

Food and Nutrition Division





Program Administration Update

The Food and Nutrition Division is now operating under the Arkansas Department of Agriculture. With this transition comes new leadership, updated organizational structure, and several changes to program processes and requirements.

To support a smooth transition, we strongly encourage all CACFP sponsors and institutions to:

- ▶ Review all program resources and updated guidance materials
- ▶ Stay informed about process changes for FFY 2027
- ▶ Reach out to the Food and Nutrition Division for technical assistance, clarification, or support whenever needed

Our goal is to ensure every organization has the information, tools, and guidance necessary to operate a compliant and successful program.





Program Updates & Training Opportunities

Digital Learning Sessions

- ▶ Beginning this program year, FND will offer monthly digital learning sessions on the 1st Wednesday of each month.
 - ▶ In addition to monthly sessions, there will be special training sessions.

Access for All Staff

- ▶ Sponsors and institutions are encouraged to share these training opportunities with all staff involved in CACFP operations.
- ▶ All sessions will be recorded and posted on the Arkansas Department of Agriculture website for later viewing.



**Child and Adult
Care Food
Program (CACFP)
Refresher
for Training
FFY 2027**



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Terms

- Non-profit Food Service - Funds must only be used to improve or run the food service for enrolled participants.
 - Non-profit
 - Accounting system/ledger
- Pricing Program - Participants pay separately for the meals served.
- Non-pricing Program - Participants are not charged.
- Documentation - Paperwork that proves participants qualifies for free reduced meals (income info, case numbers).



Terms

- ▶ Verification - Making sure that the participants qualify for free or reduced meal prices.
- ▶ Internal control - These are checks that make sure a business follows the rules and is efficient and honest.
 - ▶ Standard Operation procedures
- ▶ Household contact - Contact with the families of participants to ensure they are enrolled and eating meals.
- ▶ Seriously deficient - A sponsor or program is not following the rules and guidelines of the CACFP program.



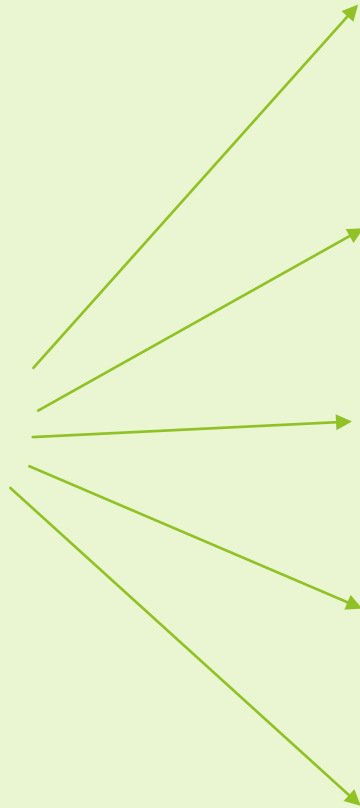
CACFP

- ▶ The CACFP is a federally funded USDA nutrition program which requires compliance with federal and state regulations.
- ▶ CACFP provides reimbursement for eligible meals and snacks served to qualifying children and adults.
- ▶ Operates through nonprofit food service.
- ▶ Sponsors must demonstrate Viability, Capability, & Accountability (VCA).





CACFP



Child Care Centers

- ▶ Licensed childcare centers, Head Start, Early Head Start, emergency shelters, and outside-school-hours care centers.

Family Day Care Homes

- ▶ Licensed or approved home-based childcare providers operating under a sponsoring organization.

At-Risk Afterschool

- ▶ Eligible afterschool enrichment programs located in low-income areas.

Adult Day Care Centers

- ▶ Adult day care programs serving adults 60+ or functionally impaired adults.

Emergency Shelters

- ▶ Shelters providing temporary housing and meals to children experiencing homelessness.



Civil Rights Requirements



Civil Rights Training

- Civil Rights training should occur on an annual basis for the CACFP sponsors.
 - It is the state agency's responsibility to provide training to sponsors and institutions.
 - CACFP sponsors must provide Civil Rights training every year to their subrecipients, including frontline employees who work directly with applicants and program participants.
- Before the new employees or volunteers participate in the program, they must have Civil Rights training.
- Training must be documented with agendas and sign-in sheets.



Public Notification

- ▶ Sponsors must inform the public that CACFP services are available to all eligible participants.
- ▶ Required elements include:
 - ▶ Nondiscrimination Statement (full or short version depending on format).
 - ▶ Program availability information.
 - ▶ Complaint filing instructions.
- ▶ Materials must be accessible and provided in languages appropriate for the community.

Notification to the Community

_____ is pleased to announce its participation in the USDA
Institution Name
Child and Adult Care Food Program (CACFP). Nutritious meals and snacks are available to
eligible participants enrolled at:

Institution Name: _____

Address: _____

The Child and Adult Care Food Program provides reimbursement for meals and snacks served to eligible participants and helps ensure access to nutritious food in childcare and adult care settings. Parents and guardians may request additional information regarding meal benefits and eligibility requirements by contacting the institution.

Income Eligibility Guidelines for School Year 2026-2027

Income Eligibility Guidelines for School Year 2026-2027												
Household Size	Federal Poverty Guidelines	Free Meals 130%					Reduced Meals 185%					
		Annual	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1		15,960	20,748	1,729	865	798	399	29,526	2,461	1,231	1,136	568
2		21,640	28,132	2,345	1,173	1,082	541	40,034	3,337	1,669	1,540	770
3		27,320	35,516	2,960	1,480	1,366	683	50,542	4,212	2,106	1,944	972
4		33,000	42,900	3,575	1,788	1,650	825	61,050	5,088	2,544	2,349	1,175
5		38,680	50,284	4,191	2,096	1,934	967	71,558	5,964	2,982	2,753	1,377
6		44,360	57,668	4,806	2,403	2,218	1,109	82,066	6,839	3,420	3,157	1,579
7		50,040	65,052	5,421	2,711	2,502	1,251	92,574	7,715	3,858	3,561	1,781
8		55,720	72,436	6,037	3,019	2,786	1,393	103,082	8,591	4,296	3,965	1,983
each add'l person add		5,680	7,384	616	308	284	142	10,508	876	438	405	203

Contact Person: _____

Phone Number: _____ **Email Address:** _____

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.



Eligibility & Enrollment



Income Eligibility

CACFP Meal Benefit Income Eligibility (Child Care)

Complete one application per household. Please use a pen (not a pencil).

APPLY ONLINE:

Insert URL Here

STEP 1 List ALL children in day care (if more spaces are required for additional names, attach another sheet of paper)

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."

Children in Foster care and children who meet the definition of **Homeless, Migrant** or **Runaway** are eligible for free meals.

Child's First Name

MI

Child's Last Name

Foster Child Migrant Runaway Homeless Head Start

☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐

Check all that apply

STEP 2 Do any household members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIPIR?

IF NO > Go to STEP 3 IF YES > Write case number here and proceed to STEP 4 (do not complete STEP 3)

CASE NUMBER:

Write only one case number in this space.

STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

Are you unsure what income to include here? Flip the page and review the charts titled "Sources of Income" for more information.

The "Sources of Income for Children" chart will help you with the Child Income section.

The "Sources of Income for Adults" chart will help you with All Adult Household Members section.

A. Child Income

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

Child Income	How often?
\$	Weekly Bi-Weekly Monthly Bi-Monthly

B. All Adult Household Members (Including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and last)	Earnings from Work	How often?	Welfare/Child Support/Alimony	How often?	Pensions/Retirement/Social Security/SSI/VA Benefits	How often?
	\$	Weekly Bi-Weekly Monthly 2x Month	\$	Weekly Bi-Weekly Monthly 2x Month	\$	Weekly Bi-Weekly Monthly 2x Month
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	

Total Household Members (Children and Adults) Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or other Adult Household Member X X X X X X Check if no SSN

STEP 4 Contact information and adult signature. MAIL COMPLETED FORM TO YOUR SCHOOL AT:

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that CACFP officials may verify (check) the information. I am aware that if I purposely give false information, the participant/center may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Print Name of Adult Signing the Form	Signature of Adult	Today's Date
Address	City State Zip	Phone/Email

Income Eligibility Guidelines

- ▶ Parents or guardians can send income eligibility forms directly to the sponsor or providers and collect them and send them to the sponsor.
- ▶ If the provider collects the forms, parents or family guardians need to complete a written consent form.
- ▶ This information is private.

Income Eligibility Guidelines for School Year 2026-2027											
Household Size	Federal Poverty Guideline	Free Meals 130%					Reduced Meals 185%				
		Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	15,960	20,748	1,729	865	798	399	29,526	2,461	1,231	1,136	568
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8	55,720	72,436	6,037	3,019	2,786	1,393	103,082	8,591	4,296	3,965	1,983
each add 'l person add	5,680	7,384	616	308	284	142	10,508	876	438	405	203



Household Contact System

- ▶ Sponsoring organizations must create and maintain a household contact system to:
 - ▶ Verify
 - ▶ Enrollment
 - ▶ Attendance
 - ▶ Specify
 - ▶ Circumstances
 - ▶ Procedures



Enrollment Forms

- ▶ Enrollment forms are required for all childcare centers.
 - ▶ Child Enrollment form
 - ▶ Obligation to Serve Infants form
- ▶ Forms must be completed annually.

**Child and Adult Care Feeding Program
Enrollment Form**

To be completed by Parent or Guardian

Provider's Initials: _____
Date: _____

Instructions: Thank you for choosing a childcare provider that participates in the USDA Child and Adult Care Food Program (CACFP). This program helps provide nutritious meals and snacks to children in care. Please complete this form to help maintain accurate enrollment records. Daily menus and meal schedules should be posted and available for your review at the facility. If you have questions about CACFP, please contact the Arkansas Department of Agriculture, Food and Nutrition Division, at (501) 324-9502.

Name of Day Care Facility _____ Telephone # _____

Address _____ City _____ State _____ Zip Code _____

The following information is required by USDA Federal Regulation CFR 226.15(e)(2).

I wish to enroll my child(ren), whose names and enrollment information are specified below, in the USDA Child and Adult Care Food Program (CACFP). I understand this program reimburses day care facilities for serving nutritious and well-balanced meals/snacks to day care children.

My Child(ren) will be served the following meals:
Breakfast: _____ AM Snack: _____ Lunch: _____ PM Snack: _____ Supper: _____ Late Snack: _____

Please Print Child(ren)'s Information						
First Name	Last Name	Age	Birth Date	Hours of Care	Days of the Week	Gender
				From: _____ To: _____	Mon. ☐ Thur. ☐ Sun. ☐ Tues. ☐ Fri. ☐ Wed. ☐ Sat. ☐	
				From: _____ To: _____	Mon. ☐ Thur. ☐ Sun. ☐ Tues. ☐ Fri. ☐ Wed. ☐ Sat. ☐	
				From: _____ To: _____	Mon. ☐ Thur. ☐ Sun. ☐ Tues. ☐ Fri. ☐ Wed. ☐ Sat. ☐	
				From: _____ To: _____	Mon. ☐ Thur. ☐ Sun. ☐ Tues. ☐ Fri. ☐ Wed. ☐ Sat. ☐	
				From: _____ To: _____	Mon. ☐ Thur. ☐ Sun. ☐ Tues. ☐ Fri. ☐ Wed. ☐ Sat. ☐	

Please identify any food allergies or special needs your child(ren) require:

Doctor's Name: _____ Doctor's Telephone: _____

1

is collected solely for civil rights
your child's participation in CACFP. By
and in a nondiscriminatory manner for all

Please select all that apply

Racial Data		
Black or African American	Hawaiian Native or Other Pacific Islander	White
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

in care during any scheduled meal
discriminate for reasons of race,
ity. There is to be no
ould be addressed to: USDA,
e Avenue, SW, Washington, DC

Zip Code _____

expires one (1) year from this date

2

Meal Pattern Requirements

CACFP MEAL PATTERNS



Fluid Milk



Vegetables



Fruits



Meats/Meat Alternates



Grains

BREAKFAST Serve Milk, Vegetables and/or Fruits, Grains*

Component	Ages 1-2	Ages 3-5	Ages 6-18	Adults
Milk	1/2 cup	3/4 cup	1 cup	1 cup
Vegetables, Fruits or Both	1/4 cup	1/2 cup	1/2 cup	1/2 cup
Grains*	1/2 oz eq	1/2 oz eq	1 oz eq	2 oz eq

* Meats and meat alternates may be served in place of the entire grains component at breakfast a maximum of three times per week.

LUNCH/SUPPER Serve All Five Meal Components

Component	Ages 1-2	Ages 3-5	Ages 6-18	Adults
Milk	1/2 cup	3/4 cup	1 cup	1 cup*
Vegetables	1/8 cup	1/4 cup	1/2 cup	1/2 cup
Fruits	1/8 cup	1/4 cup	1/4 cup	1/2 cup
Meats/Meat Alternates	1 oz eq	1 1/2 oz eq	2 oz eq	2 oz eq
Grains	1/2 oz eq	1/2 oz eq	1 oz eq	2 oz eq

* A serving of milk is not required at supper meals for adults.

SNACK Select Two of the Five Meal Components

Component	Ages 1-2	Ages 3-5	Ages 6-18	Adults
Milk	1/2 cup	1/2 cup	1 cup	1 cup
Vegetables	1/2 cup	1/2 cup	3/4 cup	1/2 cup
Fruits	1/2 cup	1/2 cup	3/4 cup	1/2 cup
Meats/Meat Alternates	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq
Grains	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq

oz eq = ounce equivalents

Refer to USDA FNS Exhibit A Grains Chart for further guidance on grain serving sizes.



JAN25

Visit cacfp.org for more nutrition education resources. CACFP is an indicator of quality child care. This institution is an equal opportunity provider.

CACFP INFANT MEAL PATTERNS



Through 5 Months

Supper Meal Patterns

k¹ or formula²

Through 11 Months

Supper Meal Patterns

k¹ or formula²

meal^{2,3} or

; poultry; whole egg; tofu; tempeh; y beans, peas and lentils; or

cheese or yogurt⁴ or soy yogurt⁴ or

ation of the above⁵

or fruit or a combination of both^{5,6}

Patterns

k¹ or formula²

or

meal^{2,3} or

eat breakfast cereal^{5,7,8}

or fruit or a combination of both^{5,6}



JAN25

Visit cacfp.org for more nutrition education resources. CACFP is an indicator of quality child care. This institution is an equal opportunity provider.

Meal Pattern

- ▶ You can claim three meals for child or adult (participant):
 - ▶ 2 full meals and one snack
 - ▶ 1 full meal and two snack
- ▶ It is very important to adhere to the prearranged mealtime in the agreement. On the day of the review the State Agency will observe at least one meal service.
- ▶ For lunch and dinner, the times can last up to 2 hours and for all other meals the time can last 1 hour.
- ▶ There must be at least 3 full hours between full meals and 2 full hours between a snack and a meal.





Infant Meal Pattern

Infants	Birth through 5 months	6 through 11 months
Breakfast, Lunch, or Supper	4-6 fluid ounces breast milk ¹ or formula ²	6-8 fluid ounces breast milk ¹ or formula; ² and 0-½ ounce equivalent infant cereal; ^{2,3} or 0-4 tablespoons: meat, fish, poultry, whole egg, cooked dry beans, peas, and lentils; or 0-2 ounces of cheese; or 0-4 ounces (volume) of cottage cheese; or 0-4 ounces or ½ cup of yogurt; ⁴ or a combination of the above; ⁵ and 0-2 tablespoons vegetable or fruit, or a combination of both. ^{5,6}
Snack	4-6 fluid ounces breast milk ¹ or formula ²	2-4 fluid ounces breast milk ¹ or formula; ² and 0-½ ounce equivalent bread; ^{3,7} or 0-¼ ounce equivalent crackers; ^{3,7} or 0-½ ounce equivalent infant cereal; ^{2,3} or 0-¼ ounce equivalent ready-to-eat breakfast cereal; ^{3,5,7,8} and 0-2 tablespoons vegetable or fruit, or a combination of both. ^{5,6}





Infant Meal Pattern

- ▶ The infant meal pattern is divided into 0-5 months and 6-11 months.
 - ▶ Allows for flexibility to feed at their developmental level.
- ▶ Breastmilk or formula is the required component; solid foods introduced when developmentally ready.
 - ▶ Only offer solid foods after communication with the parent has occurred and they have communicated that they feed them solid foods at home.
- ▶ Iron-fortified infant cereal, vegetables, fruits, and age-appropriate meats.
 - ▶ 1.7 mg per 100 Calories
- ▶ No juice, flavored milk, or grain-based desserts.
- ▶ Infants do **not** receive cow's milk. Only breastmilk or iron-fortified formula is creditable.



Feeding Infants in the Child and Adult Care Food Program



USDA United States Department of Agriculture
Food and Nutrition Service

 For Parents: What Is Your Baby Eating?
Let Us Know!

Today's Date _____ Baby's Name (first and last) _____

Baby's Birth Date _____ Parent's Name (first and last) _____

Is your baby eating solid foods? ☐ Yes ☐ No

What texture(s) of food do you give to your baby?

 ☐ pureed  ☐ mashed  ☐ ground  ☐ finely chopped

Which of these foods does your baby currently eat?

Grains

☐ crackers ☐ iron-fortified infant cereal (check all that apply)
☐ barley cereal ☐ oat cereal
☐ wheat cereal ☐ rice cereal

☐ ready-to-eat cereal (such as whole-grain o-shaped cereal)

☐ pieces of bread/toast ☐ pieces of pita bread ☐ pieces of soft tortilla

Meat and Meat Alternates (Protein Foods and Dairy)

☐ beans ☐ beef ☐ pork ☐ chicken ☐ cottage cheese
☐ eggs ☐ fish ☐ turkey ☐ cheese ☐ yogurt ☐ shellfish

Feeding Solid Foods • Chapter 6 | 63



Child Meal Pattern

Breakfast				
Meal components and food items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ²
Fluid Milk	4 fluid ounces ³	6 fluid ounces ⁴	8 fluid ounces ⁵	8 fluid ounces ⁵
Vegetables, fruits, or portions of both ⁷	¼ cup	½ cup	½ cup	½ cup
Grains ⁸	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent	1 ounce equivalent
Lunch				
Meal components and food items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ²
Fluid Milk	4 fluid ounces ³	6 fluid ounces ⁴	8 fluid ounces ⁵	8 fluid ounces ⁵
Meats/meat alternates ⁷	1 ounce equivalent	1½ ounce equivalents	2 ounce equivalents	2 ounce equivalents
Vegetables ⁸	⅛ cup	¼ cup	½ cup	½ cup
Fruits ⁸	⅛ cup	¼ cup	¼ cup	¼ cup
Grains ⁹	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent	1 ounce equivalent





Child Meal Pattern

Snack				
Meal components and food items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18
Fluid Milk	4 fluid ounces ³	4 fluid ounces ³	8 fluid ounces ⁵	8 fluid ounce
Meats/meat alternates ⁷	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent	1 ounce equivalent
Vegetables ⁸	½ cup	½ cup	¾ cup	¾ cup
Fruits ⁸	½ cup	½ cup	¾ cup	¾ cup
Grains ⁹	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent	1 ounce equivalent





Adult Meal Pattern

Breakfast	Adult Participants
Fluid Milk	8 fluid ounce
Vegetables, fruits, or portions of both	½ cup
Grains	2 ounce equivalents

Lunch	Adult Participants
Fluid Milk	8 fluid ounces
Meats/meat alternates	2 ounce equivalents
Vegetables	½ cup
Fruits	½ cup
Grains	2 ounce equivalents

Snack	Adult Participants
Fluid Milk	8 fluid ounces
Meats/meat alternates	1 ounce equivalent
Vegetables	½ cup
Fruits	½ cup
Grains	1 ounce equivalent





Child and Adult Meal Patterns

- ▶ All meals must have the required components and portion sizes designated by the meal patterns in order to qualify for reimbursement.
- ▶ Meals claimed under CACFP must be eaten on-site at the facility.
- ▶ At least one whole grain-rich item daily. Must meet WGR criteria using the ingredient list or WGR methods.
 - ▶ No grain-based desserts; yogurt must meet sugar limits; cereals must meet sugar limits.
- ▶ Only pasteurized full strength juice may be used to meet the vegetable or fruit requirement at one meal (this includes snack).
- ▶ Milk is optional at dinner. - **Adults Only**



Meal Pattern Updates

Specific Limits

- ▶ Breakfast Cereals: Maximum of 6 grams of added sugars per dry ounce
- ▶ Yogurt: Maximum of 12 grams of added sugars per 6 ounces (equivalent to 2 grams per ounce).

Final Rule: Expanding Fluid Milk Options

	Current Regulations	New Regulations
12-25 months	Unflavored whole milk	Unflavored whole milk
2-5 years	Unflavored low-fat, or fat-free milk	Unflavored whole, reduced-fat, low-fat, or fat-free milk
6-18 years	Unflavored or flavored, low-fat, or fat-free milk	Unflavored or flavored, whole, reduced-fat, low-fat, or fat-free milk
Adults	Unflavored or flavored, low-fat, or fat-free milk	Unflavored or flavored, whole, reduced-fat, low-fat, or fat-free milk



Thoughtful Meal Planning

- ▶ Five key elements that the USDA has highlighted:
 - ▶ Balance
 - ▶ Color
 - ▶ Contrast
 - ▶ Eye Appeal
 - ▶ Variety
- ▶ Helps create meals that are both visually pleasing and inviting.





Meal Service Styles

- ▶ **Pre-plated**
 - ▶ Meals are prepared in advance with the required components and correct portion sizes.
- ▶ **Cafeteria Style**
 - ▶ Participants walk through the service line and are served with the meal patterned meal.
- ▶ **Family Style (modified)**
 - ▶ Food is placed in the center of the table and participants serve themselves the minimum portion sizes.
- ▶ **Offer vs. Serve (OVS) - *Adults Only***
 - ▶ Adults go through a serving line and select the pre-portioned items they want. Items must meet the meal pattern guidelines for portion and components.





Offer vs Serve

Breakfast

- Offer 4 servings
 - 1 serving of milk
 - One serving of fruits/vegetables
 - 2 servings of grains/meat alternative
- Three Items are needed
- Must be different

Lunch

- Offer 6 servings
 - 1 serving of milk
 - 2 servings of fruits/vegetables
 - 2 servings of grains/meat alternative
 - 2 servings of meat/meat alternative
- Three Items are needed
- Must be different



Dinner

- Offer 5 servings
 - 2 servings of fruits/vegetables
 - 2 servings of grains/meat alternatives
 - 1 serving of meat/meat alternatives
- Three Items are needed
- Must be different





Water

- ▶ Water must be made available throughout the day.
- ▶ Water is not reimbursable.
- ▶ Water cannot replace milk.





Meal Modifications

- ▶ 7 CFR 226.20(g)(1)
- ▶ CACFP does allow for modifications to be made for all participants with allergies and disabilities.
- ▶ In order to received reimbursement from CACFP there must be a medical statement on file for the reason a modification was made to the meal, and guidance from a medical professional.



Meal Modifications

Meal Modifications must include:

- ▶ The participant's disability or medical condition requiring a special meal or accommodation
- ▶ Foods to be omitted
- ▶ Suggested substitutions
- ▶ Parents/guardians may supply one or more components of a reimbursable meals for participants with disabilities as long as the center or home provides at least one required component.
- ▶ Parents/guardians may supply one component for a reimbursable meal for participants with non-disability dietary needs.

Arkansas Department of Education Child & Nutrition Program		Child Nutrition Programs (Rev. 8/24) Page 1									
MEDICAL STATEMENT TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS											
1. School/Agency Name	2. Site Name	3. Site Telephone Number									
4. Name of Child or Adult Participant		5. Age or Date of Birth									
6. Name of Parent or Guardian		7. Telephone Number									
8. Check One: ☐ Participant has a disability or a medical condition that requires a special meal and/or accommodation. (Refer to definitions on reverse side of this form.) Schools and agencies participating in federal nutrition programs must comply with requests for special meals and any adaptive equipment. ☐ Participant does not have a disability, but is requesting a special meal or accommodation due to a food intolerance or other medical reason. Food preferences are not an appropriate use of this form. Schools and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests. A licensed physician, physician assistant, or nurse practitioner must complete and sign this form.											
9. The participant's disability or medical condition requiring a special meal or accommodation:											
10. If participant has a disability, provide a brief description of his/her major life activity affected by the disability:											
11. Diet prescription and/or accommodation (please describe in detail to ensure proper implementation-use extra pages as needed):											
12. Indicate food texture for above participant: ☐ Regular ☐ Chopped ☐ Ground ☐ Pureed											
13. Foods to be omitted and substitutions (please list specific foods to be omitted and suggested substitutions. You may attach a sheet with additional information as needed): <table border="1"><thead><tr><th>A. Foods To Be Omitted</th><th>B. Suggested Substitutions</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>				A. Foods To Be Omitted	B. Suggested Substitutions	_____	_____	_____	_____	_____	_____
A. Foods To Be Omitted	B. Suggested Substitutions										
_____	_____										
_____	_____										
_____	_____										
14. Adaptive equipment to be used:											
15. Signature of Recognized Medical Authority*	16. Printed Name	17. Telephone Number	18. Date								

The information on this form should be updated to reflect the current medical and/or nutritional needs of the participant.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9962. Submit your completed form or letter to USDA by mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov. This institution is an equal opportunity provider.

Menus & Production Records

Production Record for the Child and Adult Care Food Program

Site:
 Date:

Number of meals/snacks
 Reimbursable
 Non-Reimbursable

Check Meal Service Type ☐ Breakfast ☐ Lunch ☐ Supper ☐ AM Snack ☐ PM Snack ☐ Evening Snack

Check Age Group ☐ 1-2 ☐ 3-5 ☐ 6-12 ☐ 13-18 ☐ Adult

Menu Items	Recipe Name and Number or Product Name and Code	Planned Portion Size and Number of Servings		Meal Component Contribution					Temperature (F)	Total Servings Prepared	Servings Leftover	Total Servings Selected
		Portion Size	Number of Servings	Meat/Meat Alternate (oz eq)	Grain (oz eq)	Vegetables (cups)	Fruit (cup)	Milk (cup)				



Menu and Production Documentation

- ▶ Required for all CACFP meal services
- ▶ Demonstrates compliance with meal pattern, portion sizes, and creditable foods
- ▶ Must be complete, accurate, and available during reviews
- ▶ Supports claim validation and program integrity



Menu and Production Documentation Requirements

- ▶ Daily menus must list all food components served
 - ▶ Foods must meet USDA crediting guidance
 - ▶ Non-creditable foods may be served but do not meet the meal pattern
 - ▶ CN labels or product formulation statements required for certain items
- ▶ Menus must reflect age-appropriate meal patterns
- ▶ Whole grain-rich requirement must be met once per day
- ▶ Document substitutions for special dietary needs
- ▶ Maintain menus for the full record retention period



Production Records

- ▶ On your production records include:
 - ▶ Specific food served
 - ▶ Amount served per person
 - ▶ Total Amount used
 - ▶ Document how many meals were served
 - ▶ Include the ages that were served
 - ▶ Must have one whole grain per day

CHILD (B/L/PM) DAILY PRODUCTION RECORD – MEAL DOCUMENTATION

Day & Date _____ Facility Name _____

Meal Pattern*	Meal Planning Menu - Serving Size Estimated number	Components Served	Amount of Component Used	Actual Number Served by Age
Breakfast:				
1. Fluid Milk(1)		1. _____	1. _____	1-2 yrs _____
2. V _____		2. _____	2. _____	3-5 yrs _____

Infant Daily Production Record - Meal Documentation

Facility Name _____ Classroom _____ Date _____

Meal Service	Serving Size per Age Group		Components Used	Amounts Used	Number Served by Age Group
Breakfast:	Birth – 5 months	6 – 11 months			
Breast milk (BM) or Iron-Fortified Infant Formula (IFIF) (1)(2)(7)	4 – 6 fluid ounces	6 – 8 fluid ounces	1. _____	1. _____	Birth-5 Mo. _____
Infant Cereal or Meat/Meat Alternate (3)(4)	None	see options below***	2. _____	2. _____	6 – 11 Mo. _____
Vegetable or Fruit or combination of both (8)(9)	None	0 – 2 tablespoons	3. _____	3. _____	
Lunch or Supper:					
Breast milk (BM) or Iron-Fortified Infant Formula (IFIF) (1)(2)(7)	4 – 6 fluid ounces	6 – 8 fluid ounces	1. _____	1. _____	Birth-5 Mo. _____
Infant Cereal or Meat/Meat Alternate (3)(4)	None	see options below***	2. _____	2. _____	6 – 11 Mo. _____
Vegetable or Fruit or combination of both (8)(9)	None	0 – 2 tablespoons	3. _____	3. _____	
Snack (Supplements):					
Breast milk (BM) or Iron-Fortified Infant Formula (IFIF) (1)(2)(7)	4 – 6 fluid ounces	2 – 4 fluid ounces	1. _____	1. _____	Birth-5 Mo. _____
Infant Cereal or Grains/Breads Product (3)(4)(6)(7)(10)	None	see options below(6)(7)(10)	2. _____	2. _____	6 – 11 Mo. _____
Vegetable or Fruit or combination of both (8)(9)	None	0 – 2 tablespoons	3. _____	3. _____	

(1). Breastmilk (BM) or Iron-Fortified Infant (IFIF), or portions of both must be served; however, it is recommended that BM be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of BM per feeding, a serving of less than that minimum amount of BM may be offered, with additional BM offered at a later time if the infant will consume more.

(2). Mother's wishing to breastfeed their infants on-site at the facility may do so and the meals are fully reimbursable. Infants cannot be taken off-site and have the meals claimed.

(3). Beginning **October 1, 2019**, ounce equivalents are to determine the quantity of creditable grains.

(4). Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

(5). A serving of grains must be whole-grain rich, enriched meal, or enriched flour.

(6). Breakfast cereals must contain no more than 6 grams of sugars per dry ounce.

(7). Infant formula and dry infant cereal must be iron-fortified.

(8). A serving of this component is required when the infant is developmentally ready to accept it.

(9). Fruit and vegetable juices must not be served to infants.

(10). Grains/breads options for infants ages 6 - 11 months:

0-1/2 slice bread or 0-4 tablespoons infant cereal

0-2 crackers or 0-4 tablespoons ready-to-eat breakfast cereal

***Eligible meat/meat alternates for infants are as follows:

0-4 tablespoons:
 Infant cereal
 Meat, fish, poultry
 Whole egg
 Cooked, dry beans or peas
 0-2 ounces cheese
 0-4 ounces cottage cheese
 0-8 ounces yogurt
 Or a combination of the above



Infant Daily Sheet

- No Longer Required by the Food and Nutrition Division.
- Follow up with your Arkansas State Licensing Specialist

Infant Daily Sheet - Date: Monday 01/05/2025

Class: Mrs. Clay / Ms. Henry

Name (first & last) Jacob Faith		Name (first & last) Sarah Love	
Age (in months) 9 months	Amount served	Age (in months) 4 months	Amount served
B Enfamil Nutramigen 8 oz served/Consumed 6oz 1/2 oz of IFIC, 2 tbsp of applesauce		B Gerber Good Start Gentle 6 oz/ consumed 6oz	
L Enfamil Nutramigen 8 oz served/ consumed 6oz 1/2 oz of IFIC, 2 tbsp of carrots		L Gerber Good Start Gentle 6oz/ consumed 6 oz	
PM Enfamil Nutramigen 4 oz 2 Saltine crackers		PM Gerber Good Start Gentle 6 oz/ consumed 6oz	
Comments: Jacob was a little fussy today. He did not consumed all of his food		Comments: Sarah had a great day. She ate all her food and laughed a lot during tummy time.	
Name (first & last) Daniel Strong		Name (first & last) Hanah Abram	
Age (in months) 6 months	Amount served	Age (in months) 3 months	Amount served
B Breastmilk 8 oz 1/2 oz of IFIC, 2 tbsp of applesauce		B Gerber Good Start Gentle 6 oz/ consumed 6oz	
L Breastmilk 8 oz 1/2 oz of IFIC, 2 tbsp of carrots		L Gerber Good Start Gentle 6 oz/ consumed 6oz	
PM Breastmilk 4 oz 2 Saltine crackers		PM Gerber Good Start Gentle 6 oz/ consumed 6oz	
Comments: Daniel really enjoyed his crackers. He slept well after an active day of kicking		Comments: Hanah slept majority of the day, but when she was awake she was ready to eat.	

Crediting Documentation

Documentation that verifies a commercial product meets CACFP meal pattern requirements and can be counted toward a reimbursable meal.

Types of Crediting Documentation:

- Child Nutrition Label (CN Label)
- Product Formulation Statement (PFS)
- Standardized Recipes

	CN	XXXXXX	
CN	Three breaded chicken nuggets provide 2.00 oz. equivalent meat/meat alternate and 1.00 oz. equivalent grains for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the FNS, USDA mm/yy).		CN
	CN		

Sample Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/M/A) Products

Child Nutrition Program operators should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative.

Product Name: _____ Code No.: _____

Manufacturer: _____ Case/Pack/Count/Portion/Size: _____

I. Meat/Meat Alternate

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredients per Food Buying Guide (FBG)	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Servings Per Unit	Creditable Amount *
		X		
		X		
		X		
A. Total Creditable M/M/A Amount ¹				

*Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information.

II. Alternate Protein Product (APP)

If the product contains APP, please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, manufacture's name, and code number	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is*	Divide by 18**	Creditable Amount APP***
		X		÷ by 18	
		X		÷ by 18	
		X		÷ by 18	
B. Total Creditable APP Amount ¹					
C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest ¼ oz)					

*Percent of Protein As-Is is provided on the attached APP documentation.

**18 is the percent of protein when fully hydrated.

***Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.

¹Total Creditable Amount must be rounded down to the nearest 0.25oz (1.49 would round down to 1.25 oz meat equivalent). Do not round up. If you are crediting M/M/A and APP, you do not need to round down in box A (Total Creditable M/M/A Amount) until after you have added the Total Creditable APP Amount from box B to box C.

Total weight (per portion) of product as purchased _____

Total creditable amount of product (per portion) _____

(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a _____ ounce serving of the above product (ready for serving) contains _____ ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

Signature _____

Title _____

Printed Name _____

Date _____

Phone Number _____



United States Department of Agriculture

The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

Food and Nutrition Service

CREDITING HANDBOOK FOR THE Child and Adult Care Food Program



▶ **Do not forget to use the Crediting Handbook to see which foods are creditable and which are not!**





Crediting Food

Creditable Foods:

Used to meet the meal pattern for CACFP requirements



Non-Creditable Foods

- ▶ Do not contribute toward meeting meal component requirements (even if served)
- ▶ Here is a link to the Food Buying Guide for Creditable foods



Contracted and Vended Meals



- ▶ Vendor Menus
- ▶ Vendor Invoices
- ▶ Delivery Log
- ▶ Maintain documentation of contract and follow it!



Contracting Vended Meals

- ▶ The contractors/vendors must have a Health Department approved kitchen and food preparation area and must also be approved by the local Fire Department for compliance with fire safety codes and must be free of violations.
- ▶ Sponsors and providers are responsible for making sure contractors are aware of all CACFP requirements.
- ▶ Sponsors must maintain and follow CACFP standards.





Record Keeping for Those Contracted with Public Schools or Approved Food Service Management Company (FSMC)

▶ Daily Attendance Records

- ▶ Attendance requirements are the same for centers that prepare meals on site.

▶ Menu from School/FSMC

- ▶ A monthly menu of all meal types that are purchase must be on file to verify that each meal type delivered contains all required components. It is your responsibility to check for incomplete meals, inadequate portions sized and spoiled food.

▶ Daily meal Count Records

- ▶ For contracted meals.
- ▶ Using the HNU provided meal count form, or your approved form, should record the number of contracted individual meals consumed daily. Meals not consumed cannot be claimed for reimbursements.



Record Keeping for Those Contracted with Public School or an Approved Food Service Management Company (FSMC)

Invoice/Statement of meals purchased

- Requirements that the same as Centers that prepare meals on site. Retain in your packet to complete the monthly food service records

Copy of Reimbursement and disbursement sheet

- At the end of each month, the school or Food Service Management Company (FSMC) must submit a written statement to the Center detailing the number of meals purchased and the associated costs. The statement must include a breakdown of meals purchased by category, including child, adult, and staff meals. Staff meals are not eligible for reimbursement.







Point of Service Meal Counts (POS) and Attendance

- ▶ **POS Meal Counts** are taken at the moment the meal is served to each participant. They verify that each meal claimed was actually served, non-duplicated, and eligible.
- ▶ **Attendance** is the record of who was present at the site that day. Attendance does not equal meal counts and cannot be used as a substitute for POS counts.

Requirements

- ▶ POS Meal Counts must be recorded during meal service, not before or after
- ▶ Attendance must be taken daily
- ▶ Attendance and POS counts must be consistent but will not always match
- ▶ Only eligible participants may be counted for reimbursement
- ▶ Counts must be non-duplicated (one meal per participant per meal service)





Sponsoring Organization Monitoring Criteria

- ▶ Each childcare facility *must* be reviewed at least 3 times within a fiscal year.
 - ▶ No more than 6 months between each review.
- ▶ During the program year, at least 1 unannounced review *must* include a meal observation.
 - ▶ Meal types observed *must* reflect same distribution as meal types claimed.
- ▶ Reviews should be conducted at *different* times of the day and on weekends (if meals are claimed).
- ▶ 1 site reviewed per day.



Sponsoring Organization Criteria for Monitoring

- If noncompliance is determined, an unannounced follow-up review will result, and a corrective action plan must be developed.
- For new sites, within the first 4 weeks of operation the sponsor must complete a monitoring review.
- *Immediately* contact the State or local licensing or health authorities if there is conduct or conditions that pose an imminent threat to the health or safety to children or the public.

Facility Monitoring Form for CACFP Sponsoring Organizations of Centers			
Date: _____		Sponsor: _____	
License Capacity: _____			
Facility/Location: _____			
Representative: _____			
1. Meal Service Observed:			
Breakfast	AM Snack	Lunch	PM Snack
☐	☐	☐	☐
Supper	Late Snack		
☐	☐		
2. Scheduled time of meal service: _____		Actual time of meal service: _____	
3. Menu of meal observed with serving sizes: _____			
4. Did the meal meet USDA requirements for components and quantities? List any deficiencies: _____			Yes ☐ No ☐
5. Production Records are up-to-date and complete for meals prepared on-site? List any deficiencies: _____			NA ☐ Yes ☐ No ☐
6. Contracted meals were delivered complete and timely? List any deficiencies: _____			NA ☐ Yes ☐ No ☐
7. Are attendance records current to date?			Yes ☐ No ☐
8. Forms on file and current?			
a. Enrollment Forms			NA ☐ Yes ☐ No ☐
b. Income Eligibility			NA ☐ Yes ☐ No ☐
c. Obligation to Serve Infants			NA ☐ Yes ☐ No ☐
9. Is the "And Justice for All" poster displayed in a prominent location?			Yes ☐ No ☐
10. Are the WIC flyer, and "Building for the Future" notice posted and/or distributed to parents?			Yes ☐ No ☐
11. Is there any separation by race, color, national origin, sex (including gender identity and sexual orientation), age, or disability observed in the serving area, eating area or seating arrangement?			Yes ☐ No ☐
12. Does the facility have procedures to ensure that Civil Rights complaints are managed in the manner directed by USDA?			Yes ☐ No ☐
13. Does the facility have procedures to ensure that the remedial or corrective action has been or will be taken if non-compliance has occurred?			Yes ☐ No ☐
14. Does the facility have a copy of the Civil Rights Complaint Filing Procedure?			Yes ☐ No ☐
15. Actual current attendance by racial group (as per enrollment/income verification forms on review date):			



State Agency Responsibilities for Reviews

Financial Viability

- Financial Management
- Financial Resources

Administrative Capability

- Staffing and Expertise
- CACFP/ Civil Rights

Program Accountability

- Internal Controls (RAAN)
- Accounting System





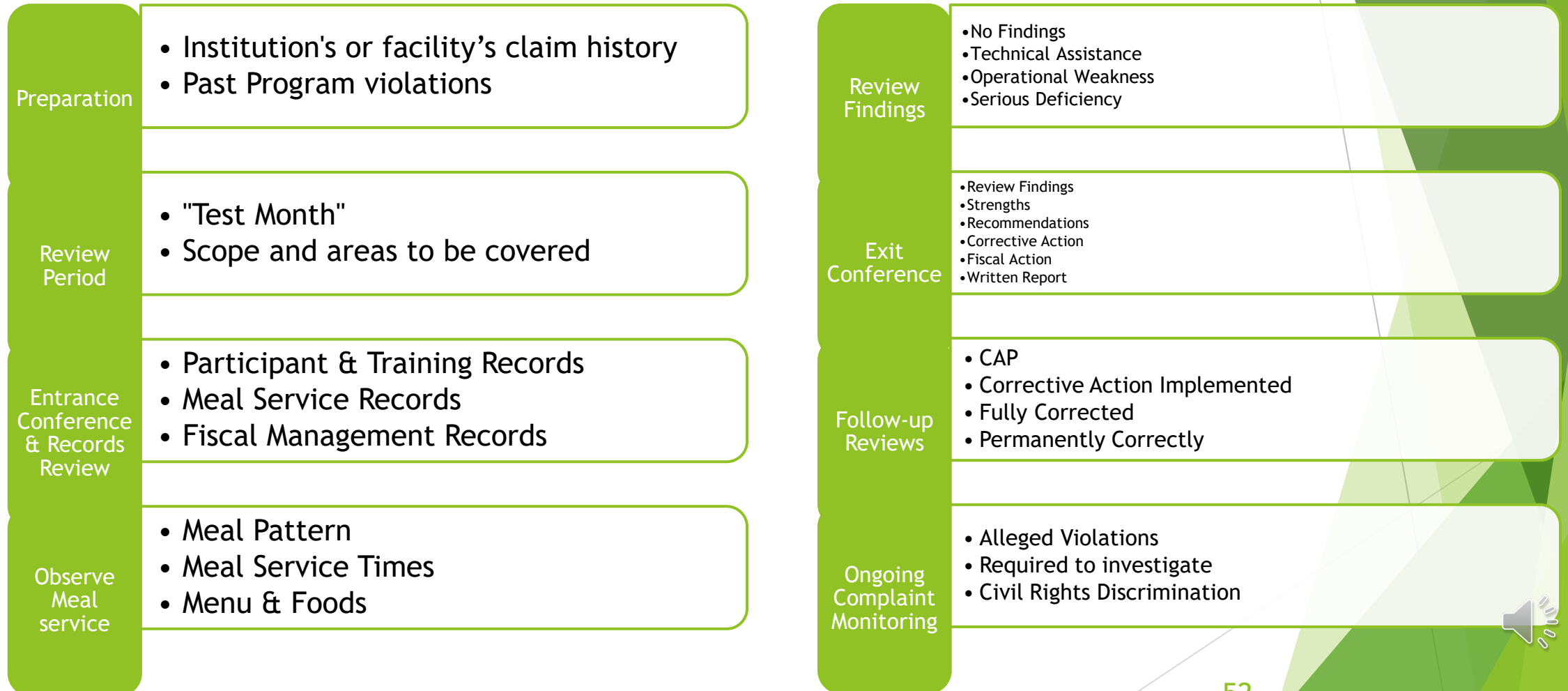
Pre-Approval Visit

- ▶ Required for all new sites, including at-risk.
 - ▶ Sponsors reviewed every 3 years.
- ▶ First monitoring visit within first 4 weeks of operation.
- ▶ All facilities must meet health and safety requirements!





Compliance Review Process



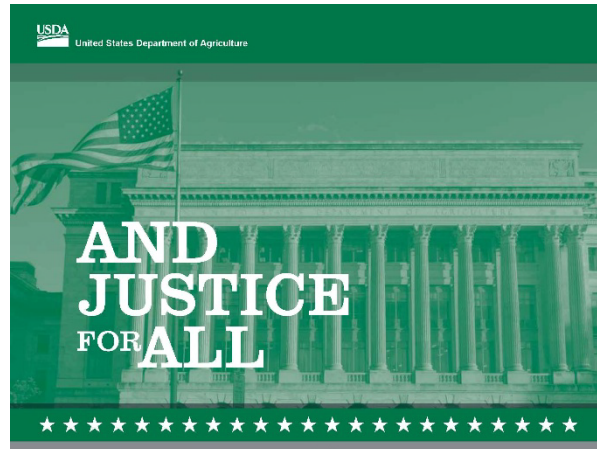
Financial Review Process



- ▶ Financial reviews are completed annually.
- ▶ Financial audit required for organizations receiving \$1 million or more in Federal funds.



Required Postings



In accordance with Federal law and the U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin (including English proficiency), religion, sex, disability, age, marital status, family/genetic status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. (List of prohibited bases apply to all programs)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., braille, large print, audiotape, American Sign Language) should contact the responsible State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY).

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.usda.gov/civilrights/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-6962, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Office of the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture,
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
email:
program.intake@usda.gov

This institution is an equal opportunity provider.

De acuerdo con la ley federal y las regulaciones y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (U.S. Department of Agriculture, USDA), esta institución tiene prohibido discriminar por motivos de raza, color o país de origen (incluyendo dominio limitado del inglés), religión, sexo, discapacidad, edad, estado civil, estado familiar / parental, ingresos provenientes de un programa de asistencia pública, creencias políticas, represalias o venganzas por haber participado anteriormente en actividades relacionadas con los derechos civiles en cualquier programa o actividad llevado a cabo o financiada por el USDA. (En todos los casos de discriminación prohibidos se aplican a todos los programas).

La información del programa puede estar disponible en idiomas distintos al inglés. Las personas con discapacidades que requieren medios alternativos de comunicación para obtener información del programa (p. ej., braille, letra grande, cintas de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o comunicarse con el USDA a través del Servicio de Retransmisión de Telecomunicaciones al 711 (voz y TTY).

Para presentar una queja por discriminación en el programa, el reclamante debe completar el formulario AD-3027, el formulario de queja por discriminación en el programa del USDA, que se puede obtener en línea, en <https://www.usda.gov/civilrights/files/documents/ad-3027.pdf>, desde cualquier oficina del USDA, llamando al (866) 632-6962 o escribiendo una carta dirigida al USDA. La carta debe tener:

el nombre, la dirección, el teléfono del reclamante y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al subsecretario de derechos civiles (ASCR) sobre la naturaleza y la fecha de una supuesta violación de los derechos civiles. El formulario AD-3027 o la carta completada deben enviarse al USDA por:

correo:
U.S. Department of Agriculture,
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o
correo electrónico:
program.intake@usda.gov

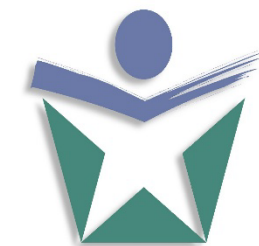
Esta institución ofrece igualdad de oportunidades.

How does CACFP work?

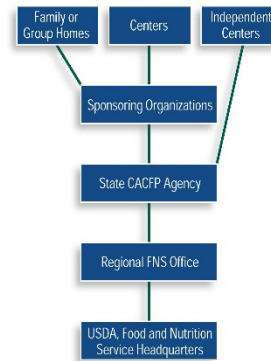
CACFP reimburses participating centers and day care homes for serving nutritious meals. It is administered at the Federal level by the Food and Nutrition Service (FNS), an agency of the U.S. Department of Agriculture (USDA).

The State education or health department administers CACFP in most States. State agencies approve sponsoring organizations and independent centers to operate the program on the local level. The State also monitors the program and provides guidance and assistance to ensure requirements are met.

Sponsoring organizations play a critical role in supporting home day care providers and centers through training, technical assistance, and monitoring. All family or group day care homes must come into the program under a sponsoring organization. Several types of organizations are approved by the States to serve as sponsors—community action groups, nonprofit organizations, and churches.



CACFP Partners



Contacts

If you are interested in participating in CACFP, or have questions about the program, the sponsoring organizations and State agencies can help. Our website has State agency CACFP contact information, or call (703) 305-2620.

www.fns.usda.gov/cnd/contacts/StateDirectory.htm



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Building for the Future



in the Child and Adult Care Food Program (CACFP)

Arkansas Department of Health WIC Program

fact sheet

The purpose of the Arkansas WIC Program (Special Supplemental Nutrition Program for Women, Infants and Children) is to improve the nutrition of eligible pregnant, breastfeeding and postpartum women, infants and young children during periods of critical growth. The Program provides electronic benefit cards (eWIC) for specific foods that participants redeem at local grocery stores, nutrition education and referrals to other services.

Pregnant, breastfeeding and postpartum women, infants and children under age five are eligible for WIC if they:

- **Live in Arkansas.** There is no waiting period to meet the residency requirement.
- **Meet income guidelines.** These guidelines are set at 185% of poverty. Applicants must provide proof of household income. Recipients of Medicaid, ARKids First, TEA and/or SNAP (Food Stamps) may be automatically income eligible for WIC.
- **Are nutritionally eligible.** Conditions such as anemia, certain medical disorders, weight (underweight, overweight, pattern of gain or loss, weight in relation to height, etc.), number and frequency of pregnancies, and inappropriate nutrition practices are some of the factors considered in a nutritional assessment. This assessment is performed by a nurse, nutritionist or physician in the Local (County) Health Unit.

Foods provided to infants include:

- Special food packages for breastfeeding mothers
- **AND/OR**
- Iron-fortified infant formula
- Infant cereals
- Infant foods

For more information:
Call: 1-800-235-0002

Click: <http://signupwic.com/>



WIC is available in every Arkansas county at the Local (County) Health Units.

Foods provided to children and women may include:

- Milk
- Cheese
- Juice
- Iron-fortified cereal
- Dried or canned beans or peas
- Eggs
- Whole grains
- Fruits & vegetables
- Peanut butter
- Canned fish



INCOME GUIDELINES (Arkansas WIC Program, effective July 1, 2025)

Family/Household Size	1	2	3	4	5
Annual Gross Income	\$28,953	\$39,128	\$49,303	\$59,478	\$69,653

(Add \$10,175 per year for each additional family member.)

USDA is an equal opportunity provider, employer, and lender.



USDA/CACFP Records

Daily

- Attendance rosters
- Meal production records
- Meal counts for contracted meals
- All Meal counts must be documented during the meal service time
- Attendance may not be used to count meals

Monthly

- Claims reimbursement
- Receipts and invoices for all expenditures
- Vendor menus for contracted meals

Annually

- Enrollment forms
- Training must be attended annually



USDA/CACFP Records

7 CFR 226.10(d) - Federal law requires for records to be kept for 3 years.

Arkansas state law requires that you keep records for 5 years plus the current year.

- Enrollment forms
- Income eligibility forms
- Attendance rosters
- Obligation to serve infants
- Medical request statements

Participant



- Ledger/Subsidiary Ledger
- Food, operation, administrative cost
- CACFP expenditures
- Bank Statements
- Itemized Receipts for all food costs

Fiscal management



- CACFP
- Agenda sign-in materials
- Civil Rights
- Civil Rights
- Agenda sign-in materials

Training



- Cycle menus
- Production records
- Infants, child, adult
- CN Labels, PFS

Meal Service





Viability, Capability & Accountability (VCA)

A sponsor/institution must demonstrate all 3 VCA components to operate a compliant and sustainable nonprofit food service.

▶ Financial Viability

- ▶ The ability of the organization to sustain themselves without outside assistance. This would show as a positive correlation between earning and spending.

▶ Administrative Capability

- ▶ The ability of organization to run the business.
- ▶ Have the right people in place to produce quality paperwork.

▶ Accountability

- ▶ The ability to record, track and report information, thus maintaining the ability to track mistakes and make changes.
- ▶ Effective internal controls in place.





Financial Viability

A financially viable sponsor/institution has:

- ▶ Adequate financial resources to operate daily and pay employees/suppliers even if CACFP payments are delayed.
- ▶ Ability to withstand fiscal claims without collapsing operations.
- ▶ Documented financial stability through audits, financial statements, bank records, or tax returns.
- ▶ Funding sources outside of program reimbursement (tuition, grants, program income, reimbursements). Donations alone are not sufficient.
- ▶ Written financial management policies showing internal controls and accountability.





Administrative Capability

An administratively capable sponsor/institution has:

- ▶ Qualified & Trained Staff. Personnel who understand CACFP requirements and can carry out daily program operations accurately and consistently.
- ▶ Effective Organizational Structure. Clear roles, responsibilities, and oversight to ensure all CACFP tasks are completed on time.
- ▶ Reliable Internal Controls. Systems that prevent errors, detect issues, and ensure compliance (segregation of duties, review processes, documented procedures).
- ▶ Accurate Recordkeeping Practices. Ability to maintain complete, organized, and timely records such as meal counts, menus, enrollment forms, training documentation, procurement records, and financial documents.
- ▶ Demonstrated Compliance History. A track record of meeting CACFP requirements and successfully implementing corrective actions when needed.
- ▶ Written Administrative Policies & Procedures. Documented processes guiding daily operations, oversight, monitoring, training, and compliance with federal and state requirements.





Accountability

An accountable sponsor/institution has:

- ▶ **Clear Oversight Responsibilities.** Leadership and responsible parties who actively oversee CACFP operations and ensure compliance with federal and state requirements.
- ▶ **Consistent Compliance with Program Requirements.** A history of meeting CACFP regulations, submitting accurate claims, maintaining required documentation, and correcting issues promptly.
- ▶ **Accurate and Truthful Reporting.** Submission of complete, accurate, and honest information in applications, claims, records, and communications with the State agency.
- ▶ **Responsibility for Program Integrity.** Commitment to safeguarding CACFP funds, preventing fraud or misuse, and ensuring all meals, records, and claims reflect actual operations.
- ▶ **Documented Policies for Accountability.** Written procedures that outline responsibilities, internal controls, oversight practices, and steps for addressing errors or noncompliance.





Budget



What is a Budget?

- ▶ **Budget** - A financial roadmap, helping organizations plan, manage, and monitor their revenue and expenses to support successful program operations and long-term sustainability.
- ▶ **Nonprofit Food Service Account** - An account used for the sole purpose of the program being run. All the funds for the program would go there.



Budget Reviews

- ▶ Budgets are reviewed to check for program viability. This ensures that the program will be able to run without a deficit.
- ▶ This also helps ensure that the program will operate with accountability.

▶ RAAN

- ▶ Reasonable
- ▶ Allowable
- ▶ Appropriately documented
- ▶ Necessary



Projecting the CACFP Budget

- ▶ **CACFP Budget**
 - ▶ Will predict the amount of revenue in the nonprofit food service account and show the allowable cost items and the projected expenses of those items.
 - ▶ The application coordinator will then approve or deny the budget.
 - ▶ When the information in the budget is approved it will receive a prior approval.
 - ▶ Specific prior approval must be requested before an expense is approved in the budget.



Frequent CACFP Expenses

▶ Administrative Costs

- ▶ Labor
- ▶ Office supplies (only for CACFP)
- ▶ Facilities (rental, equipment, repairs)
- ▶ Transportation
- ▶ Communications

▶ Operational Costs

- ▶ Food
- ▶ Non-food items (for CACFP)
- ▶ Labor
- ▶ Facilities
- ▶ Transportation



What is an Approved Budget?



- ▶ An institution's approved budget reflects the maximum allowable cost approved by the state agency based on the budget submitted by the organization for review and approval.
- ▶ An approved budget does not guarantee full reimbursement. Rather, it identifies allowable cost categories and establishes reasonable funding levels for those costs. approved budget does not guarantee that there will be full reimbursement, it specifies the areas of costs that may be allowable and gives reasonable levels for those costs.



Funds

All funds must be spent for the sole purpose of the program.

The institution must maintain accounting records that clearly document the proper allocation of costs; between program and non-program components of its food service operation.

Excess funds may also be used for any allowable costs related to other child nutrition programs operated by the institution.

Institutions cannot use excess funds for non-program operations.





Changes & Revisions

- ▶ If an institution finds that the approved budget amounts are insufficient, or if the State agency determines that a budget amendment is necessary, the institution must submit a budget amendment for review and approval.
- ▶ The application coordinator will have to approve the amendment.
- ▶ The application will go from approved to not submitted.
- ▶ It will not be retroactive.
- ▶ There will have to be a justifiable reason to make those changes.
 - ▶ Will need documentation.
 - ▶ Must be submitted and approved before it is put into effect.



Reimbursement

- ▶ USDA no longer offers commodities to the CACFP, when applying to the program the facility will have to select cash payments in lieu of commodities.
- ▶ This allows for:
 - ▶ Streamline Operations
 - ▶ Flexibility in Food Purchasing
 - ▶ Increased Reimbursement Rates for Lunch and Supper



Reimbursement



Reimbursement for meals served in CACFP centers is calculated using the Blended Rate Method of Payment.



You will be reimbursed for the total number of approved meals, by meal type, served to eligible program participants.



The amount received will depend on the number of participants enrolled and their category (free/paid/reduced).



Free and reduced-price meals are reimbursed at the highest rate.



If they are not free or reduced, they will be claimed as paid.





Claims

- 
- ▶ Due by the 10th of each month!
 - ▶ 60 days to file your claims.



Claiming Issues

- ▶ Some reason why your claim may not be approved:
 - ▶ Claiming for a month that is not on your application.
 - ▶ Claiming a meal service that you were not approved for.
 - ▶ Inaccurate number of meals being claimed.
 - ▶ Operating the program outside the dates listed in the application.
 - ▶ Claiming a month that hasn't ended.
 - ▶ Claiming before the application is approved.
 - ▶ Serving more meals than was approved.
- ▶ If you make changes before you are approved, the application status will return to not submitted.



A close-up photograph of a white report card. The top of the card is partially cut off, but the words "Report Card" are visible in a large, black, sans-serif font. Below the title, there is a large, red, circular stamp with the letters "A+" in a bold, red, sans-serif font. The card is resting on a yellow surface, and a red pushpin is visible in the bottom right corner of the card.

Report Card

Serious Deficiency and Corrective Action

- ▶ When a participating institution is determined to be seriously deficient, the State agency issues a Notice of Serious Deficiency to the institution and any responsible principals or individuals.
 - ▶ The notice identifies the deficiencies; outlines required corrective actions and establishes deadlines for compliance.
- ▶ If deficiencies result in disallowed meals or administrative expenses, an overclaim must be established, and financial responsibility may be assigned to both the institution and the responsible individuals.
- ▶ If corrective action is not taken to fully and permanently resolve the serious deficiency within the specified timeframe, the State agency will initiate proposed termination of the institution's participation in the CACFP.



1. Identify the serious deficiency
2. Notice of Serious Deficiency is issued
3. CAP-Corrective Action Plan is received
4. Issue
 - ▶ Notice of Temporary Deferral of the Serious Deficiency
 - ▶ CAP is approved
 - ▶ Notice of Proposed Termination
 - ▶ If CAP is not approved
5. Provide an appeal review of the proposed termination and disqualification
 - ▶ If requested
6. Issues
 - ▶ Notice of Final Termination and Disqualification
 - ▶ Notice of Temporary Deferral

Serious Deficiency Process



- ▶ When a problem is found the sponsor must send a letter to the State agency stating how they will correct the issue.
- ▶ The severity of the issue will determine if it is technical assistance or operational weakness.
 - If the same issue happens again, it will be a serious deficiency(Mandated by the USDA).
- ▶ The State agency will establish a follow-up process to ensure that sponsors implement corrective actions for identified site violations.

Corrective Action



Corrective Action

- It's a plan

- ▶ The Corrective Action Plan should include
 - ▶ Names and DOB of the institution's executive director and chairman.
 - ▶ Address of the institution.
 - ▶ A detailed account of the serious deficiency.
 - ▶ Time frame for correcting the issue.

- ▶ Who?
- ▶ What?
- ▶ When?
- ▶ Where?
- ▶ How?



National Disqualified List (NDL)

Declaration of Seriously Deficient

Temporary Suspension of Funds

Suspension from the CACFP Program

Termination and exclusion from future participation locally and nationally for 7 years or longer.





Appeals

- ▶ A facility may appeal the proposed termination by requesting an administrative review within 15 days of receiving the Notice of Proposed Termination.
- ▶ A hearing is then conducted by the Administrative Review Official. The official must inform the State agency, the institution's Executive Director, the Chairperson of the Board of Directors, and any Responsible Principals and Individuals of the outcome of the administrative review within 60 days of the State agency's receipt of the request for an administrative review.





Reasons to Appeal

Appealable:

- ▶ Denial of application.
- ▶ Termination, suspension, or disqualification of a principal or individual from the program.
- ▶ Denial of all or part of an institutions claim.
- ▶ Denial of a company's request for start-up funds, expansion payments, or advance payments.

Not appealable:

- ▶ Denial based on a late claim.
- ▶ Serious deficiency finding.



Appeal Process

- The Hearing

- ▶ From the date of receiving a Notice of Action, there are 15 calendar days to request a review/hearing
- ▶ The appeals hearing section accept all request for a hearing except for requests out the time frame and requests that are withdrawn



Appeal Process

► What is included:

- The reason for the adverse action.
- Statement saying you can appeal.
- An address to send the appeal.
- The appeal procedures.
- Rights to counsel.
- The rights to request a hearing in writing.
- A notice that there is a 15-day period where written information can be sent and considered by the hearing official.



Appeal Process

Administrative Review

- ▶ The administrative review is the start of the appeals process. Once the request is received a hearing is scheduled and conducted by a delegated officer. When a decision is made everyone is notified of the decision.
- ▶ There can be witnesses.

Judicial Review

- ▶ Appellants who are not satisfied with an administrative hearing decision have the right to pursue judicial review through the Administrative Procedure Act.
- ▶ A petition must be filed in the Circuit Court of the county of residence of the petitioner, or in Pulaski County Circuit Court, within 30 days of the date the administrative hearing decision was received."



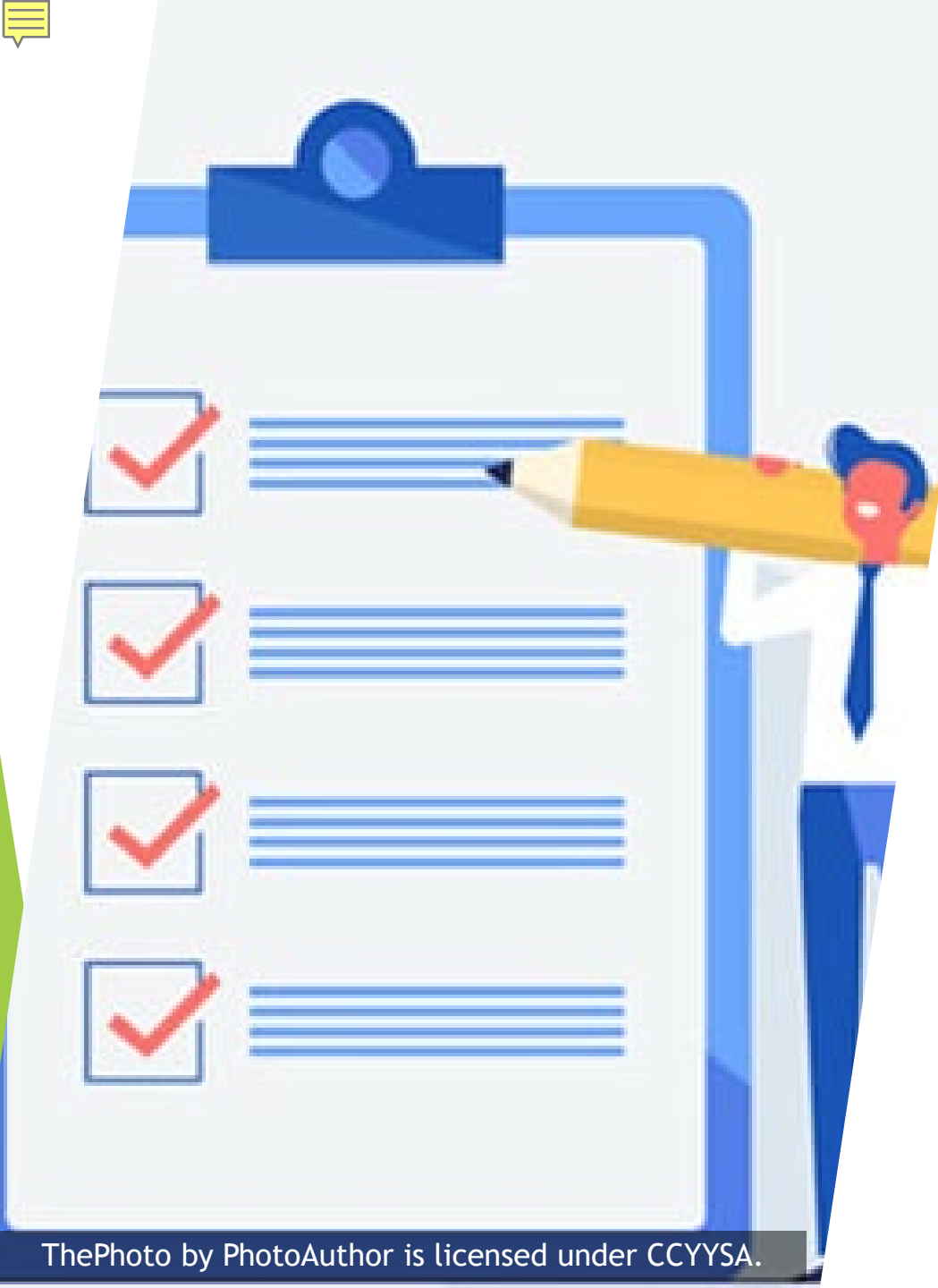
- ▶ If it is deemed that there is a serious health or safety violation, the State agency must immediately suspend the ability of the program to participate.
 - ▶ If the fire detection or prevention system fails.
 - ▶ Poor supervision.
 - ▶ Servicing recipients that exceeds your license limit.
 - ▶ Non-potable water.
- ▶ CFR 226.6(c)(5)
- ▶ Don't forget your inspections!

Public Health or Safety



Compliance





Compliance Reviews

- ▶ **Compliance Review** - The activities of State agencies, CACFP sponsors, and subrecipients are monitored to verify that they comply with Civil Rights requirements and do not discriminate against participants.
- ▶ Food & Nutrition Administration (FNA) reviews the State agencies.
- ▶ State agencies and FNA both review local agencies.
- ▶ Local agencies review subrecipients.
- ▶ If significant findings are found, they must be provided in writing to the recipient of the review, and to the FNA.
- ▶ Each recipient must keep and submit records to include in compliance reports.





Compliance Reviews



- ▶ 3 types of compliance reviews:
 - ▶ Pre-Award Compliance Review
 - ▶ Routine Compliance Review
 - ▶ Special Compliance Review



Resolution of Non-Compliance



- ▶ Noncompliance is identified when a State agency, local agency, or subrecipient fails to follow a Civil Rights law, regulation, policy, or requirement. Once a violation is found, immediate steps must be taken to achieve compliance, and the finding becomes effective when the agency receives notice.





Voluntary Resolution Agreement (VRA)

- ▶ A VRA is an agreement in which an agency or organization voluntarily commits to correcting areas of noncompliance with Civil Rights laws or regulations.
 - ▶ It outlines the actions that will be taken to resolve the identified issues.
 - ▶ This may be between multiple parties, such as the FNS (Food Nutrition Service), the recipient of the finding, and the aggrieved party.
- ▶ FNS Civil Rights Division may choose to close a Civil Rights Compliance Review through a Voluntary Resolution Agreement rather than issuing a formal report with findings.
- ▶ The agreement documents the actions the organization will take to correct any identified concerns.



Common Findings

- ▶ Not enough milk purchased or the documentation does not show enough milk to support what was needed.
- ▶ Not meeting the meal pattern requirements and quantity required for a reimbursable meal.
- ▶ Meal production records are too generic or unspecified.
- ▶ Transactions that are Less-Than-Arms-Lenth. These transactions present a conflict of interest and are not in the best interest of federal and/or the state funded nutrition programs.
- ▶ CACFP funds - not able to “follow the money.”





Common Findings



- ▶ **Documentation/Recordkeeping-** Missing receipts or other required documentation. Receipts for other non-CACFP related items.
- ▶ **Training-** No documentation showing that the staff was trained- should have agendas, sign in sheets, and materials used and/or notes
- ▶ **Monitoring-** Visits not complete within the allotted time or improperly filled or missing
- ▶ **Enrollment or income forms -** Incorrect categorization for free/reduced/paid, incomplete or expired
- ▶ **Inventory records-** Not maintained to support food costs



- 
- ▶ **Food Buying Guide** - This helps you figure out how much food to buy and how it credits. Helps with portion size and preparing menus.
 - ▶ **Crediting Handbook for CACFP** - Helps you determine what foods will credit towards the meal patterns and how.
 - ▶ **USDA Handbooks** - These handbooks that the complex rules and breaks them down. They also have examples check lists and tips.
 - ▶ **FNS Instruction 796-2 Rev 4** - Financial management, helps manage funds from CACFP.
 - ▶ **7 CFR Part 226** - The official rule book that governs the CACFP.



Thank You for Your Time

Arkansas Department of Agriculture

Food and Nutrition Division

If you have any questions, you can call (501)324-9502



Sign-In Link!

