



December 21, 2020



CACFP Sponsor Spotlight:

Quality Care for Children Ensures Georgia's Youth Receive Healthy Quality Meals through CACFP

Quality Care for Children (QCC), a CACFP Day Care Home and Administrative Sponsor, is a non-profit organization located in Atlanta that was founded in 1979 that employs 125 staff and 20 Nutrition Service employees. As a child care resource and referral agency, QCC offers three state-wide nutrition services: the Child and Adult Food Care Program (CACFP), nutrition training, and Farm to Early Care Education (ECE).

Reynaldo Green, the Vice-President of Nutrition and Family Well-Being, oversees the nutrition and parent engagement work of Quality Care for Children. He has been responsible for QCC's administration of CACFP throughout the state of Georgia since 2013.

QCC has been a Day Care Home Sponsor for over 35 years and an administrative sponsor since 2013. An administrative sponsor is "the second set of eyes" to child care centers, adult care facilities, and after school programs that choose not to operate CACFP on their own. In order to help make sure that as many eligible programs can provide meals to underserved communities, QCC is there to help these centers and facilities implement the program, ensure compliance with state and federal regulations, and maintain optimization of the program as best as they can.



Children in the learning garden in QCC's Farm to ECE program located at Pre-K Preparatory Learning Academy in Gainesville, GA.

With service available in all 159 counties in Georgia, QCC helps programs in 102 counties. Currently, QCC is working with 400 family child care homes, 133 child care centers, three At-Risk Afterschool centers, and one emergency shelter.

Reynaldo explains that there are several advantages to participating under the partnership of QCC as they, “try to go the extra-mile for their centers and homes.” Making the program as accessible and simplified as possible is a priority for QCC. They provide technical assistance, offer discounts on online nutrition training for state-approved hours, provide Farm-to-ECE mini-grants available, and ensure that each of their CACFP sites have two to three assigned staff members that work closely with them on a regular basis.

Nutrition ambassador mascot, Kazookles the Cow, often visits QCC-sponsored centers to promote healthy eating and physical activity bringing nutrition awareness and engagement with children. Through its text message alerts program, QCC provides parents with monthly texts that include tips and information about parenting and nutrition as well as alerts them to critical information they may need. Additionally, the text program helps inform child care providers of important information and opportunities. Parents and child care providers can subscribe to the Georgia Parent Power text service by texting GeorgiaParent to 877.255.4254. Anytime a center needs menu-consultation, they can contact QCC's Nutrition ECE Specialist for help with improvements on their menu and assistance with incorporating more fresh and local foods into their menus.

Reynaldo says that when centers and homes offer CACFP, “[parents can be assured] that while in the care of their child care provider, their child is getting a nutritious meal that is helping their overall development.” It is important for children to have well-balanced meals in order to set a healthy foundation for their future.

Aside from challenges caused by COVID this past year, there were a few positive outcomes with the help of QCC's centers and facilities. Reynaldo states, “they started to do grab-and-go meals and started to really help be a bridge to their families that needed food at the onset of the pandemic.” QCC also received PPE donations that were distributed to all centers and facilities which included masks and hand-sanitizers that significantly helped various communities around the state.

After participating in CACFP for many years, QCC wanted to expand their nutrition work. In order to become more of an authority in the child nutrition field for early childhood in Georgia, QCC became an Administrative

Sponsor incorporating a Farm to ECE program and offering more nutrition training to providers throughout the state.



A parent picks up Grab-N-Go meals at Cleveland Academy in Cleveland, GA.

Ultimately, the goal is to work towards, “having no child experience hunger in this state and [QCC] wants to make sure children are getting the quality food that they deserve so that they can be their best when they start school on their first day.”

Overall, Reynaldo expresses that QCC is passionate about their progress towards addressing child hunger and the enthusiasm about their work in the years to come in bridging the nutrition gap for Georgia’s youth.

For more information about Quality Care for Children, visit their [website](#).

Reminder to Review Online CACFP Applications

CACFP Institutions/Sponsors are required to review their online application monthly in GA ATLAS and ensure that any updates are made within 30 days. [Click here](#) to access CACFP application update procedures.

If you have any questions or concerns, please contact your assigned Business Operations Specialist:

Business Operations Specialist	Institution Assignment	Email	Phone Number
Temika Moore	o (zero)-G,	Temika.Moore@dec.al.ga.gov	(404) 463-1494
Kenya Taylor	H-P	Kenya.Taylor@dec.al.ga.gov	(404)656-4040
Edith Pierre	Q-Z	Edith.Pierre@dec.al.ga.gov	(404) 463-8314

CACFP Budget Submission Required for FY2021

As you are aware, all institutions/sponsors are required to complete annual renewal

requirements to continue participating in the CACFP.

If you have not completed a budget revision for FY2021, please complete and upload all required documents by **December 31, 2020.**

At a minimum, annual budgets are required when:

- An Independent Center with an approved budget in FY2020 that intends to use FY2021 reimbursement funds for new operating and/or administrative costs that require prior approval, specific prior written approval, or formal procurement.
- An Independent Center with an approved budget in FY2020 with approved costs and the same costs in FY2021, but new supporting documentation must be submitted for review and approval (e.g., lease agreements for center space, equipment rental, etc.).
- All Administrative, Center and Day Care Home sponsoring organizations.

If you need further guidance on submittal requirements for costs, please refer to the [Budget Guidance Manual](#) or contact [Shonda Franklin](#).

FDCH Carry Over Submission

The due date has been extended to December 31, 2020.

According to the CACFP Policy Memo, [Carry Over of Unused CACFP Administrative Reimbursement](#), dated October 1, 2020, Family Daycare Home (FDCH) Sponsors may only carry over 10% of administrative payments received into the succeeding fiscal year. Funds exceeding 10% must be returned to Bright from the Start or used in another USDA Child Nutrition Program. If the 10% carryover funds are not expended in the succeeding fiscal year, you are required to return the unused funds to Bright from the Start. FDCH sponsoring institutions also have the option of returning all excess funds without carrying funds into the subsequent period.

Additional Requirement:

To support the calculation, a FDCH sponsor must submit a general ledger or the bank statement showing the total ending balance with the FDCH Carryover Letter to the Budget Compliance Supervisor, [Shonda Franklin](#), by **December 31, 2020**.

Please note, an email providing the link to the Carryover Letter was sent out to FDCH Sponsors on October 28, 2020.

USDA 2021 Farm to School Grant Applications Now Available

The 2021 Farm to School Grant Program Request for Applications (RFA) is now available! The grant application opened October 16, 2020, and will remain open until 11:59 pm ET on **January 8, 2021**. The USDA Food and Nutrition Services (FNS) seeks to award up to \$10 million this fiscal year. Eligible entities include:

- Schools
- State and local agencies
- Indian tribal organizations
- Small- to medium-sized agricultural producers or groups of small- to medium-sized agricultural producers
- Non-profit organizations

DECAL received the FY2020 Farm to School grant and it was the only one in the USDA's Southeast Region to focus specifically on Farm to Early Care & Education.

Further resources about this grant opportunity can be found [here](#). To access the application, go to grants.gov.

Get Informed: Upcoming Training Opportunities

Upcoming Training and Technical Assistance

January 11, 2021 - Memo Monday!

Regulations are constantly changing and interpreting all the policies and memorandums can be a challenge. Therefore, Nutrition Services will discuss the following policy memos during our January *Memo Monday*.

- [Questions and Answers Relating to the Nationwide Waiver to Allow Summer Food Service Program and Seamless Summer Option Operations during School Year 2020-2021 – Q&A #3](#) dated 11.2.20



**Registration
Coming Soon**

January 20, 2021 -

Feeding Kids Year-Round: Transitioning from CACFP to SFSP

Have you ever considered offering nutritious meals to children year-round by becoming a SFSP Sponsor? Join this webinar to learn about:

- CACFP vs SFSP (similarities and differences)
- Application process
- Training requirements
- Waivers

The following organizations are eligible to sponsor SFSP:

- public or private nonprofit schools
- units of local, municipal, county, tribal, or state government
- private nonprofit organizations
- public or private nonprofit camps
- public or private nonprofit universities or colleges

Click [here](#) to register!

In Case You Missed It: Memo Monday! *Food Service Permit*

Memo Monday webinars provide an overview of new and/or revised policy memorandums for the Child and Adult Care Food Program (CACFP) and/or the Summer Food Service Program (SFSP).

If you missed our December *Memo Monday*, the recorded webinar link is below and more previously recorded webinars are located on the [Training and Technical Assistance](#) webpage.

Memo December 2020

- [Requirements for Obtaining a Food Service Permit](#) dated 4.17.19
 - [Food Service Permit Inquiry Form](#)
-

CACFP Meal Training Sessions Coming Soon!

In 2018, DECAL's Nutrition Division was awarded a Team Nutrition grant to support training sessions for the October 2017 updated CACFP meal patterns. As part of the grant, DECAL

administered a survey to assess the training needs of CACFP organizations and the best platforms to utilize for training. Based on the responses, the Nutrition Division will offer five (5) self-paced virtual training sessions. These sessions will provide CACFP organizations with knowledge to better understand specific components of the CACFP meal patterns and enhance the meal appeal in their Programs. The virtual training sessions are each one (1) hour long and will include the following available topics:

- CACFP Snacks in a Jiffy!
- All Aboard The Whole Grain Express!
- Embracing Culture and Expanding Your CACFP Menu
- Menu Building Basics: Utilizing CN Labels and USDA Recipes to Build a Cycle Menu
- Build It Once; Serve It Time and Time Again: Using Cycle Menus and Standardized Recipes

Registration information will be announced soon, so please be on the lookout for a separate email notification with instructions. For additional questions, please contact the Nutrition Health Educator [Diana Myers](#).

FEMA's Child Care Provider Training

FEMA is offering a *Preparedness for Child Care Providers* course that will provide child care providers, in a variety of settings, with the information they need to identify, assess, and plan for hazards at their child care site.

For more information and to register, please click [here](#).

USDA's Training on Using the Nutrition Facts Label

On January 21, 2021, USDA's Team Nutrition initiative will present [Using the Nutrition Facts Label in the CACFP](#).

Registration for this free webinar is now available, using the following registration links:

- 2 - 2:30 pm ET English Webinar: [\[Register Here\]](#)
- 3 - 3:30 pm ET Spanish Webinar: [\[Register Here\]](#)



This upcoming webinar will show Child and Adult Care Food Program (CACFP) operators how to use the information on the Nutrition Facts label to identify foods that can be served as part of reimbursable meals and snacks. Attendees will have the opportunity to submit questions to the presenters and to check their knowledge through interactive polling questions. FNS Regional Offices, State agencies, sponsoring organizations, and CACFP program operators are invited to participate.

Team Nutrition will provide certificates of participation to individuals who attend the entire thirty-minute webinar. The National CACFP Sponsors Association (NCA) is also offering webinar participants the opportunity to submit and track continuing education credits. Additional information on this opportunity is available from NCA [here](#). The Academy of Nutrition and Dietetics Commission on Dietetic Registration has also approved this webinar for 0.5 hours of Continuing Professional Education Units (CPEUs).

For more information, please visit the [CACFP Halftime: Thirty on Thursdays](#) webpage.

Update on Nationwide Waivers During COVID-19

In light of the exceptional circumstances of the current public health emergency, the Food and Nutrition Service (FNS) has extended Nationwide Waivers to support access to nutritious meals while minimizing potential exposure to the novel coronavirus.

Waiver request forms that were previously approved for both CACFP and SFSP do not need to be re-submitted. If you were previously approved for a SFSP only waiver, but would like to continue utilizing the waiver in your CACFP operations, please submit a request to utilize the waiver for the CACFP. Similarly, if you were previously approved for a CACFP only waiver but wish to utilize the waiver in your operation of the traditional SFSP, a SFSP waiver request is required.

Waiver requests can be submitted to [Leslie Truman](#). For any waiver-related questions, please contact [Kate Alexander](#).

NATIONWIDE WAIVERS

[DECAL Participation of Nationwide Waivers due to COVID-19](#)

For full details on the CACFP & SFSP waivers below, please click on the links to read the actual waiver memo or [click here](#) for more information on DECAL's website.

CACFP Only

[At-Risk Area Eligibility Requirements](#)

Under this waiver, schools and afterschool care centers, regardless of their location, are allowed to serve at-risk afterschool meals and snacks to students after the regular school day.

****Waiver in effect until June 30, 2021****

CACFP & SFSP

[Parent Pick-Up:](#)

Under this waiver, Program operators in a State with an approved waiver allowing non-congregate meal distribution during COVID-19 related operations may distribute meals to a parent or guardian to take home to their eligible children. ****Waiver extended to June 30, 2021****

[Meal Pattern Flexibilities:](#)

The requirement to serve meals that meet the meal pattern requirements is waived during the public health emergency. ****Waiver extended until June 30, 2021****

[Meal Times Waiver:](#)

The requirement that meals must follow meal service time requirements is waived during the public health emergency. ****Waiver extended until June 30, 2021****

[Non-Congregate Feeding:](#)

The requirement that meals be served in a congregate setting and must be consumed by participants on site is waived during the public health emergency. ****Waiver extended to June 30, 2021****

[Onsite Monitoring Requirements](#)

FNS waives, for all CACFP sponsoring organizations, that CACFP monitoring requirements included at 226.16(d)(4)(iii) be conducted onsite. To ensure Program integrity during this time, sponsoring organizations should, to the maximum extent practicable, continue monitoring activities of Program operations offsite (e.g., through a desk audit). ****Waiver in effect until September 30, 2021****

Updated CACFP Sponsor Monitoring Guidance during COVID-19

New Guidance and Fact Sheets regarding Off-Site Monitoring in Child Nutrition Programs During the Pandemic *(new)*

On November 13, 2020, USDA issued guidance and fact sheets regarding Program monitoring in the CACFP, SFSP and the National School Lunch Programs. Each correspondence reiterates monitoring requirements as well as flexibilities for State agencies and Program operators as a result of the pandemic. The flexibilities mentioned in the guidance are extended through September 30, 2021. To review copies of the guidance, click [here](#) and see *Nationwide Waivers – Policy Guidance*.

A Sponsor Monitoring Guide was created to provide guidance on monitoring during COVID-19, monitoring waiver options, and conducting virtual/desk reviews. This guidance has been developed to assist our CACFP sponsors in developing an alternate virtual monitoring process (desk review/audit) to ensure sponsors are in compliance with CACFP monitoring requirements per 7 CFR 226.16(d)(4)(iii) during this public health emergency.

- [CACFP Sponsor Monitoring Guidance during COVID-19 *\(updated\)*](#)
- [Record Request Checklist Template](#)

Records Regarding Financial Management: *Labor Documentation*

All costs charged to the CACFP must be necessary, reasonable, and allowable. Labor costs charged to the CACFP are considered allowable costs, provided that all Program requirements are met. Costs can be made unallowable by the action or inaction of an organization. For example, administrative labor costs may become unallowable because the organization failed to maintain the required documentation to support the costs charged to the Program.

Therefore, the guidance below is designed to help clarify what is required when charging labor to the CACFP. For additional labor cost guidance, please see FNS Instruction 796-2 Rev.4, DECAL Policy No. 39, the Budget Guidance Manual, and DECAL Policy Memo on Labor Cost Documentation dated May 23, 2005.

Labor costs may be in the form of operating or administrative costs. Operating costs are limited to the organization's allowable expenses of serving meals to eligible participants in eligible child and adult care centers. An example may include food service labor. Administrative costs are limited to the organization's allowable expenses for planning, organizing, and managing the Program. An example may include salaries or wages to review and approve income eligible statements.

Each element of an individual's compensation must be reasonable for the services provided and conform to the organization's written compensation plan. The Program cost for compensation is limited to Program work performed during the current grant period by individuals employed by the organization.

All labor charged to the Program must be fully disclosed, consistent with the management plan **and compensation plan**, approved in the budget, and **all labor records must be** available upon request.

Documentation Requirements

Organizations must establish and provide all of the following:

- All **payroll records**.
- A **written compensation plan** for every element of compensation charged to the

Program.

- **Time and attendance reports**
 - Are always required for all staff.
 - Time and Attendance reports are different from time distribution reports in that they indicate the exact time that staff are in attendance working for the organization.
 - For all labor costs (salaries, wages, and benefits) charged to the Program for hourly or salaried employees for part-time, full-time, or piece-work, reports must identify the total time actually worked by the employee (not just the time spent on Program activities. Further, at a minimum, there reports must include: (1) start time; (2) end time; and (3) absences. Reports must be prepared timely and coincide with the employee's pay period.
- **Time distribution reports.** These reports must be completed by employees, both full-time and part-time, whose assignments include both operating and administrative duties, when an employee's duties include work on non-CACFP programs or projects, or when an employee works for a sponsor that include administrative and family day care home sponsorship. The report must account for the total activity for which each employee is compensated.

In all cases, all labor documentation must be signed by both the staff person and the staff supervisor. Failure to do so will result in a cost disallowance.

Please refer to the following table regarding when to complete applicable labor documentation:

Required Labor Documentation	100% CACFP Labor	CACFP Labor Charged < 100% (Administrative Labor, Admin./Operating Split Duties, Non-CACFP Duties)
Time & Attendance	Yes	Yes
Time Distribution	No	Yes

Local Sourcing Spotlight:

Citrus of South and Central Georgia



Native to Japan, Satsuma Mandarins are a sweet treat widely available in Georgia with the added benefit of being easy to peel like a tangerine. Due to its ability to withstand cold temperatures, Satsumas can easily be grown and harvested with little protection needed in order to yield a promising crop selection. This citrus treat is considered to be the sweetest of all orange varieties while still having a semi-tart taste.

Franklin's Citrus Farm in Statesboro is known for the wide variety of Satsuma's

available during harvest season. Place an order online for delivery or purchased from a local farmer's market where available.

For more information, read the [UGA extension](#) research article on citrus grown in Georgia.

Lettuce Eat More

According to [Georgia Grown](#), people consume more than 285 million pounds of lettuce per year with average American's consuming 30lbs per person per year. Planted in early fall or early

spring, lettuce is one of many leafy greens with the ability to withstand cool Georgia weather.

Bibb, Loose Leaf and Romaine varieties are easily grown in a home garden or available from one of many farmers, farmer's market or local grocery stores throughout Georgia

Purchase your favorite variety of lettuce and combine with other local sourcing spotlight produce selections to create your favorite salad to add to your lunch menu.



For questions regarding procurement, please contact **LaMonika Jones**, Procurement Compliance Officer.

Nutrition Ed Nook: *Lettuce Learn More!*



Planted in early spring or late fall, lettuce enjoys cool temperatures and can endure a light frost. With Georgia's temperatures being what they are, we have now arrived at lettuce season as December's Harvest of the Month (**English** and **Spanish**) produce item. Lettuce comes in an assortment of varieties ranging from greens to purples with the most common types being Romaine, Loose Leaf, and Bibb. The beauty of lettuce is that you do not have to wait for the full head to grow; you can start

harvesting lettuce leaves as soon as they are big enough to eat and enjoy. As an excellent source of fiber, iron, folate, and vitamin C, "lettuce see it" on your menu today for added nutritional value!

Integration:

- **Tropical Bean Salad**
- **Chicken Caesar Salad**
- **Chicken or Turkey Tacos**

Education:

- *Grow* lettuce – not only is lettuce a great first item to test out your gardening growing practices, but it also serves as a delicious taste test item for children.
- *Make* several vinaigrette recipes to pair with the harvested or purchased lettuce varieties. Tally up which recipe is the favorite and include it on your next menu cycle! To make a simple vinaigrette dressing, pair one-part vinegar to two-parts oil and add seasonings such as salt, pepper, garlic, or oregano. Test out using various vinegar varieties and consider adding Dijon mustard or lemon juice for an additional flavor.
- *Talk* with families about how children can help with meal preparation including tearing up lettuce leaves for a salad. **Bonus:** send lettuce recipes home for families to try together!

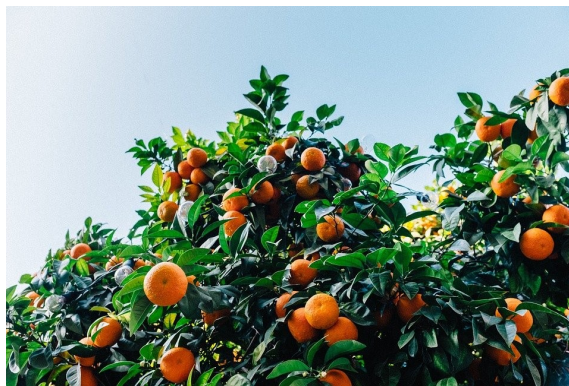
Conversation:

- Have the children you serve tasted lettuce before?
- If you try various vinaigrettes in a taste test, which one do the children you serve like the best?
- What is their favorite way to eat lettuce? Do they eat it as a salad base, shredded on

tacos, or topped on sandwiches?

December's Harvest of the Month BONUS Item: Satsumas

Have you ever tried or served satsuma mandarins? Chances are you may have served their related siblings in the mandarin family such as tangerines or clementines. Satsumas taste like nature's candy! They are juicy, sweet, nearly seedless, and easy to peel. According to University of Florida researchers, they may have originated in China, but were first reported in Japan over 700 years ago. They were first grown in the U.S. by settlers in Louisiana in the early 1800s. As a fruit that is low in calories and high in fiber and vitamin C, satsumas serve as a nutritional option for your menus. Serve them as a fruit side with whole-grain pancakes and milk for breakfast or topped on a romaine lettuce salad with a turkey wrap and milk for lunch.



Share your winter Harvest of the Month stories and menu integration of lettuce and satsumas with Nutrition Health Educator, [Diana Myers, MS, RD, LD!](#)

Nutrition Division Employee Spotlight: *LaMonika Jones - Procurement Compliance Officer*



In this month's Nutrition Employee Spotlight, we introduce you to Procurement and Purchasing Compliance Officer, LaMonika Jones. In this role, she brings more than 15 years of procurement experience to the DECAL Nutrition Division where she has worked for the past three years. Helping others is a lifelong passion that is important to LaMonika, especially when it comes to fighting food injustice in Georgia.

Procurement is an essential part of both the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP). LaMonika ensures that the sponsors and institutions adhere to and are aware of procurement requirements. She provides technical assistance and offers a minimum of four trainings per year. Overall, she makes procurement easily accessible, so the process is easier to understand.

LaMonika's position has evolved since she first began working at DECAL. Initially, her position consisted of foundational work that included approving food costs and contracts, ensuring sponsors and institutions were compliant, and establishing relationships with local vendors and farmers. Over time, she has been able to integrate advocacy work into her role that includes ensuring food access, food equity, racial equity, food sovereignty and policy.

Whether conducting traditional training or discussing local sourcing, LaMonika's favorite part of the job is engaging and building relationships with others. She says, "I love what I do. [DECAL] is the first place I've worked that allows me to be creative, incorporate my passion, and use all of my career experience." A fun fact about LaMonika is that she was a tap dancer in Michigan for 12 years!

Dates to Remember



DATES TO REMEMBER



DECEMBER 31, 2020	Deadline for Budget Revisions for FY 2021
DECEMBER 31, 2020	Deadline to submit a general ledger/bank statement with the FDCH Carry Over Letter to the Budget Compliance Supervisor
JANUARY 8, 2021	USDA's Farm to School Grant Applications Due
JANUARY 11, 2021	Memo Monday!
JANUARY 20, 2021	Feeding Kids Year Round: Transitioning from CACFP to SFSP Webinar

NEW Episode of DECAL Download

Update on SOLVE scholarships

DECAL received over \$17 million for our new SOLVE scholarships, which stands for Supporting Onsite Learning for Virtual Education. The money which came in August, was given from the Governors Emergency Education Relief funding, set aside by the CARES Act. The scholarships provide additional childcare options for students ages 5-12 whose school systems have opted primarily for virtual learning. In addition, it will allow parents who need to return to work to have a secure option for their child, ensuring they are under professional care in a safe

environment.

The SOLVE program is about to expand and some changes are being made. Joining us to talk about SOLVE and the new changes is **Elisabetta Kasfir**, Deputy Commissioner for the CAPS Program, and **Kay Mayfield**, Scholarship Administration Director for CAPS.

On the next ...

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This Week's Guests



Elisabetta Kasfir
Deputy Commissioner
CAPS Program



Kay Mayfield
Scholarship Administration
Director
CAPS Program

This Week's Topic:
SOLVE Update

Stay tuned for this week's water cooler question and the DECAL Download Quiz for your chance to win a nice prize!

You can find DECAL Download [here](#) or on Spotify, Apple Podcasts, Google Play, Stitcher, TuneIn, Overcast, and more!

Have an idea for a future topic? [E-mail us](#).

Stay safe, everyone!



**Georgia Dept
of Early Care
and Learning**
BRIGHT FROM THE START

Nutrition Division

Marketing & Outreach Team

Cindy Kicklighter
Gaby Garza

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