

FOOD PROGRAM Memo



OCTOBER 2020

The September claim payment will be deposited or checks sent by Friday, October 30th.

CACFP NEW YEAR / FFY 20-21

On October 1, 2020 the new year for the Food Program began – Federal Fiscal year 2020-2021. One big change to note for the new year is that the majority of the USDA waivers applying to home visiting requirements are no longer in effect. This means that the 4-C CACFP is required to again conduct three home visits a year, at least 2 of which are unannounced, and 1 of which is a food observation. The good news is, all visits can continue to be virtual!

NEW YEAR PACKET

Typically, at your first home visit of the new year, your Nutrition Specialist brings along a New Year Packet of required forms. These forms include:

- Annual Checklist
- Appeal Procedures
- Sponsor Provider Agreement Review
- Building for the Future Flier
- WIC Information & Eligibility Guidelines

This year, your packet will be mailed to you. Paper claimers will receive the packet at the end of October with their September Claim Summary. Online claimers will receive the packet the first week of November.

VIRTUAL VISITS

All visits have approval from USDA to be conducted off-site/virtually. Some of you may have already had a virtual visit conducted in the past few months.

While virtual visits will be done differently than in-person visits, **the same requirements will need to be met**. Nutrition Specialists will be verifying all the same requirements they normally do (such as meal patterns, 5 Day Rec, allowable foods, menus and meal counts being up to date, etc.). The main difference is that you will be asked to submit several things ahead of the virtual visit as our goal is to keep the time spent on the actual video call at a minimum to allow for the least amount of disruption in your day as possible.

PROVIDER EXPECTATIONS:

- It is expected that you will be available by either phone or video call during your certified/licensed hours of operation. Not being available is similar to not being available for an on-site visit and will have the same consequences. Please keep 4-C CACFP informed of your updated contact information. Also, please continue to notify 4-C CACFP by 8am each day (as you have always been required to) regarding pre-scheduled times when you will be unavailable. If unforeseen events occur that lead to your unavailability throughout the day, please try and report those as well.

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- It is expected that you will respond promptly to 4-C CACFP's request for records, photos, current menus/meal counts, etc. In addition, in order for the virtual visit to be successful, please make sure the records you submit are clear and easy to read.
- Please keep in mind that if you are submitting pictures of food products or meal services, do not include pictures of any children unless you have a media request waiver on file.

UNANNOUNCED VISITS & MEAL OBSERVATIONS

4-C CACFP is again required to conduct 2 out of 3 visits unannounced – 1 of which needs to be a meal observation. We are working on what these visits will look like and will share more information about procedures and expectations before we begin conducting unannounced visits.

THANK YOU

We once again want to thank everyone for their patience while we all navigate changing requirements during the continued pandemic. We appreciate all that you do for all the children in your care and 4-C CACFP is committed to supporting you in ensuring that all children continue to receive nutritious meals.

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