CACFP: Outline & Manual

Child and Adult Care Food Program Additional Support

Contents

LOUISIANA EARLY CHILDHOOD
Key Training Modules:

Child and Adult Care
Food Program Additional Support

Laura Marchand
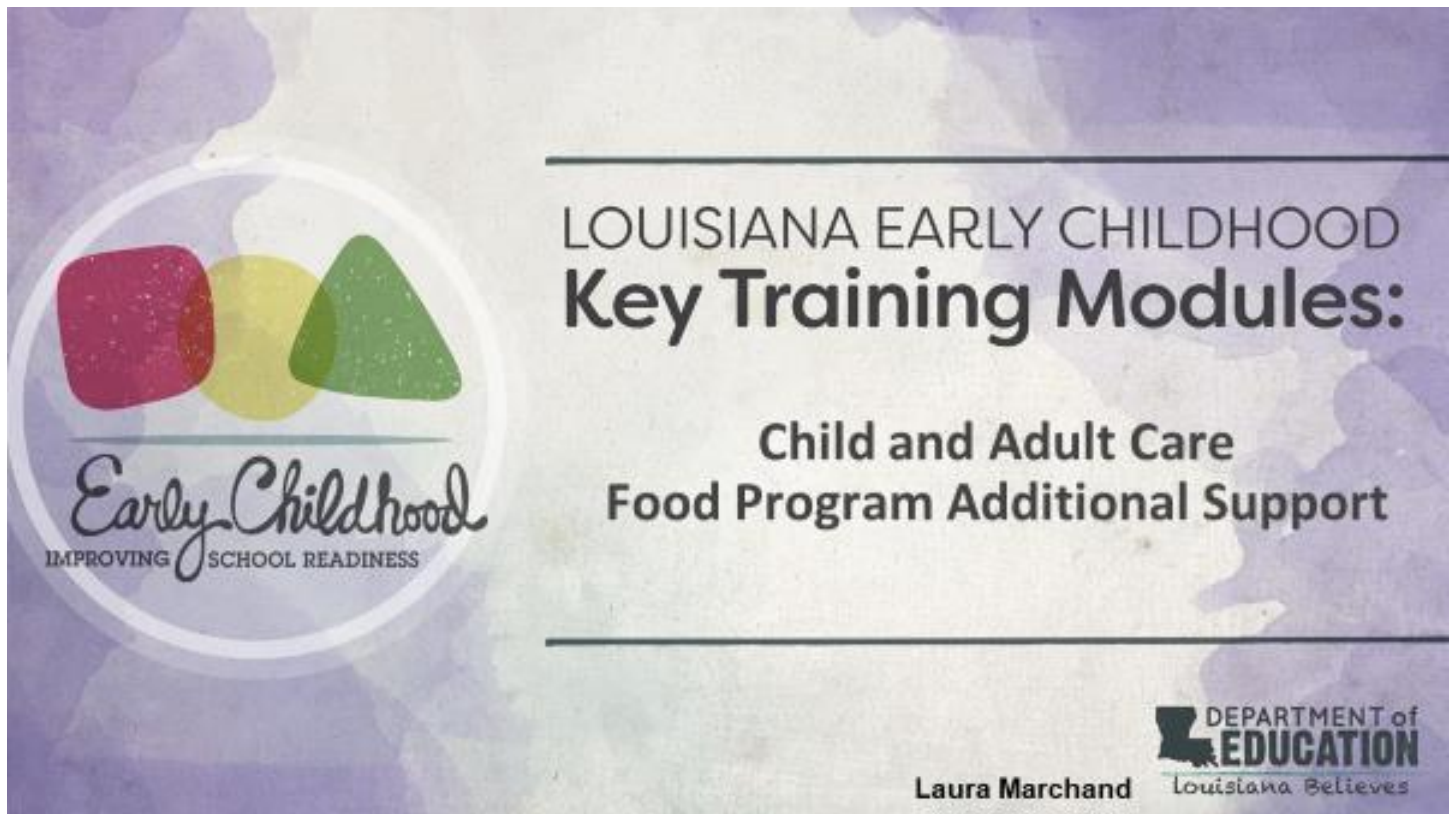
Module Description

Louisiana licensing regulations require all centers to meet the guidelines of the Child and Adult Care Food Program (CACFP). Participation in the food program is an opportunity to receive federal funding to provide nutritious meals. Many centers are missing out on these funds which offset food costs when providing meals within the CACFP guidelines. The module provides an overview to the CACFP guidebook, which provides administrators guidance related to the Child and AdultCare Food Program specific to:

- Applying for the program
- Managing the record-keeping requirements
- Maintaining good standing in the program

Pre-Work

Materials

- Chart paper and markers
- Copy paper
- Pencils or pens for participants
- Handouts
    - *CACFP Preapproval Visit Self-Assessment*
    - *Pre- and Post- Assessment Handout*

Learning Outcomes

Candidates who actively participate in this session will be able to…
- Increase knowledge of how to actively manage instructional time and routines within the classroom environment to best support students' development and learning
- Increase knowledge of Productivity and Instructional Learning Formats within the Classroom Organization domain
- Demonstrate an understanding of the indicators and behavioral markers within each dimension
- Identify strategies to incorporate in teaching methods in order for the classroom to run like a well-oiled machine
- Increase their knowledge of best practices related to facilitating children's development and learning through high-quality learning formats where students are not just passively engaged in learning but are active participants in the learning environment
- Identify methods to help focus on the children's attention to ensure that they are interested, engaged, and prepared

Training Agenda

Total Content Time: 1.5 hours
Total Session Time: 2.5 hours

Item	Time/Duration
Registration/Sign-In	30 minutes prior to course start (*not included in total course time*)
Welcome, Session & Group Introductions	15 minutes
Licensing Requirements and Funding Opportunities	5 minutes
CACFP Approval Process	55 minutes
Program Administration	10 minutes
Session Closing & Post-Assessment	15 minutes (*not included in total course time*)
Individualized Q&A	15 minutes following course completion (*not included in total course time*)

Training Manual

Distribute the Pre-Assessment Evaluation as participants enter the training.
- *Ask them to complete the Pre-Assessment Evaluation and return to you*
- *Briefly review the forms to identify the group's needs*
- *Emphasize the learning objective(s) identified by the group as needing support*
- *Modify the session to spend more time on knowledge, skills, and abilities needed by the group*
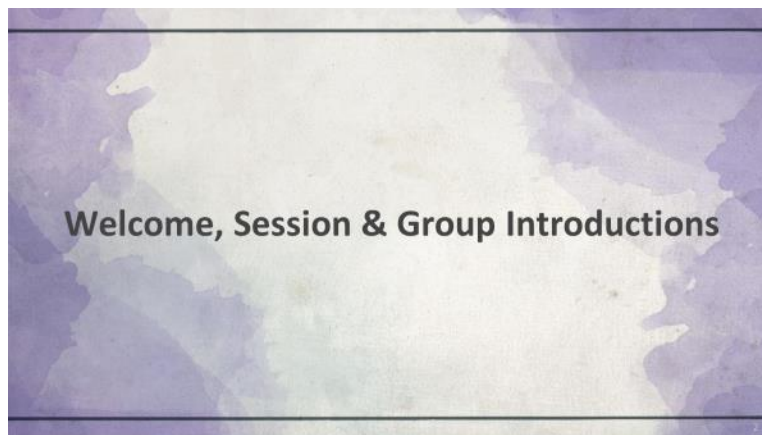
Good morning/afternoon. This is a presentation of the Louisiana Early Childhood Key Training Modules. I am (insert name) and I will be your trainer today.

This morning/afternoon, we will begin by getting to know a little bit about one another, and also review what you will be learning today.

First, I want to welcome and thank you for taking the time to join us today. I/we appreciate your dedication to young children in Louisiana. Your efforts to grow will help them grow, so thank you.

In this session, we will talk about how to use the Child and Adult Care Food Program Guidebook for Early Learning Centers. We will discuss the eligibility requirements, application process, and tips for successful program participation.

The primary goal for the training is to understand a new resource that supports the CACFP. The LDOE Child and Adult Care Food Program Guidebook for Early Learning Centers has been created to provide administrators with the guidance to apply for and effectively manage participation of the program.

This training does not replace the required Potential CACFP Sponsor Orientation Informational Meeting.
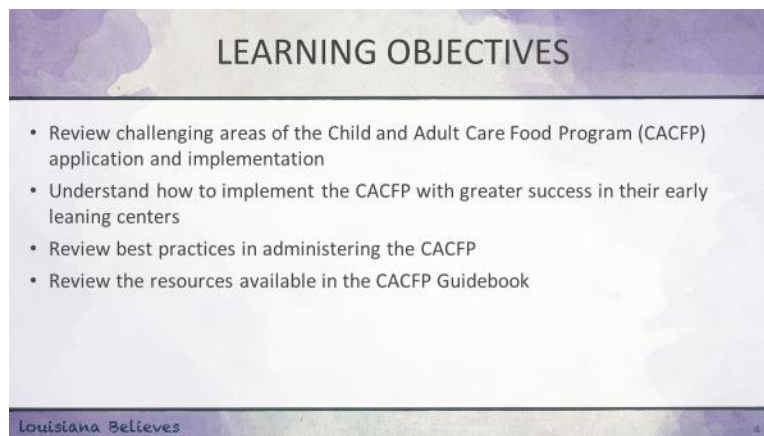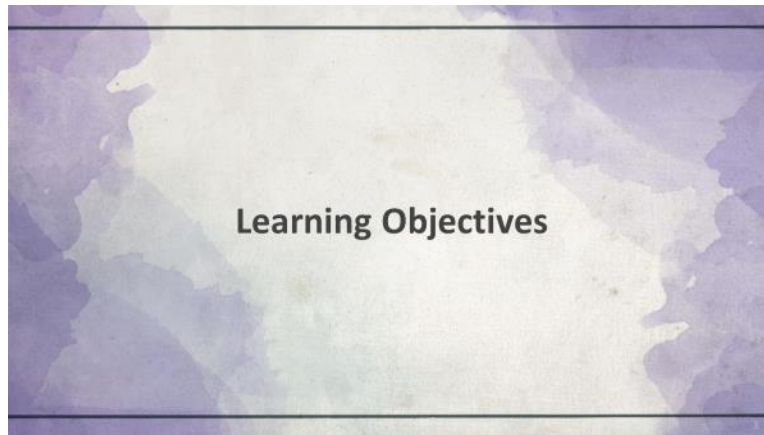
Now, let's take a look at our learning objectives for today.

Read each learning objective aloud.

- **Review challenging areas of the Child and Adult Care Food Program (CACFP) application and implementation**
- **Understand how to implement the CACFP with greater success in their early learning centers**
- **Review best practices in administering the CACFP**
- **Review the resources available in the CACFP Guidebook**

Are there any additional points we should add to our list of objectives for today?

Record responses on chart paper.

The CACFP requires specific guidelines for meals to support the health and nutrition of the children we serve.

Are all centers required to meet the guidelines of the Child and Adult Food Program? *Pause to allow participants to respond.*
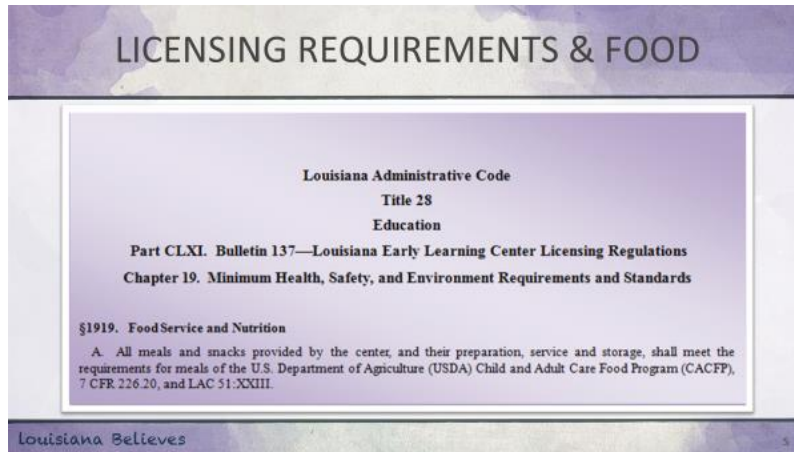
Louisiana licensing regulations require all centers to meet the guidelines of the Child and Adult Care Food Program (CACFP).

According to **Louisiana Administrative Code, "All meals and snacks provided by the center, and their preparation, service and storage, shall meet the requirements for meals of the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP)."**

What are some of the biggest expenses at your center? *Possible answers may include wages, food, materials.*

Do any of you have partnerships where you manage reporting requirements? *Possible answers may include CCAP, LA4, Head Start, NSECD.*

If you are a licensed center, you are already managing administrative requirements to participate in the system.

If you are a type III center, you are already managing type III requirements. These allow you to access benefits like tax credits and grants.

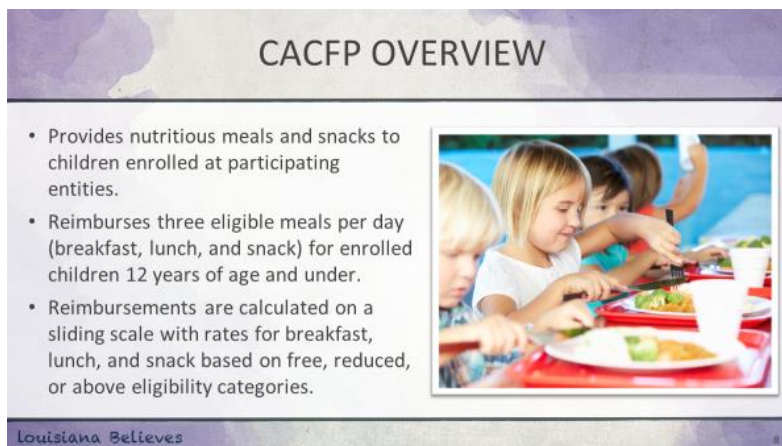So, **why not get paid for providing meals within the CACFP guidelines?**

Participation in the food program is an opportunity to receive federal funding to provide nutritious meals and offset food cost.
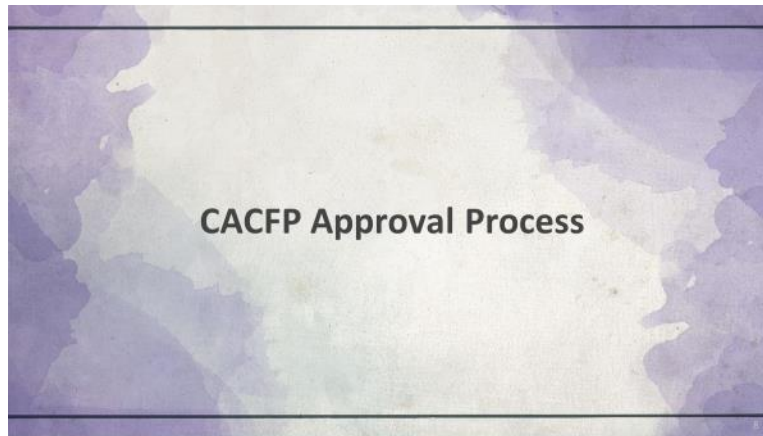
Let's take a look at the **CACFP approval process**. What do you know about the CACFP program? *Allow participants time to respond.*

Possible answers include:
- *It has a lot of paperwork.*
- *It's confusing.*
- *Not all centers can participate.*
- *It's hard to manage all of the expectations, and you may have to return money if you don't get it correct.*

Here is an overview of the CACFP. The program:
- **Provides nutritious meals and snacks to children enrolled at participating entities,** and
- **Reimburses three eligible meals per day (breakfast, lunch, and snack) for enrolled children 12 years of age and under.**
- **Reimbursements are calculated on a sliding scale with rates for breakfast, lunch, and snack based on free, reduced, or above eligibility categories.**

Did you realize that you could reimburse these meals?

To be eligible to participate in the CACFP, you must:
- **Possess a current Type II or Type III license and be in operation for at least three months.**
- **Be considered financially viable.**
- **Have attended a Potential Sponsor Orientation.**
- **For-profit centers must have 25% of participants eligible for free or reduced-price meals.**

These requirements will be discussed in great detail on the following slides, covering:
- What does it mean to be financially viable?
- How do I register for the potential sponsor orientation?
- What does the "for-profit vs. nonprofit eligibility" mean?

To be financially viable, a center must have a positive net gain/profit – it cannot be operating at a loss. This simply means your center made money instead of lost money.

What are signs a center is operating at a loss? *Pause to allow participants to respond.*

For you to demonstrate viability, you must submit an **Income Statement**, which is a Statement of Expenses with your application packet. The Income Statement used to be called a Profit and Loss Statement.

The statement must **cover at least a three-month period**. For centers just opening, this mean you have to wait at least three months before you can apply.

If your center is operating at a loss, this can be very stressful. Before considering participating in the program, you may want to access business consultation in your community to improve your budgeting and financial practices.

It is not a good idea to participate in the program if you are not financially viable. If you are not financially viable, you may want to get your affairs in order and then apply again.

This screenshot is from the CACFP website. The CACFP website address is: cnp.doe.louisiana.gov. The website contains a vast wealth of information about the program and is vital to successful management of the program.

All centers must have attended a Potential CACFP Sponsor Orientation Informational Meeting before an application packet can be submitted. And again, this training does not take the place of attending the potential sponsor orientation. The link to register for an orientation meeting can be found on the CACFP website as diagrammed on the screenshot.

Before registering for a meeting or class you should contact the CACFP office to express your interest in applying and to receive an informational email.

FOR-PROFIT VS. NONPROFIT ELIGIBLY

For-profit Centers may only participate if at least 25 percent of their enrolled children are eligible for free or reduced price meals based on the free/reduced meal applications. The meal applications are completed by the parents to determine the eligibility category.

Nonprofit Centers are required to have a 501(c)(3) tax exempt status from the Internal Revenue Service and are not required to meet the 25 percent free or reduced price meal threshold.

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Many of you may know that Type II centers with 25 percent free and reduced eligibility can participate in CACFP. The 25 percent threshold must be met each month before the reimbursement claim can be submitted.

You may not know that nonprofit centers can also participate in the CACFP reimbursement program. This is an option as long as the center has 501(c)(3) status. The reimbursement rate is different, depending on family income. However, many nonprofit centers find participation helpful.
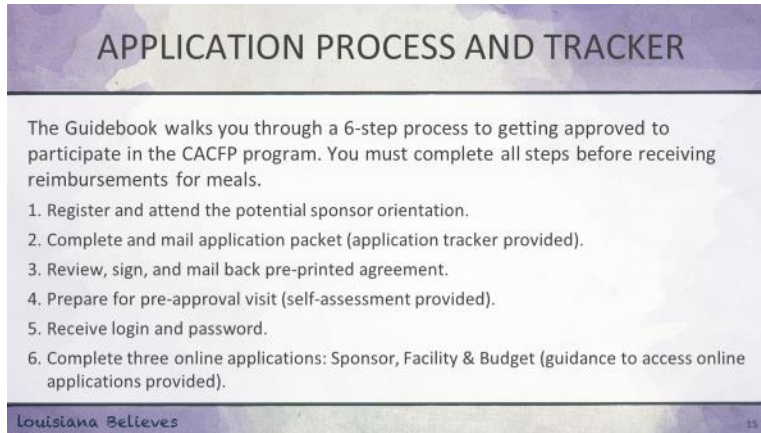

This screenshot is a sample of the meal application which is completed by the parents in order to determine the eligibility category for each enrolled child in your center. Reimbursement claims are calculated on sliding scale rates (breakfast, lunch, and snack – free, reduced, or above) for each eligible meal served.

The application form changes every year. What are some tips you have to manage this aspect of the program? You can:

- Include the application in the family enrollment process, or

- Use a different color paper each year.

What else?

The Guidebook walks you through a 6-step process to getting approved to participate in the CACFP program. You must complete all steps before receiving reimbursements for meals.

Slowly read each step of the 6-step process.

- **Register and attend the potential sponsor orientation.**
- **Complete and mail application packet (application tracker provided).**
- **Review, sign, and mail back pre-printed agreement.**
- **Prepare for pre-approval visit (self-assessment provided).**
- **Receive login and password.**
- **Complete three online applications: Sponsor, Facility, and Budget (guidance to access online applications provided).**

These steps will be discussed in greater detail on the following slides covering:
- We have already discussed the potential sponsor orientation.
- Application packet checklist along with the DUNS and SAM registrations and application tracker.
- Pre-approval visit self-assessment.
- Guidance to access online applications.

Application Packet Checklist
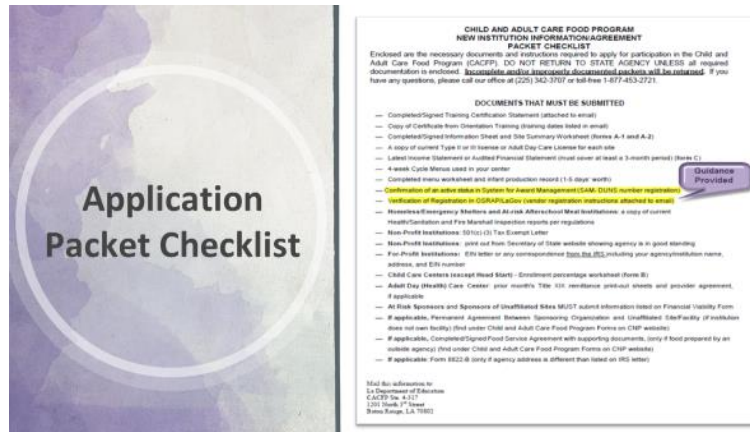
This screenshot is of the **application packet checklist** which is included in the email you will receive after attending potential sponsor orientation. It is also in the guidebook.

You can use this checklist to manage the application packet. There are a lot of forms and processes to get enrolled, and forms like these can help you keep it all straight.

The email you will receive from the CACFP staff will contain the application packet documents.

You may be feeling a little overwhelmed by the requirements at this point, and we are about to go a little deeper.

Remember:
- Many of these requirements are one-time requirements to demonstrate your eligibility.
- By navigating the application process, you are demonstrating that you can manage the program.
- The CACFP Guidebook breaks down each of these steps in detail and can support you through the application and administration process.

This next set of steps is where a lot of providers get stuck. Registering for a DUNS number and for SAM can be tricky. We devote a lot of time in the CACFP Guidebook, and strongly suggest that you utilize the guidance when getting to this point in the process.
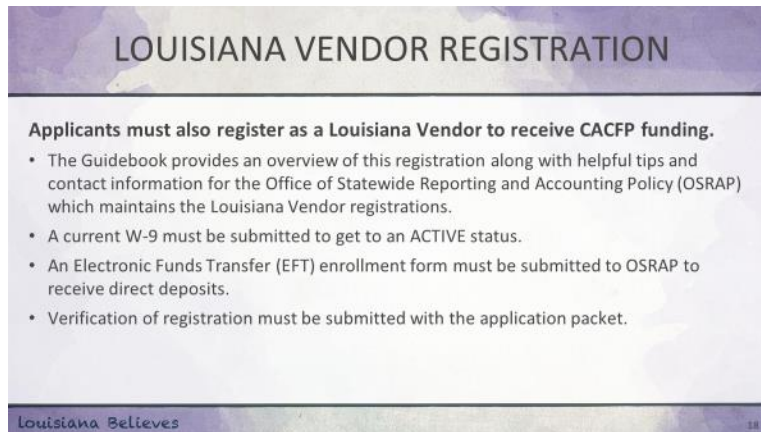
All centers applying for participation in the CACFP program must obtain a DUNS number and have an active SAM registration before submitting an application packet. The guidebook provides an overview of the registrations along with helpful tips for navigating through the process.

The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number for each physical location of a business. It is a system for maintaining accurate, comprehensive and timely information on businesses. The DUNS numbers are issued and maintained by Dun & Bradstreet and the number remains the same throughout the lifecycle of a business. The DUNS number is also a tool used by the federal government to track how federal money is distributed. All entities wanting to do business with the US Federal Government must be assigned a number. The DUNS number assignment is **free of charge** and is typically issued in one business day.

The System for Award Management (SAM) is an official website of the US Government. There is **no cost** to use SAM.

Please be aware that there are many fraudulent actors who have created false web pages to steal personal data. Please use the guidebook with screenshots of the webpages to ensure that you are on the correct page and your information is secure.

Does anyone have any questions or concerns? Has anyone tried to apply for a DUNS number and been discouraged? *Allow time for participants to respond.*

Once you have completed the DUNS and SAM registrations, you are almost finished. You also need to register with the state. These other steps are federal. The Office of Statewide Reporting and Accounting Policy (OSRAP) is a division of the Louisiana Department of Administration. OSRAP provides and maintains a uniform system of accounting for all state agencies.

Verification of registration with OSRAP/LaGov must be submitted with the application packet. A step-by-step registration guide will be emailed from the Nutrition Support Staff along with the application packet. All of this is outlined in the Guidebook.
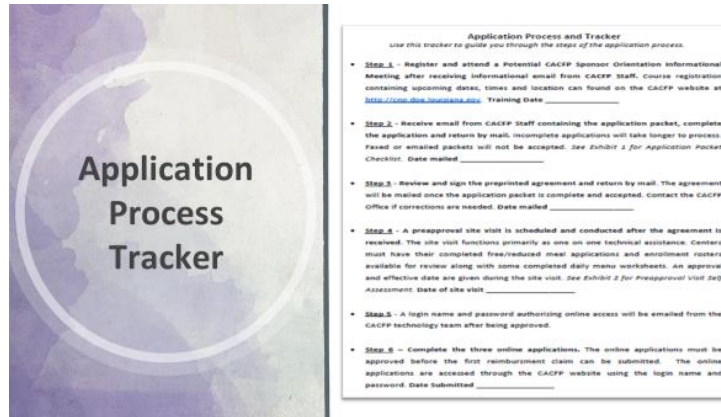
This is a screenshot of the **application process tracker** which is included in the guidebook to help you keep track of the steps in the process and the date each step is complete. This tracker will help keep you on schedule to keeping approval so you can start receiving monthly reimbursements.

There is even a place to put in the dates of calls and submission of applications. There are a few documents that you will want to print out and this is one of them, so you can track your progress and have a point of reference when you follow up on pieces of your application.
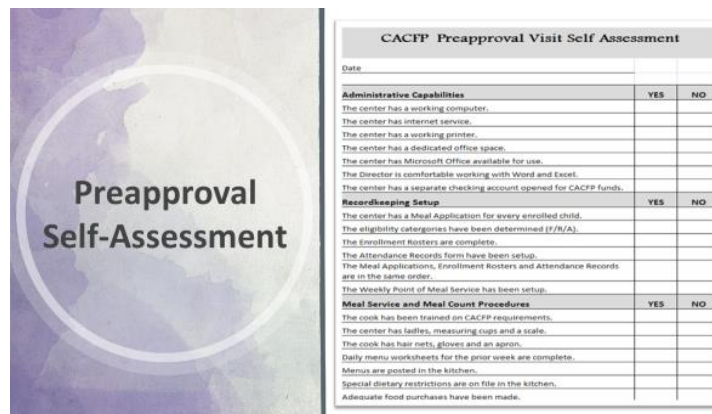
This is a screenshot of the **preapproval self-assessment** which is included in the guidebook to help you prepare for the preapproval visit. The preapproval site visit functions primarily as one-on-one technical assistance.

Let's take a look at the self-assessment. *Distribute CACFP Preapproval Visit Self-Assessment handout.*

Take about five minutes to complete the self-assessment.

Based on the self-assessment, what are you next steps? *Allow time for participants to share their answers and look for trends in their responses.*

You will want to address as many of these issues as possible before you pre-approval visit.

So, let's assume that you have a pre-approval site visit. What's next?

- You will receive an approval and effective date during the site visit.
- Then, a username and password authorizing online access will be emailed from the CACFP technology team after being approved.
- The online applications must be submitted and approved before the first reimbursement claim can be submitted.
- The online applications are accessed through the CACFP website using the username and password.

How long have you been running a center? *Pause to allow participants to respond.*

Remember when you first opened your center, you had to plan for everything. What forms would you need? Where would they be submitted? What were expectations for families and for teachers?

Similarly, once your online application is approved, it is time to "put systems in place." The first three months on the program area "trial and error" period. It is during this time period when menus will be tweaked, duties will be delegated, and changes will be made.

The guidebook provides tips to help navigate putting these systems in place.
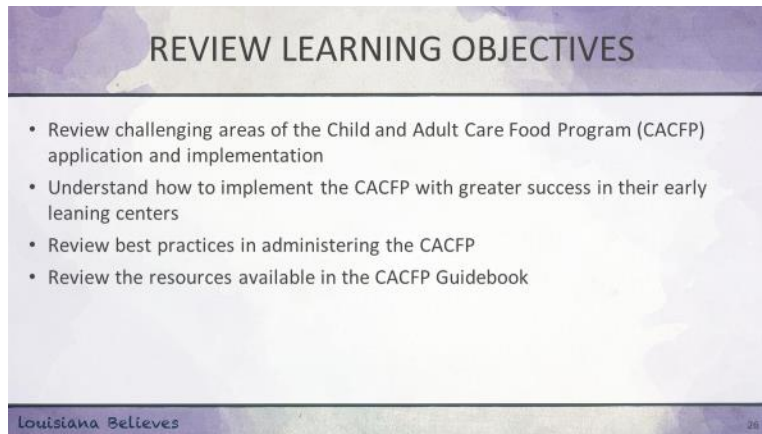

Maintaining program participation:
- **CACFP participants are reviewed to ensure program compliance.**
- **Announced reviews are conducted every 2-3 years.**
- **Unannounced reviews can occur at any time.**
- **The checklist used by the reviewer is provided in the guidebook.**

As a tip: **Use the checklist to spot check your center's compliance at any time.**

REVIEW LEARNING OBJECTIVES

- Review challenging areas of the Child and Adult Care Food Program (CACFP) application and implementation
- Understand how to implement the CACFP with greater success in their early leaning centers
- Review best practices in administering the CACFP
- Review the resources available in the CACFP Guidebook

Review learning objectives.

Explain that for each statement, they will show a "thumbs up" if they think we covered the objective, a "thumbs down" if we did not cover the objective, and a "sideways thumb" if we partially covered the objective.
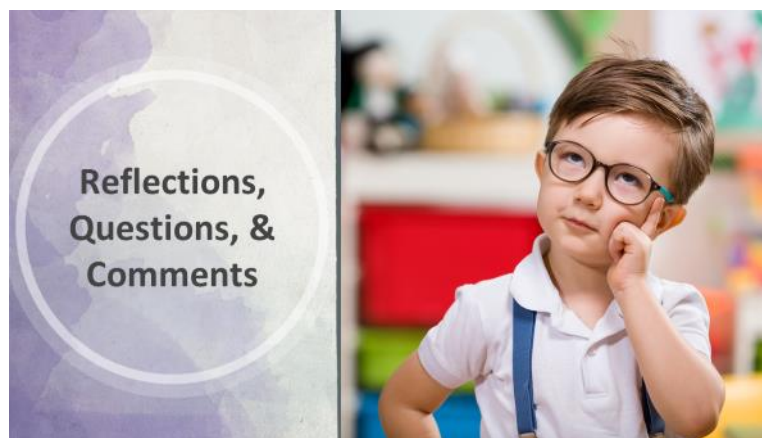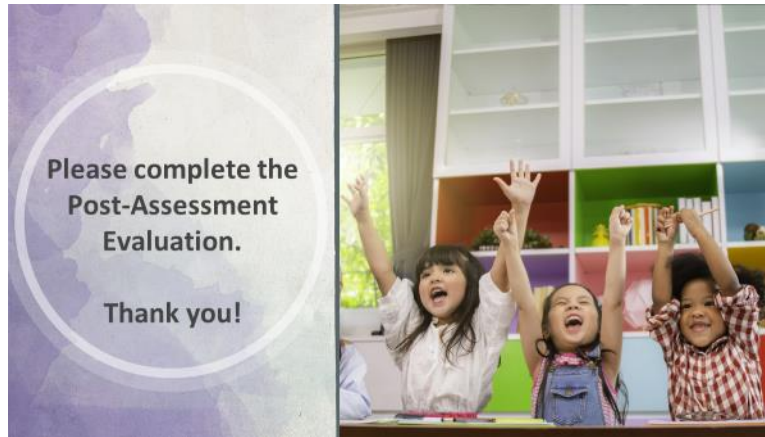
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- **Understand how to implement the CACFP with greater success in their early learning centers**
- **Review best practices in administering the CACFP**
- **Review the resources available in the CACFP Guidebook**

Open the floor for participants' comments and questions.

That brings us to the end of our time. Thank you so much for your attention and hard work today. Before you go, please complete the Post-Assessment Evaluation.

Distribute the Post-Assessment Evaluation.

When you have completed the evaluation, please fold it and leave it in the center of your table before you leave. I hope this has been valuable! If you have any additional questions, I will be available to talk further.

Thank you.

Post-Assessment Evaluation Guidance
- *Review the forms to identify the group's responses*
- *Compare the results and identify the areas in which participants expressed greatest growth and the areas in which participants might still need support*
- *Share results with Louisiana DOE representative to inform local continuing professional development efforts*