

MENTORING, MONITORING AND ADVISING CACFP CENTERS

Janet Phelan – Midwest Child Care Association

Keturah Swenson – Child Development Associates

Bryan Brown – Community Action Partnership of San Luis Obispo County, Inc.

GOING BEYOND THE CACFP

“A mentor is someone who has walked in your shoes, someone who can say ‘yes’, I was there - and then keeps you going”.

WELCOME

JANET WHITE PHELAN, Founder & CEO

MIDWEST CHILD CARE ASSOICATION - NEBRASKA

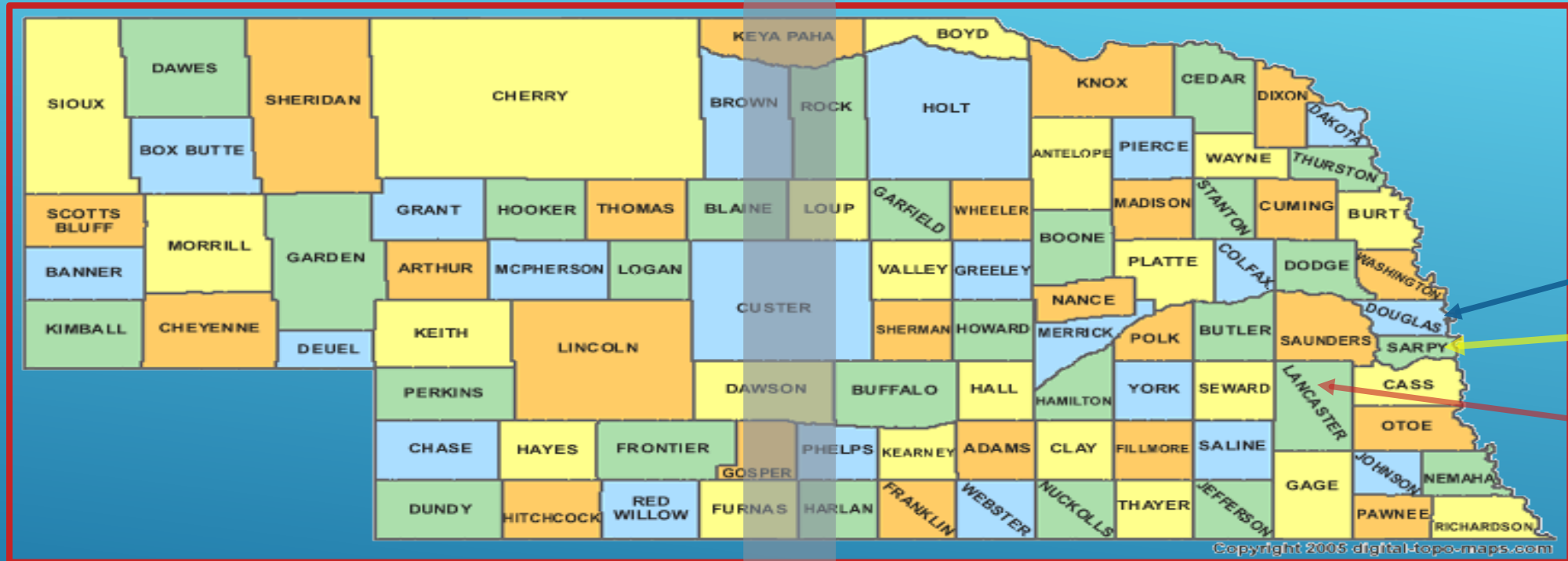


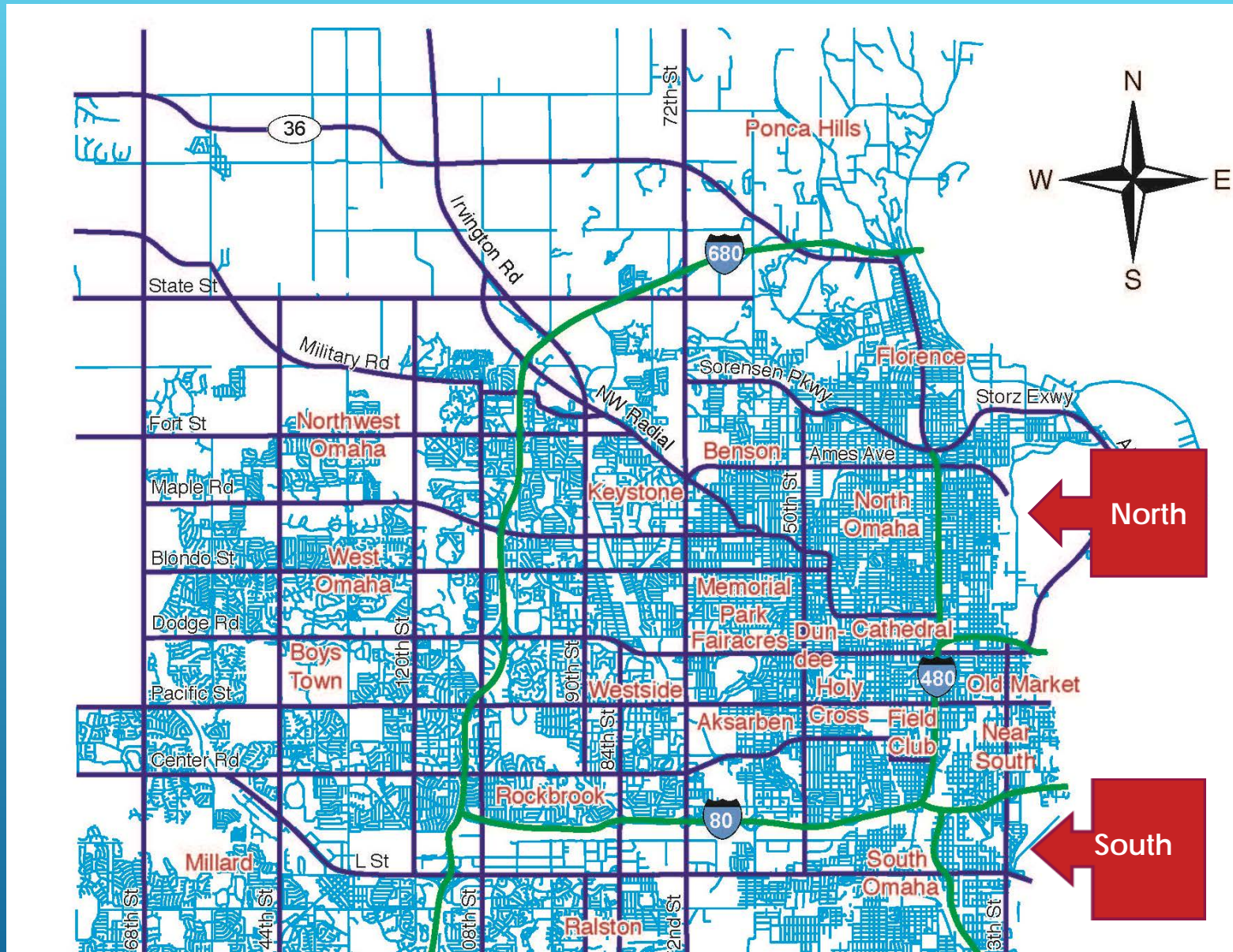
MIDWEST CHILD CARE ASSOCIATION

MIDWEST CHILD CARE ASSOCIATION NEBRASKA



NEBRASKA COUNTIES





► “Nebraska’s North Omaha has the highest child poverty level of any U.S. Black metropolitan area”.

SOURCE: OMAHA WORLD HERALD



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► “Just as alarming, Hispanic poverty (South Omaha) now approaches the levels seen in Omaha’s black community (North Omaha), which at times in recent years has suffered from one of the highest poverty rates in the nation.”

Source: Omaha World Herald – January 2015



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35% of Midwest's centers are
located in these extreme poverty
areas



▶ Extra CACFP Training is our
Focus...

But we try to take our training a little further

► In the beginning some of our centers saw us as just another institution telling them what to do - to get that “free money”!



► Our first priority is getting our
“centers/customers” to trust us.



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Trust is something that emerges slowly and tentatively from previous experiences



Once trust has been established then mentoring can begin. Mentoring and motivating is a practice that goes beyond the CACFP regulations.



CREATING RELATIONSHIPS

How well do you know your center directors?

ASK THEM ABOUT THEMSELVES



Here are some IDEAS!!!

- ▶ 1. Send birthday cards to your Directors
- ▶ 2. Send monthly tips on marketing
- ▶ 3. Provide tips on employment interviews and HR matters
- ▶ 4. Keep them informed of state and federal legislation
- ▶ 5. Send them curriculum ideas and activities



►... More Ideas

- 6. Have a tax preparer familiar with the business of child care give a workshop
- 7. Bring in an experienced Center Director to talk about her program
- 8. Create a Center Support Group
- 9. Create a Yearly Recognition Award given to 3 centers who... they could use it in the advertisement
- 10. Provide information on Group Purchasing

SPEAKING OF GROUP PURCHASING



What is Shared Services?

Shared services is a way to “feed the centers mission by pooling needs with others”

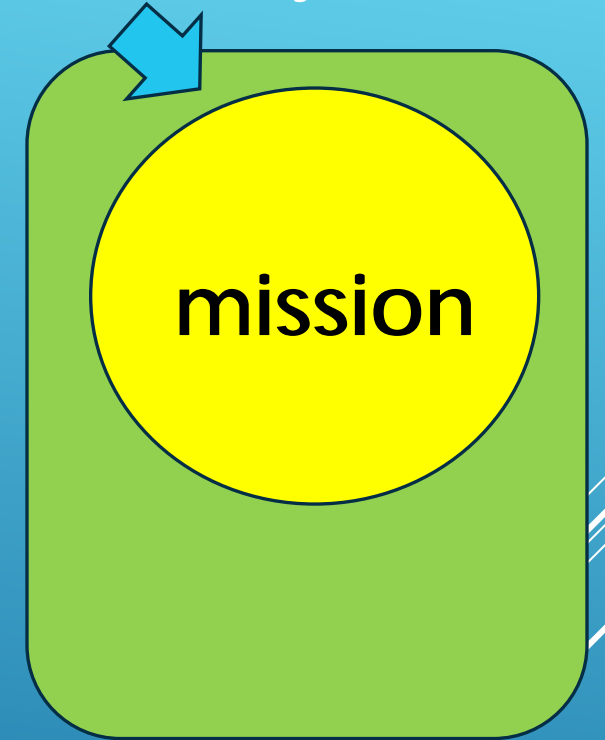
www.opportunities-exchange.org

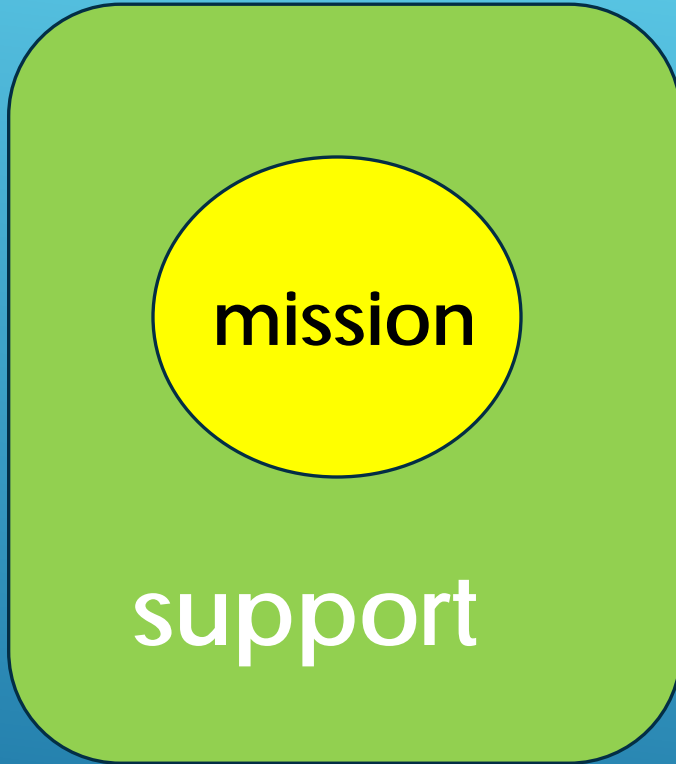


MIDWEST CHILD CARE ASSOCIATION

Child Care Center in your town

This is a child care center, and the circle is its mission,





In the green space are all the things that support the center's mission, such as:

- Recruiting and enrolling children
- Collecting fees
- Hiring and training staff
- Building maintenance, etc.



When too much time and effort are feeding the support rather than the mission, then the mission begins to starve.



One solution is to pool needs with other centers, so everyone meets those needs together.

and who better to do that than?

YOU



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Try this website:

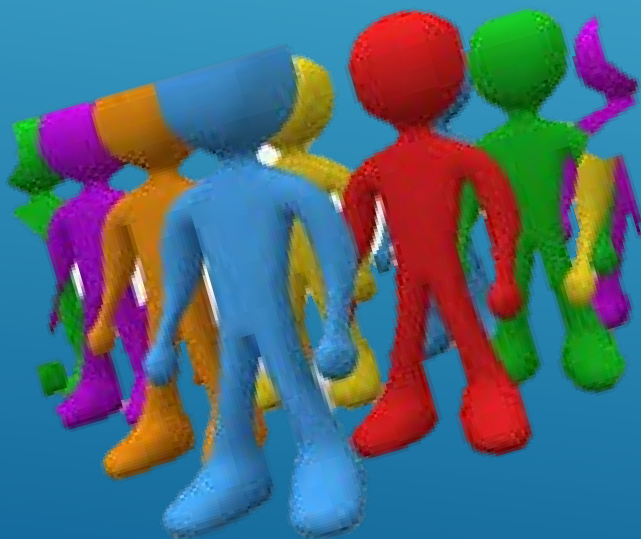
www.opportunities-exchange.org and click
on tab “Shared Services Central”

“GOING BEYOND THE CACFP”



MIDWEST CHILD CARE ASSOCIATION

Great resources to help your centers become stable, more fiscally responsible, more aware of valuable resources...



GROWING ENROLLMENT



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More Shared Service Ideas

- ▶ Bookkeeping, billing and fee collection
- ▶ Enrollment management
- ▶ Marketing support
- ▶ Professional development
- ▶ Quality support staff – mentor teachers, assistance with QRIS
- ▶ Fundraising and fund development

"GOING BEYOND THE CACFP"



MIDWEST CHILD CARE ASSOCIATION

...more:

- ▶ Data collection and grant reporting
- ▶ Staff recruitment and substitute pool
- ▶ Shared 'floating' teachers (sometimes hired as permanent substitutes to be shared among classrooms and/or sites)
- ▶ Janitorial and maintenance services •
- ▶ Joint purchasing – food, supplies

Going beyond the CACFP"



Going beyond the CACFP with extra help will result in more “centers” - spreading the word about your wonderful sponsorship!



WORD OF MOUTH



MIDWEST CHILD CARE ASSOCIATION

THANK YOU!



MIDWEST CHILD CARE ASSOCIATION

KETURAH R. SWENSON, Nutritionist & Field Representative



Child Development Associates, Inc.

Our Mission: To encourage and support the success and well-being of children, families, and the child care community





MONITORING CENTERS

- Get to know the teachers and supervisors
- Treat each visit as an opportunity to understand their needs and train on what needs work
- Get to know kitchen staff, or build a relationship with their vendors
- Bring extra materials such as required posters and Meal Patterns in case they need them
- Bring a gift. FNS has so many amazing FREE resources; order some and give them to a center
- Take Certificates of Appreciation with you; give them out when you see things done right
- Offer certificates to every center who completes your annual training

Center Monitoring Review Report

Center:		Date:		Arrival time:		Departure time:		<input type="checkbox"/> Announced <input type="checkbox"/> Unannounced		
Meal observed:		Time:		License capacity:		Today's meal count:				
Today's attendance:		0-11 Mo:		1-2 Yrs:		3-5 Yrs:		6-12 Yrs: 6-18 Yrs (At-risk Only):		
Outside-school-hours programs, at-risk after-school programs, and emergency shelters must reconcile meal counts to attendance records.										
Reconciliation		1 st Day 2 nd Day 3 rd Day 4 th Day 5 th Day Date Date Date Date Date					Menu and specific foods used (record all food items served) (list infant meals on a separate page, if applicable)		Serving size	
Meal count by type	Breakfast						Milk:			
	A.M. Snack						Vegetables:			
	Lunch						Vegetables:			
	P.M. Snack						Cereal/Grain:			
	Supper						Cereal/Grain:			
	Evening Snack						Meat/Alternate:			
Enrollment (not required for At-risk)							Meat/Alternate:			
Attendance							Other:			

Monitors reviewing sites that participate only in the At-risk After-school Snack/Supper component may skip questions 3, 5, 13, 14 and 15; In number 17, enrollment records are not required and therefore would not be reviewed.	Yes	No	N/A
1. Does the menu as served meet CACFP requirements?			
2. Is enough food served or available to each participant with required portions?			
3. If family style service is used, is each child encouraged to take at least some of each food?			
4. Does the written menu match what was served today?			
5. Are requests or medical statements on file for participants requesting dietary accommodations?			
6. If non-dairy beverages are offered for non-disabled participants, are they nutritionally equivalent to milk?			
7. Are dietary accommodations for participants with disabilities followed as prescribed in the medical statement?			
8. Is drinking water available to children throughout the day, including meal times?			
9. Is the infant meal pattern being followed correctly and documented for all infants?			
10. Do all participants receive the same meal regardless of race, color, national origin, sex, age, or disability?			
11. Is a menu production record or transport record completed for all meals prepared?			
12. Are all meals consumed on facility or under staff supervision?			
13. Are the number and ages of participants in care in compliance with current license and staff-to-participants ratio?			
14. If enrollment exceeds licensed capacity, are shifts of care documented?			
15. Are enrollment documents for all participants in the CACFP current (updated annually)?			
16. Are meal counts taken and recorded at the time of each meal service?			
17. Do enrollment and attendance records support the meal counts for the previous five days?			
18. Do the meal counts for the previous five days appear reasonable when compared to today's counts?			
19. Is a civil rights poster placed in a prominent location at this facility?			
20. Is this facility safe and sanitary?			
21. Has staff attended the training sessions on the CACFP for the current program year?			
22a. Were there problems noted in the prior site review?			
22b. If yes, have problems noted in the prior review been corrected? If no, describe on page 2 the repeated findings and action to be taken (a follow-up review should be conducted within 60 days).			
23a. Does this visit indicate that training is necessary at this facility?			
23b. If training is needed, state when and how it will be provided:			

Facility appears to be in compliance (any "No" response requires corrective action and follow-up within 60 days)			
Corrective actions required (describe on page 2)			
Submit corrective action by:			

MONITORING CENTERS



MONITORING CENTERS

Child Development Associates

CACFP

Staff Training Form

DATE: _____ CONDUCTED BY: _____ LENGTH OF TRAINING: _____

_____ CACFP Mandatory Training Topic

- _____ • Meal Pattern Requirements
- _____ • Meal Counts
- _____ • Claim Submission and Review Procedures
- _____ • Record Keeping Requirements
- _____ • Reimbursement System
- _____ • Civil Rights Requirements

_____ Food Safety and Sanitation Training

_____ Nutrition Education

_____ Other Training Topic (Please Specify): _____

NAME OF STAFF TRAINED	POSITION	SITE LOCATION

MONITORING CENTERS

Basic Food Groups and Substitutions

Basic food groups are:

- ♦ Dairy
- ♦ Protein
- ♦ Fruits
- ♦ Vegetables
- ♦ Grains/Breads

Working in the CDA centers you may, on occasion, have to make food substitutions for children's meals. So, which foods can you substitute for each other per meal pattern regulations, and also for a child's specific dietary needs? Do they have an *allergy* or *intolerance* to a certain food on our menu? Or, does a family want their child to eat a special diet due to personal beliefs? Either way, we want you to be knowledgeable about the basic food groups so that you can accommodate each child as best fit.

Intolerance: Usually due to an inability to digest the sugars or carbohydrates in a food. Generally, they cause mild to moderate discomfort and intestinal distress.

Allergy: Allergies are caused by an immune response to the proteins in a food. They can be life threatening and often cause an anaphylactic response requiring the use of an EpiPen. The proteins trigger the immune system to release histamines, which cause inflammation that can make a child's throat close up and stop them from breathing.



Fruits and Vegetables

- ♦ You can substitute any fruit/veggie for any other fruit/veggie for any meal. If the menu says oranges, but you only have apples in the center, you can use the apples instead. You just need to put a sticky note on the menu for that day that says what the substitution is; in this example it's apples.
- ♦ If a child has an allergy to spinach (or any other fruit or vegetable being offered) and spinach is part of the lunch that day, you can swap it out for any other fruit or vegetable on-hand unless it is already being offered in that meal. For example, on lentil soup day the meal contains lentil soup, cheese, spinach, oranges, and milk. You wouldn't be able to substitute spinach with oranges for that child because oranges are already being offered. You would need to choose a different fruit or vegetable to make the meal reimbursable.

Dairy

- ♦ Milk and anything made from milk, such as cheese and yogurt, sour cream, cream cheese, ice cream, etc., make up the dairy group. On the food program, the only dairy product that is required is 1% milk, but we also offer other dairy products (cheese and yogurt) in our centers.

CACFP Mealtime Basics For Reimbursable Meals

Milk: Required at *all major meals*. That means it must be offered at Breakfast, Lunch, and Dinner.

- Whole milk *recommended* for children 12 - 23 months old.
- 1% or Fat-Free milk *mandatory* for children 24 months (2 years) and up.

Fruits and Vegetables: Required at *all major meals*.

- **Breakfast:** At least 1 serving of fruit or vegetable must be offered.
- **Lunch:** At least 2 servings of fruit and/or vegetables must be offered.
- **Dinner:** At least 2 servings of fruit and/or vegetables must be offered.

Meat/Meat Alternate: Required at *Lunch and Dinner*.

- * You may serve a meat/meat alternate at breakfast, but you cannot claim it for reimbursement.

Bread/Bread Alternate: Required at *all major meals*. Must be *whole grain* or *enriched grain* products.

- * This group includes most grains/grain products: bread, rice, hot or cold cereal, tortillas, quinoa, etc. Please refer to your CDA Food List for a full list of reimbursable bread and grain products.

BREAKFAST (3 Items Served)	LUNCH/DINNER (5 Items Served)	SNACK (2 Items Served)
Milk	Milk	Milk
Fruit, Vegetables, or Juice (juice not recommended)	<small>Select Two</small> Fruit, Vegetables, or Juice (juice not recommended)	Fruit, Vegetables, or Juice (juice not recommended)
Bread or Bread Alternate (rice, tortilla, pasta, etc.)	Bread or Bread Alternate (rice, tortilla, pasta, etc.)	Bread or Bread Alternate (rice, tortilla, pasta, etc.)
	Meat or Meat Alternate (meat, cheese, nuts, etc.)	Meat or Meat Alternate (meat, cheese, nuts, etc.)



* Only meals served in the family child care facility and consumed in the absence of parents may be claimed for reimbursement. Meals sent home with children MAY NOT be claimed for reimbursement.

MONITORING CENTERS

Acknowledgement is Everything!!!!

Training Certificate

PRESENTED TO

For successful completion of
CDA Annual Training *at the Bonita Training Room*

Presented this [#] day of [Month], 2015

Thank you for your participation in the CDA Nutrition Program and your dedication to providing healthy meals to the children in your care.

CDA

CDA Representative

Thank you!

Thank you!

Thank you!

Thank you!



THANK YOU!

Keturah Swenson
kswenson@cdasandiego.com

CDA: 180 Otay Lakes Rd., Suite 300
Bonita, CA 91902
619•427•4922

Several thin, parallel white lines of varying lengths and orientations are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.

BRYAN BROWN
FOOD SERVICES MANAGER

Community Action Partnership of San Luis Obispo

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MENU

UN ARM
DE AMI

EL HUMO DE SEGO

Ayuda PARA D
1-800-45-NO-FI

Continuing Adult Participation of San Luis Valley Training, Inc.
Semana 2 (Jul 22 - 29 de julio, 29 de agosto - 5 de septiembre, 19 - 24 de octubre)

LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES
Desayuno				
1. Pan de azúcar con mantequilla	1. Pan de azúcar con mantequilla	1. Pan de azúcar con mantequilla	1. Pan de azúcar con mantequilla	1. Pan de azúcar con mantequilla
2. Café o té	2. Café o té	2. Café o té	2. Café o té	2. Café o té
Almuerzo				
1. Sopa de pollo con verduras	1. Sopa de pollo con verduras	1. Sopa de pollo con verduras	1. Sopa de pollo con verduras	1. Sopa de pollo con verduras
2. Carne de res con papas	2. Carne de res con papas	2. Carne de res con papas	2. Carne de res con papas	2. Carne de res con papas
3. Ensalada de lechuga	3. Ensalada de lechuga	3. Ensalada de lechuga	3. Ensalada de lechuga	3. Ensalada de lechuga
Merienda				
1. Galletas de chocolate	1. Galletas de chocolate	1. Galletas de chocolate	1. Galletas de chocolate	1. Galletas de chocolate
2. Jugo de naranja	2. Jugo de naranja	2. Jugo de naranja	2. Jugo de naranja	2. Jugo de naranja

Recomendaciones para una dieta saludable: 1. Consuma alimentos saludables. 2. Evite alimentos altos en grasas, azúcar y sal. 3. Beba agua suficiente. 4. Ejercítase regularmente. 5. No fume y evite el alcohol.

El plan completo disponible para su familia, el plan de alimentación para su familia, el plan de alimentación para su familia.

MYTH
It's just
BABY
FAT.

FACT
OVERWEIGHT PRESCHOOL
BECOME OBESE ADULTS.
HEALTHY CHANGES NOW!

Continuing Adult Participation of San Luis Valley Training, Inc.
Week 2 (Jul 29 - Aug 5, Aug 12 - 19, Aug 26 - Sep 2, Oct 9 - 16)

DOMINGO	LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES
Desayuno					
1. Pan de azúcar con mantequilla	1. Pan de azúcar con mantequilla	1. Pan de azúcar con mantequilla	1. Pan de azúcar con mantequilla	1. Pan de azúcar con mantequilla	1. Pan de azúcar con mantequilla
2. Café o té	2. Café o té	2. Café o té	2. Café o té	2. Café o té	2. Café o té
Almuerzo					
1. Sopa de pollo con verduras	1. Sopa de pollo con verduras	1. Sopa de pollo con verduras	1. Sopa de pollo con verduras	1. Sopa de pollo con verduras	1. Sopa de pollo con verduras
2. Carne de res con papas	2. Carne de res con papas	2. Carne de res con papas	2. Carne de res con papas	2. Carne de res con papas	2. Carne de res con papas
3. Ensalada de lechuga	3. Ensalada de lechuga	3. Ensalada de lechuga	3. Ensalada de lechuga	3. Ensalada de lechuga	3. Ensalada de lechuga
Merienda					
1. Galletas de chocolate	1. Galletas de chocolate	1. Galletas de chocolate	1. Galletas de chocolate	1. Galletas de chocolate	1. Galletas de chocolate
2. Jugo de naranja	2. Jugo de naranja	2. Jugo de naranja	2. Jugo de naranja	2. Jugo de naranja	2. Jugo de naranja



Recomendaciones para una dieta saludable: 1. Consuma alimentos saludables. 2. Evite alimentos altos en grasas, azúcar y sal. 3. Beba agua suficiente. 4. Ejercítase regularmente. 5. No fume y evite el alcohol.

El plan completo disponible para su familia, el plan de alimentación para su familia, el plan de alimentación para su familia.

Weekly Menu

Office DEPOT®

Community Action Partnership of San Luis Obispo County, Inc.
Week 6 (Aug 15-19, Sept 26-30) 2016

Community Action Partnership of San Luis Obispo County, Inc. Week 6 (Aug 15-19, Sept 26-30) 2016				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast				
Strawberries* 1/4c Oatmeal 1/4c or Cream of Wheat w/ 1 T Pureed Dried Fruit Milk + 1/4c	Cantaloupe* 1/4c Cold Cereal 1/2 c Milk + 1/4c	Apples 1/4c Peach Muffin® 1 Hard Boiled Egg Milk + 1/4c	Raspberries* 1/4c Country Potato Breakfast®* 1/3c (Potatoes 1/4 c; Grated Cheese 1 T) WW Toast 1 Milk + 3/4c	Orange Slices* 1/4c French Toast® 1 slice 2 T Vanilla Yogurt Milk + 1/4c
Lunch/Supper				
Fish Tacos ®(1.5 oz Fish) (corn tortilla 1, salsa + 2 T) Shred cabbage*, tomatoes* + 1/4c ®Cucumber 1/8c for tots Pineapple* 1/4c Milk + 1/4c	Turkey & Cheese Sandwich (turkey 1.5oz, cheese 0.5 oz, ww bread 1) Blanched Green Beans* 1/4c Blueberries* 1/4c Milk + 1/4c	Vegetable Enchilada® 1 piece (cheese 1.5oz, noodles 1/3c, veg 1/2c) Guava/®Banana 1/4c Milk + 1/4c	Confetti Soup® 1 c (Ham 1/2c, Veggies 1/2c) WW Roll Nectarines* + 1/4c Milk + 1/4c	Spaghetti w/ Meatsauce® 1c (or beef 1.5oz, veg 1/4c, ww pasta 1/3c) Roasted Chayote w/ Parmesan 1/4c Spinach Salad* + 1/4c Steamed Carrots for tots Milk + 3/4c
Snack				
Bread Sticks 1 oz Marinara Sauce 2T Grapes 1/2c (Melon for tots) Water	Broccoli/Radishes* + 1/2c Ranch Dressing 2T Milk + 1/2c	Yogurt Parfait (Yogurt 2 oz; granola 1/4c) Strawberries*/Blueberries* 1/2c Water	Carrots + Jicama 1/2c WW Crackers 1 oz Bean Dip® 2 T Water	Sunbutter & Banana Wraps (1 flour tortilla, Sunbutter 1 T, sliced banana 1/2 c) Water
* = Good source of Vit. C (recommended daily) + = Good source of Vit. A (recommended at least 3X/week).				
® DENOTES STANDARDIZED RECIPE		® DENOTES PARENT SUGGESTION		
Adjust Toddler Portions As Follows				
	Breakfast cold cereal 1/4c fruit/veg 1/4c total milk 1/4c	Lunch meat / alternative 1oz fruit/veg 1/4c total milk 1/4c		
	Substitute plain WW bread for toast, bagels and English muffins			
Try adding greens!	(Combination dish)	Toddler Variations	Optional Item	Extra

Step 3 - At the e
strived to mee
addition, we wil

Employee Name: _____
Supervisor's Name: _____
Please check the g
_Lose _____ Pounds
_Increase water int
_Eat healthier food
_Discontinue addin
_Other: Please list: _____
Return this f



MEASURE MISERS



TODDLER PITCHERS



APRONS



CHEF'S HAT



WASTE BASKET



FILMING



INFANT MEALS



FARMERS MARKET



ALBIE'S WORKSTATION

THANK YOU

A series of several thin, white, parallel diagonal lines extending from the bottom left towards the top right corner of the slide.