

DATE: June 2011

TO: Authorized Representatives of the Child and Adult Care Food Program
(CACFP) – Child Care Component

FROM: Amanda Kane, Director *A. Kane*
Community Nutrition Programs

SUBJECT: Revised Guidance Memorandums

Enclosed are copies of eight 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 **Please read them and be sure to implement changes by the required dates specified in each guidance memo.** Discard outdated guidance memos and replace them with these revisions in the guidance memorandum binder.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.

Guidance Memorandum	New Requirements and/or Changes
1C: Instructions for Completing the Household Size-Income Statement	<ol style="list-style-type: none"> 1) Changes the requirement of providing the full social security number of the household member signing the Household Size-Income Statement; only the last four digits of the social security number must now be provided. 2) Changes the eligibility and reporting requirement for foster children; foster children are now categorically eligible as free, may be certified without a Household Size-Income Statement, and may now be included on the same Household Size-Income Statement completed for the household's non-foster children. 3) Updates the Household Size-Income Statement: <ul style="list-style-type: none"> - Requires only the last 4 digits of the social security number of the household member signing the form to be provided within Part 2. - Requests for time period per amount of income received to be provided in Part 2. - Provides a check box to indicate if no income is received by each household member in Part 2. - Specifies that self-employed individuals need to report net income. - Moves the Privacy Act Statement to the Household Letter. 4) Updates the Parent Letter to include the Privacy Act Statement and updates the income scale that is effective July 1, 2011. 5) Updates the income guidelines that are effective July 1, 2011 within the Household Size-Income Scale.
3C: Claim Submission	Changes the maximum time allowed to submit an amended claim for an upward adjustment from 90 days to 60 days.
5C: Sponsoring Organization Requirements for CACFP Monitoring, Training, Edit Checks, and Household	1) Removes the requirement to monitor for block claims and complete the monthly block claim edit check.

Contacts	<ol style="list-style-type: none"> 2) Adds the requirement to complete and document the annual civil rights training for all staff who interact with the children and their families. 3) Adds a question to the Review form to monitor for compliance with the annual civil rights training requirement. 4) Adds columns to the five-day reconciliation table within the Review form to document the total number of children in attendance based on attendance records in addition to the total meal counts. 5) Adds that the timing of unannounced reviews must vary so they are unpredictable to the facilities.
6C: Enrollment	<ol style="list-style-type: none"> 1) Provides USDA's definition of eligible children. 2) Updates the nondiscrimination statement with complaint filing procedure on the CACFP Enrollment Form (PI-6077 Rev 4-11).
8C: Civil Rights Requirements	<ol style="list-style-type: none"> 1) Updates the nondiscrimination statement and complaint filing procedure. 2) Adds the Spanish version of the nondiscrimination statement and complaint filing procedure. 3) Adds reference to the 8 1/2" X 11" "...And Justice For All" poster for temporary use; a link has been added to the DPI Community Nutrition Team website to access this poster. 4) Adds a News Media Release to be used by "At Risk" After School Care Center agencies.
9C: Recordkeeping Requirements	Adds requirement that inventory records of purchases, including date and source, must be kept when the receipts do not show the description of each item purchased.
12C: Meal Pattern Requirements	<ol style="list-style-type: none"> 1) Provides USDA's definition of eligible children. 2) Describes the documentation required when providing care to children with disabilities who are over the age of 12 years. 3) Adds the requirement to make water available to children. 4) Specifies the change in milk requirements; skim or low-fat (1%) milk is now required to be served to children over age of 2 years. 5) Specifies the change in documentation requirements for serving non-dairy milk substitutions. 6) Clarifies that all food components, including milk, must be served together at the same time in order for the meal or snack to be reimbursable. 7) Clarifies the Child Nutrition (CN) label requirement and provides an example of what a CN label looks like.
13C: Purchase of Meals	Separates the guidance memorandum and CACFP Vendor Agreement documents on the DPI Community Nutrition Team website.

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