

# **Child and Adult Care Food Program (CACFP) Newsletter February 2026**

## **Fiscal Documentation**

Throughout the fiscal year, this newsletter will highlight specific fiscal program requirements. These requirements include using program funds responsibly, maintaining a nonprofit food service operation, and meeting basic standards for program stability and accountability.

This month, we want to highlight time and attendance records of employees.

Time and attendance reports for all labor costs that are charged to the non-profit food service account (NFSA) must be recorded. This includes salaries, wages, and benefits for hourly or salaried employees for part-time, full-time, or temporary work. These reports must identify the total time actually worked by the employee, not just the time spent on food service program activities. This also includes daily time sheets for all NFSA labor and benefits directly charged to NFSA.

Feel free to contact [your analyst](#) with any questions.

## **Important Reminder**

All CACFP providers are responsible for protecting the use of confidential and restricted data. This includes, but is not limited to, understanding and following requirements regarding privacy and security. Sharing usernames or passwords for any State of Michigan system with others is not allowed. For example, when you log into MIND 2.0, NexSys, or GEMS/MARS, you are certifying that you will not sharing your user IDs or passwords. If you share your sign in information, you will lose access to that system immediately, possibly leading to a loss in reimbursement and serious deficiency status.

## **After School Meal and Snack Program Options**

The Michigan Department of Education, Office of Nutrition Services, provides three different types of after school hours meal programs. Each option has unique requirements. Follow [this link](#) to see the different types of after school snack and meal options you may be able to offer at your site.

## February's Thinking Thursdays

**Topic:** At-Risk Afterschool (ARAS) Meals Program

Join our webinar this month to learn about eligibility and recordkeeping requirements of the ARAS Meals Program.

**Date:** Thursday, February 19, 2026

**Time:** 2 – 3 pm

**Please click here to register:**

[https://us06web.zoom.us/webinar/register/WN\\_wWC18bpYT36A3Ui9cs3uVA](https://us06web.zoom.us/webinar/register/WN_wWC18bpYT36A3Ui9cs3uVA)

## CACFP In-Person Recordkeeping Training

We will be hosting four in-person recordkeeping trainings this year at locations across the state, including Lansing, Gaylord, and Wayne County. See below for the first in-person training details.

**Date:** Monday, March 23, 2026

**Location:** Lansing Capital Works, 2110 South Cedar Street, Lansing MI, 48910

**Registration Link:** <https://forms.office.com/g/69NhyGgFGJ>

**Training Time:** 9:00 am - 4:00 pm.

### Future Training Dates

Monday, April 13: Lansing

Tuesday, May 12: Gaylord

Thursday, May 21: Wayne

Registration links for these future training dates will be released in future newsletters.

**Attention:** Persons with disabilities needing reasonable accommodations should contact [MDE-CACFP@michigan.gov](mailto:MDE-CACFP@michigan.gov). Requests for accommodations should be made at least 14 days prior to the training sessions.

**Can't make it in person?** See below for our online webinars and training modules.

## **Additional Trainings Available**

Our website is full of useful training opportunities that you can take at your own pace and at a time that's convenient for you!

[Thinking Thursdays](#): Topics include family style meal service, whole grains, meal pattern basics, and more!

[Online Modules](#): Topics include product labels, special dietary needs, preschool meal patterns, a new At-Risk Afterschool Meals Program training module, and many more. You can also receive [MiRegistry](#) credit for completing these online modules.

[Tuesdays at 2](#): Our school nutrition team presents on CACFP-specific topics, such as the CACFP year-end report and feeding preschoolers.

## **Additional News Inside MDE CACFP**

### **10 Cents a Meal Coalition**

In response to 10 Cents a Meal funding for Fiscal Year 2026 (31j) not being included in the State School Aid budget, Groundwork Center for Resilient Communities has recently launched a 10 Cents a Meal coalition.

The coalition will meet virtually once a month for one hour during the week. The purpose of these meetings is to bring interested participants together to stay up to date on the status of the 10 Cents a Meal program, share success stories, and develop a strategy for moving forward.

If you are interested in joining, you can complete Groundwork's [10 Cents a Meal Coalition](#) form. For questions, please contact Groundwork's Policy Specialist, Amanda Brezzell, at [amanda.brezzell@groundworkcenter.org](mailto:amanda.brezzell@groundworkcenter.org).

### **Starting a School or Community Garden: Essential Steps for Success Course Opportunity**

Michigan State University Extension's Community Food Systems and Consumer Horticulture teams developed a self-paced course for those interested in starting a community or school garden, as well as those that have just started a garden project. In this course, participants will learn about:

- Managing Gardens
- Garden Goals
- Gathering Champions and Support
- Garden Management and Decision Making

- Garden Sustainability and Funding
- Garden Planning
- Site selection
- Soil overview
- Basics of plant selection
- Garden Problem Solving
- Real-world examples from real school and community gardens

This course will take approximately 5-7 hours to complete. Participants who wish to receive a certificate can do so by completing the final quiz.

For more information and to register, please visit [Starting a School or Community Garden: Essential Steps for Success - Community Gardening](#).

### **USDA Nondiscrimination Statement**

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

**2. fax:**

(833) 256-1665 or (202) 690-7442; or

**3. email:**

[Program.Intake@USDA.gov](mailto:Program.Intake@USDA.gov)

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