

COMMUNITY NUTRITION TEAM

CACFP Today

A Newsletter from the Wisconsin Department of Public Instruction (DPI), Division of Finance and Management

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Year-Round Food Program: Transitioning from At-Risk Afterschool Programs to Summer Food Service Program (SFSP)

All children deserve the opportunity to reach their potential, and nothing is more fundamental to their development than having consistent access to healthy meals. Summer can be a difficult time for families with children, and that can impact the whole community. All too often, summer vacation is when children do not have enough nutritious food to eat. When school lets out in the summer, millions of low-income children lose access to the school breakfasts, lunches and afterschool snacks they receive during the regular school year. Many families with children will struggle to provide enough nutritious food for their children during the summer months.

The SFSP provides funding to serve free nutritious meals and snacks to children at sites in low-income areas (where half of the children are eligible for free or reduced-price school meals) or that serve primarily low-income children. Sites can be summer programs, parks, swimming pools, schools, low-income housing complexes, churches, and other places where children gather during the summer. Most sites can provide up to two meals a day to children age 18 and younger.



At-risk sites are in a good position to transition to the SFSP at the end of the school year. Participation in both the SFSP and the At-Risk Afterschool component of the Child and Adult Care Food Program (CACFP) are encouraged to benefit both the organization and communities by providing year-round services to children. Check out the program comparison chart developed by the Food Research & Action Center at <http://frac.org/pdf/summer-afterschool-program-comparison-chart.pdf>.

Please visit the DPI Summer Food Service Program - Getting Started webpage at <http://dpi.wi.gov/community-nutrition/sfsp/how-to-apply> for more information. If interested in joining, contact Amy Kolano, SFSP Coordinator at (608) 266-7124, or email at amy.kolano@dpi.wi.gov.

Save the Date: Farm to Cafeteria Conference



The 8th National Farm to Cafeteria Conference, *Moving Forward Together*, will be held in Madison, Wisconsin on June 2-4, 2016. This is a biennial event hosted by the [National Farm to School Network](http://www.farmtoschool.org). Cafeterias in schools and early care settings, colleges and universities, hospitals and other institutional settings serve tens of millions of Americans every day, placing the farm to cafeteria movement at the forefront of the fight to end obesity and strengthen local food systems. The 2016 conference theme, *Moving Forward Together*, lifts up new and innovated partnerships to continue to build momentum and ensure long-term sustainability in the movement. The conference will include sessions on Farm to Preschool/Early Child Education settings. Registration for the conference will open on February 15, 2016.

Please visit <http://www.farmtoschool.org/our-work/farm-to-school-cafeteria-conference> for more information.

What is Farm to Preschool?



Farm to preschool is a natural extension of the farm to school model, and works to connect early care and education settings (preschools, Head Start, center-based programs, programs in K-12 school districts, and family child care programs) to local food producers with the objectives of serving locally grown, healthy foods to young children, improving child nutrition, and providing related educational opportunities. The National Farm to School Network (NFSN) began working to expand its robust farm to school networks and expertise to include early child care settings in 2011. Since then, NFSN has acted as a lead convener and facilitator for the farm to preschool movement, providing vision, leadership, and support at state, regional, and national levels.

Conference... continued on page 2

Conference ... continued from page 1

Farm to preschool implementation includes the same core elements as farm to school. Farm to preschool differs by location but always includes one or more of the following:

- **Procurement:** Local foods are purchased, promoted and served at mealtime or as a snack or taste test;
- **Education:** Children participate in education activities related to agriculture, food, health or nutrition; and
- **School gardens:** Children engage in hands-on learning through gardening.

Visit the DPI Community Nutrition Team's Farm to Preschool webpage at <http://dpi.wi.gov/community-nutrition/cacfp/farm-2-preschool> for more information and resources on farm to preschool.

New Guidance

Listed below are recent policy memos issued by the United States Department of Agriculture (USDA) and a brief summary of each one. Click on the following link <http://www.fns.usda.gov/cacfp/policy> to access the complete list of USDA policy memos and to download copies.

[CACFP 01-2016: Procuring Local Meat, Poultry, Game, and Eggs for Child Nutrition Programs](#)

Recently, the Food and Nutrition Service (FNS) has received a number of questions related to buying local meat, poultry, game, and eggs; this memorandum seeks to clarify the regulatory requirements related to food safety and answer specific questions related to these products with a series of questions and answers.

[CACFP 02-2016: Questions and Answers on the Transition to and Implementation of 2 CFR part 200](#)

Federal agencies including Food and Nutrition Service (FNS), State agencies, and Child Nutrition Program operators are currently transitioning from former Federal grants management rules in 7 CFR Parts 3016, 3019, and 3052; and the cost principles in 2 CFR Parts 220 (A-21), 225 (A-87), and 230 (A-122) to the implementation of new rules at 2 CFR Part 200, commonly referred to as the Super-Circular. These rules, first published on December 26, 2013, directed Federal agencies to “implement the policies and procedures applicable to Federal awards by promulgating a regulation to be effective [no later than] December 26, 2014, unless different provisions are required by statute or are approved by the Office of Management and Budget (OMB).”

FNS has received many questions related to implementation of 2 CFR Part 200 and understands that changes to financial and procurement systems are costly and require time to develop and implement. Therefore, FNS will work with State agencies during this transition period and will seek to answer questions and provide guidance as needed.

[CACFP 03-2016: Procurement Standards and Resource Management Requirements related to Franchise Agreements](#)

The FNS is aware that school food authorities and Program operators may be operating the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other Child Nutrition Programs (CNP), in a way that includes offering reimbursable meals and non-program foods (a la carte sales, catering, adult meals, etc.) using foods from popular franchise restaurants through a franchise agreement. Upon review, such franchise agreements contained a number of serious flaws which are out of compliance with applicable Federal law.

Franchise agreements often have provisions that are inherently problematic for the Child Nutrition Programs because they entail having a school or sponsor essentially “buy” into an agreement with a commercial vendor for the purpose of exclusively marketing or selling that company's good or services as opposed to having that vendor submit a bid for its products during a competitive process. While it may be possible to sell the products of a franchise, those products must be competitively procured from among competitively solicited franchises. Failure to properly compete violates competitive procurement standards as required in Program regulations and 2 CFR 200.318-326 (formerly 7 CFR Parts 3016.36 and 3019.40-48, as applicable), and for schools operating NSLP and SBP, regulations on competitive food services in 7 CFR Parts 210.11 and 220.12 and use of nonprofit food service account (NFSA) funds in 7 CFR 210.14(a).

[CACFP 04-2016: Local Agency Procurement Reviews: School Year 2015-2016](#)

Program integrity is essential in all aspects of Program administration and State agencies contribute to this by overseeing Program operations. To this end, this memorandum provides guidance on State agency oversight of Program operator procurement procedures while FNS is currently developing a Local Agency Procurement Review Tool to aid State agencies. This tool will be pilot tested to determine effectiveness in SY2015-2016. To assist State agency staff with oversight while the tool is under development, the FNS developed a list of questions that may guide the State's assessment of Program operator procurement activities.

[CACFP 05-2016: Guidance on Competitive Procurement Standards for Program Operators](#)

Recent communications between the FNS and State agency program staff during procurement trainings and management evaluations conducted in fiscal year (FY) 2014-2015 indicated a need for guidance on competitive procurement standards. These standards are located at: National School Lunch Program 7 CFR Part 210.21; Special Milk Program 7 CFR Part 215.14a; School Breakfast Program 7 CFR Part 220.16; Summer Food Service Program 7 CFR Part 225.17; Child and Adult Food Program 7 CFR Part 226.22 and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200.317-326 (formerly in 7 CFR Parts 3016.36 and 3019.40-48).



Nondiscrimination Statement Updated

All informational materials and resources, including websites, used by local agencies or other sub-recipients to inform the public about the USDA FNS programs such as the CACFP

must contain a [nondiscrimination statement](#). It is not required that the nondiscrimination statement be included on every page of the program information website but must, at a minimum, be included on the home page of the program information. Local agencies and their sub-recipients must post the following nondiscrimination statement. This statement must be posted in all local agency, or sub recipient offices (by posting the “*And Justice For All*” poster) and be included, in full, on all materials regarding FNS programs that are produced by the recipients for public information, public education, or public distribution. The authorized statement below cannot be modified. The authorized statement follows:

“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, 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) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.”

If the material is too small to permit the full statement to be included, the material must at a minimum include the statement, in print size no smaller than the text that, “This institution is an equal opportunity provider.” As your agency updates its program materials, please assure that the nondiscrimination statement described above is updated to reflect the current version and is included wherever the CACFP or USDA is mentioned.



2016 Due Dates for CACFP Financial Reports

For Sponsoring Organizations ONLY (those with 2 or more sites on the food program):

1st Quarter (reporting period October 1, 2015 – December 31, 2015) is due **March 1, 2016**.

2nd Quarter (reporting period January 1, 2016 – March 31, 2016) is due **June 1, 2016**.

3rd Quarter (reporting period April 1, 2016 – June 30, 2016) is due **September 1, 2016**.

4th Quarter (reporting period July 1, 2016 – September 30, 2016) is due **December 1, 2016**.



Please note: The process for submission of the 2016 Quarterly Reports has changed. The process will now be handled online. More information and training tools will be sent to your Authorized Representative via email by February 1, 2016. No paper forms will be accepted.

Please contact Cari Ann Muggenburg at (608) 264-9551, or via e-mail at cari.muggenburg@dpi.state.wi.us with questions.

Pop Quiz: Food Storage!

Refrigerators should be kept at or below what temperature?

- A. 50°F
- B. 45°F
- C. 40°F
- D. 30°F

Freezers should be kept at or below what temperature?

- A. 32°F
- B. 20°F
- C. 5°F
- D. 0°F



See page 4 for the answer!

Keeping Food Safe: Stay Out of the Danger Zone

Protect the kids in your care by practicing safe food handling practices. Children can become sick with a foodborne illness if they eat food that is contaminated with harmful bacteria. Controlling the temperature of food is one of the most important ways to control the growth of bacteria in food.

Keep food out of the Danger Zone: 40°F to 140°F. Bacteria grow rapidly in the Danger Zone, so limit the amount of time foods spend in this temperature range.



Food Preparation

Remember to keep hot foods hot and cold foods cold. Hot foods should be kept at 140°F or above. Cold foods should be kept at 40°F or below.

When preparing food, keep food at room temperature for as little time as possible before it is refrigerated, cooked, or served.

Never thaw food at room temperature. To safely thaw food, follow one of these methods:

- Thaw food in the refrigerator; keep food at 40°F or below.
- Thaw food completely submerged under cold, running water.
- Thaw food in the microwave; cook food immediately after thawing.

Cook foods to the proper internal temperature to destroy bacteria. Raw meat and poultry should be cooked to a safe minimum temperature (see graphic, right). When reheating foods, make sure it is reheated to an internal temperature of 165°F.

Use a food thermometer to ensure the internal temperature of the food has reached a safe temperature.

Food Storage

Wrap, cover, or seal and date food in containers for storage. Keep a thermometer in the refrigerator, freezer, and storage areas. In the storeroom, keep food at least six inches above the ground. The temperature should be kept between 50°F and 70°F.

In the refrigerator, keep food at 40°F or below. Do not over-stuff the refrigerator; cold air must be able to circulate to keep food safe.

Food in the freezer should be kept at 0°F or below. Properly cool leftovers to reduce the risk of foodborne illness. Place leftovers into shallow containers for quick cooling and refrigerate at 40°F or below within two hours.

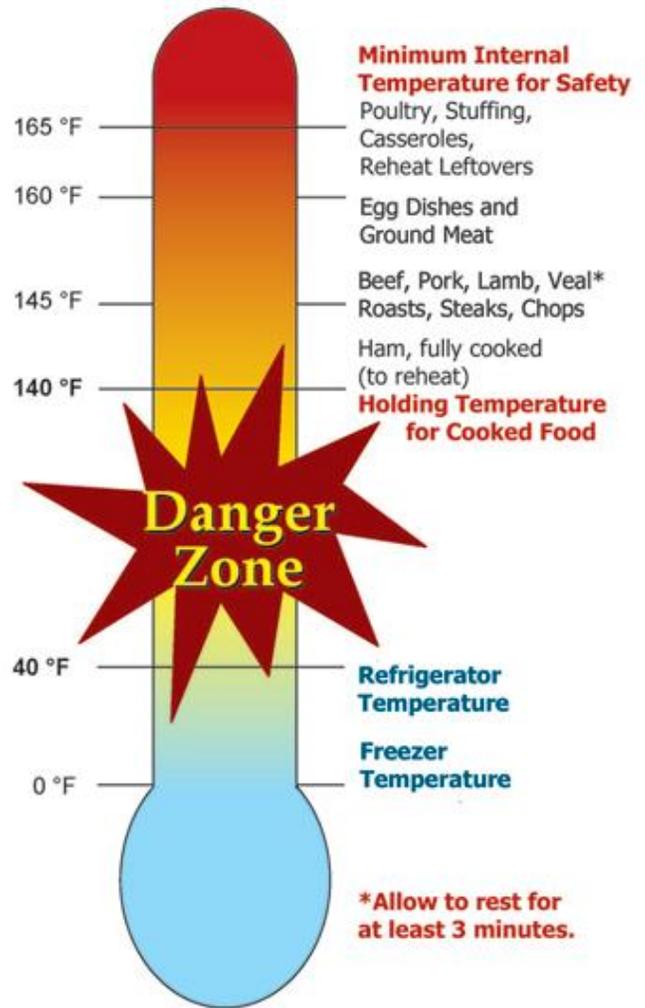


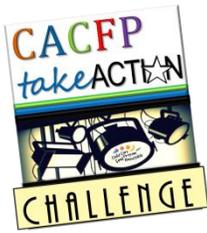
Image from [fsis.usda.gov](https://www.fsis.usda.gov)

Pop Quiz Answer:

Refrigerators should be kept at or below 40°F and freezers should be kept at or below 0°F.

Remember to keep a thermometer in each refrigerator and freezer. A refrigerator that includes a freezer requires two thermometers - one for the refrigerator portion and one for the freezer portion.





CACFP Take Action Challenge

What Is It?

The CACFP *take ACTION* Challenge is a CACFP awareness campaign. This project will promote and energize not

only CACFP and participants, but other programs and organizations as well, by utilizing the existing initiatives, materials and resources that are aligned with CACFP. The CACFP *take ACTION* Challenge is running thru August 31, 2016.

Who Can Participate?

Anyone involved with the CACFP can participate. Examples include the following:

- USDA
- State Agency
- CACFP Sponsor
- Family Child Care
- Center Child Care
- Head Start
- Tribal Centers
- At-Risk
- After School Programs
- Food Banks
- Children

Why Participate?

To raise CACFP awareness about the CACFP including its contribution to quality child care, healthy children, and childhood obesity prevention. Other reasons to participate include:

- To challenge yourself/your agency
- Recognition
- Professional and/or personal growth
- Recruiting purposes
- To build partnership opportunities
- Inspire others - one person can make a difference doing one thing, big or small
- Use as a marketing tool for publicity for grants, etc.
- To create opportunities
- Feel great for taking ACTION
- Have fun
- Build a healthy culture in your community



CACFP *take ACTION* Challenge Steps

1. Select a challenge from the [challenge list](#).
2. Complete a challenge: Take pictures doing the challenge so you can tell your story.
3. Upload images or documents to [challenge website](#).
4. Submit the completed challenge online along with your story and pictures.
5. Repeat steps 1, 2, and 3 to accumulate more points.

6. Recognition Finale: The last day to submit a challenge is August 31, 2016. All of the challenge and points will be tallied for the Recognition Finale at the 25th Annual Child Care Food Program (CCFP) Roundtable Conference October 18, 2016, at the Omni Rancho Las Palmas in Rancho Mirage, CA. You do not need to be present to receive this recognition award.

Ongoing recognition for the CACFP *take ACTION* Challenges will happen over the year as well. Participants will be featured on social media, at the bi-monthly CCFP Roundtable meetings, in newsletters, email blasts and in print when we have that opportunity. The more CACFP *take ACTION* Challenges completed and submitted the more recognition and publicity opportunities for you and/or your agency.

More information about the CACFP *take ACTION* Challenge can be found at <http://www.cacfpactionchallenge.org>.

CACFP take ACTION CHALLENGE

Welcome New Staff!



Please join us in welcoming Joni Ralph, RDN, CD, our new Nutrition Program Consultant on the Community Nutrition Team.

Joni is a native of Grand Rapids, Michigan. She received her Bachelor in Foods in Nutrition from Michigan State University and her Dietetics degree from Utah State University. She has

spent her career in Child Nutrition Programs and has worked all over the world. She previously worked at the Department of Defense Dependents School in Adana, Turkey; the Arizona Department of Education as Child Nutrition Program Specialist; Dysart and Peoria Unified School Districts in Arizona; Albuquerque Public Schools in New Mexico; and most recently was the Director of School Nutrition at La Crosse School District and La Crescent District in Minnesota for 12 years.

Joni's personal interests include cooking, skiing and biking. She is married and spends her time between Minneapolis, Viroqua, and Michigan where her children and extended family live.



Guidance Memorandums

Many Guidance Memorandums are being updated this winter. The most recent version of the Guidance Memorandums and other documents you need to operate the CACFP can be found at <http://dpi.wi.gov/community-nutrition>.

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DPI Toll-Free Helpline..... 1-800-441-4563

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FNS Home Page
<http://dpi.wi.gov/nutrition>

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Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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Connect With Us

The CNT and the DPI's Summer Food Service Program are on **Facebook** and **Twitter**. On these pages you will find links to great resources; pictures from various events such as trainings held by the CNT; and program updates, deadlines, and reminders.

Find the Community Nutrition Team here:

- <https://www.facebook.com/WisDPICommunityNutrition>
- https://twitter.com/WisDPI_CNT

Find the Summer Food Service Program here:

- <https://www.facebook.com/pages/WI-DPI-Community-Nutrition-Summer-Food-Service-Program/328026730580257>
- https://twitter.com/WisDPI_SFSP