



BULLETIN:
**Child and Adult Care Food
Program**

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

**Child Care Centers &
Day Care Homes**
www.eed.state.ak.us/tls/cnp

To: CACFP Sponsors
CACFP Program Reviewers
Date: June 8, 2012

From: Ann-Marie Martin
CACFP Program Specialist
Bulletin: 2012-05

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, Information and Implementation Memos

1. USDA Policy Memo CACFP 16-2012 Prohibition of Separation by Gender During Child Nutrition Program Meal Service
2. USDA Technical Assistance Memo 07-2010 Guidance for Accepting Processed Product Documentation for meal Pattern Requirements (MPR)

Bulletin Topics

3. New Program Training Registration
4. Fall CACFP Training Registrations
5. ServSafe Training Registration
6. USDA Food and Nutrition Services Instructions posted on Alaska Child Nutrition Programs website
7. Mealtime Memo

1. USDA Policy Memo CACFP 16-2012 Prohibition of Separation by Gender During Child Nutrition Program Meal Service

This policy memo outlines that a facility that receives Federal funds may not separate children by gender in the service of program meals. This requirement also applies to any children who do not consume program meals, but are in the facility that receives federal funds from USDA Food Nutrition Services.

2. Technical Assistance Memo 07-2010 Guidance for Accepting Processed Product Documentation for meal Pattern Requirements (MPR)

This memo provides information you need if you are going to include menu items that are processed products and do not have a Child Nutrition (CN) label. This information has been discussed in training each year. Please refer to this document if you will be offering any items that are not CN labeled and provide the manufacturer's documentation to the state office for approval prior to using in your meal service.

3. New Program Training Registration

We have a New Program Training scheduled for July 10th and 11th from 8:00-12:00. This is offered through a conference call and is geared to child care centers interested in submitting an application for the CACFP. This training may be helpful for new administrators of centers that are currently operating the CACFP. If you would like to register for this new program training please complete the attached training registration and send to Veronica Lietz at veronica.lietz@alaska.gov. Registration deadline is June 25th. A packet and conference phone number will be sent prior to the training.

4. CACFP Fall Training Agendas and Registration

Please read all the attached agendas/registration information and submit registration as soon as possible. If you are associated with a Head Start or Early Head Start please notice that your mandatory annual training is August 10th in Anchorage. This year there is also a 3-day training for Head Start cooks prior to our mandatory training. We hope you will be able to send someone from your agency for this exciting opportunity. This is not offered by our office so as soon as we receive more information we will send out via e-mail to all Head Start/Early Head Start programs.

Child Care Centers and At-risk programs (not including school districts) should register for an annual training in your location. The distance training is reserved for southeast Alaska programs and those that cannot attend the nearest location. The in-person trainings offer more opportunity to meet other agency representatives and glean more information.

School districts operating the At-Risk After School Meals program will have a training at the NSLP Administrative training in August.

- **Head Start Cooks Training August 7, 8, and 9th (3 day training sponsored by Federal Head Start 8:00 am – 5:00 pm)**

Anchorage: Tuesday, Wednesday, Thursday
Cook Inlet Tribal Office
No Charge (more information coming soon)

- **Head Start CACFP Training August 10th 8:00 am -5:00 pm**

Anchorage: Friday, August 10th - Cook Inlet Tribal Office

Agenda and Registration form is attached

- **Centers/At-Risk CACFP Training 8:30 am - 5:00 pm**

Anchorage: Wednesday, August 29th - BP Energy Center
Fairbanks: Wednesday, September 12th - Pike's Waterfront Lodge
Distance: Wednesday, September 5th (this is for programs that cannot attend in person)

Agenda and Registration form is attached

5. ServSafe Training

We've had many requests for Certified Food Protection Manager's training (ServSafe) as we are approaching the 5-year anniversary of the last time we offered this training. The certification lasts for five years and is required by the State of Alaska Department of Environmental Conservation and the Municipality of Anchorage for any of our Child Nutrition Programs that are preparing food. This one-

day training and certification exam will be offered to agencies and schools that have a current permanent agreement with the State of Alaska. The attendees must purchase the ServSafe manual and study this prior to the training date. The instructor will review materials, and provide the exam at the end of the day – you are highly encouraged to study prior to exam day. This certification documentation is checked by our agency when you have your administrative review.

Please read the training registration information and register one person for the training. If you have other staff in need of this training you can add them to our wait-list and we will include them if there is space available. Deadline for registration is July 31st.

- **ServSafe Training for current programs with permanent agreement with State of Alaska (1 day training 8:30 am – 5:00 pm) – no charge for this training**

Anchorage: Thursday, August 30th
Fairbanks: Thursday, September 13th
Juneau: Thursday, September 6th

Registration form is attached

6. USDA Food Nutrition Services (FNS) Instructions posted on Child Nutrition Programs website

All of the USDA FNS instructions are now posted on our website at:

<http://www.eed.state.ak.us/tls/cnp/>. As a participant of the Child Nutrition Programs you are required to follow the regulations and guidance from USDA FNS. The FNS Instructions are a part of this package and until recently have not been easily located. We've put them together on our website to assist programs. For example, a well-used Instruction is 796-2 rev. 3, which is the financial management guidance for CACFP.

7. Mealtime Memos (Let's Move! Child Care and Rainy Day Activities)

Mealtime Memo for Child Care is issued by the National Food Service Management Institute (NFSI). These issues give provide information and ideas on physical activity. You can access the entire Mealtime Memo library at the NFSMI website: <http://www.nfsmi.org>.

Contact Information

Ann-Marie Martin, Program Specialist
(907) 465-8711 fax (907) 465-8910
annmarie.martin@alaska.gov

Veronica Lietz
Education Program Assistant
(907) 465-4969 fax (907) 465-8910
veronica.lietz@alaska.gov

Commonly Used Acronyms

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

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