



March 30, 2022

## Thank You CACFP Program Operators

*Nutrition Services recognizes dedication in providing healthy meals to Children & Adults*

**National CACFP Week is March 13-19, 2022**



National CACFP Week was celebrated across Georgia the week of March 13-19, 2022. Each day of the week, a different theme was highlighted to raise awareness of how the CACFP works to combat hunger throughout Georgia.

The theme for each day of the week was as follows:

- Monday with **C** for Community and Access,
- Tuesday with **A** is for Adults,
- Wednesday with **C** is for Children,
- Thursday with **F** is for Farm to Early Care and Education, and
- Friday with **P** is for Physical Activity.

Events were held throughout the week in support of the themes.

On Wednesday, **C is for Children**, Nutrition Services coordinated a **Facebook Live** book reading with local author Danielle Jackson, who promotes eating healthy and local foods. Danielle read two of her books, “**Lettuce Turnip at the Farmers Market**” and “**Lettuce Turnip at the Community Garden.**”

On Thursday, **F is for Farm to Early Care and Education**, representatives from Nutrition Services visited My Little Geniuses. Mrs. Maria Claudia Ortega, DECAL’s 2022 ECE Educator of the Year for the Toddler Division, provided a tour of their edible garden, explained how she connects the children to Farm to ECE, made tasty kale chips and



arepas as a CACFP snack, and shared a book reading with the children.

**P is for Physical Activity** was celebrated on Friday. Barbara Miller, Project Director Early Care, HealthMPowers, and Christi Kay, former President/CEO, HealthMPowers, shared the importance of physical activity with a **chair exercise demonstration** video.

In honor of CACFP Week and Friday's theme, we launched a Physical Activity Social Media Campaign, encouraging all CACFP organizations to post their physical activity photos on social media using the hashtag #CACFPWeek for a chance to win a physical activity bundle! The campaign is still on until Friday, April 1, so keep those physical activity posts coming!

DECAL Nutrition Services' Division **thanks our CACFP organizations** for ALL your hard work and dedication in providing healthy, nutritious meals to Georgia's children and adults, especially during the pandemic with shipping delays and shortages.

We look forward to recognizing you year-round and celebrating again next year!



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## **Access PolicyStat on Nutrition Services' Webpage** *A More Efficient Way to Access DECAL CACFP/Happy Helpings Policies & Memoranda*

Nutrition Services is excited to introduce **PolicyStat** - an *online policy management system* that will allow CACFP and Happy Helpings, Georgia's Summer Food Service Program, organizations and DECAL staff to navigate, locate, and access policy documents more quickly.

The system will also allow online collaboration and workflows that will make drafting, editing, and approving policy documents more efficient for Nutrition Services employees. PolicyStat is available now for public use.

The link for PolicyStat, entitled "PolicyStat," is now housed on the DECAL Nutrition Services' webpage, specifically located on the left-hand menu (under the Nutrition webpage) as **PolicyStat** for both CACFP and Happy Helpings. In addition, recently issued policy memos that have been newly added to PolicyStat will be listed per their respective Programs. The system can be accessed at the following two links:

- For CACFP - <http://www.decal.ga.gov/CACFP/PolicyStat.aspx>
- For Happy Helpings - <http://www.decal.ga.gov/SFSP/PolicyStat.aspx>

PolicyStat works like any other search engine. It is organized so that institutions and sponsors can search and/or sort a policy or policy memorandum by a keyword, policy number, title, date, area, or program. The system houses both numbered policies and policy memoranda, similar to the format currently on DECAL's website. Over the next several months, various training resources will be offered on how to navigate the system.

CACFP and Happy Helpings organizations are encouraged to take a moment to become familiar with the system.

**Please Note:** As Nutrition Services works to perfect PolicyStat, please continue to use the current **Policy** and **Memos** links on the DECAL website as your main resource for all CACFP and Happy Helpings related policies and memoranda.

For questions, please feel free to contact Robyn Parham at [Robyn.Parham@decal.ga.gov](mailto:Robyn.Parham@decal.ga.gov) or Sonja Adams at [Sonja.Adams@decal.ga.gov](mailto:Sonja.Adams@decal.ga.gov).

## Time & Attendance & Time Distribution Reminders

### *A Look at DECAL Memorandum - CACFP Labor Costs and Benefits Documentation*

DECAL Memorandum *CACFP Labor Cost and Benefits Documentation (October 1, 2021)* provides participating CACFP institutions and sponsors with guidance on the documentation requirements for labor costs charged to the Program.

DECAL requires time and attendance reports and time distribution reports (when applicable) to support labor and benefit costs charged to the program. *Additional required documentation for labor and benefit costs charged to the Program includes: a written compensation plan, allocation methodology (for those employees having more than one role in the CACFP), payroll documentation, and Related-party Disclosure Form (when applicable).*

#### **Time and Attendance v. Time Distribution Reports**

- Time and attendance reports must be completed for all labor charged to the Program and signed by both the employee and supervisory official. A separate report is required for each employee.
- Time distribution reports differ from time and attendance in that they require the amount of time that an employee spends performing CACFP duties versus the amount of time the employee spends at the organization performing non-CACFP duties. Time distribution reports must also be signed by both the employee and supervisory official.
- When an employee's work with the organization involves completion of only CACFP assignments and these assignments are only operating duties or only administrative duties, not both, this employee would be considered 100% CACFP labor and completion of a Time Distribution report would not be required.
- When an employee's work with the organization involves completion of CACFP assignments but these assignments include both operating and administrative duties, or when an employee's duties include working on programs or projects not fully assigned to CACFP, or when an employee works for an organization that sponsors both centers and daycare homes and that employee work for both sponsorships, completion of both Time & Attendance and a Time Distribution report would be required.

The following table indicates when Time & Attendance and Time Distribution are required:

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

DECAL's new **Time & Attendance and Time Distribution Report** may be used in place of separate Time & Attendance and Time Distribution Reports.

For questions, please feel free to contact Robyn Parham at [Robyn.Parham@dec.al.ga.gov](mailto:Robyn.Parham@dec.al.ga.gov)

## FSMC's required to complete Form

Organizations that operate as a Food Service Management Company (FSMC) are required to carefully complete and upload the **Sponsor Serving as a FSMC form** in the attachment list in GA ATLAS. Upon completion, please notify Sonja Adams via email at [Sonja.Adams@dec.al.ga.gov](mailto:Sonja.Adams@dec.al.ga.gov).

## How to File a CACFP Claim for Reimbursement

Institutions must submit claims for reimbursement in the GA ATLAS web-based system to receive reimbursement for meals served during the claiming month.

A complete and substantially accurate original claim must be submitted within 30 calendar days following the end of the claiming month. After an Institution has submitted an original claim for reimbursement within 30 calendar days following the end of the claiming month, it will have up to two opportunities to revise the original claim within the 30/60-day timeframe.

The revision(s) to the original claim must be submitted through the GA ATLAS web-based system within 60 calendar days following the end of the claiming month.

[Click here](#) to view instructions for filing a CACFP claim for reimbursement.

## Get Informed: Upcoming Training Opportunities

### *Upcoming Training and Technical Assistance*

#### **April 6, 2022 – Modifications to Accommodate Individuals with Disabilities in CACFP and SFSP**

Are you aware of the Civil Rights requirements regarding meal modifications in CACFP? We are pleased to invite you to a webinar hosted by the FNS Civil Rights Division to learn:

- modification to accommodate disabilities and
- Civil Rights requirements regarding meal modifications.

[\[Register Now\]](#)



#### **April 20, 2022 – Fruits and Vegetables with Infants and Toddlers**

Do you have challenges with young children eating fruits and veggies? Are you prepared to provide a variety of fresh and colorful produce? Join this webinar to learn:

- creative ways to prepare fruits and vegetables with infants and toddlers,
- tips for serving more fresh produce,
- best practices for serving infants, and

- ideas for engaging toddlers in hands-on food education.

**Participants can earn two [2] state-approved hours for attending this training in its entirety.**

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## Training Resources

### **In Case You Missed It: Webinar Recordings Now Available!**

If you missed a *webinar*, please visit the [Training and Technical Assistance](#) webpage for previously recorded webinars. This month's training highlight is the [March Memo Monday](#) webinar. It discussed instructions on how to use a new policy resource, PolicyStat. An online policy management system that will allow CACFP and Happy Helpings organizations and DECAL staff to navigate, locate, and access policy documents more quickly.

### **2022 Imagination Station Calendars and CACFP Training Modules**

The [National CACFP Sponsor Association](#) has developed calendars and training modules. Each month, the association distributes an email with new content. Providers and staff can subscribe to receive this information directly to their inbox. Below are five-hour training modules to view and share with your staff.

[[Subscribe here](#)]

- Meal Patterns
- Best Practices
- Healthy Habits
- Parent Connection
- Business Records

[[Download 2022 Training Module](#)]

[[Download 2022 Bonus Resources](#)]

### **Team Nutrition Web Quizzes *New Quiz Added!***

USDA's Team Nutrition has developed interactive web quizzes as a fun way to introduce a variety of nutrition topics. The quizzes can be used during staff training and other nutrition events. Upon completion of each quiz, quiz takers receive a score along with a link to resources that can help expand their knowledge on the topic and build their nutrition skills. Quiz takers can also view a printable version of the questions and answers upon quiz completion. These web quizzes are also available as a widget. Please see a list of available quizzes below.

- [Infant Nutrition Quiz \[Spanish\]](#)
- [Toddler Nutrition Quiz \[Spanish\]](#)
- [Meal Components Quiz](#)
- [Milk in the CACFP Quiz](#)
- [Older Adult Nutrition Quiz](#)
- [School Gardening Quiz \*New!\*](#)

### **Snack Attack**

The [National CACFP Sponsor Association](#) has shared some snack options for program operators that are #CACFPcreditable.

- Graham crackers and kiwi slices
- Ready-to-eat cereal and raisins
- Fruit salsa and pita chips
- Pineapple chunks and crackers
- Tortilla chips and pears

### **Growing a Healthier Future with CACFP Poster**

[Team Nutrition](#) has developed a poster that outlines the nutrition goals of the food program, available in English and Spanish.

[[Download Poster](#)]

### **Eating Well with Sesame Street**

The [Sesame Street in the Communities](#) has shared some fun, interactive resources (videos; games; activities; articles) that provide teaching tips to help children and families eat healthy.

### **It's Snack Time!**

The [National CACFP Sponsors Association Learning Center](#) has developed this free activity for members to help children identify healthy food choices. [[Free Download](#)]

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## **Job Opportunity: Technical Assistance Coordinator & Trainer – Southwest**

If you are a child nutrition advocate and have talent with providing technical assistance, training, and excellent customer service, join our Nutrition Services team!

Interested individuals may apply through [Team Georgia Careers](#) by **Friday, April 8, 2022**. [Click here](#) to view the job description. This position is also posted on DECAL's website.

For more information, contact Grushan Blake by email at [Grushan.Blake@decalfga.gov](mailto:Grushan.Blake@decalfga.gov).

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## **Available 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.

For any waiver-related questions, please contact [Robyn Parham](#).

### **NATIONWIDE WAIVERS**

#### **DECAL Participation of Nationwide Waivers due to COVID-19**

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

### **CACFP**

#### **Area Eligibility in the Afterschool Programs & for Family Day Care Home Providers in School Year 2021-2022**

This waiver allows schools and at-risk afterschool care centers, regardless of their location, to claim all National School Lunch Program, Afterschool Snack Service and Child and Adult Care Food program At-Risk Afterschool meals and snacks at the free rate. This waiver also allows day care homes participating in the CACFP to claim all meals served to enrolled children at the Tier 1 rate, regardless of their location. **\*\*Waiver in effect until June 30, 2022\*\***

#### **Reimbursement for Meals & Snacks served to Young Adults in the CACFP**

This waiver allows emergency shelters to claim reimbursement for meals and snacks served to individuals under the age of 25. **\*\*Waiver in effect until the COVID-19 public health emergency is lifted.**

#### **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, 2022\*\***

### Specific Meal Pattern Flexibility

This waiver allows program operators to serve meals that do not meet specified meal pattern requirements during the public health emergency. FNS is establishing a waiver for all States of the following CACFP requirements:

- That at least one serving per day, across all eating occasions, must be whole grain rich.
- That the crediting of grains by ounce equivalents must be fully implemented by October 1, 2021.
- That low-fat milk (1 percent) must be unflavored

**\*\*Waiver in effect until June 30, 2022\*\***

### 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, 2022\*\***

### 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, 2022\*\***

### 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 remains in effect until 30 days after the end of the public health emergency.\*\***

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## Nutrition Ed Nook

### *Rooting for You!*



The March Harvest of the Month (**English** and **Spanish**) is root vegetables (carrots, beets, radishes). Root vegetables grow underground at the base of a plant. These vegetables from the earth bring vitamins, minerals, starches, and sugars to help supply the body's needs. To get the good from these vegetables, eat some raw, some cooked. And prepare them in different ways. Root vegetables include carrots, beets, and radishes, among others.

Carrots are available fresh, frozen, canned, and as 100% juice for good nutrition and convenience. If selecting fresh, choose well-shaped, smooth, firm, crisp carrots with deep color and fresh, green tops. Carrots are typically planted in the spring and may take anywhere from 2 to 4 months to mature. Orange carrots are the most recognized, however, carrots can also be red, purple, white, or yellow in color. Carrots provide important nutrients, including vitamins A and K, biotin, and phytochemicals.

Beets are available fresh and canned for good nutrition and convenience. If selecting fresh, choose beets with firm, smooth skins and non-wilted leaves if still attached. Smaller ones are more tender. Fresh beets are available year-round but might be less expensive and fresher from July through October. Beets are packed with nutrients, including fiber, iron, folate, potassium, and antioxidants.

Radishes are crisp, crunchy, and come in different varieties and sometimes have different flavors. Radishes are at the peak of freshness during April and May. Radishes come in

multiple types. Radishes can come in many different colors, red, pink, white, and purple. Some radishes can be spicy, and some can be milder. Radishes are a good source of vitamin C, which is good for a healthy immune system and skin. They are also a good source of fiber and potassium. Radishes can be eaten raw or cooked.

### Integration:

- **Glazed Carrots**
- **Mashed Carrots**
- **Beet Dip**
- **Un-beet-able Berry Smoothie**
- **Crunchy Vegetable Wraps**
- **Zucchini Coleslaw**

### Education:

- *Grow* a root vegetable of your choosing – research the best season or weather to grow your root vegetable.
- *Make* different root vegetable recipes to share with your children to see which vegetable and recipe they enjoy the most.
- *Talk* with families about how children can help with meal preparation including thoroughly rinsing and drying root vegetables to be cooked in a dish. **Bonus:** send root vegetables recipes home for families to try together!

### Conversation:

- Have the children you serve tried any root vegetables (carrots, beets, radishes) before?
- What is their favorite way to eat root vegetables?
- What other root vegetables, not including carrots, beets, and radishes, do they like to eat?

Share your Harvest of the Month stories and menu integration of root vegetables with Nutrition Health Educator, Diana Myers, MS, RD, LD at [diana.myers@decal.ga.gov](mailto:diana.myers@decal.ga.gov)!



## DECAL's Nutrition Spotlight: *LaKisha Robinson, Training & Technical Assistance Coordinator: SE Region*

LaKisha Robinson serves as the Training and Technical Assistance Coordinator for the Southeast Region. She has held this position for the past seven years.

In this role, LaKisha's acts a resource for sponsors and institutions. She trains, educates and explains policies, memos, procedures, rules, and regulations for the food programs. She also provides guidance and support to our partners with various areas of the program. "My top goal is to provide meaningful customer service to those that I come in contact with on a daily basis," said LaKisha. "I also strive to make sure our partners feel like they have someone to call on whenever needed," she added.

Previously, LaKisha worked as a Program Director of the Medical Assisting Program at Atlanta Technical College and Oconee Fall Line Technical College, where she managed and maintained an accredited program during her tenure. She also worked as a Labor and Delivery Surgical Technician for over a decade. Her healthcare background extends over 20 years of service, and she is a member of the American Association of Medical Assistants (AAMA).



LaKisha earned a diploma and certification as Medical Assistant from the Heart of Georgia Technical College, and she completed her undergraduate studies at Georgia Southern University (Go Eagles!). There, she earned a Bachelor of Health Science degree with an emphasis in Community Health Education and a minor in Psychology. She also holds a Master's degree in Health Administration from the University of Phoenix.

LaKisha was born and raised in Dublin, Georgia, with her brother Keith, who is an army and marine veteran. Her hobbies include gardening, spending time with family, cooking, particularly trying new recipes, and hanging with her fur babies Blaze and Katiee. A fun fact about LaKisha is that she is a pretty awesome clarinet player!

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## **CACFP Resources:**

*The following documents were covered in previous newsletters:*

**Futher DECAL Procurement Guidance**

**Administrative Cost Reminders for Sponsors**

**Did you know Health Inspections are an allowable cost under CACFP?**

**Reminder: Check your Email Messages in GA ATLAS**

**Managing Virtual Monitoring and Supply Chain Disruptions Fact Sheet**

**Flexibilities During COVID-19 Supply Chain Disruptions**

**Non-profit Food Service and Procurement Procedures Monitoring**

**New Mailbox for Budget Department**

**Nutrition Services Resumes Pre-COVID Business Operations**

**Updating your Banking Information**

**Stay Informed: CACFP Policy Updates**

**Claim Deadlines FY22**

**Healthy Cooking in CACFP with Chef Asata Reid: 5 Part Video Series**

**Annual Renewal Requirements must be completed to participate in CACFP**

**How to Handle FDCH Carry Over**

**CACFP Meals for Young People Experiencing Homelessness**

**How to Request Continued Use of USDA Waivers for FY 2021 – 2022**

**Happy Helpings Announced**

**Procurement Tips for CACFP**

**CACFP Budget Submission Required for FY2022**

**USDA Webinar: Meal Service Flexibilities for the FY 2021-2022 School Year**

**Guidance for Serving School-Age Children in the CACFP during COVID-19**

**Oct 1: Deadline to Implement Grain Ounce Equivalents in Menu Planning**

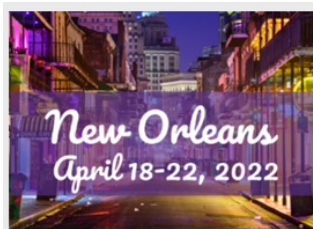
**Expiring Soon: Updated CACFP Meal Pattern Flexibilities**

**Reminder: Review Your Online CACFP Applications for Accuracy**

**Celebrating Breastfeeding as the Best Source of Nutrition**

**CACFP Reimbursement Rates: July 1, 2021-June 30, 2022**

You can find archived CACFP Newsletters [here](#).



**CHILD NUTRITION  
CONFERENCE**   
CACFP · AFTERSCHOOL MEALS · SUMMER FOOD

The National Child Nutrition Conference will be held in New Orleans, Louisiana, April 18-22, 2022. For 35 years, this conference for CACFP, Afterschool, and Summer Food programs has offered unparalleled training, education and networking opportunities to the child nutrition community.

Register to attend the five-day professional education event offering over 75 hours of presentations, featuring topics including nutrition, program operations, administration and financial management of CACFP and SFSP, resources and technology, case studies, train-the-trainer sessions, and management solutions.

[Register for the conference here.](#)

## Dates to Remember

DATE:	March 2022
April 6	• Modifications to Accommodate Individuals with Disabilities in CACFP and SFSP Webinar
April 8	• Deadline to apply for Technical Assistance Coordinator & Trainer position
April 18-22	• National Child Nutrition Conference
April 20	• Fruits and Vegetables with Infants and Toddlers Webinar
June 1	• Non-profit Food Service and Procurement: Train all sponsor & center staff. Finalize the monitoring plan.

## How was my Customer Service?

*Provide feedback on your experience with the Nutrition Team*



Click on the icon at right to participate in the customer service survey. Responses are anonymous.

## Join Us for a NEW DECAL Download!

*Day in the Life: Abby Mozo, Manager of POWER Payments*

A promotional banner for the DECAL Download podcast. It features a photo of Abby Mozo, a woman with dark hair, against a background of vertical bars. Text includes "On the next ... DECAL Download", "New Episodes Every Wednesday!", "This Week's Topic: 'Day in the Life'", and "Abby Mozo Professional Learning Operational Analyst/ POWER Manager". The Georgia Dept of Early Care and Learning logo is at the bottom right.

It's time for another one of our "Day in the Life" features where we learn more about a member of our DECAL team and what they do for Georgia's youngest learners and their families.

In our latest episode of the DECALDownload we are spending a "Day in the Life" of Abby Mozo, the manager for the POWER payments here at

DECAL.

[Listen Here.](#)

Have a suggestion for a future podcast? Let us hear from you at [decaldownload@decals.ga.gov](mailto:decaldownload@decals.ga.gov).



**Nutrition Division**  
**Marketing & Outreach Team**

Cindy Kicklighter

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