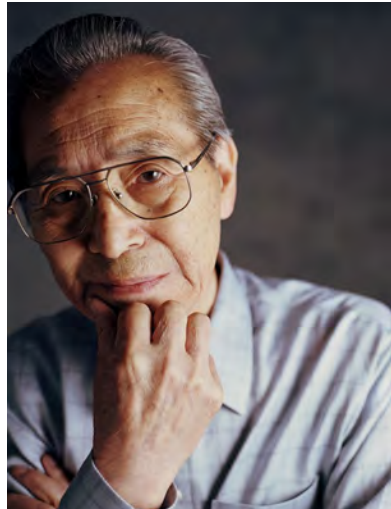Food and Nutrition

Adult Care

Introduction to
CACFP Adult Day Care
Program Year 2012
Texas Department of Agriculture
Food and Nutrition

Adult Care

**Texas Department of Agriculture
Food and Nutrition**

October 2011

Please note all references to www.snptexas.org and http://texasagriculture.gov are now located at www.squaremeals.org

Contact Texas Food and Nutrition Training at …

Mailing Address:	Texas Department of Agriculture Food and Nutrition Division Attn: Nora Garcia PO Box 12847 Austin TX 78711
E-Mail:	fndtrainingunit@TexasAgriculture.gov
Fax:	(888) 237-5030

Use the training and information resources available from the TDA Food and Nutrition Home Page at **... www.snptexas.org**

Select the link called ...	*To ...*
Program/Nutrition Training	• **See** the schedule for upcoming classes and • **Register** for TDA Food and Nutrition Training events through our web site
Subscribe to FND e-News	• **Receive** a *free* e-mail subscription to timely news *(choose one or more topics)* on o upcoming events and training opportunities, o program activities and noteworthy news, and o additional resources, web links, etc., to enhance your program knowledge.

You may also find training materials and information at the following locations.

Note: This is *not* a comprehensive list of resources available for training.

USDA Child Nutrition Programs – program basics, meal patterns, link to Infant Meals, etc.

http://www.fns.usda.gov/cnd/Care/CACFP/cacfphome.htm

USDA – The Healthy Meals Resource System (HMRS) – providing information to persons working in the USDA Child Nutrition Programs.

http://www.nal.usda.gov/childcare/

National Food Service Management Institute (NFSMI) – information, referrals and training.

http://www.nfsmi.org or **1-800-321-3054**

Food Safety sites - food safety education and training.

**http://www.foodsafety.gov/ … and …
http://foodsafety.nal.usda.gov/nal_web/fsic/Contact_Us.php**

Center for Nutrition and Policy Promotion - nutrition resources, including the "U.S. Dietary Guidelines for Americans".

http://www.usda.gov/cnpp

Texas Food and Nutrition Division web site – resources for Texas schools, parents, child nutrition professionals, and children.

http://www.squaremeals.org

Chapter 1 - CACFP Course Objectives

Chapter 2 - Introduction To CACFP Adult Day Care

Chapter 3 – Contracting Entity Eligibility & Responsibility

Chapter 4 – Administrative Responsibilities

Chapter 5 - Eligibility Determination

Chapter 6 – Reimbursable Meals

Chapter 7 – Filing Claims

Chapter 8 - Procurement

Chapter 9 – Serious Deficiency

Chapter 10 – CACFP Application Process

Food and Nutrition

3E'S OF HEALTHY LIVING
Education, Exercise and Eating Right

Adult Day Care CACFP

Objectives

Chapter 1

Focus

This course will provide you with information about contracting entity (CE) eligibility requirements and the activities that are required for the adult day care CE's successful operation of the **Child and Adult Care Food Program (CACFP)**.

This training is designed for CEs who wish to apply for a CACFP contract to operate the food program in Adult Day Care center(s). Training is required before a CE's application can be approved.

Objectives

Upon completion of this course, you will be able to:

♦ Identify CACFP eligibility requirements;

♦ Use the CACFP Handbook as a ready reference; and

♦ Identify key management responsibilities in the CACFP.

Knowledge of each of these areas is essential to the new contractors and provides a framework to successfully begin CACFP operation.

Important Caution

This workbook IS NOT intended to be the authoritative source for all CACFP Adult Day Care (ADC) program information. The CACFP ADC Program Handbook and your Community Operations office are always the best reliable resources for finding information and answers to questions.

Evaluation

Please take a moment to complete the evaluation form and fax it in to us. the feedback is very important and will be used to improve future training sessions.

General Information

Listed below is general information you should know about the CACFP before we begin.

- The reimbursement funds are supplemental. The Program was not designed to cover all your food service costs,

- The amount of the monthly CACFP reimbursement is based on the number of meals served to eligible participants and the ratio of the participants in each eligibility category (free, reduced price or paid),

- The reimbursement funds are restricted to only food service costs that are allowable, reasonable and necessary to operate the food service,

- You will be required to set up a budget for food service funds. Food & Nutrition (F&N) staff must approve related budgets,

- All paperwork is kept by the contracting entity (CE) for a period of 3 years. Longer if there are appeals or audits being conducted, and

- You have the right to appeal some actions TDA/F&N might take that affect your participation in the CACFP, including the denial of your application.

Food and Nutrition

3E'S OF HEALTHY LIVING
Education, Exercise and Eating Right

Adult Day Care CACFP
Introduction

Chapter 2

Introduction to CACFP – Adult Day Care

Program Description

The purpose of this program is to help provide nutritious meals to participants receiving day care services such as in non-residential care centers, adult day care centers.

CACFP adult day care (ADC) participants are typically adults, age 60 and older, or functionally impaired adults who are enrolled in adult day care centers.

Administration

The U.S. Department of Agriculture (USDA) and the Texas Department of Agriculture (TDA) have entered into an agreement under which TDA administers the CACFP according to the Code of Federal Regulations (CFR), primarily 7 CFR Part 226.

Focus on the CACFP (VCA)

Program Integrity, at both the state and federal level, in the CACFP, is of utmost importance. CACFP contractors in Texas must prove Viability (V), Capability (C) and Accountability (A) of managing the Program.

Financial Viability –adequate financial resources to meet all of the Program's requirements.

Administrative Capability – staffing and expertise to meet all of the Program's requirements.

Accountability –internal controls are in place to assure Program funds for meal and administration expenses are properly spent.

CACFP Adult Day Care

Administration

USDA and TDA have entered into an agreement under which TDA administers the CACFP. This is a simplified chart showing the relationship of the USDA agencies with the state and local offices.

U.S. Congress **Washington DC** Passes laws affecting U.S. Department of Agriculture

USDA **Washington DC** USDA administers Food and Nutrition Service (FNS), and other divisions.

Food and Nutrition Services (FNS) Regional Office **Dallas TX** FNS is divided into Regions. Dallas is the Regional Office for the Southwestern states.

Texas Department of Agriculture **Food and Nutrition (F&N)** **Austin TX** Assistant Commissioner for F&N develops, implements and oversees the application of Federal Regulations.

Director of Community Operations **F&N** Supervises the 5 Community Operations Managers located in Community Operation office

TDA Region 1	TDA Region 2	TDA Region 3	TDA Region 4	TDA Region 5
El Paso Community Operations office	**Ft. Worth Community Operations office**	**Houston Community Operations office**	**Austin Community Operations office**	**San Juan Community Operations office**
Lubbock		Lufkin	San Antonio	

F&N Community Operations

Your contract will be assigned to one of the five F&N Community Operations offices. In most instances, you will be assigned to the office that is responsible for contracts in the geographical area in which the headquarters of your agency is located.

Each Community Operations office is managed by a **Community Operations Manager (COM).** Each office has one or more Program Review Specialists and Technical Assistance Specialists who will be available to provide technical assistance and will work with all aspects of your contract. Additionally, each office has a number of support staff who will assist you.

Texas Department of Agriculture, Food & Nutrition Community Operations offices

Region 1 El Paso Community Operations

TDA/Food & Nutrition Division
401 E. Franklin, Ste 410
El Paso, Texas 79901
Ph: 915-834-7506
Fax: 888-244-9816

Lubbock Satellite Office
TDA/Food & Nutrition Division
West Texas Region Office
4502 Englewood Ave.
Lubbock, Texas 79414
Ph: 806-799-8555
Fax: 806-799-0547

Region 4 San Antonio Community Operations
TDA/Food & Nutrition Division
8918 Tesoro Dr., Ste 120
San Antonio, Texas 78217
Ph: 210-820-0288
Fax: 888-244-9763

Region 5 San Juan Community Operations
Valley Regional Office
900-B E. Expwy. 83
San Juan, Texas 78589
Ph: 956-787-8866; X231
Fax: 956-250-4627

Region 2 Dallas/Ft. Worth Metroplex Community Operations
TDA/Food & Nutrition Division
1501 Circle Dr. Ste 155
Ft. Worth, Texas 76119
Ph: 817-321-8101
Fax: 888-223-9037

Region 3 Houston Community Operations
TDA/Food & Nutrition Division
Elias Ramirez state Office Building
5425 Polk St, Ste G-40
Houston, Texas 77023
Ph: 713-921-8201
Fax: 888-244-9764

Austin Satellite Office
TDA/Food & Nutrition Division
PO Box 12847
Austin, Texas 78711-2847
Ph: 512-463-1411
Fax: 888-223-8645

Funding

TDA uses funds provided by USDA Food and Nutrition Service (FNS) to assist ADC center contractors to pay for food services provided to enrolled adults.

What Is In The Program Handbook?

The CACFP Program Handbook contains information and requirements for each of the areas covered in the program. In most instances, all of the responsibilities you and other staff will have in the CACFP will be outlined in the section of the program handbook pertaining to the program area. The handbook can be accessed online at www.snptexas.org.

Who Needs To Read The Program Handbook?

All staff that have CACFP responsibilities and center owners/directors need to understand the program handbook.

What About Questions?

The program handbook is designed to provide you with:

◇ Information you need to successfully operate the program; and

◇ Answers to most of your questions.

If you have a question that was not answered by referencing the program handbook, or if you are unsure about the meaning of the information, you should contact your Community Operations office for assistance.

Your Program Handbook

The CE will have to download all copies of the Program handbook from our website at www.snptexas.org. You can view and/or download the handbook, policy alerts, notices, revisions and forms.

It is not required that CEs maintain a paper copy of the program handbook. During a review, monitors will not check to verify that you have a printed copy of the program handbook; only that you and your employees know how to access the program handbook online.

Periodic Handbook Updates

As program requirements change, you will receive updates to the handbook in the form of:

- ✓ **Policy Alerts** – inform you about new or revised state or federal policy. Alerts **supersede existing information** in the handbook;

- ✓ **Notices** – convey information or **clarify existing information** in the handbook **but do not change policy**; and

- ✓ **Revisions** – are updates to the handbook, which usually come out on a quarterly basis. Revisions incorporate Policy Alerts and Notices into the handbook text.

Food and Nutrition

3E'S OF HEALTHY LIVING
Education, Exercise and Eating Right

Adult Day Care CACFP
Eligibility and Responsibility

Chapter 3

Contracting Entity Responsibility and Eligibility

Contracting Entity Responsibility

As a CACFP contracting entity (CE) you must assume **final administrative and financial responsibility** for all ADC sites in which you operate the CACFP.

Types of Contracting Entities

There are four types of CEs:

1. Independent CE – manages the CACFP at one site;

2. Sponsoring CE of affiliated sites;

3. Sponsoring CE of unaffiliated sites; and

4. Sponsoring CE of both affiliated and unaffiliated sites.

Sponsoring CEs manage the CACFP at:

- One or more day care homes;

- Two or more child care centers, Emergency Shelters, Outside School Hours Care Centers, At-Risk Afterschool Care Centers or adult day care centers which is legally part of the sponsoring organization (affiliated site);

- A child care center, Emergency Shelter Outside School Hours Care Center, At-Risk Afterschool Care Center, or adult day care center which is a legally distinct entity separate from the Sponsoring Organization (unaffiliated site); or

- Any combination of childcare centers, Emergency Shelters adult day care centers, day care homes, Outside School Hours Care Centers, At-Risk Afterschool Care Centers (both affiliated and unaffiliated sites).

The term affiliated refers to sites that are all legally part of a Sponsoring CE. The sites are related.

The term unaffiliated refers to sites that are not legally part of the Sponsoring CE. The sites are not related.

The term "Sponsoring Organization" also includes a *for-profit center* that is entirely responsible for administration of the Program in any combination of two or more child care centers, Outside School Hours Care Centers, At-Risk Afterschool Care Centers, or adult day care centers provided that the centers are part of the same legal entity (i.e., affiliated) as the sponsoring organization.

Non-profit Organizations may sponsor centers that are not part of their legal entity (unaffiliated sites), including **both** non-profit centers and for-profit centers

For-profit organizations are limited to sponsoring centers that are **only** part of their legal entity (affiliated sites).

Eligibility Requirements

To be eligible to participate in the CACFP CEs must be

∗ Public institutions (i.e. federal, city, county, military),

∗ Private, non-profit tax-exempt organizations, or

∗ For-profit organizations receiving compensation under Title XIX or Title XX and with **25% or more** of the participants enrolled in their facility in the month preceding applications are beneficiaries of **Title XIX/XX benefits.**

Performance Bond-Sponsors Only

Non-governmental organizations with fewer than three year's successful administrative and financial history applying as a new **sponsoring organization**, must submit a performance bond with their application to ensure against misuse of federal funding. The bond must be obtained from an approved surety company listed in the most recent publication of the U.S. Treasury Department's Circular 570.

Claiming Reimbursement

All CEs, (non-profit and for profit), complete a claim for reimbursement each month. In addition, **for-profit organizations** will show each month a **continued 25% or more** of the **participants enrolled** in their site **receiving Title XIX/XX benefits.**

If the 25% is not met, you do not claim for the month, but records are kept.

Star+Plus

STAR+PLUS is a Texas Medicaid managed care program. Participants of STAR+PLUS receive Medicaid services through Health Management Organizations (HMO).

STAR+PLUS participants are **Title XIX** clients and have full Medicaid coverage; therefore, when participants complete the CACFP Meal Benefit Income Eligibility Form (Adult Care Form) they must provide their Medicaid case number. STAR+PLUS participants are automatically eligible for free meals.

For-profit centers will include STAR+PLUS participants receiving Title XIX benefits in their monthly determination of the 25% criteria using Form H4535, as long as the participant was enrolled in the center for at least one day during the claim month.

Licensing Requirements

You must provide documentation that each site has a current license for ADC. You will include copies of the license with your CACFP application. For licensure contact the Texas Department of Aging and Disability Services (DADS), Adult Care Licensing.

Additionally you must provide documentation of any changes in licensing status.

CE Viability, Capability and Accountability (VCA)

Applicants *must* demonstrate through their application that they are viable, administratively capable and have program accountability procedures to ensure proper and compliant administration of the program.

Viability:

- Documentation of financial viability based on the organization's financial records and the financial resources to meet all of the program requirements;
- Budget will reflect that reimbursement funds are used only for program costs that are necessary, reasonable and allowable; and.
- Will spend and account for funds in accordance with program regulations and instruction.

<u>Capability:</u>

- Written procedures of *staff resources* to be used for the *CACFP responsibilities* to include but not limited to skills and knowledge to perform a particular job; and
- Written standard operating procedures (SOP) for *personnel policies and procedures* to document expertise to meet program requirements.

<u>Accountability:</u>

- Written procedures to track and monitor actions in two areas:
    1. Accountability for funds; and
    2. Accountability for the meal service.
- Document internal controls that assure program funds for meals and administrative expenses are properly spent.

Refer to the *CACFP Adult Care Centers Program Handbook* for additional information and instructions on CE viability, capability and accountability standards.

Tax Exemption

As part of the CACFP application process **private, non-profit organizations** (and each of the nonprofit centers if a sponsor) must be tax-exempt under **501(c)3** of the Internal Revenue Code and just maintain the tax-exempt status. The 501(c) 3 must have the name and address of the organization applying for the CACFP. Non-profit CEs must provide proof of tax-exemption at the time they submit an application to participate in the CACFP.

NOTE: Sponsors must obtain, retain and make available the same information for each of the non-profit sites they sponsor.

Operational Requirements

As a CACFP CE you must:

► provide organized, non-residential day care to eligible adults;

► accept final administrative and financial responsibility for the program;

► attend all required TDA training;

► operate a non-profit food service;

► manage the program personally (you **may not** subcontract management of the program);

► employ enough personnel to manage and monitor the CACFP;

► prepare your CACFP-ADC application materials yourself (you **must not** contract for the preparation of these materials);

► accomplish all required corrective action (you **must not** subcontract for the accomplishment of corrective action); and

► have policies restricting other employment by your employees that interfere with their program responsibilities and duties. General principles to consider in approving outside employment would include likely schedule conflicts with CACFP responsibilities and duties and ethical or "conflict of interest" issues.

Subcontracting

A CE may subcontract any CACFP activities with the exception of:

- Management of monitoring;
- Corrective action; and
- Preparation of application materials.

CEs may NOT contract responsibility of the function; it is acceptable to contract for services in support of that function i.e., retain responsibility for the monitoring function however, the CE may contract for the performance of monitor reviews.

Specific CACFP activities that may be subcontracted include, but are not limited, to

- Bookkeeping,
- Auditing,
- Date processing,
- Service of a nutritionist,
- Staff trainings, and
- Monitoring reviews.

Program Management Software

F&N does not approve or endorse software packages for use by you to manage your participation in the CACFP. You may purchase those of your own selection. You are responsible that the software supports your participation in the CACFP according to program requirements.

Application

CACFP ADC CEs are required to complete training and an application for participation. You may complete the application first and them complete training or you may complete the training first and then the application.

In the application you are asked to provide information about your organization and how you plan to manage the program.

Available Resources

To assist you with completing the application the following resources are available:

☺ ***CACFP Adult Day Care Program Handbook; and***

☺ ***Technical Assistance Specialists.***

Licensing

You must have a current license before you can be approved for CACFP participation.

Application/Management Plan Changes

It is important to make any changes to your Application/Management Plan

* **Prior** to the change occurring, and
* **In writing** to your Community Operations office.

You cannot sell a CACFP-ADC Center contract assignment.
Contact your Community Operations office if you plan to sell your business.

Failure to submit appropriate and timely application/management plan change(s) may cause a delay or reduction in your reimbursement.

Financial Management

The information contained in this chapter is a summary from the handbook.

In order to participate in the CACFP, all organizations must operate a **nonprofit food service** principally for the benefit of the enrolled participants, and maintain records documenting the operation of that food service.

Nonprofit food service status is determined through deducting allowable net expenses from the food service revenue. Food service revenue includes:

✧ CACFP reimbursement;

✧ Income to the program which is earned from activities supported by food service; and

✧ All other funds used or restricted for use in the nonprofit food service, such as donations specifically identified for food service.

The nonprofit food service account funds are **restricted** and can only be used for **allowable** nonprofit food service costs only.

A new CE is not required to open a new bank account for the nonprofit food service. However, keep separate records monthly that capture reimbursement income, expenses, CACFP credits and a balance in the account.

Organizations that sponsor centers must ensure that all sites under their sponsorship maintain a nonprofit food service. This requirement applies to sponsors of affiliated sites (sites that are of the same legal entity as the sponsor) and unaffiliated sites (sites that are not part of the same legal entity as the sponsor). A sponsor may only retain up to 15% of each site's portion of reimbursement each month. This percentage is to be used for allowable administrative costs incurred in supporting the operation of the nonprofit food service in all the sites sponsored. A sponsor must reimburse 100% of the cash-in-lieu monies to sites.

Any excess funds in the nonprofit food service account must be retained and used in the nonprofit food service. An organization must maintain no more than three (3) month's net cash resources (income minus expenditures) in the nonprofit food service account.

Costs

Allowable costs must be **reasonable and necessary** for the operation of a nonprofit food service. Some allowable costs must be **prorated** in order to determine the **appropriate program share** to be charged to the nonprofit food service account. Organizations are required to **disclose and identify** related party transactions, less than arms-length transactions, ownership interests in equipment, supplies, vehicles and facilities or **disclose any other information** about a cost that would inhibit F&N from making an informed assessment about the allowability of the cost. In addition, **documentation must be maintained** on each cost approved in the budget. CEs must follow the guidance in FNS Instruction 796-2, Rev 3, Financial Management – Child and adult Care Food Program, when preparing their budgets. These instructions are located on the TDA website at www.snptexas.org under Program Resources.

There is a **Form H4502 page 2** to document monthly expenses. This does not take the place of the required documentation of each cost as listed in the ADC Program Handbook. Keep all monthly receipts, invoices or other proof of expenses.

Organizations are responsible for:

✧ The accountability of costs through the consistent use of **generally accepted accounting principles** (known as GAAP) and

✧ Maintaining records, invoices and receipts to demonstrate the costs claimed have been paid, are allowable to the program and comply with financial management requirements.

Costs in the nonprofit food service fall into two categories:
1. **Operating costs** and
2. **Administrative costs**.

1. Operating Costs are allowable expenses for serving meals to eligible enrolled adults in eligible sites. Examples include food, food service labor, nonfood supplies, and food service equipment.

2. Administrative Costs are allowable expenses for planning, organizing, and managing a nonprofit food service. Examples include salaries, wages, and fringe benefits for staff who approve eligibility forms, prepare claim forms, maintain accounting records, provide training, and monitor sites.

Cost Categories include labor, food, sites and space, supplies and equipment, purchased services, financial costs, media costs, organization costs, other costs, and unaffiliated site costs.

Budget

As part of the application/management plan, the organization will develop a budget for the food service as a whole and then for the nonprofit food service account. The restricted funds in the nonprofit food service account are maintained separately in the organization's bookkeeping or accounting system. The budget will

✧ Project the amount of revenue in the nonprofit food service account, and

✧ Indicate the allowable cost items and projected expenses.

All budgets are preapproved by F&N.

CACFP Adult Day Care

Date	Name of Payee	Check Number or Cash Receipt	Administrative Costs				Program Operation Costs					Total Credits
			Labor and Fringe	Travel	Other	Total Administrative Costs	Labor and Fringe	Food Purchases	Non-Food Purchases	Other	Total Program Operational Costs	
Totals						Total					Total	

Time Distribution Reports

Employees who have part of their salaries charged to the nonprofit food service account must complete daily time distribution reports in order to establish the portion of costs that may be claimed as food service labor.

Employees, for example the cook, who spend 100% of their time in food service labor have a square to check for alternate certification. In this example, the time distribution report is completed once a month.

In completing your budget, only allocate or charge the nonprofit food service the portion of the employee's salary for the time spent on CACFP activities.

When to Conduct

Time Distribution Reports must be:

✶ Completed on a daily basis;

✶ Completed by all employees whose salary is charged to the nonprofit food service account and account for the total activity for which each employee is compensated, not just the time spent on CACFP activities;

✶ Prorated by the amount of time spent on nonprofit food service activities;

✶ Completed separately by each employee;

✶ An after the fact determination of the actual activity of each employee; and

✶ In intervals of no less than 15 minutes.

F&N has developed a sample **Time Distribution Report** for your use in documenting staff time. The Time Distribution Report can be found in the Resource Section of your program handbook.

CACFP Adult Day Care

TIME DISTRIBUTION REPORT

Employee Name	Position	Normal Work Hours	Month/Year

	WORK HOURS		FOOD SERVICE ADMINISTRATION TASKS			FOOD SERVICE OPERATIONS TASKS						
Day	Start	End	A. Managing	B. Planning	C. Organizing	D. Menu Planning	E. Meal Prep/Serve	F. Meal Clean-Up	G. Supervise Meal	H. Meal Records	I. Non Food Service	J. Total Hours
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
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26												
27												
28												
29												
30												
31												
Monthly Totals												

Total Food Service hours _____ + Total Non Food Service hours_____ = Total Hours Worked = _____

☐ Alternate Certification Statement: I certify that I am on a fixed work schedule.
My workdays are _____ through _____. My work hours are _____ a.m. to _____ p.m. I did not work outside the hours of my fixed schedule, and all my work hours were spent performing Food Service duties.

I certify that all information is true and correct.

_____   _____
Signature – Employee   Date

Food and Nutrition

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Adult Day Care CACFP
Administrative Responsibilities

Chapter 4

Training Requirements

As a CACFP CE, a representative of your organization will be *required* to attend and provide training to your staff.

The *CACFP Adult Care Program Handbook* outlines the mandatory training requirements for CACFP CEs. The following is an overview of the requirements.

New CE Training

It is mandatory that new CEs complete the Introduction to CACFP for New Adult Centers (Independent and Sponsors) Management Training prior to receiving an awarded contract. The CE representative must complete the entire course in order to be eligible to receive a certificate. The certificate is submitted with the contract application.

Annual Training for Approved CEs

You will be contacted if an annual training is offered and if it is mandatory or optional.

The sessions will cover topics that are determined to be of need based upon program reviews, audits or directed by USDA.

Nutrition Training

Once you become a CE, there are nutrition topic classes available to you.

- Kitchen Math, and
- Off to a Good Start for Adult Day Care

These classes are offered throughout the state. To check for times and locations, see the scheduled trainings from the www.snptexas.org website.

CACFP Adult Day Care

Training your staff is also a CACFP requirement outlined in the CACFP Handbook.

ALL **CACFP CEs** must**:**

➤ provide program training **_annually_** for all employees who have CACFP duties

➤ provide **Civil Rights** training annually to all employees who have CACFP duties

➤ provide training for all new employees **before** they assume CACFP responsibilities

*D**ocument*** training in writing, and include:

❖ Date(s) of training;

❖ Name of trainer;

❖ Location;

❖ Topics covered;

❖ Names of participants; and

❖ Signatures of participants.

F&N has a sample Training Registration and Activity Report Form that you can use to document staff training. You are not required to use this form to document your staff training, but you must ensure that your documentation contains the required elements indicated above.

CACFP Adult Day Care

Child and Adult Care Food Program
Training Registration and Activity Report
For Contracting Organization Staff

Contractor Name:	Program (TX) No:	Date:
Location of Training:	Instructor(s):	
Training Topic(s):		

Name of Participant (Please print name clearly)	Position	Signature

Independent CE Training Requirements

Training your staff is a *requirement* outlined in the *CACFP Adult Care Centers Program Handbook*.

Training Frequency

- Training for all new employees *prior* to assuming CACFP responsibilities,

- Program training *annually* for all current employees who have CACFP duties,

- Civil Rights training *prior* to employment and *annually* to all employees who have CACFP duties, and

- Documentation of training in writing, to include

  Dates of training,
  Location,
  Topics covered,
  Name of trainer,
  Names of participants, and
  Signatures of participants

Sponsor Training of Sites and Site Staff

Sponsors have specific details regarding key activities and training content.

Training Frequency

A new site, must receive training **prior** to participation in the Program and **annually after**. A **participating site** must attend **training annually.**

A **new employee** of a site or the Sponsoring Organization staff, who performs key activities, must receive training **prior** to beginning the activities. A **current employee** of a Sponsoring Organization must receive **training annually**.

Key Activities

Sponsoring organization and site staff that performs a key activity must attend training annually. **Key activities** are budget, procurement, enrollment, eligibility determination, attendance records, meal preparation, meal service, meal counting, claim preparation, monitoring, Civil Rights and training.

Training Content for New Site and Sponsoring Organization Staff

Training content contains 7 areas with specific subtopics for new organizational staff and sites. The 7 areas and subtopics include:

1. **Program Meal Patterns** –adult meal pattern, serving size, creditable foods, meal service styles, accommodating special needs diets, and menu planning;

2. **Meal Counts** – point of service count, daily, weekly and monthly counts;
3. **Claims Submission** – due date, late claims and adjusted claims;
4. **Claims Reviews Procedures** – review elements, adverse action and appeal rights;
5. **Record Keeping Requirements -**daily, weekly monthly forms, application for meals in adult day care sites, meal production records, financial records, record retention, and purchased vended meals;
6. **Reimbursement System** – blended rates, administrative fee, payment schedule and Civil Rights; and
7. **Civil Rights** – You are required to conduct annual Civil Rights training with employees who perform CACFP duties at your site(s). You may use the TDA Civil Rights Training Video or the Civil Rights Guide for the Food and Nutrition Division Program– Self Study Edition.

Civil Rights Training

Your Responsibility As A CACFP CE

You are required to conduct Civil Rights training with employees who are new to the CACFP and perform CACFP duties at your center or sites. You are also required to conduct annual Civil Rights training with all staff that perform duties in the CACFP.

You may use the TDA Civil Rights Training Video or the 'Civil Rights Guide for the Food and Nutrition Division Program– Self Study Edition'.

Training Video

Instructions for <u>Civil Rights Training Video</u>

- To access the Civil Rights video, go to the website <u>www. squaremeals.org</u>,
- Click the 'For Child Nutrition Professionals' link in the navigation pane
- Click on the 'Training and Presentations' at the bottom of the web page,
- Click on 'Civil Rights Training Video (English or Spanish)'under the Civil Rights Training Section of the web page,
- After viewing the video, click on the link 'Civil Rights Training Quiz' and complete the quiz;
- After completing the quiz, scroll to bottom of the screen and click the link 'Enter Your Name';
- After entering your name, click the link to 'Print Your Certificate'; and
- Keep copy of certificate for documentation.

"Civil Rights Guide for Food and Nutrition Division Program – Self Study Edition"

- Go to the website <u>www.snptexas.org</u>',
- Click on the 'Training Information for Current Contractor's link, and
- The 'Civil Rights Guide for Food and Nutrition Division Programs' link will be at the bottom of the web page.

Remember to keep required documentation of your Civil Rights training.

Monitoring

Please note: Independent centers are **NOT** required to monitor their own center. Independent CEs using **vending for food preparation** are required to **monitor their food vendors once a yea**r.

Sponsors

Monitoring Review Frequency
You must conduct monitor reviews according to the following: (unless you are Review Averaging)

Type of Site	Minimum # of reviews per year	Maximum length of time in operation before first review	Maximum time between reviews
Adult Day Care	**3**	**4 weeks**	**6 months**

- Two of the three reviews required for each site must be unannounced; the third may be unannounced or announced at the Sponsor's option.
- All monitoring reviews must include observation of a meal service. Only one may include observation of a snack (except if the site serves only snacks).
- At least one monitoring visit must be conducted on a Saturday or Sunday if the site participates on the weekend.

When planning unannounced reviews, the sponsor must ensure the planning of the reviews does not allow for unannounced reviews of a specific site to be conducted at the same time each year.

Unmet Need

An organization that is applying to participate in the CACFP as a new sponsoring CE (has not previously participated as a ADC CE), or is reapplying to participate in the CACFP after a break in service, must document that its participation in the CACFP will help ensure the delivery of meal benefits to previously unserved adult day care centers.

Unmet needs means when application is first made or reapplication, the site the CE is applying with has not been on the CACFP program in the last 12 months

Edit Checks

There are two monthly edit checks a sponsor is required to perform on meal counts submitted by each site to help ensure the accuracy of the sponsor's monthly claims.

1. Approved Meal Type Edit Check

This edit check compares meals claimed by the site to meals the site has been approved to serve. For example, if the site has been approved to serve breakfast, lunch and PM snack, this edit check will identify if the site is claiming another meal such as supper.

Follow-up action – You must follow your own procedures for handling invalid documentation submitted by a site. All meal types claimed that are not approved must be disallowed.

2. Maximum Number of Meals Edit Check

This edit check identifies if a site has exceeded the count of the maximum number of meals that the site could claim in a month. See the example below.

Example: A site serves breakfast, lunch and PM snack. There are 50 enrolled adults in the site. There were 20 serving days for the month.
50 (number of enrolled adults) X 1 (meal service) X 20 (operating days) = 1000 (maximum # of each meal service).
1000 (maximum # of each meal service) X 3 (meal types) = 3000 (maximum # of meals that could have been served for the month).

You are preparing an individual claim of all sites. Each site's total meals/snacks reported must be compared with the site's enrollment for that month.

Follow-up action – If the meals/snacks count fails the maximum number of meals edit check, you must follow-up with a more complete review to determine whether the meal count is accurate. If the meal count is incorrect, follow your own procedures for handling incorrect meal counts.

Pre-Approval Visits for All

Before a *sponsor* can enroll a site, the sponsor makes a pre-approval visit to the center.

On-site visits by F&N staff must be made to any new *independent* centers. The visit must be made *before the independent center begins program participation*.

On-site visits by F&N staff must be made to any new *sponsors*. The visit must be made *before the sponsor begins program participation*.

Food and Nutrition

3E'S OF HEALTHY LIVING
Education, Exercise and Eating Right

Adult Day Care CACFP
Eligibility Determination

Chapter 5

Eligibility Determination

Eligibility Category

Just What IS Eligibility Determination?

Eligibility determination is an important part of the CACFP. As a CACFP CE, you must properly determine the eligibility category of each of the enrolled adults as a condition of receiving reimbursement for the food services you provide.

Eligibility status determines whether the adult participant falls into the **free, reduced-price, or paid** meal category. Eligibility status must be determined up front.

> **CEs receive higher reimbursement for participants who are in the free and reduced-price categories.**

How do I do it?

In order to determine which category the adult participant is in and to correctly document eligibility we must look at two things:

- ✪ CACFP Meal Benefit Income Eligibility Form (Adult Care Form); and
- ✪ Form H4504 - Income Eligibility Guidelines for Determining Free and Reduced-Price Benefits.

Since correct eligibility determination is such an important function, carefully review each step!

> **CACFP eligibility determination is NOT related to an applicant's eligibility for Title XIX or Title XX funds !**

CACFP Meal Benefit Income Eligibility Form

Please review the form and ensure the form is completed by the participant or the participant's family member. All sections are required to be complete for the form to be accepted. If you have questions on any part of the form, contact your Community Operation office. **The form must be completed every year.**

CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Adult Care)

Part 1. All Household Members

Name of Enrolled Adult(s):

Names of Household Members (including enrolled adult(s)) (First, Middle Initial, Last)	CHECK IF NO INCOME
	☐
	☐
	☐

Part 2. Benefits: If any member of your household receives SNAP, TANF, FDPIR, SSI or Medicaid, provide the name and case number for the person who receives benefits. **If no one receives these benefits, skip to part 3.**

NAME: _____ CASE NUMBER: _____

Part 3. Total Household Gross Income—You must tell us how much and how often

A. Name (List **only** participant(s), spouse and dependent children of participant(s) with income)	**B. Gross income and how often it was received**			
	1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Pensions, retirement, Social Security, SSI, VA benefits	4. All Other Income
(Example) Jane Smith	$200/weekly_____	$150/twice a month_	$100/monthly_____	$200/bi-monthly
	$_____/_____	$_____/_____	$_____/_____	$_____/_____
	$_____/_____	$_____/_____	$_____/_____	$_____/_____
	$_____/_____	$_____/_____	$_____/_____	$_____/_____
	$_____/_____	$_____/_____	$_____/_____	$_____/_____

Part 4. Signature and Last Four Digits of Social Security Number (Adult must sign)

An adult household member must sign this form. **If Part 3 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box.** (See Privacy Act Statement on the back of this page.)

I certify that all information on this form is true and that all income is reported. I understand that the center will get 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.

Sign here: _____ Print name: _____

Date: _____

Address: _____ Phone Number: _____

City:_____ State: _____ Zip Code: _____

Last four digits of Social Security Number: _*_ _*_ _*_ - _*_ _*_ - __ __ __ __ ☐ I do not have a Social Security Number

Part 5. Participant's ethnic and racial identities (optional)

Mark one ethnic identity:	Mark one or more racial identities:	
☐ Hispanic or Latino	☐ Asian	☐ American Indian or Alaska Native
☐ Not Hispanic or Latino	☐ White	☐ Native Hawaiian or Other Pacific Islander
	☐ Black or African American	

. CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Adult Care)

Don't fill out this part. This is for official use only Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12

Total Income: _____ Per: ❑ Week, ❑ Every 2 Weeks, ❑ Twice A Month, ❑ Month, ❑ Year   Household size: _____
Categorical Eligibility: ____ Date Withdrawn: _____ Eligibility: Free____ Reduced____ Denied____   Tier I_____   Tier II_____
Reason: _____

Determining Official's Signature: _____ Date: _____

Confirming Official's Signature: _____ Date: _____

Follow-up Official's Signature: _____ Date:_____

CACFP Adult Day Care

INCOME ELIGIBILITY GUIDELINES
FOR DETERMINING FREE & REDUCED-PRICE BENEFITS
JULY 1, 2011- JUNE 30, 2012

FAMILY SIZE	ANNUALLY		MONTHLY		TWICE PER MONTH		EVERY TWO WEEKS		WEEKLY	
	FREE	REDUCED	FREE	REDUCED	FREE	REDUCED	FREE	REDUCED	FREE	REDUCED
1	$14,157	$20,147	$1,180	$1,679	$590	$840	$545	$775	$273	$388
2	$19,123	$27,214	$1,594	$2,268	$797	$1,134	$736	$1,047	$368	$524
3	$24,089	$34,281	$2,008	$2,857	$1,004	$1,429	$927	$1,319	$464	$660
4	$29,055	$41,348	$2,422	$3,446	$1,211	$1,723	$1,118	$1,591	$559	$796
5	$34,021	$48,415	$2,836	$4,035	$1,418	$2,018	$1,309	$1,863	$655	$932
6	$39,987	$55,482	$3,249	$4,624	$1,625	$2,312	$1,500	$2,134	$750	$1,067
7	$43,953	$62,549	$3,663	$5,213	$1,832	$2,607	$1,691	$2,406	$846	$1,203
8	$48,919	$69,616	$4,077	$5,802	$2,039	$2,901	$1,882	$2,678	$941	$1,339
9	$53,885	$76,683	$4,491	$6,391	$2,246	$3,196	$2,073	$2,950	$1,037	$1,475
10	$58,551	$83,750	$4,905	$6,980	$2,453	$3,491	$2,264	$3,222	$1,133	$1,611
11	$63,817	$90,817	$5,319	$7,569	$2,660	$3,786	$2,455	$3,494	$1,229	$1,747
12	$68,783	$97,884	$5,733	$8,158	$2,867	$4,081	$2,646	$3,766	$1,325	$1,883
For each additional family member add: $4,966		$7,067	$414	$589	$207	$295	$191	$272	$96	$136

Enrollment Information

You must maintain valid documentation certifying the enrollment status for all participating adults who are claimed in the CACFP.

We recommend you develop an **enrollment form** to capture the enrollment documentation. The following elements are required:

X   Name of the adult;

X   Date of birth;

X   Age;

X   Enrollment/withdrawal dates;

X   Participant or guardian's signature; and

X   Date of signature.

F&N does not have a mandatory enrollment form. However, ensure that whatever enrollment form you use contains all of the required elements **before** meals are claimed.

> **Meals served to a participant whose enrollment form is missing or which does not contain all the required elements are not eligible for CACFP reimbursement.**

Plan of Care

Each client must have a Plan of Care. Clients under the age of 60 must have documentation of functional impairment.

Non Star+Plus clients' meals can be claimed if you have an enrollment form, Plan of Care and a CACFP Meal Benefit Income Eligibility Form on file.

The following rates of reimbursement are effective beginning July 1, 2011

RATES PER MEAL SERVED IN ADULT DAY CARE CENTERS			
Reimbursement Category	Breakfast	Lunch/Supper	Snack
Free	$1.51	$2.77	$0.76
Reduced Price	$1.21	$2.37	$0.38
Paid	$0.27	$0.26	$0.07

Cash-in-lieu of commodities (lunch/supper): $0.2225

Reimbursement Projection Procedure

The amount of the monthly CACFP reimbursement is based on the number of meals served to eligible participants and the ratio of individuals in each eligibility category: free, reduced-price or paid. To project your CACFP reimbursement, you will need the following:

- Claiming percentage — This is the ratio of eligible participants in each category (free, reduced-price, paid) to the total enrollment; and

- Current per-meal rates — These are the maximum amounts paid for each meal type; and

- Projected number of meals by type.

The eligibility category is based on family size and income or on receipt of certain benefits. In general:

Free Category — Participants from households receiving Supplemental Nutrition Assistance Program (SNAP), Medicaid or Supplemental Security Income (SSI), or from households with incomes at or below 130% of the federal poverty guidelines;

Reduced-Price Category — Participants from households with incomes at or below 185% of the federal poverty guidelines; and

Paid Category — Participants from households that exceed 185% of the federal poverty guidelines or that did not submit a CACFP Meal Benefit Income Eligibility Form (Adult Day Care).

To arrive at the most reliable estimate of reimbursement, you may collect a CACFP Meal Benefit Income Eligibility Form for all enrolled participants in your center. You may choose not to collect a CACFP Meal Benefit Income Eligibility Form if you feel you can estimate the number of free, reduced and paid from your knowledge of the participants enrolled.

If you choose to collect CACFP Meal Benefit Income Eligibility Forms (Adult Day Care), download the form and the most current income guidelines at www.snptexas.org.

CACFP Adult Day Care

To *estimate* the amount of reimbursement, follow these steps:

Step 1. Compute the claiming percentage.

Example: you have 50 enrolled adults – 45 are free, 0 are reduce-priced and 5 are paid.

Free –45 ÷ 50 = .9
Reduced-Price = 0
Paid – 5 ÷ 50 = .1

Step 2. Calculate the revised rates: Multiply the claiming percentage by the current rates. This gives a revised rate. When you calculate the claiming percentages, use the reimbursement rates currently in effect. The current rates may be found on the TDA website. Calculate to the third decimal, and then round down.

Step 3 Determine the blended rates. Multiply the claiming percentage by the current rates. This gives a revised/blended rate for the meal type. Add the revised rates together.

Step 4. Multiply the blended rate times the estimated number of meal types served in one month. Multiply the Cash-in-lieu of Commodities rate times the estimated number of Lunch/Supper meal types served in one month. This gives the estimated monthly amount of reimbursement for the meal type.

 Step 5.. *Estimate the yearly reimbursement:* Multiply the estimated monthly amount by 12 to arrive at the estimated yearly amount.

Food and Nutrition

3E'S OF HEALTHY LIVING
Education, Exercise and Eating Right

Adult Day Care CACFP
Reimbursable Meals

Chapter 6

Reimbursable Meals

Meal Requirements

In order to plan for your meal service and ensure that the meals you serve are **reimbursable**, certain requirements must be met. Meals must meet the **ADC Meal Patterns.**
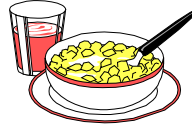
Meals **must**:

► Include required components;
► Contain servings of at least minimum quantities; and
► observe required meal service times.

Meal Pattern Charts

Meal pattern charts establish which components and the quantities of each component that must be served at each meal service. The meal pattern charts track USDA requirements and must be followed for the meals to be reimbursable.

Meal pattern charts allow for:

► Variety;
► Flexibility;
► Well-balanced, nutritious meals;
► Individual preferences; and
► Differences ... (cultural, health needs, etc.)
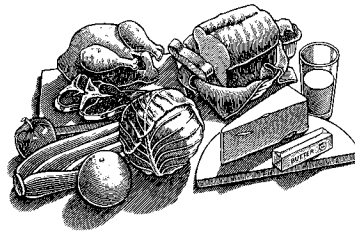
The Adult Day Care meal patterns are located in this section.

You are responsible for serving reimbursable meals whether you prepare meals or obtain meals from a vendor.

ADULT CARE MEAL PATTERN

BREAKFAST FOOD COMPONENTS Serve All Three Components for a Reimbursable Meal		Adult Participants
Milk[1]	• Milk, fluid [1], or	1 cup (8 fl oz)
	• Yogurt, plain or flavored, unsweetened or sweetened [2], or	8 oz
	• Natural cheese [2], or	1 1/2 oz
	• Processed cheese [2]	2 oz
Vegetables/ Fruits[3]	• Vegetable(s) and/or fruit(s) or	1/2 cup
	• Full strength vegetable or fruit juice [3], or	1/2 cup
	• An equivalent quantity of any combination of vegetable(s), fruit(s) and juice [3]	
Grains/Breads[4]	• Bread [4], or	2 slices (servings)
	• Cornbread, biscuits, rolls, muffins, etc.[4], or	2 servings
	• Cold dry cereal [4,5], or	1 1/2 cup or 2 oz [5]
	• Cooked cereal [4], or	1 cup
	• Cooked pasta or noodle products [4], or	1 cup
	• Cooked cereal grains [4], or	1 cup
	• An equivalent quantity of any combination of Grains/Breads	
Offer versus Serve	Participant may decline one of four food items.	

[1] One meal or snack each day must contain fluid milk. If your facility offers three meals a day for reimbursement, such as breakfast, lunch, and a snack, you must offer fluid milk at one of the three meal services and may offer a milk substitute at the other two.

[2] When yogurt or cheese is used to fulfill the milk/dairy requirement, you may not use yogurt or cheese as a Meat/Meat Alternate at the same meal service.

[3] Fruit or vegetable juice must be full-strength. You may serve an equivalent quantity of any combination of vegetable(s) or fruit(s), and juice.

[4] Bread, pasta or noodle products, and cereal grains, must be whole-grain or enriched. Cornbread, biscuits, rolls, muffins, etc. must be made with whole grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

[5] Either volume (cup) or weight (oz), whichever is less.

(See your Food Buying Guide for more details.)   Chart Revised by TDA FND – Jan 2005

Please note: For Breakfast and Lunch/Supper the amount of grains/breads shown on the meal pattern charts represent 2 servings.

ADULT CARE MEAL PATTERN (cont.)

LUNCH or SUPPER FOOD COMPONENTS Serve All Four Components for a Reimbursable Meal		Adult Participants
Milk *No milk required at supper.*	• Milk, fluid[1], or	1 cup (8 fl oz)
	• Yogurt, plain or flavored, unsweetened or sweetened[2], or	8 oz
	• Natural cheese[2], or	1 1/2 oz
	• Processed cheese[2]	2 oz
Vegetables/ Fruits[3] *MUST offer at least 2 different varieties at lunch & supper to total 1 cup.*	• Vegetable(s) and/or fruit(s)	1 cup total
Grains/Breads[4]	• Bread[4], or	2 slices (servings)
	• Cornbread, biscuits, rolls, muffins, etc.[4], or	2 servings
	• Cooked pasta or noodle products[4], or	1 cup
	• Cold dry cereal[4], or	1 1/2 cups
	• Cooked cereal grains[4], or	1 cup
	• An equivalent quantity of any combination of Grains/Breads	
Meat/ Meat Alternates[5,6,7]	• Lean meat or poultry or fish[5], or	2 oz
	• Alternate protein products[6], or	2 oz
	• Cheese, or	2 oz
	• Egg (large), or	1 large egg
	• Cooked dry beans or peas, or	1/2 cup
	• Peanut butter or soynut butter, or other nut or seed butters, or	4 Tbsp.
	• Peanuts or soynuts or tree nuts or seeds[7], or	1 oz = 50%[7]
	• Yogurt - plain or flavored, or unsweetened or sweetened, or	8 oz or 1 cup
	• An equivalent quantity of any combination of the above Meat/Meat Alternates	
Offer versus Serve	Participant may decline: two of six food items at *Lunch*; and two of five food items at *Supper*.	

[1] One meal or snack each day must contain fluid milk. If your facility offers three meals a day for reimbursement, such as breakfast, lunch, and a snack, you must offer fluid milk at one of the three meal services and may offer a milk substitute at the other two.

[2] When yogurt or cheese is used to fulfill the milk/dairy requirement, you may not use yogurt or cheese as a Meat/Meat Alternate at the same meal service.

[3] Serve two or more kinds of vegetable(s) and/or fruit(s) to total 1 cup. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

[4] Bread, pasta or noodle products, and cereal grains, must be whole-grain or enriched. Cornbread, biscuits, rolls, muffins, etc. must be made with whole grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

[5] A serving consists of the edible portion of cooked lean meat or poultry or fish.

[6] Alternate protein products must meet requirements in Appendix A of 7 CFR Part 226.

[7] Nuts and seeds may meet only one-half of the total Meat/Meat Alternate serving and must be combined with another Meat/Meat Alternate to fulfill the lunch or supper requirement. 1 ounce of nuts or seeds is equal to 1 ounce of cooked lean meat, poultry, or fish.

(See your Food Buying Guide for more details.)   Chart Revised by TDA FND – Apr 2005

ADULT CARE MEAL PATTERN (cont.)

SNACKS Select Two of the Four Components		Adult Participants
Milk	– Milk, fluid[1], or	1 cup (8 fl oz)
	· Yogurt, plain or flavored, unsweetened or sweetened[2], or	8 oz
	· Natural cheese[2], or	1 1/2 oz
	· Processed cheese[2]	2 oz
Vegetables/ Fruits[3]	· Vegetable(s) and/or fruit(s), or	1/2 cup
	· Full strength vegetable or fruit juice[3], or	1/2 cup
	· An equivalent quantity of any combination of vegetable(s), fruit(s) and juice[3]	
Grains/Breads[4]	· Bread[4], or	1 slice (serving)
	· Cornbread, biscuits, rolls, muffins, etc.[4], or	1 serving
	· Cold dry cereal[4,5], or	3/4 cup or 1 oz[5]
	· Cooked cereal[4], or	1/2 cup
	· Cooked pasta or noodle products[4], or	1/2 cup
	· Cooked cereal grains[4], or	1/2 cup
	· An equivalent quantity of any combination of Grains/Breads	
Meat/ Meat Alternates[6,7,8]	· Lean meat or poultry or fish[6], or	1 oz
	· Alternate protein products[7], or	1 oz
	· Cheese, or	1 oz
	· Egg (large), or	1/2 large egg
	· Cooked dry beans or peas, or	1/4 cup
	· Peanut butter or soynut butter, or other nut or seed butters, or	2 Tbsp.
	· Peanuts or soynuts or tree nuts or seeds[8], or	1 oz = 50%[8]
	· Yogurt – plain or flavored, unsweetened or sweetened, or	4 oz or 1/2 cup
	An equivalent quantity of any combination of the above Meat/Meat Alternates	

[1] One meal or snack each day must contain fluid milk. If your facility offers three meals a day for reimbursement, such as breakfast, lunch, and a snack, you must offer fluid milk at one of the three meal services and may offer a milk substitute at the other two.

[2] When yogurt or cheese is used to fulfill the milk/dairy requirement, you may not use yogurt or cheese as a Meat/Meat Alternate at the same meal service.

[3] Fruit or vegetable juice must be full-strength. You may serve an equivalent quantity of any combination of vegetable(s) or fruit(s), and juice.

[4] Bread, pasta or noodle products, and cereal grains, must be whole-grain or enriched. Cornbread, biscuits, rolls, muffins, etc. must be made with whole grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

[5] Either volume (cup) or weight (oz), whichever is less.

[6] A serving consists of the edible portion of cooked lean meat or poultry or fish.

[7] Alternate protein products must meet requirements in Appendix A of 7 CFR Part 226

[8] Nuts and seeds may meet only one-half of the total Meat/Meat Alternate serving and must be combined with another Meat/Meat Alternate to fulfill the lunch or supper requirement. 1 ounce of nuts or seeds is equal to 1 ounce of cooked lean meat, poultry, or fish.

(See your Food Buying Guide for more details.)   Chart Revised by TDA FND – Sep 2004

Fluid Milk and Fluid Milk Substitutions

Fluid milk served to participants must be: fat-free or low-fat milk, fat-free or low-fat lactose reduced milk, fat-free or low-fat lactose free milk, fat-free or low-fat buttermilk, or fat-free or low-fat acidified milk.

The milk served must be pasteurized fluid milk that meets State and local standards and may be flavored or un-flavored. Whole milk and reduced-fat (2%) milk may not be served to participants.

Participants who cannot consume fluid milk due to medical or other special dietary needs, other than a disability, may be served non-dairy beverages in lieu of fluid milk. Non-dairy beverages must be nutritionally equivalent to milk and meet the nutritional standards for fortification of calcium, protein, vitamin A, vitamin D, and other nutrients to levels found in cow's milk as outlined in the handbook.

Participants may request in writing non-dairy milk substitutions without providing a medical statement. You must ensure the substitution meets the requirements as stated in the handbook. The written request from the participant must identify the medical or special dietay need that restricts the diet of the participant. For example, a participant who follows a vegan diet may request soy milk be served instead of cow's milk.

Milk substitutions are at the option and expense of the CE or sponsored site.

Grains/Breads

For a Grains/Breads item to be creditable

⇒ A serving must contain no less than 14.75 grams of enriched or whole grain meal or flour, bran and/or germ (which is the equivalent of a slice of bread),

⇒ Enriched or whole-grain meal or flour, bran and/or germ **does not** have to be the main ingredient by weight for a food item to count as a Grains/Breads. This means that some foods like enriched, whole-grain or fortified ready-to-eat breakfast cereals that list sugar as the first ingredient may be counted as a Grains/Breads. However, due to the high sugar content, it is recommended that these cereals be served less often than other cereal choices,

⇒ Items such as bran muffins and other products containing bran or germ are counted at the same level as items made from enriched or whole-grain meal or flour,

⇒ Snack products such as hard pretzels, hard bread sticks, and chips made from enriched or whole-grain meal or flour, bran and/or germ may be counted as Grains/Breads. Due to their high fat content, it is recommended that grain-based chips be served less often than more nutritious snack choices, and

⇒ For supplements (snacks) served in the CACFP, dessert products made with enriched or whole grain meal or flour, bran and/or germ may be counted as Grains/Breads. It is recommended that these types of dessert products be served as part of a supplement no more than twice a week.

NOTE: The following Exhibit A Grains Breads Chart is the "Texanized Version". Groups A, C and H list more foods than the chart in the Food Buying Guide.

EXHIBIT A
GRAINS/BREADS FOR THE
CHILD NUTRITION PROGRAMS*

Group A

1 serving	= 20 gm or 0.7 oz
3/4 serving	= 15 gm or 0.5 oz
1/2 serving	= 10 gm or 0.4 oz
1/4 serving	= 5 gm or 0.2 oz

Breading Type Coating
Bread Sticks (hard)
Chow Mein Noodles
Crackers (saltines and snack crackers)
Croutons
Ice Cream Cones** (waffle, sugar, plain)
Pretzels (hard)
Rice Cakes
Stuffing (dry) Note: weights apply to bread in stuffing

Group B

1 serving	= 25 gm or 0.9 oz
3/4 serving	= 19 gm or 0.7 oz
1/2 serving	= 13 gm or 0.5 oz
1/4 serving	= 6 gm or 0.2 oz

Bagels
Batter Type Coating
Biscuits
Breads (white, wheat, whole wheat, French, Italian)
Buns (hamburger and hot dog)
Crackers (graham-all shapes, animal crackers)
Egg Roll Skins
English Muffins
Pita Bread (white, wheat, whole wheat)
Pizza Crust
Pretzels (soft)
Rolls (white, wheat, whole wheat, potato)
Tortillas (wheat or corn)
Tortilla Chips (wheat or corn)
Taco Shells

Group C

1 serving	= 31 gm or 1.1 oz
3/4 serving	= 23 gm or 0.8 oz
1/2 serving	= 16 gm or 0.6 oz
1/4 serving	= 8 gm or 0.3 oz

Cookies** (plain)
Cornbread
Corn Muffins
Cream Puffs (served as entree)
Cream Puffs** (served as dessert)
Croissants
Dumplings
Graham Crackers (thinly glazed/iced)
Hush Puppies
Pancakes
Pie Crust (dessert pies**, fruit turnovers***, and meat/meat alternate pies)
Popovers
Puff Pastry (served as entree)
Puff Pastry*** (served as fruit turnover)
Sopapillas**
Waffles

Group D

1 serving	= 50 gm or 1.8 oz
3/4 serving	= 38 gm or 1.3 oz
1/2 serving	= 25 gm or 0.9 oz
1/4 serving	= 13 gm or 0.5 oz

Boston Brown Bread
Cookies** (plain, thinly glazed/iced)
Doughnuts*** (cake and yeast raised, unfrosted)
Fruit or Vegetable Breads (banana, zucchini, etc.)
Granola Bars*** (plain)
Muffins (all, except corn)
Sweet Rolls*** (unfrosted)
Toaster Pastries*** (unfrosted)

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Group E

      1 serving   = 63 gm or 2.2 oz
      3/4 serving = 47 gm or 1.7 oz
      1/2 serving = 31 gm or 1.1 oz
      1/4 serving = 16 gm or 0.6 oz

Cookies** (with nuts, raisins, chocolate pieces
      and/or fruit purees)
Doughnuts*** (cake and yeast raised, frosted
      or glazed)
French Toast
Grain Fruit Bars***
Granola Bars*** (with nuts, raisins, chocolate
      pieces and/or fruit)
Sweet rolls*** (frosted)
Toaster Pastries*** (frosted)

Group F

      1 serving   = 75 gm or 2.7 oz
      3/4 serving = 56 gm or 2.0 oz
      1/2 serving = 38 gm or 1.3 oz
      1/4 serving = 19 gm or 0.7 oz

Cake** (plain, unfrosted)
Coffee Cake***

Group G

      1 serving   = 115 gm or 4.0 oz
      3/4 serving = 86 gm or 3.0 oz
      1/2 serving = 58 gm or 2.0 oz
      1/4 serving = 29 gm or 1.0 oz

Brownies** (plain)
Cake** (all varieties, frosted)

Group H

1 serving = 1/2 cup cooked (or 25 grams dry)

Barley
Breakfast Cereals (cooked)****
Bulgur or cracked wheat
Macaroni (all shapes)
Noodles (all varieties)
Pasta (all shapes)
Ravioli (noodle only)
Rice (enriched white or brown)
Wild Rice

Group I

1 serving = 3/4 cup or 1 oz, whichever is less

Ready to eat breakfast cereal (cold dry)****

*   Some of these foods, or their accompaniments may contain more sugar, salt, and/or fat than others. This
       should be a consideration when deciding how often to serve them.

**   Allowed only for desserts in the NSLP under the enhanced food-based menu planning system and
       supplements (snacks) served under the NSLP, SFSP, and CACFP.

***   Allowed only for desserts in the NSLP under the enhanced food-based menu planning system and
       supplements (snacks) served under the NSLP, SFSP, and CACFP, and for breakfasts served under
       the SBP, SFSP, and CACFP.

**** Refer to the appropriate handbook for the correct serving size for supplements served to children age 1
       through 5 in the NSLP; breakfasts served under the SBP; and meals served to children ages 1
       through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a
       breakfast menu item but may be served in meals other than breakfast. Cereals may be whole-grain,
       enriched or fortified.

Flow Chart for Determining Grains/Breads Credibility

The Food Buying Guide (FBG) has a Flow Chart for Determining Grains/Breads Creditability.

To review a grains/breads food product to determine if it is creditable, you need to verify that the food product is enriched or whole-grain, *OR* that it is made from enriched or whole-grain meal and/or flour, bran, and/or germ, *OR* if it is a cereal, that it is whole-grain, enriched or fortified.

The steps listed in the flow chart will help determine if a food product is creditable towards the grains/breads component of a reimbursable meal.

If at any point during the flow chart steps, you answer "yes", the food product is creditable. You may then go on to Section III , Criteria for Determining Serving Sizes shown in the FBG. If you answer "no" to all questions in the chart, the food product is not creditable towards a grains/breads component of a reimbursable meal.

The FBG states there are two different ways to determine the portion size needed to provide one grain/breads serving. You may use the Exhibit A or by calculating the grams of creditable grains.

Exhibit A is presented in this workbook. The "how to" of calculating of the grams is presented in the FBG.

On the following page is the Flow Chart for Determining Grain/Breads Creditability and 2 lists of ingredients for flour and corn tortillas. Use the chart to determine if both or either of the tortillas can be credited as a grain/breads component of a reimbursable meal.

Flow Chart for Determining Grains/Breads Creditability

A. Is the *food product* labeled as "whole grain"?

Yes → No

B. Is the *food product* labeled as "enriched"?

Yes ← No

C. Is the *food product* a fortified cereal?

Yes ← No

D. In the *ingredient statement,* is the primary grain ingredient labeled "enriched"?

Yes ← No

E. In the *ingredient statement,* is the primary grain ingredient designated as a whole grain?

Yes ← No

F. Do you have *documentation* from the manufacturer stating that the primary grain ingredient is a whole grain?

Yes ← No

G. In the *ingredient statement,* is the primary grain ingredient bran and/or germ?

Yes ← → No

H2. Do you have *documentation* from the manufacturer stating the gram weight of the creditable grain(s) in one serving of the product and, if needed, stating that the grain is whole grain?

Yes ← ← Yes **H1. Although the primary grain ingredient is not creditable, does the *ingredient statement* list other grains that are creditable?**

No (H2) ↓   No (H1) ↓

This food product is creditable as a grains/breads component. Continue on to Section III. Criteria for Determining Serving Sizes.

This food product is not creditable as a grains/breads component and may not be used to meet meal pattern requirements.

Allowable Meal Service

Sites may serve any or all of the following:

* Breakfast

* AM Snack

* Lunch

* PM Snack

* Supper

* Evening Snack

You may **claim** up to **two meals and one snack, or two snacks and one meal per participant per day** provided that meals are served according to program requirements and are otherwise reimbursable and approved as part of your application.

Meal Service Times

You must observe the following meal service times:

* Three hours must elapse between the beginning of breakfast and the beginning of lunch;
* Four hours must elapse between the beginning of lunch and the beginning of supper, when a snack is not served in between;
* Two hours must elapse between the beginning of a:
  o Meal service and the beginning of a snack;.
  o Snack and the beginning of a meal service;
  o Snack and the beginning of another snack;
* Service of supper must begin no earlier than 5:00 pm, but no later than 7:00 pm. It must end no later than 8:00 pm; and
* A meal service cannot begin any later than 30 minutes before ending time (close of business).

Maximum Meal Durations

* Lunch and supper - 2 hours, and
* Breakfast and snack - 1 hour.

Offer vs. Serve

ADC CEs have the option of using **Offer vs. Serve** for any or all of the meal services in the sites they operate **with the exception of the snack meal service**.

Offer vs. Serve allows participants to refuse some meal components. It is an option that offers advantages for some types of food service. CEs may be able to **predict,** based on prior production records, the approximate amount of food to order and prepare. This may reduce food costs and waste of food.

You must be <u>approved</u> for the Offer vs Serve option in your Application and Management Plan if you plan to use Offer vs Serve!
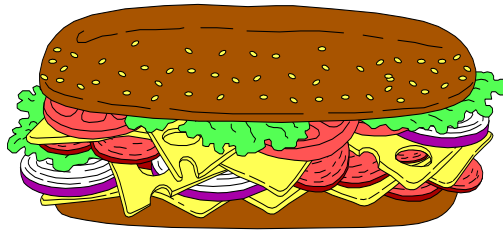
ADC using Offer vs. Serve shall **offer** their adult participants **all** of the required food servings.

Adult participants may decline:

➢ One of the four food items required at breakfast;

➢ Two of the six items required at lunch; and

➢ Two of the five items required at supper.

Participants **may not refuse** either of the two required snack items.

Advance Planning

Advance planning of your meal service is essential. You will want to provide well-accepted, nutritional meals for the adult participants in the most efficient and cost effective way.

There are several advantages in planning ahead:

➔ **Food Purchasing** - Food can be purchased in sizes or packaging more suited to large scale meal service than would ordinarily be the case.;

➔ **Cost Control** - Advance planning enables the center to take advantage of sales and volume discounts;

➔ **Preparation Time** - Pre-planned meal service enables cooks to prepare certain meal components in advance; and

➔ **Greater Variety** - Advance planning enables the center to serve participant's meals with more variety and appeal.

Meal Pattern Exceptions

F&N may approve variations in meal patterns to meet

√   Ethnic preference,
√   Religious beliefs,
√   Disabilities or
√   Special dietary needs.

Disabilities and Special Needs

Definitions

Disabled Adult Participant – An adult participant who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Licensed Physician – A person licensed to practice medicine in Texas. Licensed physicians include Doctors of Osteopathy.

Major Life Activities – Functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

Recognized Medical Authority – Includes licensed physicians, physician assistants and nurse practitioners.

Meals for Adult Participants with Disabilities

You are **required** to provide meal component substitutions to disabled adult participants when supported by a medical statement signed by a licensed physician. The determination of whether or not an adult participant has a disability that restricts his or her diet is to be made on an individual basis by a licensed physician. The physician's medical statement of the adult participant's disability must be based on the regulatory criteria for "disabled adult participant" and contain a finding that the disability restricts the adult participant's diet.

The medical statement must identify:

- The adult participant's disability and an explanation of why the disability restricts the adult participant's diet;
- The major life activity affected by the disability;
- The food or foods to be omitted from the adult participant's diet;
- The food or choice of foods to be used as substitutions.
- Any other restrictions and/or requirements specific to the adult participant's disability (i.e. caloric modifications).

Note: If the adult participant's disability requires only textural modification(s) to the regular program meal, as opposed to a meal pattern substitution, then the medical statement is recommended, but not required.

Adult participants with **food allergies or intolerances, or obese** adult participants do not meet the regulatory criteria for "disabled adult participant". However, if the physician's assessment finds that the food allergy may result in severe, life-threatening reactions (anaphylactic reactions) or the obesity is severe enough to substantially limit a major life activity, then the adult participant meets the definition of "disabled adult participant", and you must provide the substitutions prescribed by the licensed physician and supported by the physician's medical statement.

You must:
- Keep on file a copy of the licensed physician's medical statement;
- Provide the meal substitutions at no additional cost to the adult participant; and
- Document meal substitutions made on the Daily Menu Record (Form H1654).

Meals for Adult Participants with Medical or Special Dietary Needs

Adult participants who are not a "disabled adult participant" but who are unable to consume a food item because of medical or other special dietary needs **may** be served substitutions. This includes adult participants with food intolerance(s) (e.g., lactose intolerant or food allergy).

CACFP Adult Day Care

An adult participant with a medical or special dietary need must be supported by a medical statement signed by a recognized medical authority. In these cases, recognized medical authority may include physicians, physician assistants or nurse practitioners. The medical statement must include the following:

- Identification of the medical or special dietary need that restricts the adult participant's diet;
- Food or foods to be omitted from the adult participant's diet; and
- Food or choice of foods to be used as substitutions.

The decision as to whether or not a center will provide the substitutions is at the discretion of the adult day care center. An adult day care center is not required to satisfy the unique dietary needs of each adult participant. F&N urges adult day care centers to make every effort to satisfy the unique medical or special dietary needs of each adult participant; however, we recognize that this may not always be possible due to operational and financial constraints.

If a center chooses to provide substitutions for adult participants with medical or special dietary needs, then the center must:

- Provide substitutions on a case-by-case basis;
- Maintain the required medical statement in your files;
- Provide the meal at no additional cost to the adult participant; and
- Document meal substitutions made on the Daily Menu Record (Form 1654).

If you serve an adult participant a meal without the required meal components or with a substitution, you cannot claim reimbursement unless supported by the required medical statement, which meets the above referenced criteria.

Additionally, adult participants with chewing and swallowing difficulties may require textural modifications that include softer foods, e.g., cooked carrots rather than raw carrots, or foods that are chopped, ground, or blended. Textural modifications can usually be made to the regular program meal; therefore, a physician's medical statement indicating the appropriate food texture is recommended, but not required.

Refer to fluid milk substitutions for medical and special dietary needs shown earlier in the chapter.

The F&N program review will include a review of your adherence to medical statements in the individual's plan of care.

Summary

Under the CACFP, centers are …	When the food component substitution is due to an adult's …
Required to serve food component substitutions to the meal pattern.	Disability. The center must receive and keep a copy of the medical statement in the adult's file.
Not required to serve food component substitutions to the meal pattern.	Medical or special dietary need. Centers that choose to serve food component substitutions must receive and keep a copy of the medical statement in the adult's file.

Food Buying Guide

The **Food Buying Guide** (FBG) is a publication made available by USDA. The guide is an invaluable resource to CACFP CEs! The FBG contains information to assist CEs to plan and serve meals that meet CACFP requirements.

The FBG is divided into sections which correspond to the *component groups* required by USDA.

➢ Meat and Meat Alternates,

➢ Vegetable/Fruits,

➢ Grains/Breads, and

➢ Milk
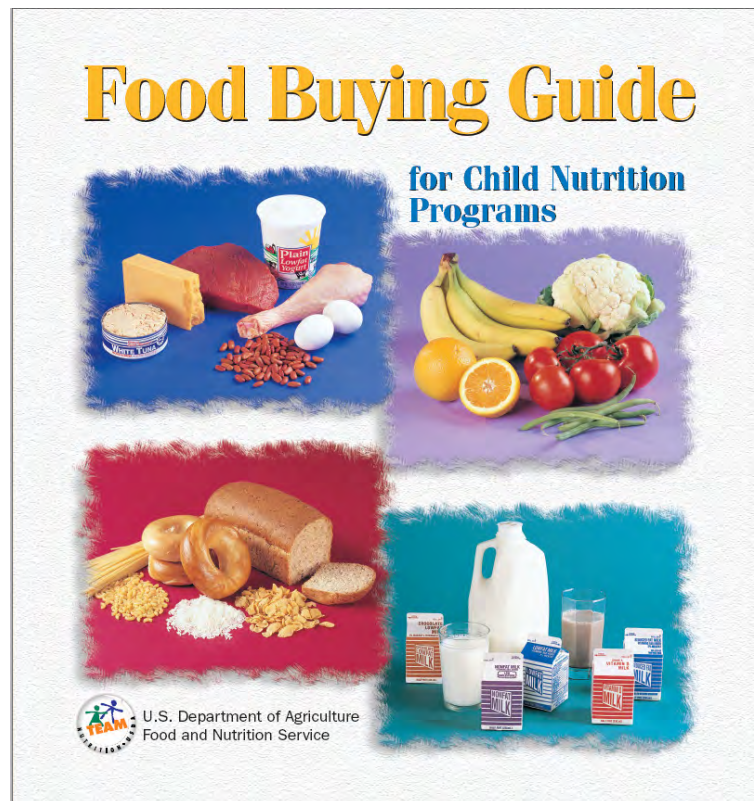
In addition there is a fifth section which lists *Other, non-creditable foods.*

CACFP Adult Day Care
Note the sample page from the meat/meat alternate section:

Section 1—Meat/Meat Alternates

1 Food As Purchased, AP	2 Purchase Unit	3 Servings per Purchase Unit, EP	4 Serving Size per Meal Contribution	5 Purchase Units for 100 Servings	6 Additional Information
BEEF CHUCK ROAST, fresh or frozen[4, 5] (continued)					
Beef Chuck Roast, fresh or frozen[5] *Under blade*	Pound	10.2	1 oz cooked lean meat	9.9	1 lb AP = 0.64 lb cooked, trimmed, sliced lean meat
Without bone 1/4-inch trim (Like IMPS #116E)	Pound	6.82	1-1/2 oz cooked lean meat	14.7	
Beef Chuck Roast, fresh or frozen[5] *Under blade*	Pound	10.4	1 oz cooked lean meat	9.7	1 lb AP = 0.65 lb cooked, trimmed, sliced, lean meat
Without bone Practically-free-of-fat (Like IMPS #116E)	Pound	6.93	1-1/2 oz cooked lean meat	14.5	
BEEF CHUCK STEAK, fresh or frozen					
Beef Chuck Steak, fresh or frozen *Eye roll*	Pound	11.8	1 oz cooked lean meat	8.5	1 lb AP = 0.74 lb cooked lean meat
Without bone Practically-free-of-fat (Like IMPS #1116D)	Pound	7.89	1-1/2 oz cooked lean meat	12.7	
BEEF FLANK STEAK, fresh or frozen					
Beef Flank Steak, fresh or frozen *Practically-free-of-fat*	Pound	11.6	1 oz cooked lean meat	8.7	1 lb AP (and sliced) = 0.73 lb cooked lean meat
	Pound	7.78	1-1/2 oz cooked lean meat	12.9	
BEEF GROUND,[6, 7, 8] fresh or frozen					
Beef, Ground, fresh or frozen *Market Style[6, 8]*	Pound	11.2	1 oz cooked lean meat	9.0	1 lb AP = 0.70 lb cooked, drained, lean meat
no more than 30% fat (Like IMPS #136)	Pound	7.46	1-1/2 oz cooked lean meat	13.5	

How to Use the Food Buying Guide

By using the FBG, CEs can determine **_how much_** of each food item to purchase for each of the planned menus.

For each food item the Guide tells you:

► The **_form_** the food is in, i.e. pears may be fresh, or canned, etc.;

► The **_purchase unit_** type, i.e. size of can, pounds (for fresh and frozen foods), etc.;

► The **_serving size_** and contribution to the component requirement;

► Purchase units needed for 100 servings; and

► Additional information that may be helpful.

Both ADC CEs and food service management companies (vendors) need to use the FBG to calculate quantities of food to purchase and use in order to meet requirements for the components of the meal patterns to ensure reimbursable meals are served.

Figuring Amounts

Note the ground beef, market style example.

Food as Purchased	Purchase Unit	Servings per Purchase Unit	Serving Size per Meal Contribution
GROUND BEEF Market Style (no more than 30 % fat)	Pound	11.2	1 oz cooked lean meat
		7.46	1 - 1/2 oz cooked lean meat

Calculate the Amount of Beef for 60 – 1 oz serving sizes

Steps - Formula

1. Number of servings needed = 60
2. Servings per purchase unit = 11.2
3. 60 divided by 11.2 = 5.4 pounds

You will need 5.5 pounds (at a minimum) of ground beef, no more than 30% fat, to serve 60 1oz servings of cooked ground beef.

Doubling

To serve 60 **two ounce** servings,

 5.5 x **2** = 11 lbs, or round up to your needs

These steps will work with cans and frozen packages of food, as well as fresh produce. **This will always work if you use the FBG.**

Vended Meals

CEs who have vended meals will want to ensure that their vendor has access to the FBG and keeps meal production records on a Form H1654.

Daily Menu Record

You should now understand what the required **components** are for the Adult Day Care meal patterns, and how to figure the minimum **quantities.**

Documentation of food used to provide meals is vitally important! Good documentation helps ensure that you can substantiate your claims for meals by showing that you used enough food to meet meal pattern requirements for each meal served. Good documentation of daily menu records also provides F&N with a means of assessing the quality of your meal service.

When documenting amounts of food prepared, list what you actually prepared and served.

F&N staff may disallow meals based on poor documentation of daily menu records and/or observation of portion sizes of meals served.

What Form Do I Use?

You are required to complete records of the meal components and quantities prepared. You must ensure these records are completed on a daily basis at the meal preparation site at the time the food is prepared. The form we use to record meal production is the **Form H1654 "Adult Day Care Center Daily Menu Record".**

If you use a vendor to provide your meals, the vendor must keep the required production records and make them available to you.

How to Complete Form H1654

The food preparer should complete form H1654, whether it be a cook at your site, or the food vendor, if you purchase your meals.

It is important that the form be completed daily at the time of the meal service so that accurate entries can be made. It is **not acceptable** to complete the form the next day, or at the end of the week!

Col #	Col Title	Action To Take	Example
1	**Meal Type**	No action needed, allowable meals are listed in column 1.	
2	**Menu**	Enter the menu for the date of service for each meal type you will claim for reimbursement.	**Snack** Apple Juice Graham Crackers
3	**Food Items Used**	Enter **SPECIFIC** food items used to prepare the meal. (Use FBG definitions for detail and clarity.)	If spaghetti & meatballs are on the lunch menu, enter : ground beef (no more than 10% fat), spaghetti, tomato sauce, etc.
4	**Amount Prepared**	Enter **SPECIFIC** amount of each food prepared. use pounds, # of cans (size), etc. as listed in the Food Buying Guide.	3 # 10 cans of peas 4 lbs. of lettuce
5	**Leftovers**	Enter number of **COMPLETE** leftover servings of each component. Centers using Offer VS Serve must complete this area.	
6	**Number Served**	Enter planned participation.	

CACFP Adult Day Care

Texas Department of
Agriculture

Adult Day Care Centers
Daily Menu Record

Form H1654
February 2008

Name of Contracting Organization	Name of Facility	Program (TX) No.	Date
Golden Acres	Golden Acres	**TX -** 108622	Current

1. Meal Type Food Components	2. Menu	3. Food Items Used	4. Amount Prepared	5. Leftovers*	6. Number Served		
					Enrolled Adults	Program Adults	Non-prog. Adults
Breakfast 1. Milk 2. Vegetables/Fruits 3. Grains/Breads (2 servings required)	Milk Apple Juice	Low fat, unflavored 100%, canned	8 ½ gallons 6 #10 cans		135 Number of Complete Seconds		
	Pancakes	Frozen – enriched flour	270 – 2 each 1 = 31 grams				
	Other – Maple Syrup						
AM Snack (choose 2) 1. Milk 2. Vegetables/Fruits 3. Grains/Breads 4. Meat/Meal Alternates					Number of Complete Seconds		
Lunch 1. Milk 2. Vegetables/Fruits (two or more) 3. Grains/Breads (two servings required) 4. Meat/Meat Alternates	Milk	Low fat, unflavored	8 ½ gallons		135 Number of Complete Seconds		
	Chicken Mole	Chicken – whole, frozen (without neck, giblets and skin)	47#				
	Pinto Beans	Dry, whole	13#				
	Melon Cubes	Honey Dew, fresh	55 ½#				
	Rice	White, long grain, instant	10#				
	Flour Tortilla	Flour Tortilla	135 1 oz each				

* Only programs using Offer vs. Serve may use leftovers.

Reimbursable Meals 6-25

CACFP Adult Day Care

Adult Day Care Centers
Daily Menu Record (continued)

1. Meal Type	2. Menu	3. Food Items Used	4. Amount	5. Leftovers*	6. Number Served		
					Enrolled Adults	Program Adults	Non-prog. Adults
PM Snack (choose 2) 1. Milk 2. Vegetables/Fruits 3. Grains/Breads 4. Meat/Meat Alternates					100		
					Number of Complete Seconds		
	Grape Juice	100 % canned	5 #10 cans				
	Graham Crackers	Plain Graham Crackers	8 boxes at 1 lb each 4 crackers each at 25 grams each				
Supper 1. Vegetables/Fruits (two or more) 2. Grains/Breads (two servings required) 3. Meat/Meat Alternates					Number of Complete Seconds		
Evening Snack (choose 2) 1. Milk 2. Vegetables/Fruits 3. Grains/Breads 4. Meat/Meat Alternates					Number of Complete Seconds		

* Only programs using Offer vs. Serve may use leftovers.

Reimbursable Meals 6-26

Meal Count and Meal Count Records

Meal counting is a critical part of the CACFP since the number of meals served must be reported on your claim for reimbursement. Accurate accounting of served meals also helps determine future food ordering needs.

Basic meal count requirements:

✪ You must keep a daily meal count of actual meals served at each site;

✪ You must capture attendance and meal counts separately;

✪ You must keep a separate meal count for breakfast, lunch, supper and snacks; and

✪ A separate meal count must be taken for eligible participants, program adults and non-program adults;

✪ Meal count must be taken at the point of service; and

✪ You should designate a meal count person at each feeding area who is responsible for the accuracy of the meal count.

Just what do we mean by ***point of service*** counts?

Typically, a **point of service meal count system** includes noting in a daily meal count form when a reimbursable meal has been observed being served or made available to the participant. You have the latitude to design a point of service meal count system that meets the program requirements and accommodates your unique meal service operation.

If you serve a reimbursable meal and the recipient declines/refuses to eat the meal, reimbursement for the meal may still be claimed because the obligation to prepare and serve a reimbursable meal to an eligible recipient has been fulfilled.

Attendance

Attendance must also be documented daily. You must not use your attendance counts as your daily meal count. Adult participants will be counted in attendance if they come to the site for care whether or not they eat a meal.

Horace Rodriguez arrives at the site at 9:00 AM, after the breakfast service. His daughter picks him up at 11:10 for a medical appointment, which is before the lunch service. Mr. Rodriguez would be counted in attendance, however, no meals would be counted.

Example

Remember that meal and attendance are separate counts. Your point of service meal count system must ensure that you do not use attendance as the means for documenting the daily meal counts.

Documenting Meal Count/Attendance

How do we document our meal count and attendance?

F&N has a form to record daily meal count and attendance for program participants. It is Form H1535 "Daily Menu Record and Attendance Record."

A sample of Form H1535 is located on the next page.

Texas Health and Human Services Commission

Form H1535
March 2007

Daily Meal Count and Attendance Record
(Centers and Emergency Shelters)

Name of Contracting Organization	Name of Facility	Program No. (TX No.)	Month and Year
Elder Care	Oak Creek ADC	TX 1 6 4 - 6 0 0 0	Current date

Centers: You may claim up to two meals and one snack or one meal and two snacks. **Emergency Shelters:** You may claim up to three meals or two meals and one snack.

#	Participant's Name	Age	Mon 10-5 At	B	A	L	P	S	E	R	Tues 10-6 At	B	A	L	P	S	E	R	Wed 10-7 At	B	A	L	P	S	E	R	Thurs 10-8	Fri 10-9
1	John Miles		X	X		X	X				X	X		X	X				X	X		X	X					
2	Bertha Graham		X			X	X				X			X	X				X			X	X					
3	Burt Thomas		X	X		X	X				X	X		X	X				X	X		X	X					
4	Maria Pena		X	X		X	X												X			X	X					
5	Ethel Gray		X	X		X	X				X	X		X	X				X	X		X	X					
6	Willie Smith		X	X		X	X				X	X		X	X				X	X		X	X					
7																												
8																												
9																												
10																												
11																												
12																												
13																												
14																												
15																												

Total Number of Program Participants	Mon At	B	A	L	P	S	E	R	Tues At	B	A	L	P	S	E	R	Wed At	B	A	L	P	S	E	R
	6	5	0	6	5	0	0	0	5	5	0	6	4	0	0	0	6	4	0	6	6	0	0	0

	Mon	Tues	Wed
Total Number of Program Staff Meals	2	2	1
Total Number of Non-Program Meals			

I certify that the information on this form is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible participants. I understand that misrepresentation may result in prosecution under applicable state or federal statutes.

Sarah Dowis

Signature—Center/Emergency Shelter Representative   Current Date

Page 1 of 1

Form Completion

Note that all items on the Form H1535 must be completed, including

√   Date of food service,

√   Day of the week,

√   Name of the participant,

√   Meal count, by meal type, for
      each program participant, and

√   Total participant meals, program staff meals and non-program meals served.

You must use an **"X"** on the form to mark attendance and meals.

Each form contains a certification statement that must be signed and dated by a site representative.

If completing the form **manually,** the form must be **completed in ink** or other non-erasable print. Any changes must be initialed and dated by the person making the change.

If completing the form **electronically,** the center must ensure they have the ability to print on demand. In addition, the form must be printed upon completion, signed and dated by the site or emergency shelter representative and retained in program files. CEs must have a plan in place to address technical difficulties such as system failures.

Product Labeled Food

There are many food items on the market today that are commercially prepared products. Most of these products, such as frozen pizza or chicken nuggets, contain more than one component.

You must be aware that while many of these products appear to meet program nutrition guidelines, some, in fact, do not.

Commercially prepared products must have

✪ CN (child nutrition) labels

  OR

✪ A product formulary statement from the food manufacturer.

CN Label

CN labeled products will have the following information printed on the principal display panel of the label:

✪ Product Name;

✪ Ingredient listing in descending order of predominance by weight of all ingredients;

✪ Inspection legend for the appropriate inspection;

✪ Establishment number (for meat, poultry and seafood items only);

✪ Manufacturer's or Distributor's name and address;

✪ CN label statement.

CN label statements must be an integral part of the product label and must include the following information:

✪ CN logo which is a distinctive border around the CN statement;

✪ A six-digit product identification number which will appear in the upper right-hand corner of the CN label statement;

✪ The statement of the product's contribution toward meal pattern requirements for the Child Nutrition Programs;

✪ A statement specifying that the use of the logo and CN label statement is authorized by FNS; and
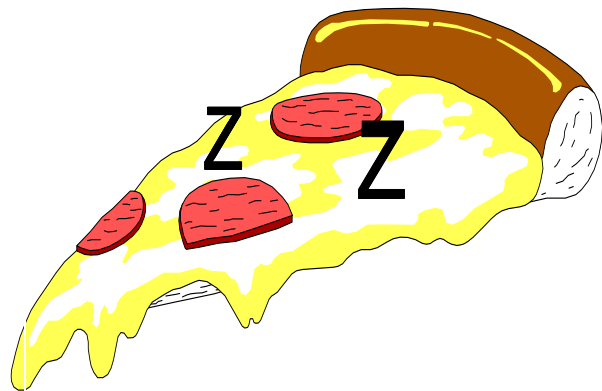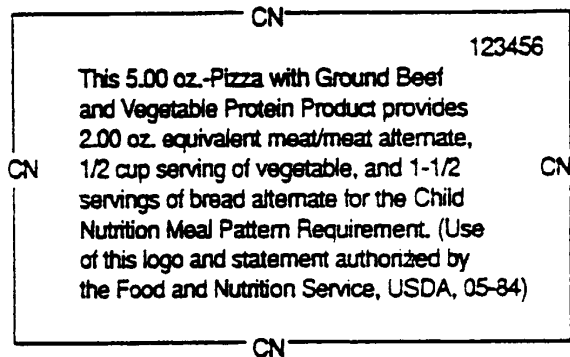
✪ The month and year the label was approved by FNS

Advantage of using CN labeled products:

The product carries a USDA warranty. If a CE purchases such a product and uses it according to directions, the institution will not have an audit claim filed against it should State or Federal reviewers find that the CN labeled product does not actually meet the contribution toward meal pattern requirements claimed on the label.

What a CN label does not do:

✪ Guarantee that the full requirement will be met (the product's contribution toward meal pattern requirements is specified in the CN label statement).

✪ Assure that participants will like the product and

✪ Suggest that products without a CN label are inferior (or that CN labeled products are superior)

Here an actual example of the CN product label for a beef and vegetable pizza.

CN

123456

This 5.00 oz.-Pizza with Ground Beef and Vegetable Protein Product provides 2.00 oz. equivalent meat/meat alternate, 1/2 cup serving of vegetable, and 1-1/2 servings of bread alternate for the Child Nutrition Meal Pattern Requirement. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 05-84)

KEEP COPIES OF YOUR CN LABELS IN A NOTEBOOK.

Product Formulation (Analysis) Statement

What must a Product Formulation (Analysis) Statement include?

✪ Product name as written on the label,

✪ Crediting statement as to how much the cooked portion of the component(s) contributes to the USDA meal pattern,

✪ A certifying statement, i.e. "a 3.25 oz serving of the above product contributes 2 oz. of meat/meat alternate when prepared according to instructions", and

✪ Manufacturers' representative's signature written on company letterhead.

NOTE: We recommend that you submit Product Formulation (Analysis) Statements to your Community Operations office for approval to ensure they meet requirements.

An example of a Product Formulation (Analysis) Statement on the next page.

In the Resources Section of your handbook is a Sample Product Formulation Statement on Grains/Breads.

In the program handbook, is a Sample Product Formulation Statement and Review Checklist for Meat/Meat Alternate.

CACFP Adult Day Care

Sample Formulation (Analysis) Statement

Name ⇓

Crediting Statement ⇒

Certification ⇒

XYZ BURRITO FACTORY

Effective Date:___November 1, 1988____   Product No.: 9999
Total Weight of precooked product:___4.00
Total of raw meat:___0.650 oz.
Percent of fat of raw meat:___Not to exceed 30%
Weight of dry VPP:___0.094 oz.
Weight of liquid used to hydrate VPP:___0.176 oz.
Percent of Protein in dry VPP:___52%
Weight of raw meat and hydrated VPP:___0.920
Type of VPP used:__XX__Flour:_____Isolate:_____
Weight of other ingredients:___1.005 oz.
Weight of pinto beans:___0.325 oz. Factored Wt. 0.503
Weight of cheese:___none
Weight of cooked meat with VPP:___0.644 oz.
Total weight of filling:___2.25 oz.
Total wt of enriched flour tortilla:___1.75 oz. 1.59 serv.

I certify that the above information is true and correct and that the product (ready for serving) contributes 1.14 ounces of equivalent meat/meat alternate toward the meal pattern when prepared according to direction. I understand that the above named product will be used as a meal component for which Federal reimbursement will be claimed, and that records are available to support the information indicated above. The VPP used conforms to Food and Nutrition Service regulations.
This product analysis will supersede all previously issued sheets.

SUGGESTED BID SPECIFICATIONS:_____cases - Red Chili Beef, Bean & Chicken Burrito, 4.00 ounces each, unfried, packed 3/24 count. Must meet 1.00 ounces of meat/meat alternate and 1.50 bread servings.

James Smith   Director of Manufacturing_
James Smith   Title
XYZ Burrito Factory   November 1, 1988

⇑
Authorized Representative

Manufacturer's Specification

The manufacturer's specifications can be acquired from the manufacturer of the product to identify the food's contribution to the meal pattern requirements.

For menu items in which a manufacturer's specification cannot be obtained, it is recommended that additional food items be served that meet the meal pattern requirement to be counted towards a creditable and reimbursable meal.

Keep a copy of Manufacturer's Specification on file.

A Word Of Caution!!

If you use a vendor, be sure you include a provision in your contract with the vendor to use products with a CN label or Product Formulation Statement if they use processed foods in the meal production. Although you may use a vendor **you are ultimately responsible for the food service**.

IMPORTANT!!!

Food and Nutrition

3E'S OF HEALTHY LIVING
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Adult Day Care CACFP

Filing Claims

Chapter 7

Filing Claims – End of the Month

CACFP Reimbursements

Prompt filing of your claim helps ensure timely reimbursement.

Our Business Operations office will set up your TX-UNPS user account to file electronic claims. Form FND-101 is the Certificate of Authority. Each Authorized Representative (AR) on the form must have an individual email address.

Effective November 1, 2011, all sponsors will submit site level claims.

Claims Due

Claims (including adjusted claims) may be submitted until midnight of the 60th day after the last day of the claim month. Any claim submitted after that date is considered a late claim. Late claims must go through an approval process by F&N to be paid.

Exceptions for Late Claims

One Time Exception – Exemptions may only be applied once within 36 months.

Good Cause – The claim is late due to circumstances beyond your control. These must be requested in writing with a justification.

CACFP Adult Day Care

General Instructions

- Complete the online claim screen for each calendar month and each program in which you participate.
- Submit ONE claim per month unless you have an adjusted claim.

Claim Processing

- Claims may be submitted until midnight of the 60th day after the last day of the claim month without being considered late.
- Claims submitted electronically may be processed quicker than claims submitted on paper.
- You will be prompted to make error corrections before you can successfully submit your claim.
- TDA has 45 days to pay the claim.

Adjusted Claims

- Adjusted claims can be submitted until midnight of the 60th day after the last day of the claim month without being considered late.
- Adjusted claims after the 60th day are considered LATE and must go through an approval process by F&D to be paid.

Modifying Claims

- Claims are can be modified until processed and then if changes are needed, you must submit an adjusted claim. The adjusted claim may be comp[leted in the system if submitted within 60 days.

Copies and Retention of Claim Form

- After submittal of an online claim, there is a Contracting Entity Identification Number (CEIN).
- Use the CEID number when questioning your claim status or other claim issues.

Food and Nutrition

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Adult Day Care CACFP
Procurement

Chapter 8

Procurement

Some Basics

There are numerous elements involved in the procurement of food, equipment and supplies. Procurement is addressed in detail in Section 7000 of your handbook.

What is Procurement?

Procurement is the process of obtaining goods and services from vendors. It means getting **the best value for the lowest price.** We want to spend the funds we receive wisely, to make the dollars stretch, yet not compromise on the quality of goods and services.

Think of it this way ...

We all purchase items throughout the year, whether it be food, cars, clothing, etc. If we are smart in our purchasing, we will check prices, compare features, quality, etc. Few of us go out and buy the first car, or T.V. that we see.

In the same manner, it is important that CACFP CEs carefully procure goods and services to make best use of their CACFP funds. In this section, you learn how you can accomplish **"smart purchasing."**

Procurement Methods

There are different methods of procuring goods and services that must be used depending on the circumstances surrounding the purchase.

1. Small purchase,

2. Competitive sealed bids,

3. Competitive negotiation and

4. Non-competitive negotiation

We will examine each of these and the circumstances for which each must be used.

1. Small Purchase

Procurement of items, or combined groups of items (such as canned goods, meats, audit services) that cost less than $25,000 per year can be done using small-purchase procedures. Procedures include:

☼ Developing a clear description of the items to be purchased;

☼ Listing selection criteria (i.e., price, quality, CN labeling, delivery, etc.);

☼ Contacting sources which could potentially supply the item or products (it is advisable to contact at least three known sources);

☼ Keeping written documentation regarding dates, sources contacted and the amount of their item or products and reason for selection; and

☼ Selecting the item with the lowest price, if it meets your requirements for quality/service.

Your adult day care site(s) plans to purchase new dishes. The dishes need to be unbreakable and dishwasher safe.

Example

Potential suppliers such as restaurant supply, local discount outlets, etc., should be contacted. Contacts can be made over the phone or in person.

Results of the contact must be noted, and include the names of the companies contacted, date, price, and reason for selection.

2. Competitive Sealed Bids

Any individual procurement for a given period that will exceed $25,000 is subject to the formal advertising and competitive sealed bid requirement if you can.

∗ Completely and accurately describe what you want to purchase,

∗ Locate two or more suppliers who are willing to compete for your business,

∗ Award a firm-fixed price contract; and

∗ Choose from among bidders mainly on the basis of price.

TDA has developed a standard Invitation for Bid and contract that must be used for purchased meal procurements and contracts. The Invitation for Bid and Contract for Purchased Meals can be found in http://netx.squaremeals.com/snp/handbooks.html under Program Resources.

Example

Your site(s) wants to purchase meals from a food service management company (caterer). You estimate the cost will be $70,000-$75,000 per year. There are several caterers in your area. This purchase lends itself to a unit price and is appropriate for sealed bids.

Advertising for the Bid

You must advertise publicly for sealed bids using public media such as newspapers. At a minimum include:

► The item(s) being purchased;

► The phone number to call to request information; and

► The time, place and date of the bid opening.

It is recommended that you advertise for at least a five-day period.

Clearly describe (provide specification of) the item(s) you want to purchase! Purchasing by specification assures that the product received is the kind, quality and quantity ordered as well as the best product for its intended use.

If you plan to bid for the purchase of milk, you could specify that you want pint cartons, delivered twice weekly to the site(s), etc.   **Example**

Be as specific as you can but ***do not include features that restrict competition***... i.e., if you are bidding for a Food Service Management Company to provide your meals, you could not require them to have a registered dietician on staff.

> **If you plan to purchase meals from a Food Service Management Co. (FSMC), all aspects of the procurement process must address the need for special diets.**

Required Bid Elements

Bids must be solicited from an adequate number of suppliers (three or more is recommended), and you should seek out small and minority owned businesses. Contracts must begin from October 1 to September 30 and last for one year. You will be using a standard "Invitation for Bid and Contract for Purchased Meals".

Bid Selection

Publicly open the bids at the time and place stated in the bid invitation.

The bids will then be evaluated based upon cost and specifications being met. Other areas such as previous history or performance of the supplier, available financial and technical resource, etc., may also be evaluated.

The bid is then awarded to the lowest bidder who meets the requirements of the invitation.

In some instances you may not want to accept the lowest bid.

> **Contact your Community Operations office for guidance prior to finalizing the process.**

3. Competitive Negotiation

When conditions for the sealed bids do not exist, and the purchase will be $25,000 or more, competitive negotiation may be used. This process involves publicizing a request for proposals (RFP).

Instead of bids, you receive open proposals and conduct negotiations with more than one of the sources.

When using competitive negotiation you must:

◉ Solicit proposals from an adequate number of qualified sources;

◉ Publicize your RFP;

◉ Honor all requests to compete as far as practical;

◉ Identify in the RFP how you will choose the successful bidder;

◉ Have a written procedure for evaluating proposals;

◉ Award contracts to the most advantageous bidder; and

◉ Promptly notify the unsuccessful bidders.

You have several sites and want to purchase accounting service which will cost over $25,000. Since there are many factors to consider other than price, you may wish to use competitive negotiation.   **Example**

4. Non-Competitive Negotiation

Non-competitive negotiation, also known as **"sole source",** can be used when:

*   The item(s) is available only from one source;
*   An emergency exists (i.e., your freezers went out and you need to purchase food immediately); and
* You determine that competition is inadequate after soliciting several sources.

You must obtain permission from your Community Operations office if you plan to use this method.

Open Competition

Regardless of the dollar amount or the method of procurement used, you must ensure **open and free competition.**

Do not:

- Place unreasonable qualifications on suppliers to do business;

- Allow non-competitive practices between suppliers;

- Impose unnecessary experience or bonding requirements on suppliers that seek your business: and

- Permit organizational conflicts of interest.

Conflicts of Interest

During the procurement process, you cannot allow a conflict of interest when procuring goods and services. You must establish and maintain a **written code of standards of conduct**. No officer, agent, consultant, contractor, volunteer or other employee of your organization may engage in any activity that causes or could cause a conflict of interest in the operation of the CACFP, including but not limited to:

☹ Renting or leasing from a firm in which any officer, agent, consultant or employee (or relative) has an interest that has not been fully disclosed; or
☹ Soliciting or accepting gratuities, favors or anything of monetary value from CEs, future CEs or subcontractors.

Food Service Management Companies (FSMC)

If you plan to use an FSMC to provide meals, there are some additional things to consider.
Examples include:

√ The FSMC must permit on-site inspections of its food preparation facilities; and
√ The FSMC must provide meals that satisfy all CACFP requirements.

Remember, YOU, the CE, are responsible for the CACFP, including ensuring record keeping requirements are met.

√ Your agency will be responsible for the quality of the food service, so you must make regular checks of the food to ensure that health and sanitation requirements are met at all times, and
√ All aspects of procurement must address the need for special diets. If a FSMC is unable to provide special diets, you must find an alternate source for the meals.

Food and Nutrition

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Adult Day Care CACFP

Serious Deficiency

Chapter 9

Serious Deficiency Terms and Definitions

Before we cover the serious deficiency process, you must be familiar with several terms used in discussing this process.

National Disqualified List (NDL)

The NDL is a list kept by USDA of CEs and responsible principals and individuals disqualified from participation in the CACFP. While on this list, the aforementioned parties may not participate in the CACFP.

Persons who are on the NDL will remain on the list until USDA/FNS, in consultation with TDA/F&N, determines the serious deficiencies have been corrected, including re-paying any debts owed, or until 7 years after the disqualification, whichever comes first.

If a CE, responsible principal or individual owes a debt to the CACFP, they will remain on the NDL until the debt is paid.

Contracting Entity

A contracting entity (CE) is any organization that signs an agreement with TDA F&N to administer the CACFP. In the ADC Program, this would be the adult day care site or sponsor**.**

Sponsor

Sponsors are CEs as referenced in the definition above, contract with TDA F&D to administer the CACFP in adult care sites.

Site

This is a term for an independent center or sponsored centers.

The Serious Deficiency Determination

There are many reasons why a CACFP adult day care might be considered "seriously deficient." Here are the most common reasons:

- Submitting of false information on applications for participation, including omission of prior conviction of any activity that occurred within the past seven years that indicated a lack of business integrity;

- Permitting a person who is already on the NDL to serve in a principal capacity in your organization;

- Failing to comply with the bid procedures and contract requirements applicable to procurement;

- Failing to operate the CACFP in conformance with VCA performance standards;

- Failing to maintain adequate records;

- Claiming reimbursement for a significant number of meals that do not meet CACFP requirements;

- Sponsor failing to disburse reimbursements to sponsored sites; and

- Any other activity affecting the CE's ability to administer the CACFP in accordance with program requirements.

The Serious Deficiency Process

Agreements in the CACFP ADC program can be terminated for either:

➢ Cause or

➢ Convenience.

"Termination for cause" means the CE's agreement has been terminated **due the organization's violation of the agreement** and **can only be initiated by F&N**, NOT the CE.

"Termination for convenience" means the CE's agreement has been **terminated due to considerations unrelated to either party's performance of the CACFP**. Either F&N or the CE can take this action. Termination for convenience **is not cause for placing a CE on the NDL**.

The Serious Deficiency Process is a five-step process.

Step 1. Serious Deficiency Determination

> **In this step, either TDA F&N determines the CE or sponsor is seriously deficient.**
>
> Serious deficiencies on the sponsor's part might be due to the sponsor, a responsible principal, or key organizational person seriously violating program terms of the agreement.
>
> Serious deficiencies on the site's part might be due to violations of actual program operation such as falsified records of meal counts or meal services not meeting requirements.

The Serious Deficiency Process (contd.)

Step 2. Notice of Serious Deficiency

In this step, the notice of serious deficiency is sent by F&N to the CE. **This notice outlines and defines the violation.** The notice also **specifies any/all corrective actions needed and a deadline** by which the violations must be corrected.

This notice also states that the serious deficiency determination IS NOT subject to appeal.

Step 3. Corrective Action

In step 3, the CE is given an opportunity to correct the violation within the specified period of time. If the corrective action is accomplished to F&N's satisfaction, F&N will temporarily defer the serious deficiency determination.

Step 4. Notice of Proposed Termination & Disqualification

If the CE fails to correct or resolve the serious deficiency(ies) by the specified date, F&N will send the **Notice of Proposed Termination and Proposed Disqualification.** This notice outlines:

➢ Who is being disqualified;

➢ The basis for the proposed action;

➢ The effective date of the proposed action;

➢ Procedures for appealing the proposed action;

➢ Whether CACFP payments will continue during the appeal; and

➢ This action will continue even if the recipient voluntarily terminates the contract.

The Serious Deficiency Process (cont'd)

Step 5. Notice of Termination and Disqualification

If the CE does not appeal, or if the hearing official rules in favor of the F&N, F&N will immediately issue a **Notice of Termination and Disqualification**. Remember, this Notice cannot be appealed.

Removal from the NDL

If the CE, responsible principal(s) and/or individual(s) request to be removed from the NDL, the following must take place:
- A letter requesting removal;
- Corrective Action including an acceptable corrective action plan, if F&N rejects the requestor's CAP this decision may not be appealed;
- Resolution of any outstanding audits; and
- All outstanding funds owed must be repaid.

When F&N determines acceptable corrective action has been taken, FND will forward a copy to USDA. USDA makes a decision in consultation with F&N.

If USDA determines that a CE, responsible principal(s) and/or individual(s) will be removed from the NDL, the CE may apply for participation in the CACFP and the responsible principal(s) and/or individual(s) may perform CACFP duties.

If USDA decides to retain the CE, responsible principal(s) and/or individual(s) on the NDL, the decision may not be appealed. The CE, responsible principal(s) and/or individuals will continue to be ineligible to participate in the CACFP.

A Reference for More Detailed Information

A more detailed outline of the serious deficiency process is available in the CACFP ADC Program Handbook available on the www.snptexas.org website.

Adult Day Care CACFP

Application

Chapter 10

CACFP Adult Day Care

Application Cycle

Completing the application in its entirety is required the first Program Year.

You are then entered into the three-year application cycle, which is:

- 1st year – completing the application in its entirety

- 2nd & 3rd years – updates

To assist you in completing the initial application:

- To complete the initial phase, go to http://txunps1.texasagriculture.gov and click on 'Interested in Applying?' You will not need a login to complete this section;

- The link also contains links to TX-UNPS Project Website which contains a training link;

- Next you are directed to fax in a FN101 to obtain a login and password to complete your application;

- Refer to the _CACFP Adult Care Centers Handbook_ as a resource; and

- Contact your **Community Operations office** if you need additional assistance.

You may check the status of your application on TX-UNPS.

If you submit an _incomplete_ or _incorrect_ application:

- Corrections to the application must be returned within 45 calendar days from date on notification letter;

- Remember each form has its own set of instructions; and

- If the required information has not been submitted within 45 calendar days, your application may be _denied_.

You may reapply at any time.

Food and Nutrition Division

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Answer all the questions in this assessment booklet and bring it to the teleconference.
Transfer your answers to the Learning Assessment Answer Sheet.

Chapter 2

Circle the correct answer.

1. _____convey information or clarification of existing policy, but do not change the policy.

    A. Policy Notices
    B. Policy Alerts
    C. Revisions

2. _____inform you of new or revised state or federal policy, and supersede existing information in the handbook.

    A. Policy Notices
    B. Policy Alerts
    C. Revisions

3. _____ are updates to the handbook.

    A. Policy Notices
    B. Policy Alerts
    C. Revisions

Chapter 3

Circle the correct answers.

4. The two types of CEs are:

    A. Independent
    B. Paid Category
    C. Free/Reduced Price lunch
    D. Sponsoring Organization

5. For-profit centers may participate in the CACFP if ____% or more of the participants enrolled in their facility are receiving Title XIX/XX benefits.

    A. 50%
    B. 10%
    C. 25%
    D. 30%

6.   What does V,C,A stand for ?

     A.   Viable, Child Care Center, and Adult Care Center
     B.   Viability, Capability and Accountability
     C.   Viability, Adult Care Management System, and Accounts
     D.   Visual, Capability, and Accounts

7.   Private, nonprofit organizations will be required to submit proof of their tax-exempt status
     _____.

     A.   Title XX
     B.   Viability
     C.   License
     D.   501©3

8.   As a CACFP CE, you must:

     A.   prepare your application materials yourself
     B.   submit monthly claims
     C.   operate a non-profit food service
     D.   all of the above

9.   All organizations must:

     A.   keep no documentation on funds
     B.   open a new bank account for the funds
     C.   operate a nonprofit food service
     D.   none of the above

10. The nonprofit food service account funds are _____ and can only be used for
     _____ nonprofit food service costs.

     A.   available , all
     B.   unrestricted, all
     C.   restricted, allowable
     D.   unrestricted, allowable

11. Identify the two categories of costs:

     A.   restricted, allowable
     B.   monitoring, training
     C.   operating, administrative
     D.   supporting, cash-in-lieu

Chapter 4

Independent Centers Only

Circle T for True F for False

12. Training for new employees must take place before CACFP responsibilities begin.
    T or F

13. Program training happens every five years for all current employees who have CACFP duties.
    T or F

14. Civil Rights training is only required of new employees.
    T or F

15. Training your staff is a requirement outlined in the handbook.
    T or F

16. Training must be documented in writing.
    T or F

Sponsors Only

Circle T for True and F for False

17. A new site must receive training prior to participation and annually thereafter.
    T or F

18. A new employee of a site where key activities are performed must receive training every two years.
    T or F

19. Current employees receive training every three months.

   T or F

20. Civil Rights training is required every year.

   T or F

21. Written documentation of training is required every year.

   T or F

22. Two of the three reviews per year must _____.

   A. be unannounced
   B. include observation of a meal service
   C. conducted on a Saturday or a Sunday
   D. include a 30 day follow up review if the facility submits a block claim

23. Circle the seven training topics below that are required in training content.

   A. Program Meal Patterns
   B. SquareMeals
   C. Meal Counts
   D. Claims Submission
   E. Point of Service
   F. Claims Review Procedures
   G. Civil Rights
   H. Reimbursement System
   I. Record Keeping Requirements

24. Circle two monthly edit checks that sponsors are required to perform on meal counts submitted by each site.

   A. Maximum Number of Meal
   B. Approved Meal Type
   C. Household Contact Procedures

Chapter 5

Circle T for True and F for False

25. Meals served to a participant whose enrollment form is missing or does not contain all the required elements are not eligible for CACFP reimbursement.
     T or F

26. Each client must have a Plan of Care.
     T or F

27. Clients under the age of 60 must have documentation of functional impairment.
     T or F

28. Circle the information that must be entered on the enrollment form.

     A. Name of adult
     B. Date of birth
     C. Age
     D. Enrollment/withdrawal date
     E. Participant or guardian's signature
     F. Date of signature

Chapter 6

Circle the correct answers.

29. What are the three breakfast components? Note: grains/breads is a two-serving item.

     A. milk/alternates
     B. grain/bread
     C. vegetable/fruit
     D. meat/meat alternate

30. What are the four components for lunch or supper? Note: vegetables/fruits is two different varieties and grains/breads is a two serving item.

     A. milk/alternates
     B. grain/bread
     C. creditable foods
     D. vegetable/fruit
     E. meat/meat alternate
     F. non-creditable foods

31. For snacks, serve _____ of the _____ components.

    A. 2, 4
    B. 3, 4
    C. 3, 6
    D. 2, 5

Circle T for True and F for False

32. Up to two meals and a snack or two snacks and a meal per adult may be claimed per day.
    T or F

33. Two hours must elapse between the beginning of breakfast and the beginning of lunch.
    T or F

34. The duration for lunch and supper is two hours.
    T or F

35. Breakfast duration is one and one half hours.
    T or F

36. Two hours must elapse between the beginning of the following:
    - Meal service and the beginning of a snack
    - Snack and the beginning of a meal service
    - Snack and the beginning of another snack

    T or F

Circle the correct answers.

37. You _____ meal component substitutions to a disabled adult participant when supported by a medical statement signed by a licensed physician.

    A. may serve
    B. are required to provide

38. You _____ substitutions to adult participants who are not a disabled adult participant but who are unable to consume a food item because of medical or other special dietary needs. A medical statement signed by a recognized medical authority must support an adult participant with a medical or special dietary need.

    A. may serve
    B. are required to provide

39. The five sections of the Food Buying Guide that correspond to the component groups required in the program by the United States Department of Agriculture (USDA) are:

    A. Meat/meat alternate
    B. Grains/breads
    C. Other
    D. Processed foods
    E. Vegetable/Fruit
    F. Milk
    G. Snacks

40. Which three main columns must be completed on the Daily Menu Record?

    A. Meal Type Food Components
    B. Required food components
    C. Food items used
    D. Quantity used

41. You must fill the _____ on the Daily Menu Record.

    A. number on attendance sign in/sign out
    B. number that received a meal
    C. planned participation
    D. number counted from last week

42. CN labels have the following information printed on the display panel of the label:

    A. product name
    B. CN label statement
    C. establishment
    D. all of the above

43. Product Formulation Statements include:

    A. a detailed explanation of what the product actually contains.
    B. the amount of each ingredient in the product by weight or measure
    C. a certifying statement as to the contribution of the product to the meal pattern and the signature of a high-ranking company official on company letterhead
    D. all of the above

44. Attendance and meal counting are to be recorded _____.

    A. daily
    B. weekly
    C. hourly
    D. monthly

45. Meal counts are taken _____.

    a.   in the kitchen
    b.   in the dining area(s)
    c.   at the point of service
    d.   wherever people are eating

46. Adult may be claimed for no more than ___ meal services.

    a.   5
    b.   4
    c.   3
    d.   2

47. Keep a separate meal ____ for breakfast, lunch, supper and snacks.

    a.   type
    b.   time
    c.   count
    d.   list

Chapter 7

Circle the correct answers.

48. Claims may be submitted until midnight of the ___th day after the last day of the claim month.

    A. 30
    B. 40
    C. 45
    D. 60

49. TDA has ___ days to pay the claim.

    A. 30
    B. 40
    C. 45
    D. 60

Chapter 8

Circle T for True and F for False

50. Procurement of items, or combined groups of items that cost less than $25,000 can be done using small purchase procedures.
    T or F

51. Non-competitive negotiation is also known as "sole source".
    T or F

52. When selecting a bid, you must always award it to the lowest bidder.
    T or F

Circle the correct answer.

53.   You plan to purchase new silverware for the food service and have $300 to spend. What type of purchasing would you use?

    A.   small purchase
    B.   competitive sealed bids
    C.   competitive negotiation
    D.   non-competitive negotiation

54.   Which of the following are you <u>not </u>required to do?

    A.   Completely and accurately describe what you want to purchase.
    B.   Locate two or more responsible suppliers who are willing to compete for your business.
    C.   Place unreasonable qualifications on suppliers to do business.
    D.   Choose among bidders mainly on the basis of price.

Chapter 9

Circle the correct answers.

55.   One of the resolutions is _____.

    A.   successful correction of the serious deficiency
    B.   Notice of Proposed Termination and Disqualification
    C.   resolution of any outstanding audits
    D.   serious deficiency determination

56. Document maintained by USDA of CEs, responsible principals, responsible individuals, and day care home providers disqualified from participation in the CACFP for seven years or when the deficiency has been resolved.

    A.   Letter Requesting Removal
    B.   Notice of Serious Deficiency
    C.   Outstanding Funds Record
    D.   National Disqualified List (NDL)

57. The proposed termination of the CE's agreement and the proposed placement of the contractor and responsible principal(s) and individual(s) on the National Disqualified List is part of _____.

    A.   Resolution
    B.   National Disqualified List
    C.   Corrective Action
    D.   Notice of Serious Deficiency

Chapter 10

Circle the correct answers.

58. The _____ can help you complete the initial application.

   A. 1530 Instructions
   B. Claims Instructions
   C. Handbook

59.   If you submit an incomplete or an incorrect application,_____.

   A. Your application is denied,
   B. You will receive a letter that states the specific error(s) which need to be completed or corrected.
   C. You must return the corrections within 60 calendar days from the date on the notification letter.

Acknowledgement Statement for Intro to CACFP NEW Adult Care Course

Name *(print first and last name)*:

Personal User Code: | | | - | | | - | | | |

Name of Contracting Organization *(print)*:

Acknowledgement Statement *(Please read and acknowledge):*

I understand and acknowledge the training I am attending does not cover the entire scope of the program. I am also responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance; as well as and any other forms of communication that provide guidance and instruction on operating the program.

Signature _____   Date: _____

Learning Assessment – Answer Sheet

Transfer your original answers from the Learning Assessment booklet to the answer chart below.
List either "T" or "F" for True/False AND the letter(s) corresponding to your multiple choice answers below.

Examples:	15	32	51
Q1 T	16	33	52
Q2 C,D	**Chapter 4** Sponsors ONLY	34	53
Chapter 2		35	54
1	17	36	**Chapter 9**
2	18	37	55
3	19	38	56
Chapter 3	20	39	57
4	21	40	**Chapter 10**
5	22	41	58
6	23	42	59
7	24	43	
8	**Chapter 5**	44	
9	25	45	
10	26	46	
11	27	47	
Chapter 4 Independents ONLY	28	**Chapter 7**	
	Chapter 6	48	
12	29	49	
13	30	**Chapter 8**	
14	31	50	

FND Training Use ONLY

☐ *Rec'd*

____ *Initial*

____ *Date*

Fax to F&N Training at 888-237-5030
TDA F&N-CAC2-^ADC1 Course Rev. 10-11

Introduction to the CACFP – Teleconference Instructions

To complete the training program, each participant must take part in a mandatory teleconference. The teleconference is designed to review key information from the training workbook and provide the opportunity to ask questions about the material in the workbook.

To Join the Teleconference:
On the day of your scheduled teleconference, be prepared to call in at least 5 minutes before it begins. Once you dial in, you will be asked to enter the Passcode listed below. If you try to call in more than 10 minutes after the posted start of the teleconference, you will have to reschedule for another session.

Toll Free Phone Number: **877-370-6109**
Participant Passcode: **9142304**

Teleconference Guidelines:

- Place the call in a quiet area with no background noise or distractions. If using a speakerphone, place it on "MUTE" when not speaking by pressing the "MUTE" button on your speakerphone, or pressing *6.

- Be prepared to introduce yourself with your name, the name of your organization and your business location when asked.

- Have your workbook and a copy of your *completed* Learning Assessment booklet and Answer Sheet in front of you.

- Be prepared to participate actively by having supplies to highlight key information in the workbook, take notes and answer questions about when called upon.

- Please speak clearly when asking questions. The facilitator will provide instructions on the appropriate time to ask and answer questions.

- If you accidentally disconnect from the conference, call the Toll Free number and re-enter the Passcode.

Help:
If you need assistance or have to cancel from this event, please contact the Food and Nutrition Training Unit at 512-475-0586 before the day of your teleconference.

TEXAS DEPARTMENT OF AGRICULTUIRE
Food and Nutrition Division - Course Evaluation

Intro to the CACFP for NEW Adult Day Care (Indep & Sponsors) (Code CAC2-^ADC1)				Teleconference Date:	
Instructor:			Self-Study & Teleconference		
Directions: Please check the appropriate boxes in the following	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
	1	2	3	4	5
The Course					
Main points/objectives were clear					
Well organized/sequenced logically					
Contained the right amount of information					
Topics helped me better understand program requirements					
The Materials					
Topics were well organized					
Directly related to the subject being taught					
Easy to understand vocabulary/terminology					
The Teleconference Instructor					
Knowledgeable about the subject					
Well prepared for teleconference					
Answered questions effectively					
Comments:					

Thanks for Your Input!

FAX to FND Training at 888-237-5030