

Staying on Track with the Essentials of CACFP for Program Year 2026

September 4, 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.

A portrait of Ashley Kennedy, a woman with long, dark, wavy hair, smiling. She is wearing a blue button-down shirt. The background is a textured blue. A dark brown semi-transparent banner is at the bottom of the image.

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 institutions operating the Child and Adult Care Food Program (CACFP) in Arizona under the direction of ADE. Attendees are encouraged to contact their assigned HNS specialist for ongoing support and assistance with regulatory questions.

Intended Audience

This training is intended for institutions operating the **Child and Adult Care Food Program (CACFP)**.



This training is required for all organizations renewing participation in the CACFP in Program Year 2026.

Objectives

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

- understand the annual renewal application requirements for operating the CACFP in Arizona in Program Year 2026;
- assess compliance with program updates and requirements;
- acknowledge common findings and resources available to help prepare for an Administrative Review; and,
- explain how to access HNS trainings and resources.

TRAINING HOURS

Information to include when documenting this training for Continuing Education and Training Credit:

Training Title: Staying on Track with the Essentials of CACFP for Program Year 2026

Hours of Instruction: 1.0 Hour - Administration

This training counts toward Empower Program training requirements. It is listed on the Arizona Early Childhood Workforce Registry. If you want this training to appear on your Registry transcript, please provide your ID in the completion survey.

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: Renewal Application Requirements

Section 2: Program Updates and Reminders

Section 3: Administrative Reviews

Section 4: HNS Trainings and Resources Launching in Program Year 2026

Section 1

Renewal Application Requirements



Renewal Guidance

HNS 08-2025: CACFP RENEWAL FOR PROGRAM YEAR 2026

Participation in the CACFP must be renewed by all operators each program year. ADE released HNS 08-2025: CACFP Renewal for Program Year 2026 to provide formal guidance on renewal requirements and program updates.

Renewal Requirements for PY26:

- ✓ Management Plan and Budget *in CNP Management Plans and Budgets*
- ✓ Site and Sponsor Applications *in CNPWeb*

Additional Requirements:

- ✓ Permanent Agreement
- ✓ Free and Reduced-Price Policy Statement
- ✓ Single Audit Qualifying Questionnaire

**ARIZONA DEPARTMENT OF
EDUCATION**

HNS #08-2025

Original Signed

MEMORANDUM

To: Child and Adult Care Food Program Operators

From: Melissa Conner, Senior Deputy Associate Superintendent
Arizona Department of Education, Health and Nutrition Services Division

Date: August 14th, 2025

Subject: CACFP Renewal for Program Year 2026

This memorandum provides necessary information for those preparing to operate the Child and Adult Care Food Program (CACFP), Family Day Care Home (FDCH), and At-Risk Afterschool Program for the Program Year 2026 (PY 2026).

Annual Application Requirements

Operators are encouraged to use the [CACFP Renewal Preparation Checklist](#) in addition to the [CACFP Renewal Resources webpage](#) to ensure all application requirements are completed. Operators should communicate with their assigned Health and Nutrition Services (HNS) Specialist to complete the annual application requirements for PY 2026. Operators may begin the renewal process for PY 2026 starting August 13, 2025. Renewal applications must be submitted by October 31, 2025, to ensure timely claiming and to maximize benefits. Any operators who do not submit the management plan and budget by October 31, 2025, may not be eligible for reimbursement of meals served in October. HNS recommends submitting the renewal application as soon as possible to leave time for review and approval from the assigned HNS Specialist and Director.

CNP Management Plans and Budgets
Each program year, operators are first required to submit a management plan and budget via the CNP Management Plan and Budget. The management plan collects all aspects of the sponsor and sites, including contact information, organizational information, administrative capability information, financial viability information, internal controls, management systems to ensure fiscal accountability, and stores documentation. The budget collects facility information, including administrative and operational costs and projected expenses.

Tom Horne, Superintendent of Public Instruction
1535 West Jefferson Street • Phoenix Arizona 85007 • www.azed.gov
"We are a service organization committed to raising academic outcomes and empowering parents."

[HNS 08-2025:](#)
[CACFP Renewal for Program Year 2026](#)

Renewal Resources

HNS 08-2025: CACFP Renewal for Program Year 2026

CACFP Renewal Resources Webpage: Contains all necessary forms and resources to successfully complete a Renewal Application annually, including all of the resources listed below:

- ✓ Renewal Preparation Checklist provides an overview of the minimum required documentation.
- ✓ Step-by-Step Instruction: How to Complete Renewal Applications Quick Guide provides detailed instruction on accessing and completing the Management Plan, Budget, and CNPWeb applications.
- ✓ Step-by-Step Instruction: How to Submit CNPWeb Applications for the CACFP provides step-by-step instructions on completing and submitting CNPWeb Site and Sponsor applications.

Child and Adult Care Food Program Renewal Preparation Checklist

This checklist is intended to assist childcare centers, adult day centers, Head Starts, at-risk afterschool programs, and emergency shelters operating the Child and Adult Care Food Program (CACFP) complete the renewal process. This checklist provides an overview of the minimum required documentation. Additional information may be needed if there have been changes in program operations. Template forms and resources have been hyperlinked in this checklist and are available on HNS' [CACFP Renewal Resources](#) webpage.

Category	Requirements
Sponsor Information	☐ Approved Contracts (FSMC, Caterer, etc.) Contact HNSContracts@azed.gov ☐ Media Release ☐ Training Certificates to Support CACFP Training Webpage: https://www.azed.gov/cacfp
Site Information	☐ Enrollment Information: - Number of Participants (Title X) - Civil Rights Data Collection (Title X) ☐ DHS License or Tribal Health Letter (At-Risk Only) ☐ Lease Contract/Depreciation Schedule ☐ At-Risk Area Eligibility Documentation ☐ At-Risk Enrichment Documentation
Administrative Capability	☐ Date of Staff Training for the Current Year: - Date of CACFP Annual Training - Date of Civil Rights Training ☐ Proposed Date for next PY's Training: - Proposed CACFP Annual Training - Proposed Civil Rights Training ☐ CACFP Annual Staff Training Agenda (upload together as one document) ☐ Training Resources: CACFP Trainer's Tools, Fees, & Sheet ☐ Civil Rights Staff Training Agenda (document) ☐ Training Resources: Civil Rights Agenda and Sign-In Sheet ☐ Proposed Monitoring Schedule (M)
Financial Viability	The entire Financial Viability page must be completed. ☐ Publicly Funded Programs and Programs ☐ Responsible Principals ☐ Internal Controls, Financial Records ☐ Satisfaction of Lenses/Judgements
Budget	Projected expenses and reimbursement (found in the Claims reimbursement and costs, such as charges, rates).
Site and Sponsor Applications	Once the Management Plan and Budget Applications in the CNPWeb. Visit HNS' resources when this step is reached.

*Ensure the dates of training occur in the proper PY. The PY begins August 1st.

August 2024 | Health and Nutrition Services | Arizona Department of Education

How to Complete Renewal Applications

CHILD AND ADULT CARE FOOD PROGRAM

Health and Nutrition Services
Arizona Department of Education

How to Submit CNPWeb Applications for the Child and Adult Care Food Program

Health and Nutrition Services
Arizona Department of Education

Renewal Guidance

MANAGEMENT PLAN AND BUDGET: 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.
- All program funds must be attributed to program expenses. Additional Funds required will display if you show a profit.
- Must show unrestricted funds (donations, grants, or any other funding source).
- Administrative expenses cannot exceed 15%.
- If a line item exceeds 10% of the approved budget in a claim, you will be asked to 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.

Renewal Guidance

TRAINING REQUIREMENTS

Operators must upload training certificates to the Sponsor Information page in the Management Plan to demonstrate training requirements have been satisfied.

1 CACFP Training

- Complete 10 Training Hours
- Complete *at least* one Nutrition and *at least* one Administration training
- Every person on the Permanent Agreement must complete *at least* one training

2 Civil Rights Compliance for Child Nutrition Program Operators

In addition to the CACFP training, all institutions are required to complete the annual civil rights training. Completion of the civil rights training does not count toward the 10 hours of CACFP training.

3 Staying on Track with the Essentials of CACFP for Program Year 2026

Mandatory for all renewing CACFP organizations.

- Live webinar attendees will access their certificate in APLD. Attendees viewing the recording will access the survey link and certificate of completion at the end of the webinar slides.

4 Understanding CACFP Monitoring Requirements and the Five-Day Reconciliation

Mandatory for multi-site operators to attend.

- [Link to Register.](#)

Renewal Guidance

CNPWEB SITE AND SPONSOR APPLICATIONS

Organizations are required to submit a final CNPWeb site and sponsor application through ADEConnect after the Management Plan & Budget applications are approved.

Site Application:

This application will ask for contact information and information about the program at the site/center level.

Sponsor Application:

This application will ask for contact information and information about the program at the organization level.

RESOURCE REMINDER:

- [Renewal Application Checklist](#)
- [Step-by-Step Instruction: How to Submit CNPWeb Applications for the CACFP](#)

Child and Adult Care Food Program Renewal Preparation Checklist

This checklist is intended to assist childcare centers, adult day centers, Head Starts, at-risk afterschool programs, and emergency shelters operating the Child and Adult Care Food Program (CACFP) complete the renewal process. This checklist provides an overview of the minimum required documentation. Additional information may be needed if there have been changes in program operations. Template forms and resources have been hyperlinked in this checklist and are available on HNS' [CACFP Renewal Resources](#) webpage.

Category	Checklist Items
Sponsor Information	☐ Approved Contracts (FSMC, Caterer, etc.) Contact HNContracts@azed.gov ☐ Media Release ☐ Training Certificates to Support Completion of Annual Training Requirements Training Webpage: https://www.azed.gov/newsroom/cacfp View Annual Training Requirements for CACFP Sponsors according for additional information.
Site Information	☐ Enrollment Information: - Number of Participants (Title XIX/Title XX, Free, Reduced-Price, and Paid) - Civil Rights Data Collection (How to Complete Racial and Ethnic Data) ☐ DHS License or Tribal Health Letter or Child Care Standards for Unlicensed Facilities (At-Risk Only) ☐ Lease Contract/Depreciation Schedule if applicable ☐ At-Risk Area Eligibility Documentation if applicable ☐ At-Risk Enrollment Documentation if applicable
Administrative Capability	☐ Data ☐ Proc ☐ CA Year ☐ Civ doc ☐ Phy
Financial Viability	The en ☐ Pub ☐ Res ☐ Inte ☐ Sal
Budget	Project reimbur reimb rules
Site and Sponsor Applications	Once B Applic resour

*Ensure the dates of training occur

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How to Submit CNPWeb Applications for the Child and Adult Care Food Program

Health and Nutrition Services
Arizona Department of Education

Renewal Guidance

ADDITIONAL REQUIREMENTS: PERMANENT AGREEMENT

All operators must review their CACFP Permanent Agreement to ensure the Designated Official and all Authorized Signers are current.

- If all names listed on the CACFP Permanent Agreement are appropriate, no action is needed.
- If any changes are needed, a new Permanent Agreement must be initiated, which is done by completing the CACFP Initiation Form using Adobe Sign.

Any questions related to the submission or updating of the Permanent Agreement should be directed to the assigned HNS Specialist.



INITIATION FORM FOR ELECTRONIC CHILD AND ADULT CARE FOOD PROGRAM PERMANENT AGREEMENT

This fillable PDF initiation form has been created for Child and Adult Care Food Program (CACFP) Operators who wish to complete their Child and Adult Care Food Program Permanent Agreement (PA) electronically. **The PA must be read in its entirety prior to completing this form.** Once the CACFP specific information within this form is provided to The Arizona Department of Education (ADE), a member of ADE HNS staff will then complete the agreement and route the PA electronically to all individuals listed within the form for signature.

Page 1 (plus other required information)

Legal Name of Sponsor: _____

Doing Business As (if applicable): _____

CTD#: _____ Address: _____

If the SPONSOR is a public agency (i.e. government related) enter the entity or agency that is authorized to approve this agreement (if not applicable, leave blank): _____

The SPONSOR enters into this Agreement with ADE for participation in the CACFP operating one or more of the following (check those that apply):

☐ Child Care Center

☐ Outside School Hours Care

☐ Center Family Child Care Home

☐ Adult Day Care Center

☐ Emergency Shelter

☐ At-Risk After School Snack Program

Page 22 – Certification Page (required information if organization has a Governing Board)

(1) County (in which the entity operating the programs is located): _____

(2) Name of Official (or Governing Board Member) authorized to implement the programs: _____

(3) City in which the meeting that addressed the PA was held: _____

(4) Date that the meeting or decision to implement the PA took place: _____

(5) Legal title of the SPONSOR'S governing board; current year: _____

(6) Name of Designated Official who will be signing the PA: _____
(Same designated official as on the line 1 of the signature page of the Agreement)

(7) Authorized Official or Governing Board Member (same name as on line 2 of the certification page.) _____
Note that the authorized official/governing board member cannot designate him/herself as the Designated Official

Authorized Official First & Last Name	Title	Email
_____	_____	_____

Page 23 – Signature Page (required information)

Designated Official First & Last Name	Title	Email
_____	_____	_____
Authorized Signer (1) First & Last Name	Title	Email
_____	_____	_____
Authorized Signer (2) First & Last Name	Title	Email
_____	_____	_____
Authorized Signer (3) First & Last Name	Title	Email
_____	_____	_____

Email to ContactHNS@azed.gov

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[CACFP Initiation Form](#)

Renewal Guidance

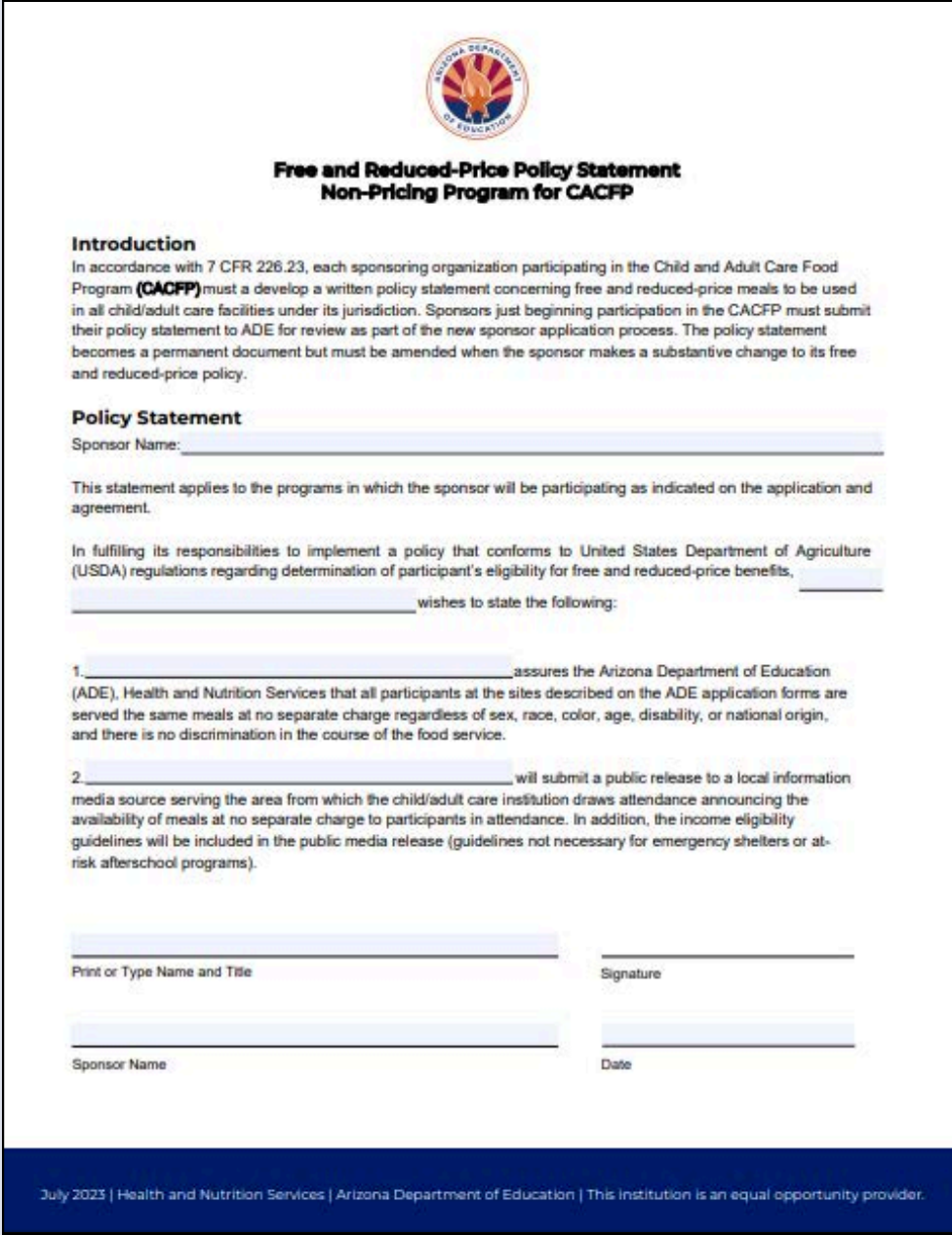
ADDITIONAL REQUIREMENTS: FREE AND REDUCED-PRICE POLICY STATEMENT

Similarly, operators must review their Free and Reduced-Price (FRP) Policy Statement for substantive changes.

The policy statement must be updated and resubmitted if...

- ...there are any changes to the process or staff/position responsible for eligibility determinations; or,
- ...the operator does not have an approved policy statement on file with ADE.

If applicable, changes must be submitted for approval to your assigned HNS Specialist no later than **October 15**.



The form is titled "Free and Reduced-Price Policy Statement Non-Pricing Program for CACFP" and features the Arizona Department of Education logo. It includes an "Introduction" section explaining the requirement for a written policy statement. The "Policy Statement" section contains a "Sponsor Name" field and a statement of intent to comply with USDA regulations. It also includes two numbered points: 1. Assurance of equal meal service regardless of sex, race, color, age, disability, or national origin. 2. Submission of a public release to a local information media source. The form concludes with fields for "Print or Type Name and Title", "Signature", "Sponsor Name", and "Date". A footer at the bottom states: "July 2023 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider."

[Free and Reduced Price Policy
Statement Template](#)

Renewal Guidance

ADDITIONAL REQUIREMENTS: CASH IN LIEU OF COMMODITIES

Annually, CACFP operators are surveyed for interest in either receiving entitlement funds allocated toward USDA Foods or Cash in Lieu of Commodities. Based on the results of the CIL survey, operators will continue to receive cash-in-lieu of commodities.

- CIL is an additional ~\$0.3050 added to the reimbursement amount for each lunch and supper meal claimed. This is actual funding that is added to the monthly reimbursements with no additional requirements.*

This funding is added to the monthly reimbursements when the sponsor correctly completes section ‘5. General Information’ of the sponsor application indicating “no” to the ‘Do you currently receive USDA Foods’ question.

CNPWeb Sponsor Application

5. General Information	
Type of Sponsoring Authority	Response will vary.
Do you currently receive USDA Foods:	No
Pricing Policy:	Non-Pricing <i>unless approved to operate a pricing program.</i>
Computer Generated Meal Counts:	Response will vary.

Renewal Guidance

ADDITIONAL REQUIREMENTS: SINGLE AUDIT QUALIFYING QUESTIONNAIRE

Annually, all CACFP operators must complete a Single Audit Qualifier Questionnaire (SAQQ) to determine if an operator has expended \$750,000 or more in Federal awards in a fiscal year (FY).

- *Any entity found to have expended more than \$750,000 is required to hire an independent Certified Public Accountant to conduct a single audit to review both the compliance and financial component of Federal programs within 12 months after the FY's close.*

All operators must ensure the SAQQ for FY 2024 has been submitted. Operators still needing to complete the SAQQ must do so now. The PY25 application will not be approved until this is completed.

- [Link to FY24 Single Audit Qualifier Questionnaire](#)

Program Alerts



HEALTH AND NUTRITION SERVICES

The Single Audit Qualifier Questionnaire is Now Available!

What does this mean?

The Arizona Department of Education (ADE) Health and Nutrition Services is notifying Child and Adult Care Food Program (CACFP) operators, National School Lunch Program (NSLP) operators, and Summer Food Service Program (SFSP) Community Organizations who do not complete their Single Audit Qualifying questionnaire through Grants Management, of the requirement to complete the Single Audit Qualifier Questionnaire for Fiscal Year 2024. All sponsors that receive Federal funds from ADE are required to complete a Single Audit Qualifier questionnaire to report to ADE the annual amount of federal funds expended and, if meeting the fiscal threshold of \$750,000, must provide a copy of the single audit report.

What is a Single Audit?

A single audit reviews both the compliance and financial components of Federal programs. Any entity that expends more than \$750,000 in Federal funds is required to hire an independent Certified Public Accountant (CPA) to ensure funds were spent in accordance with Federal guidelines. Single audits must be completed within 12 months after the close of the fiscal year.

What are the steps to submit the Single Audit Qualifier Questionnaire?

1. Open the questionnaire here: [Single Audit Qualifier Questionnaire](#)
2. Answer the questions.
3. Those that answer "Yes" to indicating \$750,000 or more expended in Federal awards for fiscal year 2024, upload the single audit report.

When is the Single Audit Qualifier Questionnaire Due?

[Friday May 30, 2025](#)

We are here to help!

Please contact your assigned specialist if you have any questions or concerns about completing the questionnaire.

Arizona Department of Education

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HNS Communication
Program Alert
[Single Audit Qualifier
Questionnaire due by May 30, 2025](#)

RENEWAL SUBMISSION TIMELINE

FIRST WEEK OF AUGUST

PY26 Management Plan & Budget
Available in ADEConnect.

OCTOBER 31

Management Plan & Budget
Submission Deadline to Claim
October.



NOW

- Review and update CACFP Permanent Agreement *if applicable*.
- Review and update Free and Reduced-Price Policy Statement *if applicable*.
- Confirm submission of CIL Survey.
- Confirm submission of SAQQ.

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.*

Quiz Time

True or False. I should submit my complete Management Plan and Budget on or before October 1.

A True

B False



Quiz Time

True or False. I should submit my complete Management Plan and Budget on or before October 1.

A True

B False

True. ADE highly recommends you submit a complete Management Plan and Budget by October 1.

If a Management Plan and Budget are not submitted to ADE by October 31, the operator cannot receive reimbursement for Octobers operations.

Applications will be reviewed in the order in which they are received.



Quiz Time

True or False. Renewal applications must be approved by October 31 in order to be eligible to submit a claim for reimbursement for October operations.

A True

B False



Quiz Time

True or False. Renewal applications must be approved by October 31 in order to be eligible to submit a claim for reimbursement for October operations.

A True

B False

The Management Plan and Budget must be submitted by October 31 to be eligible to claim October.

PY26 Management Plan, Budget, and CNPWeb Applications must be approved and claims must be submitted prior to the 60-day claiming deadline, which is December 30 for October.

Applications will be reviewed in the order in which they are received.



Section 2

Program
Updates and
Reminders



Connecting with HNS

ADE HELPDESK

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

Streamlines communications:

- ✓ Connects requester with content area expert.
- ✓ Transparency on request status.

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



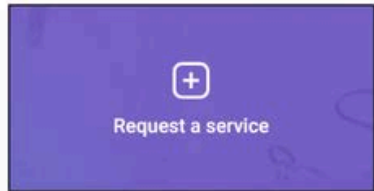
Connect with HNS using the HelpDesk

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.

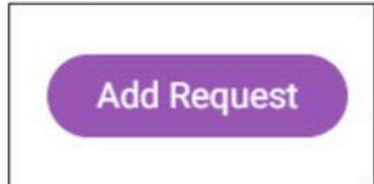
CREATING A HELPDESK TICKET

- 1 Open a web-browser and navigate to <https://helpdeskeexternal.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.


*Providing a detailed request will help it to be routed to the appropriate staff member.
- 6 Once the request template is complete with as many details as possible, click 'Add Request'


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

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 CACFP Forms & Resources webpage:

Child Care Center Enrollment

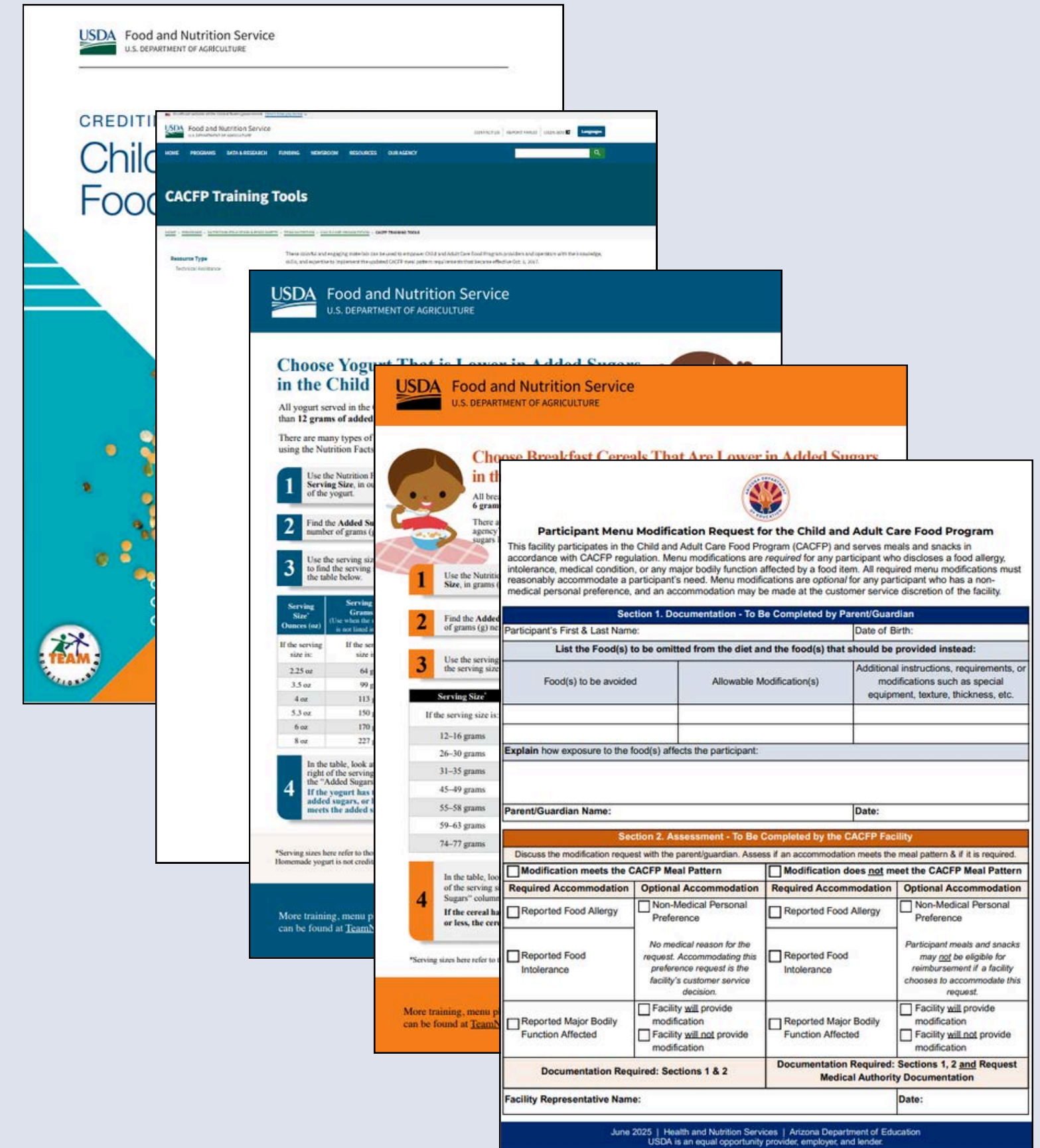
- Meal Benefit Income Eligibility Form ([English](#)) ([Spanish](#))
- Required Resources to Provide Families:
 - Instructions ([English](#)) ([Spanish](#))
 - Letter to Household ([English](#)) ([Spanish](#))

Adult Care Center Enrollment

- [Meal Benefit Income Eligibility Form](#)
- Required Resources to Provide Families: ([Instructions](#)) ([FAQ](#))

Operators are responsible for ensuring that menus meet crediting compliance:

- Crediting Handbook for the Child and Adult Care Food Program
- Team Nutrition Meal Pattern Training Worksheets, Webinars, and Handbooks
- Participant Menu Modification Form



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	% Daily Value*
Calories 130	
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

*Serving sizes here refer to those commonly found for store-bought yogurt. Homemade yogurt is not creditable in the CACFP.

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

t!
yogurt you can serve at your site.
Yogurt To Serve in the CACFP" list.
serve in your program.

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*

Serving Size 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.

USDA 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.
- 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 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

Yummy Brand Cereal

Nutrition Facts
15 servings per container
Serving size ¾ cup (30g)

Amount per serving	% Daily Value*
Calories 100	
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

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

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

TEAM NUTRITION

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

cereal

Size	Added Sugars
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

*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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Participant Menu Modifications

NOW ACCEPTING MEDICAL STATEMENTS FROM REGISTERED DIETITIANS

Beginning October 1, 2025, CACFP operators may accept medical statements signed by a state licensed healthcare professionals and/or **registered dietitians**.

- ADE HNS' template [Participant Menu Modification Request for the Child and Adult Care Food Program](#) form has been updated to reflect this change.



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.

Child and Adult Care Food Program
Participant Menu Modification Form

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

Documentation Required: Sections 1 & 2

Facility Representative Name: _____ Date: _____

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

☐ Medical Authority Documentation has not been provided within 6 months. The meals and snacks that do not meet the meal pattern, provided to this participant to accommodate a disability, can no longer be claimed for reimbursement.

The facility acknowledges that if one component or less is provided from home, meals and snacks can continue to be claimed for reimbursement. Meals and snacks with two or more components provided from home cannot be claimed for reimbursement.

Facility Representative Name: _____ Signature: _____

June 2025 | Health and Nutrition Services | Arizona Department of Education
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Section 3. Medical Authority Documentation

The following recognized medical authorities can sign this document: Dentist, Homeopathic Physician, Naturopathic Physician, Nurse Practitioner, Osteopathic Physician, Physician Assistant, Physician, Registered Dietitian

Medical Authority Name: _____ Date: _____

Medical Authority Signature: _____

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Recordkeeping Requirements

REMINDER OF REQUIREMENTS

Recordkeeping: 7 CFR 226.10 (d), 7 CFR 226.15 (e), 7 CFR 226.16 (e); ARS §35-214, 35-215



Institutions must establish procedures to collect and maintain all records listed in the CACFP regulations and required by the State Agency.

Failure to maintain records will be grounds for the denial of reimbursement for meals served during the period covered by the records in question and for the denial of reimbursement for costs associated with such records.

Distinct Areas of Records:

- 1 Eligibility, Enrollment, and Attendance
- 2 Meal Service
- 3 Meal Counts

Recordkeeping Requirements

REMINDER OF REQUIREMENTS: ATTENDANCE

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.

CCA-0218A FORNA (10-19)ARIZONA DEPARTMENT OF ECONOMIC SECURITYPage 1 of 2

SIGN-IN/SIGN-OUT RECORD

PENALTY WARNING: By signing this document the parent, guardian, or other authorized person verifies, under penalty of perjury, that the times recorded are the actual times the child was in attendance.

Child Care Provider's Name

Child's Name

Parent/Guardian's Name

Month and Year

Date	Time In AM	Signature	Time Out AM	Signature	Time In PM	Signature	Time Out PM	Signature	Unit of Care
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									

PENALTY WARNING: The submission of billing claim forms for the child named on this record constitutes verification by the Provider, under penalty of perjury, that this document is a true and accurate record of signatures, dates, and time of service.

Example of a Sign In and Out Sheet

Recordkeeping Requirements

REMINDER OF REQUIREMENTS: MEAL COUNTS

Meal counts must be collected at the point of service (during the meal service).

Reminders:

- ✔ Meal Counts are not the same as daily attendance rosters.
- ✔ Reimbursement is based on actual meal counts for each type of meal each month. If meal counts are incorrect, reimbursement will be incorrect.

CACFP Sponsoring Organizations are responsible for training and monitoring staff to ensure the process of collecting point of service meal counts is understood and completed correctly.

For a more thorough overview of meal counting and claiming, please reference the following trainings available on the [Training for the CACFP Webpage](#):

- Nutrition Essentials - Meal Service and Food Safety: Overview of Collecting Meal Counts at the Point of Service
- Administration Essentials - Meal Count Summary: Overview of Point of Service Meal Counts and Consolidating Counts to the Meal Count Summary for Monthly Claiming

Recordkeeping Requirements

REMINDER OF REQUIREMENTS: MEAL COUNTS

How to Collect Point of Service Meal Counts:

- 1** Identify participants who are offered a reimbursable meal during the approved meal service time.
- 2** Write a checkmark next to the participants names.



A participant can be claimed for a maximum of two meals and one snack, two snacks and one meal, or three snacks per day. For participants that consumed more meals/snacks than can be claimed, clearly indicate which meals/snacks will be claimed for reimbursement.

Quiz Time

Which of the following number of meals and snacks can you **claim** per child per day?

- A** 2 meals and 1 snack
- B** 1 meal and 2 snacks
- C** 3 snacks
- D** Any of the above



Quiz Time

Which of the following number of meals and snacks can you **claim** per child per day?

A 2 meals and 1 snack

B 1 meal and 2 snacks

C 3 snacks

D Any of the above

You can claim 2 meals and 1 snack, 2 snacks and 1 meal, or 3 snacks per participant per day.

The only exception are emergency shelters, which can claim up to 3 meals per child per day.



Recordkeeping Requirements

REMINDER OF REQUIREMENTS: COST REPORTING

Recordkeeping: 7 CFR 226.10 (d), 7 CFR 226.15 (e), 7 CFR 226.16 (e); ARS §35-214, 35-215



Organizations are responsible for accounting for costs accurately and for maintaining records to demonstrate that costs reported on the monthly claim have been paid and are allowable to the program.

Documentation of the nonprofit food service is required to ensure all Program reimbursement funds are used solely for the conduct of the food service operation or to improve the food service operations, principally for the benefit of the enrolled participants.

Distinct Areas of Records:

- 1 Eligibility, Enrollment, and Attendance
- 2 Meal Service
- 3 Meal Counts
- 4 Cost Reporting

Recordkeeping Requirements

REMINDER OF REQUIREMENTS: DISCTINCT AREAS OF RECORDS

Recordkeeping: 7 CFR 226.10 (d), 7 CFR 226.15 (e), 7 CFR 226.16 (e); ARS §35-214, 35-215

Who are you claiming?	What are you claiming?	How many meals are you claiming?	How was reimbursement spent?
Eligibility: • Meal Benefit Income Eligibility Forms • Claiming Rosters • Title XX Documentation Enrollment: • Emergency Information and Immunization Records Attendance: • Sign in and Out Sheets (must be completed/signed by a parent/guardian)	• Menus with notes of any substitutions • Menu Modification Forms for meal substitutions • CN Labels or Product Formulation Statements (if applicable) • Ingredients and nutrition facts for low sugar cereals/yogurts • Documentation for the whole grain-rich items listed on the menus • Recipes (best practice) • Menu Production Worksheets (if applicable)	Meal Counts • Point of Service (POS) Meal Counts Sheets • Infant POS Meal Count Sheets • Meal Count Summary Sheet OR • Equivalent computer-generated Meal Count Sheets (ADE-Approved Electronic System)	• Receipts and invoices • Time Distribution Reports

Please note, required records vary for Head Start, Emergency Shelters, and At-Risk Only operators.

Recordkeeping & Claiming

Reimbursement is provided for each meal or snack served to an enrolled participant at an eligible institution.

- To obtain this reimbursement, center personnel must accurately count, record, and **claim** the number of creditable meals served to program participants by eligibility category (paid, reduced-price, and free) at the point of service.
- The number of meals or snacks claimed for reimbursement must have adequate documentation on file to support the claim.

Claim data is obtained directly from monthly recordkeeping documents that will be reviewed during an audit and review. All reported figures must be supported by proper documentation.

Monthly Claims in CNPWeb:

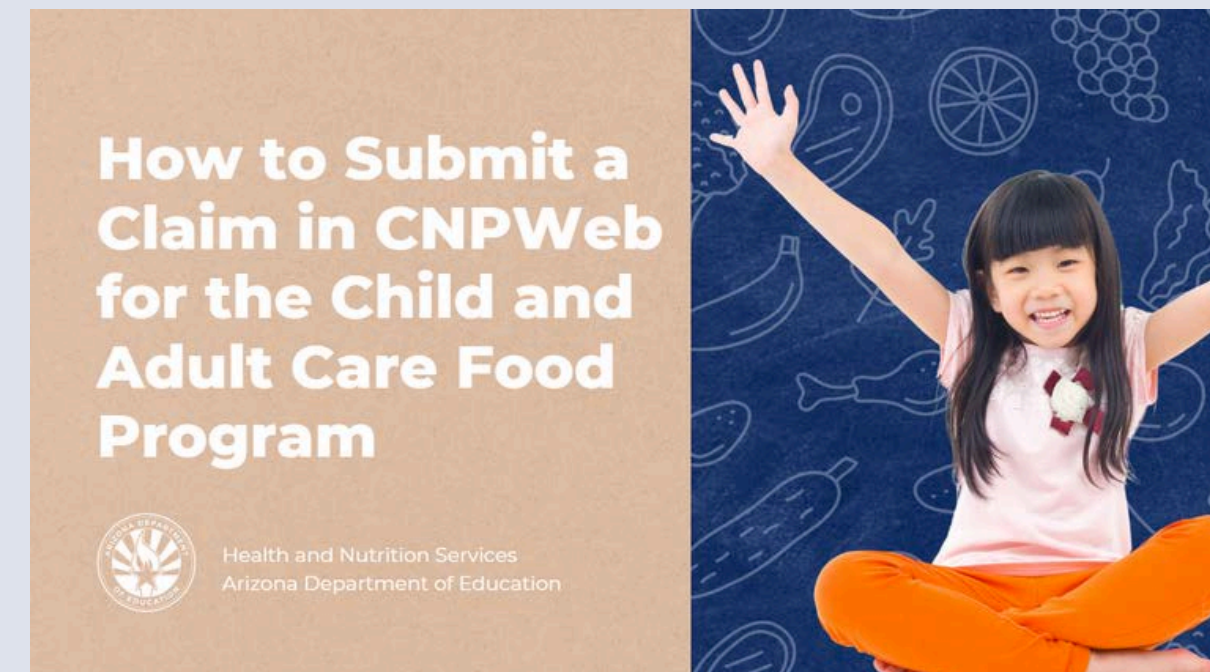
Sponsor Claim: *Must be submitted first.*
Report monthly income and monthly expenses.

Site Claim:
Report number of participants and the number of meals served.

Recordkeeping & Claiming

CLAIMING REMINDERS

- Claims are submitted monthly in the CNPWeb.
- Sponsor Claims must be submitted before Site Claims.
- Claim data is obtained directly from monthly recordkeeping documents that will be reviewed during an audit and review.
- All reported funds must have supporting documentation, such as receipts, invoices, etc.
- Claims must be submitted after the entire month of operation has been completed. Claims cannot be submitted in advance.
- Claims must be in Submitted status in order to receive reimbursement. Claims left in Pending status are not valid and will not be processed for payment.



For a thorough overview of Submitting a Claim for the Child and Adult Care Food Program, please review the Step by Step Instruction: How to Submit a Claim in CNPWeb for the Child and Adult Care Food Program.

Quiz Time

True or False. Reimbursement is based on program expenses reported in the Sponsor Claim.

A True

B False



Quiz Time

True or False. Reimbursement is based on program expenses reported in the Sponsor Claim.

A True

B False

Federal reimbursement is provided for each meal or snack that meets program requirements and is served to an enrolled participant at an eligible institution.

Program expenses do not impact reimbursement but instead communicate how Federal funds were used.



Recordkeeping Requirements

RESOURCES

Document Checklist & Monthly Accountability Checklist

To assess compliance, ADE HNS *highly* encourages operators utilize the Document Checklist and Monthly Accountability Checklist. These checklists can be used as an internal edit-check to verify that all required documents are being appropriately completed and maintained.

ADE HNS’ Online Training Library

Completing the entire series of the online, self-paced essentials trainings will provide a thorough overview of the requirements to operate the CACFP.

- *ADE HNS highly encourages all operators to review, at a minimum, the Administration Essentials Part 5: Recordkeeping Requirements and Cost Reporting for the CACFP.*

**Document Checklist**
The following checklist outlines required documentation for centers operating the CACFP and can be used as an internal edit-check to verify all required documents are being appropriately maintained.

Required Documentation:	Available?		N/A
	Yes	No	
Completed Meal Benefit Eligibility Forms			
Free/Reduced/Paid Claiming Percentage Rosters			
Monthly Sign-in/out Sheets			
Enrollment Emergency Forms (will review these in their normal location during visit)			
Point of Service Meal Count Sheets			
Daily Infant Production Record Meal Counts (if applicable)			
Documentation of Infant Feeding Preferences			
Meal Count Summary Sheet			
Cycle Menus			
Medical Statements			
Child Nutrition Labels			
Yogurt Labels (if applicable)			
Cereal Labels (if applicable)			
Supporting Documentation			
Recipes for Homemade Meals			
Menu Production Records			
Procedures for Complaints			
Civil Rights Pre-Awareness			
Civil Rights Complaints			
DHS License & Sanitation			
Food Handler Cards			
Staff Training Documentation			
Multiple Sites/Centers			
Time Distribution Reports			
Monthly Food Service Cost Report			
Monthly Expense Worksheet			
Written Recordkeeping			
Job Descriptions for Staff			
Approved Management			
CACFP Permanent			
Procurement Standards			
Food Service Vendor			
At-Risk Records (if applicable)			
Monthly DES Billing			

**Monthly Accountability Checklist**
The following checklist outlines monthly documentation required for centers operating the CACFP and can be used as an internal edit-check to verify all required documents are being appropriately maintained.

Required Documentation:	Available?		N/A
	Yes	No	
Complete Meal Benefit Eligibility Forms for Current Program Year*			
Free/Reduced/Paid Claiming Percentage Rosters*			
Monthly Sign-in/out Sheets			
Enrollment Emergency Forms (updated annually)			
DES Billing Records for month above (if applicable)			
Computer Software Meal Count Agreement (if applicable)			
Point of Service Daily Meal Count Sheets			
Infant Point of Service Daily Meal Count Sheets (if applicable)			
Meal Count Summary Sheet			
Cycle Menu			
Child Nutrition Labels for Commercially Prepared Entrees			
Supporting documentation for all whole grain-rich items served			
Supporting documentation for all low-sugar yogurt served			
Supporting documentation for all low-sugar cereal served			
Medical Statements for Meal Substitutions (if applicable)			
Menu Production Records (if applicable)			
Food Handler Cards and Food Safety Manager Card			
Staff Training Documentation (attendance roster/agenda/materials) Required Training Topics			
Multiple Sites/Centers Only – Last 3 Monitoring Visit Reports			
Food Service Cost Report			
Receipts and invoices to support food purchases on the Food Service Cost Report			
Expense Worksheet			
Receipts, invoices, and leases to support the Expense Worksheet			
Time Distribution Reports			
At-Risk Records (if applicable)			

* Not applicable for Head Starts or Emergency Shelters.

¹ Head Starts must provide a statement of income eligibility or a statement of enrollment stating that participants qualify for the Head Start program.

² Emergency Shelters must provide names, dates of birth, and dates of residency for each participant claimed.

August 2025 | Health and Nutrition Services | Arizona Department of Education
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Staff Training

INSTITUTION RESPONSIBILITY

All institutions participating in the CACFP must train all staff on both CACFP and Civil Rights topics.

ALL STAFF

- ✔ Before participating in CACFP
- ✔ Annually (October 1 - September 30)

NEW STAFF

- ✔ Before performing CACFP duties



Staff Training

REQUIRED CACFP TRAINING TOPICS

USDA identifies the specific topics institutions must cover during staff trainings.

- CACFP Meal Pattern Requirements
- Point of Service Meal Count Procedures
- Review Procedures
- Recordkeeping Requirements
- Claims Submission
- Reimbursement System

Training Staff

- [Civil Rights Compliance for Child Nutrition Operators \(English\) \(Spanish\)](#)
- [Annual Staff CACFP Training Presentation Template](#)
- [CACFP Trainer's Tools: Feeding Infants](#)
- [Template Training Agenda and Sign-In Sheet](#)



The Annual Staff CACFP Training Presentation Template is available on the [CACFP Forms and Resources Webpage - Training Staff](#).

Staff Training

REQUIRED CIVIL RIGHTS TOPICS

Under civil rights, institutions must cover:

- Program availability
- Non-discrimination statement
- Collection and use of data
- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of noncompliance
- Requirements for reasonable accommodations for persons with disabilities
- Requirements for language assistance
- Conflict resolution
- Customer service



ADE recommends utilizing the Civil Rights training developed by ADE as it will ensure all required topics are addressed.

Training Staff

- [Civil Rights Compliance for Child Nutrition Operators \(English\) \(Spanish\)](#)
- [Annual Staff CACFP Training Presentation Template](#)
- [CACFP Trainer's Tools: Feeding Infants](#)
- [Template Training Agenda and Sign-In Sheet](#)

Civil Rights Compliance for Child Nutrition Operators

ONLINE COURSE



Arizona
Department of
Education



The Civil Rights Compliance for Child Nutrition Operators is available on the [CACFP Forms and Resources Webpage - Training Staff](#).

DOCUMENTATION REQUIREMENTS

TRAIN STAFF



DOCUMENT TRAINING



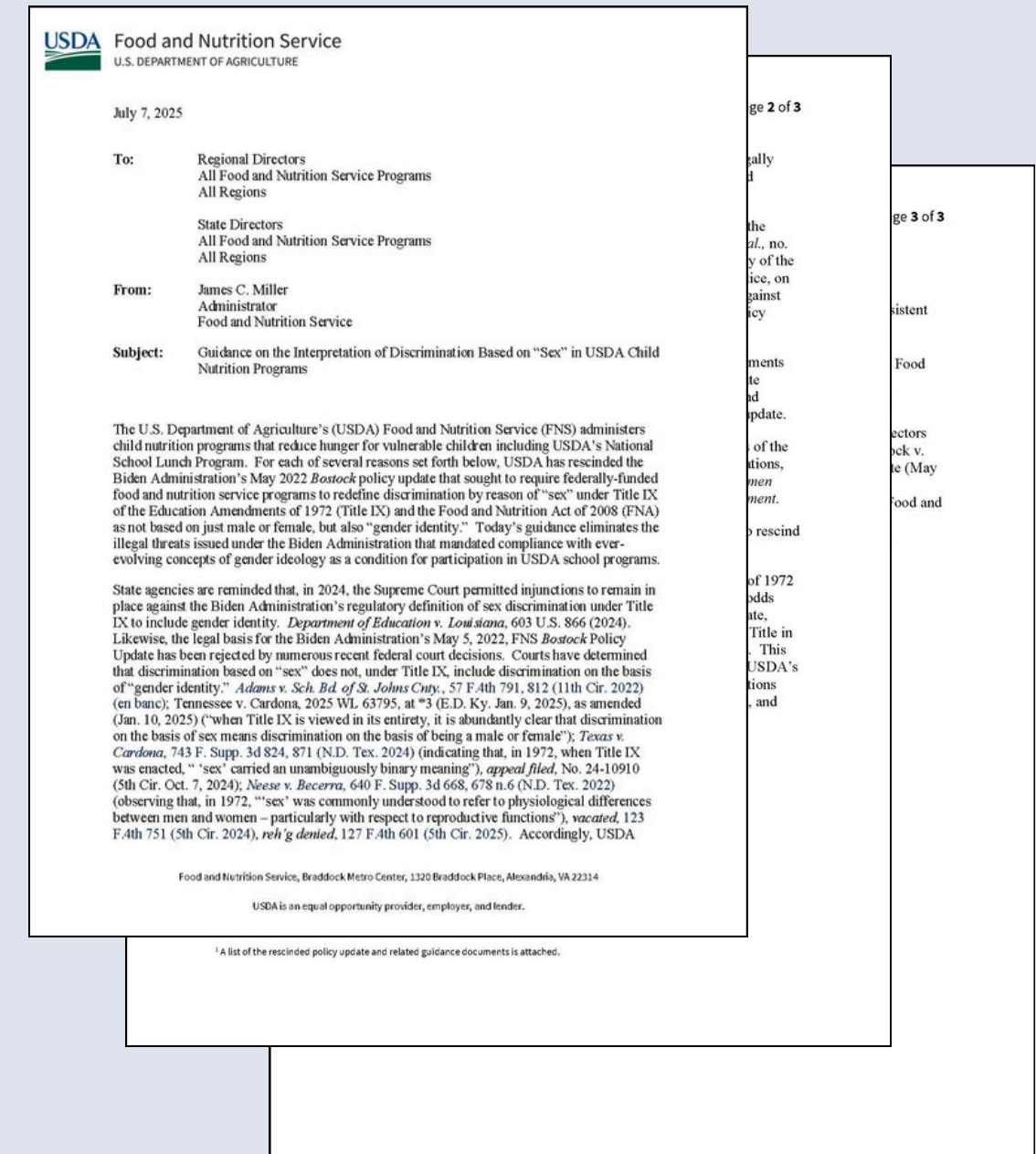
Resource: [Agenda and Sign-In Sheet Template](#)

Report the date and location of the in-person training and the name of the trainer. Staff simply sign into the training.

UPDATES TO LONG, NON-DISCRIMINATION STATEMENT

- [ADE HNS' Civil Rights Webpage](#)
- [USDA FNS' Civil Rights Webpage](#)

- At the minimum, the nondiscrimination statement, or a link to it, must be included on the home page of the program information. If the material is too small to permit the full statement to be included, the material will at a minimum include the statement, in print size no smaller than the text, that “This institution is an equal opportunity provider.”



Guidance on the Interpretation of Discrimination Based on “Sex” in USDA Child Nutrition Programs

Section 3

Administrative Reviews



CACFP Administrative Reviews

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

The objectives of the compliance reviews are to:

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

AVAILABLE TRAINING

HNS has released the [What to Expect: Child and Adult Care Food Program Administrative Review](#) online course to help CACFP operators learn more about the review process.

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



PY25 Common Findings

Based on PY25 review outcomes, ADE HNS has identified common findings in the following areas:

- Required Postings
- Enrollment
- Meal Counting and Claiming
- Menu and Supporting Documentation
- Infants
- Administrative and Operational Costs
- Safety and Sanitation
- Household Contacts

The following slides will provide a brief overview of the findings. As always, operators are responsible for ensuring sustained compliance with all program requirements.



PY25 Common Findings

REQUIRED POSTINGS

Finding	Reminders	Resource(s)
Most recent WIC Flyer with current income guidelines was not posted in a prominent location and was not visible to all program participants.	Post the most current WIC Flyer in a prominent location, like the parent board or some other location, visible to all program participants. New flyer with updated income guidelines is released in April annually.	Current WIC Flyer (English) (Spanish)



Delicious Food.
Happy Family.



What is WIC?

- A Nutrition and Breastfeeding Program
- Experts in nutrition for pregnancy, breastfeeding, infants, toddlers and preschoolers
- Personalized nutrition tips and support for parents and caregivers
- Breastfeeding information, support and resources
- Referrals to other community resources
- Healthy foods

Who is WIC for?

- Infants
- Children up to five years of age
- Pregnant women
- Breastfeeding women, until their infant's first birthday
- Women whose pregnancy ended <6 months ago

Arizona WIC is here for you!

Visit [azwic.gov](#), or call **1 (800) 2525-WIC** to find the nearest clinic.

To download the free EzWIC App, go to the App Store or Google Play and search for EzWIC.



This institution is an equal opportunity provider.

Effective Date:
April 1, 2025

WIC Eligibility is based solely on your gross income, this chart can help determine your eligibility

Number of family members	Income every two weeks	Monthly income
*2	\$1,505	\$3,261
3	\$1,897	\$4,109
4	\$2,288	\$4,957
5	\$2,679	\$5,805
6	\$3,071	\$6,653
7	\$3,462	\$7,501
8	\$3,853	\$8,349
Each additional member	\$392	\$848

*A pregnant woman is considered a family of 2



Current WIC Flyer ([English](#)) ([Spanish](#))
Updated in April annually.

PY25 Common Findings

ENROLLMENT

Finding	Reminders	Resource(s)
Income eligibility forms are incorrectly certified.	Incorporate an edit-check policy to ensure income eligibility forms are reviewed by more than one individual.	Administration Essentials: Participant Enrollment
Incomes of the same frequency are unnecessarily converted to annual income.	Reported income only needs to be converted to annual income if a household reports multiple income sources of different frequencies .	
Claiming rosters are not reflecting children with sign-in/out forms.	All enrolled participants must be placed on the free, reduced-price, or paid claiming roster. Monthly, the center must mark participants who were in attendance during the claiming month, as supported by parent/guardian generated sign-in/out sheets.	



ARIZONA DEPARTMENT OF
EDUCATION

Select Language



ParentsEducators & AdministratorsProgramsAbout ADEData & SystemsADEConnect

Home / Health and Nutrition Services / Training for the Child and Adult Care Food Program

Training for the Child and Adult Care Food Program

The Health and Nutrition Services (HNS) is proud to offer online training opportunities for operators of the CACFP. On this webpage, you will find trainings created by HNS and system partners that will expand program knowledge and support thriving CACFP operations.

▶ Annual Training Requirements for CACFP Sponsors

▶ Required Civil Rights Compliance Training

▼ Administration Virtual Trainings

Administration Trainings	Training Title and Link	Training Length
Administration Essentials Series	Introduction to the CACFP	0.5 Hour
	Participant Enrollment	0.5 Hour
	Meal Count Summary	0.25 Hour
	Procurement Requirements	0.5 Hour
	Training Requirements	0.25 Hour
	Recordkeeping Requirements and Cost Reporting	1 Hour
What to Expect Series	Multi-Site Operations	0.25 Hour
	CACFP Administrative Review	0.5 Hour
Administration - Other	How to Navigate Menu Modifications	1 Hour
	Procurement Basics	2.5 Hours
	Step-by-Step Instruction: How to Submit CNPWeb Applications for the Child and Adult Care Food Program	0.5 Hour

▶ Nutrition Virtual Trainings

Administrators and School Leaders

Parents and Families

Child Nutrition Program Operators

Peer to Peer Support for Child Nutrition Professionals

Free and Reduced-Price Percentage Report

HNS/USDA Memos

Civil Rights

Submit Data Request

Contact

Health & Nutrition Services
(602) 542-8700
ContactHNS@azed.gov

HelpDesk

Contact the Department

Administration Essential: Participant Enrollment

Available on the [Training for the CACFP Webpage](#) - Administration Virtual Trainings Accordion.

PY25 Common Findings

MEAL COUNTING AND CLAIMING

Finding	Reminders	Resource(s)
Inaccurate meal counts. Most frequently as a result of handwritten counts manually counted by a single individual.	Meal counts must be reported with accuracy. - Incorporate an edit-check policy to ensure meal counts are counted and recorded accurately. - Highlight importance of accurate and legible meal counting procedures in annual staff training.	Administration Essentials Series: Meal Count Summary



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	Training Requirements	0.25 Hour
	Recordkeeping Requirements and Cost Reporting	1 Hour
What to Expect Series	Multi-Site Operations	0.25 Hour
	CACFP Administrative Review	0.5 Hour
Administration - Other	How to Navigate Menu Modifications	1 Hour
	Procurement Basics	2.5 Hours
	Step-by-Step Instruction: How to Submit CNPWeb Applications for the Child and Adult Care Food Program	0.5 Hour

▶ Nutrition Virtual Trainings

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Contact

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ContactHNS@azed.gov

HelpDesk

Contact the Department

Administration Essential: Meal Count Summary

Available on the [Training for the CACFP Webpage](#) - Administration Virtual Trainings Accordion.

PY25 Common Findings

MENU AND SUPPORTING DOCUMENTATION

Finding	Reminders	Resource(s)
Commercially processed items served without a Child Nutrition (CN) label or manufacturer's Product Formulation Statement (PFS) to support that meal pattern requirements are being met.	Documentation is required if serving convenience items that count toward the grain or meat/meat alternate component (e.g. chicken nuggets, pizza, burritos, etc.) to assist in correct portions served. Additionally, a CN Label may be required for food items containing fillers or binders (e.g. lunch meat, bologna, hot dogs, turkey, pepperoni, etc.). If these items are not found in the Food Buying Guide, a CN label or Product Formulation Statement must be maintained.	- Nutrition Essentials Series: Meal Pattern and Creditable Food - Nutrition Essentials Series: Menu and Supporting Documentation

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Training for the Child and Adult Care Food Program

The Health and Nutrition Services (HNS) is proud to offer online training opportunities for operators of the CACFP. On this webpage, you will find trainings created by HNS and system partners that will expand program knowledge and support thriving CACFP operations.

▶ Annual Training Requirements for CACFP Sponsors

▶ Required Civil Rights Compliance Training

▶ Administration Virtual Trainings

▼ Nutrition Virtual Trainings

Nutrition Trainings	Training Title and Link	Training Length
CACFP Nutrition Essentials Series	Meal Pattern and Creditable Foods	1 Hour
	Menu and Supporting Documentation	0.5 Hour
	Meal Service and Food Safety	0.5 Hour
CACFP Infant Feeding Essentials Series	Meal Pattern and Meal Service	0.5 Hour
	Feeding Infants Breastmilk and Formula	0.75 Hour
	Solid Foods & Infant Feeding Requirements	1 Hour
Featured ICN Trainings (Free ICN account required)	CACFP Optional Best Practices	1 Hour
	Serving Nutritious Foods in Child Care	2 Hours
Featured Empower Training	Creating a Breastfeeding-Friendly Child Care Environment (English) (Spanish)	1 Hour

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(602) 542-8700
ContactHNS@azed.gov

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The Nutrition Essentials are available on the [Training for the CACFP Webpage](#) - Nutrition Virtual Trainings Accordion.

PY25 Common Findings

MENU AND SUPPORTING DOCUMENTATION

Finding	Reminders	Resource(s)
Grain items inappropriately labeled as whole grain-rich on program menus.	At least one grain item per day must be whole grain-rich and must be labeled as such on the menu. All other grain items must be enriched. Please utilize the mentioned resources for assistance identifying whole grain-rich items.	- Nutrition Essentials Series: Meal Pattern and Creditable Food - Nutrition Essentials Series: Menu and Supporting Documentation
Posted menu does not identify all foods included in mixed items (most commonly mixed vegetables, vegetable medley, soups, and salads).	Components contributing to mixed items must be clearly identified.	



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PY25 Common Findings

MILK PURCHASING

Finding	Reminders	Resource(s)
Milk purchased (as supported by receipts) does not reflect enough milk for meals served.	All meals served must satisfy the minimum serving size requirements as established by the CACFP Meal Pattern.	Milk Purchasing Calculator



Weekly Milk Purchasing Calculator

To calculate total amount of required milk:
Use weekly projections by age group. If the resulting number of gallons is a fraction, round up as follows: for decimals between .0 and .5, round up to the nearest half-gallon; for decimals greater than .5, round up to the nearest gallon.

To calculate amounts of whole milk vs. nonfat/lowfat milk required:
Use the calculator to the side to show the total minimum required gallons of milk needed to order for week. Then enter the total number of one-year-olds for each meal type below. Required Amount shows the total minimum required gallons of whole milk needed for one-year-olds and fatfree/1% milk needed for children aged two and older. If the resulting number of gallons is a fraction, round up as follows: for decimals between .0 and .5, round up to the nearest half-gallon; for decimals greater than .5, round up to the nearest gallon.

Meal Type	Age Group	Serving Size	Total Number of Meals Anticipated	Required Amount of Milk in Ounces
Breakfast	1-2 yrs	4 ozs		0.00
	3-5 yrs	6 ozs		0.00
	6-12 yrs	8 ozs		0.00
Lunch	1-2 yrs	4 ozs		0.00
	3-5 yrs	6 ozs		0.00
	6-12 yrs	8 ozs		0.00
Supper	1-2 yrs	4 ozs		0.00
	3-5 yrs	6 ozs		0.00
	6-12 yrs	8 ozs		0.00
				0.00
Total minimum gallons required amount of Milk:				0.00

Updated: August 2023

This institution is an equal opportunity provider.

[Milk Purchasing Calculator](#)

PY25 Common Findings

INFANTS

Finding	Reminders	Resource(s)
Infant Point of Service Meal Count Sheets do not indicate that infants ages 6-11 are being provided all three meal/snack components and documentation is not on file to support whether the parent/guardian has communicated they are not ready for solids.	Infant feeding is based on developmental readiness, meaning operators must start offering a baby solid foods after the parents have communicated that the child is developmentally ready and is eating solid foods at home. This communication must be properly documented to support feeding practices. On the Infant Point of Service Meal Count Sheet for infants 6-11 months old, the food components should be written. If the infant is not developmentally ready for what is being served, write 'Not yet'.	• Infant Feeding Essentials Series: Solid Foods & Infant Feeding Requirements • <u>DHS Solid Food Introduction Form</u> • <u>Feeding Infants in the CACFP USDA Handbook</u>

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▶ Required Civil Rights Compliance Training

▶ Administration Virtual Trainings

▼ Nutrition Virtual Trainings

Nutrition Trainings	Training Title and Link	Training Length
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	Meal Service and Food Safety	0.5 Hour
CACFP Infant Feeding Essentials Series	Meal Pattern and Meal Service	0.5 Hour
	Feeding Infants Breastmilk and Formula	0.75 Hour
	Solid Foods & Infant Feeding Requirements	1 Hour
Featured ICN Trainings	CACFP Optional Best Practices	1 Hour
(Free ICN account required)	Serving Nutritious Foods in Child Care	2 Hours
Featured Empower Training	Creating a Breastfeeding-Friendly Child Care Environment [English] [Spanish]	1 Hour

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The Infant Feeding Essentials are available on the [Training for the CACFP Webpage](#) - Nutrition Virtual Trainings Accordion.

Program Forms and Resources are available on the [CACFP Forms and Resources Webpage](#).

PY25 Common Findings

ADMINISTRATIVE AND OPERATIONAL COSTS

Finding	Reminders	Resource(s)
Costs reported on Sponsor Claim do not match receipts/invoices/bills/time distribution reports on file.	A large amount of Sponsors are over-reporting costs (aka doing more work than they need to!). Only costs paid for with Federal reimbursement need to be reported (e.g., if \$5,000 was received in reimbursement and costs included \$4,000 in food/supplies, \$1,000 in cook's labor, \$500 in utilities, \$500 in admin/teacher labor, and \$200 in rent/mortgage, only food/supplies and cook's labor would need to be documented and reported—don't overwork!) Hours and minutes reported on timesheets do not directly convert to decimals (e.g., 1 hour and 30 minutes does not equate to 1.30 hours but rather 1.5 hours).	Administration Essentials Series: Recordkeeping Requirements and Cost Reporting for the CACFP

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▼ Administration Virtual Trainings

Administration Trainings	Training Title and Link	Training Length
Administration Essentials Series	Introduction to the CACFP	0.5 Hour
	Participant Enrollment	0.5 Hour
	Meal Count Summary	0.25 Hour
	Procurement Requirements	0.5 Hour
	Training Requirements	0.25 Hour
	Recordkeeping Requirements and Cost Reporting	1 Hour
What to Expect Series	Multi-Site Operations	0.25 Hour
	CACFP Administrative Review	0.5 Hour
Administration - Other	How to Navigate Menu Modifications	1 Hour
	Procurement Basics	2.5 Hours
	Step-by-Step Instruction: How to Submit CNPWeb Applications for the Child and Adult Care Food Program	0.5 Hour

▶ Nutrition Virtual Trainings

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Administration Essential: Recordkeeping Requirements and Cost Reporting for the CACFP

Available on the [Training for the CACFP Webpage](#) - Administration Virtual Trainings Accordion.

PY25 Common Findings

SAFETY AND SANITATION

Finding	Reminders	Resource(s)
Foods are not consistently labeled and dated upon opening (especially cereals moved from original box to clear, storage container).	Label and date all food items removed from original packaging.	Nutrition Essentials Series: Meal Service and Food Safety
Temperature of storage units (refrigerator and/or freezer) were not able to verified with internal thermometer (i.e., there was not an internal thermometer present in the storage units) or was not at the appropriate temperature.	Refrigerators and freezers must contain an internal thermometer and must be kept at the proper temperatures. This includes refrigerators/freezers in infant rooms.	

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	Meal Service and Food Safety	0.5 Hour
CACFP Infant	Meal Pattern and Meal Service	0.5 Hour
Feeding Essentials Series	Feeding Infants Breastmilk and Formula	0.75 Hour
	Solid Foods & Infant Feeding Requirements	1 Hour
Featured ICN Trainings	CACFP Optional Best Practices	1 Hour
(Free ICN account required)	Serving Nutritious Foods in Child Care	2 Hours
Featured Empower Training	Creating a Breastfeeding-Friendly Child Care Environment (English) (Spanish)	1 Hour

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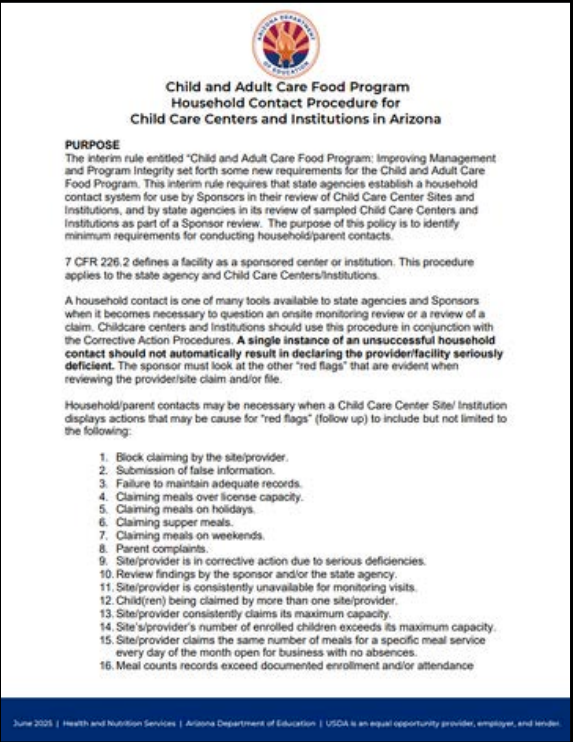
Contact the Department

The Nutrition Essentials are available on the [Training for the CACFP Webpage](#) - Nutrition Virtual Trainings Accordion.

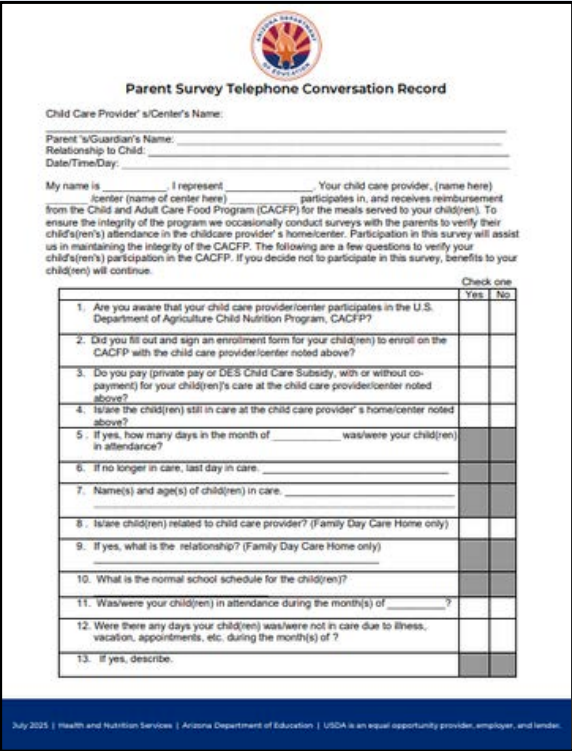
PY25 Common Findings

HOUSEHOLD CONTACTS

Finding	Reminders	Resource(s)
Sponsor did not have a system in place to use household contacts when necessary.	Household contact procedures are essential for verifying the accuracy of enrollment, attendance, and meal service information to maintain program integrity. These procedures involve sponsoring organizations and state agencies contacting families through various methods to detect potential discrepancies or fraud, with follow-up actions ranging from corrective measures to possible denial of meal reimbursements if inconsistencies are discovered. Operators are responsible for having Household Contact Procedures in place in the event they are found to be necessary.	Household Contact Procedures Parent Survey Telephone Conversation Record



Household Contact Procedure



Parent Survey Telephone Conversation Record

Section 4

HNS Trainings and Resources Launching in PY26



Training Requirements

RENEWING INSTITUTIONS

The following training is required every program year (October 1 – September 30).

1 CACFP Training

- Complete 10 Training Hours
- Complete *at least* one Nutrition and *at least* one Administration training
- Every person on the Permanent Agreement must complete *at least* one training

2 Civil Rights Compliance for Child Nutrition Program Operators

In addition to the CACFP training, all institutions are required to complete the annual civil rights training. Completion of the civil rights training does not count toward the 10 hours of CACFP training.

NEW!

ADE HNS is thrilled to debut new and improved training resources for PY26:

NEW!

CACFP TRAINING LIBRARY

NEW!

CACFP TRAINING CURRICULUM



All resources highlighted in this section will be available in October, the start of Program Year 2026. A reminder of their availability will be announced via HNS Communications.

CACFP Training Library

NEW & IMPROVED ESSENTIALS SERIES!

The CACFP Essentials Nutrition, Administration, and Infant Feeding Series have been updated and revamped to a new and improved online, self-paced format.

These trainings will be published to the CACFP Training Library at the start of PY26. Their availability will be announced to all operators via HNS Communications.



The screenshot shows the Arizona Department of Education (ADE) website. The header includes the ADE logo and the text "ARIZONA DEPARTMENT OF EDUCATION". Below the header is a navigation bar with links: "Parents", "Educators & Administrators", "Programs", "About ADE", "Data & Systems", and "ADEConnect". A search icon is also present. The main content area is titled "Training for the Child and Adult Care Food Program" and includes a brief description of the training opportunities. Below the description are four blue buttons with white text, each preceded by a right-pointing triangle icon:

- ▶ Annual Training Requirements for CACFP Sponsors
- ▶ Required Civil Rights Compliance Training
- ▶ Administration Virtual Trainings
- ▶ Nutrition Virtual Trainings

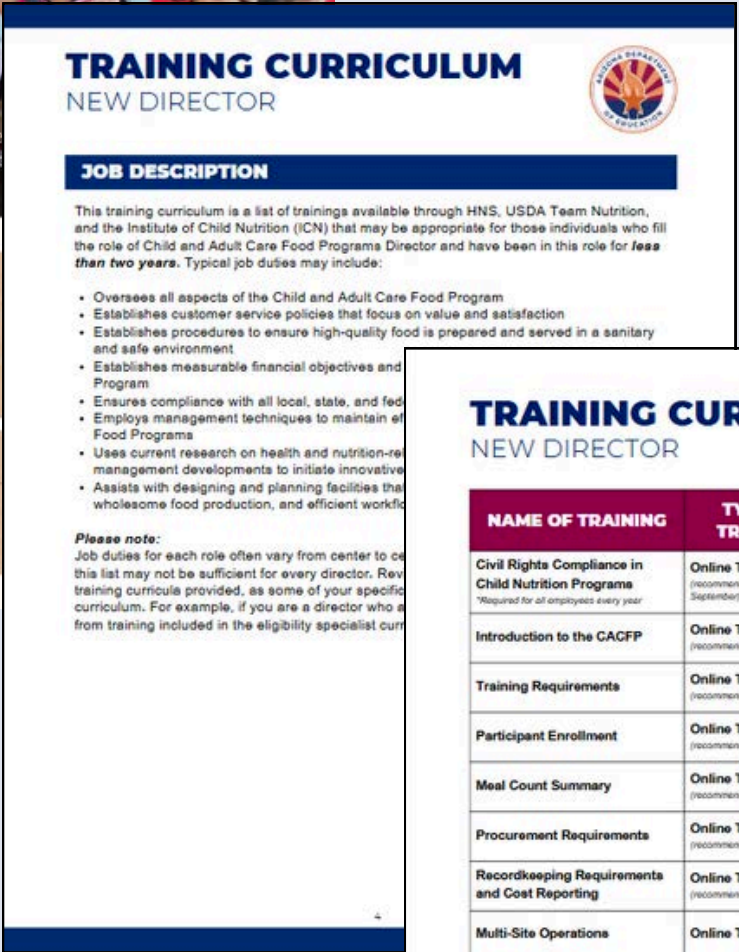
[CACFP Training Library](#)

Training Curriculum for the CACFP

Because the training offered by HNS is vast in quantity, diverse in content, and consistently updated, ADE maintains specialized curricula based on job duties to help directors with their training plans.

Each curriculum includes a list of recommended trainings offered by HNS, USDA’s Team Nutrition, and the Institute of Child Nutrition (ICN) for specific roles, the format of each training, the training hours each training provides, and where to access the training or registration.

The Curriculum will be published at the start of PY26. Its availability will be announced to all operators via HNS Communications.



TRAINING CURRICULUM NEW DIRECTOR			
NAME OF TRAINING	TYPE OF TRAINING	HOURS	WHERE TO ACCESS
Civil Rights Compliance in Child Nutrition Programs *Required for all employees every year	Online Training (recommend taking July-September)	1.00	Civil Rights Webpage: Training
Introduction to the CACFP	Online Training (recommend taking ASAP)	0.5	Online Training Library: Administration
Training Requirements	Online Training (recommend taking ASAP)	0.25	Online Training Library: Administration
Participant Enrollment	Online Training (recommend taking ASAP)	0.5	Online Training Library: Administration
Meal Count Summary	Online Training (recommend taking ASAP)	0.25	Online Training Library: Administration
Procurement Requirements	Online Training (recommend taking ASAP)	0.5	Online Training Library: Administration
Recordkeeping Requirements and Cost Reporting	Online Training (recommend taking ASAP)	1.00	Online Training Library: Administration
Multi-Site Operations	Online Training	0.25	Online Training Library: Administration
CACFP Administrative Review	Online Training	0.50	Online Training Library: Administration
How to Navigate Menu Modifications	Online Training (recommend taking ASAP)	1.00	Online Training Library: Administration
Procurement Basics	Online Training (recommend taking ASAP)	2.5	Online Training Library: Administration
Step-by-Step Instruction: How to Submit CNPWeb Applications for the Child and Adult Care Food Program	Online Training (recommend taking in August)	0.5	Online Training Library: Administration
Meal Pattern and Creditable Foods	Online Training (recommend taking ASAP)	1.00	Online Training Library: Nutrition

Training Curriculum for Arizona Child Nutrition Professionals
Operating the Child and Adult Care Food Program

In-Person Workshops

PY26 IN-PERSON TRAINING OPPORTUNITIES

Preparing for your Administrative Review: *Coming Fall 2025!*

Intended for operators who will be receiving an Administrative Review in PY26, this workshop will help attendees prepare for the review process.

New CACFP Director: *Coming Spring 2026!*

Intended for new directors interested in a hands-on learning experience surrounding how to operate the CACFP.

Infant Feeding: *Coming Spring 2026!*

Intended for infant room teachers and directors overseeing infant rooms interested in learning more about infant feeding requirements in the CACFP in a workshop setting.



Event information, including dates, times, locations, and the link to register in APLD will be released via HNS Communications as the workshops grow nearer.



upLIFT & CACFP

INTRODUCTION TO UPLIFT & INVITATION TO JOIN!

upLIFT was created for you, the child nutrition professional, to provide you with materials to help you **LEARN** about nutrition, **INSPIRE** you on what to feed your participants, **FEED** your participants healthy meals, and **TEACH** others in your community about your programs!

📌 Monthly Webinars (third Tuesday of the month) & Resources

This coming year, the upLIFT initiative will be focused on the perceptions of school meals. Join us to learn how the Child Nutrition Program community can help set the foundation for positive meal service experiences from childcare to graduation!

- **Goal:** Assist operators in improving the overall perception of school meals for students, staff, and the community, as well as enhance meals by incorporating less processed foods.



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 Staying on Track with the Essentials of CACFP for Program Year 2026 webinar.

Training Title:
Staying on Track with the Essentials
of CACFP for Program Year 2026

Length: 1 Hour - Administration

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.](#)

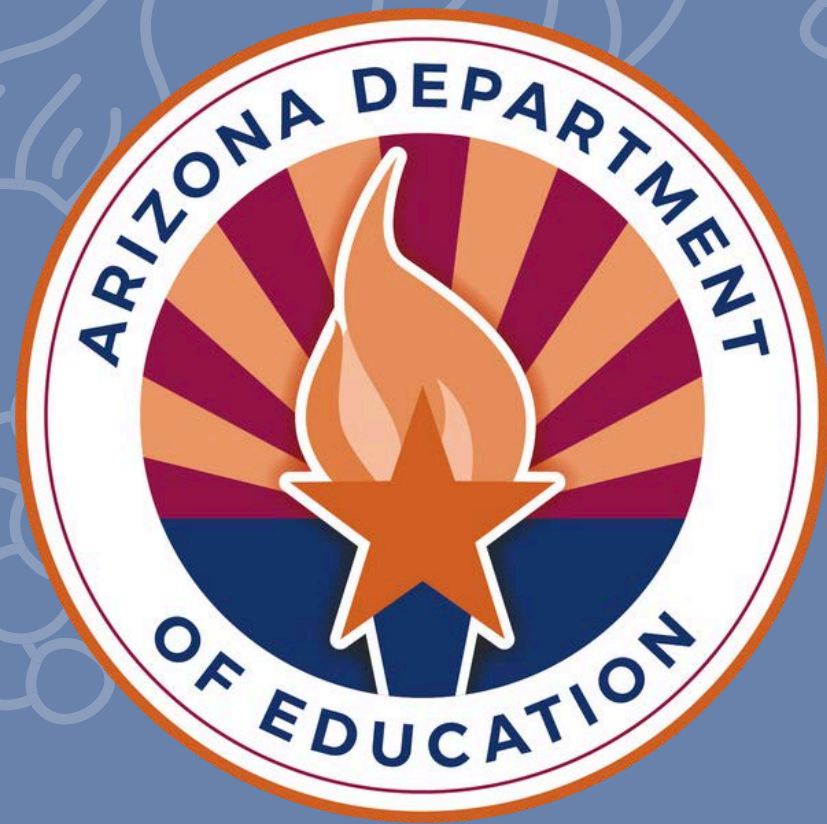
Information to include when documenting training completion:

**Training Title: Staying on Track with the
Essentials of CACFP for Program Year 2026**

Length: 1.0 hour - Administration

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





In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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