

Child and Adult Care Food Program (CACFP) Annual Training

Child Care Centers • Adult Day Care Centers
Family Day Care Home Sponsors

Connecticut State Department of Education
Bureau of Child Nutrition Programs

September 24, 2026

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Welcome and Introductions

- Shannon Yearwood, Bureau Chief
- Community Nutrition Team
 - Bernice Amponsah
 - Benedict Onye
 - Flor Sprouse
 - Caroline Cooke
 - Terese Maineri

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Top Topics from Survey Results

Topic	Count
Resource and webpage	13
Civil Rights	13
Application Renewal	13
Monitoring	13
Annual CACFP Training	20
Menu	22
Income Eligibility Determination	25

- Training highlight
- Additional training schedule
- Pre-screener and Management plan
- Basic training
- Administrative Review

Thanks for participating!

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Agenda

- CSDE Website, CACFP Resources, Information Flow
- CACFP Fundamentals
- Claims Filing, Online System Access Rights, Civil Rights, Training, Monitoring
- Farm-2-ECE
- Survey Data Review

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Websites and Resources

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CSDE Webpage: Child and Adult Care Food Program (CACFP)

- Adult Day Care Centers
- At-risk Afterschool Care
- Child Care Centers
- Emergency Shelters
- Family Day Care Homes

<https://portal.ct.gov/sde/nutrition/child-and-adult-care-food-program>

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Finding CACFP Guidance and Resources

- Always go to CSDE's website for CACFP information
- Bookmark for easy access
- Make sure to select CACFP section
- Do not use forms or documents from another state/organization website



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CSDE Webpage: Program Guidance for CACFP Child Care Programs

- A-Z listing of federal and state requirements and guidance for the CACFP



<https://portal.ct.gov/sde/nutrition/program-guidance-cacfp-child>

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CSDE Webpage: Meal Patterns for the Child and Adult Care Food Program

- Menu Planning
- Menu Forms and Production Records
- Meal Service
- Bite Size Meal Pattern Training
- Laws/Regulations



<https://portal.ct.gov/sde/nutrition/cacfp-child-care-centers>

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Bite Size Meal Pattern Training Coming Soon

- Comprehensive guidance on complying with
 - CACFP meal patterns
 - crediting requirements
 - meal service requirements



<https://portal.ct.gov/sde/nutrition/meal-patterns-for-the-child-and-adult-care-food-program/bite-size-meal-pattern-training>

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Bite Size Includes 18 Recorded Modules

1. Introduction to Training	9. Product Formulation Statements
2. CACFP Meal Patterns for Children	10. Milk Component
3. Meal or No Meal Knowledge Check for CACFP Meal Patterns for Children	11. Meats/Meat Alternates Component
4. CACFP Adult Meal Patterns	12. Vegetables Component
5. Meal or No Meal Knowledge Check for CACFP Adult Meal Patterns	13. Fruits Component
6. Menus, Production Records, and Standardized Recipes	14. Grains Component
7. Introduction to Crediting Documentation	15. Offering Water in the CACFP
8. Child Nutrition (CN) Labels	16. Meal Service for Children
	17. Offer versus Serve (OVS) in Adult Day Care Centers
	18. Offer versus Serve (OVS) in At-risk Afterschool Programs

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Bite Size Reflects Current USDA Requirements

- USDA regulations and policy
- Recent USDA final rule changes
 - Meal pattern changes effective October 1, 2025: Child Nutrition Programs: Meal Patterns Consistent with the 2020-2025 Dietary Guidelines for Americans
 - Changes for fluid milk effective June 8, 2026: Expanding Fluid Milk Options in Child Nutrition Programs



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Bite Size Applies To

- Child care centers and Head Start centers
- At-risk afterschool care centers
- Emergency shelters
- Family day care homes
- **Adult day care centers (new)**



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Institute of Child Nutrition (ICN) Webpage: Education and Training Resources for CACFP Professionals

- CACFP meal pattern resources
- Online courses
- Face-to-face trainings
- Educational resources



<https://theicn.org/cacfp>

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USDA Webpage: Team Nutrition

- Training
- Technical assistance
- Nutrition education
- Resources



<https://www.fns.usda.gov/tn/team-nutrition>

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USDA Webpage: Child and Adult Care Food Program

- Program information and policy
- Resources
- Training
- Technical assistance



<https://www.fns.usda.gov/cacfp>

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Information Flow for CACFP Institutions

- Each institution has one CACFP contact person
- Remind staff at all sites that all CACFP questions must flow through designated **CACFP contact person**
 - Requests answers from CSDE staff
 - Responsible for sharing answers/information with all local staff



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CACFP Fundamentals

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CACFP Performance Standards

- Viability
- Capability
- Accountability

= VCA



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Congregate Feeding

- Regulatory requirements
- Health, safety, and sanitation concerns



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Claims and Online Access

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Claims Filing in Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System)

- Due 15th of every month
- CNP System remains open for a time after the 15th if date falls on a weekend, holiday, or another non-business day
- Claims must be entered and submitted for payment



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Timeliness and Accuracy of Claims Filing

- Claims not submitted for payment by second (60 day) filing deadline risk not being paid
- Institution is responsible for ensuring timely claim entry and submission
- Review all claims for reasonability and accuracy prior to claim submission



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CSDE Memo About Claims Submission Schedule

- Operational Memorandum No. 1A-26, 1C-26 and 1H-26: Schedule for Submission of Online Reimbursement Claim Data



https://portal.ct.gov/-/media/sde/nutrition/cacfp/memos/om_01a-26_01c-26_01h-26.pdf

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Schedule for Submission of Claim Data

- Column 1 = Claim Month
- Column 2 = Claim Due Date (first deadline)
- Column 3 = Estimated Payment Date
- Column 4 = Final Filing Deadline (60 days)

Separation of duties. The CSDE and its staff maintain the separation of duties as a requirement of federal auditing. The CACFP system requires certain individuals to input information and others to review and submit claims. The CSDE staff are responsible for inputting information and the CSDE staff are responsible for reviewing and submitting claims. The CSDE staff are responsible for inputting information and the CSDE staff are responsible for reviewing and submitting claims.

Column 1	Column 2	Column 3	Column 4
January 2026	February 1, 2026	February 15, 2026	March 15, 2026
February 2026	March 1, 2026	March 15, 2026	April 15, 2026
March 2026	April 1, 2026	April 15, 2026	May 15, 2026
April 2026	May 1, 2026	May 15, 2026	June 15, 2026
May 2026	June 1, 2026	June 15, 2026	July 15, 2026
June 2026	July 1, 2026	July 15, 2026	August 15, 2026
July 2026	August 1, 2026	August 15, 2026	September 15, 2026
August 2026	September 1, 2026	September 15, 2026	October 15, 2026
September 2026	October 1, 2026	October 15, 2026	November 15, 2026
October 2026	November 1, 2026	November 15, 2026	December 15, 2026
November 2026	December 1, 2026	December 15, 2026	January 15, 2027
December 2026	January 1, 2027	January 15, 2027	February 15, 2027

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CNP System Access Rights

- One Claims Preparer
 - Enters monthly reimbursement claims
- Two Authorized Signers
 - Submit reimbursement claims for payment
- Separate access rights maintain proper segregation of duties (VCA)
- Must notify CSDE of all staff changes



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Changes to Authorized Signers

- Complete Authorized Signatures Change Form
- New signer's full legal name, date of birth, and mailing address



https://portal.ct.gov/-/media/sde/nutrition/nsfp/forms/authorized_signatures_change_form_instructions.pdf

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Requirements for Access Codes

- Never share access codes
- VCA violation = serious deficiency
- Always contact CSDE staff for assistance with access codes
 - Do not use "Forgot Password" function



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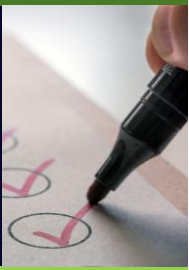


Civil Rights

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Annual Public Release

- Issued by CSDE on behalf of all CACFP institutions



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USDA's "And Justice for All" (AJFA) Poster

- Required version for CACFP
- Display in prominent location
- One per site
- Use current version (dated March 2025)

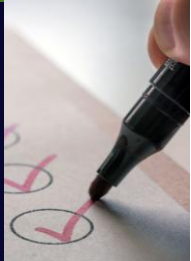


<https://www.usda.gov/about-usda/general-information/staff-offices/office-assistant-secretary-civil-rights/policy/and-justice-all>

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Required Annual Forms: Complete and Maintain on File

- Potential Beneficiary Data Determination Form
- Data Collection Form



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Building for the Future with CACFP Poster

- Required only for child care facilities
- Post near And Justice for All poster



<https://www.fns.usda.gov/cacfp/build-future>

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Required Form 1: Civil Rights Potential Beneficiary Form

- All towns in service area of institution
- Population by race per town based on 2023 American Community Survey Data
- **One form per institution**
- Complete annually, sign/date, and maintain on file with CACFP records

https://portal.ct.gov/-/media/sde/nutrition/civilrights/civil_rights_cacfp_potential_beneficiary_data_determination_form.pdf

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Required Form 2: Civil Rights Beneficiary Data Collection

- **One form per site**
- Total participants at site
 - Section 1 – Ethnicity (Hispanic or Not Hispanic)
 - Section 2 – Race (American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White)
- Complete annually, sign/date, and maintain on file

https://portal.ct.gov/-/media/sde/nutrition/civilrights/civil_rights_cacfp_data_form.pdf

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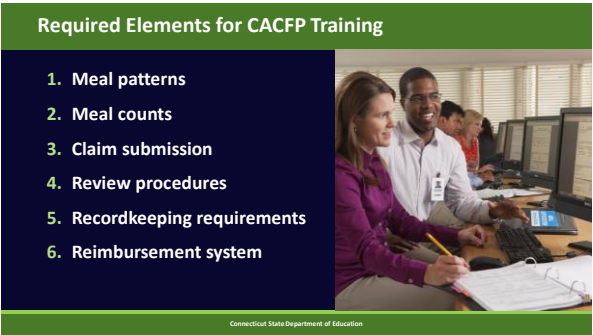
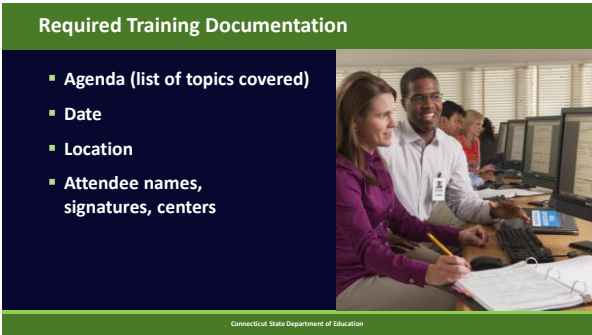
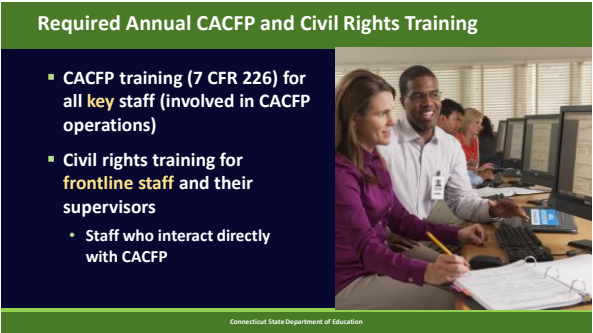
CSDE Webpage: Civil Rights for Child Nutrition Programs

- Civil Rights for CACFP section
 - Civil Rights Requirements for the CACFP
 - Forms (Potential Beneficiary and Data Collection)
 - USDA memos
 - PowerPoint presentation for training frontline staff and supervisors



<https://portal.ct.gov/sde/nutrition/civil-rights-for-child-nutrition-programs/civil-rights-for-cacfp>

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Monitoring Applies To

- Institutions with more than one site/home



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Frequency of Annual Monitoring Requirements

- At least 3 monitoring reviews per year at each center/facility/home
 - At least 2 visits must be unannounced
 - At least 1 unannounced visit must occur during meal service



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Monitoring Requirements

- Visits must be unpredictable to center staff
- Must review new facilities within first 4 weeks of CACFP operations
- No more than 6 months between monitoring reviews
- Deficiencies require unannounced follow-up review



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Farm-2-ECE



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Local Foods in Early Childhood

- Supporting local food purchases through CACFP
- Why local foods matter
- What is Farm to ECE



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CT Fresh Ed: Buy Local Program

- What it is
- Reimbursement rates
- Who can participate
- What foods qualify



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Tips for CT Fresh Ed: Buy Local Program

- Easy ways to get started
- Beyond reimbursement
- What to do next
- What foods qualify



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CT Farm to School Early Childhood Education Webpage

- Cafeteria – At the Table
- Classroom – At Play
- Community – With Families and Caregivers
- Story Time



<https://www.ctfarmtoschool.org/ece>

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Community Ground Works: Engage Families with Farm to ECE

- Strategies for using farm-to-early care and education (ECE) activities to strengthen family engagement



https://www.communitygroundworks.org/sites/default/files/Engage%20Families%20with%20Farm%20to%20ECE_reduced%20size.pdf

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National Farm to School Network

- Farm to Early Care and Education Sticker

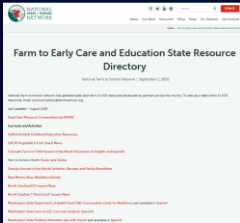


<https://www.farmtoschool.org/resources-main/farm-to-early-care-education-sticker>

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National Farm to School Network Directory

- Farm to Early Care and Education State Resource Directory



<https://www.farmtoschool.org/resources-main/state-farm-to-early-care-and-education-resources>

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Complete CT Grown for CT Kids Week Registration Form

- Contact information (name, email, phone)
- Name and address of program
- Dates of celebrations
- Activities and descriptions
- Additional information



<https://docs.google.com/forms/d/e/1FAIpQLSfrako2Fa0BepIXEDdtQqBL3Mv80BPCTQ1UyARfG8m-ZA/viewform>

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CSDE Webpage: CT Grown for CT Kids Week

- Information
- Logos



<https://portal.ct.gov/sde/nutrition/ct-fresh-ed/ct-grown-for-ct-kids-week>
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Reminders

- FY 2026-27 Application Renewals due now
- Sponsors who have not already submitted application packet should do so ASAP
- Use current forms posted on CSDE's website
- Submit all requested reports timely
 - Nonprofit Status Income and Expenditure Reports for FY 2024-25 were due March 2026



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Questions

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CSDE Updates

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Survey Results Next Steps

- Training highlight
- Additional training schedule coming soon
- Basic training
- Administrative Review



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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 (833) 255-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.

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