

# 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.

**CACFP Open Office Hours**

**2025 Agreement Renewals**

**2CFR Part 200 Updates**

**Daycare Home Sponsors Budget**

**Share Table Guidance**

**Filling out the CNPweb User Access Form**

**USDA Memo**

**CACFP Training**

**From the USDA**

**Recipe of the Month**

### 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

# CACFP Open Office Hours

After receiving great feedback last year, our office has scheduled virtual “Open Office Hours” to assist with agreement renewal questions and technical assistance. We encourage all Sponsors to save questions and plan on attending one of these virtual [“Open Office Hours”](#).

September 6, 2024 - 11:00am to 12:00pm

September 11, 2024 - 2:00pm to 3:00pm

September 16, 2024 - 2:30pm to 3:30pm

September 19, 2024 - 8:00am to 9:00am

September 24, 2024 - 3:00pm to 4:00pm

September 26, 2024 - 10:00am to 11:00am

September 30, 2024 - 2:00pm to 3:00pm

# 2025 CACFP Agreement Renewals

**Agreement renewals are due on or before September 30, 2025**

Please see the Notice Page when you log into CNPweb to see which CACFP Reviewer has been assigned to assist your organization with the renewal. Please be aware our current staff priority is completing Administrative Reviews- saving questions and utilizing the “Open Office Hours” assists with this priority.





## 2 CFR Part 200 Updates

1. An increase in the de minimis indirect cost rate from 10% to 15% of Modified Total Direct Costs (2 CFR § 200.414 [f]),
2. An increase in the threshold for determining equipment from a per unit cost of \$5,000 to \$10,000 (2 CFR § 200.313),








The budget for this year does not reflect these updates, as the regulations were updated after the 2025 budget was released. Our office wanted to make you aware of these changes as you complete your 2025 budget. If you have already completed your budget for 2025, there is no need to make revisions regarding this update, unless your organization would prefer to do so.

# Daycare Home Sponsors Budget

Please utilize the Budget Form on the Checklist tab in CNPweb. Currently, we do not have the ability to hide the old budget on the application screen.

|     |                                |   |   |
|-----|--------------------------------|---|---|
| 20. | Budget- Annual Budget Form     |  |  |
| 21. | Budget- Annual DCH Budget Form |  |  |

## Sponsor Summary

| Number | Name                          | Revision | Status             | Date Approved | Action  |
|--------|-------------------------------|----------|--------------------|---------------|---|
|        | Sponsor Application           | 0        | Pending Submission |               |    |
|        | <del>DCH Sponsor Budget</del> | 0        |                    |               |    |
|        | Institution Management Plan   | 0        | Pending Submission |               |    |

If you have issues submitting your agreement for approval because the old budget form is not completed. Click on the plus (+) button and click “save” (leaving the form blank). Then try to resubmit the agreement for approval. Please reach out to your assigned reviewer with any questions or concerns.

# Share Table Guidance

Share tables can help reduce food waste and encourage consumption of foods served at CACFP sites. However, reservice of food can create a potential health hazard if appropriate precautions are not taken.

Food Sharing Table Guidance:

<https://www.maine.gov/dhhs/mecdc/environmental-health/el/site-files/handouts/Food-Sharing-Tables-Guidance-for-Schools-052419.pdf>

These guidelines were created for schools, however, they are applicable to CACFP sites and are intended to assist staff who implement share tables.



# Filling out the CNPweb User Access Form

Please read ALL directions before completing the form



## CNPweb User Request Form



Complete this form to add, modify or delete a user in CNPweb. You must also update the Sponsor Application in CNPweb accordingly. Submit this form as often as changes occur to reflect only those currently approved to enter data and/or approve claims. This form must be signed by the Sponsor's Authorized Representative. This is the person with the legal authority to sign documents on behalf of the sponsor. Email completed form to [child.nutrition@maine.gov](mailto:child.nutrition@maine.gov).

All of these boxes need to be completed. Please do not use your AOS or School Union number. Use the district name as it appears in CNPweb, minus the assigned CNPweb number

Individuals can belong to one User Group, be sure to read the definitions of each before selecting the one you want.

The form must be signed by the Authorized Representative that is listed in CNPweb.

| CACFP Sponsor Name <i>as it appears in CNPweb</i> :   |  |                          |                          |
|---|--|--------------------------|--------------------------|
| Staff Name:   | New User                                 | Modify User              | Inactivate User          |
| Title:  | <input type="checkbox"/>                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Email:  | Phone:                                   |                          |                          |
| COMPLETE THIS SECTION TO ADD/MODIFY/INACTIVATE A USER:  |  |                          |                          |
| User Group Column   | Program Column                           |                          |                          |
| <b>User Group: Select one</b>   | CACFP<br>Child & Adult Care Food Program |                          |                          |
| <b>Sponsor Admin</b><br>Annual Application Packet;<br>Monthly Claim for Reimbursement;                              | <input type="checkbox"/>                 |                          |                          |
| <b>Claim Approver</b><br>Approves the Monthly Claim for Reimbursement. Cannot enter or edit information.            | <input type="checkbox"/>                 |                          |                          |
| <b>View Only</b><br>Can view information but not edit or delete   | <input type="checkbox"/>                 |                          |                          |
| As the Authorized Representative for the above names organization, I am requesting the changes listed on this form. |  |                          |                          |
| Signature of Authorized Representative (Legal Agent):   |  |                          |                          |
| Print Name of Authorized Representative (Legal Agent):  |  |                          |                          |
| Title:  | Date:                                    |                          |                          |

### State Use Only:

Date: \_\_\_\_\_ Change Complete:  Initials: \_\_\_\_\_

Maine DOE Child Nutrition

6/17/24

Forms that are not completed properly will be returned for corrections. Please be sure you are using the form pictured above.

# USDA Memo

CACFP 12-2024, SFSP 16-2024, Questions and Answers Related to CACFP 11-2021, SFSP 07-2021, Collection of Race and Ethnicity Data by Visual Observation and Identification in the Child and Adult Care Food Program and the Summer Food Service Program – Policy Rescission -Set 2.

This memorandum offers guidance to help State agencies and Program operators comply with the Federal requirement to collect race and ethnicity data from Program participants. All Child Nutrition Program Memos are posted on the [Policy and Memos](#) page of the Child Nutrition website.



# CACFP Training

## CACFP Basic Training

September 12, 2024

9:00am-1:00pm

Topics include:

Income Eligibility, Forms, Food Meal Components, Food Buying Guide, Portion Menu, All Meal Patterns, Milk Substitutes, Dietary Restrictions, CN Labels, Record Keeping, Point of Service Meal Counts, Claims, Reimbursement Rates, New Meal Pattern Handouts

To access the CACFP forms and information that will be covered during the training, please visit our website,

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

To Register:

[https://forms.office.com/pages/responsepage.aspx?id=q6g\\_QX0gYkubzeoajy-GTjkRg43GkTRGl8oKaTh8Y-JUN0M4VzdXWjBGQjdNSjBKMDZTNIBRMVpMNSQIQCNOPWcu&route=shorturl](https://forms.office.com/pages/responsepage.aspx?id=q6g_QX0gYkubzeoajy-GTjkRg43GkTRGl8oKaTh8Y-JUN0M4VzdXWjBGQjdNSjBKMDZTNIBRMVpMNSQIQCNOPWcu&route=shorturl)



# From the USDA

## **CACFP Halftime: Thirty on Thursdays Webinar on “Choose Yogurt That Is Lower in Added Sugars in the CACFP”**

On Thursday, September 19, 2024, USDA’s Team Nutrition initiative will present a CACFP Halftime: Thirty on Thursdays webinar on “Choose Yogurt That Is Lower in Added Sugars in the CACFP.”

Registration for this free webinar is now available, using the following registration links:

- 2-2:30 p.m. ET English Webinar [[Register Now](#)]
- 3-3:30 p.m. ET Spanish Webinar: [[Register Now](#)]

Registration links are also available from [www.fns.usda.gov/tn/halftime-cacfp-thirty-thursdays-training-webinar-series](http://www.fns.usda.gov/tn/halftime-cacfp-thirty-thursdays-training-webinar-series). Both webinars will be recorded and made available at a later date. All who register for the webinar will receive an email once the recording is available.

This webinar will highlight the new added sugars limit for yogurt and how to identify yogurt that meets this limit. Attendees will have a chance to submit questions to the presenters and check their knowledge through interactive polling questions.

FNS Regional Offices, State agencies, sponsoring organizations, and CACFP program operators are invited to participate.

Team Nutrition will provide certificates of participation to individuals who attend the entire thirty-minute webinar. The National CACFP Sponsors Association (NCA) is also offering webinar participants the opportunity to submit and track continuing education credits. Additional information on this opportunity is available from NCA at:

[www.cacfp.org/usda-webinars/](http://www.cacfp.org/usda-webinars/).

For more information, please visit the [CACFP Halftime: Thirty on Thursdays](#) webpage.

For questions regarding the webinar, please reach out to [TeamNutrition@USDA.gov](mailto:TeamNutrition@USDA.gov).

Do you need an alternative format or accessibility tools to help you participate in this event?

This webinar will be offered with closed captioning. Participants who require a different accessibility tool to participate in this webinar, please email [TeamNutrition@USDA.gov](mailto:TeamNutrition@USDA.gov) by September 5, 2024.

# Recipe of the Month

## Pourable Pizza Crust - USDA

SERVINGS: 25

CALORIES: 158 KCAL

This is an easy way to make traditional pizza crust in sheet pans. With few ingredients this is simple to prepare, versatile, and delicious!

### INGREDIENTS

- 1.5 tablespoons Active dry yeast
- 1.75 pounds Enriched all purpose flour
- 4.63 ounces Instant nonfat dry milk
- 2.63 ounces Sugar
- 0.63 teaspoons Salt, kosher
- 1 tablespoons Vegetable oil
- 1 quarts Water, warm
- 1.25 ounces Cornmeal



## INSTRUCTIONS

1. Mix dry yeast, flour, dry milk, sugar, and salt together.
2. Add oil to dry mixture blend for 4 minutes on low speed.
3. Add water to dry ingredients. Blend for 10 minutes on medium speed.  
Batter will be lumpy.
4. For 25 servings, lightly coat 2 half-sheet pans (13" x 18" x 1") and 1 quarter-sheet pan (9" x 13" x 1") with pan release spray. Sprinkle each half-sheet pan with ½ oz (approximately 2 Tbsp) cornmeal. Sprinkle the quarter-sheet pan with ¼ oz (approximately 1 Tbsp) cornmeal.
5. Pour or spread 1 lb 11 ½ oz (1 qt ½ cup) into each half-sheet pan. Put the remainder of the dough in the quarter-sheet pan. Let stand for 20 minutes.
6. Prebake until crust is set:  
Conventional oven: 475° F for 10 minutes  
Convection oven: 425° F for 7 minutes
7. Top each prebaked crust with desired topping
8. Bake until heated through and cheese is melted:  
Conventional oven: 475° F for 10-15 minutes  
Convection oven: 425° F for 5 minutes
9. Portion by cutting each half-sheet pan 2 x 5 (10 pieces per pan). Portion the quarter sheet pan into 5 pieces per pan.

## RECIPE NOTES

Special Tip: To use high-activity (instant) yeast, follow manufacturer's instructions.

Crediting: 1 piece provides 2 oz grain equivalent

### Body

\*Can adjust number of servings when printing- the ingredient list will change, the instructions will not.