



# CACFP— STAY CONNECTED

Quarterly Webinar



# Hello, I'm Jessie Rosales!

I am the Branch Chief for the Child  
and Adult Care Food Program  
Branch.



# Today's Agenda



- Introduction and State Update
- Days of our CACFP Lives
- Closing

# Intro to Quarterly Webinar

- Webinars each quarter
  - Tentatively dates set for:
    - April 24, 2024
    - July 31, 2024
    - October 30, 2024
- Learning opportunities:
  - State updates
  - Policy clarifications
  - Best practices
  - Guest speakers





# Poll #1

It's been 2.5 years since the CACFP transition from CDE to DSS, how can we better engage with you to meet your needs? Please let us know in one or two sentences.

# CACFP State Update

- Agency & Department Guiding Principles & Strategic Priorities
- CACFP Branch Priorities
- Equity & Stakeholder Engagement



**TIME TO  
UPDATE**

# CACFP Branch Overview: CNPS



**Sean Hardin**

## Community Nutrition Programs Section:

- Sean Hardin, Manager
- Community Nutrition Program Unit 1
- Community Nutrition Program Unit 2
- Community Procurement Unit

# CACFP Branch Overview: NETSS

Nutrition Education, Training,  
and Support Section:

- Elizabeth Moreno, Manager
- Nutrition Education and Training Unit
- Nutrition Administrative Support Unit



**Elizabeth Moreno**



# CACFP Branch Overview: FSB



**Jessica Dailey-Keithline**

## Field Services Bureau:

- Jessica Dailey-Keithline, Manager
- Field Services Section 1 – Los Angeles Region
- Field Services Section 2 – Southern Region
- Field Services Section 3 – Northern Region & Central Region

# CACFP Branch Overview: PIDS

Program Integrity and Data  
Section:

- Cathy Hardin, Manager
- Program Integrity Unit
- Data Innovation Unit

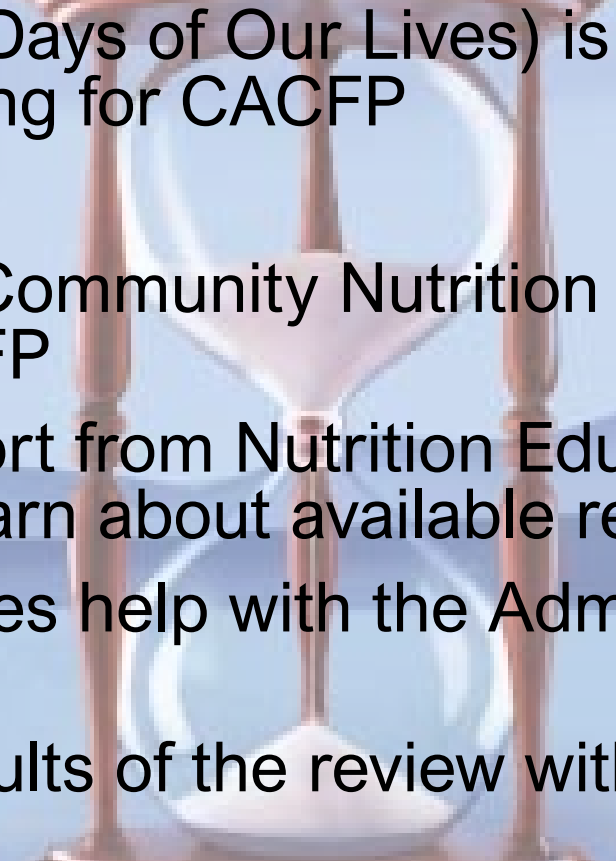


**Cathy Hardin**

# CACFP Life Cycle

- Created an Interactive and Informational presentation:
  - Shows how each section interfaces with CACFP Operators
  - Following a new agency through the CACFP Life Cycle. Overview of the Life Cycle:
    - 1) Applications and Program Policy
    - 2) Nutrition and Training
    - 3) Administrative Reviews
    - 4) Program Integrity
- Drop any questions in to the Q&A box, we have a Q&A crew on standby.

# Days of our CACFP Lives

- 
- Maggie Horton (star of Days of Our Lives) is Director of Happy Child Care Center and applying for CACFP
  - **Episode 1:** Learn how Community Nutrition Programs Section helps get you started in CACFP
  - **Episode 2:** Menu support from Nutrition Education and Training Support Section and learn about available resources
  - **Episode 3:** Field Services help with the Administrative Review Process
  - **Episode 4:** Find out results of the review with the Program Integrity and Data Section



# Episode 1



# Happy Child Care Center

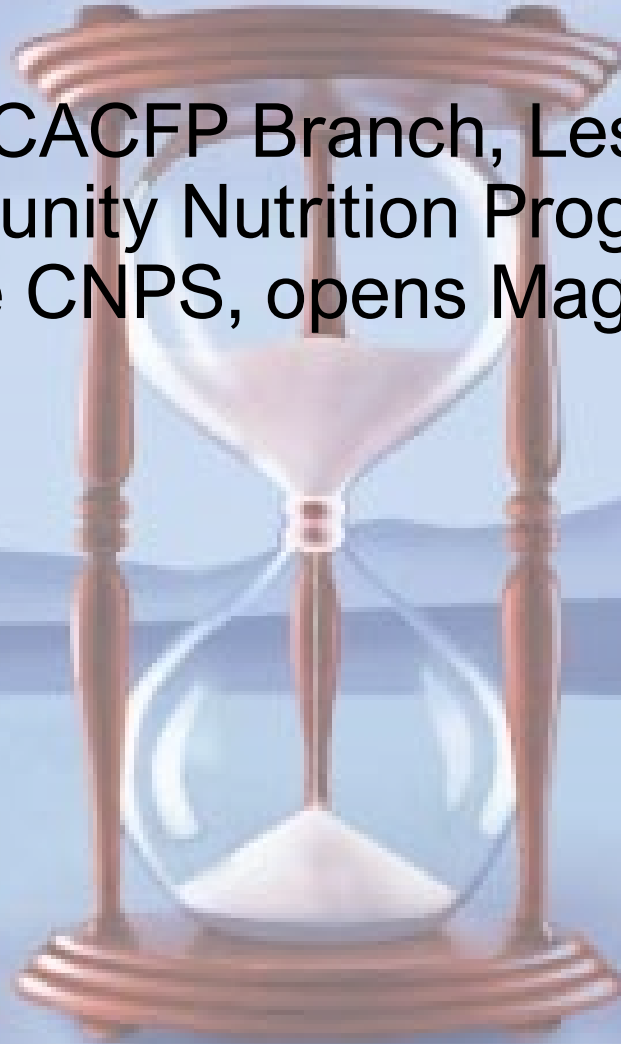


**Maggie Horton, Child Care Director**

- Maggie Horton, Child Care Center Director
- Heard great things about CACFP and want to apply
- Looking at the CACFP web page on the CDSS website, see a box labeled “How to Apply”
- Need to contact them CDSS by sending an email to start the application process

# Meanwhile...

Meanwhile back at the CACFP Branch, Leslie, one of the Managers in the Community Nutrition Programs Section otherwise known as the CNPS, opens Maggie's email and gives her a call.



# Community Nutrition Programs Section

- Community Procurement Unit
  - Dedicated to procurement in CACFP
  - Help with sponsor procurement questions
- 2 Community Nutrition Program Units
  - 11 program specialists
  - 2 dedicated to onboarding operators
  - Ensure eligibility is met





# Application Process: Steps 1 & 2

## Step 1

Collect:

- Tax Returns
- Bank Statements

## Step 2

Financial Check:

- No outstanding liens/judgements
- Not on National Disqualified List
- Unique Entity Identifier

# Application Process: Steps 3-8

- After initial application review
  - Assign program specialist
- Additional application requirements in CNIPS
  - Specific information about your program and sites (if applicable)



# Procurement in the CACFP

- Collaborative support to assist agencies in the operational components of procurement within CACFP
- Technical assistance, resources, and educational guidance based on federal procurement policy guidance and regulations



# Community Nutrition Programs Section (CNPS) Email Boxes

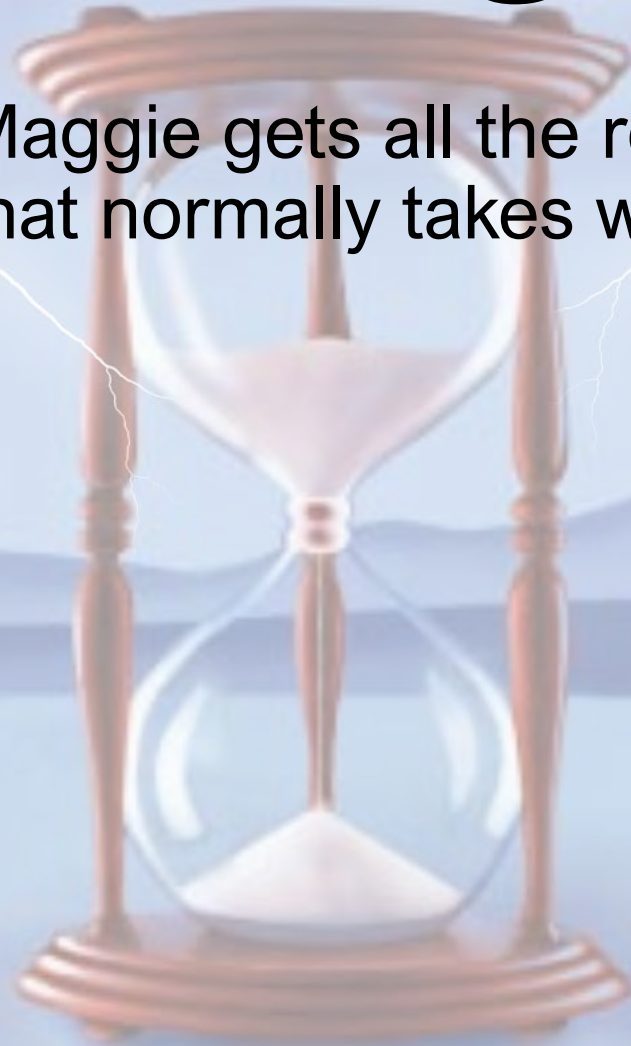
- **General Inquires:**  
[CACFPinfo@dss.ca.gov](mailto:CACFPinfo@dss.ca.gov)
- **Procurement:**  
[ProcurementCACFP@dss.ca.gov](mailto:ProcurementCACFP@dss.ca.gov)





# **With lightning speed...**

With lightning speed, Maggie gets all the required paperwork submitted to Leslie. What normally takes weeks, is accomplished in just moments.



# Next Steps



Financial Viability



Training



Child Nutrition Information and  
Payment System (CNIPS)

# Review

- Meal Benefit Forms
- CNIPS Application Packet
  - Site Information
  - Management Plan
  - Procurement Methods
  - Budget



# Corrections Needed: Procurement

- Everything in your application is good except you may have used the wrong procurement template. Also, there is some required regulatory language missing.
- Use appropriate procurement template
- Add regulatory language for procurement contract



# Procurement Resources: Web Page

## Child and Adult Care Food Program

The Child and Adult Care Food Program (CACFP) is a state and federally funded Child Nutrition Program designed to provide nutritious meals and snacks served to infants, children, and adults. CACFP providers are reimbursed for meals and snacks that are served. The goal of the program is to enhance participants health and well-being. The California Department of Social Services CACFP Branch administers the program in California.

### Program Topics



- We have a lot of procurement resources!
- Click on the Procurement box on our CDSS CACFP home page



# Community Procurement Unit Web Page



You will be taken to the Procurement page with great resources like Procurement Methods, Frequently Asked Questions, Procurement Regulations and Policy Guidance.

# CNIPS Download Forms (CPU Library)



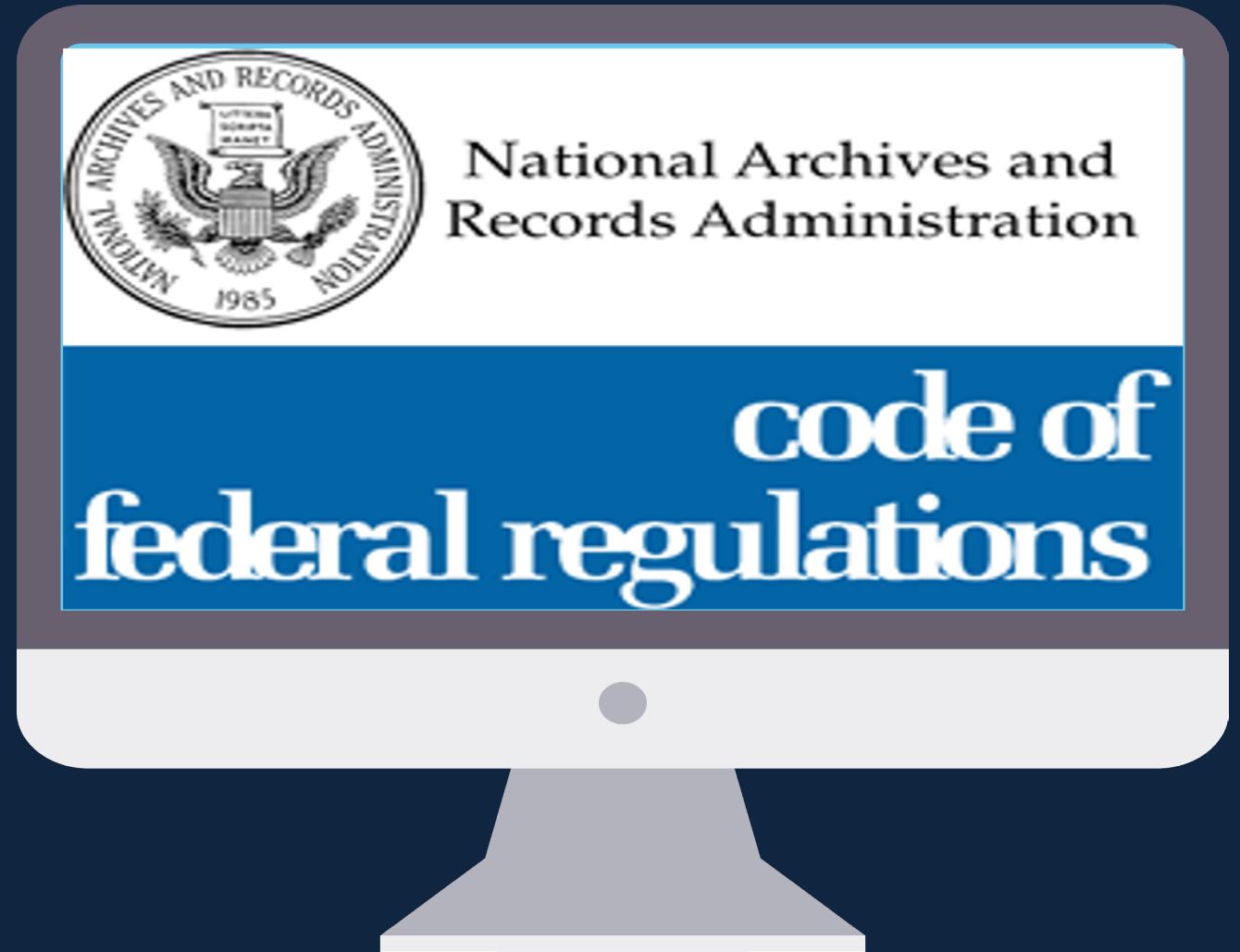
The screenshot displays the CNIPS web application interface. At the top, the title "Child and Adult Care Food Program" is centered, with the "CNIPS" logo on the right. A navigation bar below the title contains links for Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. The "Applications" link is selected, and a green bar below it shows "Applications >" and "Program Year: 2023 - 2024". A table lists various items available for download, with a blue arrow pointing to the "Download Forms" row.

Item	Description
Sponsor Profile	CACFP Sponsor Profile Information
Application Packet - Center	Center Application Packet
Application Packet - DCH Sponsor	DCH Sponsor Application
Advance Request	DCH Sponsor's request for Cash Advance(s) for the current year
Advance Requests Manager	Manage requested Advance(s) for the current year
Download Forms	Forms for Downloading - CACFP
ACQR	DCH Actual Cost Quarterly Report
Annual Audit Status Certification Form	Annual Audit Status Certification Form
Annual Audit Status Summary	Annual Audit Status Summary

We have added templates for all types of procurement to our download forms section in CNIPS . You can navigate to those templates by selecting the Download Forms in the applications section of CNIPS.

# Procurement: Code of Federal Regulations

- Title 2, Code of Federal Regulations, Part 200
- Title 7, Code of Federal Regulations, Part 226



# Technical Assistance...

The Procurement Unit reaches out to Maggie to provide her with technical assistance. Let's find out how Maggie is faring.



# Happy Child Care Center – Contract Compliance



**Maggie Horton, Child Care Director**

- Community Procurement provided resources
- Specialist walked through the required corrections
- Compliant contract means being able to use CACFP funds to pay those invoices

# Episode 2

Days of our CACFP Lives continues. In this episode, Maggie gets a phone call from Cintya –one of the many exceptionally passionate and helpful employees in the CACFP Branch. Like all employees in the CACFP Branch, Cintya dedicates the majority of her life to helping CACFP Operators.





# Nutrition Education, Training, and Support Section

## Nutrition Education and Training Unit

- Bright Track Online Training Platform
- Meal Pattern Technical Assistance
- In-person Workshops (e.g., Crediting Academy, CACFP 101)
- Other initiatives (Preschools SHINE, Farm 2 CACFP)

## Nutrition Administrative Support Unit

- Review and approve new agency menus
- Web page development
- Mailings lists & nutrition communication
- Training & TA support for the Nutrition Education and Training Unit

# Corrections Needed: Menu

- Serve appropriate milk type
- Add vegetable component in two meals
- Designate whole-grain rich menu items



# Bright Track Online Training

- Annual Mandatory Training
  - November - December each year
- 50 Total Trainings (Spanish language available for many trainings)
- Can be taken at your convenience



# CACFP Special Projects



- Nutrition Education Specialists
  - Meal Pattern Crediting
  - Infant Feeding
  - Farm 2 CACFP
  - Preschools SHINE Program

# Nutrition Education, Training, and Support Section (NETSS) Email Boxes

- **Training:**  
[CACFPTraining@dss.ca.gov](mailto:CACFPTraining@dss.ca.gov)
- **Meal Patterns:**  
[CACFPMealPatterns@dss.ca.gov](mailto:CACFPMealPatterns@dss.ca.gov)
- **Preschools SHINE:**  
[PreschoolsSHINE@dss.ca.gov](mailto:PreschoolsSHINE@dss.ca.gov)
- **Farm 2 CACFP:**  
[Farm2CACFP@dss.ca.gov](mailto:Farm2CACFP@dss.ca.gov)



# 2024 In-Person Training

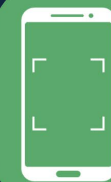
- CACFP 101
  - Previously known as Program Integrity Now (PIN)
  - Held in Sacramento
- Meal Pattern Crediting Academy
  - 6 Different Locations (TBD)





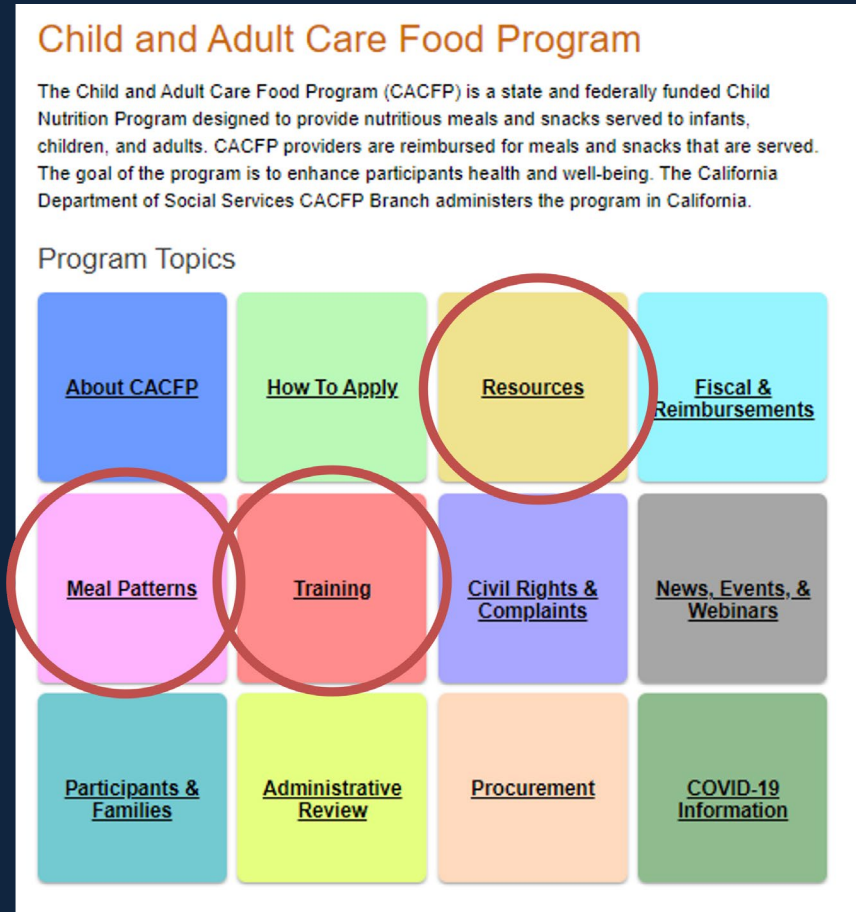
# CACFP ListSrvs

- Main form of communication
  - Program Operations Guidance
  - Meal Pattern Requirements
  - Funding Announcements
  - Training Announcements
  - Special Events
  - New Tools and Resources



SCAN ME

# CACFP Web Pages



- Web pages organized by program topics
- CACFP home page is made up of topic buttons

Example: For Meal Pattern information there is a Meal Patterns button. Resource information there is a Resources button. Bright Track Online Training Platform information there is a Training button.

# Happy Child Care Center – Menu Review



**Maggie Horton, Child Care Director**

- Child Nutrition Consultant in the Nutrition Administrative Support Unit reviewed menu
- Received menu feedback
- Revise with changes needed and send back to the consultant

# Several weeks later...

Several weeks have passed...let's check in to see how Maggie is doing. Was her application approved or was it rejected causing her to be in a downward spiral or was something else the cause of her sudden downward spiral? Could it be the fact that she saw her husband secretly meeting with her sister? Let's find out.



# Happy Child Care Center – Application Approved



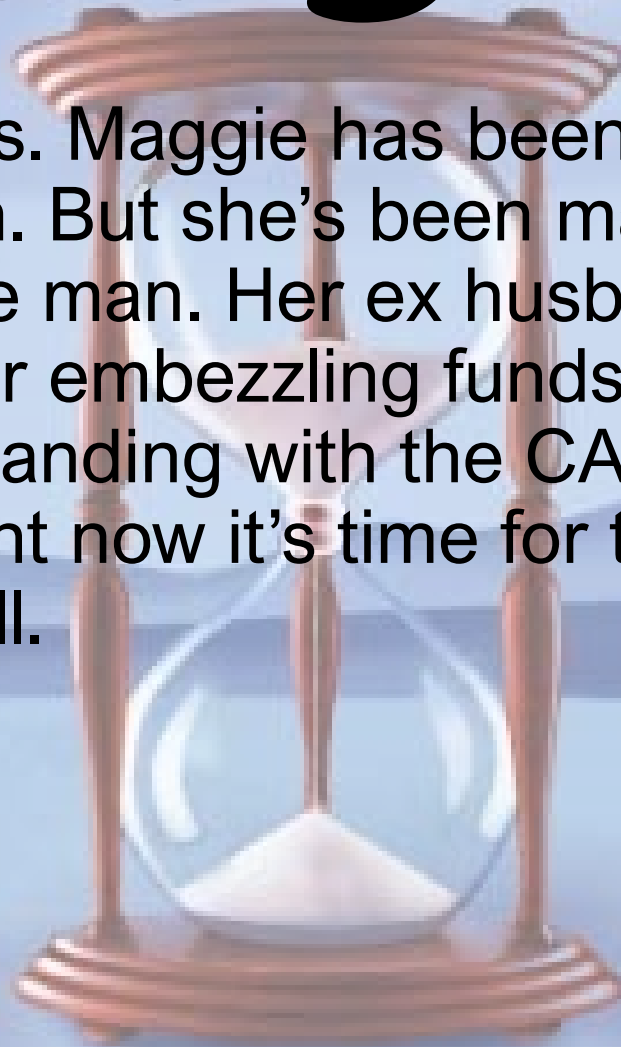
**Maggie Horton, Child Care Director**

- CACFP application approved
- Program specialist and child nutrition consultant observed meal service to ensure compliance
- Did not document meal counts correctly at point of service
- Was provided technical assistance before administrative review



# Episode 3

Fast forward three years. Maggie has been operating the CACFP program without a hitch. But she's been married and divorced two times with the same man. Her ex husband was convicted of fraud and is in prison for embezzling funds. Was Maggie in on it? Will it affect her good standing with the CACFP? That storyline is in another episode. Right now it's time for the Field Services Bureau to give her a call.





# Field Services Bureau



- 3 Sections/4 Regions:
  - Section 1: Los Angeles Region
  - Section 2: Southern Region
  - Section 3: Northern & Central Regions
- Each region has six reviewers
- 24 total reviewers
- Conduct administrative reviews of CACFP operators
- Provide technical assistance, program oversight, and monitoring and training

# Administrative Review

FUN FACT

**450 Administrative Reviews Annually**

## Administrative Review:

- 3-year cycles
- Generally, select 10% of approved sites
- Most common findings:
  - Eligibility
  - Meal Counts



# Administrative Review - Standards

3 Performance Standards from USDA:

- Financial Viability
- Administrative Capability
- Program Accountability



# Performance Standard 1: Financial Viability

- Look at your ability to operate the CACFP
  - Even if there are temporary interruptions to reimbursements from USDA (i.e. government shutdown)
- Look at your ability to track your CACFP revenue and expenditures

# Performance Standard 2: Administrative Capability

Effective and appropriate management practices that align with federal regulations:

- Procurement
- Written policies and procedures
- Promotion of USDA Women, Infant, and Children Program



# Performance Standard 3: Program Accountability

## For a specified month:

- Enrollment
- Eligibility
- Meal Counts
- Meal Requirements
- Fiscal Accountability

## For a period of 1 to 3 years:

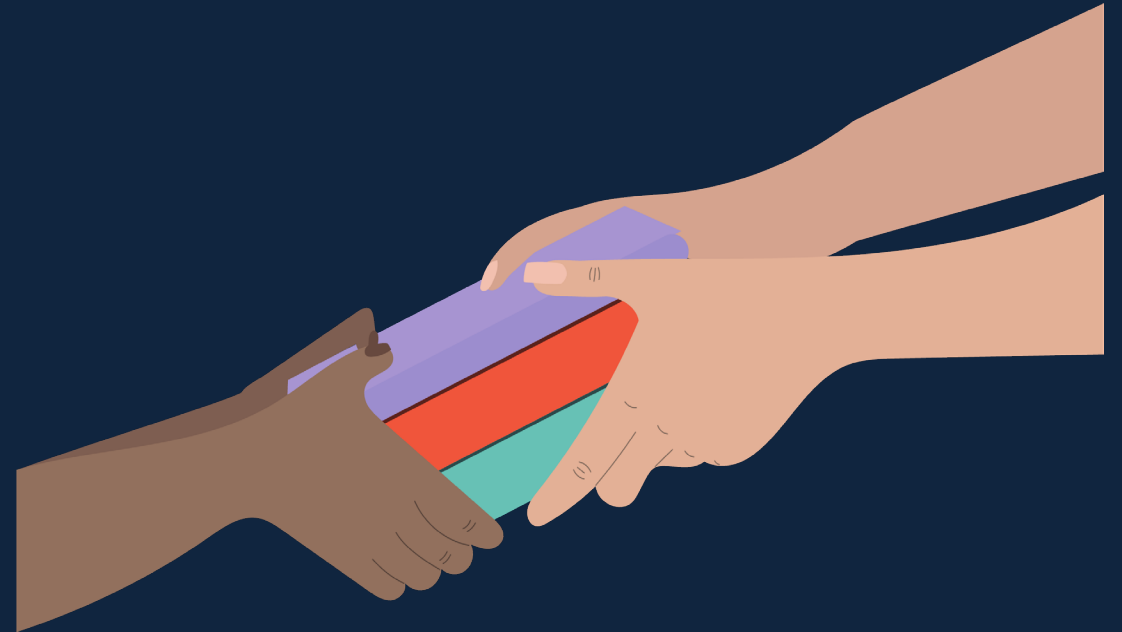
- Licensing Requirements
- Annual Staff Training
- Civil Rights
- Food Safety and Sanitation
- Facility Reviews



# Summation Report

Summary of Administrative Review, including:

- Areas of noncompliance explained, if identified
- Mandated corrective actions
- Technical assistance



# Preparation Matters

- Use the 2023 Administrative Review Guidance
- Bright Track Course, How to Master the CACFP AR
- If in doubt, ask questions



# Administrative Review Process



1. Unannounced Visit for Meal Service Observation
2. Clarification
3. Scheduled Visit and Documentation Review
4. Exit Interview and Summation Report

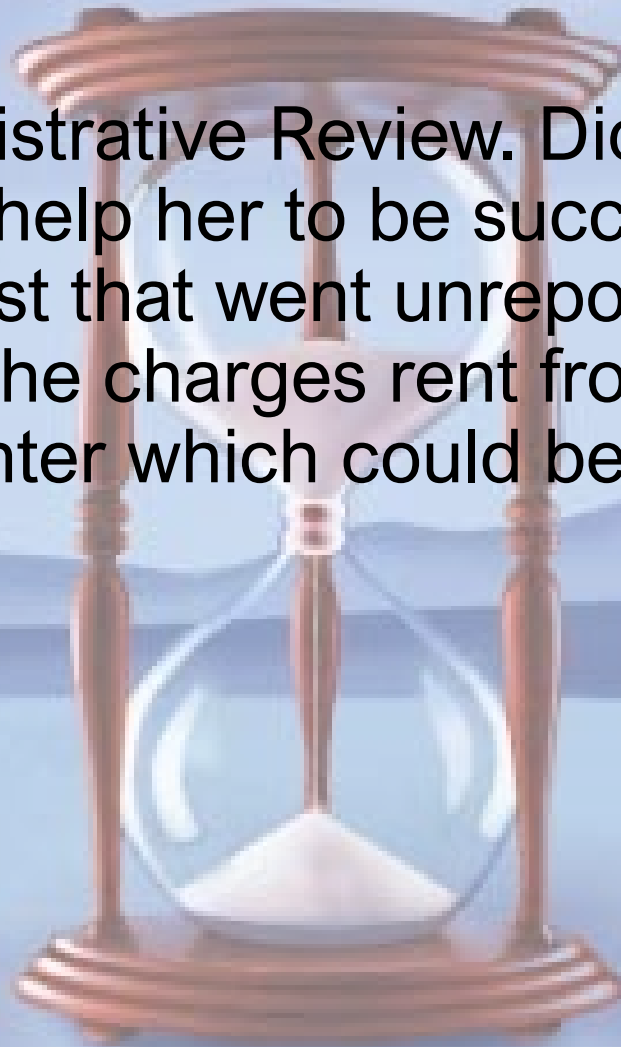
# Findings and Corrective Action

- 2-3 weeks to complete corrective actions
- There are exceptions which may be approved
- May result in repayment of reimbursement to the USDA



# **Administrative Review Completed...**

Maggie gets her Administrative Review. Did all the technical assistance she receive help her to be successful? Or does she have a conflict of interest that went unreported? Is her child care center building where she charges rent from the CACFP owned by her husband's daughter which could be a conflict of interest?

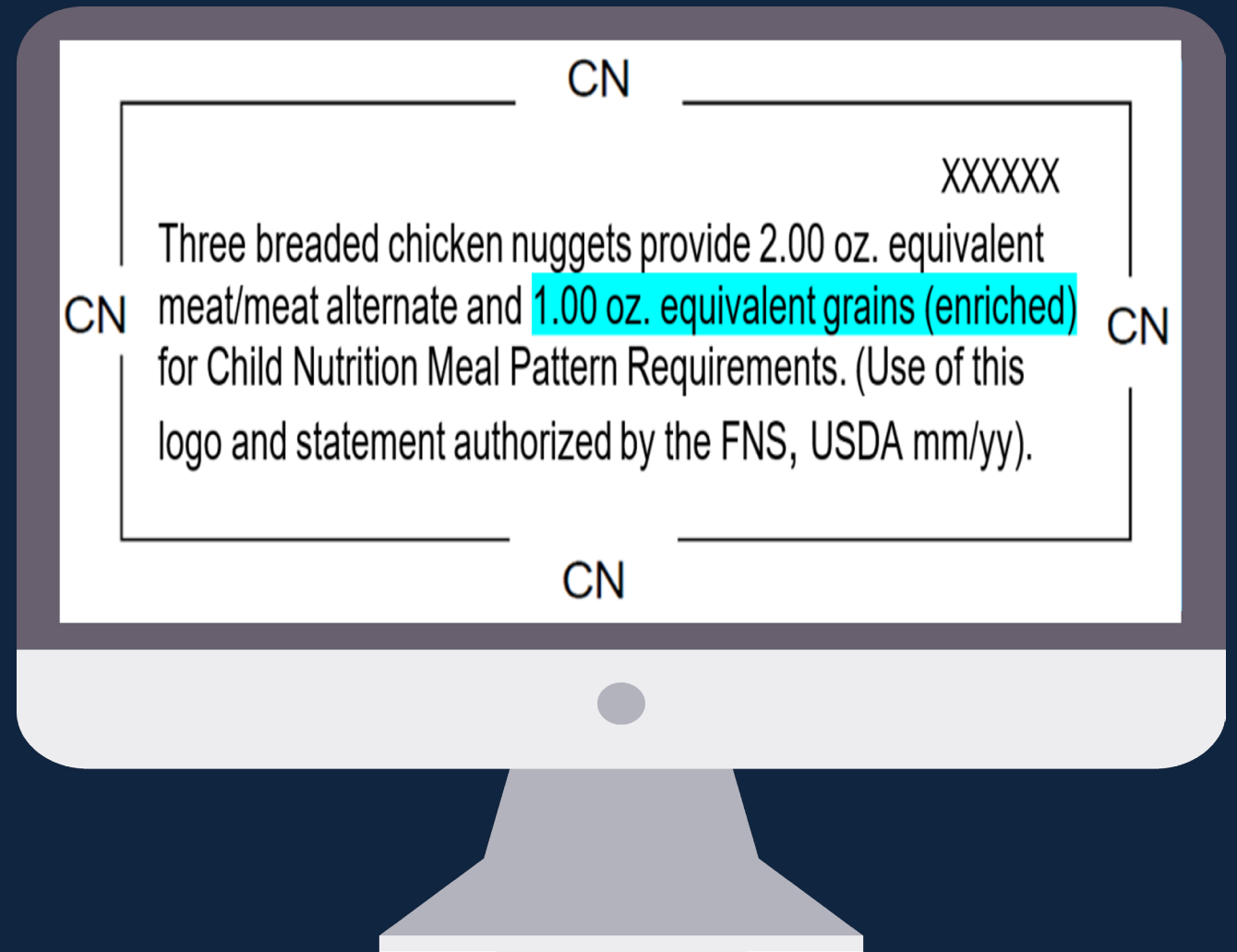


# Administrative Review Finding

Finding:

Missing Product  
Formulation Statement or  
Child Nutrition labels for  
processed food

Note: First occurrence of  
this finding does not result  
in meal disallowance





# Episode 4

The Field Services Bureau passes the final summation report to the Program Integrity and Data Section who calls Maggie on the phone. Will Maggie confess to her conflict of interest, or will she get away scott free?



# Program Integrity and Data Section

## Data Innovation Unit

- Budget planning
- Data Analysis
- Continuous Quality Improvement
- CalSPARK Project

## Program Integrity Unit

- Backend of Administrative Review
- Determine if there is fiscal action due to findings
- Serious Deficiency Process
- USDA National Disqualified List
- Program and Civil Rights Complaints

# Determining Fiscal Actions and Serious Deficiencies

- Protects program integrity
- Serious Deficiency Process
- Ensure the rights of program operators:
- Right to Appeal
- Decision by impartial person



# Collection of Funds

Overpayments are most typically identified during administrative reviews

- Collection Methods:
  - Automatic Offset through CNIPS
  - Manual Billing by invoice



# Program and Civil Rights Complaints

- CDSS Bright Track Civil Rights Training (Course 150)
- USDA Nondiscrimination Statement
- And Justice For All Poster
- Medical Statement to Request Special Meals and/or Accommodations in the CACFP (Form ID CACFP 97)
- Collection of Race and Ethnicity Data by Visual Observation and Identification: Frequently Asked Questions



# Program Integrity and Data Section (PIDS) Email Boxes

- **Civil Rights:**  
[CACFPCivilRights@dss.ca.gov](mailto:CACFPCivilRights@dss.ca.gov)
- **Appeals of Actions:**  
[CACFPAppeals@dss.ca.gov](mailto:CACFPAppeals@dss.ca.gov)
- **Serious Deficiencies:**  
[CACFP.SD@dss.ca.gov](mailto:CACFP.SD@dss.ca.gov)





# Final Results

- No findings with fiscal action
- No serious deficiencies
- Corrective Action Plan  
Approved
- Review Closed



# Happy Child Care Center: Annual Update



**Maggie Horton, Child Care Director**

- August 1 and August 31 annually
- CNIPS information is still correct:
- Update your budget
- Annual audit status certification form
- CACFP 87
- Copies of all executed contracts and any other documentation required for your agency and program type
- Annual Mandatory Training

# Thank You

Thank you for watching our first four episodes of Days of our CACFP Lives. Maybe next time our storyline can find some dirt on Maggie!



# Poll #2

How helpful was this presentation in understand the responsibilities of the four CACFP Branch Sections?

- Very helpful
- Somewhat helpful
- Neither helpful nor unhelpful
- Somewhat unhelpful
- Very unhelpful

# CACFP Key Takeaways

- ✓ Communication
- ✓ Technical Assistance
- ✓ Resources

# CACFP Email Boxes

- **General Inquires:** [CACFPinfo@dss.ca.gov](mailto:CACFPinfo@dss.ca.gov)
- **Training:** [CACFPTraining@dss.ca.gov](mailto:CACFPTraining@dss.ca.gov)
- **Meal Pattern:** [CACFPMealPatterns@dss.ca.gov](mailto:CACFPMealPatterns@dss.ca.gov)
- **Preschools SHINE:**  
[PreschoolsSHINE@dss.ca.gov](mailto:PreschoolsSHINE@dss.ca.gov)
- **Farm 2 CACFP:** [Farm2CACFP@dss.ca.gov](mailto:Farm2CACFP@dss.ca.gov)
- **Civil Rights:** [CACFPCivilRights@dss.ca.gov](mailto:CACFPCivilRights@dss.ca.gov)
- **Procurement:** [ProcurementCACFP@dss.ca.gov](mailto:ProcurementCACFP@dss.ca.gov)
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- **Serious Deficiencies:** [CACFP.SD@dss.ca.gov](mailto:CACFP.SD@dss.ca.gov)



# Poll #3

In December, we sent out a survey to all CACFP Operators asking which best practices topics would be of interest for the CACFP-Stay Connected Quarterly Webinar to be held on April 24, 2024. These were the top four that you selected. Please choose the topics you are most interested in:

- Preparing for an Administrative Review
- Annual Updates in CNIPS
- Onboarding New Staff
- Menu Planning for Emergency Preparedness



# SAVE THE DATE!



## April 24, 2:00 – 3:30 PM

# Thank you for joining us!

Resources posted on the web in 1-2 weeks

**Email**  
CACFPInfo@dss.ca.gov

**Website**  
[www.cdss.ca.gov/cacfp](http://www.cdss.ca.gov/cacfp)

**Social Media**  
@CaliforniaDSS



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