



**BULLETIN:**

**Child and Adult Care Food Program**

**Child & Adult Care Centers,  
Emergency Shelters, OSHC, &  
Sponsors of Family Day Care Homes**  
[www.education.alaska.gov/tls/cnp](http://www.education.alaska.gov/tls/cnp)

Child Nutrition Programs  
Teaching and Learning Support  
801 West 10<sup>th</sup> Street, Suite 200  
P.O. Box 110500  
Juneau, Alaska 99811-0500  
Phone: (907) 465-8711  
Fax: (907) 465-8910  
Email:  
[annmarie.martin@alaska.gov](mailto:annmarie.martin@alaska.gov)

**To:** CACFP Agencies  
CACFP Program Reviewers

**Date:** September 20, 2016

**From:** Ann-Marie Martin  
CACFP Coordinator

**Bulletin:** 2016-10

Program changes as a result of USDA Policy Memos and Technical Assistance Memos are to be implemented immediately. Please file this bulletin for reference, guidance and compliance with the Child and Adult Care Food Program. Feel free to call the Child Nutrition Programs office if you need further clarification.

**USDA Policy Memos**

1. CACFP 23-2016 Feeding Infants and Meal Pattern Requirements in the CACFP; Questions and Answers
2. CACFP 24-2016 Conducting Five-Day Reconciliation in CACFP, with Q&As
3. CACFP 25-2016 Vegetable and Fruit Requirements in the CACFP; Questions and Answers
4. CACFP 26-2016 Meal Service during Unanticipated School and Day Care Closures

**Bulletin Topics**

5. CACFP Annual Paperwork available on CNP Web: Due Date October 1, 2016
6. National Food Safety Education Month – September 2016
7. Cooperative Extension Certified Food Protection Manager Workshop October 4, 2016
8. National Food Day – October 24, 2016
9. Pricing Policy Statement

**1. CACFP 23-2016 Feeding Infants and Meal Pattern Requirements in the CACFP; Questions and Answers**

This policy memo provides guidance on the new meal pattern and infant feeding that goes into effect October 1, 2017. If your agency has infants (zero through 11 months) enrolled in care you are required to offer CACFP and understand all of the requirements.

**2. CACFP 24-2016 Conducting Five-Day Reconciliation in CACFP, with Q&As**

This policy memo clarifies policy and answers questions regarding the reconciliation of meal counts with enrollment and attendance records for five days that is required when conducting monitoring reviews.

**3. CACFP 25-2016 Vegetable and Fruit Requirements in the CACFP; Questions and Answers**

This policy memo explains the vegetable and fruit requirements in the new CACFP meal pattern and includes question and answers. The new meal pattern will be in effect October 1, 2017.

**4. CACFP 26-2016 Meal Service during Unanticipated School and Day Care Closures**

This policy memo clarifies that meals may be served through the Summer Food Service Program (SFSP) or the National School Lunch Program (NSLP) and reminds CACFP program operators of our guidance from the CACFP 12-2014 policy memo that is also found with this bulletin.

**5. CACFP Annual Paperwork available on CNP Web**

The annual renewal is open in the CNP Web database with October 1, 2016 as the deadline date for submission of required attachments and entry of FY17 information into the CNP Web database. All agencies are required to submit an annual budget for FY2017 by October 1, 2016. New budgets are available through the CNP Web database under the Packet Tab. Single site centers that are ONLY using CACFP funds for CACFP Food, CACFP Kitchen Supplies, CACFP Food Service Labor, or CACFP Administrative Labor may use the Attachment A & B: Simple Food Service Budget. All other agencies will use Attachment A: Complete Food Service Budget with Details. This will be discussed in detail at all CACFP Annual trainings. The only agencies not required to submit the budgets are school districts operating under the National School Lunch Program.

**6. National Food Safety Education Month – September 2016**

The Food and Drug Administration has many resources available for food safety at their website. Please use the flyer to test your knowledge and staff knowledge on food safety. The flyer is included with this bulletin at: <http://education.alaska.gov/tls/cnp/CACFP4.html>.

**7. Cooperative Extension Certified Food Protection Manager Workshop October 4, 2016**

Each agency that prepares food must have a Certified Food Protection Manager on staff per the food safety regulations from the Alaska Department of Environmental Conservation or the Municipality of Anchorage Environmental Health Services. Please see the flyer advertising a CFPM Workshop that is included with this bulletin at: <http://education.alaska.gov/tls/cnp/CACFP4.html>.

**8. National Food Day / Local Lunch Day – October 24, 2016**



**Is your program participating in Local Lunch Day on October 24<sup>th</sup> in celebration of Food Day by serving a food item that was grown or harvested in Alaska?  
If yes, you could receive the special prize of a Sunkist Sectionizer (valued at \$250.00).**



**Go to <https://www.surveymonkey.com/r/MJ887HL> and complete the survey by November 30, 2016 to have your agency or school's name in the drawing.**

For more information please contact:

Sue Lampert  
USDA Foods Program Coordinator  
State of Alaska  
907-465-8710  
[susan.lampert@alaska.gov](mailto:susan.lampert@alaska.gov)

## 9. Pricing Policy Statement

If agency's want to charge separately for meals they must work submit a Pricing Policy Statement, update the management plan and the CNP Web database. EED has a template that can be used to guide an agency in developing their pricing policy and can be found with this bulletin at: <http://education.alaska.gov/tls/cnp/CACFP4.html>.

### Contact Information

Ann-Marie Martin, Program Coordinator  
(907) 465-8711 fax (907) 465-8910  
[annmarie.martin@alaska.gov](mailto:annmarie.martin@alaska.gov)

Alicia Maryott, Program Specialist  
(907) 465-4788 fax (907) 465-8910  
[alicia.maryott@alaska.gov](mailto:alicia.maryott@alaska.gov)

Cyde Coil, Education Assistant  
(907) 465-4969 fax (907) 465-8910  
[cyde.coil@alaska.gov](mailto:cyde.coil@alaska.gov)

### Commonly Used Acronyms

CACFP – Child and Adult Care Food Program  
CNP – Child Nutrition Programs  
FNS – Food & Nutrition Services  
FNSRO-Food & Nut Services Reg. Office  
USDA – U.S. Department of Agriculture  
LEA – Local Education Authority  
DEC – Department of Conservation

All attachments for this bulletin can be found on the State of Alaska Child Nutrition Programs, CACFP Bulletins page: <http://education.alaska.gov/tls/cnp/CACFP4.html>.

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(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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