

Family Day Care Homes Program Year 2026 Annual Renewal Training

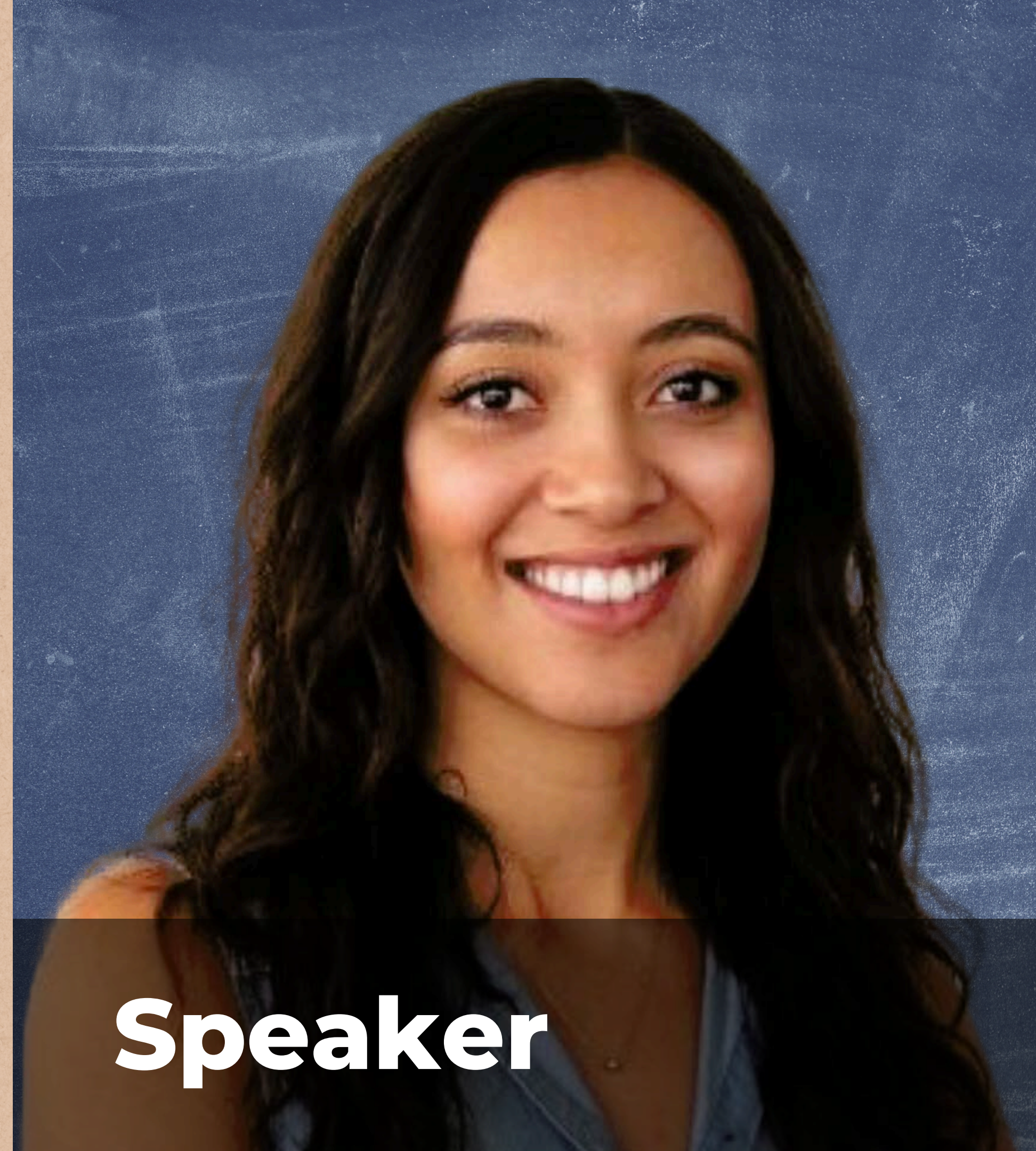
July 22, 2025



Health and Nutrition Services
Arizona Department of Education



Today's webinar will be facilitated by Ashley Kennedy. Ashley is a trainer, and Health and Nutrition Services (HNS) Specialist at the Arizona Department of Education (ADE). She joined HNS in March of 2022. Currently, Ashley conducts webinars and in-person trainings for nutrition professionals operating Child Nutrition Programs. She also helps lead upLIFT, an ADE nutrition initiative that provides professional development for school nutrition professionals to enhance their desired menus and serve nutritious meals.



Speaker



Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for Family Day Care Home (FDCH) Sponsoring Organizations operating the Child and Adult Care Food Program (CACFP) in Arizona under the direction of ADE. The information in this training applies to Program Year 2026 renewals for FDCH Sponsoring Organizations only. Attendees are encouraged to contact their assigned HNS specialist for ongoing support and assistance with regulatory questions.

Intended Audience

This training is intended for Family Day Care Home (FDCH) Sponsoring Organizations operating the Child and Adult Care Food Program (CACFP).

Objectives

At the end of this training, attendees should be able to:

- understand the annual renewal application requirements for FDCH Sponsoring Organizations operating the CACFP in Arizona, which includes an awareness of deadlines and renewal documents;
- recognize and access updated program forms;
- acknowledge common findings and resources available to help prepare for an Administrative Review.

TRAINING HOURS

CACFP program training hours may be counted towards the 1 hour annual training requirement for FDCH. Information to include when documenting training hours:

Training Title: Family Day Care Homes Program Year 2026 Annual Renewal Training

Length: 1 hour

Questions

Questions can be asked in the Q&A at any time during the webinar.

Questions will not be answered live but will instead be addressed in a follow-up communication to ensure all operators have access to the responses.

The chat function has been disabled for this webinar. Please input questions in the Q&A.



Use the Q&A to
ask a question.

Agenda

Section 1: Application Renewal

Section 2: Program Updates

Section 3: Administrative Reviews

Section 1

Application Renewal



Connecting with HNS

ADE HELPDESK

HNS encourages sponsors to use HelpDesk, ADE's ticketing system, when in need of any assistance from HNS.

Unlike individual email-based requests, HelpDesk provides the requester, responder, and management visibility to the request status, ongoing communications, and notifications related to the request.

HelpDesk requests should be submitted for **provider adds, updates, and deletes**.

HelpDesk is part of the ADEConnect. Those who do not have an ADEConnect account, will be prompted to create one.



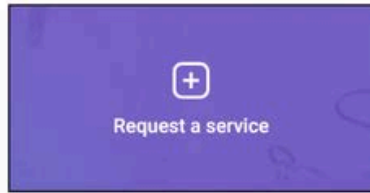
Connect with HNS using the HelpDesk

This resource outlines the steps for connecting with ADE HNS using the HelpDesk.

The Arizona Department of Education (ADE) Health and Nutrition Services (HNS) uses the ticketing system, HelpDesk, to receive, track and respond to requests for various types of assistance. Child Nutrition Program Operators are encouraged to use HelpDesk when in need of any assistance from HNS. Unlike individual email-based requests, the HelpDesk provides the opportunity to be routed to the most appropriate staff member. Additionally, HelpDesk allows the requester, responder, and management visibility to the request status, ongoing communications, and notifications related to request. Follow the steps listed below to connect with HNS using the HelpDesk.

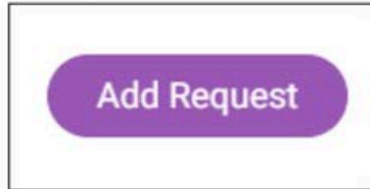
CREATING A HELPDESK TICKET

- 1 Open a web-browser and navigate to <https://helpdeskexternal.azed.gov>

- 2 Click the icon for 'Request a Service'

- 3 Locate and click 'Health and Nutrition Services'

- 4 Select the template* from the dropdown that most closely matches your need(s) to raise your request


*HNS is expanding the templates available in the Service Request Catalog. Select the most appropriate template available at the time of the request.
- 5 Complete all required and applicable optional fields,* including attachments. Disregard fields that cannot be edited.

- 6 Once the request template is complete with as many details as possible, click 'Add Request'


*Providing a detailed request will help it to be routed to the appropriate staff member.

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Resource: [How to Connect with HNS using the HelpDesk](#)

PY26 Training Requirements

1. FDCH PY26 Annual Renewal Training
2. Online Course: Civil Rights Compliance for Child Nutrition Operators ([English](#)) ([Spanish](#))

Both certificates must be submitted in the Management Plan as part of the renewal application.



Child and Adult Care Food Program
How to Obtain Training Certificates
Trainings offered by the Arizona Department of Education's Health and Nutrition Services Division

LIVE WEBINARS

Links can be accessed 1-2 business days after completing the live training by logging in to [Genius APLD](#). Verify that the training attendee is logged into APLD by looking for the attendee's name is on the far-right side of the screen. Then, click on **'Dashboard'** and select the completed course. Finally, select the **'Download Certificate'** option to download and print your certificate.

RECORDED WEBINAR

After viewing the webinar recording, obtain the training certificate by visiting the webinar slides. The Survey & Certificate slide at the end of the course will have a link to access the survey and certificate. Select the link and complete the brief survey to obtain your training certificate. Once complete, click the link that reads **'SUBMIT SURVEY AND OBTAIN TRAINING CERTIFICATE.'** The Training Certificate will open on your computer. Download and save the certificate to your computer. Once saved, type in your first name, last name, and the date you completed the training. Choose the training that you completed from the drop-down menu. Save changes to the certificate and then you may print. Please note, if you customize the certificate before it's downloaded, the customizations will not save or print.

ONLINE COURSE / CACFP ESSENTIALS SERIES TRAINING

On the Survey & Certificate slide at the end of the course, a link to access the Survey and Certificate will appear. Select the link. Complete the brief survey to obtain your training certificate. Once complete, click the link that reads **'SUBMIT SURVEY AND OBTAIN TRAINING CERTIFICATE.'** The Training Certificate will open on your computer. Download and save the certificate to your computer. Once saved, type in your first name, last name, and the date you completed the training. Choose the training that you completed from the drop-down menu. Save changes to the certificate and then you may print. Please note, if you customize the certificate before it's downloaded, the customizations will not save or print.

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[How to Obtain Training Certificates](#)

Renewal Forms & Resources

[WWW.AZED.GOV/HNS/CACFP/FDCH](http://www.azed.gov/hns/cacfp/fdch)

To access Renewal Forms and Resources, visit ADE HNS' FDCH webpage - **www.azed.gov/hns/cacfp/fdch**.

Then, select the accordion titled "**Renew your Participation in the Child and Adult Care Food Program**" to access all available renewal-related forms and resources.

1

VISIT THE FDCH WEBPAGE

Open a web browser, navigate to www.azed.gov/hns/cacfp/fdch.

2

ACCESS THE ACCORDION

Select the accordion titled "Renew your Participation in the Child and Adult Care Food Program" to access all available renewal-related forms and resources.



▶ Apply to Operate the Child and Adult Care Food Program

▶ Renew your Participation in the Child and Adult Care Food Program

▶ Meal Pattern

▶ Reviews C

▶ Guidance

▶ Find a Spo

Program

▼ Renew your Participation in the Child and Adult Care Food Program

All Family Day Care Home Sponsoring Organizations are required to renew annually. Each year, you will be contacted by the Arizona Department of Education with specific renewal details, including renewal training requirements.

The following forms and resources are available to assist in the completion of your renewal application. These items will be updated as needed by ADE.

Important Dates and Deadlines:

DCH Renewal Applications are due on or before October 1.

Checklist:

[FDCH Sponsor Renewal Application Checklist](#)

[FDCH Renewal Application Chart](#)

Forms and Resources for the Management Plan and Budget:

Renewal Application Reminders

MANAGEMENT PLAN

- Reference last year's **approved** Management Plan.
- Review each page for accuracy.
- Error messages indicate sections that must be completed.
- Information from the previously approved Management Plan may roll over and will need to be reviewed and updated as necessary.

BUDGET

- Reference last year's **approved** Budget.
- The organization cannot show a profit. Additional Funds required will display in parenthesis if you are showing a profit.
- Must show unrestricted funds (donations, grants, or any other funding source).
- Administrative labor cannot exceed 75%.
- When claiming, if a line item is over 10% of the approved budget for that line item, you must submit a revised budget.

MID-YEAR UPDATES

If any significant changes occur during the program year, operators must notify their specialist and update their application.

Management Plan & Budget

RESOURCES

Operators are responsible for updating the Sponsoring Organization's CACFP application. Resources available to assist include:

- [Renewal Chart](#): The chart outlines what fields and documents must be updated annually as well as what information will rollover from the previous year.
- [FDCH Renewal Application Checklist](#): The checklist highlights specific line items that must be updated in the MP & B annually.



FDCH Sponsor Renewal Application Checklist
This checklist has been designed to assist you in organizing only the minimum required information and documents needed for submission into the CNP Management Plan and Budget renewal systems. Other information or documents may be needed depending on changes in your program operation. Some of the required uploads are ADE documents for you to complete and sign; these documents can be found on the ADE website and accessed by clicking on the links in this checklist. ADE recommends you complete and save any required documents to your computer and upload where applicable.

CNP Management Plan	
Sponsor Information	☐ Annually Required Training Certificates ☐ Annual Renewal Training ☐ Online Civil Rights ☐ Media Release ☐ List of Active Providers
Administrative Capability	☐ Annual Staff Training Agenda and Sign-in sheet ☐ Annual Provider Training Agenda and Sign-in Sheet ☐ Staff Civil Rights Training Agenda and Sign-in Sheet ☐ Provider Civil Rights Training Agenda and Sign-in Sheet ☐ Home Monitoring Form ☐ Child Enrollment Form (English and Spanish) ☐ Provider Application Form (English and Spanish) ☐ Electronic Meal Count Agreement between Sponsor and ADE The following should only be uploaded if they have been updated: ☐ Outreach and Recruitment Policy & Procedure ☐ Job Descriptions and Qualifications for all CAJ ☐ Recordkeeping Policy ☐ Working Hour Guidelines Policy & Procedure ☐ Outside Employment Policy & Procedure ☐ Non-traditional Hours Staffing Plan ☐ Compensation Policy & Procedure ☐ Civil Rights Pre-Award Document ☐ Training determination Policy & Procedure ☐ One FTE for every 50-150 homes Policy & Pro ☐ Announced, Unannounced and Follow-Up Vis ☐ Provider Corrective Action Policy & Procedure ☐ Policy & Procedure for Declaring Providers Set ☐ Policy & Procedure for Provider Suspensions ☐ Policy & Procedure for Provider Appeals ☐ Policy & Procedure for Provider's Non-compliance ☐ Building for the Future Poster
Financial Viability	☐ Governing Board Members List ☐ Minutes of last two Governing Board Meetings ☐ Authorized Principals Letters ☐ Supporting documentation for anticipated grant ☐ Supporting documentation for anticipated fund ☐ GAAP Compliant Statement of Financial Position and Notes ☐ IRS 990 or 990EZ ☐ Physical Office Inventory

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FDCH Renewal Application Chart	
This chart outlines sections/documents that must be updated annually on the FDCH Management Plan & Budget application.	
Management Plan	
Section	Fields to be updated annually
Sponsor Information	County Civil Rights Data - Enter current information for each county serviced by sponsoring organization
Document Uploads	- Annual Training Certificates - FY-XX Media Release - List of Active Providers
Administrative Capability	- Staffing - Will you provide performance related increases? Explanation of how staffing needs will be met during fiscal year if number of providers change. Are monitors available? - Staff Training - Annual CACFP and Civil Rights training date(s) Annual CACFP and Civil Rights training topics - Description of Need/Recruitment - Description of recruitment goals Were last year's goals met? - Provider Training - Topics for the Annual CACFP and Civil Rights trainings for providers - Record Retention - You will need to check the box indicating you have read and understand the CACFP record retention requirements
Document Uploads	- Training Agendas and Sign-in Sheets - Annual Staff CACFP trainings - Civil Rights trainings - Home Monitoring Forms - Child Enrollment Form with Parent/Guardian Letter (English & Spanish) - Provider Application Form (English & Spanish)

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Accessing Applications

ACCESSING THE SYSTEM

Management Plans and Budgets are available in the CNP Management Plans and Budgets (CNP MP & B) system, which is a web-based application in ADEConnect.

To access the system, login to [ADEConnect](#), select "View Applications," and then select "CNP Management Plans and Budgets."



If CNP Management Plans and Budgets is not a listed application in ADEConnect, you will need to request access from your Entity Administrator.

1

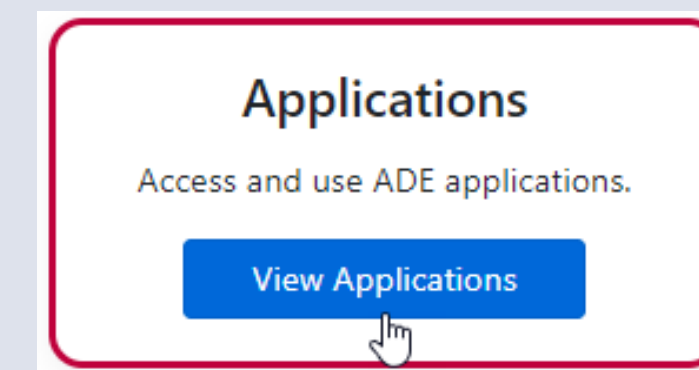
LOGIN TO ADECONNECT

Open a web browser, navigate to adeconnect.azed.gov, and input your username and password for ADEConnect.

2

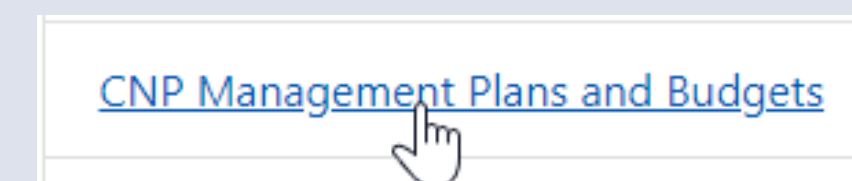
SELECT "VIEW APPLICATIONS"

After logging in to ADEConnect, select "View Applications."

**3**

SELECT "CNP MANAGEMENT PLANS AND BUDGETS"

Select "CNP Management Plans and Budgets" from the list of applications.



The CNP MP & B

After successfully logging in to the CNP MP & B system, a welcome screen will load. To proceed, select "Sponsor Dashboard."

Once "Dashboard" is selected, a new screen with all current and prior PY Management Plans and Budgets will load.

- To access your Management Plan, select **CNP Management Plan - Program Year 2026**.
- To access your Budget, select **CNP Budget - Program Year 2026**.

CNP Management Plans And Budgets Welcome, HNS

Home Dashboard Help Exit

Welcome to the new CNP Management Plan and Budgets system!

Please click on Dashboard in the top menu bar to begin.

Civil Rights Statement
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or marital status for

- **CNP Management Plan – FDC Homes – PY 2024**
This form has **not yet been created**. Please click the link above to begin this year's form.
- **CNP Management Plan - FDC Homes - PY 2023**
Congratulations! Your **Original** Form was **Approved** by HNS on **10/4/2022** If all applicable document statuses are "Approved"
- **CNP Management Plan - FDC Homes - PY 2022**
Congratulations! Your **Revision 1** Form was **Approved** by HNS on **11/1/2021** If all applicable document statuses are "Approved"
- **CNP Management Plan - FDC Homes - PY 2021**
Congratulations! Your **Revision 1** Form was **Approved** by HNS on **8/24/2020** If all applicable document statuses are "Approved"
- **CNP Management Plan - FDC Homes - PY 2020**
Congratulations! Your **Revision 3** Form was **Approved** by HNS on **9/26/2019** If all applicable document statuses are "Approved"

- **CNP Budget – FDC Homes – PY 2024**
This form has **not yet been created**. Please click the link above to begin this year's form.
- **CNP Budget – FDC Homes - PY 2023**
Congratulations! Your **Original** Form was **Approved** by HNS on **10/4/2022** If all applicable document statuses are "Approved"
- **CNP Budget – FDC Homes - PY 2023**
Congratulations! Your **Original** Form was **Approved** by HNS on **10/4/2022** If all applicable document statuses are "Approved"
- **CNP Budget – FDC Homes - PY 2022**
Congratulations! Your **Revision 1** Form was **Approved** by HNS on **11/5/2021** If all applicable document statuses are "Approved"
- **CNP Budget – FDC Homes - PY 2021**
Congratulations! Your **Revision 1** Form was **Approved** by HNS on **9/23/2020** If all applicable document statuses are "Approved"
- **CNP Budget – FDC Homes - PY 2020**
Congratulations! Your **Revision 2** Form was **Approved** by HNS on **9/30/2019** If all applicable document statuses are "Approved"



PY26 Management Plans and Budgets will not be available until early August.

RENEWAL SUBMISSION TIMELINE

FIRST WEEK OF AUGUST

PY26 Management Plan & Budget
Available in the CNPWeb System.

OCTOBER 1

Management Plan & Budget
Submission Deadline to Claim
October, Approval Deadline for
October Administrative Advance.

SEPTEMBER 15

Management Plan & Budget
Soft Deadline.

*Operators who submit their
MP&B after 9/15 will not
receive an October advance.*

*Note: Advances are not
guaranteed and can only be
disbursed when federal funds
are available.*

DECEMBER 30

Last day to submit an October
claim without a One-Time
Exception.

*PY26 Management Plan, Budget,
and CNPWeb Applications must be
approved before claims
submission.*

Section 2

Program Updates



PROGRAM FORMS AND RESOURCES

The United States Department of Agriculture (USDA) makes prototype forms available to State agencies to use as a model to develop an effective and fully compliant document for operators of child nutrition programs.

ADE has chosen to adopt USDA prototype forms for use across ALL child nutrition programs.

AVAILABLE NOW!

The following forms are now available on the FDCH Program Forms & Resources webpage:

- Meal Benefit Income Eligibility Form ([English](#)) ([Spanish](#))
- Meal Benefit Income Eligibility Letter
 - Provider ([English](#)) ([Spanish](#))
 - Parent ([English](#)) ([Spanish](#))
- Meal Benefit Income Eligibility Form Instructions ([English](#)) ([Spanish](#))

Quiz Time

Sponsoring Organizations must begin using USDA's prototype letters for Program Year 2025-2026.

A True

B False



Quiz Time

Sponsoring Organizations must begin using USDA's prototype letters for Program Year 2025-2026.

A True

B False

Sponsors must use the USDA prototype template letters for Program Year 2025-2026. ADE must approve any requested changes to the prototype letter and application.



Menu Resources

Operators are responsible for ensuring that menus meet crediting compliance:

- [Crediting Handbook for the Child and Adult Care Food Program](#): Specifically creditable whole grain rich components (pg. 83-90)
- [Team Nutrition Meal Pattern Training Worksheets, Webinars, and Handbooks](#)
- [Participant Menu Modification Form](#)

USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

CREDITING
Child
Food

CACFP Training Tools

USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

Choose Yogurt That is Lower in Added Sugars

All yogurt served in the Child and Adult Care Food Program must be lower in added sugars than 12 grams of added sugars per serving.

There are many types of yogurt. Use the Nutrition Facts label to find the added sugars.

1 Use the Nutrition Facts label to find the added sugars.

2 Find the Added Sugars in grams (g).

3 Use the serving size to find the serving size in grams (g).

USDA Food and Nutrition Service
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Choose Breakfast Cereals That Are Lower in Added Sugars

All breakfast cereals served in the Child and Adult Care Food Program must be lower in added sugars than 6 grams of added sugars per serving.

There are many types of breakfast cereals. Use the Nutrition Facts label to find the added sugars.

1 Use the Nutrition Facts label to find the added sugars.

2 Find the Added Sugars in grams (g).

3 Use the serving size to find the serving size in grams (g).

USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

Participant Menu Modification Request for the Child and Adult Care Food Program

This facility participates in the Child and Adult Care Food Program (CACFP) and serves meals and snacks in accordance with CACFP regulation. Menu modifications are required for any participant who discloses a food allergy, intolerance, medical condition, or any major bodily function affected by a food item. All required menu modifications must reasonably accommodate a participant's need. Menu modifications are optional for any participant who has a non-medical personal preference, and an accommodation may be made at the customer service discretion of the facility.

Section 1. Documentation - To Be Completed by Parent/Guardian

Participant's First & Last Name: _____ Date of Birth: _____

List the Food(s) to be omitted from the diet and the food(s) that should be provided instead:

Food(s) to be avoided	Allowable Modification(s)	Additional instructions, requirements, or modifications such as special equipment, texture, thickness, etc.

Explain how exposure to the food(s) affects the participant: _____

Parent/Guardian Name: _____ Date: _____

Section 2. Assessment - To Be Completed by the CACFP Facility

Discuss the modification request with the parent/guardian. Assess if an accommodation meets the meal pattern & if it is required.

Modification meets the CACFP Meal Pattern		Modification does not meet the CACFP Meal Pattern	
Required Accommodation	Optional Accommodation	Required Accommodation	Optional Accommodation
☐ Reported Food Allergy	☐ Non-Medical Personal Preference	☐ Reported Food Allergy	☐ Non-Medical Personal Preference
☐ Reported Food Intolerance	☐ No medical reason for the request. Accommodating this preference request is the facility's customer service decision.	☐ Reported Food Intolerance	☐ Participant meals and snacks may not be eligible for reimbursement if a facility chooses to accommodate this request.
☐ Reported Major Bodily Function Affected	☐ Facility will provide modification ☐ Facility will not provide modification	☐ Reported Major Bodily Function Affected	☐ Facility will provide modification ☐ Facility will not provide modification

Documentation Required: Sections 1 & 2

Documentation Required: Sections 1, 2 and Request Medical Authority Documentation

Facility Representative Name: _____ Date: _____

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Final Rule

UPDATES TO CACFP MEAL PATTERN & IMPLEMENTATION DEADLINE REMINDERS

The USDA released a Final Rule: Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans to better align meal patterns in the CACFP, SFSP, and School Meals with the Dietary Guidelines for Americans.

Changes that impact CACFP operators in Arizona include:

- Changing limits for breakfast cereals and yogurt from total sugars to added sugars.
- Allowing nuts and seeds to credit for the full meats/meat alternates component.

Resources:

- [National CACFP Association Final Rule: Updates to Meal Patterns in CACFP & SFSP Webpage](#)
- [USDA Food and Nutrition Services' Child Nutrition Programs Final Rule: Updates to the CACFP & SFSP Meal Patterns On-Demand Webinar](#)
- [Final Rule: Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans](#)
- [Implementation Timeline for CACFP & SFSP](#)

Added Sugar Limit to Yogurt

Beginning October 1, 2025, CACFP operators must offer yogurt that contains no more than 12 grams of added sugars per 6 ounces, or 2 grams of added sugars per ounce.

To tell if a yogurt meets the added sugars limit...

- Download USDA's chart that shows common serving sizes of yogurt and the maximum amount of added sugars they can contain: fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp
- Use the information on the yogurt's Nutrition Facts label, and follow the steps outlined in this resource.

USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

Choose Yogurt That is Lower in Added Sugars in the Child and Adult Care Food Program

All yogurt served in the Child and Adult Care Food Program (CACFP) must contain no more than **12 grams of added sugars per 6 ounces** (2 grams of added sugars per ounce).

There are many types of yogurt that meet this added sugars limit. It is easy to find them by using the Nutrition Facts label and following the steps below.

- 1 Use the Nutrition Facts label to find the **Serving Size**, in ounces (oz) or grams (g), of the yogurt.
- 2 Find the **Added Sugars** line. Look at the number of grams (g) next to Added Sugars.
- 3 Use the serving size identified in Step 1 to find the serving size of the yogurt in the table below.

Serving Size Ounces (oz)	Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Added Sugars Grams (g)
If the serving size is:	If the serving size is:	Added sugars must not be more than:
2.25 oz	64 g	4 g
3.5 oz	99 g	7 g
4 oz	113 g	8 g
5.3 oz	150 g	10 g
6 oz	170 g	12 g
8 oz	227 g	16 g

4 In the table, look at the number to the right of the serving size amount, under the "Added Sugars" column. If the yogurt has that amount of added sugars, or less, the yogurt meets the added sugars limit.

Nutrition Facts
7 servings per container
Serving size 6 oz (170g)

Amount per serving
Calories 130

% Daily Value*

Total Fat 0g 0%
Saturated Fat 0g 0%
Trans Fat 0g
Cholesterol 10mg 3%
Sodium 65mg 5%
Total Carbohydrate 17g 6%
Dietary Fiber 0g 0%
Total Sugars 14g
Includes 10g Added Sugars 20%
Protein 14g 28%

Vitamin D 0mcg 0%
Calcium 170mg 15%
Iron 0mg 0%
Potassium 220mg 4%

Test Yourself:
Does the yogurt above meet the added sugars limit?
(Check your answer on the next page)
Serving Size: _____
Added Sugars: _____
☐ Yes ☐ No

TIP: If the serving size says "one container," check the front of the package to see how many ounces or grams are in the container.

Yogurt

Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Added Sugars Grams (g)
If the serving size is:	Added sugars must not be more than:
135 g	9 g
142 g	10 g
149 g	10 g
150 g	10 g
156 g	11 g
163 g	11 g
170 g	12 g
177 g	12 g
184 g	13 g
191 g	13 g
198 g	14 g
206 g	14 g
213 g	15 g
220 g	15 g
227 g	16 g

CACFP*

Size (oz or g)	Added Sugars (g)
	10

*The amount of added sugars in a yogurt might change. Even if you always buy the same brands and flavors of yogurt, be sure to check the serving size and amount of added sugars on the Nutrition Facts label to make sure they match what you have written in the list above.

Answer to "Test Yourself" activity on page 1: This yogurt has 10 grams of added sugars per 6 ounces (170 grams). The maximum amount of added sugars allowed in 6 ounces of yogurt is 12 grams. 10 is less than 12, so this yogurt meets the added sugars limit.

FNS-652 | October 2019, Slightly Revised September 2024
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Added Sugar Limit to Cereals

Beginning October 1, 2025, CACFP operators must offer breakfast cereals that contains **no more than 6 grams of added sugars per dry ounce.**

To tell if a cereal meets the added sugars limit...

- Download USDA's chart that shows common serving sizes of cereal and the maximum amount of added sugars they can contain: fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp
- Use the information on the cereal's Nutrition Facts label, and follow the steps outlined in this resource.

Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

Choose Breakfast Cereals That Are Lower in Added Sugars in the Child and Adult Care Food Program

All breakfast cereals served in the Child and Adult Care Food Program (CACFP) must contain no more than **6 grams of added sugars** per dry ounce.

There are many types of cereal that meet this added sugars limit. You can use any cereal that is listed on any State agency's Women, Infants, and Children (WIC)-approved cereal list. You can also find cereals that meet the added sugars limit by using the Nutrition Facts label and following the steps below:

1 Use the Nutrition Facts label to find the **Serving Size**, in grams (g), of the cereal.

2 Find the **Added Sugars** line. Look at the number of grams (g) next to Added Sugars.

3 Use the serving size identified in Step 1 to find the serving size of the cereal in the table below.

Serving Size*	Added Sugars
If the serving size is:	Added sugars must not be more than:
12–16 grams	3 grams
26–30 grams	6 grams
31–35 grams	7 grams
45–49 grams	10 grams
55–58 grams	12 grams
59–63 grams	13 grams
74–77 grams	16 grams

4 In the table, look at the number to the right of the serving size amount, under the "Added Sugars" column.
If the cereal has that amount of added sugars, or less, the cereal meets the added sugars limit.

*Serving sizes here refer to those commonly found for breakfast cereals.

Yummy Brand Cereal

Nutrition Facts	
15 servings per container	
Serving size $\frac{1}{4}$ cup (30g)	
Amount per serving	100
Calories	
% Daily Value*	
Total Fat 0.5g	1%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 140mg	6%
Total Carbohydrate 22g	7%
Dietary Fiber 3g	11%
Total Sugars 5g	
Includes 4g Added Sugars	8%
Protein 3g	

Test Yourself:

Does the cereal above meet the added sugars limit?
(Check your answer on the next page)

Serving Size: _____

Added Sugars: _____

☐ Yes ☐ No

...als you can serve at your
"Cereals To Serve in the
...to serve in your program.

cereal

Size	Added Sugars
g size is:	Added sugars must not be more than:
ams	11 grams
ams	12 grams
ams	13 grams
ams	14 grams
ams	15 grams
ams	16 grams
ams	17 grams
ams	18 grams
ams	19 grams
ams	20 grams
ams	21 grams

CACFP*

Serving Size	Added Sugars (g)
28 grams	5 grams

More training, menu planning, and nutrition education materials for the CACFP can be found at TeamNutrition.USDA.gov.

*The amount of added sugars in a cereal might change. Even if you always buy the same brands and types of cereal, be sure to check the serving size and amount of added sugars on the Nutrition Facts label to make sure they match what you have written in the list above. All cereals served must be whole grain-rich, enriched, or fortified.

Answer to "Test Yourself" activity on page 1: The cereal has 4 grams of added sugars per 30 grams. The maximum amount of added sugars allowed for 30 grams of cereal is 6 grams. 4 is less than 6, so this cereal meets the added sugars limit.

FNS-653 | October 2019, Slightly Revised November 2024
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Tier Claiming & Documentation

Sponsoring Organizations must continue to collect Tiering documentation and determine eligibility.

Tiering documentation must be submitted through the HelpDesk by using the link:
<https://helpdeskexternal.azed.gov/>.

- Tiering Documentation is available on the FDCH Program Forms & Resources webpage:
azed.gov/hns/cacfp/fdch/programformsfdch

EXAMPLE:

Based on the claim below...

- 344 (Tier I) Providers = **344 Tier 1 Providers**
- 1 (Tier II High)+ 1 (Tier II Low) = **2 Tier II Providers**

Number of Homes	
Number of Day Care Homes:	346
Number of Tier I Homes:	344
Number of Tier II High Homes:	1
Number of Tier II Low Homes:	1
Number of Mixed Homes:	0
Avg. Daily Attendance for Tier I Homes:	1133
Avg. Daily Attendance for Tier II High Homes:	2
Avg. Daily Attendance for Tier II Low Homes:	2
Avg. Daily Attendance for Mixed Homes:	0

Tier II

Tier I

Monitoring Compliance Quick Guides

The Monitoring Compliance Quick Guides are available. ([English](#)) ([Spanish](#))

The guides may continue to be utilized to train new staff, new providers, and/or existing providers who need extra guidance when self-assessing their DCH operations for compliance. HNS Specialists conducting home visits may leave a quick guide at the provider's home if necessary.



Quiz Time

Providers who are serving homemade (HM) items on their menu must continue to label their homemade meals "HM" on their menu?

A True

B False



Quiz Time

Providers who are serving homemade (HM) items on their menu must continue to label their homemade meals "HM" on their menu?

A True

B False

It is a best practice for providers to label homemade cooked meals as "HM", however this is not a program requirement.



Quiz Time

It is no longer a requirement for providers to make water available at the day care home.

A True

B False



Quiz Time

It is no longer a requirement for providers to make water available at the day care home.

A True

B False

Providers must have water available at the daycare home, but having a statement for water availability on the posted menu is not required and is instead considered a best practice.



Submitting Provider Updates

Provider updates must be submitted through the HelpDesk by using the link: <https://helpdeskexternal.azed.gov/>.

When submitting provider updates, please submit them as they happen, rather than waiting to submit large batches of updates at once.

Documents should be current and reviewed for completeness and accuracy before submitting.

For each provider update submission, please ensure all documents are submitted in the same ticket. Please do not submit multiple tickets with updates for the same provider.



Quiz Time

I have 7 pages of updates for my provider Mrs. Smith. I should:

- A** Email the 7 pages to my specialist.
- B** Submit each page as a separate ticket in HelpDesk.
- C** Submit one HelpDesk ticket with all seven pages.
- D** Wait until I have more provider updates and then submit all at once via email.



Quiz Time

I have 7 pages of updates for my provider Mrs. Smith. I should:

- A** Email the 7 pages to my specialist.
- B** Submit each page as a separate ticket in HelpDesk.
- C** Submit one HelpDesk ticket with all seven pages.
- D** Wait until I have more provider updates and then submit all at once via email.

Provider updates should be submitted as they happen. Updates are submitted via a HelpDesk ticket and all documents for a specific provider should be submitted together on one ticket.



Section 3

Administrative Reviews



Administrative Review Findings

MENU SUPPORTING DOCUMENTATION

Providers must maintain labels to support at least one whole grain-rich (WGR) item is served every day. It is a best practice to label any whole grain-rich items as "WGR" on the menu, but this is not required. Labels must be maintained for any items labeled WGR and for any items being used toward the WGR item for the day.

- Make sure all providers are maintaining the required documentation to support menu/meal pattern compliance!

Menu Self Assessment

All organizations participating in the CACFP must maintain a menu that meets the meal pattern requirements. Give yourself peace of mind by completing this self-assessment. Place a checkmark next to each true statement. If any boxes remain unchecked, menu changes are needed.

Creditable Foods

- ☐ The menu is free
- ☐ Breakfast cereal
- ☐ Yogurt does not
- ☐ Menu items are
- ☐ The correct type
- ☐ If flavored milk

Daily Requirements

- ☐ One or more gra
- ☐ Juice is served n
- ☐ All extras and sp
- ☐ Every snack con
- ☐ Every breakfast
- ☐ A meat/meat week
- ☐ Every lunch and alternate
- ☐ If a vegetable

Page 10

Available Flexibilities for Adult Centers

- A serving of fluid milk is optional for suppers served to adult participants
- Yogurt can be served in place of fluid milk no more than one time per day
- If yogurt is served in place of milk, yogurt cannot be a meat alternative in the same meal

Required Statements

- ☐ Nondiscrimination statement "This institution is an equal opportunity provider."
- ☐ Milk type for served age groups "Whole milk is served to children 12-23 months. Children 24 months and older are served low fat or fat-free milk."
 - ☐ Adult Centers: "All participants are served low fat or fat-free milk."
- ☐ Ingredients in mixed or multi-component items (e.g., "Fruit cocktail=pineapple, cherry, peach, pear" or "Turkey Wrap= turkey breast, cheese, tortilla")

Menu Binder

The following documentation must be kept on file in order to credit foods towards the meal pattern.

- ☐ Nutrition Facts labels for whole-grain rich items
- ☐ Nutrition Facts labels for ready-to-eat cereals
- ☐ Nutrition Facts labels for yogurt
- ☐ Child Nutrition (CN) label or Product Formulation Statement (PFS) for commercially processed foods
- ☐ Standardized recipes for homemade items

Recommended Best Practices

- ☐ All homemade items are labeled "HM"
- ☐ All processed meat/grain items are labeled "CN" or "PFS"
- ☐ All whole grain-rich items are labeled "WGR"
- ☐ Description of how water is made available throughout the day.
- ☐ If serving Juice: "All juices served are 100% juice."

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Administrative Review Findings

SIGN IN AND OUT SHEETS

Reminders: All children must be signed in and out by an approved guardian each time they arrive and leave day care. This includes signing out and back in when students leave and return from school.

- Sign-in sheets should not be pre-filled.
- Exact times and full signatures are required.
 - As a best practice, place a clock near the sign-in/out sheets so times are exact and duplicated each day (e.g. 6:30 am-6:00 pm every day or an arrow down the rows for the entire month of times).
- Each participant should have their own sign in and out sheet.

Provider Name: Child Name: Month and Year:

All children must be signed in and out by an approved guardian each time they arrive and leave day care. This includes signing out and back in when students leave and return from school. Exact times and full signatures are required.

Date	Morning (AM) Sign In and Out				Afternoon (PM) Sign In and Out			
	Time In	Signature	Time Out	Signature	Time In	Signature	Time Out	Signature
1								
2								
3								
4								
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Example of a Provider Sign In and Out Sheet

Administrative Review Findings

PROVIDERS OWN CHILDREN

If the provider has their own children who attend, they can claim meals/snacks if there are other participants in attendance who are being claimed for those meals/snacks.

If the provider’s children are the only participants in attendance, then they cannot claim those meals/snacks.

 Sign-in sheets should reflect this.

Provider Name: Child Name: Month and Year:

All children must be signed in and out by an approved guardian each time they arrive and leave day care. This includes signing out and back in when students leave and return from school. Exact times and full signatures are required.

Date	Morning (AM) Sign In and Out				Afternoon (PM) Sign In and Out			
	Time In	Signature	Time Out	Signature	Time In	Signature	Time Out	Signature
1								
2								
3								
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This institution is an equal opportunity provider.

Example of a Provider Sign In and Out Sheet

FDCH Administrative Reviews

ADE must conduct compliance reviews of all sponsoring organizations operating the CACFP at least once during each three-year review cycle.

- Sponsoring organizations that operate more than 100 facilities must be reviewed at least every 2 years.

The objectives of the compliance reviews are to:

- Determine whether program requirements are met
- Provide technical assistance
- Secure any needed corrective action
- Calculate fiscal action and, when applicable, recover improperly paid funds.

AVAILABLE TRAINING

HNS has released the [What to Expect: Day Care Home Administrative Review](#) online course to help FDCH Sponsoring Organizations learn more about the review process.

It is available now on the FDCH website under the 'Reviews Conducted by the State Agency' accordion.



Quiz Time

If Providers do not label home-cooked meal items as homemade or “HM” on their menus, this will contribute towards Fiscal Action calculations.

A True

B False



Quiz Time

If Providers do not label home-cooked meal items as homemade or “HM” on their menus, this will contribute towards Fiscal Action calculations.

A True

B False

It is a best practice for providers to label homemade cooked meals as "HM", however, this is not a program requirement and will not contribute towards fiscal action calculations.



Thank you!

PLEASE PUT QUESTIONS IN THE Q&A

If you are attending the live webinar, you will receive an email once attendance has been completed. Once you have received this email, your training certificate will be available in APLD.

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.





Congratulations

You have completed the Family Day Care Homes Program Year 2026 Annual Renewal Training

Training Title:
Family Day Care Homes Program
Year 2026 Annual Renewal Training

Length: 1 hour

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

Certificate

[Click here to access a training certificate.](#)

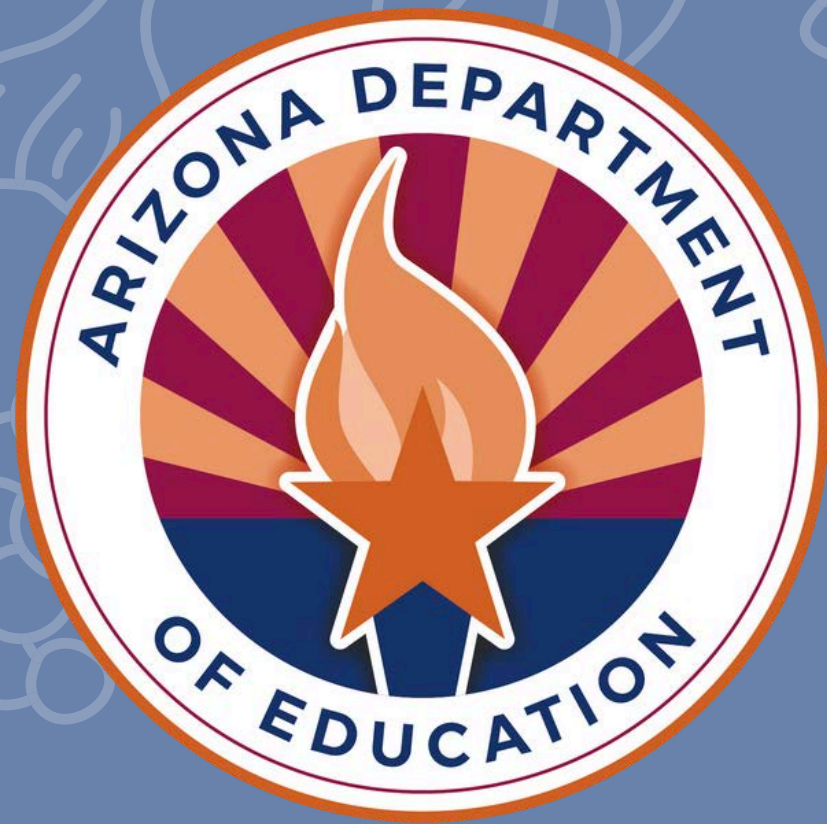
Information to include when documenting training completion:

**Training Title: Family Day Care Homes Program
Year 2026 Annual Renewal Training**

Length: 1.0 hour

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.





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