



### Fiscal Year 2021

October 1, 2020 – September 30, 2021

The COVID-19 global pandemic has caused changes to nearly everything we do. The Child and Adult Care Food Program (CACFP) is no exception. In order to keep Childcare Providers, children and ACA staff safe, the following changes are in effect:

- **Virtual Visits**

United States Department of Agriculture (USDA) regulations require CACFP participants receive a minimum of 3 visits per year. At least 2 of these visits must be unannounced and one must be during a mealtime. These visits will be conducted virtually, preferable via a video format such as Microsoft TEAMS or Google Duo. If a video visit is not possible, a telephone visit will be conducted. Telephone visits will require pictures of your kitchen, food program records (paper forms), food served (meal visits) and proof of children in attendance be sent to ACA after the visit. If you see ACA is calling you, please answer your phone. These visits are required for your Food Program participation.



- **Annual Food Program Training**

Food Program training is required each fiscal year. Normally, we conduct the training during your home visits. This fiscal year we will conduct training electronically when possible or on paper. This change is to keep visit times short. Look for more information on training in 2021.

### Food Program Reimbursement

Food Program claims are *due in ACA's office by the third of the month*. Please transmit or mail your claim as soon as possible after serving your last meal or snack of the month. Our address is at the bottom of this page.

Do not count on receiving your reimbursement on a specific date. MDE and ACA do our best to provide you with quick reimbursement. However, issues beyond our control may cause your reimbursement to be later than normal. By law MDE has 45 days to release the money to ACA. Fortunately, most Providers have their reimbursement 2 or 3 weeks after submitting their claim to ACA.

**Have a happy and healthy Thanksgiving!**

### Changes to Mail and Drop Box

To prevent the spread of Covid-19, **all mail, including items placed in the Think Small/ACA drop box, will be quarantined for 1 day prior to opening.** Please plan accordingly. Online Provider should mail enrollment forms as soon as the parent completes them. Paper claiming Providers should mail their claim and enrollment forms as soon as possible after the last meal or snack claimed for the month. If you are dropping items off during business hours, call ACA before you leave home. We will arrange to meet you in the parking lot and get your paperwork. Providers will be updated with any policy changes.