



Center
2015-8

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DATE: March 11, 2015
 TO: Child and Adult Care Food Program (CACFP) Center Organizations
 FROM: Robin Holz, Lead CACFP Consultant - Centers
 Bureau of Nutrition and Health Services
 SUBJECT: CACFP Administrative Manual for Centers

We are pleased to provide you with a copy of the newly published CACFP Administrative Manual for Centers, Sixth Edition. The manual includes clarification on certain topics and updates that reflect the most current guidance we have received from the United State Department of Agriculture (USDA). Much of the information has already been communicated in memos during fiscal year 2014.

Major changes included in the sixth edition of the manual are listed in the chart below, with the corresponding pages identified. **This memo is the only communication regarding some of the changes, so please review them carefully.** The pages are numbered with the chapter-page format (i.e., 3-2 is Chapter 3, page 2). The manual is also located by chapter in "Download Forms" in the "Applications" section of the IowaCNP website at <https://cnp.ed.iowa.gov/CNP/>. To ensure you are using the most current information, please discard any old editions of the manual that you have at the center.

This manual belongs to the center and must be kept until the next edition is published or the center no longer participates in the CACFP. It is expected that you will be responsible for the content of the new manual at your next State agency review.

If you have questions, please contact robin.holz@iowa.gov, (515)281-3484.

Overview of major revisions in the 6th edition	
Change	Chapter-Page
Updated terms, page references, and links	Throughout
Updated DE director, Iowa and USDA non-discrimination statements.	1-2
Updated staff contact page.	1-3
Updated information on "Down Forms."	1-5
Updated State agency workshop information.	1-9
CACFP Crediting Handbook information was incorporated. CN labels or product formulation statements are required for commercial combination foods. Standardized recipes are	Chapter 2

required for all dishes prepared at the center.	
Information on allergy/food exceptions was clarified and revised. Meals that include non-dairy substitutes that are not nutritionally equivalent to milk cannot be claimed for reimbursement unless the participant has a documented disability.	Chapter 2
Adult meal pattern is required for emergency shelters serving adults.	2-1
Updated mealtime guidelines.	2-3
Crediting Breakfast Cereals was updated.	2-19
Food Not Supplied by the Center was updated.	2-20
Requirements for Fluid Milk was updated.	2-21
Updated the food production record for contracted meals to include the new school meal pattern.	2a-13
Updated physical activity policy.	2b-21
Added chart for mixing bleach sanitizer solution for use on food contact surfaces.	2b-26
Updated forms and income guidelines.	Chapter 3
Added that changes in income, household size, etc. do not need to be reported.	3-1
Added that day care assistance or Kindertrack (KT) numbers cannot be used to qualify a child for free meals	3-2
Clarified effective date options for income applications and added that the method selected must be used consistently.	3-3 & 3-11
Updated forms.	Chapter 3-a
Updated forms and instructions to match new online system (IowaCNP).	Chapter 4
Updated forms and instructions to match new online system (IowaCNP). The name of the financial report was changed to cost claim details.	Chapter 5
Added the requirement for the annual budget to include all CACFP costs and list a source of funding to cover them if reimbursement is insufficient.	5-9
Updated to match the new online system (IowaCNP).	Chapter 6
Added CACFP training topics for different center staff positions.	Chapter 7
Added requirements for boards.	7-1
Removed income application Q&A from State agency annual training offerings since this module is offered online.	7-3, 7-15 & 7-16
Removed option to check out media from the Bureau resource library.	7-6
Added link to Steps to Success online training module on Civil Rights (removed link to PowerPoint on Dept. of Education website.)	7-6
Updated USDA and Iowa non-discrimination statements.	Chapter 8
Added online Steps to Success Module on Civil Rights as a staff training option.	8-6
Updated Building for the Future Brochure	8-11 & 12

Added a form to collect racial and ethnic information for programs that do not collect enrollment forms.	8-17
Updated suspension procedures.	9-8
Updated to match new online system (IowaCNP).	Chapter 10
Added requirement to keep a file for CN labels and product formulation statements.	10-1
Added the need to document the disability for each eligible adult that will be claimed in Emergency Shelters.	A-2 & A-10
Added that adults with disabilities in emergency shelters should be served meals that follow the adult meal pattern (Appendix G).	A-2
Updated CACFP Sponsored Center (Site) Review Form.	Appendix B
Added that parents may still provide formula/breast milk for their infant and the meal may be claimed but now the center must provide all the required solid foods in order to claim the meal.	Appendix C
Reimbursable Foods for Infants was updated. The list of reimbursable infant formulas was removed. Criteria for identifying reimbursable infant formulas must be used instead.	Appendix C
Added the requirement that child care sites located on school property must be licensed by DHS or meet Department of Education Standards.	Appendix D & F
Updated CACFP Sponsored At-Risk (Site) Review Form.	Appendix D
Updated infant feeding lesson to correspond with changes in Appendix C.	Appendix E-24
Updated the lesson on hand washing to match the materials available to use with the lesson.	E-16
Added a reference to the chart on mixing bleach for a sanitizing solution to be used on food contact surfaces.	E-17
Updated nutrition education resources.	Appendix F
Updated CACFP Sponsored Adult Center (Site) Review Form.	Appendix G