



North Carolina Division of Public Health
Nutrition Services Branch
Special Nutrition Programs Unit
www.nutritionnc.com

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The North Carolina CACFP Messenger

From the Special Nutrition Program Manager

To the CACFP Family,

I am overjoyed to inform our CACFP Family that I have been selected as the Special Nutrition Program Manager. I have been with the CACFP for more than 13 years. Being totally transparent, I thought I knew the program, however, the last couple of months have shown me I still have a lot to learn.

We all agree that the CACFP is a complex program, however, the overall goal is simple, to provide nutritious meals to our most vulnerable populations. In order to meet the goal of the program, it is imperative we work together. Over the last couple years, the program has made tremendous strides in transparency and overall communication.

I am excited to lead this program. It is my goal that we learn and continue to work together. I am open to effective, positive change that will enhance the program. I am open to innovative ideas and thinking outside of the box. I am committed to program integrity as well as continuing transparency and communication.

I recently read a quote that stated, "April brings warm, pleasant weather, bright sunny days full of positivity, birds chirping, new flower blooms, and overall a cheerful atmosphere." As we move forward, I hope we appreciate the new blooms and flowers the program can produce with our collective hard work and dedication.

With Appreciation,

Cassandra Williams
Special Nutrition Program Manager

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Reminders

- **Tuesday, June 1, 2021**— last day to submit March 2021 claims
- **Tuesday, June 29, 2021**—last day to submit April 2021 claims
- **Friday, May 7 and June 4, from 1 to 2 PM**—next two [State agency calls with CACFP Institutions](#)
- Check out our seasonal standardized recipe for a Strawberry Smoothie Bowl [on page 10](#)



Upcoming CACFP Virtual Trainings

- ⇒ **Duties and Documents for Independent Centers**—The essential CACFP recordkeeping training for Independent Centers! In this live webinar, you will receive guidance and information on the daily, weekly, monthly, and annual recordkeeping requirements for the CACFP. Recommended for Institution managers and trainers.
 - * Tuesday, May 11, from 9 am – 12 pm | [Click here to register](#)
- ⇒ **Duties and Documents for Sponsoring Organizations**—Don't miss the essential CACFP recordkeeping training. In this live webinar, you will receive guidance and information on the daily, weekly, monthly, and annual responsibilities and records required for Sponsoring Organizations. Recommended for administrators, monitors, and trainers for the Sponsoring Organization.
 - * Thursday, May 13, from 9 am – 12 pm | [Click here to register](#)
- ⇒ **Compliance Review - Are You Ready?**—Designed for program managers operating the CACFP, this live webinar will provide information, resources, and best practices for being prepared for a compliance review from the State agency.
 - * Thursday, May 20, from 9 am – 11 am | [Click here to register](#)
- ⇒ **Coming Soon – Ounce Equivalents Training!** In early June, the State agency will offer live, virtual training on using ounce equivalents (oz. eq.) to measure grains in the CACFP. Participants will learn how to determine whether grain products meet minimum oz. eq. portion sizes, and we'll identify great resources on this important new requirement, which will be officially implemented October 1, 2021.
- ⇒ **Coming Soon – Application Update Training!** The State agency will be offering live and pre-recorded webinars in late June and early July. Participants will learn how to prepare for the annual application update and know which documents are required for the new year.



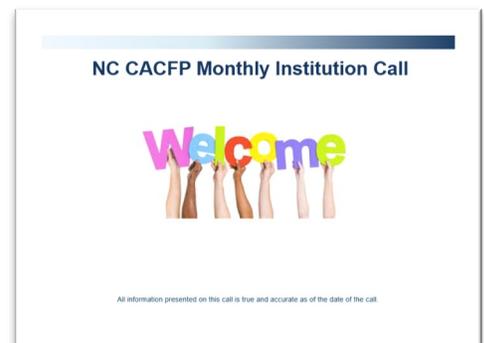
And, from USDA's Team Nutrition...

- ⇒ **Serving Snacks in the CACFP**
 - * Thursday, June 17, from 2:00 – 2:30 PM (English)/3:00 – 3:30 PM (Spanish)
 - * [Registration coming soon](#)

Monthly Institutions Calls

Did you miss any of the State agency's recent calls with Institutions? They are usually on the first Friday of each month at 1 pm. We now post the slides on [our website](#) — under "Program Resources, click "Monthly Institutions Call" to find them.

- ⇒ **February 5, 2021**—Click [here](#) for slides
- ⇒ **March 5, 2021**—Click [here](#) for slides and read more about the NC Grants Reporting requirements, please see [our article on page 8](#).
- ⇒ **April 9, 2021** ([link coming soon](#))



Resources to the Rescue

NC Fresh Produce Purchasing & Prep Guides for Children from NC Farm to Preschool Network website—It can be challenging to calculate how many pounds of fresh vegetables or fruits to purchase and prepare for children of different age groups. However, **these new guides do the calculations for you!** We encourage you to download these useful tools to simplify meal prep. Find them here: <https://growing-minds.org/nc-farm-to-preschool-network/>



| Produce Item | Weight | Volume | Preparation |
|--------------|--------|----------|------------------------|
| Apples | 1 lb | 2.5 cups | Wash, core, slice |
| Bananas | 1 lb | 2.5 cups | Wash, peel, slice |
| Broccoli | 1 lb | 1.5 cups | Wash, cut into florets |

Team Nutrition Webinars Now Available—Did you miss a CACFP training webinar from the USDA? These recordings are now available to watch anytime:

- CACFP Trainers' Circle: "Training Program Operators to Use Grains Ounce Equivalents" [\[English\]](#)
- CACFP Halftime: Thirty on Thursdays "Crediting Single-Serving Packages of Grains in the CACFP" [\[English\]](#) [Spanish Coming Soon]
- CACFP Halftime: Thirty on Thursdays "Using the Nutrition Facts Label in the CACFP" [\[English\]](#) [Spanish Coming Soon]



For more webinars and virtual training opportunities, visit [Team Nutrition's website](#).

How to Spot Whole Grain-Rich Foods for the Child and Adult Care Food Program — This new 4-page guide from USDA's Team Nutrition explains 6 different ways to identify whole grain-rich items in the CACFP. Click here ([English/Spanish](#)) to learn how to choose grain products that meet the requirement to serve at least one whole-grain rich grain on the menu every day.

Mealtimes With Toddlers in the CACFP—Click [here](#) to find an operator booklet, webinar recording, training slides, and some great videos with tips for helping children learn how to feed themselves and try new foods.

Introducing the New Culinary Institute of Child Nutrition!



The Culinary Institute of Child Nutrition (CICN) is a new division of the Institute of Child Nutrition (ICN) that provides school nutrition professionals with in-depth, hands-on culinary training and resources that are foundational for scratch-based cooking and the creation of culinary-inspired school meals that are healthy, flavorful, and student-approved! Visit the [CICN website](#) for more information.

Check out the [i-Bites Recipe Videos](#), a series of short culinary videos designed to provide school nutrition program operators with topic-based culinary information and resources.

CICN Culinary Webinar Series: The CICN hosts a one-hour monthly culinary webinar series that occurs on the first Thursday of each month and focuses on culinary topics. Check their [website](#) to register for the May training on Thursday, May 6th.

Meet Your State Agency Staff Janae' Crews and John Raymer



Janae' Crews

Title/Role: Finance and Business Compliance Analyst

Region: Raleigh Office

- **My favorite food is...**Lasagna.
- **My favorite place in North Carolina is...**The Beach! I especially enjoy visiting the smaller beaches along the coast.
- **My favorite part of my job is...**Application Update.
- **The best tip I have for success in the CACFP is...**not only should you keep track of all receipts but, if possible, scan and load them into a file on your computer.

John Raymer

Title/Role: Staff Development Specialist II

Region: Raleigh Office – covers all regions

- **My favorite foods is...**Italian food.
- **My favorite place/activity in North Carolina is...**I enjoy camping near the mountains and ocean.
- **My favorite part of my job is...**designing and delivering learning development programs and meeting people from our institutions.
- **The best tip I have for success in the CACFP is...**train and coach your associates to perform their duties in compliance with federal regulations governing the CACFP. Remember, your success as a leader depends on their success!





Tips from Professionals – What Are Your Garden Plans?

Our question in our Mar/Apr issue was “How does your garden grow? Please tell us what you are planting this year at your child care or adult care site.”

From Kelley Huff at Richfield Child Development Center (Richfield, NC | Stanly)



This is my 10th year having a garden at Richfield Child Development Center in Stanly County, North Carolina. Here are my tips for creating your garden:

1. Use what you have on hand. You do not need to go and purchase garden containers if you have old sandboxes/milkcrates.
2. Old mulch from playgrounds makes the best soil for the garden.
3. To kill weeds, I use an all-natural weed killer. Mix one gallon of white vinegar with two tablespoons of Dawn dishwashing soap.



By the time this issue is published, we’ll have planted all of the following vegetables and fruits:

Cauliflower, Broccoli, Red lettuce, Romaine lettuce, Head lettuce, Buttercrunch lettuce, Squash, Kale, Irish potatoes, Spinach, Carrots, Corn, Sweet potatoes, Green beans, Lima beans, Watermelon, Cantaloupe, Cucumber, Green peppers, and Onions.



Next Issue’s “Tips from the Professionals” Question

With summer just around the corner, we want to know...

How you plan to serve the abundance of delicious seasonal fruits?



Please let us know how you plan to incorporate blueberries, strawberries, peaches, melons, and more on your summer menus! Please send your creative ideas and pro tips to CACFPtraining@dhhs.nc.gov by Friday, June 4, and we’ll share them in our July/August issue.

Coaching Employees for Success

By John Raymer, Staff Development Specialist II

Chances are that you had a coach that made a difference in your life. Most of us can recall a person who was there just when we needed an encouraging word, emotional support, and or just someone to listen to us. As a program manager, it is your responsibility to make sure that employees acquire the necessary knowledge and skills to be meet and maintain CACFP federal regulations. In other words, to be successful in their jobs.

This article provides managers with 1) a definition of coaching, 2) what they can do to encourage, challenge, inspire, and correct employees, and 3) a six-step coaching process for helping an employee become a good performer.

Coaching is the process of encouraging, inspiring, challenging, and correcting your employees. It is the process of letting people know what they do matters to you as their manager. There are three ways a manager can let employees know what matters to them:

- 1) **Reward good performance:** Never let good work go unnoticed. When you see good work, let your employees know it. Good work that gets noticed gets repeated. Be specific about the behavior you want to see repeated and the positive impact it has on those being served. Offer applause and appreciation.
- 2) **Recognize and redirect poor performance:** Never let poor work go unnoticed. When giving feedback, make it prompt, private and positive. Poor work that gets ignored gets repeated and becomes the standard.
- 3) **Let people know if they are on a dead-end path:** When an employee continues to exhibit poor performance that can get them fired, it is time to use the 2 Minute Challenge. This process is designed to turn around this kind of dead-end behavior. The 2 Minute Challenge is a six-step process for helping an employee get back on track. It involves these steps:

1. State what you observed
2. Wait for a response
3. Remind them of a goal
4. Provide purpose for the goal
5. Agree on next steps
6. Follow up and provide feedback

To help an employee become a good performer use the following steps:

1. Explain the purpose of the task
2. Demonstrate the task while describing each step
3. Provide an opportunity for the learner to practice the task
4. Offer feedback, support, and coach to the desired standard
5. Allow for the successful completion of the task
6. Have the learner teach the task

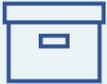


Remember your success as a program manager depends on your employees' success. The Nutrition Services Branch is developing a training webinar and course on Coaching Employees for Success. For more information contact us at CACFPtraining@dhhs.nc.gov.

Preparing for a Compliance Review

By Moneka Midgette, CACFP Program Supervisor

Compliance Reviews by the State agency are critical to the effective operation of the CACFP in North Carolina. These reviews are the process by which the State agency assesses program operations to determine compliance with Federal and State regulations. Here are some reminders to help you be ready for your State agency compliance review:

| | | |
|---|---|--|
|  <p>When you receive an announcement letter about an upcoming compliance review, use the letter to create a checklist of required documents.</p> |  <p>Take the State agency’s training called “Compliance Review – Are You Ready?” This training provides guidance on compliance review preparation. Register on the Training page of our website.</p> |  <p>If your Institution is operating with an approved COVID-19 waiver, make sure you are maintaining the required documentation for each waiver.</p> |
|  <p>Use the Cash Receipts and Disbursement Journal (under CACFP General Forms, Record-keeping, Budget) to record all approved CACFP-related costs.</p> |  <p>Compliance Review Reminders</p> |  <p>Before submitting your monthly claim in NC CARES, use your Edit Check Procedure to review your claim for accuracy and check your Facility Application to verify the approved meals, and the days of operation before claiming.</p> |
|  <p>Ensure programmatic and civil rights training are completed and documented with an agenda and sign-in sheet. You may use the State agency’s training templates on our website.</p> |  <p>Ethnic and racial data must be collected annually on your program’s participants. Be sure to keep this information in a secure, confidential location.</p> |  <p>Photocopy your receipts and attach the original receipt to the copy - receipts fade over time. And, as always, make sure to save all program documents for 3 years plus the current year.</p> |

We encourage you to ask questions. Seeking answers increases both program operation knowledge and compliance review success. Please do not wait until your scheduled review to ask. We are here to provide you with assistance and resources as needed, so please reach out anytime to your [Regional Consultant](#).

Audits Reports

By Joseline Kirkendoll, Finance and Risk Mitigation Supervisor

- ✓ **What are Audit Reports?** Child and Adult Food Program (CACFP) audit reports are based on the amount of funds each Institution receives by the State and/or Federal government. The audit reports provide information about the use of funds and a description of activities and accomplishments.
- ✓ **Why are Audit Reports important?** Audit reports provide the funding agency an assurance that the funds were used appropriately, and the Institution is in compliance with the State and Federal regulations. Audit reports also provide a clear picture of the Institution's internal controls and systems.
- ✓ **Where can I find the Audit Reports forms?** The audit report forms for Level 1 and Level 2 will be available soon on our website. Level 3 audit reports are a result of single audits. Institutions must hire an independent Certified Public Accountant (CPA) to conduct a single audit annually.
- ✓ **Who must provide Audit Reports?** All CACFP Institutions must provide audit reports based on the amount of State and/or Federal funding the Institution receives. The Institution is responsible for determining which level of audit report is required. The following are the level of audit reports:
 - **Level 1:** Institutions receiving \$1 to \$25,000 in State and/or Federal pass-through funds
 - **Level 2:** Institutions receiving \$25,000 but to \$500,000 in State and/or Federal pass-through funds
 - **Level 3:** Institutions receiving \$500,000 or more in State and/or Federal pass-through funds

Level 1—Institutions receiving \$1 to \$25,000 in State and/or Federal pass-through funds

- ⇒ Audit Level 1 Report must be completed within 30 days of the Institution's fiscal year-end
- ⇒ The Institution must submit the Audit Report via email to FinancialManagementTeam@dhhs.nc.gov

Level 2—Institutions receiving \$25,000 to \$500,000 in State and/or Federal pass-through funds

- ⇒ Audit Level 2 Report must be completed within 30 days of the Institution's fiscal year-end
- ⇒ The Institution must submit the Audit Report via email to FinancialManagementTeam@dhhs.nc.gov

Level 3—Institutions receiving \$500,000 to \$749,000 in State and/or Federal pass-through funds

- ⇒ A single audit must be completed within 9 months of the Institution's fiscal year-end
- ⇒ Submit a copy of the single audit report NC DHHS, Office of the Internal Auditor (OIA) Risk Mitigation and Audit Monitoring (RMAM) via email at NCGrantsReporting@dhhs.nc.gov
- ⇒ Submit a copy of the single audit report to the Finance and Risk Management Team via email to FinancialManagementTeam@dhhs.nc.gov
- ⇒ **For Institutions receiving \$ 750,000 or more in Federal pass-through funds**
 - * A single audit must be completed within 9 months of the Institution's fiscal year-end
 - * Submit a copy of the single audit report NC DHHS, Office of the Internal Auditor (OIA) Risk Mitigation and Audit Monitoring (RMAM) via email at NCGrantsReporting@dhhs.nc.gov
 - * The Institution must submit the single audit report on the [Federal Audit Clearinghouse \(FAC\)](#) within 30 days of single audit completion as required by 2 CFR 200.512
 - * Submit a copy of the single audit report to the Finance and Risk Management Team via email to FinancialManagementTeam@dhhs.nc.gov

The Scoop on Tortilla Chips



Corn, corn masa, corn masa flour, masa harina, corn flour, and/or corn-meal are the main ingredients in most tortilla chips. [Policy Memo NC CACFP 19-14](#) outlines how to credit these grain ingredients in the CACFP. We know tortilla chips are a popular snack food for children and adults. So, please read below to become a tortilla chip crediting expert! Tortilla chips can be part of a creditable snack or meal in the CACFP if they meet certain criteria. Some tortilla chips can even count as a whole grain-rich.

When do tortilla chips count as a WHOLE GRAIN-RICH component?

- If the first ingredient is a whole grain and there are no other grains in the product (e.g., “Whole corn”); **or**,
- If the first ingredient is whole grain (e.g., “Whole corn,” “Corn masa,” “corn masa flour,” “Masa harina,” or “Corn treated with lime”) and the remaining grains are enriched (e.g., enriched corn flour); **or**,
- If the product packaging has the following FDA whole grain health claim:
⇒ *“Diets rich in whole grain foods and other plant food and low in total fat, saturated fat and cholesterol may reduce the risk of heart disease and some cancers.”*
- **Examples:** *Mission Organics Yellow Corn Tortilla Chips, Mission Tortilla Rounds, Calidad Round Tortilla Chips, Late July Organic Chia & Quinoa Restaurant Style Tortilla Chips, Late July Sea Salt Multigrain Tortilla Chips*



Ingredients: Corn masa flour, water, vegetable oil (cottonseed, corn, and/or sunflower), sea salt.

When do tortilla chips count as a GRAIN component (but not a whole grain)?

- If “Enriched” corn is listed in the ingredient list or statement; **or**,
- If the primary ingredient is a whole grain (such as whole corn), but the remaining grains (such as corn) are not enriched
- **Example:** *Tostitos Baked Scoops*



Ingredients: Whole corn, corn, vegetable oil (corn, sunflower, and/or canola oil), and salt.

When are tortilla chips NOT CREDITABLE in the CACFP?

- If the tortilla chips only list “corn” as the grain ingredient
- Do not serve the examples below as a grain component in the CACFP
- **Examples of non-creditable corn chips:** *Santitas Tortilla Triangles, Tostitos Scoops, Tostitos Simply Organic Blue Corn Tortilla Chips*



Ingredients: Corn, vegetable oil (corn, canola, and/or sunflower oil), and salt.

Note: Product ingredients can change – always check the ingredient list to ensure the product is creditable. Feel free to contact the NC CACFP training team for guidance: cacfptraining@dhhs.nc.gov



Strawberry Smoothie Bowl

Recipe Category: Fruit and Meat Alternate

CACFP Meal Pattern Contributions:

- ✓ ½ cup fruit and
- ✓ 1 oz equivalent meat alternate

Serving Size: ¾ cup (or 6 oz spoodle)

| Ingredients | 12 SERVINGS | | 25 SERVINGS | | 50 SERVINGS | |
|---------------------------|-------------|------------|-------------|---------------|-------------|-------------|
| | Weight | Measure | Weight | Measure | Weight | Measure |
| Low-fat Greek yogurt | 1 lb 9 oz | 3 ¾ cups | 3 lb 2 oz | 1 qt 3 ½ cups | 6 lb 4 oz | 3 qt 3 cups |
| Fresh strawberries, diced | 2 lb 8 oz | 1 qt 1 cup | 5 lb | 2 qt 1 cup | 9 lb 12 oz | 1 gal 1 cup |
| Agave syrup | | ¼ cup | | ½ cup | | 1 cup |
| Vanilla extract | | ⅛ cup | | ¼ cup | | ½ cup |
| Yield: | 9 cups | | 18 ¾ cups | | 37 ½ cups | |

Procedure

1. Place yogurt in a large mixing bowl. Place bowl of yogurt in refrigerator, setting aside for step 4.
2. Pour strawberries into a high-speed blender.
3. Puree strawberries on medium speed until strawberries have a smooth consistency. DO NOT OVERMIX. For 25 servings, puree for 1-2 min. For 50 servings, puree for 2-3 min.
4. Pour strawberry puree over yogurt. Stir well.
5. Add agave syrup and vanilla extract. Stir well.
6. Pour smoothie mixture into a serving bowl or deep half steam table pan*.
7. Critical Control Point: Cool to 40 °F or lower within 4 hours.
8. Serve ¾ cup in smoothie bowl (portion with 6 oz spoodle).

*For 25 servings, use 1 pan (12 ¾" x 10 ½" x 6"). For 50 servings, use 2 pans.

Recipe adapted from: USDA Team Nutrition

<https://fns-prod.azureedge.net/sites/default/files/resource-files/Strawberry%20Smoothie%20Bowl%2025%20Servings.pdf>