the nutritional well-being of all students in Michigan.”

Great Start Readiness Program

Great Start Readiness Program (GSRP) funds may only be used to cover the costs of classroom meals and snacks when the item entered into the GSRP budget represents the difference between the estimated cost of providing meals and snacks and the estimated reimbursement from the National School Lunch Program (NSLP), School Breakfast Program (SBP) and/or the Child and Adult Care Food Program (CACFP) as applicable. GSRP grantees **must** use NSLP, SBP and/or CACFP to recoup the maximum reimbursement available to them before expending GSRP funds for the provision of meals and snacks. The cost of meals for the GSRP teaching team members, who are expected to join the children in family style meals, may be included in the GSRP portion of the meal/snack budget item. The meal counting procedures for family style meals must be in accordance with current NSLP, SBP, and/or CACFP regulations. Generally, Offer Versus Serve (OVS) is not considered appropriate for preschool children because it may interfere with Program nutrition goals and the institution's efforts to introduce new foods to children.

National School Lunch Program

According to the United States Department of Agriculture *Eligibility Manual For School Meals* (October 2011), children enrolled in state-funded pre-kindergarten classes using identical or more stringent eligibility criteria than the Federal Head Start Program are categorically eligible to receive free meals through the National School Lunch Program (NSLP) and the School Breakfast Program (SBP), where applicable.

GSRP students are eligible to participate in the NSLP and the SBP where applicable. GSRP students in Michigan are not, however, categorically eligible to receive free meals through these programs due to an income requirement less stringent than that of the Federal Head Start Program. Rather, the fiscal agent, in collaboration with the consortium member(s) implementing the grant, is required to retain the appropriate eligibility documentation (i.e., Free and Reduced Price School Meals Family Application). Students in alternative pre-kindergarten programs, which are operating in district buildings, but are **not** fiscally administered by the district, are not eligible to participate in NSLP or SBP, where available.

Students that do not qualify for free meals based on income determination **must not** be charged for any portion of the meal. The difference between the federal reimbursement rate and the actual cost of the meal may be charged to the GSRP program budget if reduced and full-pay GSRP students are served meals.

Qualifying breakfasts and lunches served to GSRP children may be claimed for federal reimbursement. In order to claim these reimbursements, each fiscal agent must identify, through the consortium option detailed above, districts/buildings where NSLP and SBP are available to GSRP students and allow individual districts to

independently serve, count, and claim for federal reimbursement qualifying breakfasts and lunches to GSRP students through their existing State Agency-approved sponsorship of NSLP and SBP.

Child and Adult Care Food Program

Great Start Readiness Program (GSRP) students are eligible to participate in the CACFP where applicable. GSRP students in Michigan are not, however, categorically eligible to receive free meals through the CACFP due to an income requirement less stringent than that of the Federal Head Start Program. Rather, the fiscal agent, in collaboration with the consortium member(s) implementing the grant, is required to retain the appropriate eligibility documentation (i.e., Free and Reduced Price School Meal Family Application) and must claim the participants in the appropriate category on monthly claims per the Free and Reduced Price School Meal Family Application.

Students that do not qualify for free meals based on income determination **must not** be charged for any portion of the meal. The difference between the federal reimbursement rate and the actual cost of the meal may be charged to the GSRP program budget if reduced and full-pay GSRP students are served meals.

Qualifying breakfasts, lunches, and snacks served to GSRP children may be claimed for federal reimbursement in the CACFP. In order to claim these meal and snack reimbursements, each fiscal agent must:

- Enter into an agreement to become a State Agency-approved sponsor of the CACFP. The approved sponsor should:
 - Establish all individual buildings serving qualifying meals and snacks to GSRP students on the sponsor application as "sites."
 - Collect and retain GSRP meal and snack counts and related records for individual sites per CACFP regulations.
 - File consolidated monthly claims for all participating sites for reimbursement of meals and snacks served to GSRP participants.

Reporting

It is the responsibility of the fiscal agent to ensure that each GSRP student is accurately reported in the Michigan Student Data System (MSDS). So long as they are reported, such reporting may be done by either the district in which the student is receiving services or the Intermediate School District (ISD), which acts as the administrator and fiscal agent to the Great Start Readiness Program. The Center for Educational and Performance Information (CEPI) uses the Supplemental

Nutrition Eligibility (SNE) component to report the student's status as eligible for free or reduced-price milk or meals through the National School Lunch Program. Multiple State of Michigan offices use these data in the determination of sub-groups and as the poverty indicator for districts. If the student is eligible for meal services through the National School Lunch Program, they are to be reported in the SNE field in MSDS. Conversely, if they are **only** eligible for meal services through the Child and Adult Care Food Program, they are **not** to be counted in the SNE field.

For Further Information

To request more information about any of the above referenced programs, please contact:

Great Start Readiness Program

517-373-8483

MDE-GSRP@michigan.gov

www.michigan.gov/gsrp

School Nutrition Programs

517-373-3347

MDE-SchoolNutrition@michigan.gov

www.michigan.gov/schoolnutrition

Child and Adult Care Food Program

517-373-7391

www.michigan.gov/cacfp



DONALD L. BEMIS
 Superintendent
 of Public Instruction

STATE OF MICHIGAN

DEPARTMENT OF EDUCATION

P.O. Box 30008
 Lansing, Michigan 48909

FOOD SERVICE

ADMINISTRATIVE POLICY #12

SCHOOL YEAR 1990-91

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Ex Officio

SUBJECT: Claiming Preschool Children Under The National School Lunch
 and School Breakfast Program Versus The Child Care Food Program

DATE: November 9, 1990

The purpose of this memorandum is to clarify who and when it is appropriate to claim preschool children under the National School Lunch Program and School Breakfast Program and who can claim preschool children under the Child Care Food Program.

A School Food Authority (SFA), approved to participate in the National School Lunch Program, is eligible to claim preschool children in the National School Lunch Program **ONLY** when the following criteria are met:

1. The children must be enrolled and in regular daily attendance at the approved school building where meals are served and claimed; and
2. The preschool program (Head Start, At-Risk, Early Four, etc.) must be operated as an administrative unit of the school district. The school district, is in fact, the administrative agency for the preschool program.

A Child Care Food Program Sponsor is eligible to claim preschool children in the Child Care Food Program when the following criteria are met:

1. The children must be enrolled at the approved child care food program site where the meals are served and claimed; and
2. The Child Care Food Program Sponsor is administratively responsible for the Child Care Food Program at the site.

In summary, the National School Lunch Program limits participation to children who are enrolled in programs administered directly by the school district/school food authority.

Children enrolled in programs that are administered by a non-profit agency (Head Start, Community Service Agency, etc.) that are housed in a school district (the school district provides a classroom), **CANNOT** be claimed under the School Breakfast or National School Lunch Program. These children may only be claimed under the Child Care Food Program. However, the school food service program may continue to prepare and sell meals (act as a vendor) to the non-profit preschool sponsor.

If you have been claiming meals for preschool children enrolled in programs administered by a non-profit organization, you must cease doing so effective December 31, 1990. Beginning with the January 1991 claim for reimbursement, school districts may only claim meals to children enrolled in programs administered by the school.

When setting prices for vended meals, all costs must be covered, as it is inappropriate for public school funds to be used to subsidize non-profit corporations.

Questions concerning this policy should be directed to:

Child Nutrition Program
Michigan Department of Education
School Management Services
P.O. Box 30008
Lansing, MI 48909
(517) 373-3347

SPA:pkb

Bushong, Linda (MDE)

From: Ackley, Martin (MDE)
Sent: Thursday, July 25, 2013 2:06 PM
To: MDE-MEDIA-LIST@LISTSERV.MICHIGAN.GOV ; (MDE-LEA-SUPERINTENDENTS@LISTSERV.MICHIGAN.GOV); (MDE-ISD-Superintendents@listserv.michigan.gov); (MDE-PSA-DIRECTORS@LISTSERV.MICHIGAN.GOV)
Cc: (MDE-EDALLIANCE@LISTSERV.MICHIGAN.GOV)
Subject: Michigan Dept. of Education Press Release
Attachments: Income Eligibility Guidelines.pdf



News Release

Contact: Martin Ackley, Director of Public and Governmental Affairs, (517) 241-4395

Income Guidelines for National Free and Reduced Priced Meals for Schools and the Child and Adult Care Food Program are Announced

July 25, 2013

The Michigan Department of Education has announced the household income guidelines established by the United States Department of Agriculture for free and reduced price meals and free milk through the National School Lunch, School Breakfast, Special Milk, and Child and Adult Care Food Programs. The income guidelines are effective from July 1, 2013, through June 30, 2014.

Families should contact their school, school district, child care center, or family day care home sponsor to find out whether it participates in these programs.

Schools, child care centers, adult day care centers, and family day care home sponsors will provide a form for applying for free or reduced price meals. Only one application is required per household. Most participating centers and all participating family child care homes provide meals to all enrolled participants without any separate charge.

Adults, children, or foster children who are recipients of various programs such as Michigan's Family Independence Program, Food Assistance Program, Medicaid, or Food Distribution Program on Indian Reservations, or who are enrolled in Head Start, an At-Risk afterschool center, or an emergency shelter automatically qualify for free meals. Households with incomes less than or equal to the following guidelines qualify for free or reduced price meals or free milk.

Scale for Free Meals or Free Milk		
Total Family Size	Annual	Monthly

Scale for Reduced Price Meals	
Annual	Monthly

1	\$14,937	\$1,245	\$21,257	\$1,772
2	\$20,163	\$1,681	\$28,694	\$2,392
3	\$25,389	\$2,116	\$36,131	\$3,011
4	\$30,615	\$2,552	\$43,568	\$3,631
5	\$35,841	\$2,987	\$51,005	\$4,251
6	\$41,067	\$3,423	\$58,442	\$4,871
7	\$46,293	\$3,858	\$65,879	\$5,490
8	\$51,519	\$4,294	\$73,316	\$6,110
For each additional family member add:				
	\$5,226	\$436	\$7,437	\$620

An application to a school, child care center, adult day care center, or family day care home sponsor can be approved if it contains complete documentation of household income or documentation of current participation in Michigan's Family Independence Program, Food Assistance Program, Medicaid, or Food Distribution Program on Indian Reservations. Information supplied on an application for free or reduced price meals may be verified at any time. An appeal procedure is available for households where applications are denied.

Participating schools, child care centers, adult day care centers, and family day care home sponsors accept applications for free or reduced price meals at any time during the year. A household may qualify for free or reduced price meals due to a temporary loss of income, such as a period of unemployment.

If a doctor has determined that a child or adult has a disability, and the disability would prevent the participant from eating the regular school or center meal, the school or center will make any substitution prescribed by a doctor at no charge. The doctor's statement, including prescribed diet and/or substitution, must be submitted to the food service department of the school or child or adult care facility.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

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United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

DATE: May 17, 2013

MEMO CODE: SP 40-2013, CACFP 11-2013, SFSP 13-2013

SUBJECT: Questions and Answers Regarding the Participation of Head Start Programs in Child Nutrition Programs

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

The purpose of this memorandum is to consolidate our policy regarding the participation of Head Start Programs in the Child Nutrition Programs. For more information about the Head Start Program and Early Head Start Program, please see the Office of Head Start's website: <http://www.acf.hhs.gov/programs/ohs/>.

This memorandum supersedes the following previously issued memoranda:

- SP 34-2008, CACFP 10-2008, SFSP 09-2008, *Automatic Eligibility for Early Head Start Participants*, August 5, 2008;
- SP 23-2008, CACFP 07-2008, SFSP 06-2008, *Automatic Eligibility for Free Meal Benefits Extended to All Children Enrolled in Head Start*, May 16, 2008;
- *Automatic Eligibility of State-Funded Pre-Kindergarten Participants for Free Meals in the Child and Adult Care Food Program (CACFP), the National School Lunch Program (NSLP), and the School Breakfast Program (SBP)*, July 22, 1999; and
- *Automatic Eligibility for Free Meals in the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP) and Child and Adult Care Food Program (CACFP) for Participants in the Head Start Program*, April 14, 1995.

Section 336 of the Healthy Hunger-Free Kids Act of 2010 tasked the Secretary with examining and reporting on the feasibility of reducing unnecessary or duplicative paperwork in the Child and Adult Care Food Program (CACFP). In response, the Food and Nutrition Service (FNS) established a Paperwork Reduction Work Group. Based on recommendations from this work group, this memorandum is also intended to emphasize the categorical eligibility of the Head Start and Early Head Start participants and to reiterate the legislative intent to serve these populations nutritious meals through the Child Nutrition Programs without undue barriers.

Regional Directors
State Directors
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State agencies are reminded to distribute this information to Program operators immediately. Program operators should direct any questions regarding this memorandum to the appropriate State agency. State agency contact information is available at <http://www.fns.usda.gov/cnd/Contacts/StateDirectory.htm>. State agencies should direct questions to the appropriate FNS Regional Office.

Original Signed

Julie Brewer
for
Cynthia Long
Director
Child Nutrition Division

Attachment

1. Do children participating in Head Start or Early Head Start need to complete additional income eligibility forms to qualify for free meals?

Children enrolled in Federal and State-funded Head Start or Early Head Start Programs are categorically eligible to receive free meal benefits without further application or eligibility determination. Categorical eligibility means additional free and reduced price applications and income eligibility forms are not required.

Eligibility determinations for the Child Nutrition Programs are made on an annual basis. As long as the child is enrolled in Head Start or Early Head Start at the time the annual eligibility determination is made, all reimbursable meals served to that child may be claimed at the free rate.

Institutions, sponsors, and school food authorities (SFA) may establish eligibility of all Head Start enrollees through documentation provided by the Head Start program. Forms of acceptable documentation include:

- an approved Head Start application,
- a statement of Head Start enrollment, or
- a list of participants from a Head Start official.

2. If a child who is eligible for Head Start benefits also attends a child care center or family day care home, is the child automatically eligible for free CACFP meals at the child care facility without further application or eligibility determination?

Yes. All CACFP reimbursable meals served to children enrolled in Head Start or Early Head Start may be claimed at the free rate by child care centers or tier I rates in day care homes in which they are enrolled.

3. Are the siblings or other children who are members of a Head Start child's household also automatically eligible for free meals without further application?

Only children enrolled in Head Start are categorically eligible. Categorical eligibility based on Head Start enrollment **does not** extend to all children in the same household. See SP 38-2009, CACFP 08-2009, SFSP 07-2009, *Extending Categorical Eligibility to Additional Children in a Household*, August 27, 2009, http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2009/SP_38-2009_os.pdf for more information.

4. Can a day care home document eligibility for tier I reimbursement based on the provider's own child's enrollment in a Head Start program?

Public Law 110-134 extended categorical eligibility only to children enrolled in Head Start. Therefore, a child's Head Start enrollment does not extend to the provider. This supersedes the guidance found in *Questions and Answers #4: Two-tier Reimbursement Structure for*

Family Day Care Homes Participating in the Child and Adult Care Food Program (CACFP) Tiering Q & A's May 16, 1997, <http://www.fns.usda.gov/cnd/Care/Regs-Policy/policymemo/1999-1996/1997-5-16.pdf>.

5. Are children who are enrolled in Head Start but who are members of households that are above the Head Start income eligibility requirements still eligible for CACFP meals at the free rate?

Yes. All reimbursable meals served to children enrolled in Head Start may be claimed at the free rate. Head Start serves primarily children from families with household incomes at or below the Federal poverty level. However, a small proportion of children in families with household incomes above the poverty level may also be served.

The Improving Head Start for School Readiness Act of 2007 (Public Law 110-134) amended sections 9(b)(12)(A)(iii) and 17(c)(5) of the Richard B. Russell National School Lunch Act to make any child enrolled in Head Start categorically eligible for free meals without further application or eligibility determination.

6. Are children enrolled in State -funded or Indian Tribal Organization (ITO)-funded pre-kindergarten programs eligible for free meals?

Participation in a State-funded or ITO-funded pre-kindergarten program may be a basis for extending automatic eligibility for free meals if the State agency or ITO ensures that:

- The State-funded or ITO-funded pre-kindergarten program uses income eligibility criteria which are identical to, or more stringent than, the Head Start Program;
- If the State or ITO-funded program is modeled on the Head Start Program and can serve some percentage of children from households with income over Head Start's income guidelines, it can differentiate between children receiving State or ITO funding based on income and children receiving funding based on other criteria;
- If pre-kindergarten funding is provided under more than one State-funded or ITO-funded program and the programs use different income standards, it can differentiate between the children in each program; and
- Income determinations for the State-funded or ITO-funded program do not exceed 12 months in length.

Once the State or ITO certifies that all of these conditions have been met, FNS Regional Offices are authorized to approve categorical eligibility to children participating in that State-funded or ITO-funded pre-kindergarten program for up to one year. The approval may be renewed every year once the FNS Regional Office receives the State agency's or ITO's certification that its State-funded or ITO-funded program still meets these four criteria.

7. Are Early Head Start participants who are pregnant considered categorically eligible for free meals?

Yes. Pregnant participants in Early Head Start and who are otherwise eligible to receive meals through a Child Nutrition Program are categorically eligible for free meals. The Improving Head Start for School Readiness Act of 2007 (Public Law 110-134) amended sections 9(b)(12)(A)(iii) and 17(c)(5) of the Richard B. Russell National School Lunch Act to establish such eligibility.

8. Do Head Start centers need to annually verify enrollment, or is the documentation valid for the entire period a child is enrolled in Head Start or Early Head Start?

Documentation of enrollment is required annually for each CACFP participant, including those enrolled in Head Start and Early Head Start.

9. Do Head Start centers need to document a parent's decision to decline an offered formula?

Because Head Start has more comprehensive infant formula requirements than CACFP, Head Start centers do not need to document a parent's decision to decline offered formula. However, in order for the infant meal to be reimbursable, it must meet the CACFP meal pattern requirements.

10. What role does the Community Development Institute (CDI) play in Head Start and CACFP?

CDI is the National Interim Management contractor for the U.S. Department of Health and Human Services Office of Head Start (OHS). OHS has contracted with CDI, a nonprofit corporation headquartered in Denver, Colorado, to provide interim Head Start management services nationwide. See CACFP 14-2007, *National Interim Head Start Grantee Participation in the Child and Adult Care Food Program: Community Development Institute, August 15, 2007*, http://www.fns.usda.gov/cnd/Care/Regs-Policy/policymemo/2007-2009/CACFP_14-2007.pdf for more information.