

# 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.

**Infant Feeding Documentation Requirements**

**Corrective Action Plans**

**Food Buying Guide**

**Lactose Intolerance & Milk Allergies**

**NEW Crediting Tip Sheets for Child Nutrition Programs**

**Preparing for Your Administrative Review**

**The Culinary Institute of Child Nutrition Training**

**Recipe of the Month**

**Shout Out!!**

## CACFP Contacts

Alissa Mank; [alissa.m.mank@maine.gov](mailto:alissa.m.mank@maine.gov), 624-6879

April Taylor; [april.taylor@maine.gov](mailto:april.taylor@maine.gov), 215-9034

Troy Fullmer; [troy.fullmer@maine.gov](mailto:troy.fullmer@maine.gov), 816-2312

Christina DeRocher; [christina.derocher@maine.gov](mailto:christina.derocher@maine.gov), 816-2246

# Maine CACFP Infant Feeding Documentation Requirements

Documenting infant feeding in the CACFP can be challenging due to differences in developmental readiness, staff turnover and other factors. Ensure that your program is meeting the following Maine CACFP requirements for documenting infant feeding:

- You must maintain a daily, dated menu for all infants participating in CACFP. The daily, dated menu must be made available to parents/guardians.
- You must maintain documentation showing:
  - Each infant's name and age (or, instead of recording the infants' ages, you may document their CACFP infant age group instead: the CACFP infant age group "A" indicates that the infant is age birth-5 months and the CACFP infant age group "B" indicates that the infant is 6-11 months).
  - The amounts of formula and /or breast milk served (NOT consumed) to each infant at each meal and snack
  - The specific solid foods offered to each infant at each meal and snack
  - This information can be recorded on the daily, dated menu -or - it can be documented on a separate document.

Maine CACFP has developed two forms to help programs document infant feeding:

- The Daily Infant Sheet: this form captures infant feeding for one infant for one day. It was designed in such a way that it can be made into a carbon copy so that you can keep one copy of your records and send the other copy home with the parents, if desired.

- The Daily Infant Portion Menu for Multiple Infants: this form is designed to capture infant feeding for multiple infants for one day.
- Both of these forms can be found the the [CACFP Basic Training](#) page of our website.
- Programs may use either of these forms -or- they may use their own method/form to document infant feeding - as long as they capture all of the required information above.

The Maine CACFP will no longer be promoting the use of the Weekly Infant Portion Menu for Multiple Infants due to the number of documentation errors seen on this form during administrative reviews; therefore, this form has been removed from our website. If programs choose to continue using the Weekly Infant Portion Menu for Multiple Infants, they must meet the above infant feeding requirements, including documenting the amounts of formula and/or breastmilk served to each infant at each meal and snack.

For questions related to CACFP infant feeding, please contact one of the CACFP Nutrition Consultants.



# Corrective Action Plans

When a finding of non-compliance is discovered during CACFP administrative reviews, state agency staff must require institutions to submit a written Corrective Action Plan (CAP). Corrective action is the action that a facility will take within a specific time frame to address the finding(s) of noncompliance and to prevent it from recurring (2 CFR 200.26). Successful corrective action is:

- New or improved processes and/or procedures
- Implemented within a specific time frame
- Expected to resolve the issue and prevent it from recurring
- Identifies who is responsible for implementing and maintaining new procedures

When you write your corrective action plan, remember that it must be 'SMART':

**Specific:** make sure your plan includes detailed, step-by-step actions

**Measurable:** does this plan really solve the problem?

**Attainable:** do your staff have the needed skill-set and training?

**Realistic:** do you have enough resources to make this plan happen?

**Timely:** when will these new procedures occur? How often?

**Ensure that your CAPs contain all of the following required information:**

**WHAT** new processes/procedures will be implemented to correct the finding? Please provide step-by-step details describing your new procedures/processes.

**WHO** will ultimately be responsible for implementing the procedures and internal controls? Please use staff titles (not names).

**HOW** will the facility ensure that the procedures are followed consistently to prevent recurrence? How will staff be notified and/or trained?

**WHEN** will the new procedures be implemented and how often will they occur?

**WHERE** will the CAPs be kept and who will have access to the documentation? This information can be a blanket statement for all CAPs if they will all be kept in the same location/the same staff will have access.

Sometimes state agency staff may also require supplemental documentation in addition to your written CAP, such as: menus, portion menus, training documentation and/or meal count records. Ensure that your CAPs are thorough, complete and submitted by the due date established by state agency staff. If you have any questions about writing your CAPs or what information they should contain, please contact your CACFP state agency reviewer.

# Food Buying Guide

New foods are now available in the Food Buying Guide for Child Nutrition Programs (FBG) Interactive Web-based Tool and Mobile App! New yield data is available for the following, which are identified as traditional Indigenous foods in Tribal communities: Huckleberries, bison, canned steelhead trout, halibut, walleye, white perch, and whitefish. Stay tuned for additional yield data releases coming soon. Explore the [Food Buying Guide](#) today!

## Lactose Intolerance and Milk Allergies

The Institute of Child Nutrition created a Mealtime Memo on Lactose Intolerance and Milk Allergies. This [Mealtime Memo](#) will explain the difference between lactose intolerance and a milk allergy and discuss how to accommodate children with these disabilities.

## NEW Crediting Tip Sheets for Child Nutrition Programs

The crediting [tip sheet series](#) provides handy references for program operators on how to credit the five meal components in child nutrition programs. Each tip sheet provides simple, easy-to-use information for one meal component.

# Preparing for Your CACFP Administrative Review

## **Dated, Itemized Receipts/Invoices for CACFP Food and Non-Food Expenses**

- Dated, Itemized Receipts/Invoices are required to support your operation of a non-profit food service program. Keep on file for 3 years + the current year, like other CACFP records.
- Make sure that your receipts show:
  - the date of each purchase
  - the vendor name
  - individual items purchased
  - individual item costs and total cost
- Handwritten receipts are acceptable (such as handwritten receipts from farmers markets, farm stands, etc.) if they contain all of the required information above.
- Photocopying receipts is a great idea since the ink on receipts tends to fade over time. Remember to photocopy the entire receipt so that the copy shows all of the required information and make sure that the photocopy is legible.
- If/When there are both CACFP items and non-CACFP items on the same receipt, please identify program vs non-program items.
- If your program receives donated food or non-food items, create receipts for these items to include: date of donation, source of donation, individual items donated and the approximate value of individual donated items.

- Allowable CACFP food and non-food costs include:
  - **Food supplies:** food items used in CACFP reimbursable meals and snacks including creditable foods, condiments, spices, ingredients used in recipes. Documentation required: dated, itemized receipts/invoices showing above required information.
  - **Non-food kitchen supplies:** non-food items used primarily for CACFP food service, such as paper goods, kitchen cleaning supplies, utensils, dishes, etc. Documentation required: dated, itemized receipts/invoices showing above required information.
  - **Vended meals:** meals/snacks purchased from a local school or food service management company. Documentation required: signed copy of contract; monthly invoices incl. delivery/fuel charge if applicable.
  - **Allocated expenses:** If allocating a portion of any expense to CACFP, make sure to indicate the amount charged to CACFP on the receipt/invoice. Documentation required: ensure that the allocation percentage charged to CACFP corresponds to the allocation percentage approved in your CACFP budget.
- Unallowable food and non-food costs include:
  - Food for staff and personal food
  - Food for non-CACFP activities
  - Center supplies (e.g. toilet paper, diapers, supplies for classroom activities)
  - Cost of non-reimbursable meals provided by vendor or meals provided by unapproved vendor



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

**February 18, 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!

# Recipe of the Month from Team Nutrition!

## Roasted Spaghetti Squash with Tomato Sauce



### A Veggie Twist on a Popular Dish

Spaghetti squash is a great way to serve vegetables in a dish that is appealing to kids. It's in season during the fall and winter months, so give it a try on the menu at home or your child care site as the weather gets cooler!

Get the recipe and watch a quick cooking video before you make it! Available with portions for:

- Children 3–5 years: [Recipe](#) | [Cooking Video](#)
- Children 6–18 years: [Recipe](#) | [Cooking Video](#)

Find more Child and Adult Care Food Program (CACFP) recipes in the Institute of Child Nutrition's [Child Nutrition Recipe Box](#). For additional cooking videos, visit [Team Nutrition's website](#).

[View in Spanish](#) | [Vea en español](#)

# Shout Out!!

## Maine CACFP Sponsors

### Highlighted in the USDA FNS NERO September Update



#### Community Summer Kickoff in Kittery, Maine

(June 28) FNS Senior Advisor, Jayme Holliday and Acting Northeast Regional Deputy Administrator, Jessica Saracino helped celebrate the kickoff of the summer food programs in Kittery, Maine. Additionally, Maine celebrated being one of the first nationwide distributors of SUN Bucks, issuing first benefits to 72k eligible children throughout the state. Holliday and Saracino were also granted access to the Portsmouth Naval Shipyard an Armed Forces Branch in Kittery, Maine. They were given a tour of the base and learned how the state of Maine utilizes the SUN Program to tackle food insecurity within the military community.



Presque Isle, Maine WIC Helps Families with Back-to-School Supplies (August 2) Aroostook County Action Program (ACAP) held a Back-to-School Bash for families in Presque Isle, Maine, outfitting children with backpacks, clothing and school supplies for the upcoming school year.