



CACFP New Program Training

Child and Adult Care Food Program (CACFP)

Michigan Department of Education

September 21, 2023

We will start shortly after 2pm!



Let's get started...

- Enter questions into the Q & A, not the chat box.
- CACFP staff members will respond to questions in the Q&A, so all participants can see the responses.
- Questions will be answered throughout the presentation and as time permits.
- Some questions may require follow up from CACFP Staff due to time limits



CACFP Staff

Michigan Department of Education
Child and Adult Care Food Program Staff
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Child and Adult Care Food Program Website: (www.michigan.gov/cacfp)

The following staff members are available to assist you in the implementation and administration of the Child and Adult Care Food Program (CACFP).

Ms. Lynn Cavett, Supervisor – cavettl@michigan.gov	517-241-5352
Mr. Doug Wilson, Department Manager – wilsond23@michigan.gov	517-241-4683
Ms. Melissa Lonsberry, Consultant – lonsberrym@michigan.gov	517-241-0526
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Mr. Richard Aguirre, Financial Analyst – aguirreR1@michigan.gov	517-241-5360

CACFP Program Analysts

Mr. Patrick Fox – foxp1@michigan.gov	517-241-1110
Mr. Bob Smith – smithb9@michigan.gov	517-241-5355
Ms. Terri Thelen – thelent5@michigan.gov	517-335-0705
Ms. Kelli Sigafoose – sigafoosek@michigan.gov	517-241-3926

Staff members are available to answer your questions, and to provide training and technical assistance. Questions related to claims for reimbursement, payments and audits should be directed to Mr. Richard Aguirre.

When contacting the CACFP office by phone, fax, e-mail, or in writing always include the name of your organization with your phone number, including area code, and CACFP agreement number.

CACFP Website

Child and Adult Care Food Program (CACFP)

[Home](#) > [Services](#) > [Food & Nutrition Programs](#) > [Child and Adult Care Food Program \(CACFP\)](#)

Child and Adult Care Food Program



[About Us](#)



[Contact Us](#)



[Instructions & Forms](#)



[How to Apply](#)



[Resources](#)



[Training](#)

www.michigan.gov/mde



Annual Documentation



Annual Documentation-Staff Training

- ❖ All CACFP staff must participate in training every year
- ❖ Training topics must be relevant to CACFP job responsibilities
- ❖ New staff must be trained prior to starting
- ❖ Civil Rights training must be conducted for all staff
- ❖ Training documentation must include agenda and sign in sheet
- ❖ A sample training checklist and sign in sheets are available on the CACFP website



Annual Documentation-HIES

- Household Income Eligibility Forms, (HIES), are required for:
 - GSRP meals/snacks claimed through CACFP
 - Strong Beginnings programs
 - Tuition-based CACFP programs
- HIES forms:
 - Sponsor/ Site is the authorized official must be signed and dated
 - The sponsor must have a consistent date of approval (the date the parent signs the form or the date they approve the form)
- Schools may use the NSLP Household Application for Free and Reduced-Price School Meals form and participants/family members on the direct certification list.
- CEP schools cannot use the CEP Eligibility Form. You must collect HIES forms for childcare programs.

Household Income Eligibility Statement – Child Care Institutions

Part 1 – Households Receiving Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR)

If any member of your household receives FAP, FIP, or FDPIR, provide the name and case number for the person who receives the benefits.

Name: _____ Case Number: _____

[illegible]

I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will receive federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.

Last four digits of Social Security Number: XXX-XX-____ I do not have a Social Security Number

For Institution Use Only		APPROVED CATEGORY
Total Household Members:	Total Income: \$ _____ ___ Annually ___ Bi-Weekly ___ Monthly ___ Weekly ___ 2x Month	Categorical Eligibility (A/Free): Foster FIP FAP FDPIR Other Household Children: A (Free) B (Reduced) C (Paid)
Institution Official Signature: _____ Approval Date: _____		



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Annual Documentation-Enrollment Forms

- Enrollment data must be collected annually and include:
 - participant's first and last name
 - typical days in care
 - typical times in care
 - typical meals and snacks received while in care
 - the parent/guardian signature and contact information.

Return this completed form to: (insert institution's name, address & telephone number)

Participant Enrollment Form

Instructions:

1. List full name of participant enrolled in care
2. Circle the typical days each participant is in care
3. List times each participant is in care
4. Circle the meals and snacks each participant typically receives while in care
5. Select the ethnicity of each participant using the following codes: H = Hispanic or Latino, N = Not Hispanic or Latino*
6. Select one or more racial designations of each participant using the following codes: A/I = American Indian or Alaskan Native, A = Asian, B = Black or African American, H/PI = Native Hawaiian or Pacific Islander, W = White*
7. Sign and date the form and return to your care center

Participant's First and Last Name	Typical Days in Care (circle all that apply)	List Times in Care	Meals/Snacks Received (circle all that apply)	Ethnicity	Race
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		

* This information is voluntary. This will assist us in assuring the Child and Adult Care Food Program is administered in a nondiscriminatory manner.

Adult/Parent/Guardian's Address

Adult/Parent/Guardian's Phone Number

Signature of Adult/Parent/Guardian

Date Signed

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. 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, audiotape, 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](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf), 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. This institution is an equal opportunity provider.

USDA Civil Rights Complaint Link:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>

7-2023
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WIC Documentation



Facts About WIC

What is WIC?

The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) is a federal assistance program of the Food and Nutrition Service of the United States Department of Agriculture and is administered by the Michigan Department of Health and Human Services.

The Michigan WIC Program operates through local health departments and non-profit organizations in all 83 Michigan counties, to serve low- and moderate-income women, infants, and children at nutritional risk.

WIC Provides

WIC Foods may be purchased using electronic benefits at many stores.

- **Women and children** may receive milk, cheese, yogurt, eggs, soy beverages, juices, hot and cold cereals, peanut butter, fresh fruits and vegetables, brown rice, whole wheat/whole grain breads, buns, pasta, soft corn and whole wheat tortillas, canned or dry beans, peas and lentils. Breastfeeding women may also receive canned fish.
- **Infants** partially breastfed or non-breastfed may receive infant formula.
- **Infants 6 months old** may receive cereals, fruits, vegetables and meats.
- **Women, infants and children** with qualifying medical conditions may receive special formulas.

Stores that stock WIC foods make nutritious foods accessible to the community.

Nutrition Education: All WIC clients, parents or their caregivers are offered nutrition education. Clients with high-risk nutrition issues are offered nutrition counseling services by a registered dietitian (RD/RDN). Topics may include infant feeding, food shopping, meal planning, making healthy food choices and weight management.

Breastfeeding Support: WIC recognizes breastfeeding as the optimal way to nourish infants. WIC provides breastfeeding support for mothers through classes, peer counseling, support groups and supplies.

Referrals: WIC clients are referred to appropriate **health and social services**, such as Medicaid, MI-Child, Healthy Kids, SNAP, immunizations, child health screening, family planning and Project FRESH.



Who Can Get WIC?

Women:

- Pregnant (and up to six weeks after infant's birth or end of pregnancy)
- Breastfeeding (up to infant's first birthday)
- Post-partum (up to six months after infant's birth or end of pregnancy)

Infants: Birth to their first birthday

Children: One year of age to their fifth birthday



Benefits of WIC

Reduces fetal deaths and infant mortality.

Reduces low birthweight rates and increases the duration of pregnancy.

Improves growth of nutritionally at-risk infants and children and intellectual development of children.

Decreases incidence of iron deficiency anemia in children.

Improves dietary intake in pregnant and post-partum women and appropriate weight gain in pregnant women.

Helps pregnant women receive prenatal care earlier.

Helps children have more up to date immunizations.

Find Out More About WIC

Call your local WIC agency for more information
OR
Call 211 to find your nearest WIC clinic.
Visit Michigan WIC: www.Michigan.gov/WIC

This institution is an equal opportunity provider.

DCH-0314
Rev. 01/20

- Enrolled programs must provide information on WIC annually
- Can be provided physically, through messaging services, as part of enrollment, or as a link.



Monthly Documentation



Monthly Documentation-Menu

Menus must be

- dated
- be posted
- meet CACFP meal pattern requirements

Meal substitutions can be made on the menu posted and should be filed with the monthly claim documentation

Preschool Meal Pattern



United States Department of Agriculture

Serving School Meals to Preschoolers

Preschool meals served through the U.S. Department of Agriculture's National School Lunch Program and School Breakfast Program (NSLP and SBP) are designed to meet the nutritional needs of young children. Children receive meals that follow the preschool meal pattern if they are a student in the preschool grade level. There are two age groups under the preschool meal pattern: children 1 through 2 years old (1-2 years), and children 3 through 5 years old (3-5 years). Types of milk and minimum serving sizes for some food components are different for the two age groups. By following the preschool meal pattern, your school can help young children eat the types and amounts of foods that best support their growth and development.

Preschool Meal Pattern

	Breakfast		Lunch	
	1-2 years	3-5 years	1-2 years	3-5 years
Milk	½ cup (4 oz.)	¾ cup (6 oz.)	½ cup (4 oz.)	¾ cup (6 oz.)
Fruits	¼ cup	½ cup	½ cup	¾ cup
Vegetables			½ cup	¾ cup
Grains	½ oz. eq.	½ oz. eq.	½ oz. eq.	½ oz. eq.
Meats/Meat Alternates	Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast. Minimum serving size for both age groups is ½ oz. eq.		1 oz. eq.	1½ oz. eq.

Serving sizes are minimums.
Operators may offer larger portions.
Oz. = Ounces, Oz. eq. = Ounce equivalent.



More training, menu planning, and nutrition education materials for Child Nutrition Programs can be found at <https://teamnutrition.usda.gov>. ■ Food and Nutrition Service



Differences Between the Preschool and the Kindergarten Through 5th Grade (K-5) Meal Patterns at Breakfast

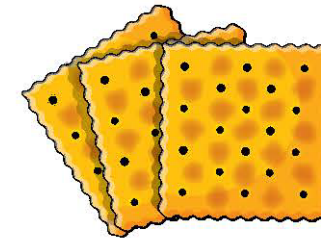
	Preschool	Grades K-5
Milk	Minimum Serving Size: ✓ For 1-2 year olds: ½ cup (4 oz.) required daily. ✓ For 3-5 year olds: ¾ cup (6 oz.) required daily. Types: ✓ For 1 year olds: Unflavored whole milk only. ✓ For 2-5 year olds: Unflavored low-fat (1%) or fat-free (skim) milk only.* • Not required to offer different options of fluid milk.	Minimum Serving Size: ✓ 1 cup (8 oz.) required daily (5 cups required weekly). Types: ✓ Unflavored or flavored low-fat (1%) or fat-free (skim) milk. • Must offer at least two different options of fluid milk (e.g., low-fat and fat-free milk). • If offering flavored milk, must also offer unflavored milk.
Fruits	Minimum Serving Size: ✓ For 1-2 year olds: ¼ cup of fruits, vegetables, or a combination of both required daily. ✓ For 3-5 year olds: ½ cup of fruits, vegetables, or a combination of both required daily. • May serve fruits, vegetables, or combination of both to meet the combined vegetables/fruit component. • No vegetable subgroup requirements. • May serve 100% juice once per day. If juice is served at breakfast, it cannot be served at lunch.	Minimum Serving Size: ✓ 1 cup of fruit required daily (5 cups required weekly). • Only fruits are required at breakfast. • Vegetables may replace fruits (see "Vegetables" below). • 100% juice can be offered to meet up to half the amount of fruit or vegetable offerings in a week (no daily limit). Minimum Serving Size: ✓ Optional at breakfast. • Vegetables may be offered in place of fruit. Starchy vegetables can be served at any time during the week, provided at least 2 cups of vegetables from the following subgroups are offered during that same week: • Dark Green • Red/Orange • Beans and Peas (Legumes) • Other. • 100% juice can be offered to meet up to half the amount of fruit or vegetable offerings in a week (no daily limit).
Vegetables		
Grains	Minimum Serving Size: ✓ For 1-2 and 3-5 year olds: ½ oz. eq. required daily. • One of the grain components offered during the day must be whole grain-rich. • Enriched grains may be served at breakfast if whole grain-rich items are served at lunch.	Minimum Serving Size: ✓ 1 oz. eq. required daily (7-10 oz. eq. required weekly). • At least half the grains offered each week must be whole grain-rich.
Meats/Meat Alternates	Minimum Serving Size: ✓ Optional at breakfast. ✓ For 1-2 and 3-5 year olds: Can serve ½ oz. eq. in place of grains up to 3 times per week. • When substituting the meat/meat alternate at breakfast, it must be substituted for the entire grains component. May not count a combination of grains and meats/meat alternates toward the grains component.	Minimum Serving Size: ✓ Optional at breakfast. • Can substitute 1 oz. eq. meats/meat alternates for 1 oz. eq. grains after 1 oz. eq. minimum grains requirement is offered (permitted daily). • Grains and meats/meat alternates can be combined and count toward the grains component in a reimbursable breakfast.
Grain-Based Desserts	• May not credit toward the grains component. • Sweet crackers (e.g., graham and animal crackers) are allowable and count toward the grains component.	• Can serve grain-based desserts denoted by superscript 4 or 5 in Exhibit A: Grain Requirements for Child Nutrition Programs** at breakfast for some or all days in a week. • Examples of allowable grain-based desserts at breakfast include sweet crackers, doughnuts, cereal bars, sweet rolls, and toaster pastries. • Items listed in Exhibit A with a superscript 3, such as cookies, cake, dessert pies, and cobbler, do not contribute toward grain requirements at breakfast. • Average daily calories for a 5-day school week must meet minimum and maximum values.

* Unflavored whole milk and unflavored reduced-fat (2%) milk may be served to children between the ages of 24 and 25 months to help with the transition from whole milk to fat-free (skim) or low-fat (1%) milk.

** Available at: <https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/ExhibitA.pdf>.

Preschool Meal Pattern: Grain-Based Desserts

Grain-Based Desserts (Not Reimbursable in the CACFP):	Not Grain-Based Desserts (Reimbursable in the CACFP):
<ul style="list-style-type: none">• Brownies• Cakes, including coffee cake and cupcakes• Cereal bars, breakfast bars, and granola bars• Cookies, including vanilla wafers• Doughnuts, any kind• Fig rolls/bars/cookies and other fruit-filled rolls/bars/cookies• Gingerbread• Ice cream cones• Marshmallow cereal treats• Pie crusts of dessert pies, cobblers, and fruit turnovers• Sweet bread puddings• Sweet biscotti, such as those made with fruits, chocolate, icing, etc.• Sweet croissants, such as chocolate-filled• Sweet pita chips, such as cinnamon-sugar flavored• Sweet rice puddings• Sweet scones, such as those made with fruits, icing, etc.• Sweet rolls, such as cinnamon rolls• Toaster pastries	<ul style="list-style-type: none">• Banana bread, zucchini bread, and other quick breads• Cereals that meet the sugar limit and are whole grain-rich, enriched, and/or fortified• Cornbread• Crackers, all types• French Toast• Muffins• Pancakes• Pie crusts of savory pies, such as vegetable pot pie and quiche• Plain croissants• Plain or savory pita chips• Savory biscotti, such as those made with cheese, vegetables, herbs, etc.• Savory bread puddings, such as those made with cheese, vegetables, herbs, etc.• Savory rice puddings, such as those made with cheese, vegetables, etc.• Savory scones, such as those made with cheese, vegetables, herbs, etc.• Teething biscuits, crackers, and toasts• Tortillas and tortilla chips• Waffles



Whole grain-rich and homemade grain-based desserts are also not creditable in the CACFP.



Monthly Documentation-Attendance

- Daily attendance records must be kept for licensed childcare sites including GSRP, Strong Beginnings, etc.
- Daily attendance may be done electronically or can be handwritten.
- Daily attendance is a requirement for licensing and is also needed to submit the monthly claim for reimbursement
- Daily attendance is **NOT** point of service meal attendance!



Monthly Documentation-Meal Counts

- Point of service meal attendance must be taken **at** the meal service, during the point of service.
- Childcare centers must take meal attendance by the child's first and last name.
- Examples of meal attendance documents can be found on the CACFP website.



Special Dietary Needs

Special Dietary Accommodations for Child Nutrition Programs

- Same Rules for NSLP must be followed in CACFP



Additional Information



Independent Center Vs. Sponsoring Organizations

- If you have more than one CACFP site, then you are considered a sponsoring organization, otherwise an independent center.
- Sponsoring organizations have additional responsibility including posting the Parent Information Sheet and Site Monitoring



Monitoring

Sponsors that have more than 1 CACFP site are required to conduct monitoring visits

Each facility reviewed 3 times per year (if a 12-month program)

- At least 2 reviews must be unannounced
- At least 1 unannounced review must have a meal observation
- New site: Must be reviewed within first four weeks
- No more than 6 active months between reviews



Submitting Claims

- Request the Michigan Nutrition Data System 2.0 (MIND 2.0) link in your MILogin for Third Party account. [HERE](#) is a help document.
- Request specific program access. [HERE](#) is a help document. Be sure to complete Step 12 of the help document. This is the only way your access will be approved. All access is requested and granted at the agency/organization level.
- Authorized Officials can approve access. [HERE](#) is a help document.

Submitting Claims

Michigan Nutrition Data System
Department of Education

Michigan.gov Home MND Home | Contact for MND | MDE Home

Child And Adult Care Food Program Claims System

Sponsor Summary

MND CACFP Claims Sponsor Summary User Management Help Logoff

MND CACFP Claims Sponsor Summary

Sponsor: Fiscal Year: 2016 (October 1, 2014 - September 30, 2016)
Claim Month: October 2014

Site: Go

Next Site →

Site Details

Site Name: Last Edit On: Feb 4 2015 9:57AM

Category	Breakfasts	Lunches	Suppers	Snacks
Child Care - A	163	165	n/a	153
Child Care - B	0	0	n/a	0
Child Care - C	0	0	n/a	0
At Risk	n/a	n/a	n/a	n/a
Emergency Shelter	n/a	n/a	n/a	n/a

Click Save Button After Entering or Amending Above Data

Save

Site Totals

Reimbursement

Site Selection

Site: Enter/Edit

Site Listing

Site Name: Last Edit On: Dec 10 2014 10:17AM

Category	Breakfasts	Lunches	Suppers	Snacks
Child Care - A	284	312	n/a	307
Child Care - B	0	0	n/a	0
Child Care - C	0	0	n/a	0
At Risk	n/a	n/a	n/a	n/a
Emergency Shelter	n/a	n/a	n/a	n/a

Enter/Edit Site Data

Click Here

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Child And Adult Care Food Program Claims System

Site Edit

MND CACFP Claims Sponsor Summary Site Edit User Management Help Logoff

MND CACFP Claims Sponsor Summary Site Edit

Sponsor: Fiscal Year: 2015 (October 1, 2014 - September 30, 2015)
Claim Month: December 2014

Site: Go

Next Site →

Site Details

Site Name: Last Edit On: Feb 4 2015 9:57AM

Category	Breakfasts	Lunches	Suppers	Snacks
Child Care - A	163	165	n/a	153
Child Care - B	0	0	n/a	0
Child Care - C	0	0	n/a	0
At Risk	n/a	n/a	n/a	n/a
Emergency Shelter	n/a	n/a	n/a	n/a

Click Save Button After Entering or Amending Above Data

Save



Next Steps

Your assigned analyst will contact you to schedule a follow up visit to look at:

- Menus
- Enrollment
- Eligibility



Additional Questions?



CACFP Contact Information

Michigan Department of Education
Child and Adult Care Food Program

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