



Introducing our new logo!

**EARLY CHILDHOOD SERVICES BUREAU**

**T**he mission of the Early Childhood Services Bureau is to improve the quality, affordability and accessibility of child care in Montana, with focused efforts on coordinated systems to best meet the needs of young children, their families, and the professionals who work on behalf of young children and families.

**INSIDE THIS ISSUE:**

A New Form for Special Dietary Needs	2
Did you know?	2
From Diane's Desk: Celebrating National Milk Day	2
New Federal Guidance: Health and Safety Inspection Requirements	3
Announcing New Contractor Services	3
Organizing Your CACFP Documents	4
Board of Directors Do's and Don'ts	4
MT No Kid Hungry Awards \$11,000 in Grants to Afterschool Programs	5
Pending Proposed Rule	5
Welcome New Centers!	5
CACFP Reviews	6
CACFP Meal Count Totals	6
Upcoming Events	6
Contact Us	6

The CACFP Online Claims and Application Site has moved to a new URL address. The new link going forward is: [https://app.hhs.mt.gov/pls/cacfpcom\\_pub/gp\\_logon\\_pkg.welcome](https://app.hhs.mt.gov/pls/cacfpcom_pub/gp_logon_pkg.welcome)

**So Long, Farewell!**

**A**fter many tireless years of service to the State of Montana and to the children we serve, Chris Hettinger, our fiscal operations manager, has retired! There is no way we can adequately express our thanks for all she has done, and all she has taught us both professionally and personally. We will miss her greatly, but we wish her well in the years ahead. Knowing Chris as we do, we can say with confidence that her retirement years will most definitely NOT be years of rest and relaxation on the Hettinger Farm but they will be years of doing what she loves best. Farewell Chris!



**Is it a Disability?**

**S**ome children live with disabilities or medical conditions, that require special meals and/or accommodations. Challenges such as food allergies and intolerances, diabetes, celiac disease or heart disease are just a few.

Neither the state agency nor an institution participating in the CACFP makes determinations of disability. These determinations are made by a licensed physician and must be communicated to the institution by the parent so that the necessary special meals and/or accommodations can be provided. Parents must provide written documentation to the institution which includes instructions that describe the food to be used and the feeding management required. This documentation must be signed by a physician.

Not all disabilities and medical conditions require special meals. For example, a child who uses a wheel chair may or may not require a special meal and/or feeding accommodation. Or, iron-deficiency anemia might be treated with iron supplements given to the child by a parent at home, not impacting meals at child care.



~Mary Musil, RD, Program Manager

DID YOU KNOW?

- The first cow in America arrived in Jamestown Colony in 1611.
- Until the 1850's nearly every family had its own cow.
- Contrary to popular belief, cows do not have 4 stomachs; they have 4 digestive compartments.
- According to the Federal Government, only 30% of teenage boys and 12% of teenage girls get the recommended servings of dairy products daily.

From: [USDA's Animal Improvement Programs Laboratory "Kid's Corner."](#)



## A New Form for Special Dietary Needs

A new form for special dietary needs [Medical Statement to Request Special Meals and/or Accommodations](#) is now available on our website. This form is not required, and institutions may use their own form if they prefer, to supply the necessary information.

The purpose of the form is to identify if the participant has a disability or medical condition that requires special meals and/or accommodations. If the participant does not have a disability or medical condition, then no special meals and/or accommodations are required by the CACFP.

It is the institution's responsibility to obtain written documentation about a child's disability or medical condition that requires special meals and/or accommodations, including signatures from a licensed physician and a parent. For all other requests for special meals and/or accommodations, the institution should try to cooperate with parent's requests. However, the institution is not required to meet these requests.

CACFP policy MT CACFP 2002-4 Rev 3 Food Allergies and Intolerances is being updated to go with along with this new form for special dietary needs and will be available soon.

~Mary Musil, RD, Program Manager



"No one is born a GREAT COOK, one learns by *doing.*"  
~Julia Child

## From Diane's Desk: Celebrating National Milk Day

Though June is commonly known as dairy month, did you know that there is also a National Milk Day, recognized on January 11 of each year? This date is the anniversary of the first day that milk was first delivered in bottles, in the year 1878.

Milk is extremely nutritious. It is one of the best known sources of calcium, and is incredibly nutrient dense. A glass of milk (or two) with each meal adds enormous benefit to one's health.

In the CACFP, milk is a required component at every meal (excluding snacks). The amount to be served varies based on a child's age: 4 fluid ounces for one to two year olds; 6 fluid ounces for three to five year olds; and 8 fluid ounces for children six or older. Whole milk is to be served to children up



to age two. At their second birthday, they should be transitioned to 1% or skim varieties.

One of the most common errors found during CACFP reviews is insufficient milk purchased for the number of meals claimed. We have resources available to assist in your purchasing. Our milk calculation form is located under the "Documents" tab on the CACFP website. This form is a wonderful resource when planning the amount of milk to purchase and serve to the children in your care. And if you find yourself with "extra" milk purchased in any given month, you can always use it in your cooking or include it as a component in a snack meal.

So let's all raise a glass...of (and to) milk!

~Diane Edgar, Administrative Assistant

In the Child and Adult Care Food Program, regulations require that “traditional child care centers or day care homes be licensed or approved by Federal, State, or local health and safety authorities in order to be eligible for participation” [7 CFR 226.6(d)]. Regulations “do not require at-risk afterschool care centers, outside school hours care centers, or emergency shelters to be licensed; however, they must meet State or local health and safety standards” [7 CFR 226.6(d)(1)].

New guidance from the USDA states that CACFP facilities located in schools that participate in the National School Lunch Program (NSLP) or School Breakfast Program (SBP) that are in compliance with the inspection requirements of these programs are not required to obtain additional inspections. This is because these programs are required to obtain two food safety inspections annually which are generally in alignment with or more stringent than health and safety standards required of CACFP facilities.



Institutions operating the CACFP must have a sanitation inspection re-

port completed within the last 12 months on file. Keep in mind that you may need to contact the sanitarian yourself to schedule an inspection. When the sanitarian comes to conduct your inspection, they will focus on things such as:

- food temperatures,
- cross-contamination,
- hygienic practices of employees and,
- general sanitation and maintenance.

They can also answer your questions such as “how long after the sell-by date can milk be consumed?” or “what temperature must soup be heated to?” We highly recommend that you know who your local sanitarian is and that you call them when you have food safety or sanitation questions.

[Find a sanitarian near you](#)

Reference: [CACFP 05-2015](#) and [Lewis & Clark County website](#)

~Noele Bryson, Program Specialist

New Federal  
Guidance:  
*Health and Safety  
Inspection  
Requirements*

## Announcing New Contractor Services

USDA Team Nutrition and the Office of Public Instruction (OPI) have provided financial support to the CACFP/DPHHS for three contractors to serve the CACFP in 2014-2016. The contractors are Virginia ‘Ginny’ Mermel, PhD, CNS, CLC, of Billings, Kelsey Gauthier, RD, of Missoula and Christy Ewing, RD, of Kalispell. They will be serving CACFP centers located in Billings, Missoula and Kalispell. Their services will be available to child care centers, Head Start Programs or afterschool programs interested in help with menu development, standardizing of recipes and planning food production to prepare CACFP meals.

The state agency will be contacting centers located in these areas who have not already been helped by previous contractors. The service is available at no cost and by appointment. Centers that are interested in this service are welcome to contact Diane Edgar, CACFP Administrative Assistant, at [dedgar@mt.gov](mailto:dedgar@mt.gov) or (406) 444-4347.

We are hoping to obtain future support from USDA Team Nutrition and the OPI to serve CACFP centers in other areas of the state.

~Mary Musil, RD, Program Manager

**A** new year is often greeted with new resolutions. Maybe, one of your resolutions is to be more organized. As days and years pass, it is easy to put off tasks that don't require immediate attention. The beginning of a new year is a good time to get organized in order to save time throughout the year. The following tips are provided to help organize your Child and Adult Care Food Program.

Make binders with tabs or label folders for required documents. Use one binder for business documents and another for food service documents.

**Business Binder:** Tabs for this binder could include:

- Monthly Attendance Forms (Free/Reduced/Paid): Store current Income Eligibility Forms behind the appropriate Monthly Attendance Form. Move IEF's for children who are no longer enrolled to the back of the binder or to another binder/folder.
- Monthly Claim Records: Store Meal Participation Sheets, Claim Forms and Reimbursement Forms behind this tab.
- Monthly Receipts: Punch 3 holes in large or small envelopes for food and milk receipts. Clip the envelopes in the binder. Use a separate envelope for each month.
- Training Records: Keep the agenda, time, place, topics covered and sign in/out sheets under this tab. Centers are required to train staff annually on civil rights and the CACFP.

Other tabs for the Business Binder might include: CACFP contract, Board Minutes for non-profit organizations and sign in/out records. Keep this binder in a locked area due to the confidentiality of Income Eligibility Forms.

**Food Service Binder:** Tabs for this binder could include:

- Menus: Copies of menus and menu ideas.
- Recipes: Copies of standardized recipes that accompany each menu. This makes it easy for a substitute cook to step in and prepare the scheduled menu.
- Food Production Materials or Food Delivery Receipts: Include Milk Calculation Sheets if you use them.
- Creditable Food Guide Montana Addendum: The guide can be found on our website under Resources > Menu Planning.

Other tabs for the Food Service binder may include Special Meal Accommodations or Dietary Needs Forms and the annual Sanitarian Report/Training.

There are many ways to organize records and required documents for the CACFP. Use the method that works best for you. An organized CACFP will save time, simplify review preparation and potentially prevent over claims. We look forward to working with you in 2015.

~Vicki Anfinson, Program Specialist

## Board of Directors Do's and Don'ts

**An acceptable board of directors must:**

- consist of a majority of members whose livelihood is independent from the institution.
- not have any relationships that will cause a conflict of interest.
- not hold any personal fiscal interest in the institution's activities.
- not be related to each other or its personnel.
- be able to hire and fire the board chairman.
- recuse themselves from voting on decisions relating to their own compensation and that of immediate family members and financially related parties.

**Board members must be able to make decisions for the institution based solely on what is best for the institution, whether or not the decision affects the Board member's fiscal position.**

~[USDA Guidance for Management Plans and Budgets, December 2013](#)

## Montana No Kid Hungry Awards \$11,000 in Grants to Afterschool Programs

In October 2014, Montana No Kid Hungry announced the grant awardees for a very competitive grant cycle. These grant funds will benefit the start-up of new Afterschool Snack/M meal programs and/or expansion of existing programs. Grant funds were awarded to the Boys and Girls Clubs of Yellowstone County, Boys and Girls Club of the Flathead Reservation and Lake County, Bigfork ACES, and Frazer Public School.

Because of these grants, more children will be getting fed after school! Afterschool feeding options are so important because many students do not eat another meal until school breakfast the next morning. With the help of

the many CACFP Afterschool Snack and Meal providers, we can ensure that kids are getting fed at all times of the day.

Montana No Kid Hungry plans to offer more Afterschool Meal/Snack Program grants in 2015. Please contact us if you're interested!

Contact Lisa Lee at Montana No Kid Hungry: [LLee@mt.gov](mailto:LLee@mt.gov) or 444-3518. To like us on Facebook, follow our blog, and find out more about MT No Kid Hungry, visit our website at: <http://mt.nokidhungry.org/>.

~Lily Herd, AmeriCorps VISTA, Montana No Kid Hungry



since the CACFP first began. The current meal pattern is simple, easy to follow, and has served us well. We believe the new meal pattern will also serve us well. The new meal pattern will take into account the practical application of the Dietary Guidelines for Americans (DGA's), current scientific nutrition information, and appropriate recommendations provided by the Institute of Medicine (IOM) of the National Academy of Science.

~Mary Musil, RD, Program Manager

*\*Update: the proposed rule was announced on Friday, January 9th. This same day an e-mail notification that included a link to the proposed rule was sent to all institutions.*

If we can CONQUER space,  
we can conquer  
CHILDHOOD HUNGER.

~Buzz Aldrin, Astronaut

## Pending Proposed Rule

Though revisions to the CACFP Meal Pattern were required in the Healthy Hunger-Free Kids Act of 2010, these revisions are still pending at USDA. When the new rule is announced, it will first be a proposed rule with a comment period. Following the comment period there will be a waiting period for USDA to write the final rule. After that, implementation will occur. It is unknown when the new rule will be proposed, but everyone will be notified when the time comes. It will be announced widely in the media, memos and emails.

The current CACFP meal pattern has been in place

### Welcome New Centers!

- Boys & Girls Club of the Flathead Reservation & Lake County, Polson & Ronan
- Jitterbugs, Sidney
- Poplar Public Schools, Poplar
- The Growing Tree, Missoula
- Woodland Montessori School, Kalispell
- YMCA Helena, Helena

**CACFP Reviews**

**E**very January, CACFP staff prepare the review schedule for the new year. Per Federal regulation 226, the State Agency is required to visit 33% of the total number of institutions enrolled in the Child and Adult Care Food Program. Some reviews are announced and some are unannounced. CACFP institutions should keep their documents organized and available at all times in preparation for a review. The following checklist provides a time frame for completion of required records.

**Daily**

- ◆ Point of Service Meal Participation Sheet (meal count)
- ◆ Food Production Records or Food Delivery Receipts for each menu
- ◆ Post menus (2 weeks) note any menu substitutions
- ◆ Sign In and Out Records

**Monthly**

- ◆ Monthly Attendance Record (Free, Reduced, Paid)
- ◆ Receipts: milk, food, paper goods
- ◆ Meal Participation Sheet (total daily meal count)
- ◆ Claim for Reimbursement

**Yearly**

- ◆ Income Eligibility Forms (if applicable)
- ◆ Staff Training: CACFP and Civil Rights
- ◆ Director’s Training
- ◆ Sanitarian inspection report
- ◆ Updated CACFP Application

**Always Post**

- ◆ ‘Justice For All Poster’
- ◆ Federal Relay Poster
- ◆ WIC Poster (current version)
- ◆ Child Care License
- ◆ Menu – current and following week
- ◆ CACFP Meal Pattern Chart in Kitchen
- ◆ Hand washing posters by all sinks

~Vicki Anfinson, Program Specialist



424,530	Breakfasts
501,898	Lunches
78,129	Suppers
313,159	Snacks
<b>1,317,716</b>	<b>Total Meals and Snacks Served!</b>

**Upcoming Events:**

- ◆ Quarterly Sponsor Conference Call: January 14th 9 AM
- ◆ Quarterly Head Start Conference Call: January 20th 10 AM
- ◆ Quarterly New Director Conference Call: February (TBA)
- ◆ FY15 Online Director’s Training: Anticipated start date February 1st
- ◆ Annual Sponsor WebEx Trainings: February 4, 11, 18, 25 9:00 AM
- ◆ Ellyn Satter Institute Training: April 25th, Missoula DoubleTree Inn

The USDA is an equal opportunity provider and employer. To file a complaint of discrimination, write:

United States Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, S.W.  
Washington, DC 20250-9410



Or call:  
Toll Free (866) 632-9992  
Federal Relay Service (800) 877-8339  
Spanish (800) 845-6136

**CACFP Contact Information**

111 North Jackson Street, 5th Floor  
PO Box 202925  
Helena, MT 59620-2925  
Toll Free: (888) 307-9333  
Telephone: (406) 444-1788  
Fax: (406) 444-2547  
Website: [www.bestbeginnings.mt.gov](http://www.bestbeginnings.mt.gov)

