



## Working with Vendors in the CACFP

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If your center has a contract with an outside vendor for the meals you serve, or if you're thinking about using a vendor, the tips in this article will answer some of your questions about how to work with vendors while participating in the CACFP.

The decision to use an outside vendor depends on a variety of factors, including available food service equipment, budget, space, and personnel, to name a few. Although food service vendors handle many of the CACFP record keeping duties for the meals they deliver, centers have important oversight responsibilities when working with a vendor.

**Menu Review:** A center staff member who has been trained on CACFP requirements must review and approve all menus to be sure that meals meet the CACFP Meal Pattern requirements and that foods are creditable. For example, if Macaroni and Cheese is on the menu, the center must ask what kind of cheese is used. If canned cheese sauce is used, which is not creditable, talk with the vendor about changing the recipe to include a creditable cheese or add an additional meat/meat alternate. The vendor must provide documentation of changes.

**Food Quantity Review:** The center must make sure that the meals delivered contain adequate amounts of all components. The vendor must provide production records to show this daily, weekly, or monthly. The production records may show the total amounts of meal components delivered for all adults combined, or the amount of each component in a single serving. From

these records, it might be difficult to determine the amounts of the components in mixed entrées. In this case, the center may have to ask for additional documentation. For example, if Lasagna is on the menu, it is the responsibility of the center to ask the vendor for documentation showing how much of each component (meat/meat alternate, bread/grain, fruit/vegetable) is in one serving of Lasagna. The vendor can provide a copy of the recipe for the item, or a written description of the amounts of the components in a serving. If the food is commercially processed the vendor must provide a Child Nutrition Label or Manufacturer Specification, describing the amounts of the components in a serving.

**Meal Observation:** A center staff member should watch a meal periodically to determine if the vendor is delivering the foods and amounts shown in their production records.

*(Continued on page 2)*



*(Continued from page 1)*

**Invoices:** When the vendor delivers food, the center may receive a daily vendor receipt, which provides the center with a list of all of the foods delivered, instructions for portion sizes, and serving details. Vendors also provide invoices, which are required during CACFP reviews.

CACFP participants must follow procurement procedures when using a vendor that is not a school food authority. If the institution, including all of its CACFP facilities, anticipates spending over \$100,000 annually for meals from a vendor, contact the CACFP Fiscal Administrator, Audrey Christensen, for more information regarding creating a formal bid. If the institution anticipates spending less than \$100,000 for meals from a vendor, obtain three bids in writing or by phone from three different vendors. Document these quotes and keep them on file. Institutions must obtain these quotes annually. These procedures are required to ensure maximum open and free competition. Regardless of the budget, the institution must complete a Food Service Management Contract with the selected vendor annually.

If you have any questions about contracted meal service requirements that were not answered in this article, please contact the CACFP office at (303) 692-2330.

# CACFP Welcomes New Staff Members

Please join us in welcoming Ilene Agustin and Sara Silvernail to our staff. The CACFP is thrilled to have a full nutrition consultant staff! You will enjoy working with our two newest staff members.

Ilene Agustin attended Colorado State University, where she acquired a Bachelor of Science Degree in Dietetics and Nutrition & Fitness. Upon graduation, Ilene completed an 11 month Dietetic Internship in Muncie, Indiana. She then went on to pass the Registered Dietitian exam through the American Dietetic Association. Ilene has worked in the Food and Nutrition field for over 10 years, and most recently worked as a Nutrition Education Coordinator/Food and Nutrition Supervisor for Cherry Creek School District. In her spare time Ilene enjoys cooking for her friends and family, and walking her dog Oreo. Ilene is



most excited about working with CACFP centers to help them have the Best Food Program in Colorado!!



Sara Silvernail is a recent graduate from Colorado State University where she completed her M.S. degree in Community Nutrition. While at CSU she worked with the Food Friends® program, which is a combined nutrition and physical activity program for preschool-aged children. Also, she has recently completed her dietetic internship to become a Registered Dietitian. In her spare time, Sara likes to play outdoors, cook, and spend time with her family. She looks forward to working for the CACFP and meeting everyone participating in the program.

## USDA COMMODITIES SPRING SURVEY REMINDER

All participating institutions should have received the Spring USDA Foods Survey by mail. Every spring, the CACFP office surveys all institutions to determine whether they would like to receive USDA Foods or cash-in-lieu of USDA Foods (extra cash in addition to the regular reimbursement). USDA Foods are purchased by the United States Department of Agriculture to support the market and meet the Meal Pattern requirements for the Child Nutrition Programs.

If the institution chooses to change the method of reimbursement, the survey must be returned to the CDPHE-CACFP office by May 16, 2011. The choice applies to all sponsored sites approved for participation. If no change in the method of reimbursement is desired, returning the survey to the CDPHE-CACFP is not required. If you have not received the survey, please contact the CDPHE-CACFP office at (303) 692-2330.

Where Healthy Eating Becomes a Habit



**CHILD & ADULT CARE FOOD PROGRAM**

# 2011 CACFP NEW CENTER TRAININGS

Below you will find the scheduled training classes for staff members who have CACFP duties. To register on-line for the class you must have access to the CACFP application website: <http://co.cnpexpress.com> You may register yourself or an authorized representative can register for you.

When you enter the website you will click on **Child/Adult Care**. Click on the **Training** tab and scroll down to **Enroll**. This will bring up the Course List. Click anywhere on the **Course Description**. This will bring up the 2011 Classes. Click on the **Class date** you wish to attend. This will produce the Enrollment Form. Please be sure to complete the form and check for accuracy before you submit it as your training certificates will be created from the enrollment form. An email confirmation will be sent to you. Due to limited space availability, 3 people per institution may attend.

**"ALL PARTICIPANTS ARE ASKED TO BRING TWO WEEKS OF MENUS TO USE DURING THE CLASS."**

**April 27, 2011, Colorado Springs**

Hampton Inn  
2910 Geyser Drive  
Colorado Springs, CO 80906

**May 6, 2011, Denver**

Colorado Dept of Public Health & Environment  
4300 Cherry Creek Drive South  
Denver, CO 80246

**June 14, 2011, Alamosa**

San Luis Valley BOCES  
2261 Enterprise Drive  
Alamosa, CO 81101-3603

**July 15, 2011, Denver**

Colorado Dept of Public Health & Environment  
4300 Cherry Creek Drive South  
Denver, CO 80246

**August 10 2011, Grand Junction**

Mesa County Health Department  
Community Services Building  
510 29 ½ Road  
Grand Junction, CO 81504

**September 8, 2011, Denver**

Colorado Dept of Public Health & Environment  
4300 Cherry Creek Drive South  
Denver, CO 80246

**October, 2011, Pueblo**

Location to Be Determined

**November 4, 2011, Denver**

Colorado Dept of Public Health & Environment  
4300 Cherry Creek Drive South  
Denver, CO 80246

**December 2, 2011, Denver**

Colorado Dept of Public Health & Environment  
4300 Cherry Creek Drive South  
Denver, CO 80246

## CACFP Adult Day Care Manual Available

All adult day care centers should now have a CD with the Adult Day Care Manual. This allows for electronic searching of the manual to find the topics you need.

This resource is also available online at: <http://www.cdphe.state.co.us/ps/cacfp/manualsandguide-books/2010AdultDayCareCenterManual.pdf>

Additional copies of the CD or paper copies of the manual are available by request at (303) 692-2330. We hope this resource is helpful for participating in the CACFP.

## New Income Eligibility Forms and Household Guidelines to Arrive Soon!

In early May, the CDPHE-CACFP will mail the new IEF and USDA Household Guidelines to all participating institutions. This IEF and the guidelines will be valid beginning July 1, 2011 through June 30, 2012. Keep an eye out for this mailing. And, remember that CACFP forms are always available online at <http://www.cdphe.state.co.us/ps/cacfp/index.html>.

## Child Nutrition Reauthorization Laws Bring Changes to CACFP

The Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296, was signed into law by President Obama on December 13, 2010. This act continues the benefits of the CACFP throughout the United States, and brings new features and changes in requirements to the program. In the upcoming months, the CACFP will be sending memorandums to all participants, describing some of these CACFP changes. Please read all future CACFP correspondence carefully, including the memorandum with the new Income Eligibility Form and Household Guidelines. At any time, if questions arise, please contact the CACFP office.



Colorado Department  
of Public Health  
and Environment

Child and Adult  
Care Food

PSD-CAC-6411  
4300 Cherry Creek  
Drive South  
Denver, CO 80246

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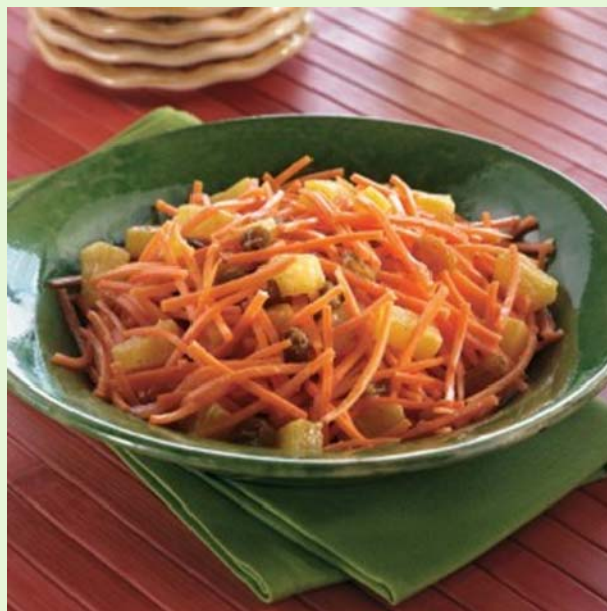
## Carrot-Pineapple Salad with Golden Raisins

Serves 6; 1/2 cup per serving

2 1/2 cups matchstick-size carrot strips  
1 8-ounce can pineapple tidbits in their own juice, drained, reserving 1 tablespoon juice  
1/3 cup golden raisins  
2 tablespoons sugar  
2 tablespoons light mayonnaise  
1/2 teaspoon curry powder (optional)

1. In a medium bowl, stir together the carrots, pineapple, and raisins.
2. In a small bowl, stir together the reserved pineapple juice, sugar, mayonnaise, and curry powder. Pour over the carrot mixture. Stir gently to coat. Spoon into a serving bowl.

Recipe serves 8 adults: 1/2 cup of salad meets the Adult Day Care Meal Pattern requirements for the fruit/vegetable component at snack and one of the required varieties of the fruit/vegetable component at lunch.



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We're On The Web:

<http://www.cdphe.state.co.us/ps/cacfp/>

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