

# CACFP MONTHLY UPDATE

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# Meal Service Times Reminder

Please regularly confirm meal service times for your centers and family childcare providers and update that information in CNP Web. CACFP state office staff are required to observe meal services as part of the administrative review process and reviews are planned using the meal service times documented in CNP Web. Inability to observe a meal service as planned during an administrative review will result in the rescheduling of the meal service observation- which can mean adding additional day(s) to your review!

Meal service times can be easily updated in CNP Web at any time. To update meal service times in CNP Web:

- 1) Have a staff person with “sponsor admin” permissions in CNP Web go into the system and click the “+” icon to the right side of the center or provider whose mealtimes you’d like to update.
- 2) Make changes to meal service time information on:
  - Lines 22-27 of the Child Care Center site information sheet
  - Lines 22-27 of the Outside School Hours Care Center site information sheet
  - Lines 21-26 of the Head Start Center site information sheet
  - Lines 28-33 of the At Risk Afterschool Center site information sheet
  - Lines 22-27 of the Adult Center site information sheet
  - Lines 21-26 of the Emergency Shelter site information sheet
  - Lines 19-24 of the Provider application
  - Remember that the time between meal services and the length of a meal service must be ‘reasonable’. We define a ‘reasonable’ amount of time between meals to be at least 2 hours and a ‘reasonable’ amount of time between meals and snacks to be at least 1 ½ hours. The length of a snack service must be at least 15 minutes and the length of a meal service must be at least 30 minutes.
- 3) If you’d like to document additional information regarding a center meal service (e.g. you’d like to let us know that it’s only served occasionally), please type that information into the General Comments box at the bottom of the site information sheet.
- 4) Check all boxes under the Certification section/Certification and Signature section of the site information sheet/application.
- 5) Click on the ‘save’ button at the bottom of the form to submit the changes to the state for approval.

# CACFP Memos

All Child Nutrition Program Memos are posted here:

<https://www.maine.gov/doe/schools/nutrition/laws/policymemos>

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## Reminder for All Programs UEI Numbers

The UEI number, which replaced the DUNS number, is a unique identifier used by the federal government to track and identify entities that receive federal awards, like CACFP reimbursement money. Having an active, registered UEI number is now a requirement to receive CACFP reimbursement payments. **Please be aware that organizations must renew their UEI number registration annually!**

Simply obtaining a UEI number does not meet our requirements. Your UEI number must also be **active** and **registered, and it must be re-registered every year**. Having an active, registered UEI number is required to continue to receive CACFP reimbursement payments.

For more information about UEI numbers, as well as assistance with UEI number issues/problems, please visit the SAM.gov Help page: <https://sam.gov/content/help>

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## Maine CACFP Sponsor Association

Are you interested in starting or joining a Maine CACFP Sponsors Association?? If yes, please complete this form: <https://forms.cloud.microsoft/g/p3RN7Ut6Jh>

This information will be shared with the group that met during the table discussion session on establishing an association.

# CACFP Bills Being Introduced in Congress

## For Informational Purposes Only

### **The Early Childhood Nutrition Improvement Act (H.R. 2818 and S. 1447)**

This bill is being introduced in the House by Representative Bonamici (D-OR) and Representative Makenzie (R-PA), and in the Senate by Senator Blumenthal (D-PCT). The bill calls for:

- Adding another meal service to be reimbursed in CACFP when this 3rd meal is offered 8 hours after the first meal service of the program day
  - Changing the payment policy so that family child care programs in CACFP are reimbursed based on "food away from home," measure of the Consumer Price Index, the same way child care centers' rates are calculated
  - Reducing paperwork by simplifying eligibility reporting for for-profit child care centers
  - Calling on the Secretary of USDA to review the CACFP Serious Deficiency process
  - Establishing an Advisory Committee on CACFP paperwork.
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### **The Child Care Nutrition Enhancement Act (H.R. 2859 and S. 1420)**

This bill is being introduced in the House by Representative Landsman (D-OH) and in the Senate by Senator Blumenthal (D-CT). The bill calls for:

- Providing a 10 cent increase for all eligible meals and snacks in all CACFP-participating Head Start programs, child care centers, family child care programs, at-risk after school programs, and adult care programs
- Eliminating the harmful two-tier system for family child care in CACFP
- Allowing family child care providers in CACFP to be reimbursed for meals provided to their own children when also providing them for CACFP-eligible children



# Annual Training Q & A

**I heard news that Maine's funding for local food for students has been cut. How will this impact CACFP?**

On Friday, March 7th, Maine Department of Education Child Nutrition received a termination notice for Maine's Local Food for Schools and Childcare (LFSCC) Cooperative Agreement from USDA Agricultural Marketing Service (AMS). According to the notice AMS has determined this agreement no longer effectuates agency priorities and that termination of the award is appropriate.

In October 2024, USDA AMS announced funding for their Local Food for Schools and Child Care Cooperative Agreement (LFSCC). Maine was to be allocated a combined \$2,782,434 in funding (\$2,245,556 for NSLP and \$536,878 for CACFP).

The program was to provide funding for schools and childcare institutions participating in NSLP and CACFP to purchase local foods from Maine producers, targeting historically underserved producers.

Rest assured, our department continues to support and provide Farm & Sea to School resources for CACFP providers across the state.

For information and resources, please visit:

<https://www.maine.gov/doe/schools/nutrition/programs/harvestofthemoth>

**Will slideshow presentations be available after the Annual Training?**

Presentations for the 2025 Annual Training are available here:

<https://www.maine.gov/doe/schools/nutrition/cacfp/resources>

**Can condiments like syrup with pancakes or jelly for peanut butter and jelly sandwiches be coded to CACFP food even though it's not best practice to serve it?**

Food items used in CACFP reimbursable meals (e.g., creditable foods, condiments, spices, and ingredients used in recipes) are allowable food costs with supporting documentation. Condiments may help round out the meal and improve acceptability.

**Do volunteers have to complete Civil Rights Training?**

If the volunteers have CACFP duties, then yes. Training is required so that individuals involved in all levels of administration of programs that receive federal financial assistance understand federal laws, regulations, instructions, policies, and other guidance.

**We use Child Plus (data management software). When I run a report for attendance, we have children counted in total attendance who did not have meals. According to a memo, I subtract them from attendance?**

Correct.

Total Monthly Attendance- The number of unique participants who attended during the day, are enrolled in CACFP, and ate at least one reimbursable meal or snack. Then, add the daily totals together to calculate Total Monthly Attendance.

**If the child had meals but the point of service was missed (consequently, we won't claim those meals), do we still subtract that child from the attendance number if they did have meals?**

Yes, as they did not receive a reimbursable meal. See Total Monthly Attendance definition above.

**We have two full-time pre-k students enrolled in our childcare program. In the afternoon, they join our pre-k students in our At-Risk After-School Program. We currently keep track of their afternoon meals as childcare meals. We are wondering if they could be recorded as At-Risk After-School meals instead. This would help admin work and reimbursement, as childcare reimbursement is a pm snack, while the meal provided for the At-Risk program is supper.**

If the two full-time pre-k students are enrolled in the childcare program, they must be claimed under that program. A child cannot be “enrolled” in two CACFP programs simultaneously.

**Would Paula Bennett share her spreadsheet for meal counts and attendance?**

Paula permitted us to share her email address, [pjschildcare@gmail.com](mailto:pjschildcare@gmail.com), for spreadsheet requests.

Our office also has a “Monthly Meal Count, Attendance, FRP Roster Workbook” available under the “Financial” section of the website:

<https://www.maine.gov/doe/schools/nutrition/cacfp/resources/applicanttraining>

## **How do cells in Excel spreadsheets get locked to protect formulas? (Like in Paula Bennett's spreadsheet?)**

Here is a link to a great instructional video: [https://youtu.be/8ibe27Zuf0A?si=ThvRjzI\\_MrIhA5OP](https://youtu.be/8ibe27Zuf0A?si=ThvRjzI_MrIhA5OP)

## **What will happen if funding is frozen, and when will we find out?**

Late on Friday, April 11, a federal judge awarded the Maine Department of Education (DOE) a temporary restraining order (TRO) in response to the complaint that Maine Attorney General Aaron Frey filed last week about the freezing of U.S. Department of Agriculture (USDA) funds. As of Monday, April 14, the Maine DOE Child Nutrition team can confirm that it has access to the National School Lunch Program and the Child and Adult Care Food Program accounts.

The TRO has been extended through May 9. In the meantime, the Office of the Maine Attorney General is pursuing the next steps necessary to secure these funds. The Maine DOE remains committed to sharing updates and guidance with you, as frequently and regularly as this dynamic situation allows.

**For the monitoring visit that includes a meal service at a site that has five classrooms, do we have to observe a full meal service in each room as part of the monitoring visit? Or is it monitoring a meal in its entirety where you can boost multiple classrooms on the single visit? For example, the beginning of the meal in one room and end in another, and so on.**

No, you are not required to observe the full meal service in each classroom during the monitoring visit; however, you must verify the facility's compliance with all required review elements.

# Monitoring in the CACFP

Sponsors of multiple center sites and sponsors of family childcare providers must monitor each facility in their sponsorship three times per year according to CACFP regulations. These regulations include:

- At least two of the three monitoring visits must be unannounced.
- At least one unannounced visit must include observation of a meal service.
- At least one monitoring visit must be made during each new facility's first four weeks of Program operations.
- The amount of time between reviews may not exceed six months.
- The timing of unannounced reviews must be varied to ensure they are unpredictable to the facility.
- All meal types (breakfast, lunch, supper, snacks, weekend, evening, holidays) must be observed.

Regulations do not specify how long a meal service observation should last, nor do they specify if you must observe the entire meal service in every classroom.

However, when it comes to monitoring, regulations do specify that a sponsor must have sufficient monitoring staff to:

- Employ the equivalent of one full-time staff person for each 50-to-150-day care homes it sponsors. [7 CFR 226.16(b)(1)]
- Employ the equivalent of one full-time staff person for each 25 to 150 centers it sponsors. [7 CFR 226.16(b)(1)]

- Meet the following requirements [7 CFR 226.16(d)(1)- 7 CFR 226.16(d)(7)] :
  - Conduct pre-approval visits for new sites prior to their operating CACFP
  - Provide training to sponsored facility key staff prior to the beginning of program operation
  - Provide annual training to sponsored facility key staff
  - Conduct monitoring visits at sponsored facilities as required above to:
    - Review compliance with meal pattern requirements for all ages/meals served (creditable/non-creditable foods; serving sizes; daily wgr requirement; family style vs unitized meal service requirements; food substitutes; ounce equivalent serving sizes; % milk for each age group; etc.)
    - Review compliance with safe food handling practices
    - Review compliance with licensing/alternate approval requirements
    - Review compliance with all training requirements
    - Review compliance with meal count and attendance requirements
    - Review compliance with menu and meal record requirements (dated menu? meal matches menu? Keeping labels and/or recipes for grains served? Labels or recipes for mixed component dishes? Doctor or parent notes for food substitutes?)
    - Review compliance with enrollment form requirements (if applicable)
    - Complete 5-Day Reconciliation
    - Implement the sponsor's Household Contact Policy if/when applicable
    - Inform facility of any issues/deficiencies if applicable
    - Implement and assess effectiveness of corrective action if applicable



# Join the Child Nutrition Team

The State of Maine is hiring a CACFP Nutrition  
Consultant- Education Specialist III

Check out details here

<https://mainebhr.hire.trakstar.com/jobs/fk0pln7/>

**Job Class Code: 3060**

**Grade: 26**

**Salary: \$56,264.00 - \$83,761.60/Annually**

**Position Number: 014001156**

## **Purpose:**

The Child Nutrition Department is looking for a new member of our Child and Adult Care Food Program (CACFP) team. We are a dynamic group of professionals who work to implement the USDA Child Nutrition programs. Staff work to approve operations, distribute funds, provide training and technical assistance, provide outreach and form partnerships, and monitor and ensure compliance with state and federal regulations and guidance. This team member can work hybrid but must be able to travel for site audits.

The primary purpose of this position is to provide outreach and administer trainings in a variety of formats to recruit new program participants; interpreting federal Child Nutrition regulations and waivers from the USDA as well as administering and explaining these regulations to program operators; providing new applicants with personalized technical assistance regarding completing CACFP contracts; evaluating, processing and approving new contracts and annual contract renewals between CACFP applicants and the state agency to ensure they demonstrate that they are operating in conformance with the CACFP performance standards - Viability, Capability and Accountability (VCA) outlined in federal regulation 7CFR 226.6(b)(1); performing in-depth, institution-wide financial audits to ensure that applicants meet federal CACFP financial viability requirements, reviewing in-house institutional policies and procedures to ensure compliance with federal CACFP requirements for administrative capability; planning, developing and administering technical assistance and trainings to CACFP program operators to ensure that federal and state regulations regarding CACFP program operations are followed; approving and monitoring applications for CACFP start-up and expansion funds; applying for and managing CACFP grant funding; reimbursement for accuracy and remitting reimbursement payments within federally established timeframes when needed, and connection school nutrition programs with the CACFP.



### **TRAINER SUCCESS**

by taking this course, you are going to experience CORE trainer success. Whether you are with a State agency or a sponsoring organization, this course is designed to provide you with the tools to deliver the CORE training and other CACFP trainings to your sponsoring organizations, staff and a sponsored facilities.

### **CORRECTIVE ACTION**

In this course, participants will learn about the purpose of corrective action and why corrective actions are necessary. Participants will learn how to analyze the root cause of noncompliance and explain the relationship between corrective action and a corrective action plan (CAP). In addition, this course will cover the components of a CAP and how to evaluate the effectiveness of a CAP.

# Upcoming Trainings

**Free Webinar**

**An Egg-cellent Adventure:  
Eggs in the CACFP**

**Tuesday, June 3  
2:00 pm - 2:30 pm Eastern**

NATIONAL CACFP ASSOCIATION



**An Egg-cellent Adventure: Eggs in the CACFP**

**Tuesday, June 3 | 2:00 pm - 2:30 pm Eastern**

Get ready to shell-ebrate this #CACFPcreditable favorite! We'll crack open creative ways to serve eggs in your CACFP menus, highlight our CACFP Creditable Spotlight Resource and share tips on how to include eggs in your menu planning. Whether scrambled, boiled or baked into something delicious, eggs are a powerhouse ingredient! Let's explore all the ways to make them work for you.

1. Discover new and creative ways to incorporate eggs into your CACFP meals while meeting meal pattern requirements.
2. Learn how to choose the right egg for crediting, cooking, and substituting when needed.

*Presented By: Isabel Ramos-Lebron, MS, RDN, LD, Senior Nutrition Education Specialist, National CACFP Association*

To Register: <https://info.cacfp.org/ap/Events/Register/v5FjQNdcKCm>



**Self-Care Spotlight:  
Nurturing Your  
Well-Being Beyond  
Your Profession**

**May 20, 2025  
2:00 PM (CST)**

INSTITUTE OF  
child nutrition  
RESOURCES • TRAINING • RESEARCH

Registration coming soon!

<https://ilearn.theicn.org/pages/59/webinars-dashboard>

## Recorded Webinars on Added Sugars

[Choose Breakfast Cereals That Are Lower In Added Sugars in the CACFP](#) November 21, 2024

[Choose Yogurt That is Lower in Added Sugars in the CACFP](#) September 19, 2024

# CACFP Recipe of the Month



## Chicken or Turkey Taco

USDA Recipe for Child Care Center

**Age Group:** Ages 6-18

**Serving Size:** 25-50

Our Chicken or Turkey Tacos combine diced chicken or turkey with corn, brown rice, and spices. They are served in a corn taco shell topped with lettuce, tomato, and cheese.

### CACFP CREDITING INFORMATION

2 tacos provide 2 oz equivalent meat,  $\frac{3}{8}$  cup vegetable, and 2 oz equivalent grains.

<https://theicn.org/cnrb/recipes-for-centers-main-dishes/chicken-or-turkey-taco-usda-recipe-for-cacfp/>





## Feeling **OVERWHELMED?**

**We are here for you!**

Explore our free and confidential services.

*Brought to you by a partnership through the  
State of Maine and Northern Light Healthy Life EAP*



### **Individual Work/Life Coaching**

Access 1:1 confidential coaching with a licensed mental health counselor to assist with stress and to explore coping skills, wellness options and resilience strategies. Up to six 50-minute sessions, conducted via Zoom or telephone.



### **Wellness Workshops and Trainings**

Join one of the many workshops offered weekly on a range of topics, from Sustaining Compassion to Professional Boundaries.

Visit our website for more information or to join one of our statewide virtual trainings.



### **Facilitated Group Discussion**

Gather your work team together for a discussion about how group members are coping with stressors and what support they need from each other. A professional consultant facilitates discussion and psycho-education around stress management.

**CLICK HERE TO  
LEARN MORE**



**1.800.769.9819**

Or email us at:

[strengthenME@northernlight.org](mailto:strengthenME@northernlight.org)

# StrengthenME

## Scope of Services

### Free Services for all Healthcare and Frontline Workers

#### Leader Trainings\*\*

- Leading Through Change
- Managing Remotely
- Motivation and Coaching
- Managing Difficult Conversations
- Accountability in the Workplace\*
- Managing Workplace Conflict\*
- Professional Boundaries\*
- Moral Injury and Moral Courage\*
- The Impact of Attitude\*
- Managing your Time and Tasks\*

#### Facilitated Group Discussion

Gather your work team together for a discussion about how group members are coping with stressors and what support they need from each other. A professional consultant will facilitate the discussion, creating space for both an open dialogue and for psycho-education about stress management and sustainable wellness strategies. Sessions typically last 50 minutes and are accessible via Zoom.

#### 30 minute Wellness Workshops

30 minutes of guided relaxation and education including:

- Letting Go of What We Can't Control
- Staying Grounded
- Boundary Setting and Saying No
- Practicing Cognitive Flexibility
- Difficult Conversations
- Quieting the Mind
- and many more!

#### Confidential 1:1 Support

Individual 1:1 support is to provide confidential and timely supportive services to assist with stress and to explore wellness options and resiliency. Up to six 50 minute sessions per individual, conducted via telehealth.

#### Other Services:

**Leadership Consultations:** Unusual and/or difficult situations come up that are challenging from a leader's perspective. We are available to consult about these situations and offer guidance and best practices around how to handle them.

**Critical Incident Responses:** A critical incident is an event or situation that causes strong reactions and can result in trauma for some people if they do not have the support and resources to help them cope. With the heightened stress of the pandemic, it is crucial to provide stress debriefings to staff when a critical incident occurs in the workplace.

**All Services are currently funded through June 2025.**

#### Trainings for All Staff

- Re-calibrating in the Face of Today's Realities
- Respectful Workplace
- Stress Management
- De-Escalation Techniques
- Sustaining Compassion
- Meaning Making
- Work-Life Rhythm
- Moral Injury and Moral Courage
- Navigating Uncomfortable Conversations



**Northern Light**  
Healthy Life EAP

To see the schedule of upcoming trainings, workshops, and facilitated groups offered statewide, please visit: <https://healthylifeeap.com/Solutions/Strengthen-ME>  
Services can be customized to meet the needs of your team. To discuss options please call 1-800-769-9819 or send an email to [strengthenme@northernlight.org](mailto:strengthenme@northernlight.org)

**\*\*All Trainings are 1 hour and Leader Trainings indicated with an asterisk\* are also available in a format for All Staff**