CACFP

Child and Adult Food Program

Center Newsletter

IMPORTANT INFORMATION July 2016

Workshops Dates & Locations

Saturday
September 24, 2016
8:30 am -2:30 pm
Christ the King church
1700 E. Pennsylvania Ave.
Coeur d'Alene

Saturday
October 1, 2016
10:45am – 4 pm
Community Action Partnership
124 New 6th Street
Lewiston

The director and two key staff from each center may attend, RSVP by September 15th. Because of time constraints we will be having a working lunch. Two options; bring your own lunch or bring your favorite standardized recipe to share. We thought it might be interesting and fun to have a 'Potluck' with different recipes to try. We anticipate 40-50 participants at the CDA workshop, a recipe for 25 will probably be plenty for all to taste a sample. Bring a copy of the recipe with you. In Lewiston area plan for 15-20 participants.

How are your binders coming along? Let us know if you are needing assistance in any area or obtaining documentation? Due August 31st.

As you are working on your binders comprised of supporting documents for your menu items. Remember to include:

1. 'CN' labels or PFS (product formulation statement) on file for commercial products used.
2. Nutrition labels for all grains being served and grain calculator with portion sizes.
3. Standardized recipes for combined dishes/entrées on menus.
4. Keep original or copies of receipts on site.
5. Copies of enrollments on site
   - Your monitors will ask to see your documents at your site reviews.
   - Keep in mind the SDE will be conducting a follow up review to determine if we have corrected the findings. We are working hard to be in compliance.

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Menu Notes

We have been reading and making menu notes according to our SDE three month plan. The comments regarding additional documentation needed, has been sent by email for your review. Many of you have taken great strides in making the necessary changes. We appreciate all your efforts. If you have any questions when reviewing your menu notes please contact the office for clarification.

FYI We will be conducting **<u>desk reviews</u>** periodically consisting of a detailed audit of receipts. When a centers food cost are very low, hard to verify receipts. personal items not clearly marked or identified, inventory doesn't appear to match production records

- Purchased items will be compared to menu items
- Purchased items will be comparted to the report 'Weekly Quantities Needed' in order to verify food cost.

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Minute Menu Program ☺

Minute Menu has the capability to create menu templates. Each center is able to create their own template with all their regular meals that they can choose from each month. If you need assistance, contact the office, we will be glad to schedule a time to work with each center individually.
This is a very exciting tool to utilize and helps in being more efficient and less repetitive when creating menus each month.

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Production Records, remember it is important to:

- List the name of the meal entrées
- List additional components served in the "special notes" box
- List correct purchase units such as: **fresh**, **frozen or can size…. this make a difference in how much the component** produces and makes the production records more accurate.
- List types of Meat/Meat alternates used.
- List the brand name with CN# for CN labeled foods and Product Formulation Statements. Follow and serve the portions according to the 'CN' label or Product Formulation Statement.

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The new menu pattern to be implemented by October 1, 2017 Reduce Sugar content: Cold cereals no more than 6 grams of sugar per oz. Chocolate or other flavored milk can be served to children 6 years old or older only. Yogurt no more than 23 grams of sugar per 6 oz serving. Limit juice to once per day.

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New Civil Rights Posters need to be posted. Let us know if you are missing yours. Remember *Since the USDA civil rights non-discrimination statement has been up dated, you need to change your existing documents, i.e. Posted Menus, Parent Newsletters to include the short statement on all your one page documents. (Current short statement is listed on the bottom of the newsletter.)

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