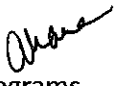


DATE: August 2010
TO: Authorized Representatives of the Child and Adult Care Food Program
 (CACFP) – Child Care Component
FROM: Amanda Kane, Director 
 Community Nutrition Programs
SUBJECT: Revised Guidance Memorandums

Enclosed are copies of two updated CACFP Guidance Memorandums for Child Care Centers participating in the Child and Adult Care Food Program. **Please read them and be sure to implement changes by the required dates specified in each guidance memo.** Discard outdated guidance memos and replace them with these revisions in the guidance memorandum binder. Changes in the content of the enclosed guidance memos are summarized below.

PLEASE NOTE: Per USDA CACFP Guidance Memorandum #14-2010, the Income eligibility Guidelines listed on the *Parent Letter* and *Household Size-Income Scale* will remain in effect until June 30, 2011. As well, per WIC Policy Memorandum #2010-9, the Income Eligibility Guidelines listed within the *WIC Factsheet's Income Eligibility Table* will remain in effect until June 30, 2011. Copies of these updated documents have been e-mailed to your agency with the CACFP Application Renewal letter on August 30, 2010.

Guidance Memorandum	New Requirements and/or Changes
2. Rates of Reimbursement Effective July 1, 2010	Updates the rates for meal reimbursement and cash-in-lieu of commodities.
8C. Civil Rights Compliance and Enforcement	1) Updates the complaint filing procedure. 2) Elaborates on what documentation must be retained on file for demonstrating the completion of the annual civil rights training with staff. 3) References the training website for downloading the <i>Civil Rights Requirements</i> Power Point presentation that may be used to train agency staff to meet the annual civil rights training requirement. 4) Adds the requirement to implement a written procedure for handling discrimination complaints, including the maintenance of a <i>Civil Rights Complaint Log</i> and providing a <i>Civil Rights Complaint Form</i> to complainants. 5) Updates the Building for the Future Flier to reflect the new Community Nutrition Program Director's name. 6) Updates the News Media Releases for Federal Fiscal Year 2011.

Information at the bottom of each guidance memo page gives the revision date and directs readers to the DPI Community Nutrition Team website, so agency staff can check to be sure they are using the most current revision of a specific guidance memo. The web address can also be used to locate electronic copies of documents and spreadsheets found in the guidance memos.

Enclosures