CACFP-652

Child and Adult Care Food Program (CACFP) Application Packet for
2002 Building for the Future Awards

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

We are pleased to announce the solicitation of nominations for the CACFP 2002 Building for the Future Awards. Based on the success of the Sunshine Awards for the Summer Food Service Program, the Awards will recognize outstanding State agency and sponsoring organization practices that go beyond basic regulatory requirements leading to highly efficient, effective and accessible nutrition programs. Winners will be announced at the biennial meeting of the National Association of CACFP Professionals in New York City in March 2002.

We expect to make up to five State agency awards, and up to a total of five sponsoring organization awards. Each application must address one of the following areas:

A. Applications, Management Plans and Budgets
B. Internal Controls, On-site Monitoring and Edit Checks
C. Serious Deficiencies, Findings and Corrective Action
D. Training and Technical Assistance
E. Outreach and Community Partnerships

State agencies and sponsoring organizations may nominate themselves, State agencies may nominate sponsoring organizations, or the regional office may nominate State agencies. **State agencies and regional offices must certify in writing that nominees are in compliance with Program regulations.** The application, entry form with complete instructions, and an explanation of the evaluation criteria are enclosed.

State agencies play a key role in ensuring the success of these awards. We appreciate your assistance and encourage you to apply and to promote this competition among the sponsoring organizations in your State. All nominations must be sent to our office. The application deadline is November 30, 2001; and all nominations are due to Headquarters by December 21, 2001.
State Agency Directors

Please direct questions and correspondence to Tonya Wilson-Pinkowski at 303 844-0359.

DARLENE SANCHEZ
Acting Regional Director
Child Nutrition Programs

Attachments
2002 BUILDING FOR THE FUTURE AWARDS

Purpose: The purpose of the “2002 Building for the Future Awards” is to identify and recognize innovative practices and initiatives of State agencies and sponsoring organizations participating in the CACFP that can be transferred for use to other Program operators. Our goal for these Awards is to recognize State agencies and sponsoring organizations for innovative practices or methods that have improved Program integrity or facilitated implementation of the Management Improvement Guidance. The complexity of the submission is not a factor in judging the application – it could be a form, product, procedure or process.

Award Categories: Applicants will apply by selecting the appropriate Category and addressing one of the Areas. For applicants who wish to be considered for more than one Area, please submit a separate application for each Area.

<table>
<thead>
<tr>
<th>Categories</th>
<th>Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. State Agencies</td>
<td>A. Applications, Management Plans and Budgets</td>
</tr>
<tr>
<td>2. Sponsoring Organizations</td>
<td>B. Internal Controls, On-site Monitoring and Edit Checks</td>
</tr>
<tr>
<td></td>
<td>C. Serious Deficiencies, Findings and Corrective Action</td>
</tr>
<tr>
<td></td>
<td>D. Training and Technical Assistance</td>
</tr>
<tr>
<td></td>
<td>E. Outreach and Community Partnerships</td>
</tr>
</tbody>
</table>

Judging Criteria: All applications will be evaluated based on the ability to demonstrate:

- Innovation - practice(s) that makes the initiative or activity outstanding or innovative.
- Effectiveness - results that have been achieved through this initiative or activity.
- Transferability - practice(s) that can be duplicated by other State agencies or sponsoring organizations.

To Apply: Applicants must complete and submit the following documents:

1. Entry Form: (see attachment).
2. Written Application: Select one Area (A, B, C, D, or E) per application and submit your justification. Suggestions for each of the award areas are provided on pages 3 through 6 of this application packet. Please note, these are simply suggestions and applications are not limited to the suggested items presented. To be considered for an award, applications must be no longer than 2 pages, single-spaced, 12 pt. font with 1 inch margins. You may include supporting material with your application if you believe it will strengthen your application (e.g., forms developed, videos produced, budget submission requirements, etc.). Please note that materials submitted may not be returned.
Category 1 - State Agencies:

Note: The bulleted items under each of the Areas below are only suggestions of the type of initiatives or activities that may be submitted for consideration. Other accomplishments addressing these areas will also be considered. If selected, the information will be shared with others in an effort to strengthen Program integrity nationwide.

Area A. Applications, Management Plans and Budgets

- What process is used to ensure that an organization is financially viable?
- What innovative steps have been taken to improve the application, management plan, and budget approval process?
- What methods are used to verify information provided during the application approval process?
- What system is used to determine if the budget accurately reflects the needs of the institution?
- What is your process for approving budget amendments?

Area B. Internal Controls, On-site Monitoring and Edit Checks

- What is your process for making unannounced visits to providers?
- At the time of an unannounced visit, how are provider absences handled?
- What are your methods for recovering overclaims from institutions that have been terminated?
- How do you make use of the 1½ percent audit funding?
- How do you use the results of organization-wide audits? How do you link results from these audits to your monitoring visit results?
- How do you ensure that the institution has adequate board oversight?
- If health and/or safety concerns are reported to your office, or observed on reviews, what procedures are in place to follow-up?

Area C. Serious Deficiencies, Findings and Corrective Action

- How do you document non-compliance with Program requirements?
- How do you work with institutions to ensure corrective action is implemented?
- What special tool(s) do you use that are particularly effective?
- Have you made any special efforts in keeping appeal officials abreast of CACFP updates?
Category 1 - State Agencies (continued)

Area D. Training and Technical Assistance

- What creative methods have been used in CACFP training?
- What additional training resources (e.g., videos, handbooks, website, lesson plans, etc.) have you developed to complement formal or on-site training?
- What was the process for developing materials, how have you used them, and with what level of success?
- How have your training efforts improved the quality of care Program participants receive in your State?
- How do you measure the effectiveness of your training?
- What is your procedure for providing Program updates and policy changes to participating institutions? What follow-up mechanism do you have in place to ensure the information was received and implemented?
- How have you improved accessibility to training?

Area E. Outreach and Community Partnership

- What are the results of your efforts in targeting low-income and rural communities?
- What are your efforts to form partnerships to increase access to the Program?
- What are your efforts to provide CACFP materials in alternative languages?

Category 2 - Sponsoring Organizations:

Note: The bulleted items under each of the Areas below are only suggestions of the type of initiatives or activities that may be submitted for consideration. Other accomplishments addressing these areas will also be considered. If selected, the information will be shared with others in an effort to strengthen Program integrity nationwide.

Area A. Applications, Management Plans and Budgets

- What has been your greatest success in preparing and submitting applications, management plans and/or budgets, and how has it supported your management of the Program?
- What approach have you adopted that adjusts your management responsibilities to keep pace with your program growth?
Area B. Internal Controls, On-site Monitoring and Edit Checks

- What is your system of edit checks?
- How do you ensure the accuracy of claims submitted by providers/centers?
- How do you ensure that monitoring visits cover all aspects of Program management? Have any tools/forms been beneficial in this area?
- What is your process for making unannounced visits to providers/centers?
- At the time of an unannounced visit, how are provider absences handled?
- What is your process for making household contacts? Include discussion of the methods used (e.g., writing, phone, etc.) and how the results are used.
- How have you attracted community based members that can lend their expertise to your Board of Directors?
- If health and/or safety concerns are reported to your office, or observed on reviews, what procedures do have in place to follow-up?
- What system do you have in place to ensure that your outside employment policy is being followed?

Area C. Serious Deficiencies, Findings and Corrective Action

- How do you document non-compliance with Program requirements?
- How do you work with providers/centers to ensure corrective action is implemented?
- What special tool(s) do you use that is particularly effective?

Category 2 - Sponsoring Organizations (continued)

Area D. Training and Technical Assistance

- What creative method(s) has been used in CACFP training?
- What additional training resources (e.g., videos, handbooks, website, lesson plans, etc.) have you developed to complement formal or on-site training?
- What was the process for developing training resource materials, how have you used them, and with what level of success?
- How have your training efforts improved the quality of care Program participants receive in centers and/or homes under your sponsorship?
- What is your procedure for providing Program updates and policy changes to participating centers/providers? What follow-up mechanism do you have in place to ensure the information was received and implemented?
- What is an innovative method that you use in providing technical assistance?
- How have you made accessibility to training easier?

Area E. Outreach and Community Partnerships

- What are the results of your efforts in targeting low-income and rural providers?
• What are your efforts to increase access to the Program and attract and utilize local partnerships?
• How have facilities accommodated non-English speaking parents or guardians?
• How have you accommodated non-English speaking providers in your sponsorship?

Where to Send Your Completed Application and Entry Form:

<table>
<thead>
<tr>
<th>If you are a...</th>
<th>Send your application to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>State agency</td>
<td>Your Regional Office</td>
</tr>
<tr>
<td>Sponsoring organization</td>
<td>Your State agency</td>
</tr>
</tbody>
</table>

State agencies:

• Forward this packet to your sponsoring organizations, soliciting applications for practices or innovations worthy of consideration.
• Nominate or select sponsoring organizations that, through your evaluations, are worthy of consideration. Please note, that more than one application may be forwarded for each area.
• Certify that selected nominees are in compliance with regulatory requirements as shown by their latest review. (Use certification form included as part of the attached Entry Form).
• Forward the nominations, entry forms, and signed certification forms to your regional office by the due date established by your regional office.

Regional offices:

• Establish regional deadline for submission of awards.
• Nominate or select States that, through your evaluations, are worthy of consideration. Please note, that more than one application may be forwarded in each area.
• Review each State nominated sponsoring organization application you receive and verify compliance with regulatory requirements as shown in last review.
• Certify that nominated State agencies are in compliance with regulatory requirements as shown by their latest review. (Use certification form included as part of the attached Entry Form).
• Forward the State agency and sponsoring organization applications, entry forms, and signed certification forms to Headquarters no later than December 21, 2001.
Contact Information (Please type if possible)

Name (Person completing application):

Title:

Agency/Organization Name and Address:

Phone:

Fax:

E-mail Address:

Category: (check the Category for nominee)
   ___ State agency
   ___ Sponsoring organization

Profile: (Complete as applicable)
(Please use combined totals of all CACFP facilities whenever possible).

1. Meal service(s) nominee provides through CACFP (check all that apply):
   ___ breakfast
   ___ lunch
   ___ supper
   ___ a.m. and/or p.m. snack
   ___ afterschool snack

2. How many centers does nominee have in the Program? _______
   How many family day care home does nominee have in the Program? _______
   How many CACFP sponsors does nominee have? _______

3. What was the average daily participation (ADP) at nominee’s facilities in 2000? _______
   What was the average daily participation (ADP) at nominee’s facilities in 2001? _______
   (Programs with more than one site should provide ADP’s for each site).
4. Of this number, approximately what percentage of Program participants served, on average, who are:

   children of migrant workers ______
   children with special needs ______
   homeless children ______
   children in rural areas ______
   other (please specify) ______

5. How many hours of training was offered in the past 12 months? ______

6. Did this training lead to any type of professional accreditation or certification? If yes, list certification. ______

7. If nominee was part of a partnership, list the amount of money or additional resources (staff time, donated food items, etc.) your partners contributed for Fiscal Year 2001 (October 1 - September 30): money, in $ amount ______________________________

   additional resources ______________________________

   in $ amount ______________________________
COMPLIANCE CERTIFICATION
(For use by State agencies to certify sponsoring organizations)

STATE of ____________________ is certifying sponsoring organization

Name (Please Print): ________________________________

Title: __________________________________________

Phone Number: __________________________________

E-mail Address: ___________________________________

I certify that based on a thorough review of all Program requirements, the applicant is in compliance with Program regulations.

Signature: _______________________________ Date: __________________

COMPLIANCE CERTIFICATION
(For use by Regional offices to certify State agencies)

____________________ Regional Office is certifying State of

____________________

Name (Please Print): ________________________________

Title: __________________________________________

I certify that based on a thorough review of all Program requirements, the applicant is in compliance with Program regulations.

Signature: _______________________________ Date: __________________
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

2002 BUILDING FOR THE FUTURE AWARDS

Evaluation Criteria

Purpose of the Awards:

- to recognize innovative practices and initiatives of State agencies and sponsoring organizations participating in the CACFP.
- to highlight practices that go beyond the regulatory requirements leading to highly efficient, effective and accessible programs.

Evaluation Criteria: All applicants will be evaluated based on their ability to demonstrate program:

1) Innovation (maximum 25 points) - Maximum score will be awarded for practice(s) that make the initiative or activity outstanding or innovative; creative ideas; innovative and successful ways of dealing with challenging or unusual situations; or successful additions to program operations.

2) Effectiveness (maximum 50 points) - Maximum score will be awarded for practice(s) producing end results that go beyond meeting basic program requirements. Special consideration will be given to high quality, cost effective programs demonstrating responsiveness to the particular social and nutritional needs of the community and the children being served.

3) Transferability (maximum 25 points) - Maximum score will be awarded for practice(s) that can be duplicated; ease of incorporating and overall usefulness of the practice(s) to other State agencies or sponsoring organizations.