

CACFP MONTHLY UPDATE

In this issue of the CACFP Monthly Update

You can scroll through or click on a title below and you will be taken to that page.

Welcome to this month's edition of the CACFP Monthly Update! The Monthly Update is your one stop to stay informed about all the updates, changes and exciting things happening in the Child and Adult Care Food Program.

!CACFP Annual Training!

CACFP Week

Common Review Findings

Public Comment

Healthy Choices on a Budget
Training

ServSafe Class/Exam

National CACFP Webinar

Harvest of the Month Recipe
of the Month Happy Spring

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CACFP Annual Training

April 15, 2025

Registration 7:30am - 8:30am

Training begins at 8:30

Registration is currently open to ONE person per Sponsor

Join us for the Mandatory CACFP Annual Training—a comprehensive event designed to equip both food service professionals and administrators with the latest knowledge, skills, and best practices to enhance your Child and Adult Care Food Program. This year's training will feature a variety of general session topics that address key issues affecting the CACFP community, as well as specialized training tracks tailored to your role.

General Sessions will cover important updates, program regulations, and strategies to ensure successful participation in CACFP.

- Food Service Sessions: Focus on meal planning and nutrition guidelines, these sessions are designed for food service staff looking to elevate the quality of their meal service.
- Administration Sessions: Tailored for administrators and program managers, these sessions will cover financial tools, budgets, and audit requirements.

****The first administration session is required for Sponsors of Centers/Unaffiliated enters.****

Whether you're looking to deepen your expertise in food service or strengthen your administrative skills, this required training offers valuable insights and practical tools for everyone involved in the CACFP. Don't miss this opportunity to connect, learn, and grow with other professionals in the field!

Registration ends April 4, 2025.

The registration link is above in the title of the training.

National CACFP Week

March 16-22, 2025!

National CACFP Week is an annual campaign sponsored by the [National CACFP Sponsors Association](#) designed to raise awareness about the CACFP program and its contribution to combating hunger. In June 2024, CACFP served 3.3 million meals and snacks to children each day.

The theme of CACFP Week in 2025 is **Trying New Foods!**

You can participate by helping spread the word about the CACFP- visit the National CACFP Sponsors Association's [Campaign page](#) to download free resources!



Send us pictures of your CACFP Week celebrations and we will post them in the next Monthly Update!!

Common Review Findings

As CACFP Nutrition Consultants have been completing administrative reviews, there are a few items that are being noted as findings on a more frequent basis, including:

Documenting Nonprofit Food Service

Some institutions are not maintaining adequate documentation of CACFP expenses to show they are operating a nonprofit food service (NPFS). Sponsors must maintain a NPFS meaning that all operations, “conducted by the institution are principally for the benefit of enrolled participants, from which CACFP reimbursement funds are used solely for the operation or improvement of that [operation].” (FNS 796-2, Rev 4) NPFS must be documented by the sponsor showing that all CACFP income is spent on Program expenses. For FDCH sponsors, this includes administrative expenses.

Acceptable documentation to support NPFS includes itemized receipts, invoices, time & attendance reports and payroll records (only needed for positions that have any of their labor costs paid for with CACFP funds and are identified in the institution’s approved CACFP budget), and bank statements. CACFP income and expenses must be tracked separately from the institution’s other non-CACFP income and expenses.

When CACFP Nutrition Consultants conduct administrative reviews, they look at review documentation to help determine if an agency is maintaining a NPFS, as well as if the agency is financially viable. When determining NPFS, Reviewers look at the amount of CACFP reimbursement received by the Sponsor during the review month. Reviewers then deduct documented CACFP food and nonfood supply expenses to see if the full amount of CACFP reimbursement was spent on food and nonfood. If the amount of documented food and nonfood supply expenses equal or exceed the reimbursement amount for the review month, Reviewers are satisfied that NPFS is being achieved. If food and nonfood supply expenses are less than the amount of CACFP reimbursement, Reviewers look at timecards and payroll records to determine the amount of costs for CACFP labor for the review period. The amount of documented payroll expenses for CACFP duties are then deducted from the month of review CACFP reimbursement amount to determine if NPFS is being achieved.

Here are some helpful tips that will help ensure you are meeting the NPFS documentation requirement:

Purchase receipts- make sure that your receipts for food and nonfood supplies clearly identify which items are not for CACFP, which items are CACFP food, and which items are CACFP nonfood. Make sure the receipts are complete and legible, including showing the cost for each food item and the date of purchase and the store/company from which the purchase was made. Items that cannot be determined as allowable food or nonfood supply expenses will not be included when totaling food and nonfood supply expenses for the review period.

Document time worked in CACFP on a daily basis-Agencies must indicate if they plan to spend CACFP dollars on food service/operations labor and/or administrative labor in their annual CACFP budgets, and which positions will have their costs paid in full or part with CACFP dollars. For any position that an agency plans to pay for all or part of their labor with CACFP dollars, the individuals in those positions must track/document the amount of time they work on CACFP duties. Time worked on food service tasks and administrative tasks are tracked separately. Time worked on CACFP duties can be tracked through an agency's payroll system (if the system has this type of capacity), or personnel can track their time worked on a calendar or in a spreadsheet (consider using a simple monthly Word calendar). For example, print a Word calendar for the month. The employee writes their name and position on the top of the calendar and then the amount of time they work in CACFP each day. Example- A childcare director may have both food service and administrative duties. So, if they worked 2 hours on food service (helping prepare and serve meals) and .5 hours in administrative duties (helped prepare a monthly CACFP claim), they would simply write, Food Service- 2 hours and Admin.- .5 hours on the applicable date on the calendar. File time worked calendars in your monthly CACFP expense file, so they are easily accessible when needed.

Use the CACFP Financial Tracking Workbook (or a similar financial tracking tool) to record CACFP income and expenses each month. The tool is available under the Financial section of the CACFP Forms page found here- [CACFP Forms | Department of Education](#) The workbook will create quarterly totals and helps document NPFS.

Public Comment

FNS seeks public comments on [Request for Information: Grain-Based Desserts and High-Protein Yogurt Crediting in Child Nutrition Programs](#), published December 26, 2024. The request for information was issued to obtain input to help inform future policymaking, guidance, and technical assistance related to grain-based desserts and high-protein yogurt crediting in Child Nutrition Programs (CNP). The public is invited to submit comments to www.regulations.gov through March 26, 2025.

FNS hosted an informational Webinar for State Agencies, Local Operators, and the Public on January 28 on the Zoom platform. We invite you to view the [webinar recording](#) and [PDF of slides](#).

Additional Resources:

- More information about the request for information can be found on the FNS website: <https://www.fns.usda.gov/cn/fr-122624>

Comments can be submitted through the Federal eRulemaking Portal: Go to [Request for Information: Grain-Based Desserts and High-Protein Yogurt Crediting in Child Nutrition Programs](#) and follow the online instructions for submitting comments. For more information on submitting comments, please see Tips for Submitting Effective Comments here: [Tips-For-Submitting-Effective-Comments.pdf](#). (Please note this is a Federal Register resource and not an FNS resource.)



Healthy Choices on a Budget

Ten Ways to Save You Even More Money

There is a huge misconception that eating healthy costs a lot more than the everyday average meal, especially if you have a small group to feed. You may have heard of some ways to help cut the grocery bill. Many of them are pretty common such as looking for coupons, meal planning, and making grocery lists. While those certainly help, we want to dig a little deeper and share ten ways to help you save even more change for your purse.

1 Share Ingredients First and foremost, meal planning is key. When planning your meals, share ingredients. For example, you make black bean and spinach tostadas on Monday; chances are you won't use all your spinach. Don't let it go to waste. Use the remaining spinach on Tuesday for spinach and strawberry salad. Wednesday's menu calls for strawberry pancakes. You get the idea.

2 Adapt to Sales Don't throw away the junk mail just yet. Check and see what's on sale before menu planning. If there's a great sale on whole grain pasta and canned tuna, make tuna noodle casserole for lunch that week. Plan ahead and if something you use often is on sale, like green beans, buy ahead of time to store or freeze until you need it.

3 Shop Specialty Stores Discount stores are perfect for saving money if you're creative with your meals and plan your menus with what they have available. Or shop online! Online grocers can be a source for savings and convenience. Also, grocers specializing in ethnic foods often times have hard-to-find ingredients at great prices.

4 Visit the Farmer's Market right before they close. Growers don't want to take produce back with them. They tend to give the best deals right before they call it a day. It saves them money too because produce gets wasted if it doesn't sell. You can't get any healthier than fresh produce.

5 Buy in Bulk Shop in the bulk bin section of your grocery store. Get your noodles, rice, quinoa, flour and other dry ingredients. Buying by the pound saves you some serious dough.

Bonus Buy your meat in bulk. Wholesale stores have great prices by the pound on ground beef, chicken and pork. Just separate and freeze when you get home.

6 Learn Price Per Unit Grocery stores have to display food costs in price per ounce or price per unit. Often, you'll find that the price per ounce is significantly less for the food item you want when purchased in a larger volume. It may cost more but you're getting a bigger bang for your buck.



7 Make Your Own Condiments Make your own dips, sauces, salad dressings and spreads. Not only are these items inexpensive to make, but you control the sodium and fat contents. You also eliminate unhealthy ingredients.

8 Stay Loyal Sign up for store loyalty programs. Some food markets and super stores offer cash back on your purchases or bonus points to use toward a discount on your bill at the register. The more you spend at that same store, the more you will earn - which can mean big savings over time.

9 Eat Less Meat Use meat alternates when possible. Beans and eggs are less expensive than a pound of hamburger. Use refried beans on your taco instead of beef, or serve egg salad sandwiches instead of turkey.

10 Get Paid to Grocery Shop Download rebate apps on your phone. Tag it with grocery store loyalty apps. Most apps do the savings for you. Just shop and scan. Some apps will even provide credit you if a product you recently purchased goes on sale within a certain time frame.

Stretch your food dollars. When you receive reimbursement from the USDA as a CACFP provider for serving healthy meals and snacks, you can purchase a greater variety of foods. Know someone who is not on the food program? Share our site, cacfp.org so they can:



Find a Sponsor

Training

Do you have new CACFP staff who could use some general CACFP training or existing staff that could use a refresher on different CACFP topics?**

Our CACFP Basic Training has been converted into online, on-demand trainings that your staff can view at their convenience! The training has been divided into several different training topics so that staff can focus on the topics most relevant to their positions, and the program can generate training certificates. The CACFP Basic Training is provided through a software program called EnGiNE. To get access to EnGiNE and the CACFP Basic Training, please email Paula Nadeau at paula.nadeau@maine.gov with the names and email addresses of staff who are interested in taking the training.

CACFP Basic Training Learning Modules:

- Introduction to CACFP
- Infant Meal Pattern
- Child Meal Pattern
- Adult Meal Pattern
- Meal Service Records
- Annual CACFP Training Requirements
- CACFP Resources
- Civil Rights Requirements
- Monitoring Requirements
- Claiming
- Financial Management
- Enrollment Records

****The CACFP Basic Training does NOT count toward Annual CACFP In-House Training requirements or the requirement to attend Annual State Agency CACFP Training!**

For questions related to the CACFP Basic Training, please contact April Taylor at april.taylor@maine.gov or Paula Nadeau at paula.nadeau@maine.gov



Lesaffre Baking is one of the leading suppliers of yeast and scratch baking products in North America. Lesaffre will be joining us to share their knowledge and expertise on producing wonderful, delicious whole grain rich bread products. Join us for this opportunity to learn how to use their products to produce your own wonderful whole grain rich bread products in your school cafeterias.

Join Maine DOE Child Nutrition and Lesaffre for
whole grain rich bread training!

April 9, 2025

8:00am

Child Nutrition Culinary Classroom

Deering Building

90 Blossom Lane, Augusta

[Register](#)

ServSafe-Managers

Class and Exam

Lake Region Vocation Center
1877 Roosevelt Trail
Naples

Tuesday, April 22, 2025 - 9:00am-3:00pm

Wednesday, April 23, 2025 - 8:00am-approx. noon for the test

The class is for school food service and CACFP only

Books are ordered and mail once registration has ended

Please note start times for each day

Bring photo id, pen or pencils with erasers

You must provide an email address as certificates are sent via email.

Testing will begin around noon on the second day

Lunch is provided on the first day.

Charge for the class is \$102

Payable by credit card, at the time of registration.

Registration deadline - March 27, 2025

FREE WEBINAR



A is for Advocacy

Good News! The Importance of Sharing Your CACFP Story

Tuesday, March 18
2:00 pm - 2:30 pm Eastern

www.CACFPWeek.org



Good News! The Importance of Sharing Your CACFP Story

Tuesday, March 18 | 2:00 pm - 2:30 pm Eastern

Together we can raise awareness of the CACFP works to combat hunger. Hear stories about what the CACFP community is doing to share its message and learn how to use social media strategies, local and state proclamations, local news stories and more to help raise awareness about the CACFP.

Earn 0.5 CEU for attending this Zoom webinar.

Presented by:

Alexia Thex, MEd, National CACFP Association

McKenzie Brunner, MGPS, National CACFP Association

To Register: <https://info.cacfp.org/ap/Events/Register/b3FeONdUNCRCw>

**National CACFP Association
Child Nutrition Conference**

April 14-18, 2025

<https://www.cacfp.org/conference/>

**Institute of Child Nutrition Training
Resources for CACFP Professionals**

<https://theicn.org/cacfp/>



Maine Harvest of the Month!

Join the Maine Harvest of the Month (HOM) Program! Take the pledge and join dozens of schools and childcare sites in bringing more healthy, local food to Maine children while supporting Maine farmers and producers!

By participating in the Maine Harvest of the Month program, CACFP Sponsors are pledging for the school year to:

- Serve the local HOM product at least 2x per month (local = Maine grown or caught)
- Display HOM materials provided by the Department of Education's Child Nutrition team

In return, the DOE Maine Harvest of the Month team pledges to provide participating Sponsors with:

- Printed marketing materials (IE: posters, recipe cards, stickers)
- Program training and ongoing technical support, as needed
- A monthly newsletter
- Recognition in participating in HOM

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

Recipe of the Month

Broccoli Salad - USDA Recipe for Child Care Centers

Age Group: Ages 6-18

Serving Size: 25-50

Our Broccoli Salad combines fresh broccoli and red onions in a slightly sweet creamy dressing.

CACFP CREDITING INFORMATION

1/2 cup (No. 8 scoop) provides 1/2 cup vegetable.

★★★★☆ 3.67 from 3 votes



<https://theicn.org/cnrb/featured-recipes/featured-recipes-child-care-center/broccoli-salad-usda-recipe-for-cacfp/>

Cooking Corned Beef for St. Patrick's Day?



Check out this USDA Resource on Corned Beef and Food Safety!

<https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/meat-catfish/corned-beef>

Small Hands Crafting

White construction paper, forks, washable paints, and paint brushes are all you need to create tulip art!

Using the back of the fork, rock it back and forth in the paint to cover the tines.

Using the fork as a stamp and with the same motion, print these "tulips" onto white paper. Complete flowers by brushing on stems and petals.



Happy Spring

Did you know that National CACFP Week is held each year the first week of spring?

CACFP Week is a national education and information campaign sponsored annually by the National CACFP Sponsors Association. The campaign is designed to raise awareness of how the USDA's Child and Adult Care Food Program works to combat hunger and bring healthy foods to the table for adults in day care and children in child care homes, centers, and in afterschool and summer feeding programs across the country. When we all join forces and work together the message we provide is stronger and will receive more attention.

Learn more at cacfpweek.org!

Spring Sports Balloon Style: Movement on the First of Spring

Balloon Tennis

Create rackets by taping a stir stick to the back of paper plates. Using only the rackets, have your children try to keep the balloon from touching the ground. Teach tennis style scoring to the kids (who doesn't like to say 40-Love?) or use traditional scoring to keep it simple for younger children. This is also a great physical activity to play inside on a rainy day.

Balloon Soccer

Split the children into two teams. Create a soccer goal for each team by placing a laundry basket on its side. Using only their feet have kids try to get the balloon into the other team's goal.

Simple Spring Snacks

Fruit-a-licious Breakfast Cup

Low-fat yogurt
Whole-grain cereal
Fruit

Using a spoon, layer yogurt, cereal, and fruit in a cup to create a fun pattern.

Sassy Fruit Snake

Small bananas
Raisins

Peel bananas and cut in half lengthwise. Place two banana halves on small plate end to end, in an "s" shape. Add raisins to the top of banana as eyes.

