

# CACFP MONTHLY UPDATE



**Maine**

**CACFP**

Child and Adult Care Food Program

Healthy habits that last a lifetime!

**STATE OF MAINE  
CACFP STAFF**

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# !!CACFP Office Note!!

Due to the amount of staff turnover that so many of our programs are experiencing and the amount of time/attention that it takes to maintain our group email contact lists, we will be discontinuing most of our group email contact lists and will start providing all general program information via the CACFP ListServe.

- The CACFP ListServe is self-subscribing and self-unsubscribing, which means that you have the ability to sign up for -and remove yourself from- this email list at any time.
- To sign up for the CACFP ListServe, go to the [Maine Child Nutrition homepage](#) and click on the link to “Join the CACFP Mailing List”.
- To remove yourself from the CACFP ListServe, click on [this link](#) and follow the instructions for unsubscribing.

CACFP staff will still email program-specific questions and information to you directly, such as questions/information related to administrative reviews. For this correspondence, CACFP staff will use the CNP Web system to obtain current staffing and contact information, so please make sure that the information in your agreement is current at all times.

**Thank you!**

**As mentioned a few months ago, due to an audit finding, the claim process in CNPweb had to be updated to include a second person or “user” to act as “claim approver”.**

**Effective Monday, April 15, 2024, each sponsoring agency must assign one of their users as “Claim Approver”.**

**An email was sent out April 9, 2024, to the Sponsor’s designated Authorized Representative, which explains the process in detail, including the names of all users currently attached to the sponsor. The Authorized Representative is the only individual who can assign a “User” to a “User Group”.**

***The timeliness of this update is important, as Sponsors will not be able to submit claims for reimbursement without a User assigned as “Claim Approver” in the system.***

# Child Nutrition Program Integrity Final Rule

FNS published a [final rule on program integrity](#) to ensure that child nutrition programs are properly operated and managed to protect federal funds and taxpayer dollars. The final rule impacts the Child and Adult Care Food Program. The final rule strengthens program integrity by modernizing how state agencies oversee child nutrition programs. This rule is one of many steps that USDA is taking to ensure that federal child nutrition programs can serve the millions of children who depend on them to reach their full potential.

The chart below summarizes the changes affecting CACFP and the date that we need to comply with these changes. Many of these changes have already been implemented and are already in effect. However, there are some new changes that will affect CACFP operators starting in the 2025 program year.

^ CACFP Provision Changes		
Category	Status	Compliance Date
State Agency Review Requirements in CACFP	New Provision	Aug. 23, 2024
State Liability for Payments to Aggrieved Child Care Institutions	New Provision	Aug. 23, 2024
CACFP Audit Funding	Previously Implemented	Sept. 22, 2023
Financial Review of Sponsoring Organizations in CACFP	New Provision	Aug. 23, 2024
Informal Purchase Methods for CACFP	No Substantive Change	Aug. 23, 2024
Elimination of the Annual Application for Institutions	Previously Implemented	Sept. 22, 2023
Timing of Unannounced Reviews	Previously Implemented	Sept. 22, 2023
Standard Agreements Between Sponsoring Organizations and Sponsored Child Care Centers	New Provision	Sept. 22, 2023
Collection and Transmission of Household Income Information	Previously Implemented	Sept. 22, 2023
Calculation of Administrative Funding for Sponsoring Organizations of Day Care Homes	Previously Implemented	Sept. 22, 2023
Carryover of Administrative Funding for Sponsoring Organizations of Day Care Homes	Previously Implemented	Sept. 22, 2023

## **New changes impacting CACFP operators include:**

### **New state agency review requirements:**

- o Review on a 2-year cycle, institutions that conduct activities other than those expressly related to the administration and delivery of CACFP.
- o Review on a 2-year cycle, institutions that had prior reviews that detected serious management problems.
- o Review on a 2-year cycle, institutions that are at risk of serious management problems.

### **New Financial Review of Sponsoring Organizations:**

- o State agencies will be required to annually review at least 1 month of sponsoring organization's bank account activity against other associated records to verify that the financial transactions meet program requirements. In addition, State agencies must annually review sponsoring organizations' actual expenditures of CACFP funds and the amount of meal reimbursement funds retained from unaffiliated centers to support sponsoring organizations' administrative costs.

**We'll cover these new changes in more detail during the Administrative Staff training day (May 22) of this year's 2024 CACFP State Agency Annual Training.**

**We look forward to seeing you then!**

# Upcoming Trainings & Events

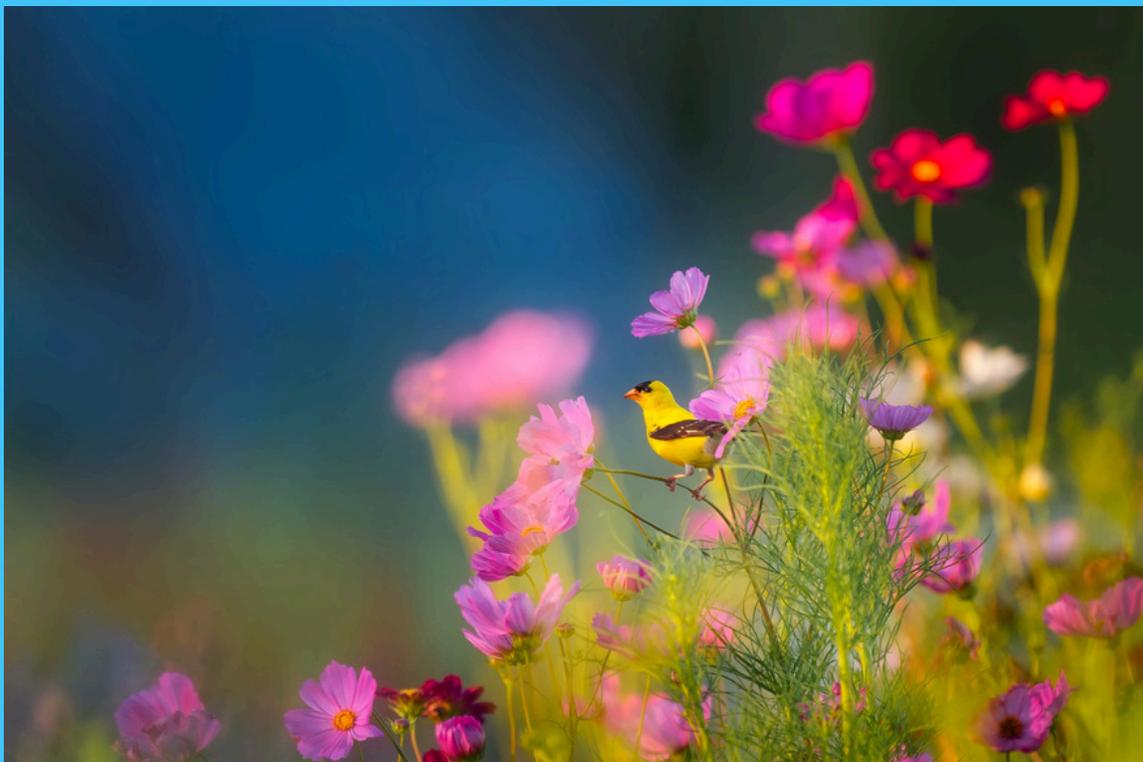
Our virtual CACFP Open Office Hours are a great time to “stop in” with any CACFP-related questions you may have. There are no planned discussion topics, it’s just a chance for you to ask questions in a more relaxed, informal setting.

## *Virtual Open Office Hour Final Date*

*(more will be scheduled during Agreement renewal time)*

- **May 17th: 9 a.m.- 10 a.m.**

**Click [this link](#) to join!**



The State Agency is required to offer Civil Rights training to all CACFP Sponsors/Institutions annually. One staff person from each sponsorship is **required** to participate in the State Agency's Civil Rights Training.

The CACFP Team has created an easy way to complete this Civil Rights requirement!

Click on the underlined links below to access the resources.

**DUE MAY 1ST!!**

**Step 1:** Watch the 30-Minute Civil Rights Webinar

**Step 2:** Complete the 2024 Civil Rights Quiz

The "2024 Civil Rights Quiz" documents your Sponsoring Agency/Institution's successful completion of the Civil Rights Training. Please complete the Civil Rights Training AND quiz no later than **May 1, 2024**.

(There will be no certificate of completion provided due to the quiz software tracking attendance.)

\*Please be aware the State Agency had a Civil Rights audit this past summer, *the training and slides have been updated*. The webinar and presentation slides are also available on the Non-Discriminatory & Civil Rights Information webpage. Please be sure to use this training/presentation when conducting your In-House Training.\*

\*As a reminder, this training/quiz does not replace your institution's annual "In-House" Civil Rights Training requirement.\*

Feel free to use the webinar and presentation slides when conducting your In-House Civil Rights Training, however, be sure to document any "In-House" trainings with a dated sign-in sheet and agenda and keep in your records as you will not have access to the State Agency's quiz results for documentation purposes.

# !2024 CACFP Annual Training!

The schedule for Administrative Staff Day has been updated. We have received a lot of questions from the field in recent months regarding Staff/Child Ratios and Licensing questions and our partners at the Office of Child and Family Services have offered to come and provide some training. Time is limited during training day so we are collecting questions for licensing prior to the date of the training so they can work them into their presentation. If you have questions, please submit them [here](#).

All institutions operating CACFP are **\*\*required\*\*** to send at least one staff person to each training. You can send the same staff person to both trainings -or- you can send a different person to each training. Institutions can also send multiple staff members to each training, if desired. Please see below for the agenda of training topics and the link to register. The fee for the training is \$50/per person/per day. Light morning refreshments and lunch will be provided on Tuesday. Breakfast and lunch will be provided on Wednesday.

**Tuesday, May 21<sup>st</sup>: Food Program Staff Day**

8:30 AM	Registration & Light Refreshments
9:00 AM	Welcome & Ice Breaker Activity
	Food Safety
	15 Minute Break/ Resources Table
	Efficiency in the Kitchen & Standardized Recipes
	Lunch- <i>*provided*</i>
	HOM & Maine Fish Program
	Determining Whole Grain Rich
	Oz. Equivalents
2:45 PM-3:00 PM	Wrap up & Door Prizes

**\*\*Please note: School districts operating CACFP are not required to attend this training (school districts operating CACFP will be required to attend a separate, school-specific annual training. More details will be provided to CACFP-participating school districts.)\*\***

**Wednesday, May 22<sup>nd</sup>: Administrative Staff Day**

8:30AM	Registration & Breakfast
9:00AM	Welcome & Ice Breaker Activity
	CACFP Budget Tool
	15 Minute Break
	Agreement Errors
	Lunch- <i>*provided*</i>
	Integrity Rule
	CNP Web, CACFP Website & CACFP ListServe
	Claiming Changes & Updates
	<b>Child/Staff Ratio's and Licensed Capacity- Office of Child &amp; Family Services</b>
	Table Led Discussions & Report Out
2:45PM-3:00PM	Wrap up

**Deadline is MAY 12th!!**

**Click [here](#) to register for the 2024 CACFP Annual Training!**

For registration questions or issues, please contact Paula Nadeau at [paula.nadeau@maine.gov](mailto:paula.nadeau@maine.gov)

# Maine Fish for Maine Children!

**A partnership with the Maine Coast Fishermen's Association.**

Are you interested in receiving **FREE** local fish this year? The Fishermen Feeding Mainers (FFM) Program seeks to provide direct financial relief to fishermen by helping them supply childcare centers, providers, and schools in need with healthy Maine seafood.

If you would like to be notified when fish is available, please fill out the [Maine Fish in Maine Schools form](#).

**Please note: Fish must be picked up in Portland and is usually short notice!**

## Federal Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

(2) fax:

(833) 256-1665 or (202) 690-7442; or

(3) email:

[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.