



State of Arizona
Department of Education



Health and Nutrition Services Division

HNS 15-2018

MEMORANDUM

To: Sponsors of Child Care Centers and Family Day Care Homes

From: Melissa Conner, Associate Superintendent
Arizona Department of Education, Health & Nutrition Services Division

Date: March 29, 2018

RE: Mandatory 5th Annual CACFP Renewal Summit

Original Signed

The Arizona Department of Education Community Nutrition Programs team is pleased to announce that we will administer the Child and Adult Care Food Programs under award CFDA #10.558, October 1, 2018 through September 30, 2019. As part of this program, representatives from participating sponsors and independent centers are required to attend the 5th Annual CACFP Renewal Summit "Rooted in Success." The free one-day summit will be held:

**June 28, 2018 at the
Renaissance Phoenix Glendale Hotel and Spa
9495 W. Coyotes Blvd.
Glendale, AZ 85305**

Registration will open at 7:00 am and the summit will begin at 8:00 am. Lunch will be provided and the event will conclude at 4:30 pm. ADE has secured a block of 90 rooms at a rate of \$93 per night plus tax. Rooms are available on a first come, first served basis. We cannot guarantee this rate for rooms reserved outside of the specified room block therefore attendees are encouraged to make their reservations as soon as possible. Attendees traveling from out of town will be able to make accommodations at the hotel by clicking [this link](#) or by calling 1-800-236-2427 and asking for the room block under the Arizona Department of Education.

Summit Overview

This year's summit will provide applied learning opportunities and best practices for submitting the renewal application and operating the CACFP successfully. Sessions will cover the next steps in implementing and documenting compliance with the new meal pattern, changes to the renewal process with tips for submitting a successful application, the importance of nutrition and positive meal times for children, recordkeeping tips for successful reviews, and a mini menu boot camp. Sponsors are encouraged to bring menus for at least two weeks of their cycle menu for the menu mini boot camp, as this time will be spent reviewing your menus and identifying areas for improvement. The summit will also feature a keynote presentation from Megan McNamee of

Diane M. Douglas, Superintendent of Public Instruction
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This institution is an equal opportunity provider.

Feeding Littles, LLC. Megan is a Registered Dietitian who focuses on supporting parents and caregivers in developing curious and creative eaters who have a positive relationship with food.

Attendance

Attendance at this conference is required for all sponsors planning to participate in the CACFP for the 2018-2019 program year. Each sponsor should send no more than two people on behalf of their organization. Attendees should be those who oversee and administer the CACFP program and are directly involved with the renewal application process.

Registration

Registration is available through ADE's Event Management System, and can be accessed by [clicking here](#). Registration will close on June 15, 2018.

Renewal Deadlines

All sponsors who attend the summit will receive information about the renewal process. Submission of the renewal documents serves as notification to ADE that the sponsor intends to continue operating the program for Fiscal Year 19 (October 1, 2018- September 30, 2019).

- **Family Day Care Home** sponsors must be submitted by September 1, 2018.
- **Child Care Centers** must be submitted by October 1, 2018.

Early submissions are encouraged. If applications are received after October 1, ADE cannot guarantee that sponsors will be able to claim for the month of October.

Contact Information

If you have questions or concerns regarding this memo, please contact the Specialist of the Day at (602) 542-8700 and choose Option 1 for Community Nutrition Programs.

Diane M. Douglas, Superintendent of Public Instruction

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