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## Early Childhood Provider Updates

November 2, 2023

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# Agenda

- Welcome
- Child Care Assistance Program (CCAP) Reminders & Updates
- Licensing Reminders & Updates
- Child Care Criminal Background Check (CCCBC) Reminders & Updates
- Teaching and Learning Reminders & Updates
- Teacher Retention Strategies
- Guest Speaker: Debbie Gary, Child and Adult Care Food Program (CACFP)
- Upcoming Events

**Welcome!**







## **Child Care Assistance Program (CCAP) Reminders & Updates**



# CCAP Reminders & Updates

## Provider Annual Webinars

*The Department conducts annual provider trainings. These trainings focus on CCAP requirements and processes to help certified providers in their daily practices.*

Topics discussed will include:

- The initial and renewal application process
- Tracking attendance through KinderConnect
- Provider Certification reminders
- Calculating client copays
- Ensuring quality control through fraud prevention
- Allowable grant spending

The webinars will be held from 10:00 - 11:00 a.m. and can be accessed through the links in the dates below:

- [November 14, 2023](#)
- [November 21, 2023](#)



# CCAP Reminders & Updates

## Provider Help Desk

*In order to expedite the processing of Provider Help Desk tickets, new streamlined ticket submission steps are being implemented.*

1. Please ensure the subject line on the ticket states only a single concern within the ticket (i.e., if the subject line says “remove a child,” the ticket should only include the names of children who should be removed from the site roster).
2. To address multiple issues, use multiple tickets, with each individual ticket noting an individual issue.
3. Do not submit duplicate tickets on the same issue already submitted via the ticket system.
4. Allow 30 days for case status updates before initiating a ticket.
5. The ticket system should be used first to receive assistance with an issue or concern. When emailing for additional help after 30 days, the ticket number must be included as a reference within the email.



# CCAP Reminders & Updates

## Semi-Automated Invoice (SAI) Processing

*The CCAP payments team has recently conducted a series of webinars explaining the SAI process in an effort to help providers to receive payments as quickly as possible.*

Please adhere to the following when submitting SAIs:

- All SAIs and attendance logs should be emailed to [LDECCAP@la.gov](mailto:LDECCAP@la.gov) or [CCAPpayments@la.gov](mailto:CCAPpayments@la.gov) or faxed to 225-376-6056.
- SAIs should NOT be emailed to the Provider Help Desk staff or uploaded into the Provider Ticket System.
- Attendance logs, in accordance with Bulletin 137, must include the following:
  - The date(s) child care services were provided
  - Arrival and departure times
  - Child's first and last name
  - The first and last name of the person who signed the child into care
  - The first and last name of the person to whom the child is released
  - The name and location of services



# CCAP Reminders & Updates

## Waitlist Verification Forms

*The Department is continuing to mail CCAP Waitlist Verification Forms to families determined eligible for the Child Care Assistance Program.*

- Families certified to the Waitlist from October 1, 2022 - April 30, 2023 have been mailed a Waitlist Verification Form. Forms for families certified in May 2023 will be sent out in the coming days.
- Families should review the form and note changes, if any, since submitting their original application. Changes may include income, provider choice, or Education and Training (E&T) hours. Check “Yes” if all information remains the same, and return the form to the Department as quickly as possible.
- If there have been changes, the family should submit a [CCAP 10 Report of Changes form](#) with the updates noted and return that form along with the Waitlist Verification Form.
- Families can return the form via email to [LDECCAP@la.gov](mailto:LDECCAP@la.gov) or fax to 225-376-6060.



# CCAP Reminders & Updates

## 2023 Market Rate Survey

*Every three years the Department releases a Market Rate Survey to understand child care costs and prices throughout Louisiana.*

- On October 17, 2023, the Department distributed a [survey](#) to child care providers throughout the state regarding the rates they charge for child care and the costs associated with providing high-quality child care.
- The survey is confidential, and individual answers will not be reported publicly. Public reporting of results will only include information combined from all providers
- All child care providers (Type I, Type II, and Type III centers as well as CCAP-certified in-home, family child care, and school providers) are strongly encouraged to participate before the survey closes on Friday, November 17.

Contact [robyn.stiles@emergentmethod.com](mailto:robyn.stiles@emergentmethod.com) with questions.

## Licensing Reminders & Updates





# Licensing Reminders & Updates

## Revised Bulletin 137

*This year Bulletin 137 underwent its triannual review.*

Every three years Bulletin 137 requires a review. A Bulletin 137 Review Committee was created to review and provide input regarding the changes. The Review Committee was made up of child care providers and child advocates and representatives from the Office of Fire Marshal and Office of Public Health.

This Review Committee met over a two month period in spring 2023. Several chapters of Bulletin 137 were revised and presented to the Early Childhood Care and Education Advisory Council for approval in May 2023.

BESE approved the revisions in July 2023, and a Notice of Intent was published. The revisions became policy October 20, 2023.



# Licensing Reminders & Updates

## Revised Bulletin 137

*The deadline for CPR and First Aid certification has been extended, to be obtained within 90 days.*

Per §1723.F. of revised Bulletin 137, providers now have 90 calendar days from the date of hire to ensure staff has current certification in Pediatric First Aid and CPR.

This certification must be obtained prior to staff assuming sole responsibility for any children.

In the interim, staff members must be supervised until training is completed and documentation is received.



# Licensing Reminders & Updates

## Revised Bulletin 137

*Providers must ensure staff members are on the center's CCCBC roster.*

Per §1807.B of revised Bulletin 137, providers must ensure the center's CCCBC roster has all employed staff listed.

Providers will be requested to show the center's CCCBC roster during licensing inspections.

Keeping the center's CCCBC roster current will allow providers to receive a notification if there is a change in a staff member's CCCBC-based determination of eligibility.



# Licensing Reminders & Updates

## Revised Bulletin 137

*Staff members may be issued a Provisional CCCBC status if named in a Behavior Management Policy deficiency.*

Per §1804.B. of revised Bulletin 137, if a person is named in a deficiency for section 1509, the CCCBC status may change from “eligible” to “provisional” after review.

The center’s behavior management policy shall prohibit children from being subjected to any of the following:

Physical punishment	Corporal punishment	Verbal Abuse	Threat of a prohibited action	Being disciplined by another child
Being bullied by another child	Being deprived of food or beverages	Being restrained by devices	Withholding active playtime	Time out



# Licensing Reminders & Updates

## Revised Bulletin 137

*Providers will soon be able to complete Medication Administration and Health and Safety Training online.*

The Department is currently developing online training support for the Medication Administration and Health and Safety training requirements to better serve child care providers by creating easier training access.

Child Care Health Consultants can still be used during this time to receive the required training.

Additional information will be shared when the training supports are completed and ready for implementation.



# Licensing Reminders & Updates

## Bulletin 137

*Attendance logs must accurately reflect who is on the center's premises at any given time.*

The daily attendance log for children, staff members, and owners shall be used to document who leaves and returns to the center during the day.

Examples:

- A child leaves to go to a doctor's appointment and then returns to the center.
- A director leaves to go to the grocery store and returns to the center.

During rest time, staff members do not have to sign out on the attendance log if they remain on the premises and are being used to satisfy the child to staff ratio.



# Licensing Reminders & Updates

## Bulletin 137

*Providers shall not delay seeking care if medical attention is required.*

If there is an incident such as a child being burned by hot water from a bottle warmer, there should not be a delay seeking care while attempting to contact a parent if emergency medical attention is required.

As a reminder,

- strings and cords must be made inaccessible to children under age four
- duties that include cooking, housekeeping or administrative functions shall not interfere with the supervision of children

If you have any questions, please contact your [licensing consultant](#) .





# **Child Care Criminal Background Check (CCCBC) Reminders & Updates**



# CCCBC Reminders & Updates

## Application Process

*As a reminder, Child Care Criminal Background Check applications must be submitted in the CCCBC System before fingerprints are submitted.*

To prevent delays in the processing of Child Care Criminal Background Check applications, please follow the steps below, in the following order:

1. Create a new hire or renewal application in the [CCCBC System](#).
2. Verify applicant's email address and date of birth are entered correctly.
3. Upload a current [initial consent and disclosure form](#) and valid driver's license in the CCCBC System.
4. The applicant will then receive an email containing a link from IDEMIA to pre-enroll and schedule a fingerprinting appointment.

The provider and applicant can view status updates in the CCCBC System. CCCBCs cannot be processed until 1) applications are submitted into the CCCBC System and 2) fingerprints are submitted (in that order).

Please note, CCCBC renewal applications are not completed in EdLink.



# CCCBC Reminders & Updates

## Application Corrections Requested

*Child Care Criminal Background Check applications in need of revisions will be returned for corrections. Providers will be notified by email if an application is in Corrections Requested status.*

- The Department will return any CCCBC application that is in need of application revisions. Common correction requests are for:
  - missing consent and disclosure form and driver's license
  - revision of an uploaded consent and disclosure form
  - alias names that have not been listed on the CCCBC application
- Providers can view the reason for a returned application by viewing the "Notifications Log" in the CCCBC System and the email received notifying a correction is needed.
- Once the correction is complete, providers should return the application by selecting the "next" button located at the bottom of the screen in the CCCBC System until given the option to "submit application."
- Applications successfully returned from corrections status will update to "in progress."
- "In progress" status informs the CCCBC team the requested information has been added and the application is ready for review.



# CCCBC Reminders & Updates

## Application Guidance

*IDEMIA will not allow fingerprinting if the applicant's information in the CCCBC System does not match the applicant's driver's license or approved identification.*

In order to prevent delays with scheduling fingerprints, pay close attention to all information entered. The following must match the applicant's ID:

- The spelling of the applicant's name—please omit any spaces or apostrophes in the applicant's name
- The applicant's Date of Birth
- The applicant's Social Security Number

Before submitting an application, please review the information entered to ensure accuracy.

If a correction is needed, please email [LDECCBCprocessing@la.gov](mailto:LDECCBCprocessing@la.gov). Be sure to include the application ID and the correction needed in the subject line of the email. Please also include a call back number so we are able to reach out if clarification is needed.



# Teaching and Learning Reminders & Updates





# Teaching and Learning Reminders & Updates

## School Readiness Tax Credits

*The Department will send School Readiness Tax Credit (SRTC) forms for sites and parents in the coming months.*

The Department sent email notifications of site star rating and levels to eligible directors during the week of October 30, 2023.

The Department will mail Parent School Readiness Tax Credit forms to Type III centers and Family Child Care Sites with Academic Approval by December 2023.

- Once tax forms are received, directors should complete the child care portion and distribute the forms to all eligible parents.

Questions about School Readiness Tax Credits can be directed to [demita.walker@la.gov](mailto:demita.walker@la.gov).



# Teaching and Learning Reminders & Updates

## School Readiness Tax Credits

*Louisiana Pathways will send School Readiness Tax Credit (SRTC) forms for directors and teachers in the coming months.*

Director and staff member School Readiness Tax Credit forms will be mailed from Louisiana Pathways in January 2024.

For re-leveling on the Louisiana Pathways Career ladders, new credentials and certifications should be submitted via email to [cowanj@nsula.edu](mailto:cowanj@nsula.edu) or via mail to Louisiana Pathways before December 31, 2023, at the address below:

Louisiana Pathways  
Attention: Career Development  
1800 Warrington Place  
Shreveport, LA 71101-4425



# Teaching and Learning Reminders & Updates

## School Readiness Tax Credits

*Early childhood educators must have a valid Early Childhood Ancillary Certificate (ECAC by December 31, 2023, to qualify for certain levels of SRTCs.*

- Directors and teachers with an expiring Early Childhood Ancillary Certificate must submit a renewal application at least four to six weeks before expiration, via the [LDOE Educator Certification Portal](#).
- Complete initial or renewal applications must be submitted no later than December 1, 2023, to guarantee processing by the processing deadline of December 31, 2023.
- Incomplete applications or those submitted after December 1 may not be processed by the certification team before the deadline and thus may not qualify for re-leveling and a potential increase in SRTCs for tax year 2023.

Submit certification questions at <https://ldoe.force.com/s/ask-certification>.

For more information about School Readiness Tax Credits, contact [demita.walker@la.gov](mailto:demita.walker@la.gov).



# Teaching and Learning Reminders & Updates

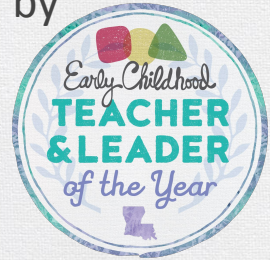
## Teacher and Leader of the Year Applications

*The LDOE thanks all stakeholders for supporting the excellent educators awards program by nominating candidates for their respective awards.*

The LDOE recognizes the incredible impact of early childhood educators, and the Early Childhood Teacher and Leader of the Year Award is a key component of recognizing the incredible work of these professionals.

The applications will be sent to all nominated candidates, and available to any additional interested candidates on the [Louisiana Believes Awards](#) page, by mid-October. Applications will be due January 11, 2024.

Questions should be directed to [earlychildhood@la.gov](mailto:earlychildhood@la.gov).





# Teaching and Learning Reminders & Updates

## 2022-2023 Performance Profiles

Performance Profiles for the 2022-2023 academic year will be released in alignment with K-12 school performance scores.

- The release of Performance Profile data is anticipated for November 2023.
- Performance Profiles are anticipated to be available on [Louisiana School and Center Finder](#) at the beginning of 2024.
- Preliminary results from last year can be calculated using the [performance rating calculator](#) and the community network CLASS® calculator roster from the [EC portal](#).

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with any questions.



# Teaching and Learning Reminders & Updates

## Let's Be Healthy Grant

*ECE centers can apply for a grant of up to \$2,500 to install an edible garden in their center's outdoor learning environment or to purchase small kitchen equipment.*

Well-Ahead-LA is offering a new grant opportunity for child care centers to improve the health and development of children. Children who have proper nutrition and physical activity from birth are better prepared for success when they begin school. One way to do this is to nurture healthy habits by getting kids involved in growing food in an edible garden!

- Child care centers of any licensure type located in food deserts can apply to receive up to \$2,500 to purchase materials. Family Child Care sites are not eligible for this grant at this time. **The deadline to apply for this grant is November 16, 2023.**
- Apply for the [Let's Be Healthy Grant](#) today.

Explore the [Well-Ahead-LA Website](#) for more information or contact [ashlyn.dyess@la.gov](mailto:ashlyn.dyess@la.gov).





## Teacher Retention Strategies



# Teacher Retention Strategies

## Overview

*Just as important as recruiting qualified staff, the retention of the early childhood workforce is essential to the success of programs delivering high-quality services to children and families*

As part of efforts to retain the talent needed to build a quality workforce for early childhood programs, providers can implement several strategies to improve teacher retention:

- Recognize efforts and celebrate accomplishments
- Promote a work-life balance
- Support professional growth and development
- Conduct “Stay Interviews”



# Teacher Retention Strategies

## Recognize Efforts and Celebrate Accomplishments

*Developing ways to recognize teachers' efforts and celebrate accomplishments can improve early childhood teacher retention.*

Providers are encouraged to recognize and celebrate a variety of things, including but not limited to:

- Achievements related to roles and responsibilities—both small and large.
- Participation in, or completion of, tasks such as observations, assessments, and other required teacher responsibilities
- Completion of professional development
- Milestones

Providers can also implement recognition programs and awards to acknowledge teachers' contributions and efforts, such as “Teacher of the Month” or a “Mentor Teacher” awardee.



# Teacher Retention Strategies

## Promote a Work-Life Balance

*Teaching in EC is demanding and requires a significant amount of time and energy on the part of the educator. Employers who implement efforts that support healthy work-life balances have higher retention rates.*

To help promote a work-life balance, providers can:

- Provide regular breaks and have floating teachers available to step in and support
- Offer flexible scheduling when possible
- Provide opportunities for days off for teachers to attend routine healthcare visits
- Encourage teachers to take personal days

Providing a professional-personal balance reduces burnout, increases job satisfaction, and enables teachers to provide higher quality experiences and opportunities for the children in their care.



# Teacher Retention Strategies

## Support Professional Growth and Development

*Providing professional development opportunities helps increase early childhood teacher retention rates and ensures teachers have the knowledge and skills necessary to provide quality care and education.*

Providers can ensure that teachers have the professional development that they need by:

- Helping teachers identify training that aligns with their professional needs, goals, and interests.
- Working with [Child Care Resource & Referral \(CCR&R\) agencies](#) to provide training that meets the current needs of the staff
- Providing ongoing opportunities for in-house training and support through regularly-scheduled staff and team meetings
- Providing in-class supports such as mentoring and coaching—this can be done internally through mentor teachers or via external support agencies such as CCR&Rs
- Assist teachers in enrolling in programs that further their education and help them obtain required certifications, such as [BESE-approved Early Childhood Ancillary Certificate \(ECAC\) programs](#), to obtain Child Development Associate (CDA) and Early Childhood Ancillary Certificate (ECAC) certifications, and additional desired certifications



# Teacher Retention Strategies

## Conduct Stay Interviews

*Leaders are encouraged to conduct “stay interviews” with current teachers. for valuable insights into teacher perspectives, experiences, and needs so improvements can be made.*

To facilitate “stay interviews,” site leaders should schedule a few times each year to meet with each teacher individually to discuss the following:

- Teacher-identified areas of success and accomplishments
- Teacher-identified areas of growth and need
- Teacher identified suggestions as to how they can be better supported
- Teacher-identified questions or concerns
- Opportunities for future growth
- Overall job satisfaction

These conversations demonstrate an interest in teachers’ well-being, provide them with regular opportunities to share information and receive positive feedback, and offer an opportunity to address issues proactively. These are all strategies that improve the likelihood that teachers will remain in their positions and increase the percentage of overall retention sitewide.





# The Child and Adult Care Food Program (CACFP) Overview

Debbie Gary,  
Division of Nutrition Support

*This institution is equal opportunity provider.*





# USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**1.mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**2.fax:**

(833) 256-1665 or (202) 690-7442; or

**3.email:**

[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

12/09/2022





# The Child and Adult Food Care Program (CACFP)

- The CACFP is a federally funded United States Department of Agriculture program administered by the Louisiana Department of Education, Division of Nutrition Support.
- The CACFP enables child and adult care institutions and family or group day care homes to provide nutritious meals and snacks to their participants.
- These nutritious meals contribute to the wellness, healthy growth, and development of children, and the health and wellness of older adults and chronically impaired disabled persons.



# Areas Served by CACFP

- Adult Day Enrichment Programs
- At-Risk Afterschool Programs
- In-Home and Family Child Care Early Learning Sites
- Emergency Shelters
- Center-Based Early Learning Sites



# Child Care Center Participation

## Center-Based Child Care:

- Eligible public, private non-profit, or for profit child care centers, Head Start programs, outside-school-hours care centers, which are licensed or approved to provide day care services, may participate in CACFP as independent or as sponsored centers.
- For-profit centers must have at least 25% of the children in care eligible for free and reduced price meals.
- Children from birth through 12 years of age may be enrolled for CACFP benefits.



# Determining Eligibility

Dropped Date: \_\_\_\_\_

Re-Entered Date: \_\_\_\_\_

Transferred Date: \_\_\_\_\_

■

CACFP 106 (Rev. 06-22)  
FY 2023 FRPM Application

## CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

### MEAL BENEFIT INCOME ELIGIBILITY FORM

FREE AND REDUCED PRICE MEAL (FRPM) APPLICATION FORM (October 1, 2022 - September 30, 2023)

INSTITUTION NAME: \_\_\_\_\_

FACILITY NAME: \_\_\_\_\_

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#### PART 1: CHILD OR ADULT ENROLLED TO RECEIVE DAY CARE (USE A SEPARATE APPLICATION FOR EACH PARTICIPANT)

Print Name of Participant: <u>Esther Child2</u>	(First, Middle Initial, Last)	Age	DOB (mm/dd/yyyy)
<p><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></p> <p>Enter Child # for <u>Child or Adult</u> Care, if applicable            Enter WPA # for WPA's for <u>Child or Adult</u> Care, if applicable            Enter Adult Day Care only</p>			<p>If participant is in Care, Eligibility is FREE</p> <p>Enter Foster Child's Personal Income Earned in Part 2, Section 4 (if applicable)</p>

#### PART 2: Total Household Gross Income

**If you listed a CACFP/ADCFPR/S or Medicaid case at above, Eligibility is FREE (Skip PART 2)**

A. Name (List everyone in household including child listed above)	B. Gross income and how often it was received Examples: \$100 / monthly, \$100 / twice a month, \$100 / every two weeks, \$100 / weekly	C. Check if NO income
1. Earnings from work	2. Welfare, child support, alimony	3. Social Security payments, retirement
or other deductions		4. All Other Income
\$ /	\$ /	\$ /
\$ /	\$ /	\$ /
\$ /	\$ /	\$ /
\$ /	\$ /	\$ /
\$ /	\$ /	\$ /

#### PART 3: USDA Supplemental Annual Enrollment Information (This section must be completed unless for an adult household member for all children enrolled at Child Care Centers participating in the USDA Child and Adult Care Food Program.)

Expected Days of participation: Monday Tuesday Wednesday Thursday Friday

Expected Hours of participation: From      To      or Before School: From      To      After-school: From      To     

Expected Meal participation: Breakfast Lunch Snack

**PART 4: Adult Signatures, Social Security Number, and Contact Information**

I,     , the adult signing the form, must sign this form. Part 3 is completed, the adult signing the form must also have her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on page 2.)

I certify that all information on this form is true and that all income is reported. I understand that the center will give Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I will be prosecuted.

Sign Here: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Part 5: Participant's ethnic and racial identities (optional)**

**Mark one ethnic identity:** Hispanic or Latino ☐ Not Hispanic or Latino: Mark one or more racial identities: ☐ Asian ☐ White ☐ Black or African American ☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific Islander

#### For Official Use Only: Annual Income Conversion: **Weekly** x 52, **Every 2 Weeks** x 26, **Twice A Month** x 24, **Monthly** x 12

Total Income: \_\_\_\_\_ Per: ☐ Month, ☐ Twice a month, ☐ Every two weeks, ☐ Week, ☐ Year Household size: \_\_\_\_\_

Eligibility Determination: ☐ Free ☐ ODF/Stamp/ITAP/ADCFPR/S/Medicaid Eligible ☐ Reduced ☐ Above/ Paid

Extended Category Eligibility Validation Attached ☐ YES ☐ NO

**Determining Official's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Meal Guidelines

- Meals and/or snacks served on the CACFP follow federal nutritional guidelines.
- CACFP meal pattern requirements vary according to age (infant, toddler, preschool, school-age, and adult) and the type of meals served (breakfast, lunch, supper or snack).
- Centers and home providers may be approved to claim up to two reimbursable meals (breakfast, lunch, or supper) and one snack, or two snacks and one meal, to each eligible participant each day.
- At-Risk Afterschool programs may claim reimbursement for serving one meal and/or one snack to each child each day.



# Meal Pattern & Component Requirements

- One whole grain item served each day.
- Breakfast – **(3 components)** Milk, Grains/Bread & Fruit/Vegetable  
3x a week a protein may be served instead of a grain
- Lunch/Supper – **(5 components)** Milk, Grains/Bread, Meat/Meat Alternate, Fruit/Vegetable, Fruit, Vegetable  
**(2 separate servings of vegetables or 1 fruit and 1 vegetable)**
- Snack – **(any 2 of the four components)** Milk, Fruit/Vegetable, Grains/Bread, Meat/Meat Alternate **(2 different components)**
- At least the minimum serving size per age group must be served.
- All components must be served at the same time.
- Pasteurized, 100% juice is limited to once per day to children **over 1 years old**.
- NO juice for infants.



# CACFP Reimbursement

- CACFP reimburses participating centers for meals that are served to children and adult day care participants that meet federal nutritional guidelines.
- These rates are based upon each participant's classification of free, reduced, or above meals or snacks.
- Meal reimbursement is calculated based on the type and number of meals served, the income eligibility of each participant, and the USDA meal rate.



# Benefits of the CACFP for your children and parents

- ✓ Increases access to fresh fruits and vegetables, milk and whole grains
- ✓ Provides healthier meals with minimum protein requirements to support growth and development and a significant source of calcium
- ✓ Promotes an easier transition to school meals
- ✓ Emphasizes lower levels of sugar and higher quality food sources
- ✓ Introduces potentially new foods to children at a younger age and begins healthier habits earlier in their lifespan



# Reported Barriers to CACFP Participation

“It’s too hard to figure out how to start the program.”

“The kids won’t eat the food.”

“It’s too much paperwork”

“Our parents will never list their income or return the form.”

“We already have too many regulations, why do we need more.”

“We don’t have time for anything else.”



# What we've done to eliminate these barriers

We've updated our website with the procedures and have monthly zoom meetings for program information.

Menu's are made by you- specifically for your children and your location. If they don't like something, don't serve it.

Our new software system eliminates 75% of the program paperwork!

KidKare offers e-forms, where the forms can be emailed to the parents and completed on line!

KidKare software is allowing centers to receive this needed funding AND giving participants back time in their day to focus on what matters – the children!

Following these guidelines provides you with the financial support you need to be successful. KidKare offers significant protection against deficiencies and over claims.



# A Deeper Dive into the Financial Support

CACFP funds can support both food and non-food costs directly related to the program such as plates, kitchen items, cook and administrative labor.

Reimbursement Rates

	Breakfast	Lunch	Snack	Potential total daily reimbursement
Free	\$2.11	\$3.93	\$1.08	\$7.12 /day
Reduced	\$1.81	\$3.53	\$0.54	\$5.88 / day
Above	\$0.35	\$0.37	\$0.09	\$0.81 / day




# Additional Enhancements to the CACFP for Early Learning Centers

- Streamlined onboarding process with self-paced training modules  
<https://cnp.doe.louisiana.gov/Front.Web/Programs/CACFP>
- New, electronic record keeping system from KidKare provided to program participants free of charge by LDOE
  - ✓ Administer the program in a fraction of the time
  - ✓ Provides significant level of protection against program deficiencies and over claims
  - ✓ Real time error notifications make it easier to train new employees while maintaining compliance
  - ✓ Eliminates future storage of paper forms
  - ✓ Submit program claims with 3-4 clicks of the mouse
  - ✓ Reduces paper forms and the dreaded "X" sheet



# How to Join the CACFP

[https://www.louisianabelieves.com/docs/default-source/school-choice/cacfp-new-sponsor-checklist.pdf?sfvrsn=63b36718\\_6](https://www.louisianabelieves.com/docs/default-source/school-choice/cacfp-new-sponsor-checklist.pdf?sfvrsn=63b36718_6)

**Nutrition Support**

Child and Adult Care Food Program (CACFP)

This checklist details the application process for organizations that wish to sponsor the Child and Adult Care Food Program (CACFP), including CACFP At-Risk Afterschool Meals. Please contact the Division of Nutrition Support, CACFP Section with questions: (225) 342-3707 or [tammy.bloyed@la.gov](mailto:tammy.bloyed@la.gov). Mailing address: Louisiana Department of Education, Attn: CACFP 5-166, 1201 North Third Street, Baton Rouge, LA 70802.

Action Steps


☐ **License to Operate** Prospective sponsoring organizations classified as Type II or Type III child care centers or adult day care centers must submit a copy of the organization's current license to operate. Centers will not be approved for participation in the Child and Adult Care Food Program without a current license. For licensing assistance, contact (225) 342-9905 or [ldelicensing@la.gov](mailto:ldelicensing@la.gov).

☐ **Permit to Operate** If applying as an At-Risk Afterschool Meals sponsoring organization, all food service sites (cooking and/or serving location) must be inspected and receive a permit to operate from the Louisiana Department of Health, Office of Public Health (LDH OPH), prior to beginning service. Sites will not be approved for participation in the CACFP without proof of a current permit to operate and health inspection. To request a permit to operate and health inspection, contact the [LDH-OPH Sanitarian Services department](mailto:LDH-OPH-Sanitarian-Services@la.gov).

Type II and Type III Child Care Centers, Adult Day Care and Adult Day Health Centers will submit the License to Operate in lieu of the Permit to Operate.

☐ **501(c)(3) Exemption Determination Letter** Nonpublic or nonprofit organizations must submit a copy of the organization's 501(c)(3) Exemption Determination Letter issued by the Internal Revenue Service. The address on the letter must match the mailing address of the organization.

☐ **System for Award Management (SAM) Database** Prospective sponsoring organizations must obtain a Unique Entity Identification number (UEI) from SAM and have an active account in the System for Award Management (SAM) database. Applications without an active SAM registration will be considered incomplete. For assistance, contact the SAM helpline: (866) 606-8220.

**Nutrition Support**


Child and Adult Care Food Program (CACFP)

CACFP Training Review the Child and Adult Care Program handbooks applicable to the sponsoring organization type, and the ten (10) training modules. Notify the Division of Nutrition Support by email upon completion: [tammy.bloyed@la.gov](mailto:tammy.bloyed@la.gov)

- Child and Adult Care Food Program Handbooks (review all applicable)
  - ☐ Child and Adult Care Food Program Handbook: Independent [Child Care Centers](#)
  - ☐ Child and Adult Care Food Program Handbook: [Adult Day Care Centers](#)
  - ☐ Child and Adult Care Food Program Handbook: [At-Risk Afterschool Meals](#)
- Child and Adult Care Food Program Training Modules (review all applicable)
  - At-Risk After School Programs:** Training Modules 7, 8, 9, & 10
  - Head Start Programs and Shelters:** 1, 3, 4, 5, 7, 9, & 10 (all except 2, 6, & 8)
  - All other center-based programs:** 1-5, 7, 9, and 10. (all except 6 & 8)
  - ☐ Training Module 01: [Introduction](#)
  - ☐ Training Module 02: [Free and Reduced Price Meal Applications](#)
  - ☐ Training Module 03: [Enrollment](#)
  - ☐ Training Module 04: [Meal Planning](#)
  - ☐ Training Module 05: [Facilities](#)
  - ☐ Training Module 06: [New Sponsor Application Process](#)
  - ☐ Training Module 07: [Online Application and Claiming](#)
  - ☐ Training Module 08: [At-Risk Afterschool Meals](#)
  - ☐ Training Module 09: [Civil Rights](#)
  - ☐ Training Module 10: [Serious Deficiency](#)

☐ **Information Packet** An information packet will be emailed to the prospective sponsoring organization after the Division of Nutrition Support has been notified that CACFP Training is complete.

☐ **Child Nutrition Program Permanent Agreement** Prospective sponsoring organizations must complete and sign the Child Nutrition Program Permanent Agreement. The original signed agreement must be returned by **mail** to the Division of Nutrition Support.

**Nutrition Support**

Child and Adult Care Food Program (CACFP)

Child Nutrition Program (CNP) Website

Upon completion of the Action Steps and Preapproval Visit, the authorized representative designated by the prospective sponsoring organization will receive access to the [CNP Website](#). The website forms listed below must be completed. For assistance, refer to the [CACFP Online Application User Guide](#).

☐ Sponsor Application

☐ Sponsor Budget

☐ Facility Applications (one per site)

Approval

Upon completion of all requirements, the Child Nutrition Program Permanent Agreement will be signed and the sponsoring organization will be approved to participate in the child nutrition programs for which application was made.



# How to Join the CACFP

<https://cnp.doe.louisiana.gov/Front.Web/Programs/CACFP>

[OVERVIEW](#) [CIVIL RIGHTS](#) [REGULATORY GUIDANCE](#) [NEW SPONSOR INFORMATION](#) [RESOURCES](#) [MEMOS](#)

## CACFP Information for Potential Sponsoring Organizations

There are a number of programs comprising the Child and Adult Care Food Program (CACFP) administered at the federal level by the United States Department of Agriculture (USDA) and at the state level by the Louisiana Department of Education (LDOE), Division of Nutrition Support. Sponsorship of these programs is open to eligible nonprofit and for-profit organizations. The application process is outlined below and several links on this page can help you determine if CACFP is the right program for your agency. Before accessing an application for CACFP participation, LDOE must first be able to determine an agency's eligibility. This determination is based on the agency's submission of an application packet.

The Information Packet/Application Process for participation in the CACFP encompasses several steps. Overviews of the application process for Childcare Centers, At Risk Afterschool Programs, and Family Daycare Home Providers are below. Applications generally take 6-8 weeks to process.

### Application Process for CACFP (Day Care Centers, At Risk Afterschool Sponsors, Adult Day Care Centers, Emergency Shelters)

1. The following handbooks further explain operations in each area of the CACFP. Review the handbook that relates to the program you are interested in.

- Child and Adult Care Food Program Handbook
- At-Risk Afterschool Meals Handbook
- At-Risk Afterschool Meals Guide
- Guidance for Management Plans and Budgets
- Independent Child Care Centers



# Contact information

**Louisiana Department of Education  
Division of Nutrition Support  
Child and Adult Care Food Program**  
Post Office Box 94064  
Baton Rouge, LA 70804

1201 North Third Street  
5<sup>th</sup> Floor, Suite 160  
Baton Rouge, LA 70802

**Stephanie Loup, MS, RDN  
Executive Director**

DNS-FAX NUMBER: (225) 342-3305

<http://cnp.doe.louisiana.gov/>

KidKare issues: [Success@kidkare.com](mailto:Success@kidkare.com)

Name	Telephone Number	E-mail Address
Brittany Augustus	(225) 342-3693	<a href="mailto:Brittany.Augustus@la.gov">Brittany.Augustus@la.gov</a>
Tammy Bloyed	(225) 342-3707	<a href="mailto:tammy.bloyed@la.gov">tammy.bloyed@la.gov</a>
Michelle Buhler	(225) 342-3997	<a href="mailto:michelle.buhler@la.gov">michelle.buhler@la.gov</a>
Mona Erickson	(225) 342-8724	<a href="mailto:mona.erickson@la.gov">mona.erickson@la.gov</a>
Debbie Gary	(225) 342-3680	<a href="mailto:debbie.gary@la.gov">debbie.gary@la.gov</a>
Jodi Loar	(225) 342-3708	<a href="mailto:Jodi.loar@la.gov">Jodi.loar@la.gov</a>
Alicia Murphy	(225) 342-3699	<a href="mailto:Alicia.Murphy@la.gov">Alicia.Murphy@la.gov</a>
Anthony Parrino	(225) 342-3578	<a href="mailto:anthony.parrino@la.gov">anthony.parrino@la.gov</a>
Karen Schexneider	(225) 342-3719	<a href="mailto:karen.schexneider@la.gov">karen.schexneider@la.gov</a>
David Thibodeaux	(225) 342-5397	<a href="mailto:david.thibodeaux@la.gov">david.thibodeaux@la.gov</a>



## Upcoming Events





# Upcoming Events

## ECCE Advisory Council Membership Applications

*Early Childhood Care and Education Advisory Council members serve three-year terms.*

The Louisiana State Board of Elementary and Secondary Education (BESE) and the Louisiana Department of Education (LDOE) are seeking applications for membership on the Early Childhood Care and Education (ECCE) Advisory Council.

- Applicants must submit a 2023 [application](#) to be considered for membership during the 2023-2026 term.
- Applications must be submitted online, and the deadline for submitting an application is Tuesday, **November 21, 2023**.
- Applications will be reviewed for demonstrated relevant experience and commitment to the field.

If you have further questions, please contact [Claudette.Jones@la.gov](mailto:Claudette.Jones@la.gov).





# Upcoming Events

## Monthly Provider Webinar

*The Department hosts monthly webinars for early childhood providers. These webinars include important reminders and updates for all provider types.*

Providers can access the next provider webinar using the information below:

- **Webinar Date/Time:** Thursday, December 14, at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93597745872>
- **Phone Number:** 1-312-626-6799
- **Meeting ID:** 935 9774 5872



# Contact Info

## Child Care Licensing

- Call 225-342-9905
- Email [ldelicensing@la.gov](mailto:ldelicensing@la.gov) or email licensing consultants directly

## Child Care Assistance Program

- Call 225-250-7635 or 225-252-9543
- Email [ldeccap@la.gov](mailto:ldeccap@la.gov) or enter a [ticket](#) at the Provider Help Desk
- TOTS Assistance: [Jackie.Droddy2@la.gov](mailto:Jackie.Droddy2@la.gov)

## Child Care Provider Certification

- Email [providercertification@la.gov](mailto:providercertification@la.gov)

## Child Care Criminal Background Checks

- Call 225-342-2716 or 225-342-5311 or email [LDEchildcareCBC@la.gov](mailto:LDEchildcareCBC@la.gov)

## General Early Childhood Support

- Email [earlychildhood@la.gov](mailto:earlychildhood@la.gov)

