



# Child and Adult Care Food Program (CACFP)

May 2023 Newsletter

[www.michigan.gov/CACFP](http://www.michigan.gov/CACFP)

## 2024 Coordinated Application

The Michigan Department of Education is excited to announce the 2024 Child Nutrition Coordinated Application is now available! The Coordinated Application provides one application for all Child Nutrition Programs.

If you are new to your organization/district/agency or the Coordinated Application, you will need to complete the steps in Messages 1 - 3 below.

Click [HERE](#) to see Message #1 instructions.

Click [HERE](#) to see Message #2 instructions.

Click [HERE](#) to see Message #3 instructions.

### IMPORTANT THINGS TO KNOW:

- The information from your previous application (CACFP and School Nutrition Program) will transfer over to the 2024 Coordinated Application. Please review the information and make any corrections as necessary.
- There is a new process for adding brand new sites to your application. Guidance on this process can be found in the [Coordinated Application User Guide for Sites Names](#).
- If your district plans to apply or reapply for the Community Eligibility Provision (CEP), CEP spring data will not be available in the application until May. Districts that are mid-cycle will have the current application display. If the CEP page is edited prior to the availability of CEPI spring general collection CEP school level data, the page will load with zeros. Communication will be sent out when the CEP page is ready for school year 2023-2024.

### FIRST APPLICATION ACTION STEP: INITIATE APPLICATION

- The 2024 Coordinated Application must be initiated before it can be completed. If your organization/district/agency has an approved 2023 Coordinated Application, the NexSys level 4 and/or Level 5 users both have the authority to initiate the 2024 application. Instructions are below.
  - o Go to "My Tasks"
  - o Click on "Initiate Related Document"
  - o Select "CNP: Coordinated Application"
- If you don't see "My Tasks," you may need to set up your NexSys Dashboard. Instructions are below.
  - o Click on your name on the home page of NexSys
  - o Click on Edit Dashboard
  - o Click Add Panel
  - o Click on the drop-down carrot in the top section
  - o Choose My Tasks and Announcements
  - o Click Save

## Coordinated Application - Continued

- Refer to the [NexSys Quick Guide](#) for basic information regarding the NexSys system and how it works.
- Click [HERE](#) to see the MEGS+ user levels converted to the NexSys user levels and what each of them can do.
- Click [HERE](#) for the Coordinated Application User Guide.

### IMPORTANT NOTE:

1. If your organization/district/agency is participating in the **School Nutrition Program** and/or the **Child and Adult Care Food Program**, the 2024 Coordinated Application **MUST** be submitted on or before the following dates to receive a claim for meals.  
**No exceptions will be made.**
  - Applications **MUST** be submitted by Thursday, June 29, for a July claim.
  - Applications **MUST** be submitted by Thursday, July 27, for an August claim.
  - Applications **MUST** be submitted by Thursday, August 31, for a September claim.
  - Applications **MUST** be submitted by Thursday, September 28, for an October claim.
2. If your organization/district/agency is participating in the 2023 **Summer Food Service Program**, the 2024 Coordinated Application **MUST** be submitted by May 9, 2023, to participate in the program.

Do not wait to get your application submitted! There are approximately 1,200 sponsors that participate in the Child Nutrition Programs. The Office of Health and Nutrition Services (OHNS) staff will be working diligently to get all applications approved in a timely manner. Applications will be approved in the order they are submitted, with exception for those needing a July claim.

Click [HERE](#) for the Child Nutrition Coordinated Application User Guide.

Stay tuned for upcoming Coordinated Application trainings and Office Hours.

**Please contact your program analyst with any questions.**

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## Thinking Thursdays Webinars

Please join the next Michigan Child and Adult Care Food Program's Thinking Thursdays Webinar on June 8, 2023, at 2:00pm Eastern Time (US and Canada)

Topic: CACFP - Coordinated Application Assistance

Register in advance for this webinar:

[https://us06web.zoom.us/webinar/register/WN\\_Uiy5Zmb3QNSIMuzAXY\\_bCg](https://us06web.zoom.us/webinar/register/WN_Uiy5Zmb3QNSIMuzAXY_bCg)

After registering, you will receive a confirmation email containing information about joining the webinar.

## **Garden Activity - Start a Legacy Plant**

Propagating a "[pass-along](#)" plant is a beautiful way to foster connections between family, friends, or classmates, share the wonder of gardening, and save some money while doing it!



## **Professional Development Opportunities for Early Care and Education (ECE) Programs**

The Michigan Farm to ECE Network has two professional development opportunities available through [MIRegistry](#). Both opportunities include an online, on-demand webinar with an online assessment. The sessions can be found in MIRegistry as:

#127713, Growing Healthy Eaters Learning Collaborative–Child and Adult Care Food Program 101

#127735, Growing Healthy Eaters Learning Collaborative–Using CACFP to Purchase Local Food

## **Michigan Child Nutrition Training Modules**

[Brighton Training Website](#)

[Brighton Training CACFP Quick Start Guide](#)

- Michigan 110: CACFP Annual Sponsor Training - Returning sponsor staff
- Michigan 120: CACFP New Sponsor Training - New staff and/or sponsors

Complete one of the above as part of your CACFP Coordinated Application requirements. Trainings are accessible on the [MDE CACFP Website under Training](#).

- Must have your own individual login and password
- Access code: 1234
- Certification of completion provided

Additional meal pattern trainings available on the Brighton Training Website:

- Family Style Meals
- Menu Building Basics
- Healthy Food Preparation and CACFP Menu Planning
- All aboard the Whole Grain Express
- CACFP Meal Pattern Guide
- The CACFP Infant Meal Pattern
- Nutrition Basics for Better CACFP Menu Planning
- Crediting Foods in the CACFP

These courses are all one hour courses that can improve and enhance a provider's knowledge of the CACFP Meal Pattern and are an excellent way to train new and returning staff with Food Service or Menu Planning responsibilities.

Contact your assigned program analyst or CACFP at [mde-cacfp@michigan.gov](mailto:mde-cacfp@michigan.gov) with any questions.

## **Food Recall Resources**

A food recall is a firm's voluntary removal of distributed food products from commerce when there is a reason to believe that products are adulterated or misbranded. Michigan Department of Agriculture and Rural Development (MDARD) is notified of recalls affecting Michigan and help ensure that potentially harmful food products are kept off store shelves by conducting both routine and targeted recall audit checks. Sign up to receive Food Recall Alerts from MDARD and the United States Department of Agriculture (USDA) at [MDARD - Food Recalls \(michigan.gov\)](#)

## Michigan Farm to Early Care and Education (ECE)

ECE programs can use farm to ECE to help children learn better. Farm to ECE includes purchasing and serving local foods in meals and snacks, as well as experiences like gardening with children and other educational activities related to food, nutrition, and agriculture. Children and families eat more local fruits and vegetables when ECE programs participate in farm to ECE.

Farm to ECE can be beneficial in any setting, including:

- Licensed family child care homes
- Unlicensed family child care homes
- Child care centers
- Head Start or Early Head Start programs
- Privately funded preschools
- State-funded preschools
- Preschool or child care based in K-12 schools/districts
- Tribal child care programs

Why use farm to ECE?

- Improve children's eating behaviors, including their willingness to try new foods
- Develop children's awareness and knowledge of healthy eating, where food comes from, seasonality, gardening, and agriculture
- Serve more healthy foods in early care and education settings
- Connect with community partners to increase resources such as garden supplies, food vendor sources, and buying capacity
- Support local farmers and food businesses
- Deepen family engagement through gardening opportunities, sharing family recipes and food preferences, and influencing healthy eating in families

Learn more about Farm to ECE at: [Michigan Farm to School](#)

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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: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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