

CACFP MONTHLY UPDATE

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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.

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Preparing for Your CACFP Administrative Review

Programs operating CACFP are required to provide their own training to all of their staff with CACFP duties annually and maintain documentation of this training. Trainings should cover how their program performs each specific CACFP duty/training topic at their institution. This training documentation will be requested as part of CACFP Administrative Reviews.

Training documentation should clearly show:

- The date of each training provided
- The location of each training provided
- A list of training topics covered at each training
- The name(s) of the trainer(s)
- Sign in sheet(s) for training attendees. Best practice: have attendees both print and sign their names so that names are legible to state reviewers.

The 7 required annual CACFP In-House Training Topics are:

- 1.Civil Rights
- 2.Meal patterns
- 3.Point Of Service (POS) Meal Counts
- 4.Claims Submission
- 5.Claim Review Procedures
- 6.Reimbursement Systems
- 7.Recordkeeping Requirements

The training topics that programs are required to provide to their staff depend on the nature of each staff person's CACFP duties:

- ALL staff with CACFP duties- including their immediate supervisors- must receive annual Civil Rights Training. Programs may use the state agency's recorded 30-minute "Civil Rights in Child Nutrition Programs" training for their own annual, in-house Civil Rights training. This training is located on the Maine Child Nutrition's Non-discriminatory & Civil Rights Information page under the heading "Civil Rights Training": [Civil Rights Training](#)

- ONLY staff with related duties must receive training on the other 6 required CACFP training topics. Programs must provide their own trainings on these topics.

During CACFP administrative reviews, state agency staff will review annual, in-house training documentation to ensure that:

- ALL staff with CACFP duties- and their immediate supervisors- have received annual training on the topic of Civil Rights.

- ALL staff with CACFP duties have received annual training on the required training topics that are applicable to their CACFP duties.

Food Inventory & Food Donations

Food inventory records should be kept by sponsors if bulk food is purchased and used over a period that extends beyond 1 month. Inventory records must be dated and kept current as food is added to and removed from inventory. The State Agency may request inventory records as part of a review if the sponsor does not have receipts/invoices that show all the food listed on menus and/or if the institutions have a lot of excess funds and appear to be making a profit from their food service. See [FNS Instruction 796-2 Rev. 4](#) Exhibit B, sections B1 and B2 for additional details regarding food purchasing and inventory requirements.

An inventory control sheet and instructions for completing the document can be found on our resources webpage under “forms”:

[CACFP Resources](#)

Similarly, if sponsors are receiving **food donations** and do not have receipts/invoices that show all the food listed on menus, a donated food log should be completed. The donated food logs are also on our resource’s webpage under “forms”: [CACFP Resources](#)

Upcoming National CACFP Sponsors Association Virtual Trainings

Menu Planning in the CACFP Boot Camp

November 21 & 22 | 11:00 am - 4:30 pm Eastern

Get ready to become a menu planning expert with our Menu Planning Boot Camp! In just two days of training, you'll learn to understand CACFP menu requirements, how to select budget-friendly and accessible foods, and gain valuable insights from kitchen professionals. Discover tips and techniques to unlock your inner chef and elevate your meal planning skills. Provide nutritious and delicious meals for those in your care with newfound confidence and expertise. Earn up to 12 CEUs for attending this webinar.

\$149 for Members, \$199 For Non-Members

To Register: <https://www.cacfp.org/bootcamp/menu-planning/>

5 Resolutions for Food Program Success in 2025

December 17 | 2:00 pm - 2:30 pm

Ring in the New Year with five game-changing resolutions designed to supercharge your program and boost your personal well-being! Discover practical tips to elevate your menus, stay more organized, and build stronger community connections. Plus, get some bonus self-care and stress management techniques to keep you thriving all 2025. Get ready to make this your best year yet!

Presented by Isabel Ramos-Lebron, MS, RDN, LD; National CACFP Sponsors Association

Earn 0.5 CEUs for attending this webinar.

To Register: <https://info.cacfp.org/ap/Events/Register/R1FdBO7tRCOCX>

Bite-Sized Safety: Preventing Choking Hazards

Thursday, January 16 | 2:00 pm - 2:30 pm Eastern

Children under the age of 4 are at high risk of choking while eating, as they're still learning to chew properly and often swallow food whole. With their small airways easily blocked, it's crucial to understand the risks posed by certain foods.

Identify common food-related choking hazards and understand the developmental reasons young children are at higher risk of choking. Learn effective prevention strategies for minimizing choking risks in everyday situations, including proper food preparation and supervision. Presented by Isabel Ramos-Lebron, MS, RDN, LD; National CACFP Sponsors Association

Earn 0.5 CEUs for attending this webinar.

This event is free for NCA members and \$12 for non-members.

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

Kosher and Halal Diets

USDA Webinar

Does your Child Nutrition Program serve participants who follow kosher and/or halal diets? Join us to learn more about how kosher and halal foods fit into Child Nutrition Program meal patterns and how USDA Foods can help! USDA will also highlight how non-congregate waivers for Ramadan 2025 can support participants' access to meals throughout Ramadan.

Webinar: Thursday, November 14, 1-2 PM EST. Please register for the Zoom webinar here: [Registration](#)

The webinar will be offered with closed captioning. Participants who require a different accessibility tool to participate in this webinar please reach out to Sheila Kopczynski, FNS-RAC, our event accessibility point of contact for assistance as soon as possible. She may be reached at sheila.kopczynski@usda.gov

November Food Fun!

Nov. 6th National Nacho Day

Nachos with diced Chicken Recipe:

<https://theicn.org/cnrb/recipes-for-centers-main-dishes/nachos-with-diced-chicken/>

Nov. 14th National Pickle Day

Are pickles creditable in the CACFP? Watch the NCA Meal Pattern Minute on Pickles- [https://www.cacfp.org/2023/03/09/meal-pattern-minute-crediting-pickles/#:~:text=While%20pickles%20can%20be%20creditable,\(2%20tablespoons\)%20is%20provided.](https://www.cacfp.org/2023/03/09/meal-pattern-minute-crediting-pickles/#:~:text=While%20pickles%20can%20be%20creditable,(2%20tablespoons)%20is%20provided.)

Nov. 21st National Stuffing Day

CACFP Credited Bread Stuffing Recipe:

<https://theicn.org/cnrb/recipes-for-centers-grains-breads/bread-stuffing-usda-recipe-for-cacfp/>

Nov. 25th National Parfait Day

CACFP Credited Very Berry Parfait Recipe:

<https://theicn.org/cnrb/recipes-cacfp-centers/#grid-25-50-serving+s:Parfait>

Nov. 28th Thanksgiving

Check out these CACFP Creditable Side Dish Recipes for all your holiday meals!

<https://www.fns.usda.gov/tn/side-dish-recipes-cacfp>

Please send our team pictures of the fun food you create in the Month of November, and it will be shared in the next monthly update!

The Culinary Institute of Child Nutrition is Coming to the Culinary Classroom

February 19, 2025

8:00am - 4:30pm

Join CICN's Culinary Training Program: Enhance Your Skills in Two Engaging Parts!

CICN proudly presents a dynamic, two-part culinary training designed for foodservice professionals seeking to elevate their expertise in both kitchen techniques and service strategies. Whether you're looking to refine your food preparation skills or master effective service line tactics, this program offers a perfect balance of hands-on learning and classroom-based instruction.

Part 1: Culinary Foundations and Service Line Strategies

This classroom-based segment focuses on building a strong culinary foundation while incorporating strategies to enhance food presentation and marketing. Participants will:

- Master essential kitchen techniques such as using standardized recipes, mise en place (preparing and organizing ingredients), and portion control.
- Learn how to optimize the service line by making dishes more visually appealing and strategically using food marketing to influence healthier choices.
- Explore the principles of behavioral economics to create a food environment that encourages nutritious selections.

This part of the program combines theory and practice, preparing you to improve kitchen efficiency, reduce waste, and deliver high-quality, consistent meals.



More information on the next page



Part 2: The Produce Lab

The hands-on Produce Lab is an immersive experience where you'll work directly with fresh fruits and vegetables. This session is designed to give you real-world practice in:

- Advanced preparation methods like blanching, steaming, and sautéing.
- Proper produce handling and food safety.
- Using tools and equipment efficiently to create appetizing and nutritious menu options.

Throughout this interactive lab, you will prepare produce-based recipes and learn how to incorporate these healthy options into your school or foodservice program. The lab culminates with a review of the prepared dishes and discussions on how to implement them effectively in your menu offerings.

Why Attend?

This training provides the perfect combination of practical kitchen skills and innovative service line strategies to enhance your culinary program. By the end, you'll leave with actionable techniques to:

- Improve kitchen workflow and reduce waste.
- Boost the appeal of your service line.
- Implement fresh, nutritious menu options in your school or foodservice program.

Don't miss this opportunity to develop your culinary skills—[register](#) today!

Child Nutrition Culinary Classroom

Deering Building

90 Blossom Lane, Augusta

Registration is open until February 9, 2025

Space is limited - Register early and mark your calendar!