

# Family Day Care Homes Program Year 2025 Annual Renewal Training

July 23, 2024



Health and Nutrition Services  
Arizona Department of Education





Today's webinar will be facilitated by Kim Ruiz. Kim is a Registered Dietitian, trainer, and Health and Nutrition Services (HNS) Specialist at the Arizona Department of Education (ADE). She joined HNS in October of 2019. Currently, Kim conducts webinars and in-person trainings for nutrition professionals operating Child Nutrition Programs. She also helps lead upLIFT, an ADE nutrition initiative that provides professional development for school nutrition professionals to enhance their desired menus and serve nutritious meals.

A portrait of Kim Ruiz, a woman with long, dark, wavy hair, smiling warmly. She is wearing a dark blue button-down shirt with a colorful fruit lei around her neck. The background is a textured blue wall. The word "Speaker" is overlaid in white text at the bottom of the image.

**Speaker**





# Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for Family Day Care Home (FDCH) Sponsoring Organizations operating the Child and Adult Care Food Program (CACFP) in Arizona under the direction of ADE. The information in this training applies to Program Year 2025 renewals for FDCH Sponsoring Organizations only. Attendees are encouraged to contact their assigned HNS specialist for ongoing support and assistance with regulatory questions.



# Intended Audience

**This training is intended for Family Day Care Home (FDCH) Sponsoring Organizations operating the Child and Adult Care Food Program (CACFP).**

# Objectives

**At the end of this training, attendees should be able to:**

- understand the annual renewal application requirements for FDCH Sponsoring Organizations operating the CACFP in Arizona, which includes an awareness of deadlines and renewal documents;
- recognize and access updated program forms;
- acknowledge common findings and resources available to help prepare for an Administrative Review.

## **TRAINING HOURS**

CACFP program training hours may be counted towards the 1 hour annual training requirement for FDCH. Information to include when documenting training hours:

**Training Title:** Family Day Care Homes Program Year 2025 Annual Renewal Training

**Length:** 1 hour



# Questions

Questions can be asked in the Q&A at any time during the webinar.

Questions will not be answered live but will instead be addressed in a follow-up communication to ensure all operators have access to the responses.

The chat function has been disabled for this webinar. Please input questions in the Q&A.



Use the Q&A to ask a question.



# Agenda

Section 1: Application Renewal

Section 2: Program Updates

Section 3: Administrative Reviews



# Section 1

## Application Renewal





# Connecting with HNS


## ADE HELPDESK

HNS encourages sponsors to use HelpDesk, ADE's ticketing system, when in need of any assistance from HNS.

Unlike individual email-based requests, HelpDesk provides the requester, responder, and management visibility to the request status, ongoing communications, and notifications related to the request.

HelpDesk requests should be submitted for **provider adds, updates, and deletes**.

*HelpDesk is part of the ADEConnect. Those who do not have an ADEConnect account, will be prompted to create one.*




## Connect with HNS using the HelpDesk

This resource outlines the steps for connecting with ADE HNS using the HelpDesk.

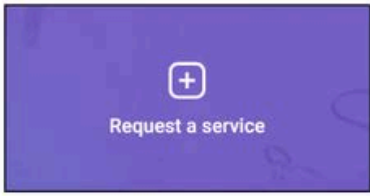
The Arizona Department of Education (ADE) Health and Nutrition Services (HNS) uses the ticketing system, HelpDesk, to receive, track and respond to requests for various types of assistance. Child Nutrition Program Operators are encouraged to use HelpDesk when in need of any assistance from HNS. Unlike individual email-based requests, the HelpDesk provides the opportunity to be routed to the most appropriate staff member. Additionally, HelpDesk allows the requester, responder, and management visibility to the request status, ongoing communications, and notifications related to request. Follow the steps listed below to connect with HNS using the HelpDesk.


### CREATING A HELPDESK TICKET

- 1** Open a web-browser and navigate to <https://helpdeskeexternal.azed.gov>




**2** Click the icon for 'Request a Service'



- 3** Locate and click 'Health and Nutrition Services'



**4** Select the template\* from the dropdown that most closely matches your need(s) to raise your request

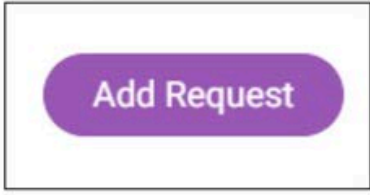


\*HNS is expanding the templates available in the Service Request Catalog. Select the most appropriate template available at the time of the request.
- 5** Complete all required and applicable optional fields,\* including attachments. Disregard fields that cannot be edited.



\*Providing a detailed request will help it to be routed to the appropriate staff member.

**6** Once the request template is complete with as many details as possible, click 'Add Request'



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**Resource:** [How to Connect with HNS using the HelpDesk](#)



# PY25 Training Requirements

1. FDCH PY25 Annual Renewal Training
2. Online Course: Civil Rights Compliance for Child Nutrition Operators (English) (Spanish)

Both certificates must be submitted in the Management Plan as part of the renewal application.



Child and Adult Care Food Program  
**How to Obtain Training Certificates**  
Trainings offered by the Arizona Department of Education's Health and Nutrition Services Division

### LIVE WEBINARS

Links can be accessed 1-2 business days after completing the live training by logging in to [Genius APLD](#). Verify that the training attendee is logged into APLD by looking for the attendee's name is on the far-right side of the screen. Then, click on **'Dashboard'** and select the completed course. Finally, select the **'Download Certificate'** option to download and print your certificate.

### RECORDED WEBINAR

After viewing the webinar recording, obtain the training certificate by visiting the webinar slides. The Survey & Certificate slide at the end of the course will have a link to access the survey and certificate. Select the link and complete the brief survey to obtain your training certificate. Once complete, click the link that reads **'SUBMIT SURVEY AND OBTAIN TRAINING CERTIFICATE.'** The Training Certificate will open on your computer. Download and save the certificate to your computer. Once saved, type in your first name, last name, and the date you completed the training. Choose the training that you completed from the drop-down menu. Save changes to the certificate and then you may print. Please note, if you customize the certificate before it's downloaded, the customizations will not save or print.

### ONLINE COURSE / CACFP ESSENTIALS SERIES TRAINING

On the Survey & Certificate slide at the end of the course, a link to access the Survey and Certificate will appear. Select the link. Complete the brief survey to obtain your training certificate. Once complete, click the link that reads **'SUBMIT SURVEY AND OBTAIN TRAINING CERTIFICATE.'** The Training Certificate will open on your computer. Download and save the certificate to your computer. Once saved, type in your first name, last name, and the date you completed the training. Choose the training that you completed from the drop-down menu. Save changes to the certificate and then you may print. Please note, if you customize the certificate before it's downloaded, the customizations will not save or print.

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[How to Obtain Training Certificates](#)



# Renewal Forms & Resources

**[WWW.AZED.GOV/HNS/CACFP/FDCH](http://www.azed.gov/hns/cacfp/fdch)**

To access Renewal Forms and Resources, visit ADE HNS' FDCH webpage - **[www.azed.gov/hns/cacfp/fdch](http://www.azed.gov/hns/cacfp/fdch)**.

Then, select the accordion titled "**Renew your Participation in the Child and Adult Care Food Program**" to access all available renewal-related forms and resources.

1

## VISIT THE FDCH WEBPAGE

Open a web browser, navigate to [www.azed.gov/hns/cacfp/fdch](http://www.azed.gov/hns/cacfp/fdch).

2

## ACCESS THE ACCORDION

Select the accordion titled "Renew your Participation in the Child and Adult Care Food Program" to access all available renewal-related forms and resources.

▶ Apply to Operate the Child and Adult Care Food Program

▶ Renew your Participation in the Child and Adult Care Food Program

▶ Meal Pattern

▶ Reviews C

▶ Guidance

▶ Find a Spo  
Program

▼ Renew your Participation in the Child and Adult Care Food Program

All Family Day Care Home Sponsoring Organizations are required to renew annually. Each year, you will be contacted by the Arizona Department of Education with specific renewal details, including renewal training requirements.

The following forms and resources are available to assist in the completion of your renewal application. These items will be updated as needed by ADE.

**Important Dates and Deadlines:**

DCH Renewal Applications are due on or before October 1.

**Checklist:**

[FDCH Sponsor Renewal Application Checklist](#)

[FDCH Renewal Application Chart](#)

**Forms and Resources for the Management Plan and Budget:**



# Renewal Application Reminders

## MANAGEMENT PLAN

- Reference last year's **approved** Management Plan.
- Review each page for accuracy.
- Error messages indicate sections that must be completed.
- Information from the previously approved Management Plan may roll over and will need to be reviewed and updated as necessary.

## BUDGET

- Reference last year's **approved** Budget.
- The organization cannot show a profit. Additional Funds required will display in parenthesis if you are showing a profit.
- Must show unrestricted funds (donations, grants, or any other funding source).
- Administrative labor cannot exceed 75%.
- When claiming, if a line item is over 10% of the approved budget for that line item, you must submit a revised budget.

## MID-YEAR UPDATES

If any significant changes occur during the program year, operators must notify their specialist and update their application.



# Management Plan & Budget

## RESOURCES

Operators are responsible for updating the Sponsoring Organization's CACFP application. Resources available to assist include:

- [Renewal Chart](#): The chart outlines what fields and documents must be updated annually as well as what information will rollover from the previous year.
- [FDCH Renewal Application Checklist](#): The checklist highlights specific line items that must be updated in the MP & B annually.

**FDCH Sponsor Renewal Application Checklist**

This checklist has been designed to assist you in organizing only the minimum required information and documents needed for submission into the CNP Management Plan and Budget renewal systems. Other information or documents may be needed depending on changes in your program operation. Some of the required uploads are ADE documents for you to complete and sign; these documents can be found on the ADE website and accessed by clicking on the links in this checklist. ADE recommends you complete and save any required documents to your computer and upload where applicable.

**CNP Management Plan**

<b>Sponsor Information</b>	<input type="checkbox"/> Annually Required Training Certificates <input type="checkbox"/> Annual Renewal Training <input type="checkbox"/> Online Civil Rights <input type="checkbox"/> Media Release <input type="checkbox"/> List of Active Providers
<b>Administrative Capability</b>	<input type="checkbox"/> Annual Staff Training Agenda and Sign-in sheet <input type="checkbox"/> Annual Provider Training Agenda and Sign-in Sheet <input type="checkbox"/> Staff Civil Rights Training Agenda and Sign-in Sheet <input type="checkbox"/> Provider Civil Rights Training Agenda and Sign-in Sheet <input type="checkbox"/> Home Monitoring Form <input type="checkbox"/> Child Enrollment Form (English and Spanish) <input type="checkbox"/> Provider Application Form (English and Spanish) <input type="checkbox"/> Electronic Meal Count Agreement between Sponsor and ADE <p>The following should only be updated if they have been updated:</p> <input type="checkbox"/> Outreach and Recruitment Policy & Procedure <input type="checkbox"/> Job Descriptions and Qualifications for all CAE <input type="checkbox"/> Record-keeping Policy <input type="checkbox"/> Working Hour Guidelines Policy & Procedure <input type="checkbox"/> Outside Employment Policy & Procedure <input type="checkbox"/> Non-traditional Hours Staffing Plan <input type="checkbox"/> Compensation Policy & Procedure <input type="checkbox"/> Civil Rights Pre-Award Document <input type="checkbox"/> Training Determination Policy & Procedure <input type="checkbox"/> One FTE for every 50-150 homes Policy & Proc <input type="checkbox"/> Announced, Unannounced and Follow-Up Vis <input type="checkbox"/> Provider Corrective Action Policy & Procedure <input type="checkbox"/> Policy & Procedure for Declaring Providers Set <input type="checkbox"/> Policy & Procedure for Provider Suspensions <input type="checkbox"/> Policy & Procedure for Provider Appeals <input type="checkbox"/> Policy & Procedure for Provider's Non-compl <input type="checkbox"/> Building for the Future Poster
<b>Financial Viability</b>	<input type="checkbox"/> Governing Board Members List <input type="checkbox"/> Minutes of last two Governing Board Meetings <input type="checkbox"/> Authorized Principals Letters <input type="checkbox"/> Supporting documentation for anticipated grant <input type="checkbox"/> Supporting documentation for anticipated fund <input type="checkbox"/> GAAP Compliant Statement of Financial Pos <input type="checkbox"/> and Notes <input type="checkbox"/> IRS 990 or 990EZ <input type="checkbox"/> Physical Office Inventory

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**FDCH Renewal Application Chart**  
This chart outlines sections/documents that must be updated annually on the FDCH Management Plan & Budget application.

Management Plan	
Section	Fields to be updated annually
Sponsor Information	County Civil Rights Data - Enter current information for each county serviced by sponsoring organization
Document Uploads	<ul style="list-style-type: none"> <li>• Annual Training Certificates</li> <li>• FY-XX Media Release</li> <li>• List of Active Providers</li> </ul>
Administrative Capability	<ul style="list-style-type: none"> <li>• Staffing - Will you provide performance related increases? Explanation of how staffing needs will be met during fiscal year if number of providers change. Are monitors available?</li> <li>• Staff Training - Annual CACFP and Civil Rights training date(s) Annual CACFP and Civil Rights training topics</li> <li>• Description of Need/Recruitment - Description of recruitment goals Were last year's goals met?</li> <li>• Provider Training - Topics for the Annual CACFP and Civil Rights trainings for providers</li> <li>• Record Retention - You will need to check the box indicating you have read and understand the CACFP record retention requirements</li> </ul>
Document Uploads	<ul style="list-style-type: none"> <li>• Training Agendas and Sign-in Sheets                             <ul style="list-style-type: none"> <li>• Annual Staff CACFP trainings</li> <li>• Civil Rights trainings</li> </ul> </li> <li>• Home Monitoring Forms</li> <li>• Child Enrollment Form with Parent/Guardian Letter (English &amp; Spanish)</li> <li>• Provider Application Form (English &amp; Spanish)</li> </ul>

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# Accessing Applications

## ACCESSING THE SYSTEM

Management Plans and Budgets are available in the CNP Management Plans and Budgets (CNP MP & B) system, which is a web-based application in ADEConnect.

To access the system, login to [ADEConnect](#), select "View Applications," and then select "CNP Management Plans and Budgets."

**1**

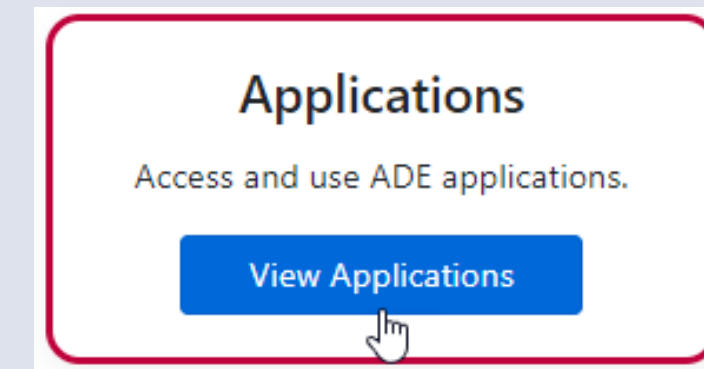
### LOGIN TO ADECONNECT

Open a web browser, navigate to [adeconnect.azed.gov](https://adeconnect.azed.gov), and input your username and password for ADEConnect.

**2**

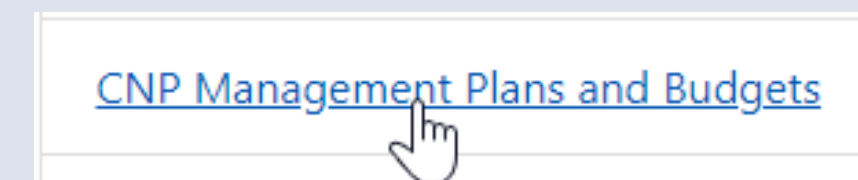
### SELECT "VIEW APPLICATIONS"

After logging in to ADEConnect, select "View Applications."

**3**

### SELECT "CNP MANAGEMENT PLANS AND BUDGETS"

Select "CNP Management Plans and Budgets" from the list of applications.



If CNP Management Plans and Budgets is not a listed application in ADEConnect, you will need to request access from your Entity Administrator.



# The CNP MP & B

After successfully logging in to the CNP MP & B system, a welcome screen will load. To proceed, select "Sponsor Dashboard."

Once "Dashboard" is selected, a new screen with all current and prior PY Management Plans and Budgets will load.

- To access your Management Plan, select **CNP Management Plan- Program Year 2025.**
- To access your Budget, select **CNP Budget- Program Year 2025.**

**CNP Management Plans And Budgets** Welcome, HNS

Home Dashboard **←** Help Exit

**Welcome to the new CNP Management Plan and Budgets system!**

Please click on Dashboard in the top menu bar to begin.

**Civil Rights Statement**  
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or marital status for

- **CNP Management Plan - FDC Homes - PY 2024** **←**  
This form has **not yet been created**. Please click the link above to begin this year's form.
- **CNP Management Plan - FDC Homes - PY 2023**  
Congratulations! Your **Original** Form was **Approved** by HNS on **10/4/2022** If all applicable document statuses are "Approv
- **CNP Management Plan - FDC Homes - PY 2022**  
Congratulations! Your **Revision 1** Form was **Approved** by HNS on **11/1/2021** If all applicable document statuses are "Appr
- **CNP Management Plan - FDC Homes - PY 2021**  
Congratulations! Your **Revision 1** Form was **Approved** by HNS on **8/24/2020** If all applicable document statuses are "Appr
- **CNP Management Plan - FDC Homes - PY 2020**  
Congratulations! Your **Revision 3** Form was **Approved** by HNS on **9/26/2019** If all applicable document statuses are "Appr

- **CNP Budget - FDC Homes - PY 2024** **←**  
This form has **not yet been created**. Please click the link above to begin this year's form.
- **CNP Budget - FDC Homes - PY 2023**  
Congratulations! Your **Original** Form was **Approved** by HNS on **10/4/2022** If all applicable document statuses are "Approv
- **CNP Budget - FDC Homes - PY 2023**  
Congratulations! Your **Original** Form was **Approved** by HNS on **10/4/2022** If all applicable document statuses are "Approv
- **CNP Budget - FDC Homes - PY 2022**  
Congratulations! Your **Revision 1** Form was **Approved** by HNS on **11/5/2021** If all applicable document statuses are "App
- **CNP Budget - FDC Homes - PY 2021**  
Congratulations! Your **Revision 1** Form was **Approved** by HNS on **9/23/2020** If all applicable document statuses are "App
- **CNP Budget - FDC Homes - PY 2020**  
Congratulations! Your **Revision 2** Form was **Approved** by HNS on **9/30/2019** If all applicable document statuses are "App



PY25 Management Plans and Budgets will not be available until early August.



## RENEWAL SUBMISSION TIMELINE

### FIRST WEEK OF AUGUST

PY25 Management Plan & Budget Available in the CNPWeb System.

### OCTOBER 1

Management Plan & Budget Submission Deadline to Claim October, Approval Deadline for October Administrative Advance.

### SEPTEMBER 15

Management Plan & Budget Soft Deadline.

*Operators who submit their MP&B after 9/15 will not receive an October advance.*

*Note: Advances are not guaranteed and can only be disbursed when federal funds are available.*

### DECEMBER 30

Last day to submit an October claim without a One-Time Exception.

*PY25 Management Plan, Budget, and CNPWeb Applications must be approved before claims submission.*



# Section 2

## Program Updates





## PROGRAM FORMS AND RESOURCES

The United States Department of Agriculture (USDA) makes prototype forms available to State agencies to use as a model to develop an effective and fully compliant document for operators of child nutrition programs.

ADE has chosen to adopt USDA prototype forms for use across ALL child nutrition programs.

## AVAILABLE NOW!

The following forms are now available on the FDCH Program Forms & Resources webpage:

- Meal Benefit Income Eligibility Form ([English](#)) ([Spanish](#))
- Meal Benefit Income Eligibility Letter
  - Provider ([English](#)) ([Spanish](#))
  - Parent ([English](#)) ([Spanish](#))
- Meal Benefit Income Eligibility Form Instructions ([English](#)) ([Spanish](#))



# Quiz Time

Sponsoring Organizations must begin using USDA's prototype letters for Program Year 2024-2025.

**A** True

**B** False





# Quiz Time

Sponsoring Organizations must begin using USDA's prototype letters for Program Year 2024-2025.

**A** True

**B** False

Sponsors must use the USDA prototype template letters for Program Year 2024-2025. ADE must approve any requested changes to the prototype letter and application.





# Tier Claiming & Documentation

Sponsoring Organizations must continue to collect Tiering documentation and determine eligibility.

Tiering documentation must be submitted to the FDCH inbox at: [familydaycarehomes@azed.gov](mailto:familydaycarehomes@azed.gov).

- Tiering Documentation is available on the **FDCH Program Forms & Resources** webpage: [azed.gov/hns/cacfp/fdch/programformsfdch](https://azed.gov/hns/cacfp/fdch/programformsfdch)

## EXAMPLE:

344 (Tier I) providers = 344 Tier 1 providers  
1 (Tier II high)+ 1 (Tier II low)= 2 Tier II providers

Number of Homes	
Number of Day Care Homes:	346
Number of Tier I Homes:	344
Number of Tier II High Homes:	1
Number of Tier II Low Homes:	1
Number of Mixed Homes:	0
Avg. Daily Attendance for Tier I Homes:	1133
Avg. Daily Attendance for Tier II High Homes:	2
Avg. Daily Attendance for Tier II Low Homes:	2
Avg. Daily Attendance for Mixed Homes:	0



# Monitoring Compliance Quick Guides

The Monitoring Compliance Quick Guides are available. ([English](#)) ([Spanish](#))

The guides may continue to be utilized to train new staff, new providers, and/or existing providers who need extra guidance when self-assessing their DCH operations for compliance. HNS Specialists conducting home visits may leave a quick guide at the provider's home if necessary.

## Content Update Reminder:

Increased clarity regarding which Menu Statements are required vs a recommended best practice.



## Monitoring Compliance in Family Day Care Homes Quick Guide



Health and Nutrition Services  
Arizona Department of Education



# Quiz Time

Providers who are serving homemade (HM) items on their menu must continue to label their homemade meals "HM" on their menu?

**A** True

**B** False





# Quiz Time

Providers who are serving homemade (HM) items on their menu must continue to label their homemade meals "HM" on their menu?

**A** True

**B** False

It is a best practice for providers to label homemade cooked meals as "HM", however this is not a program requirement.





# Quiz Time

It is no longer a requirement for providers to make water available at the day care home.

**A** True

**B** False





# Quiz Time

It is no longer a requirement for providers to make water available at the day care home.

**A True**

**B False**

Providers must have water available at the daycare home, but having a statement for water availability on the posted menu is not required and is instead considered a best practice.





# Section 3

## Administrative Reviews





# Administrative Review Findings

## PREVIOUS FINDINGS

### Menu Supporting Documentation

Providers must maintain labels to support at least one whole grain-rich (WGR) item is served every day. It is a best practice to label any whole grain-rich items as "WGR" on the menu, but this is not required. Labels must be maintained for any items labeled WGR and for any items being used toward the WGR item for the day.

- Make sure all providers are maintaining the required documentation to support menu/meal pattern compliance!

## Menu Self Assessment

All organizations participating in the CACFP must maintain a menu that meets the meal pattern requirements. Give yourself peace of mind by completing this self-assessment. Place a checkmark next to each true statement. If any boxes remain unchecked, menu changes are needed.

### Creditable Foods

- The menu is free
- Breakfast cereal
- Yogurt does not
- Menu items are
- The correct type
  - If flavored milk

### Daily Requirements

- One or more gra
- Juice is served n
- All extras and sp
- Every snack con
- Every breakfast
  - A meat/meat week
- Every lunch and alternate
  - If a vegetab

Page 10

### Available Flexibilities for Adult Centers

- A serving of fluid milk is optional for suppers served to adult participants
- Yogurt can be served in place of fluid milk no more than one time per day
- If yogurt is served in place of milk, yogurt cannot be a meat alternative in the same meal

### Required Statements

- Nondiscrimination statement "This institution is an equal opportunity provider."
- Milk type for served age groups "Whole milk is served to children 12-23 months. Children 24 months and older are served low fat or fat-free milk."
  - Adult Centers: "All participants are served low fat or fat-free milk."
- Ingredients in mixed or multi-component items (e.g., "Fruit cocktail=pineapple, cherry, peach, pear" or "Turkey Wrap= turkey breast, cheese, tortilla")

### Menu Binder

The following documentation must be kept on file in order to credit foods towards the meal pattern.

- Nutrition Facts labels for whole-grain rich items
- Nutrition Facts labels for ready-to-eat cereals
- Nutrition Facts labels for yogurt
- Child Nutrition (CN) label or Product Formulation Statement (PFS) for commercially processed foods
- Standardized recipes for homemade items

### Recommended Best Practices

- All homemade items are labeled "HM"
- All processed meat/grain items are labeled "CN" or "PFS"
- All whole grain-rich items are labeled "WGR"
- Description of how water is made available throughout the day.
- If serving Juice: "All juices served are 100% juice."

Page 11



# FDCH Administrative Reviews

ADE must conduct compliance reviews of all sponsoring organizations operating the CACFP at least once during each three-year review cycle.

- Sponsoring organizations that operate more than 100 facilities must be reviewed at least every 2 years.

The objectives of the compliance reviews are to:

- Determine whether program requirements are met
- Provide technical assistance
- Secure any needed corrective action
- Calculate fiscal action and, when applicable, recover improperly paid funds.

## AVAILABLE TRAINING

HNS has released the [What to Expect: Day Care Home Administrative Review](#) online course to help FDCH Sponsoring Organizations learn more about the review process.

It is available now on the FDCH website under the 'Reviews Conducted by the State Agency' accordion.





# Quiz Time

If Providers do not label home-cooked meal items as homemade or “HM” on their menus, this will contribute towards Fiscal Action calculations.

**A** True

**B** False





# Quiz Time

If Providers do not label home-cooked meal items as homemade or “HM” on their menus, this will contribute towards Fiscal Action calculations.

**A** True

**B** False

It is a best practice for providers to label homemade cooked meals as “HM”, however, this is not a program requirement and will not contribute towards fiscal action calculations.





# Thank you!

## **PLEASE PUT QUESTIONS IN THE Q&A**

If you are attending the live webinar, you will receive an email once attendance has been completed. Once you have received this email, your training certificate will be available in APLD.

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.







# Congratulations

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**You have completed the Family Day Care Homes Program Year 2025 Annual Renewal Training**

**Training Title:**  
Family Day Care Homes Program  
Year 2025 Annual Renewal Training

**Length: 1 hour**

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.



# Certificate

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[Click here to access a training certificate.](#)

Information to include when documenting training completion:

**Training Title: Family Day Care Homes Program  
Year 2025 Annual Renewal Training**

**Length: 1.0 hour**

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Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.







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, audiotape, 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/USDA-OASCR%20P-Complaint-Form-0508-0002-50811-28-17Fax2Mail.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:

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

**Fax:** (833) 256-1665 or (202) 690-7442; or

**Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

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