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Fall 2010



# The Visionary

## From the Bureau Chief

*Sharing our vision with Child & Adult Care Food Program and  
Summer Food Service Program Sponsoring Organizations in New Mexico.*

The Summer Food Service Program has officially ended although there are still sponsor close-out reviews that will be conducted over the next couple months. This summer we saw a decrease in number of meals served but for more information, look at Elizabeth Castillo's article in this issue.

The CACFP staff is busy approving renewal applications and we are getting ready to develop our review schedule for the next fiscal year. Notifications will be sent out in October to all institutions informing them of an upcoming review. I know that most directors want to be available for our on-site visits so if there are planned absences by directors please notify Marvin Trujillo of these dates and we will try to ensure that our visit is not conducted during these planned absences. In the event that we cannot accommodate all planned absences, please ensure that all program records that need to be reviewed are in the facility and accessible by center staff.

I wanted to pass on some information I received from our USDA Regional Office regarding IRS reporting requirements for non-profit organizations. [The Pension Protection Act of 2006](#) mandates that all non-profit organizations, other than churches and church related organizations, must file an information form (Form 990 series) with the IRS. This requirement has been in effect since the beginning of 2007, which made 2009 the third consecutive year under the new law. Any organization that fails to file for three consecutive years automatically loses its federal tax-exempt status. Please follow the following link to find out more information, <http://www.irs.gov/newsroom/article/0,,id=222668,00.html>

We have experienced a delay in the training registration link to the [www.cyfd.org](http://www.cyfd.org) web site that I mentioned in the last *Visionary*. I am working with our CYFD webmaster to try and get this link up and running.

Finally, please read Connie Bell's article on recordkeeping requirements and ensure that any loss of program records due to flooding, fires or other disasters is reported immediately to our office in order to avoid possible disallowances due to lack of program records!

Have a great fall season!

*-Cesar Uriarte, Chief, Family Nutrition Bureau*

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Well it is almost the end of summer and applications have been arriving in a steady stream during the past several weeks. Kind of like the rain that we are finally getting. Thanks to everyone who submitted their renewal on time. If you haven't submitted your renewal application, please get it sent in as soon as you can.

Just before applications started pouring in, we completed the last of our annual training sessions for center training. Although center training sessions are fun for us to put on, we are glad to have them all completed because coordinating them is often challenging. There's a large variety of opinions about the training we provide which makes it a real challenge to keep everyone happy, learning and motivated. Here are some of the contrasting comments and feedback we received back this year. Keep in mind that many of these came from the exact same sessions, which just goes to show that different people have different perceptions.

- The material was very informative with lots of new things; The material was too repetitive.
- The room was too warm; The room was too cold.
- The sessions too short; The sessions were too long.
- We need more training for nonprofits; Too much time was spent on nonprofits need more for for-profits.
- Presentation was very interesting & useful; This didn't pertain to me.
- The presenter was clear & easy to understand; Presenter was confusing & difficult to follow.
- Loved the crossword it was creative, fun & challenging; Don't do anymore crossword puzzles- too hard.
- Material was covered too quickly, I couldn't keep up; Too much repetition, presenter moved too slowly.
- I don't do this part of the program but it was good to understand the big picture; Not my responsibility!
- Handouts were helpful & useful; Handouts were confusing – too much material!
- Thanks for the healthy snacks; I needed more caffeine & sugar to stay alert.

As you can see it's a challenge to address everyone's concerns, but we will keep trying. We also received a number of questions on the evaluations that I will attempt to answer in this section.

**Q: Where can experienced cooks acquire training? Cooks Academy seems geared toward new cooks.**

A: Cooks Academy is geared toward newer cooks. With the problems we see in the MRB, it has been important for us to focus on newer cooks for this training. The annual training that you, as a sponsor, are required to do would be an excellent place to provide some advanced training for your cook. The NET staff can guide you to various resources to help with your training agenda.

**Q: Do I have to attend annual training every year? It seems to be repetitive from previous years.**



A: USDA regulations require that training be offered by the state agency each year. Yes, some information is repeated from previous years but there are three good reasons for that. One, on reviews we continue to notice that not every organization is 100% compliant with the regulations, and Two, there are new staff, directors and owners that join the program regularly. Third, we all tend to forget information as the years roll by! Please be aware that your center will be added to our review list for the upcoming year if you do miss out on attending annual training, so that you will have an opportunity to show us just how well you are operating the program.

**Q: Can we complete some of this training on line?**

A: We don't have the material in a format where you could complete it on line at this time, but we are exploring our options in this area.

**Q: Can't we have the infant meal information separated out from the rest of the training for those of us who don't serve infants?**

A: We have tried that format in the past, but find that it works better to simply include the short infant presentation in the information about meal patterns and creditable foods. A majority of our centers do provide care to infants. The Bureau Nutritionists have provided a separate infant training in the past, and will probably do so in the future. Look for announcements in the *Visionary* or on email.

**Q: Can you offer cooks training more locally?**

A: The Bureau Nutritionists offer a series of trainings every fall. A Cooks Academy was conducted last year in Las Cruces and will again be offered there this year on October 14<sup>th</sup>. In the past, we have scheduled trainings in other areas of the state, but find that attendance is low or we travel to an area of the state and end up providing training to several staff from one or two centers. Other than Las Cruces, it seems our time is best spent providing training in the areas of the state with the highest number of participating centers. Sponsors do have the responsibility to provide training for their own staff on an annual basis, and the State Agency is working on enhancements to our training CD. Contact the Bureau Nutritionists for materials or information that will help you meet the training requirement for your staff.

**Q: Is there a program we can purchase that calculates amounts of food to prepare?**

A: Yes, earlychildhoodlinks.com provides a whole list of software for child care centers. Some of the ones that we have seen used in New Mexico are Childcare Manager, Child Care Sage and Pro-Care. These all have production components incorporated into their software that help with calculations for meal production for CACFP.

**Q: Can the annual notification to the media be met by posting the announcement of administration of the program on a sponsor's website?**

A: Yes according to FNS instruction 113 IX Public Notification B-2 This information [annual notification of sponsorship] can be communicated by methods such as, but not limited to: the internet, newspaper articles, radio and television announcements, newsletters, leaflets, brochures, news magazines, and news bulletins.

**-Loren Miller, CACFP Program Manager**

## Summer Food Service Program Updates

The Summer Food Service Program (SFSP) is coming to a close. It was a challenging summer with the multiple hot days and trying to find effective ways to increase participation. If the number of children served dropped from the previous year, you are not alone. Many sponsors experienced this decrease although our economic times would seem to dictate otherwise.



We know the efforts and hard work it takes to administer the SFSP. On behalf of the Children, Youth and Families Department, and the Family Nutrition Bureau staff we thank you and your staff for your participation in the SFSP and for offering nutritious meals to the children in your communities.

The following organizations participated in the 2010

SFSP:

1. Alamogordo Public Schools
2. Apple Tree Education Center (T or C)
3. Belen Consolidated Schools
4. Bernalillo County Parks & Recreation
5. Bloomfield Schools
6. Borrego Pass School-NEW
7. Bread Springs Day School
8. Chichillah Jones Ranch Community School
9. Child & Family Services, Inc. of Lea County (Hobbs)
10. City of Albuquerque, Family and Community Services
11. City of Las Cruces Recreation Department
12. City of Rio Rancho-Parks, Rec. & Comm. Svcs.
13. Clayton Municipal Schools
14. Community United Methodist Church (Ruidoso)-NEW
15. Cuba Independent Schools-RETURNED
16. Dzilth-Na-O-Dith-Hle Community Schools
17. Eastern Plains CAA (Tucumcari)
18. Espanola Public Schools
19. Family & Youth, Inc. (Las Cruces)
20. Gallup McKinley County schools
21. Hatch Valley Public Schools
22. Jemez Pueblo
23. La Casa Family Health Center (Portales)
24. Laguna Department of Education
25. Las Cruces PREP/NMSU College of Engineering
26. Las Vegas City Schools
27. Los Lunas Schools
28. Loving Municipal School
29. Magdalena Municipal Schools
30. Mescalero Apache Tribe
31. Moriarty Edgewood School District
32. Na'Neelzhiin Ji Olta', Inc.
33. NMSU-Educational Talent Search
34. Ojo Encino Day School
35. Our Lady of Guadalupe Church (Clovis)
36. Pecos Independent School
37. Pojoaque Valley Schools
38. Pueblo of Acoma-Haak'u Leaning Center
39. Pueblo of San Felipe
40. Pueblo of Sandia
41. Pueblo of Tesuque
42. Pueblo Pintado Community School
43. Ramah Navajo School Board
44. Rio Arriba County Recreation Department
45. Santa Ana Pueblo
46. Santa Fe Boys & Girls Clubs
47. Santa Public Schools
48. Santa Rosa Consolidated Schools
49. Santo Domingo Tribe
50. Service Organization for Youth (Raton)
51. Socorro Consolidated Schools
52. Southwestern Indian Polytechnic Institute
53. Taos Municipal Schools
54. Upward Bound - ENMU (Roswell)
55. Upward Bound Program - NMJC (Hobbs)
56. Upward Bound Program - UNM



57. Upward Bound Program - NMHU
58. Upward Bound Program - NMSU
59. Village of Tularosa
60. Wagon Mound Public Schools-NEW
61. White Sands Child & Youth Services



It is always a pleasure to work with all of you and I hope to see you next year at the 2011 SFSP annual training.

*-Elizabeth T. Castillo, Program Manager*

## Financial Updates and Recordkeeping

On the subject of financial recordkeeping, Family Nutrition Compliance Officers continue to find Centers seriously deficient in several areas. In some cases, where most or all of the meal reimbursements paid to those Centers for a number of months have been disallowed, those Centers are faced with the daunting task of repaying tens of thousands of dollars. Failure to



correct these serious deficiencies can also result in the Centers and Owners/Directors being placed on the National Disqualified List and being barred from participation in CACFP for a period of seven years, or longer if any debt related to the serious deficiency has not been repaid. **Please take steps now to ensure that this doesn't happen to your Center!**

As the Owner or Director of your Center, you may have delegated some or all of the responsibility of keeping your records for the Child and Adult Care Food Program. **DO NOT ASSUME that recordkeeping is just "happening."**

**Verify** that your menu and production records (Menu Record Book) are complete and up to date.

**Verify** that sufficient quantities of food are being prepared and that minimum portion sizes are met.

**Verify** that CN (Child Nutrition) labels are being kept for combination items such as chicken nuggets.

**Verify** that all food receipts are filed and that you are tracking your income and expense monthly using either the tracking form provided by FNB or an alternative form.

**Verify** that 100% of your CACFP reimbursement is being spent on allowable costs for CACFP or that any monthly balance is properly carried over. Remember that no more than 25% of the total reimbursement received for the year can be carried over to another year.

**Verify** that you have provided training on program compliance and requirements at least once a year to all staff with CACFP responsibilities.

**Verify** that nutrition education activities are conducted every month and that those activities are documented.

**Verify** that meal count and attendance records are complete.

**Verify** that Income Eligibility Applications are complete. Remember that you must have completed IEA's for all children classified as "free" or "reduced." If you do not have an IEA for a child, or an IEA is missing family size/ income or the social security number and/or signature of a parent, that child will be classified as "paid" during our review and will result in claim adjustments.

**Verify** that ADA (Average Daily Attendance is being calculated properly).

It may be hard for you to imagine, but Family Nutrition Compliance Officers recently reviewed a Center and found it out of compliance on **ALL** but the last issue listed above. The initial disallowance imposed was 80% of the reimbursement for the month reviewed and the same percentage will likely be disallowed for another **eight months!** **Don't let it happen to you!**

*-Connie Bell, Business Operations Specialist*

## Fresh Vegetables . . . Handle With Care

Here are some storage tips and how to keep vegetables fresh. Sometimes we, as the buyers, do not realize that vegetables need proper storage to stay fresh and appetizing. Proper storage can help the vegetables you purchase stay fresh so that we get the most value out of them – not only the full nutrition but minimal waste.

In conducting meal site reviews, we have seen some vegetables that are not so appetizing – brown lettuce, wilted lettuce, yellow broccoli, brown cauliflower, soggy tomatoes, limp celery sticks and dried out carrot sticks.



Here are some tips to get the most out of the vegetables you purchase:

- Vegetables need refrigeration to help them stay fresh and help keep the life span of a vegetable.
- Some vegetables don't require refrigeration: potatoes, garlic, onions, pumpkin & winter squash.
- Potatoes and onions should not be stored together because they each give off gases that can cause the rapid decay of other.
- Separate vegetables and fruits in different drawers because some fruits produce a substance called ethylene that hastens ripening of other produce.
- Keep crispness to some vegetables by placing them in a small amount of water, stem down.
- Always use the method of first in and first out so that the vegetables you received first are used first.
- Last, do not wash vegetables until you're ready to eat them. In many vegetables, washing removes the natural protection of the vegetable which speeds up the ripening process.

Sponsors, keep up the hard work; let's make efforts to increase participation and feed the hungry children in New Mexico.

### Here is a Vegetable Storage chart:

Vegetable	Storage Tips
Asparagus	Refrigerator life: 4 to 5 days. Wrap stalk bottoms in damp paper towel
Broccoli	Refrigerator Life: 4 days. Store in an open plastic bag.
Cabbage, Whole	Refrigerator Life: 1 to 2 weeks.
Carrots	Refrigerator Life: Variable. Store in original plastic bag.
Cauliflower, Whole	Refrigerator Life: Up to 5 days. Store stem-side up in plastic bag.
Celery	Refrigerator Life: Up to 2 weeks. Store in plastic bag.
Cucumbers	Refrigerator Life: 1 week if waxed; less if not waxed.
Garlic	Shelf Life: A few weeks to a few months. Store in a cool dark spot.
Green Beans	Refrigerator Life: 3 to 5 days. Store in plastic bag.
Lettuce	Refrigerator Life: Varies greatly by type. Leave in plastic bag.
Mushrooms	Refrigerator Life: Varies greatly by type. Store loosely closed paper bag on a refrigerator shelf and not in produce drawer.
Onions	Shelf Life: 3 to 4 weeks. Store in a cool, dry, open space.
Peppers	Refrigerator Life: Up to 1 week. Store in plastic bag.
Potatoes	Shelf Life: Up to 2 months. Store in a cool, dark, dry place.
Pumpkin	Shelf Life: Up to 1 month. Store in a cool, dry place.
Squash (summer)	Refrigerator Life: Up to 1 week.
Tomatoes	Shelf Life: Up to 2 days once fully ripe. Store at room temperature for the best flavor.

*Vegetable Storage Chart was taken in part from: <http://www.weighwatchers.co.uk/util/art/index>*

**-Freddie Trujillo, Compliance Officer**

## GOT FOOD? . . . ALREADY?

Greetings Program Sponsors. As the SFSP staff traveled the state this summer, we found numerous sponsors during the months of June and July reporting a decrease in participation compared to last year. In light of the stalled economy, the near double digit unemployment and a sluggish economic recovery effort, one would think that demand for the SFSP would be at a peak level. Since July, the State agency has gathered and analyzed some preliminary participation numbers for the 2010 Program. The preliminary figures seem to support the claims made earlier this summer by the sponsors. This is concerning to the State agency, especially after Program participation faltered in 2009.

We must ask ourselves what might be the reasons for numbers being down this year. The reasons could be many, I know.

I would like to point out though, a possibility that may have statistical merit to support itself as being a potential contributor to the recent two-year downturn in SFSP participation. That possibility may be SNAP. SNAP is the United States Department of Agriculture's (USDA) Supplemental Nutrition Assistance Program (SNAP); formerly known as the Food Stamp Program (FSP). The State of New Mexico, Human Services Department, Income Support Division is reporting a 23.7% increase in the NM SNAP caseload in June of 2010 compared to same month in 2009. This large increase represents an additional \$7,323,431.00 in benefits paid out in an additional 30,077 cases. Similarly, SNAP statistics indicate a 29.8% increase in caseload between June, 2008 and June 2009, translating into a \$16,454,236.00 increase in benefits paid out in an additional 29,152 cases. Perhaps the considerable decrease in SFSP meals served over the last two summers can be attributed, at least in part, to SNAP benefits that have assisted children and adults in over 50,000 new cases approved during the same time period.



Between May, 2010 and June, 2010 the SNAP caseload increased 2.5% which meant at the time, that SNAP benefits would provide food assistance in an additional 3,881 cases. This statistic is perhaps most valuable when compared side by side with the decrease in SFSP meals served in June, 2010 compared to June, 2009. After all, food purchased using SNAP benefits can be eaten in the comfort of one's home while SFSP meals can't.

There are other food assistance programs such as TANF (Temporary Assistance to Needy Families), TEFAP (The Emergency Food Assistance Program), CSFP (Commodity Supplemental Foods Program), FDPIR (Food Distribution Program on Indian Reservations) that are available to the eligible public. These programs may be directly or indirectly impacting SFSP participation rates. Rest assured that the SFSP will continue to play a vital and integral role in the fight against hunger as it is one of only two federal programs that specifically targets childhood hunger during the summer. It is my hope that the information I have presented to you gives you a sense of being part of the larger team that is needed to effectively fight hunger in our Nation.

As a final word, I would like to thank all of the 62 sponsoring organizations of the Program for all of their hard work in feeding the children of New Mexico. Until next time, so long everybody.

**-Emiliano A. Perea, Compliance Officer**

Source: "NMHSD - ISD - Monthly Statistical Reports". New Mexico Human Services Department/Income Support Division, Monthly Statistical Reports. 2010. New Mexico Human Services Department. August 23, 2010. <http://www.hsd.state.nm.us/isd/reports.html>

## Regional Early Care Education Conference (RECEC) Updates

It is back to school time! This reminds me that since we have all of the RECEC planned for this year, planning for next year is around the corner. So Home Day Care Sponsors, it is time to start thinking about your RECEC for 2011. I will be sending available possible dates for 2011. As always, dates will be selected on a first come first basis.

As a reminder, if you anticipate that your RECEC attendance will be less than 100 participants we encourage you to use a general session format. This would consist of two, two hour sessions that all participants attend. One session would be a presentation from the Family Nutrition Bureau and the other session from your local Training and Technical Assistance Program.

Some of the areas this year that used the general session format were Southeast New Mexico Community Action Corporation from Carlsbad and Choices from Santa Fe. This seemed to work out well for them. In speaking with some of the Home Sponsors that have used this general session format, many have stated that it works very well and is very efficient. There is not the need to arrange for many speakers and room hosts. It does mean that you will need to arrange for a facility that will accommodate the anticipated number of participants (usually about 100) in one larger room.



I review all of the evaluations from every RECEC. The providers are very appreciative of the RECEC. They enjoy the fact that they can get most of their required hours at one time. All the hard work that goes into planning for each RECEC is definitely noticed and I would like to acknowledge you for it. There were many positive comments on the evaluations, too many to mention in this short article. Some of the comments were, "Entendia muy bien," "very well organized," "me gusto mucho y explico todo bien," "learned a lot." After reviewing all of the evaluations it is clear that the providers are very grateful for the RECEC. So keep up the good work!

Remember, each RECEC plays an important role in continuing to improve the quality of child care here in New Mexico. Thanks again for all your hard work and see you at the RECEC!

**-Gabriel Gomez, State RECEC Coordinator**

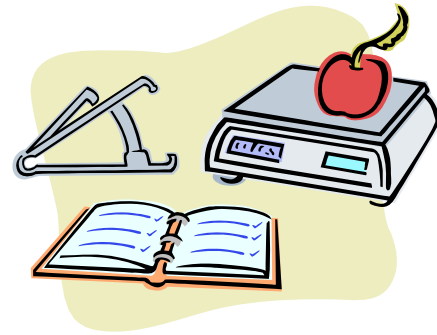
## Nutrition Education and Training Section Updates



As the temperatures begin to cool down, the skies begin to fill with hot air balloons, and the New Mexico State Fair is around the corner, I am again reminded of how fortunate I am to live in such a beautiful place! I am grateful for the change of seasons and all the activities that begin again as school gets rolling. I hope you make some time to take it all in!

Once again, the bureau Nutritionists are wrapping up our work with the Summer Food Service Program (SFSP). We have reviewed and responded to every sponsor's planned menu, conducted meal site reviews, and are now in the process of evaluating nutrition education. We have received a majority of the nutrition education documentation from our sponsors, so thanks to everyone who conducted nutrition education and submitted their forms. Thousands of children across the state have received nutrition education along with their nutritious summer meal. As a whole, the children in New Mexico will benefit greatly from their efforts with nutrition education. We are grateful for the dedication and hard work by all of our SFSP Sponsors.

This fall, we are planning to work on updates to our website. We have posted the updated copies of the *Menu Record Book for Children*, the *Menu Record Book for Infants*, the *New Mexico Purchasing and Production Guide*, the *Snack Menu Record Book*, and the *Home Child Care Provider Manual* on our website. We are also working on securing a Spanish-language version of the *Home Child Care Provider Manual*, which we will post. As a reminder, the website address is



[www.newmexicokids.org](http://www.newmexicokids.org). While I am on this subject, if you have received a paper copy of the *Visionary*, please let us know your current email address. We endeavor to reduce our use of paper and would like to send you an electronic copy of the *Visionary* and other program announcements.

We will be requesting menus for evaluation from some of our Child Care Centers. If you get a letter from us, please send in the requested menus and include infant menu recording pages if you care for infants. Remember that the menu review process is a benefit for you, our CACFP Sponsors – we will provide important technical assistance and guidance that will help you meet the requirements for serving reimbursable meals on CACFP.

We have as always, been involved with our Regional Early Care Education Conferences (RECEC) during the spring and summer. We always love to attend these conferences to meet our home day care providers and talk with them about the Child and Adult Care Food Program. They do such important work, and it is truly our pleasure to support their efforts. Many of the RECEC have been conducted in the "general session" format, which seems to be working well for our Home Sponsoring Organizations. Please see Gabe Gomez's article for all the updates on RECEC.

As always, the bureau Nutritionists are here to assist you with questions on crediting foods, documentation for foods served, purchasing, production, food safety, nutrition education, recording production and cycle menus. Please contact us if you have any questions or need any assistance. We always love to hear from you!

**-Donna Sauter, Nutrition Section Manager**



## The Two Bite Club

Parents and caregivers alike know what a challenge it can be to get young children to try new foods or eat a variety of foods from the food guide pyramid. We usually have to try serving them more than once and in different ways before they take “a bite or two”. Some suggestions are to always serve “familiar” foods along with “new” foods. It may help to introduce new foods on a regular basis. Let the children select a new food such as cauliflower, at the local market. Have children assist in the preparation of a healthy snack. Offer a colorful, wide assortment of foods daily. Join the children at the dinner table and serve food *family style!* Encourage children to take one or two bites of food. Remember, the caregiver is a key role model for the children. They are always watching and listening to what you say about the food served.



There is a wonderful new resource available from USDA's Team Nutrition /Food and Nutrition Services called, *The Two Bite Club*. This storybook was written for preschoolers to introduce the MyPyramid for Preschoolers. The children in the story have fun trying new foods and foods from each food group on the pyramid. Following the story, there is an award certificate for trying two bites of food and becoming a member of the *Two Bite Club*, activity and coloring pages and Tips for Growing Healthy Eaters. Please visit this website: [www.mypyramid.gov](http://www.mypyramid.gov) for ordering information.

Introducing both new foods and a variety of foods to children at a young age sets the stage for establishing healthy eating habits, a healthy lifestyle and ultimately longer, healthier lives for children. Best wishes for a successful Two Bite Club at your center!

*Two Bite Club* graphic reprinted from: <http://www.fns.usda.gov/tn/Resources/2biteclub.html>

**-Teresa Taylor, CACFP Nutritionist**

## *Dishing Up the Latest Info on Eggs*

You probably know by now about the recall of millions of fresh eggs from two Iowa farms because of salmonella contamination. To check for affected brands and types of eggs, please check the FDA website at:

[www.eggsafety.org/mediacenter/alerts](http://www.eggsafety.org/mediacenter/alerts)



You are probably also hearing about looking for a plant number and a “Julian” date on the cartons. (The Julian date represents consecutive days of the year with 001 being January 1<sup>st</sup> and 365 being December 31<sup>st</sup>.)

Both the plant number and the Julian number must match for the carton of eggs to be affected by the outbreak.

Although there is no evidence that the affected eggs made it into New Mexico, I thought it might be a good time to discuss egg safety. Here are a few tips for keeping eggs safe!

### Purchasing, Handling and Storage of Eggs:

- When purchasing eggs, look for eggs that are refrigerated and choose clean, un-cracked shells. Do not purchase out-of-date eggs.
- Refrigerate raw shell eggs away from other foods such as raw meat or raw produce. It is a good idea to store them in their original carton. The shell is porous and bacteria that get on the shell can contaminate the egg. Dirty hands, raw meat juices as well as raw (unwashed) produce that come into contact with the egg can transfer harmful bacteria to the egg.
- Once refrigerated, eggs must remain under refrigeration for safety. Do not allow them to be out of refrigeration for more than 2 hours. When you purchase them at the grocery store, get them back into the refrigerator and *never* let them sit out on the counter!
- In order to kill any harmful bacteria, a whole egg should be cooked by bringing them to 140°F and maintaining that temperature for 3 and 1/2 minutes. According to the FDA Food Code, eggs for immediate consumption can be cooked to 145°F for 15 seconds.

As always eggs are nutritious and, dare I say, a creditable food for children on the CACFP program in New Mexico. And, as long as they are pasteurized or served hard cooked, a great way to meet meal pattern requirements! Enjoy!

Photo reprinted with permission from [www.eggsafety.org](http://www.eggsafety.org)

**-Donna Sauter, Nutrition Section Manager**

## A Message to CACFP Centers

As we bring this program year to an end, finish a few administrative reviews and continue the application renewal process, we are presently beginning to brainstorm for the upcoming year and its challenges. We want to thank all of our sponsor/center participants, who had the privilege of our presence this year for a visit. We had a total of 261 institutions participating in the Child and Adult Care Food Program (CACFP) beginning October 1, 2009 and 604 centers being sponsored by these institutions. This means the State Agency, will have reviewed by the end of September 30, 2010, a total of not less than 88 of these institutions. Unfortunately, during the course of the year, some of those centers drop from participating on CACFP because they sold or closed down, but we have also had new centers apply to participate on the Program as well.

Every sponsor and independent center, by signing their agreement, has assured the state agency they will maintain certain documents while participating on CACFP. Maintaining these documents is referred to as CACFP record keeping. These record keeping requirements ensure that sponsors and independent centers meet meal and financial standards – proving they are entitled to the reimbursement and not profiting from payment they receive.



One of the standards that sponsors and independent centers had difficulty meeting this year during administrative reviews was compliance with meal pattern requirements. These are necessary combinations of food components and serving sizes that create a meal that is consistent with CACFP nutritional requirements. Meal patterns vary depending on a participant's age and type of meal. Menus must be planned ahead of time and documented properly by using the Menu Record Book (MRB) provided by the State agency. Any other method of documentation must be approved in advance. Other methods of documentation are usually acceptable if they gather the same information as the MRB. Menus should always be consistent with the Federal Nutritional Guidelines and CACFP regulations. This will ensure the sponsor and/or

center receives reimbursement when reviewers examine records. If reviewers are unable to verify that meals are meeting the meal standards, a financial hardship can result in the form of a disallowance.

CACFP record keeping and menu planning is one of the most crucial steps in your success with the CACFP. Careful planning and documenting of menus and production will ensure that you are not only serving nutritionally adequate meals to participants in your care but also that you get the appropriate reimbursement by operating a non profit food service along with complying with USDA requirements. To assist our sponsors, Family Nutrition Bureau provides "CACFP Basic Training" on a quarterly basis. This training is required for new administrators in the CACFP and is suggested for new staff working with the CACFP. This is not a training intended for "veteran" staff, unless they need a refresher on the basics. For information on these trainings refer to the calendar at the back of this newsletter or contact us at 827-9961.

*-Marvin Trujillo, Compliance Officer*



### DID YOU KNOW? COOK'S ACADEMY IS FOR **NEW** COOKS!

You might know that the Nutrition Education & Training (NET) Section of the Family Nutrition Bureau is offering a special training workshop for cooks. It is called the CACFP Cook's Academy. What you might not know is this workshop is intended for **new** cooks. This workshop will provide **new** cooks the opportunity to learn valuable information on meeting CACFP program requirements. It will offer hands on activities and cover such topics as, meal patterns, creditable/non-creditable foods, planning cycle menus, purchasing healthy, good quality foods, food safety, CN (Child Nutrition) labels, how to use the NM Purchasing & Production Guide to accurately complete the Menu Record Book, and family style meal service. If you are a veteran cook, you do not need to attend. New cooks need to attend this workshop only **once**. Dates and time for this workshop are listed in the calendar section of this newsletter.

If you have a new cook, please pre-register by phone.

Registration will be limited to **2** staff per **center** or **3** staff per **sponsor**.


**Certificates of Training** will be given at the conclusion of the workshop.

**Phone:** 841-4856 or 1-800-EAT(328)-COOL(2665)


**Address:** Family Services Building, 3401 Pan American Freeway NE, Albuquerque, New Mexico 87107


*-Teresa Taylor, CACFP Nutritionist*

## Calendar of Events and Trainings . . .

<b>September</b>	6th	Holiday— <i>State Agency Closed</i>	
	8th	CACFP Cook's Academy— Albuquerque, <i>Contact Teresa Taylor 505-841-4854</i>	
	9th	CACFP New Center Orientation— Albuquerque, <i>Contact Marvin Trujillo 505-827-7608</i>	
	18th	RECEC— Las Vegas, <i>Contact Gloria Martinez, HELP at 505-425-9307</i>	
	25th	RECEC— Silver City, <i>Contact Adela Trujillo, CAA at 575-523-4085</i>	



<b>October</b>	7th	CACFP Cook's Academy— Albuquerque, <i>Contact Teresa Taylor 505-841-4854</i>	
	11th	Holiday— <i>State Agency Closed</i>	
	14th	CACFP Cook's Academy— Las Cruces, <i>Contact Teresa Taylor 505-841-4854</i>	
	16th	RECEC— Deming, <i>Contact Christina Rey, FYI at 575-556-1643</i>	
	23rd	RECEC— Clovis, <i>Contact Cece Arias, Eastern Plains CAA at 575-461-1914</i>	
	27th, 28th & 29th	Outreach Workers Conference— Roswell, <i>Contact Becky Aguilar, Comida at 575-623-9438</i>	

<b>November</b>	6th	RECEC— Farmington, <i>Contact Donna Cockrell, Presbyterian Medical Services at 505-326-2373</i>	
	9th	CACFP Cook's Academy— Albuquerque, <i>Contact Teresa Taylor 505-841-4854</i>	
	11th	Holiday— <i>State Agency Closed</i>	
	25th	Holiday— <i>State Agency Closed</i>	
	26th	Holiday— <i>State Agency Closed</i>	



<b>December</b>	24th	Holiday— <i>State Agency Closed</i>
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So that you can receive electronic announcements and information from us , please make sure that we have your current email address. Contact Eric Bornman 505-841-4851. Please submit announcements for publication to:

Family Nutrition Bureau, 3401 Pan American Freeway NE, Albuquerque, NM 87107 or call 1-800-328-2665 or FAX (505) 841-4858.

**We are on the Web! [newmexicokids.org](http://newmexicokids.org)**

NEW MEXICO CHILDREN, YOUTH & FAMILIES DEPARTMENT  
 FAMILY SERVICES, FAMILY NUTRITION BUREAU  
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