Reply to
Attn. of: CACFP-566

Subject: 1999 Best Practices Awards for Child and Adult Care Food Program

To: STATE AGENCY DIRECTORS - Colorado DPHE, Iowa, Kansas, (Child Nutrition Programs) Missouri DH, Montana DPHSS, Nebraska ED, North Dakota, South Dakota, Utah and Wyoming ED

The Mountain Plains Region of the Food and Nutrition Service is pleased to announce the first year of “Best Practices Awards” in the Child and Adult Care Food Program (CACFP). In order to encourage and reward successful practices in these programs, the Regional Office will recognize outstanding practices in seven categories for institutions participating in CACFP.

Generally in the award program for schools, individual schools or school districts submit nominations themselves to the State Agency (SA). The SA then screens the nominations and forwards them to the Regional Office (RO). A panel of impartial judges from throughout the RO selects a winner in each category. The awards are presented on-site by the Regional Director. We propose using the same system for CACFP.

We receive nominations in a variety of forms ranging from one page summaries to 3-ring binders containing pictures and letters of support. The quality of the submission is what counts, not the number of pages submitted. In the award program for schools, a one page summary can as easily be a winner as a much more elaborate submission. I encourage you to nominate institutions/facilities and to make this memorandum available to local cooperators for them to submit nominations through your office. Nominations will be accepted from SAs, centers and sponsoring organizations.
A nomination should consist of:

- A complete and accurate description of the reason for the nomination (not to exceed 500 words).

- Supporting documentation, as appropriate, such as:
  
  increased staff efficiency, knowledge and expertise and/or improved eating habits and nutrition know-how for children/parents.

- Relevant history, impact and/or cost efficiency.

- Documenting photographs, newspaper articles, letters of support, if any.

- One copy of any nutritional education or training materials, posters, videos, etc. that have been developed. These materials will be returned.

- Name, telephone number and fax number of a contact person.

- Mailing address.

- Name of individual/institution/facility being nominated. Awards will be presented in the name of the institution/facility with the exception of family day care home providers which will show individual names.

The Award Categories and the Nomination Form are included as Attachments 1 and 2 respectively.

It was difficult to determine how to include family day care homes in this recognition. Therefore, I propose in this first year that the sponsors being nominated in the categories of Nutrition Education and Innovative Meal Service Practices also select two of their providers who excel in these areas and we will recognize both the providers and the sponsor at the same time.
State Agency Directors

There is no limit to the number of nominations each SA may submit in each category. We do, however, request that you do not submit nominations for facilities/institutions which do not have an overall well-administered program.

The criteria which will be used by the judging panel is provided in Attachment 3.

NOMINATIONS MUST BE RECEIVED IN OUR OFFICE BY JUNE 3, 1999. NOMINATIONS RECEIVED AFTER THIS DATE WILL NOT BE CONSIDERED.

The awards program in the School Programs has been quite successful and has provided positive recognition and support to programs and individuals around the Region who are striving to operate outstanding meal programs. I hope you will lend your support to this worthwhile effort.

If you have any questions, please contact Sharon Bevan at (303) 844-0359.

ANN C. DEGROAT
Regional Director
Child Nutrition Programs

Attachments
BEST PRACTICE AWARD CATEGORIES

- Training and Development Activities for Staff-Child Care Centers
- Training and Development Activities for Family Day Care Home Providers-Sponsoring Organizations
- Nutrition Education-Child Care Centers
- Nutrition Education-Sponsors/Family Day Care Homes
- Innovative Meal Service Practices-Child Care Centers
- Innovative Meal Service Practices-Sponsors/Family Day Care Homes
- Innovative Practices-Adult Day Care Centers

We are not providing any written description of what kind of practices might be nominated in these categories at this time. We wish to have more experience in this area before we do anything that might limit nominations. Changes may be made in subsequent years.
NOMINATION FORM
CHILD AND ADULT CARE FOOD PROGRAM
BEST PRACTICES AWARDS
FOOD AND NUTRITION SERVICE
MOUNTAIN PLAINS REGION

Name of Center, Sponsor or Home Being Nominated:

____________________________________________________

Mailing Address:____________________________________

____________________________________________________

Circle Category

Training and Development Activities-Centers
Training and Development Activities-Sponsors
Nutrition Education-Centers
Nutrition Education-Sponsors/Homes
Innovative Meal Service Practices-Centers
Innovative Meal Service Practices-Sponsors/Homes
Innovative Meal Service Practices-Adult Day Care Centers

Submitted By: _______________________________________

____________________________________________________

Include Name, Title, Phone, Fax and address if different from above.

Attach description of practice as described in the cover letter and include any available supporting documentation.
BEST PRACTICES AWARD CRITERIA

1. Evidence of Sustained Excellence (20 points)

2. Innovation (20 points)
   
   An idea that gives a new and effective twist to an old practice or that is an innovative and successful addition to food service, administration or practices should be rated accordingly.

3. Impact (20 points)
   
   Evidence of improved expertise and service delivery by staff or providers or an increase in knowledge by children or parents.

4. Cost Effectiveness and Efficiency (20 points)
   
   The idea should make good use of available resources and labor. Manpower and budgetary requirements should be reasonable in relation to the results.

5. Transferability (10 points)
   
   Awards should establish standards of excellence toward which other facilities may strive. Some judgement should be made as to how easily the idea could be implemented by other facilities.

6. Presentation (10 points)
   
   The material should be well presented. It should be organized, complete, clear and succinct. Although well written materials may be rated highly, other measures of success and results and such items as photographs or letter of support should also be considered as part of the presentation.