SAN DIEGO
Community College District

City College · Mesa College · Miramar College
College of Continuing Education

Educational Services Division Handbook

2026-2027

San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

San Diego Community College District

Child Development & Early Education Centers

CACFP Handbook of Policies and Procedures

San Diego City College
San Diego Mesa College
San Diego Miramar College

Revised August 2025

San Diego Community College District

3375 Camino del Rio South
San Diego, CA 92108-6913

Board of Trustees

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About the District

As one of the largest of California's 73 community college districts, the San Diego Community College District serves approximately 80,000 students annually at its three credit colleges, San Diego City College, Mesa College, and Miramar College, as well as seven campuses of San Diego College of Continuing Education.

The credit colleges offer associate degrees, while the credit colleges and College of Continuing Education offer career technical certificates that prepare students for transfer to universities and/or career pathways with higher paying jobs. In addition, Mesa College offers a bachelor's degree in Health Information Management, and City College recently was approved to offer a bachelor's degree in Cyber Defense and Analysis.

The SDCCD maintains active partnerships with local industry, the community, the military, and educational institutions to ensure students have clear pathways to careers and the next stage of their education.

The District and its graduates have a combined economic benefit to the region of $4.3 billion annually – 92% of the District's students remain in the region after completing their education. The District also proudly serves more than 5,000 active-duty military personnel, veterans, and dependents.

Source: San Diego Community College District. "About the District." San Diego Community College District, 22 September 2023, www.sdccd.edu/about/index.aspx.

SAN DIEGO
Community College District

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BACKGROUND

The California Department of Education (CDE), Early Education Division (EED), and the California Department of Social Services (CDSS), Child Care and Development Division (CCDD) fund the San Diego Community College District (SDCCD) Centers. The District's Centers' adhere to the CDE and CDSS Funding Terms and Conditions (FT&C) and the Attendance and Fiscal Reporting and Reimbursement Procedures for Child Development Contracts. The Centers must also comply with other State regulations, which include Community Care Licensing, California Code of Regulations (Title 5), and the provisions in Education Code. All enrollments, reporting of attendance, program and fiscal accounting, and staff requirements are in accordance with these regulations.

In addition to funding and services received from CDE EED and CDSS CCDD for childcare and development purposes, the District Centers participate in the Child and Adult Care Food Program (CACFP), which is a mandated ancillary component of the California Department of Social Services.

Neighborhood House Association Nutrition Services is the current food vendor for all three Centers. As the food vendor, NHA manages and complies with all CACFP requirements, including maintaining menu production records, recipes, product specifications, and transport records.

Purpose of this Handbook

The purpose of this Handbook is to document the procedures for the Centers to participate in the Child and Adult Care Food Program (CACFP). Staff can reference this Handbook to comply with the policies and procedures for CACFP.

NOTE: San Diego Community College District's Business Services manages the fiscal and procurement portions of the CACFP. The department of Business Services is guided by the District's approved administrative procedures which can be found at https://www.sdccd.edu/about/leadership/board-of-trustees/board-policies/index.aspx

By participating in CACFP, it allows for the:

- Centers to meet the nutritional needs of children in care;
- Help children develop positive food attitudes and eating behaviors;
- Promote understanding among Center staff and parents of the role of nutrition in the physical, mental, and social health of children; and
- Reimbursement to cover costs of food and/or equipment to prepare and serve food.

CENTER INFORMATION (AS OF JULY 2021)

San Diego City College Early Education Center, San Diego Mesa College Child Development Center and Neighborhood House Association-Head Start jointly support and provide collaborative services to our children, their families and our students. Staff at both agencies meet the educational and legal qualifications for Child Development Permits issued by the California Commission on Teacher Credentialing.

Mission Statement

The Child Development/Early Education Centers of the San Diego Community College District are committed to meeting the individual needs of children, their parents, and college students, preparing them to become contributing members in a diverse society.

Hours and Enrollment listed below are subject to change.

San Diego City College Early Education Center

1313 Park Blvd., Building EEC
San Diego, CA 92101-4787
Office: (619) 388-3205, Fax: (619) 388-3689
Website: San Diego City College EEC

Infant/Toddler Program (CCL# 376701496)
Ages served: 4 months – 36 months

Preschool Program (CCL# 376701495)
Ages served: 2 - 5 years of age

Monday-Thursday: Open 7:30 a.m. – 4:00 p.m. & Friday: Open 7:30 a.m. – 12:00 p.m.

San Diego Mesa College Child Development Center

7250 Mesa College Drive, Building R-100
San Diego, CA 92111-4998
Office: (619) 388-2812, Fax: (619) 388-2840
Website: San Diego Mesa College CDC

Preschool Program (CCL# 372005155)
Ages served: 2 - 5 years of age
Monday – Thursday: Open 7:30 a.m. – Close 4:00 p.m. & Friday: Open 7:30 a.m. – Close 12:00 p.m.

San Diego Miramar College Child Development Center, NAEYC accredited

10440 Black Mountain Road, Building F-200
San Diego, CA 92126-7678
Office: (619) 388-7851, Fax: (619) 388-7388
Website: San Diego Miramar College CDC

Preschool Program (CCL# 372005156)
Ages served: 18 months - 5 years of age
Monday – Thursday: Open 7:30am – Close 4:00 p.m. & Friday: Open 7:30 a.m. – Close 12:00 p.m.

Center Days of Operation

The Centers are open during the San Diego Community College District Fall and Spring semesters. The Centers may open additional days/weeks to accommodate the needs of the college students and/or the community. Please check with the individual Center for days of operation.

DISTRICT ADMINISTRATION

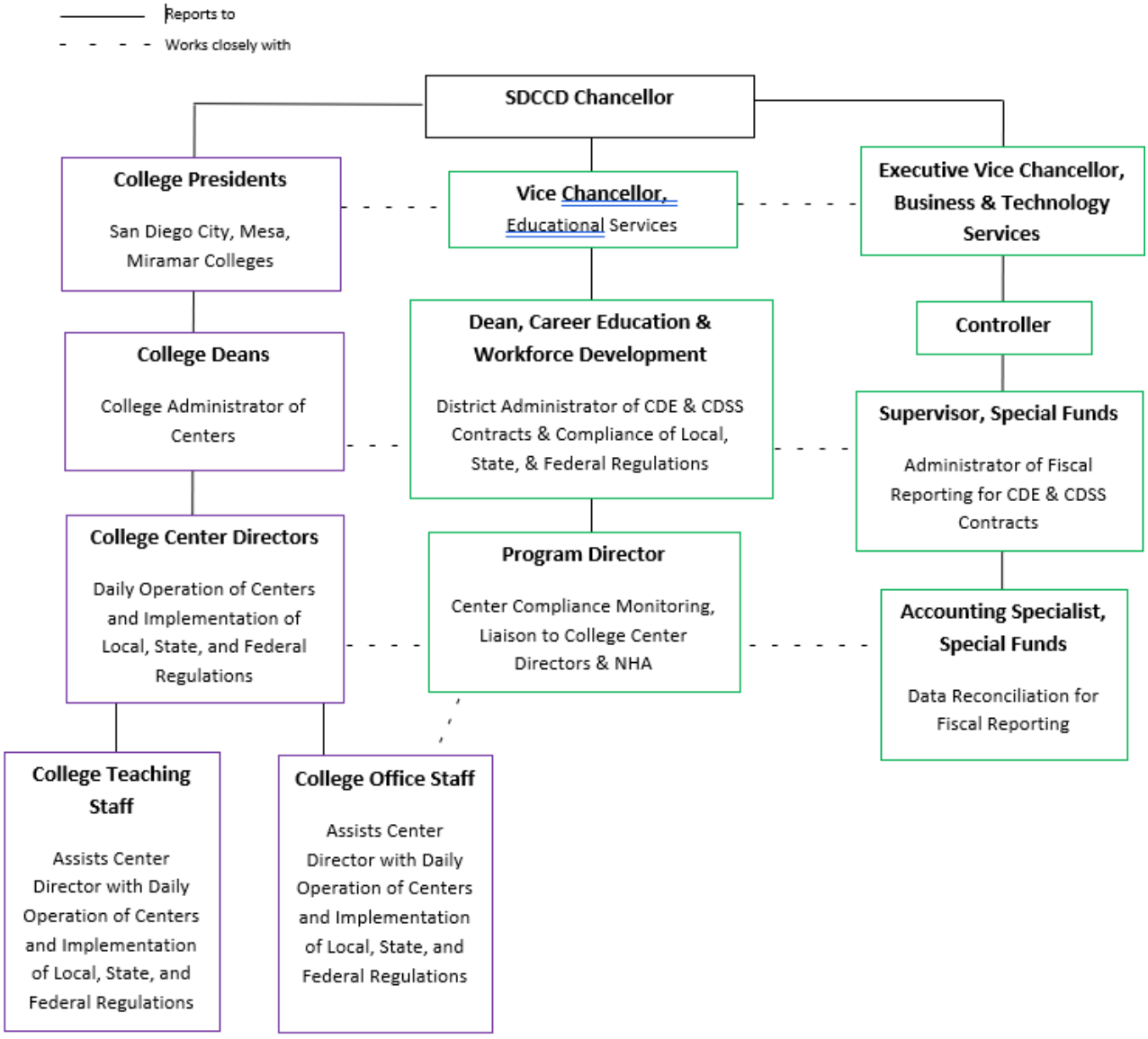
San Diego Community College District office is responsible for the California Department of Education, Early Learning and Care Division, and Child and Adult Care Food Program contracts for the Centers. Compliance monitoring and support is provided by the District's Instructional Services Division, Career Education and Workforce Development department.

Instructional Services Division:

Susan Topham, Ed.D, Vice Chancellor, Educational Services
Amertah Perman, Dean, Career Education and Workforce Development
No'elani Acosta Child Development Center Program Director

3375 Camino del Rio South, Suite 125
San Diego, CA 92108
Office (619) 388-6573, Fax (619) 388-6549

CHILD DEVELOPMENT CENTER ORGANIZATIONAL CHART



NOHO SOFTWARE

The Centers use NoHo software system for family and child data management. Attendance Sheets, Meal Count Sheets, CACFP Enrollment/Eligibility Rosters, and other documentation are created with the data that is inputted by Center Directors and office staff.

CHILD AND ADULT CARE FOOD PROGRAM (CACFP) AT SAN DIEGO COMMUNITY COLLEGE DISTRICT, CHILD DEVELOPMENT/EARLY EDUCATION CENTERS

The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) administers the Child and Adult Care Food Program (CACFP) through grants to states. In California, the California Department of Social Service (CDSS), Child Care and Development Division provides reimbursement for food served to eligible children receiving child development and child care services at the San Diego Community College Centers. Childcare is funded through the California Department of Education (CDE), Early Learning and Care Division (ELCD) and follows Title 5 requirements. Two of three sites in the district also have Head Start children enrolled and these sites comply with the regulations pertinent to all Head Start participants in the CACFP.

CACFP ROLES AND RESPONSIBILITIES

The San Diego Community College District and San Diego City, Mesa, and Miramar College

San Diego Community College District and San Diego City, Mesa, and Miramar College each play a role in supporting CACFP. Below is a list of CACFP duties, names, and titles of employees who work with CACFP at the District and college campus.

CACFP Duties	Name	Title
Overall CACFP Management, Civil Rights Coordinator	Amertah Perman	Dean, Career Education and Workforce Development
Maintenance of Financial Records	Sylvia Fong-Wong	District Special Funds Supervisor
Eligibility Determination, Food Purchasing, Meal Counts	Angel Saldivar Carlee Gosser Veronica Dayag	Center Director Center Director Faculty / Center Director
Claims Preparation	Alaa Badr	District Account Specialist, Special Funds
Monitoring, Training	No'elani Acosta	District Program Director
Menu Production Records, Food Preparation, Food Transport	Food Vendor: Neighborhood House Association, Nutrition Services	

SDCCD Business Support Services

Financial management, including procurement policies, is operated through the San Diego Community College District Business Support Services department. Policies, procedures, and contacts for the Business Support Services department can be found on the district website https://www.sdccd.edu/about/departments-and-offices/business-technology-services-division/business-support-services/index.aspx

SDCCD POLICIES AND PROCEDURES RELATED TO CACFP

Code of Conduct

The SDCCD "Conflict of Interest AP 2712" is specific to employees and meets the CACFP requirement for Code of Conduct. The SDCCD Conflict of Interest AP 2712 states:

- Prohibits employees from soliciting gifts, and other incentives from prospective contractors.
- Prohibits employee from participating in the selection, award, and administration of any contract to which an entity or certain persons connected to them, have financial interest.
- Sets standards when financial interest is not substantial or the gift is an unsolicited item of nominal value and may be acceptable.
- Provides disciplinary actions to be applied in the event the standards are violated.

Procurement

For CACFP, the SDCCD Centers utilize a food vendor and adhere to the federal small purchase threshold of $250,000. The small purchase threshold is a per contract cost. The SDCCD Centers recognize that the small purchase threshold may fluctuate and it is our responsibility to remain up-to-date on all purchase threshold dollar values.

The small purchase method requires that the SDCCD award a small purchase to the responsive (can provide what we need) and responsible (can perform the duties we require successfully) vendor who quotes the lowest price. The small purchase method does not require the SDCCD to advertise to all vendors. Rather, the SDCCD may determine which sources to contact for quotes. Examples of small purchases include monthly or annual contracts with restaurants, food supply vendors, or food service and meal vendors.

The SDCCD implements the following processes: Per 2 *CFR*, Section 200.318(i), the SDCCD maintains records sufficient to detail the history of the identification and selection of the food vendor contract. These records include, at minimum, the following:

- rationale for the method of procurement
- selection of contract type
- vendor selection or rejection
- the basis for the contract price

The SDCCD ensures multiple vendors are contacted by creating and maintaining documentation for all price quotes requested, obtained, and ensuring that an electronic file or a paper trail is maintained and available upon request.

- At least three qualified vendors serving in the region will be identified and contacted.
- The SDCCD will utilize a Vendor List - price quotation record form to record the number of vendors contacted and the outreach/contact process followed for our food vendor contract.

The vendor contract will be either a year-to-year contract or a three-year contract with two one-year renewals/extensions allowed at which point the SDCCD will initiate the request for proposals (RFP) process noted below and record all vendor price quote information via the Vendor List - price quotation record form.

Continuing contracts will not exceed five years. Food Vendor contract requires the SDCCD Contracts and Purchasing department signatories as well as District Board of Trustee Approval.

Prior to the new contract date, SDCCD will request price quotes from at least three vendors via the Request for Proposals method (competitive proposals).

The Request for Proposals (RFP) method is used because price, while still the major consideration, is only one of the criteria considered among bids for products or services that meet specifications required to ensure SDCCD provides quality food services. The RFP allows for factors, in addition to price, to determine contract awards, but the price of goods or services is weighted higher than the other factors during scoring. The SDCCD will use the RFP to score various criteria and negotiate with vendors to obtain the best value for the price. Scoring is not a public event. If the SDCCD wants to evaluate menus, it will include that criterion in the RFP. The SDCCD may include a review of written menus or a taste test of sample meals as part of the menu evaluation.

The Child Development Program Director and/or assigned Center staff will collaborate with the SDCCD Contracts and Purchasing Department to complete and facilitate the RFP. The Contracts and Purchasing Department is responsible to:

- Develop an RFP
    - identify all evaluation factors and their relative importance;
    - clearly explain scoring criteria in solicitation documents;
- Solicit proposals from at least three qualified sources;
    - Record vendor price quote information via the Vendor List - price quotation record form
- Award the contract to the responsive and responsible vendor whose proposal is most advantageous to the program, with price and other factors considered
    - Weigh price at least 50 percent of the overall evaluation
- Follow all SDCCD procurement process guidelines

Documentation is kept on file for at least 5 years.

Dean of Career Education and Workforce Development is responsible to ensure the processes/procedures are followed accurately. This includes serving as a liaison to the SDCCD Contracts and Purchasing Department, which oversees all board policies and administrative procedures for purchasing. The Dean reviews the contract terms annually and schedule the vendor outreach prior to the end date of the current contract.

Multi-Funded Salaries with CACFP funding

Any SDCCD employee, whose salary is multi-funded and includes CACFP, completes a monthly personnel activity report such as form CACFP 73. The form is completed each month and filed at the applicable center.

CHILD AND FAMILY ENROLLMENT AND CHILD ATTENDANCE

Family Enrollment into the Centers

Families with eligible children are enrolled into the Center programs following the Title 5 requirements. Center Directors are responsible to ensure enrollment of each family is complete and accurate. Initial enrollment is certified at no less than 12 months, at which time another certified enrollment is completed. The enrollment of a family and child is documented using the center's enrollment form. The enrollment form includes the child's normal days and hours of childcare and the parent's signature. Forms are kept on file at the Centers.

To comply with CACFP requirements, the enrollment is considered effective beginning on the date the parent signs and dates the enrollment form, not the date the Center first cares for the child. Enrollment forms are valid for 12 months. For example, an enrollment form that was completed and signed on August 15 of last year is valid through August 31 of the current year.

Documenting Attendance of Children

Center staff are responsible to provide parents with a monthly Attendance Sheet for each of their children enrolled in the Center. Upon drop-off and pick-up of their child, the parent is required to sign-in/out their child with the exact times and with a full signature. Absences are noted on the Attendance Sheets with a full signature by the parent or Center staff.

The Center Director is responsible to ensure completed Attendance Sheets are collected and reviewed for accuracy and completeness. The data on the Attendance Sheets is used to complete a monthly *Attendance and Enrollment Report* (CD 9400) to indicate which children were enrolled for the month and their attendance history. Original Attendance Sheets and the *Attendance and Enrollment Report*s (CD 9400) are kept on file at the SDCCD offices.

NOTE: Attendance Sheets are used in conjunction with the Meal Count Forms to document the meals and snacks offered/served.

MEAL BENEFIT FORM, ELIGIBILITY ROSTER, AND ACCOMMODATIONS

Meal Benefit Form & Eligibility Roster

The amount of subsidy the SDCCD can claim for reimbursement is determined by the data on the *Meal Benefit Form* (MBF), which is completed by the parents. Once completed by the parents, it is then reviewed and signed by the Center staff for accuracy, completeness, and for certification of eligibility. If a parent declines to complete a MBF, the Centers claim each meal for the children in the family at the base rate.

The following procedures are followed when completing Meal Benefit Forms (MBF) and Eligibility Rosters:

1. Every July the Program Director distributes the most current MBF and USDA Income Eligibility Guidelines retrieved from Child Nutrition Information & Payment System (CNIPS) to the Center Directors and designated staff to use for the upcoming program year.

2. By September 30, the Center staff distribute MBF's to parents who are asked to complete sections 1-4, sign and date, and return to Center staff.
   NOTE: MBF's are provided throughout the year to all new families upon enrollment.
3. Center staff review the MBF for accuracy and completeness, and if necessary, make or request for corrections.
4. Once the MBF is accurate, Center staff:
   a. calculate the family income, if applicable;
   b. determine the eligibility category using the current USDA Income Eligibility Guidelines;
   c. fill-in the section labeled "For Agency Only"; and
   d. signs and dates it for CACFP certification.

   NOTE: Signature and date must be in the effective month of eligibility.
5. Center staff enter the MBF information into the *Eligibility Roster* (CACFP 14) and provide it to the Center Director for review and signature. Center staff then send it, and any newly certified MBF's, by the 10th of each month to the Program Director.
   NOTE: Center Directors signature and date must be in the effective month of eligibility
6. The Program Director conducts a final review of all MBF's and the rosters for accuracy and completeness. Any identified errors are sent in writing via email to Center staff for correction.
7. When monthly MBF's and *Eligibility Rosters* are accurate and complete, the Program Director files the MBF's and submits the roster to the District's Business Services staff by the 15th of the month.
8. Business Services staff use the roster to record the number of eligible participants into CNIPS. The Business Services staff contact the Program Director regarding any discrepancies. If necessary, the Program Director will contact Center staff to make adjustments to correct discrepancies and email the Business Services staff with the updated information as needed.

Original *Meal Benefit Forms* and the *Eligibility Rosters* are kept on file at the SDCCD offices and kept for a minimum of 3 years.

Accommodations with a Disability

The Centers make reasonable accommodations to children with a disability when the need for an accommodation is supported by a written medical statement. The Centers are not required to provide the exact substitution or other modifications requested, however, the Center Director is responsible for working with the parents to offer a reasonable modification that effectively accommodates the disability and provides equal opportunity to participate in or benefit from the CACFP.

Accommodations without a Disability

The Centers have the option to accommodate special dietary needs that do not constitute a disability, such as religious or personal preference. This is done on a case-by-case basis. Parents will need to request a meeting with the Center Director to discuss the options available if any. Any menu substitutions made for nondisabled children meet the CACFP meal pattern requirements.

Accommodation Forms

The following information is a list of accommodations related to CACFP. All forms are available at the Center upon request. Center staff send completed forms to the NHA Nutrition Services (food vendor) and a copy of the form is kept in the child's file and in the center's kitchen

Special Meals or Accommodations

A parent who requests special meals or accommodations for their child is provided with *Medical Statement to Request Special Meals and/or Accommodations* (CNP-925) by Center staff.

- Parents/guardians must have a licensed medical representative complete the *Medical Statement to Request Special Meals and/or Accommodations* or the required form by the food vendor.
- Once completed, the parent submits the form to Center staff. Center staff forward a copy to the contracted food vendor.
- The original is kept at the Center in the child's file and/or in the kitchen area.
- Center staff ensure the food delivered meets the requirements as per the *Medical Statement* by signing off on Transport Records.

Request a Fluid Milk Substitute Due to a Medical or Other Special Dietary Need

A parent who requests fluid milk substitution for their child is provided with a *Parental Request for a Fluid Milk Substitution For Children in Child Care (*CACFP 49) by Center staff.

- Parents must complete and sign form *Parental Request for a Fluid Milk Substitution For Children in Child Care* or the required form by the food vendor.
- Once completed, the parent submits the form to Center staff. Center staff forward a copy to the contracted food vendor. The original is kept at the Center.
- Center staff ensure food delivered meets the requirements as per the Medical Statement by signing off on Transport Records.

Decline the Center's Offered Infant Formula

A parent who declines the offered infant formula for their child is provided with a *Parent/Guardian's Form for Declining A Provider's Infant Formula* (CACFP 12) by Center staff.

- A parent, who chooses to decline the formula, can furnish a formula that meets the CACFP requirements for iron and nutritional content (see Infant Meal Pattern in the appendix). The parent must first complete the *Parent/Guardian's Form for Declining A Provider's Infant Formula*.
- Once completed, the parent submits the form to Center staff. Center staff review for completeness, sign, and date. The signed form is kept at the Center.
  NOTE: This does not apply to parents who are breastfeeding.
- If the formula is prescribed by a physician and does not meet the CACFP requirement, the physician must complete the *Physician's Letter For Declining a Provider's Infant Formula*. The signed form is kept at the Center.
  NOTE: This does not apply to parents who are breastfeeding.

Decline a Component of the Center's Food Offered to Children Older than 11 Months

A parent who declines a food component offered at the Center for their child is provided with a *Parent/Guardian's Form Declining a Provider's Food For Older Children* (CACFP 84) by Center staff.

- Parents who choose to decline food must complete a *Parent/Guardian's Form For Declining a Provider's Food For Older Children*.
- Once completed, the parent submits the form to Center staff. Center staff review for completeness, sign, and date. The signed form is kept at the center.
- A parent who chooses to decline a food component offered by the center will need to furnish the food component that meets the Child Nutrition Program (CNP) nutritional content requirements (see Child Meal Pattern in the appendix), unless the child's doctor has prescribed a special food. Any food component provided by the parent must comply with local health codes. If the child's physician, physician assistant, or nurse practitioner prescribed a food component or components that do not meet the CNP requirements, the parent will need to have the Medical Statement form completed (Form ID CNP 925).

Decline Participation in CACFP for Children Older than 11 Months

A parent who declines the Center's meals and snacks for their child is provided with a *Declining Participation in the Child and Adult Care Food Program* (CACFP 11) by Center staff.

- Parents who choose to decline food must complete *Declining Participation in the Child and Adult Care Food Program*.
- Once completed, the parent submits the form to Center staff. Center staff review for completeness, sign, and date. The signed form is kept at the Center.
- A parent who chooses to decline the Center's meals and snacks, must furnish all food for their child that meets the Child Nutrition Program (CNP) nutritional content requirements (see Child Meal Pattern in the appendix), unless the child's doctor has prescribed a special food. Any food component provided by the parent must comply with local health codes. If the child's physician, physician assistant, or nurse practitioner prescribed a food component or components that do not meet the CNP requirements, the parent will need to have the Medical Statement form completed (Form ID CNP 925).

Receiving and Distributing Meals with Accommodations

The following is the process when receiving and distributing meals with accommodations (special meals).

1. Substitutions for special meals/accommodations are noted on the *Transport Record* upon delivery to the center.
2. The special meals are delivered in a separate container with a label that has the child's name and meal contents on it.
3. The food is stored in the warmer or refrigerator (as applicable) until the scheduled time to deliver the special meal to the classroom.
4. Special meals are delivered to the classrooms, along with all the other planned menu of food and drinks for the children in attendance.
5. When the classroom tables are set with the meal portions of the food and drinks, and all the children sit down to start serving, the teacher(s) distributes the special meals and makes a name-to-face recognition to ensure the special meal is provided to the correct child.

Parents Who Decline CACFP

During the enrollment process, the center staff informs parents of CACFP and the benefits it provides for the children. If a parent declines, the CACFP staff are trained to provide the appropriate CACFP decline form.

Those children who do not participate in the CACFP are included on the CACFP roster, but their meals are not claimed. To complement and harmonize the meals being served to all the children during family-style meal service, SDCCD requests parents who decline participation in CACFP to provide their child with meals that meet the CACFP meal pattern guidelines. SDCCD believes this method encourages healthy food choices and habits for the child and family who decline participation in CACFP.

- Steps for parents providing meals include:
    - Upon the parent and child's arrival to the center, the parent will proceed to the office staff to review and drop off the meal(s) for their child.
    - Staff ensures the meal meets the CACFP meal patterns and labels the meal(s) with the child's name, date, and meal type (breakfast, lunch, snack).
        - NOTE: If the meal does not meet the requirements, the staff will provide the parent with two choices:
            1. Parent can leave and return with the missing components or
            2. The child will be offered the meal(s) being served for that day, but no claiming of the meal will occur as they formally declined participation in the program.
    - Staff delivers the meal(s) to the kitchen. The meal(s) is stored in the warmer or refrigerator (as applicable) until the scheduled time to deliver the meal to the classroom.
    - The labeled meals are delivered to the classrooms, along with all the other planned menu of food and drinks for the children in attendance.
    - When the classroom tables are set with the meal portions of the food and drinks, and all the children sit down to start serving, the teacher(s) distributes the labeled meal and makes a name-to-face recognition to ensure the meal is provided to the correct child.
    - Staff use a special symbol to indicate on the Meal Count form that the child was provided a meal, but the meal should not be claimed.

For parents who decline the CACFP and choose to bring their own food, SDCCD does not place limits on how much can be provided by the parent as long as its meet the minimum CACFP meal pattern guidelines. If the parent provides excessive amounts of food, the Center Director may provide the parent with additional information and resources.

The SDCCD does not claim meals for families that have declined the program, nor claims any meals if part or the whole meal is provided by the parent.

Food Activities

Centers are encouraged to use food in activities that benefit the health and nutrition of all children and/or families enrolled in CACPF (i.e.; cooking activities, growing vegetables, sampling foods for a learning opportunity such as Sweet-vs-Sour, etc.)

ELIGIBILITY FOR TITLE 5 AND HEAD START PROGRAMS

Two of the three Centers offer both a Title 5 program and a Head Start program. Families can enroll their children in both programs to benefit from the variety of services offered. CACFP identifies children who are concurrently enrolled in both programs as CACFP Head Start eligible. Center staff identify these children as Head Start on the *Eligibility Rosters* (CACFP 14).

To ensure accuracy of Head Start eligibility, the following procedures are implemented:

1. At time of enrollment, families complete all required Title 5 paperwork including the *Meal Benefit Form*.
2. Eligible families are referred to the Head Start program for dual enrollment.
3. Each month the Center staff request from the Head Start program a roster of enrolled Head Start children to validate enrollment.
4. Before completing and submitting the monthly *Eligibility Roster*, Center staff identify all children enrolled in the Head Start program (see next section for identifying procedures).

Copies of enrollment forms and rosters are kept at the Center or the District Office.

Identifying Head Start Children on Center Reports

- On the *Attendance and Enrollment Report* and *Eligibility Roster,* the Center notate an "HS" for all children who are enrolled in the Head Start program.
- On the *Actual Count Claiming Method* report (CACFP A) or the *Report of Meals Served* Center staff indicate total meals served to children who are enrolled in Head Start and for children who are claiming Free, Reduced, and Base.
- Reports are reviewed and signed by the Center Director and submitted by the 10th of the month for the preceding month to the Program Director.
- The Program Director completes a random selection of meal counts to review for accuracy then submits the reports by the 15th of month to the District's Business Services staff.
- Business Service staff identify meals and enrollment into CNIPS as Head Start, Free, Reduced, or Base.

MEALS AND SNACKS

Meal and Snack Requirements

Meal and snack requirement charts are located at the end of this Manual and list the required components and portion sizes for meals and snacks served to infants and children. Additional resources and information on CACFP can be accessed through various websites:

- United States Department of Agriculture: https://www.fns.usda.gov/cacfp
- California Department of Social Services (CDSS), CACFP: https://www.cdss.ca.gov/cacfp
- National CACFP Sponsor Association: https://www.cacfp.org/

Meal Portion Requirements

SDCCD ensures the meal pattern portion requirements are met by following these procedures:

- Meal portions are measured into serving plates/bowls for each classroom according to the number of children in attendance.
- Measured drink cups and serving spoons and/tongs are provided for each component to ensure children are offered and served the portions as required.

Formula Offered to Parents with Infants

SDCCD notifies parent of the availability of infant formula by following procedures:

- During the enrollment process a *Need and Services Plan* is provided to parents with Infants. The parent completes and returns the Plan before the child's first day of care.
- The *Need and Services Plan* asks the parent if the child is breastfeeding and/or formula fed. If the child is formula fed, the Infant Teacher contacts the parents and offers the formula provided by the center.
- The Parent has the option to accept or decline the formula offered.

Breastmilk Storage

If a parent elects to have the staff serve breastmilk to their infant, the following process is in place to store the breastmilk:

1. Each infant who is receiving breastmilk has its breastmilk stored in the Infant classroom refrigerator.
2. Before the breastmilk is placed in the refrigerator, the parent completes a label for each bag of breastmilk with the child's name and the date breastmilk was expressed.
3. Each bag of breastmilk is placed in a container that also has the child's name on it.
4. The bags are organized by the date the parent expressed the breastmilk with the oldest date up front, which is the first to be used by the Infant Teacher when feeding the child.
5. Extra breastmilk is stored identically as mentioned above and kept in the Infant/Toddler kitchen freezer.

Breastfeeding-Friendly Child Care Center, San Diego City College Early Education Center

San Diego City College Early Education Center offers infant care and is recognized as a Breastfeeding-Friendly Child Care Center. This recognition confirms the center is:

- Providing a breastfeeding-friendly environment
- Showing sensitivity to breastfeeding mothers and their babies
- Ensuring that all breastfeeding families are able to properly store and label their milk
- Training their staff to support and promote optimal infant feeding
- Developing an individual plan with each family that supports best feeding practices
- Continuing to learn about ways to support parents in protection, promotion and support of breastfeeding
- Never denying children entry into the facility because they are breastfeeding.

Breastfeeding-Friendly San Diego (BFSD) is a project of the County of San Diego Healthy Works program, implemented by UC San Diego Center for Community Health. BFSD is made possible with funding from First 5 San Diego, through the County of San Diego Health and Human Services Agency.

Types of Milk Offered and How Milk is Served

Unflavored whole milk is served to 1 year olds and unflavored low-fat or fat-free milk is served to children 2 through 5 years old. Non-diary milk substitutes that are nutritionally equivalent to milk is served in place of milk to children with medical or special dietary needs.

Currently, SDCCD offers whole milk to 1-year-old children, 1% milk to children 2 through 5 years old, and Soymilk to children with medical or special dietary needs. The following is the procedure for serving milk:

- Serving whole milk to children 1 year old is as follows:
    - Pitchers are measured and filled with milk to ensure required servings for each child at the table. The pitchers are placed on the table along with a measuring cup that has a handle.
    - Each child is provided with either an open-cup or a trainer-cup, depending on the child's development.
    - The Teacher pours one serving of milk into the measuring cup and the child, if old enough and interested, helps pour the milk into their cup
- Serving 1% milk to children ages 2-5 is as follows:
    - Small self-serve pitchers are measured and filled with milk and placed at each table to ensure required servings for each child at the table.
    - Children are encouraged to serve themselves by pouring the milk from the pitcher into a cup that holds the required portion size.

When classrooms have mixed ages of children 2 years old and over 2 years old, pitchers of whole milk and 1% milk are distinctly labeled. Staff are trained to ensure children under 2 years of age are offered/served whole milk, and children over 2 years of age are offered/served 1% milk or soymilk, if applicable.

Meal Times

Meals are served at the part of the day that is considered appropriate and conventional, that is, breakfast in the morning and lunch midday. There is at least three hours between the beginning of breakfast to the beginning of lunch. The P.M. Snack is served after two to three hours from the beginning of lunch service. Meals and snacks for infants are served at a time consistent with each infant's meal pattern.

Ordering / Receiving Meals Procedures

Each year the SDCCD signs a food vendor contract with a vendor who meets the CACFP guidelines and requirements. The contract is reviewed and approved by the SDCCD Board of Trustees.

Each Center Director assigns a Center staff member to work with the food vendor for ordering and/or questions or concerns with the food or delivery of the food.

NOTE: The present contract is with Neighborhood House Association (NHA) Nutrition Services and is on file at the SDCCD offices.

Ordering

- The designated Center staff member reviews enrollment and attendance of children to obtain a meal count for the subsequent week.
- The Center staff member contacts the vendor each week to place the order for the subsequent week. Each weekly order includes a breakfast, lunch, and an afternoon supplement (P.M. snack).

NOTE: Menus are available by the food vendor at least 7 days prior to the beginning of the month to which the menu applies. Past and upcoming Menus can be found at http://www.neighborhoodhouse.org/nha-programs/nutrition-services/head-start-menu/#sthash.bAk3KK0w.dpbs

Receiving

Each operating day the vendor delivers the day's Lunches, P.M. Snacks, and the next day's breakfast. Upon receiving the delivery, the following procedures are followed:

- Designated Center staff member verifies that:
  - the quantity of meals and snacks ordered are correct
  - the temperature of the food meets required standards
    - Hot food is to be served at 140° or hotter
    - Refrigerated food is to be served at 41° or colder
- The Center staff member signs the Transport Record if meals and snacks are accurate and temperatures meet standards.
- If any discrepancies are found the Center staff member notes it on the Transport Record before signing. In addition, the Center staff notify the vendor by phone and/or email immediately for correction.
  NOTE: If for any reason a substitution of food or drink is made, it must be changed on all posted menus by crossing off the item that is being replaced and writing in the substituted item.
- A copy of the Transport Record is kept at the Center.

Report of Meals Served By Room

Meal counts are recorded at the Point of Service (POS) for every child that is offered a meal or snack in each room.

For children younger than 1-year-old (infants):

1. Meals and snacks (formula, breast milk, approved baby food) for infants are served at a time consistent with each infant's meal pattern and are recorded on the Infant Meal Record.
2. The Infant Teacher is responsible to ensure Infant Meal Records are complete with the:
   a. components served
   b. amounts served
   c. amount consumed (optional)
3. After the last meal of the week is served, Center staff submit the Infant Meal Record to the Center office.
4. The Center office staff use the data on the Infant Meal Record to complete the *Report of Meals Served for Infants*.

For children older than 1 year old:

1. At specific meal times and after food is presented to the children, the Center staff offer each child in attendance a meal (POS). The Center staff record which children were offered and/or served a meal on the *Meal Count Form*.
2. After the last meal of the week is served, Center staff submit the *Meal Count Form* to the Center office.
3. The Center office staff use the data to complete the *Actual Count Claiming Method* report (Mesa and Miramar Centers) or the *Report of Meals Served* (City Center).

Report of Meals Served by the Month

SDCCD implements the following process to determine and document meal counts:

1. Office staff are responsible to print and provide weekly *Meal Count Forms* to Teachers.
2. Teachers are responsible to mark an "x or✓" for each meal served/offered to each child at Point of Service.
3. Center office staff are responsible to collect *Meal Count Forms* at the end of each month
4. Center Director is responsible to assign two center staff to:
    a. count all the meals the teacher marked with an "x or ✓"" from each weekly Meal Count form
    b. write the count on the *Meal Count Form*
    c. Initial the *Meal Count Form* - two initials indicate the counts match for accuracy.
5. Office Staff are responsible to enter attendance and meals into the NoHo software, which will generate a report titled *Actual Count Claiming Method* and the *Eligibility Rosters.*
6. Before signing and dating the reports, the Center Director is responsible to ensure the total meal counts on the *Actual Count Claiming Method report* matches the total meal counts on the Meal Count forms.
   NOTE: Signature date must be last business day of reporting month.
7. Reports are submitted to the Program Director by the 10th of the month along with copies or original copies of the:
    a. *Meal Count Forms* (originals kept at Center, copies provided to SDCCD office)
    b. *Infants Report of Meals*, if applicable (originals kept at Center, copies provided to SDCCD office)
    c. *Eligibility Rosters* (originals kept at SDCCD offices)
    d. *Head Start Roster(s)* signed by a Head Start Representative
    e. Attendance Sheets (originals kept at SDCCD offices)
8. The Program Director:
    a. Reviews documentation to ensure required initials and signatures are complete.
    b. Reviews the *Head Start Rosters* to ensure children identified as Head Start eligible are documented accordingly.
    c. Completes a random check of meal counts to verify accuracy and submits to the District Business Services staff by the 15th of the month.

9. District Business Services staff use the information to complete the CNIPS CACFP Agency Claim Report.

Edit Check Reports

An Edit Check report is completed monthly by the Program Director:

- The Program Director completes an edit check each month to verify data is correct for the number of children enrolled at each Center.
- The Edit Check form is created from an excel spreadsheet that calculates enrolled participants multiplied by operating days for each meal type claimed, which then calculates the maximum allowable meals each Center can claim (see sample in Appendix).
- The report is printed and attached to the CNIPS CACFP Agency Claim Report and kept at the SDCCD offices.

FOOD SERVICE

Mealtime is an important time to encourage communication. A nutritious meal has more value when children are actively participating in mealtime. It is also a time for Center staff to role model good eating habits and to protect children from safety hazards such as cross-contamination and choking hazards. Centers have the choice to sit Family Style or Traditional Style. Each style has the following requirements:

NOTE: A combination of Traditional Meal Service with Family Style Meal Service is not allowed.

Family Style Meal Service

If a Center or class chooses to serve Family Style Meal Service, the following process takes place:

- Each table the children sit at must have all the meal components and enough food and drink to provide the required portion amounts of each component for each child.
- The serving equipment used to plate the food or pour the milk must serve at least the minimum required portions.
- Additional meal components must also be provided for any staff that sits and eats at the table with the children.
- Food and drinks must initially be offered at the full-required portion of each meal component.
    - Center staff sitting with the children must actively encourage each child to accept the required portion for each food component.
    - If a child initially refuses a food component or does not accept the full required portion of a meal component, the Center staff should continue to encourage the child to accept the food.
- Meal counts are taken after all children have been offered and served, Point Of Service (POS)

Traditional Meal Service

If a Center or class chooses to serve Traditional Meal Service, the following process is to take place:

- All food items and drinks must be served to each child with the minimum required portion amounts of each meal component.
- Meal counts are taken after all children have been offered and served, Point Of Service (POS)

Uneaten Food and Drinks

All food for children's meals and snacks that is taken out of the kitchen and opened, exposed, and/or uneaten is discarded. Centers have the option to save any unpeeled fruit, or unopened, nonperishable, or packaged items to use for future meals or snacks (within expiration dates).
NOTE: Leftover unpeeled fruits must be washed again before serving.

Any milk that is taken out of the kitchen and opened is discarded. If any milk is unopened it can be saved, but it must have been held at a temperature of at least 41° while out of the refrigerator.

CACFP Staff Training

Required CACFP topics are conducted on a districtwide consistent regular pre-planned schedule for each program year.

- The district provides the agenda and sign-in-sheets and any CACFP materials to distribute to staff.
- Center Staff sign the sign-in-sheet and the Center Director files it at the center for record keeping.
- The Program Director reviews the sign-in-sheet during Center Monitor visits to ensure the trainings are being documented.

Center Directors provide additional training throughout the year as applicable to each staff, volunteer, or student who participates in any CACFP process. Documentation of these additional trainings are keep on file at the Center for record keeping.
CACFP trainings topics include, but are not limited to:

- Meal patterns, planning, and Menu Production Records
- Serving of required food components
- Meal Counts
- Claims submission and review procedures
- Recordkeeping requirements
- Reimbursement systems
- Safety and Sanitation
- Discarding of food
- Unannounced monitoring of classroom meal times
- Temperature of hot and cold food
- Techniques for enhancing meal service
- Meal Patterns
- Civil Rights compliance

Annual CACFP Mandatory Training

The Program Director is responsible to complete or designate a Center staff to complete the annual CACFP mandatory training. A copy of the Certificate of Completion for the mandatory training is kept on file at the SDCCD offices.

CACFP Regulations and Guidance updates

The Program Director stays current on CACFP regulations and guidance by having regular access to the California Department of Social Service (CDSS), Child Care and Development Division, the Management Bulletins released, and by participating in associations such as the Child Care Food Program (CCFP) Roundtable and the National CACFP Sponsor Association.

CLAIMING METHODS

CACFP allows the program to select the claiming method that is most advantageous to its food service operation. There are two methods to choose from Actual Count Method and Fixed Percentage Method.

Actual Count Method

The SDCCD currently uses the Actual Count Method. With this method, the Centers report the number of enrolled children in each eligibility category and the number of meal types served in each eligibility category on each monthly claim.

Fixed Percentage Method

The intent of the fixed percentage method is to reduce paperwork. With this method, a center conducts an eligibility study to determine the numbers of

- **Free**
- **Reduced**
- **Base**

This study is based on the enrollment and valid Meal Benefit Forms for the first month that the center will claim: each October for continuing centers, or the first month of operation for new centers. Fixed percentages must include all eligibly enrolled participants, even those that decline the program.

Either process occurs each October, or as children enroll, where a *Meal Benefit Form* is completed by parents and certified by Center staff. Certification of families determines the numbers of participants and to which category their meals and snacks can be claimed for reimbursement (see Appendix for Income Eligibility chart);

- **Free**
- **Reduced**
- **Base**
- **Head Start (Free)**

Each certification is valid for 12 months when claiming for CACFP reimbursement.

Process to Determine and Document Claiming Method:

1. By the 10th of each month, the Center Directors are responsible to submit to the District Program Director the following completed documentation:
    a. *Meal Benefit Forms (MBF)* for each enrolled child
    b. Classroom *Enrollment/Eligibility Rosters* (rosters to also include any child who declined participation in CACFP)
    c. Claim For Reimbursement, Child and Adult Care Food Program *Claiming* form:
        i. Each October, an Office Staff and the Center Director must sign the *Claiming* form. Each

signature is to confirm accuracy of enrollment numbers and categories.

d. *Meal Count Forms*
e. *Head Start Roster* signed by a Head Start representative

2. The Program Director is responsible to review documentation and:
    a. Initial each *MBF* confirming the accuracy of the income calculation and category selection
    b. Initial each Classroom *Enrollment/Eligibility Rosters* confirming accuracy with category selection, which includes verification of Head Start eligible children via the *Head Start Roster*.
    c. Return any inaccurate information to Center for corrections or if correct, submit the *Claiming form and Enrollment/Eligibility Rosters* by the 15th of month to the Business Services Department, Special Funds Accounting Specialist.
3. Special Funds Accounting Specialist is responsible to review documentation for completion and:
    a. Input the number of children in each category into the Child Nutrition Information Payment System (CNIPS) to complete the process of the claiming meals.

Submitting Monthly Claim

- Each month, Center staff total the number of meals and snacks to claim for reimbursement by gathering information from the completed *Meal Count Forms* and from the *Enrollment/Eligibility Rosters.*
- Center staff complete the *Claiming Method* report or the *Report of Meals Served* and/or *Infants Report of Meals* and submit to the Program Director for final review.
- The Program Director then submits the reports to the District Business Services staff who enter the information into CNIPS for reimbursement.

SITE MONITORING

The site monitoring process assesses program operations for compliance. A monitor is designated by the Dean of Career Education and Workforce Development. The monitor visits each site at least three times a program year. Two of the three monitoring visits are unannounced, and no less than one of the unannounced visits includes a meal observation. No more than six months lapse between each monitoring visit and the timing of the unannounced visits are varied so that they are unpredictable.

During the review, the monitor uses the *Center Monitoring Review Report* (CACFP 16) and completes the report without any blank spaces.

During the visit, the following takes place:

- The monitor reviews current and/or updated:
    - *"And Justice For All"* posters
    - Community Care License(s)
    - Monthly Meal and Snack Menus
    - Production/Transport Records
    - Refrigerator and Freezer Temperature Records
    - Meal Pattern Posters in kitchen area
    - Special Meals/Accommodations Records (if applicable)

  - Medical Food Allergies Records (If applicable)
  - Staff CACFP Trainings and/or Meetings Sign-In Sheets (if new additions from last visit)
  - Children *Attendance Sheets* and *Meal Count Forms* for current day and previous 5 days
  - Access to Women, Infant, & Children (WIC) information
  - Materials and literature that mention CACFP to ensure the USDA Nondiscrimination Statement is included
- When observing a meal, the monitor observes or reviews:
  - Transition of children to and from meal being served
  - Children handwashing before meal
  - Meal offering, serving, and eating
  - Meal interaction between children and Center staff
  - Meal Count by Center staff
- The monitor completes the *Center Monitoring Review Report*, which includes a five-day reconciliation of meals and snacks to assess the reasonableness of meals claimed.
  NOTE: The 5 days of reconciliation includes the previous 5 days of meals served, excluding the day of the visit.
- The monitor and the Center Director, or authorized Center staff, sign the completed report. Signed *Center Monitoring Review Reports* are kept at the SDCCD offices.

WOMEN, INFANTS, AND CHILDREN (WIC)

Center Directors or assigned center staff are responsible to inform parents about WIC at time of enrollment by reviewing the Family Handbook, which has local WIC information. An *Acknowledgement of Receipt* form is signed by parents which provides evidence they received the information.

Center Directors also throughout the year display WIC literature and/or materials at the Center locations. Additional WIC information can be found at https://www.cdph.ca.gov/Programs/CFH/DWICSN/Pages/Program-Landing1.aspx

HOUSEHOLD CONTACTS AND DATA COLLECTING

Household Contacts

At times, it may be necessary to conduct household contacts. A household contact is a contact made by the SDCCD to an adult member of the household to verify an enrolled child's attendance and enrollment and/or the specific meal services the child normally receives at the Center. Household contacts can be made by telephone or in writing.

The designated monitor will make a Household Contact if it is determined that a Center:

- Claims more meals than the number of children enrolled or in attendance
- Claims weekend or holiday meals when such meals are not substantiated by enrollment or attendance records

- Reports uniform meal counts on a consistent basis which raises suspicion about the Center's claiming practices
- Reports that particular children are never absent from care
- Reports consistently higher attendance figures than are verified during monitoring reviews.

If Household Contact was made, the monitor completes a report indicating the reason for the household contact, who was contacted, and the date and time of the contact. The report is submitted to the Dean of Career Education and Workforce Development for review. Results are shared with Center Directors and, if applicable, a plan of action is created to correct or to resolve any discrepancies.

Data Collecting and Reporting

The SDCCD collects ethnic and racial data on parents and children enrolled in the Title 5 program and the CACFP. Collection is gathered using the completed *Meal Benefit Forms* and/or other documentation that maintains data on the child and family.

The Program Director is responsible for collecting ethnic and racial data and reporting the data into CNIPS annually.

CIVIL RIGHTS COMPLIANCE, TRAINING, AND COMPLAINT PROCEDURES

USDA Discrimination Complaint Process

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.

Remedies and complaint filing deadlines vary by program or incident.

If Center staff, parent, or a family member feels they were discriminated against while participating in the USDA Child and Adult Care Food Program (CACFP) and wish to file a Civil Rights complaint of discrimination, the following are the steps to take:

1. Concerns may be brought to the attention of the Center Director for informal resolution.
2. If further action is needed, the complaint may be forwarded to the Equal Opportunity & Diversity Officer; who serves as the Civil Rights Complaint Coordinator.

   San Diego Community College District
   Equal Opportunity & Diversity Officer
   3375 Camino del Rio South
   San Diego, CA 92108
3. If the concern is not resolved, complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https:/ /www.usda.gov/sites/default/files/documents/ad-3027.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

This institution is an equal opportunity provider.

Nondiscrimination Statement

The Program Director and Center Directors are responsible to ensure the following nondiscrimination statement is on all program materials and literature that mention CACFP:

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/ad-3027.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:

1. mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW

Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: Program.Intake@usda.gov

This institution is an equal opportunity provider.

The UDSA does not require that the full statement be in the same font size as the text of the material, but it must be prominently displayed in the document.

The full nondiscrimination statement cannot be modified. *Exception if the material is too small to permit the full statement to be included, the following short version may be used:*

"This institution is an equal opportunity provider."

The short version of the nondiscrimination statement may be used on flyers, posters, or documents that are one page by nature, in print no smaller than the text.

"And Justice for All" Poster

The Center Directors are responsible to prominently display the USDA nondiscrimination poster, "And Justice for All" at the Centers.

Civil Rights Training

Center Directors are responsible to complete annual trainings to Center staff on the following topics:

- Collection and use of data
- Effective methods of public notification
- Complaint procedures
- Compliance review techniques
- Resolution of noncompliance
- Reasonable accommodation of persons with disabilities
- Language assistance
- Conflict resolution
- Customer service

RETENTION OF CACFP DOCUMENTS

Administrative, financial, family/child, eligibility, and meal records are kept on file for a minimum of three years, after which documents are purged and/or destroyed.

APPENDIX

CACFP Income Eligibility Guidelines (2023-2024)

CACFP Infant and Child Meal Patterns

FOOD VENDOR Menu Production Record (sample)

FOOD VENDOR Transport Record / Delivery Receipt (sample)

SDCCD Center Monitoring Report

SDCCD Claim Edit Check (sample)

SDCCD Infant Meal Log