

## 2024 CACFP Annual Training Questions

### **Financial Management Questions:**

**Question:** Uniform/towel service would be under which operating cost?

1. Non-food supplies
2. Contracted Services
3. Other Operational Cost

**Answer:** The portion of Uniform/towel service allocated to CACFP kitchen operations would be recorded under contracted Services in the Operating Costs section of the CACFP budget.

\*\*\*\*\*

**Question:** Can I use CACFP funds to buy equipment (i.e., a toaster, stove, etc.) that will be used for CACFP reimbursable meals as well as other meals not reimbursed by CACFP?

**Answer:** Yes, if the equipment is necessary for operating CACFP. If the item would not be purchased if the agency was not participating in the CACFP, then it is not allowable.

For equipment under \$5,000, the Sponsor will be required to submit an equipment inventory list (with a useful life of more than a year) that is being funded with CACFP funds. The Sponsor must come up with an allocation percentage and provide the rationale used to support the allocation percentage. The Sponsor can only charge the allocated amount to CACFP.

### **For Example:**

It's the last quarter of the CACFP Agreement year, and the Sponsor can see they have excess CACFP funds, and they would like to purchase a new stove. The Sponsor could track the amount of time their current stove is used for CACFP Operation vs. Other Operation in a typical week.

<b>Kitchen Stove Time/Use</b>			
<b>Date</b>	<b>Time Used for CACFP</b>	<b>Other Program Time Use</b>	<b>Notes</b>
6/9/2024	0	1	Girl Scouts used facility for cooking demo

6/10/2024	3		Food Prep for Childcare, Breakfast, Lunch and PM Snack
6/11/2024	3	1	Food Prep for Childcare, Breakfast, Lunch and PM Snack. Staff Birthday Party Celebration After Hours (1)
6/12/2024	3	0	
6/13/2024	3	0	
6/14/2024	3	0	
6/15/2024	0	3	Building Owner Event
	15	5	

<b>Total Hours Used</b>	<b>20</b>
-------------------------	-----------

<b>% CACFP Usage</b>	<b>75.00%</b>
<b>% Other Program Usage</b>	<b>25.00%</b>

<b>Cost of Stove</b>	<b>\$758.00</b>
<b>% CACFP</b>	<b>\$568.50</b>
<b>% Other</b>	<b>\$189.50</b>

**\*\*The amount of CACFP funds that can be used to purchase the stove**

\*\*\*\*\*

**Question:** Can I purchase kitchen only med-kit supplies with CACFP funds?

**Answer:** Yes, a medical kit purchased for use by kitchen staff would be considered an allowable non-food operating expense.

\*\*\*\*\*

**Question:** When do we need to start tracking hours for CACFP for teachers? 2024-2025 year or current year?

**Answer:** For staff that are paid with CACFP funds, tracking the amount of time that staff work on CACFP duties (indicating the amount of time spent working on CACFP food service duties as well as the amount of time spent working on CACFP administrative duties) has been a requirement for years and is a practice that should be put in place immediately in the current year.

\*\*\*\*\*

**Question:** Can food storage space be allocated to CACFP 24 hrs a day/7 days a week?

**Answer:** Yes, if the food storage space is only used for CACFP Food/Non-food items, then that space would be allocated at 100% to CACFP.

\*\*\*\*\*

**Question:** Should the time that teachers spend supervising family style meal service be documented as CACFP Food Service time?

**Answer:** Yes, time teachers spend supervising and assisting participants with family style meal service should be documented as CACFP Food Service time.

\*\*\*\*\*

**Question:** Are retirement benefits an allowable CACFP staffing expense?

**Answer:** Yes, the Sponsor will combine average benefits paid per month per employee position and enter that information under Operating Labor Costs and Administrative Labor Cost if applicable to the organization. See FNS 796-2 Revision 4 and; 2 CFR Part 225, Appendix B 8(e) for public institutions; and 2 CFR Part 230, Appendix B 8(i) for nonprofit private institutions; or Federal Acquisition Regulations (FAR) 31.205-6 j, for proprietary institutions.

\*\*\*\*\*

**Question:** What required information do our CACFP Job Descriptions need to contain?

**Answer:** Job descriptions are required for any employee/position with CACFP duties. The job descriptions should include all assigned duties of the employee (CACFP Duties and Other Duties). The job descriptions must contain the percentage of time spent on CACFP duties vs. Non-CACFP duties. During the training we received feedback that changing job descriptions can be incredibly difficult for some organizations. To assist with this issue, our office created a [“Job Description Supplemental Form”](#) which is designed to be submitted along with the standard job description for your employee(s). This form allows the sponsor to enter the employee(s) assigned duties/time for 1 week and the form will calculate the percentages of Non-CACFP/CACFP Food Service/CACFP Admin duties automatically. The one form has the capability to track percentages for up to 25 employees if needed and is available for download/upload on the checklist tab.

\*\*\*\*\*

**Meal Service/Meal Pattern Questions:**

**Question:** Does CACFP have any programs to reimburse for purchasing local food?  
Besides the free fish.

**Answer:** Currently, there are no other programs that we are aware of that provide additional financial assistance to help CACFP operators purchase local foods. The CACFP Team has previously brought this issue to the Child Nutrition Team and continues to advocate for additional resources for our CACFP operators. We will continue to advertise special opportunities, like the Fishermen Feeding Mainers program, as they become available. In the meantime, remember that you can use your CACFP reimbursement money to purchase local foods from grocery stores, farm stands, co-ops, and farm shares. For programs that like to grow their own foods, you can also use your CACFP reimbursement money to purchase gardening supplies- as long as the garden-grown produce is used in CACFP meal service and/or for nutrition education. If you do purchase gardening supplies with CACFP funds, remember to save your dated, itemized receipts for these purchases with your other CACFP invoices.

\*\*\*\*\*

**Question:** Are Larabars creditable in CACFP?

**Answer:** Because Larabars contain ingredients from 2 different meal component groups- both fruits (which credit toward the Fruit component) and nuts (which credit toward the Meat/Meat Alternate component)- they would only be creditable with documentation from the manufacturer [either a CN Label or Product Formulation Statement (PFS)].

\*\*\*\*\*

**Question:** If I'm opening an overnight daycare and only feeding breakfast – can I do the CACFP?

**Answer:** For the majority of CACFP programs, there is no restriction regarding hours of operation or minimum number of meals/snacks served per day (as long as participants have a reasonable amount of time in which to eat their meal/snack), so programs that wish to serve only 1 meal or snack service per day can do so if they choose.

\*\*\*\*\*

**Question:** How do you find a manufacturer recipe to determine the whole grain criteria? Does WIC show whole grain rich or meet the grain criteria? In other words, can all grain in WIC be counted as whole grain rich?

**Answer:**

When it come to manufacturer documentation that shows whether or not a product is whole grain rich, you have a couple of options:

- One option is to look at the manufacturer’s ingredients label and use the “Rule of 3” to determine if a product is whole grain rich. See USDA’s handout, titled “Identifying Whole Grain-Rich Foods for the Child and Adult Care Food Program Using the Ingredient List” (<https://fns-prod.azureedge.us/sites/default/files/resource-files/cacfp-worksheet-identifying-wgrfoods-en-2021.pdf> ) for step by step guidance.
- Another option is to obtain the product’s CN Label or Product Formulation Statement (PFS). This specific documentation should tell you whether or not the product is considered whole grain rich for child nutrition programs.

The WIC List identifies whole grain rich breads as well as whole grain rich breakfast cereals- the breads and cereals identified as “whole grain” and/or “whole wheat” on the WIC List ARE considered “whole grain rich” in CACFP. When it comes to breakfast cereals, please note that the WIC List contains 2 separate lists: one that lists whole grain cereals and a separate list of non-whole grain cereals.

\*\*\*\*\*

**Question:** A study came out against Cheerios, claiming it affects children’s hormones. Have you heard of this and should we still be serving Cheerios?

**Answer:** Yes, we have heard of a study regarding a chemical found in oat-based foods that potentially affects the reproductive system in animals. We will notify program operators if USDA determines that any oat-based foods are unsafe to serve in CACFP.

\*\*\*\*\*

**Question:** Is the short non-discrimination statement required on programs’ posted menus?

**Answer:** The Non-Discrimination Statement (NDS) is not required on calendar-style menus that do not contain other program information. If other program information is included, the menu would be interpreted as part of an overall public notice/information document which would be expected to have the NDS (normally the short NDS unless vital information is included). Per NERO Regional Civil Rights Officer, 6/20/24

\*\*\*\*\*

**Question:** Can fresh eggs donated from parents be used in CACFP meal services?

**Answer:** No- there is no way to know how the eggs were handled; therefore, a parent donation of fresh eggs would not be considered an approved/reputable source.

\*\*\*\*\*

**Training Questions:**

**Question:** If we hold staff/provider trainings on Zoom or other online platforms, how must attendees be documented? Is it ok to have the training administrator list attendees or does it have to be documented within the online platform?

**Answer:** Attendance at online trainings should be documented within the online platform. The majority of online platforms that we are aware of, including Zoom, have a feature that allows you to print a report of meeting/training attendees that shows a list of the attendees' names as well as the date and the title of the meeting/training- some platforms are also able to show the duration of attendance as well. We suggest reaching out to your IT staff for more information regarding your online platform's capabilities. For smaller programs that do not have access to IT staff, a Google search regarding how to print attendee reports in your online platform will likely be helpful.

\*\*\*\*\*

**Question:** Are teachers included in front line staff in regards to Annual Training or just Civil Rights?

**Answer:** To meet annual, In-House CACFP Training requirements, teachers that supervise CACFP meal service should receive annual training on the topic of Civil Rights. When it comes to the other 6 required In-House Training topics (POS Meal Counts, Meal Patterns, Record Keeping, Reimbursement Systems, Claims Review and Claims Submission), the topics that you must train teachers on will depend on the teachers' CACFP duties. For example, if they also help take POS meal counts in addition to supervising meal service, they should also receive training on the topic of POS Meal Counts; if they also assist with measuring food/serving food for any meal service, they should also receive training on the topic of meal patterns.

\*\*\*\*\*

**Miscellaneous Questions:**

**Question:** Are monitors of CACFP Homes required to determine ratios?

**Answer:** No, monitors of CACFP Homes are not required to determine ratios, childcare ratios are determined and regulated by DHHS. However, as monitors of family childcare providers, you are required to ensure that providers are following DHHS's regulations regarding childcare ratios. If you observe a provider that is exceeding child/staff ratios, that information should be reported to Childcare Licensing (see pg. 24 of Maine's CACFP Family Childcare Sponsor Handbook:

[https://www.maine.gov/doe/sites/maine.gov/doe/files/inline-files/Guidance%20Handbook%20for%20Sponsors%20of%20Family%20Childcare%20Providers\\_0.pdf](https://www.maine.gov/doe/sites/maine.gov/doe/files/inline-files/Guidance%20Handbook%20for%20Sponsors%20of%20Family%20Childcare%20Providers_0.pdf) )

\*\*\*\*\*

**Question:** Which WIC poster am I required to post at my facility(ies)?

**Answer:** The current WIC flyer that should be posted for CACFP can be found on the Forms page of the Maine CACFP website, under the heading "Income Eligibility Forms":

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