

Child and Adult Care Food Program (CACFP) Sponsor Site Training



Gustav Schmidt

Lead Child Nutrition
Coordinator



Three years working at FBA in child nutrition programs utilizing seven years of providing CACFP and SFSP meals while working for many other childcare nonprofits.

Gillian McPherson

Child Nutrition Manager



Looking forward to serving the communities in Alaska in a tangible way.

Enrique Ramirez

Child Nutrition Coordinator



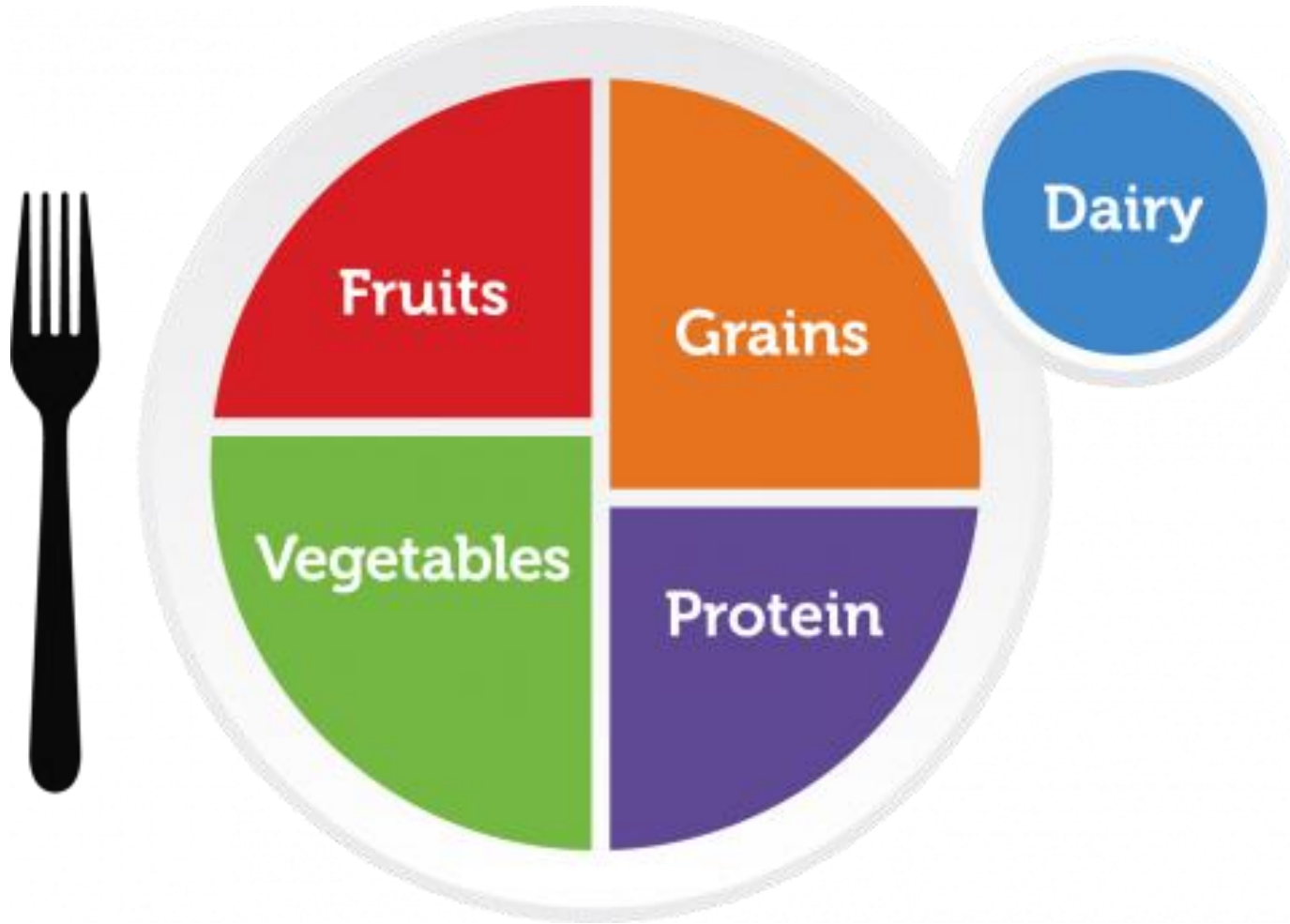
Blessed to work for an organization that provides CACFP to children in rural villages and communities throughout the state of Alaska; those that may need it the most.

Training Agenda

- CACFP Meal Pattern-
 - Components & Food Substitutions and Medical Statements
- Meal service Style
- Record Keeping Requirements
- Health and sanitation
- Civil Rights
- Review Procedures and Procedures
- Meal Service Environment
- Menu Planning
- Nutrition Activities/Curriculum
- Meal Delivery and Ordering Requirements



CACFP Meal Pattern Requirements



Goal: serve nutritious, appetizing meals that meet *meal pattern requirements*

Meal pattern requirements - balanced meals that supply food to help meet nutrient and energy needs of children

CACFP Meal Patterns

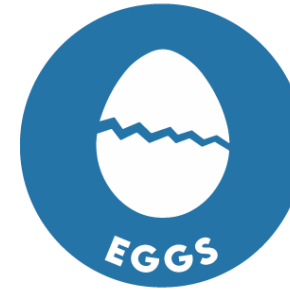
Breakfast	Lunch or Supper	Snack
<p>Select all three food components:</p> <ul style="list-style-type: none">• Milk• Vegetable, fruit or both• Grains	<p>Serve all five food components:</p> <ul style="list-style-type: none">• Milk• Meat/Meat Alternates• Vegetables• Fruits• Grains	<p>Select two of the five food components:</p> <ul style="list-style-type: none">• Milk• Meat/Meat Alternate• Vegetable• Fruits• Grains

Allergies??

Need Medical Statement

signed by DR/Medical Professional

- Food to be avoided (allergen)
- Explaining how participant is affected by the allergen
- List of recommended substitutes



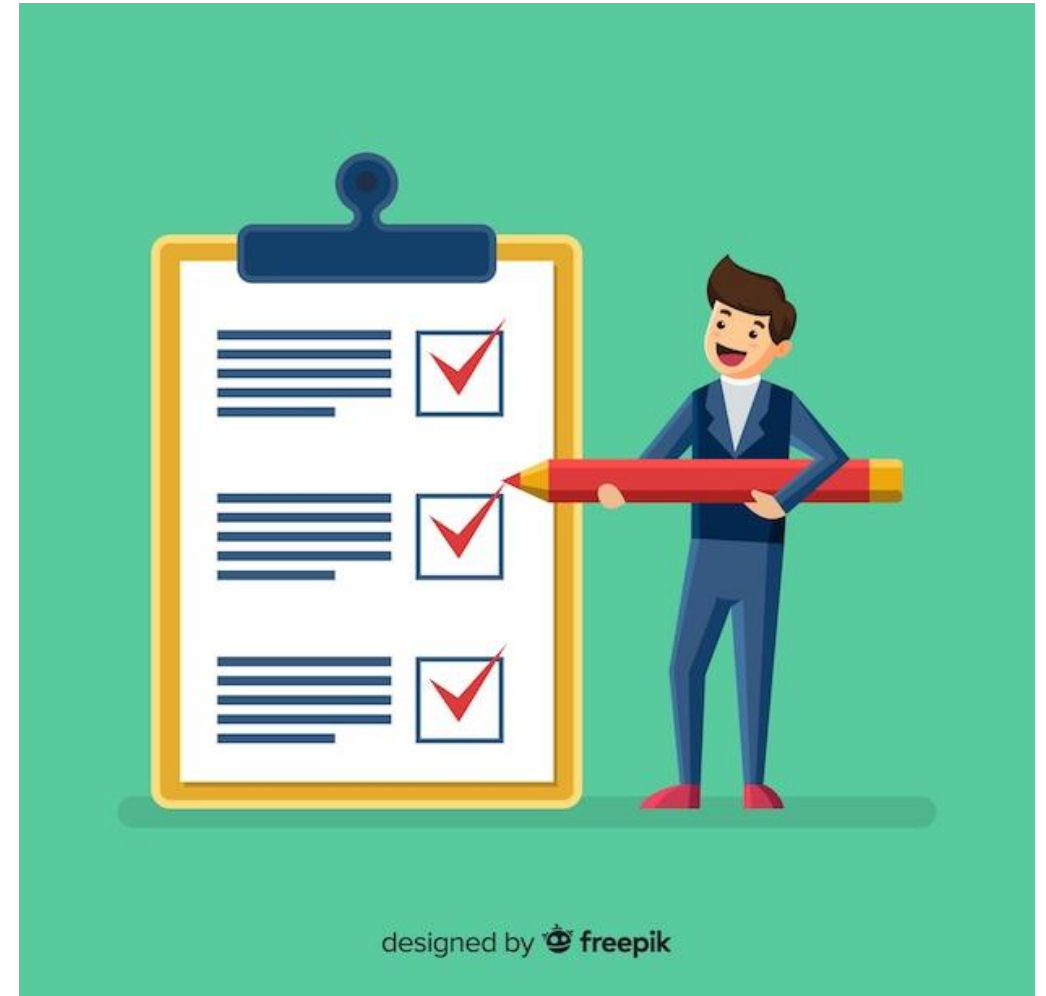


Meal Service Style

Record Keeping Requirements

Documents Required:

1. Attendance
2. Meal Counts



CACFP Meal Sign In Sheet

Site Name _____

Date _____

1		16	
2		17	
3		18	
4		19	
5		20	
6		21	
7		22	
8		23	
9		24	



CACFP Daily MEAL COUNT FORM

Daily Meal Count Form

Child Nutrition Programs
 Finance and Support Services
 P.O. Box 110500
 Juneau, Alaska 99811-0500
 Phone (907) 465-4788
 Fax (907) 465-8910

Site Name:	Meal Type (circle): B L SN SU
Address:	Telephone:
Supervisor's Name: Food Bank of Alaska	Delivery Time: _____ Date: _____
Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) _____ [1]	
First Meals Served to Children (cross off number as each child receives a meal):	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150	
Total First Meals + _____ = _____	

Why is my paperwork important?

- FBA get reimbursed for every meal given to a child
- Good documentation and timely reporting means FBA gets the \$ needed to buy more meals and ship to your site

**Reports done correctly
and completed on time**

=

More food coming your way!



Knowledge Check

- How often do you submit your Meal Count and Attendance Sheets?
 - Every Friday after service
- What happens if the paperwork is not sent in on time and completed correctly?
 - Makes it very difficult for FBA to get reimbursed for food and we will stop sending food to your site



Health Safety & Sanitation

- Health Inspection
 - DEC or Fire Inspection
- Storage of meals
 - 6in off the floor
 - 6in away from wall
 - In a dry secure area way from chemicals
- Meal handling
 - Prepackaged meals do not require gloves
 - Wash hands before meal service
- Sanitation
 - Sanitize meal service tables and area
 - Youth should wash hands before getting meals



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.

o file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.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:

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

This institution is an equal opportunity provider.

Monitoring Requirements and Review Procedures

Monitoring

- 1st week
- 4th week
- 12th week

Must be completed by someone unaffiliated with the site

Reviews: 3 Reviews per year

Invite FBA to come and visit- we love to travel



State of Alaska At-Risk Afterschool Meals Self-Monitoring Review Report FY25

Facility Name & Address:				Date:	Arrival time:	Departure time:	Announced Unannounced		
Meal observed:		Time:	Scheduled Time of Meal Service:			Today's meal count-			
Today's attendance - Kids:		Adults:			Kids:	Adults:			
Record meal counts for the previous 5 days of operations (must be an operating day with meal service) AND Record attendance for each of the previous 5 days									
5 day Reconciliation		1 st Day	2 nd Day	3 rd Day	4 th Day	5 th Day	List issues found		
Meal type claimed		Date:	Date:	Date:	Date:	Date:			
M e a l c o u n t y t y p e	Breakfast						Milk:		
	A.M. Snack						Vegetable:		
	Lunch						Veg/fruit:		
	P.M. Snack						Grain:		
	Supper						Meat/alternate:		
	Evening Snack						Other/Extra:		
Attendance							Note issues with menu:		
							Yes	No	N/A
1.		Does the menu as <u>served</u> meet CACFP requirements?							
2.		Does the written menu match what was served today?							
3.		Is enough food served or available to each child with required portions?							
4.		If Offer Vs. Serve used, is it done correctly?							

FBA Reports to DEED



What does DEED care about?

What happens if there are deficiencies?



Requirements

- 1) Weekly Activity Calendar
- 2) Supervision
- 3) Safe Environment To Enjoy the Food



Menu

CACFP

LUNCH & SUPPER MEAL KITS

C01VP - NACHOS MEAL



C02V - CHICKEN SALAD MEAL



C03V - SUNBUTTER & GRAHAMS



C04VP - PIZZA MEAL



C05V - MEDITERRANEAN MEAL



C06V - BEAN DIP MEAL



C07V - PB & GRAHAMS



C08V - MEAT & CHEESE MEAL



C09V - SWEET BBQ CHICKEN MEAL



Knowledge Check



- What can happen if you don't follow the guidelines given by FBA?
 - Corrective Action- warning for site to fix what was wrong
 - If it is not fixed the CACFP program can be seen as seriously deficient which requires a State agency review
 - Which if changes are not made termination of CACFP at your site can occur

Nutrition Activities/Curriculum

"It is possible to educate children in the pleasures of food; and that doing so will set the children up for a lifetime of healthy eating. Feeding is Learning."

-Bee Wilson

(Famous food writer)

- Daily site activities are required
- Highly encourage having the ability to include activities related to food
- Activities ideas can be in a few areas
 - Growing food
 - Cultural foods
 - Food processing
 - Food preparation
 - New food taste Tests
 - Create your own cookbook
 - Questions during mealtime about what kids of foods they eat at home and what foods they like and don't like.





Meal Delivery and Ordering Requirements

Bypass Sites will receive 1,100lbs orders

Sites must put in meal requests to a member of the child nutrition team at the FBA

Timeline from request:

1-3 Days: Order put into

warehousing ordering system

8-10 Days: FBA Warehouse Team

picks order and delivers to shipping company

11-24 Days: Meals with shipping

company in transit



Knowledge Check

- How often should I be sending information to the Food Bank of Alaska?
 - Weekly, every Friday after service
- What happens if we do not send in our paperwork?
 - FBA could stop sending food and might not renew our agreement with the site next year
- Does the FBA want to visit our site?
 - Yes, of course.
 - We love to visit and hear how things are going



Questions??



Thank you and any questions please reach out!



Enrique Ramirez

Child Nutrition Program Coordinator

eramirez@foodbankofalaska.org

(907)-222-3115

Gustav Schmidt

Lead Children's Programs Coordinator

gschmidt@foodbankofalaska.org

(907)-222-3107

Gillian McPherson

Child Nutrition Manager

gmcpherson@foodbankofalaska.org

(907)-222-3105