



Michael R. Pence, Governor
State of Indiana

Indiana Family and Social Services Administration
402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083

February 20, 2015

Dear CCDF Provider,

Thank you for caring for Hoosier children receiving Child Care Development Fund (CCDF) vouchers. All children need a safe and healthy environment. Children from low income families, including those receiving CCDF vouchers, have an even greater need for high quality child care that provides a safe environment where they can learn all that they need to be ready for success in school and in life. You play a critical role in the success of these children.

In December 2014, The Office of Early Childhood and Out of School Learning (OECOSL) sent out a letter to all CCDF providers informing you of the changes in the Indiana CCDF Provider Eligibility Standards laws (IC12-17.2-3.5) which will take effect **July 1, 2015**.

We recognize that there are many changes that your child care program must make in order to remain eligible to receive public funds through CCDF after July 1, 2015. These changes will significantly improve the health and safety of Hoosier children receiving a CCDF voucher. Over the next several months OECOSL will be sending you additional information and resources on each change in the law. You will also have the opportunity to attend future trainings, including webinars and teleconferences, on these new requirements.

This letter contains information and resources for the law's new nutrition requirements, including information on how you can receive reimbursement for the meals and snacks you serve through the Child and Adult Care Food Program (CACFP).

Please visit <http://www.in.gov/fssa/carefinder/4935.htm> to see a copy of the new law and additional resources for child care providers.

Sincerely,

A handwritten signature in cursive script that reads 'Melanie Brizzi'.

Melanie Brizzi
Director
Office of Early Childhood and Out-of-School Learning



Resources on Nutrition

The new law states the following:

IC12-17.2-3.5-5 Nutrition

(f) Beginning July 1, 2015, a provider shall make available to each child in the provider's care the following:

- (1) Appropriately timed, nutritious meals and snacks in a quantity sufficient to meet the needs of the child.
- (2) Drinking water at all times.

Children from low income families are at a high risk of not having enough to eat. Good nutrition is essential for a child's growth, development and learning. The intent of this law is to ensure that children's nutritional needs are met while they are in the care of a child care provider. Families who want to pack sack lunches for their children may still do so. However, you must be able to meet the nutritional needs of children if their parents cannot or do not provide a sack lunch.

Attached you will find **Menu Pattern**, **Food Serving Sizes** and **Sample Menu Planner** documents that will help you as you plan the meals and snacks you will be serving in your child care program. The meals and snacks that you must serve depend upon your hours of operation. The attached documents outline the meals and snacks to be serve throughout the day. You will find information on the different food groups, recommended serving sizes, vitamin sources, and helpful tips for creating menus.

The Indiana Department of Education administers the Child and Adult Care Food Program (CACFP). Through this program you can receive reimbursement for the cost of the meals and snacks that you serve. Information on the CACFP is including in this mailing. For more information on how to join this program visit <http://www.doe.in.gov/nutrition/child-and-adult-care-food-program> or call 317-232-6610.

Additional nutrition resources can be found at:

United States Department of Agriculture - visit www.choosemyplate.gov

Indiana Department of Education - visit <http://www.doe.in.gov/nutrition/farm-preschool>

Local Child Care Resource and Referral agencies - visit <http://www.iaccrr.org/default.cfm?page=child-care-providers>. Free and low cost training is available from your local CCR&R agency and online through IACCRR Training Central.

Purdue Extension – visit <https://extension.purdue.edu/Pages/default.aspx> or check with your county's Purdue Co-op Extension for additional resources and trainings on nutrition.

In March OECOSL will be sending out additional information on another change to the law: Group Size and Ratios.



MENU PLANNER - CHILD CARE CENTER

The listed serving size is appropriate for children two (2) years of age and above.

State Form 49955 (R3 / 2-15)

FSSA - MS02
 402 W. WASHINGTON ST., RM W361
 INDIANAPOLIS, IN 46204

Week	Name of center	Menus written by:
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	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	Food Item	Amount	Food Item	Amount	Food Item	Amount	Food Item	Amount	Food Item	Amount
Breakfast Time: _____										
Fruit or Juice										
Cereal or Toast										
Milk										
A.M. Snack Time: _____										
* #1 Component										
* #2 Component										
Lunch Time: _____										
Meat, Fish, Poultry, Eggs, etc.										
Vegetable / Fruit / Salad										
Vegetable / Fruit / Salad										
Bread, Rice, or Pasta										
Milk										
P.M. Snack Time: _____										
* #1 Component										
* #2 Component										

- * Two (2) of the five (5) components (*bread, fruit or juice, dairy, vegetable, protein*) must be served for AM and PM snack.
- If juice or milk is not one of the two (2) components, serve water.
 - Vitamin C source must be served at either AM or PM snack or lunch daily.
 - Two (2) Vitamin A sources must be served at lunch each week.
 - Show modifications for children under three (3) as needed.



FOOD SERVING SIZES
Child Care Health Section

State Form 49956 (R3 / 2-15)

FSSA - MS02
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 INDIANAPOLIS, IN 46204

FOODS	SERVINGS FOR EACH CHILD PER DAY (24)	AVERAGE SIZE SERVING PER AGE			
		1 - 2 Years	2 Years	3 - 5 Years	6 - 18 Years
<p>Milk - Fluid pasteurized, homogenized fortified with vitamin A & D - whole, 2%, 1% (<i>skim and buttermilk can be used only under a physician's order</i>)</p> <p>Note: Reconstituted dry milk shall not be used as a beverage.</p>	2 - 3	4 oz.	4 oz.	6 oz.	8 oz.
<p>Vegetables and Fruits</p> <p>Vitamin C food source: Fruits: orange or grapefruit juice, a 100% fruit juice fortified with vitamin C (<i>e.g. grape, pineapple, apple</i>), oranges, grapefruit, tangerines, cantaloupe, strawberries, kiwi fruit, papaya, tangelo, watermelon, pineapple, and raspberries.</p> <p>Vitamin A food sources: Vegetables: carrots, winter squash, acorn squash, butternut squash, pumpkin, yams, sweet potatoes, asparagus, tomatoes, spinach, turnip greens, kale, mustard greens, collard greens, beet greens, peas and carrots, mixed vegetables, broccoli, red peppers, romaine lettuce, zucchini with skin, and Chinese cabbage.</p> <p>Fruits: cantaloupe, apricots, papaya, purple plums, watermelon, and mangos.</p> <p>Protein Foods: liver (<i>equal to 3 servings of vitamin A per week</i>).</p>	<p>4 or more</p> <p>1</p> <p>4 vitamin A food sources per week must be served at dinner (<i>residential</i>).</p> <p>2 vitamin A food sources per week must be served at lunch (<i>child care</i>).</p>	<p>1 - 2T</p> <p>1/2 cup</p> <p>1 - 2T</p>	<p>3T</p> <p>1/2 cup</p> <p>3T</p>	<p>1/4 cup</p> <p>1/2 cup</p> <p>1/4 cup</p>	<p>1/2 cup</p> <p>1/2 cup</p> <p>1/2 cup</p>
<p>Meat and Other Protein Foods (Main Entrees)</p> <p>Cooked lean meat, poultry, fish</p> <p>Protein equivalents:</p> <p>Amounts listed below are equal to 1 ounce of meat</p> <p>Cheese 1 ounce</p> <p>Cottage Cheese 1/4 cup</p> <p>Egg 1</p> <p>Peanut Butter 2T</p> <p>Cooked Dried Beans 1/2 cup</p> <p>Casseroles</p> <p>Meat Salads</p>	2	<p>1/2 - 1 oz.</p> <p>1/2 oz.</p> <p>2T</p> <p>1/2</p> <p>1T</p> <p>1/4 cup</p> <p>1/4 cup</p> <p>1/4 cup</p>	<p>1 oz.</p> <p>1 oz.</p> <p>1/4 cup</p> <p>1</p> <p>2T</p> <p>1/2 cup</p> <p>1/3 cup</p> <p>1/4 cup</p>	<p>1 1/2 oz.</p> <p>1 1/2 oz.</p> <p>1/3 cup</p> <p>1 1/2</p> <p>3T</p> <p>3/4 cup</p> <p>1/2 cup</p> <p>1/3 cup</p>	<p>2 - 3 oz.</p> <p>2 - 3 oz.</p> <p>1/2 - 1/3 cup</p> <p>2 - 3</p> <p>4 - 6T</p> <p>1 - 1 1/2 cup</p> <p>1 - 1 1/2 cup</p> <p>1/2 - 1 cup</p>
<p>Bread and Cereal Group (whole grain and enriched)</p> <p>Bread</p> <p>Dry Cereal</p> <p>Cooked Cereal, Grits, Polenta</p> <p>Rice / Noodles</p> <p>Crackers</p> <p>Saltines</p> <p>Graham crackers (2 1/2" square)</p> <p>Variety of crackers (1 - 1 1/2" squares)</p> <p>Plain tortilla chips</p>	3 - 4	<p>1/4 slice</p> <p>2 - 3T</p> <p>2T</p> <p>2 - 3T</p> <p>2 sq.</p> <p>1/2 sq.</p> <p>2</p> <p>-</p>	<p>1/2 slice</p> <p>1/3 cup</p> <p>1/4 cup</p> <p>1/4 cup</p> <p>2 sq.</p> <p>1 sq.</p> <p>3</p> <p>-</p>	<p>1/2 slice</p> <p>1/2 cup</p> <p>1/4 cup</p> <p>1/4 cup</p> <p>3 - 4 sq.</p> <p>1 sq.</p> <p>5 - 6</p> <p>8</p>	<p>1 slice</p> <p>3/4 cup</p> <p>1/2 cup</p> <p>1/2 cup</p> <p>5 - 8 sq.</p> <p>2 sq.</p> <p>10 - 12</p> <p>16</p>
<p>Other Foods</p> <p>Butter or margarine</p>	used in cooking or as a spread	1/2 - 1 tsp.	1 tsp.	1 tsp.	3 tsp.



MENU PATTERN

State Form 49957 (R3 / 2-15)

Breakfast

1/4 cup fruit or fruit juice
1/2 slice bread
3/4 cup milk

AM Snack

Two (2) of the five (5) food components (*bread, fruit or juice, dairy, vegetable, protein*)
#1 Component from a food group
#2 Component from a second food group
(Provide water as a beverage when juice or milk is not served as one component).

Lunch

1 1/2 ozs. high protein food
2 separate 1/4 cup servings of vegetables / salad / fruit
1/2 slice bread
3/4 cup milk

PM Snack

Two (2) of the five (5) food components (*bread, fruit or juice, dairy, vegetable, protein*)
#1 Component from a food group
#2 Component from a second food group
(Provide water as a beverage when juice or milk is not served as one component).

Dinner

1 1/2 ozs. high protein food
2 separate 1/4 cup servings of vegetables / salad / fruit
1/2 slice bread
3/4 cup milk

Bedtime Snack

1/2 cup vitamin C fruit or fruit juice or
1/2 cup milk
1/2 slice bread

Do not serve a competing beverage with milk. Milk is the only beverage to be served at meals.

Two (2) vitamin A sources must be served at lunch and at dinner each week.
Vitamin C must be served at either AM or PM snack or lunch daily.

Dessert type items (*i.e., cookies, cake, pie, jello, etc.*): no more than two (2) per week, may be counted.
Dessert items are optional and do not count as a required food component.

PROTEIN FOODS

Main dishes (*entrees*) made with meat, poultry, fish, cheese, eggs or peanut butter are considered high protein dishes.

1. Serve plain high protein foods (*example: chicken leg*) at least two (2) times each week (*instead of casseroles*). List serving sizes for plain high protein foods in ounces (*example: hot dog, 1 1/2 ounces*).
2. Provide variety. Do not serve the same main dish more than once every two weeks.
3. When sandwiches are on the menu, you may provide the protein by:
 - a. Including the required amount of high protein food in the sandwich (*example: for a 3-year-old, 1 slice bread with 1 ounce of cheese and 1/2 ounce of ham*): or by
 - b. serving part of the required amount of protein in the sandwich and the rest of the amount of protein in a small serving of another high protein food (*example: for a 3-year-old, 1 slice bread with 2 tablespoons peanut butter plus a 1 ounce cheese cube*).
4. The serving size for peanut butter for 6- to 12-year old children is 4 to 6 tablespoons. This amount may be too much to be placed in one sandwich; therefore, you may serve one peanut butter sandwich (*made with 2 tablespoons peanut butter*) plus another protein food (*example: hard-cooked egg*).
5. If spaghetti, chili, pizza or casseroles are homemade, write "homemade" on the menu. If you are using commercial products instead, extra high protein food must be added to ensure adequate protein in each serving. When you add extra high protein food, write this on the menu (*example: hamburger added*).
6. Dried beans (*example: baked beans*) are a low quality protein food, therefore, a larger amount must be served to each child in order to give enough protein. Since most 3- to 6-year-olds cannot eat more than 1/2 cup of beans or bean soup, you must serve at least 1/2 ounce of another protein when beans or bean soup are the main sources of protein in a meal.

VEGETABLES

1. Homemade soups which contain at least 1/4 cup of vegetable in each 1/2 cup serving will count as one vegetable serving but "homemade" must be written on the menu. Commercial soups must have added vegetables if counted as a vegetable component.
2. These foods are high in protein and do not count as vegetables: cottage cheese and deviled eggs.
3. These foods do not count as vegetables or bread equivalent: potato chips, potato sticks, corn chips, flavored tortilla chips, tomato sauces, commercial soups, processed vegetable straws.
4. The following are bread-equivalent foods and do not count as vegetables: macaroni, rice, spaghetti, macaroni salad, noodles.
5. Gelatin with fruit and/or vegetables does not count as a vegetable or fruit serving unless it contains the required amount of vegetables and/or fruit in each serving.

MENU PATTERN (continued)

State Form 49957 (R3 / 2-15)

BREAD SERVINGS

Bread (<i>wheat, cinnamon, cornbread, etc.</i>)	Dry Cereals / Cooked Cereals	Pancakes	Macaroni	Waffles
Crackers (<i>graham, rye, sesame, wheat, etc.</i>)	Plain Doughnuts	Spaghetti	Tortillas	Rice
	Macaroni Salad	Popcorn	Pretzels	Polenta
	French Toast	Party Mix	Muffins	Grits

Potato chips, corn chips and similar foods are high in fat and low in nutrients and may not be used as bread equivalents.

MILK

Serve 2%, 1% or skim milk to children two (2) and over. Unflavored milk is preferred. Do not serve nonfat dry (*powdered*) milk unless a child's physician has given a written order.

Do not serve a competing beverage with milk (*i.e., cola, lemonade, tea, water, juice, etc.*)

VITAMIN C SOURCES

Serve one (1) source per day at AM or PM snack to daytime children. Serving size: 1/2 cup, all ages. If you are open in the evening, serve another source at the bedtime snack to the evening children.

Fruits:

Orange Sections	Orange-Grapefruit Juice	Pineapple	Apple Juice with Vitamin C
Strawberries	Grapefruit	Raspberries	100% Juice Blends with Vitamin C
Tangerine Sections	Cantaloupe	Tangelo Sections	Vegetable Juice with Vitamin C
Kiwi Fruit	Papaya Cubes	Grapefruit Juice	Tomato Juice with Vitamin C
Orange Juice	Watermelon	Grape Juice with Vitamin C	Pineapple Juice with Vitamin C

Vegetables:

Asparagus	Cauliflower	Sweet Potatoes
Broccoli	Kale	Tomatoes
Cabbage	Peppers	

VITAMIN A SOURCES

Vegetables may be served raw (*in salad or cut up*) or cooked.

Vegetables:

Carrots	Sweet Potatoes	Spinach	Kale
Winter Squash	Pumpkin	Tomatoes	Collard Greens
Acorn Squash	Broccoli	Asparagus	Mustard Greens
Butternut Squash	Yams	Turnip Greens	Beet Greens
Red Peppers	Zucchini with Skin	Chinese Cabbage	Romaine Lettuce

Fruits:

Cantaloupe	Apricots	Mangoes	Papaya
			Watermelon

High Protein Foods:

Liver

SERVING SIZES

The serving sizes written on your menu should be for the age of your largest group in attendance.

MENU WRITING HINTS

The specific name of the food or beverage and how it is prepared must be written on the menu.

Correct Example:

Baked Chicken Leg
Orange Juice
Cornflakes
Fresh Peach

Incorrect Example:

Chicken
Juice
Cereal
Peach



What is the Child and Adult Care Food Program (CACFP)?

The CACFP is a United States Department of Agriculture (USDA) Child Nutrition Program designed to reimburse facilities for nutritious meals served to children or adults in a day care environment. The program provides reimbursement to childcare centers, adult care centers, emergency shelters, family day care homes and after-school programs for providing creditable meals to children or adults in their care. For the most part, the children served in this program must be 12 years of age or younger. However, there is also an after school "at risk" program that serves school-age children through the age of 18. The adults served in Adult Programs must be either functionally impaired or 60 years of age or older in a day care setting. Residential adult programs would not qualify.

The Child Nutrition Act of 1998 changed the way emergency shelters can participate in USDA Child Nutrition Programs. Emergency shelters can now participate in the CACFP effective July 1, 1999. Emergency shelters as defined by the Food Nutrition Service (FNS) are facilities that provide temporary housing for children and their parents or guardians. The shelter may be a public or private non-profit institution that provides support to at-risk children and their families.

In addition to the regular after school programs there is another component of the CACFP for after school "at risk" programs. For after school "at risk" programs to participate in the CACFP the program site must be located in a geographical area served by a school (i.e., elementary, middle, or high school) in which 50% or more of the children enrolled are eligible for free or reduced price school meals.

Who can participate?

Organizations wishing to participate in the CACFP may be private non-profit organizations, private for-profit organizations, or public organizations. Non-profit organizations automatically qualify for the CACFP except in the case of the "at risk" afterschool care program, which has additional requirements. Private for-profit adult care organizations wishing to participate in the program must have at least 25% of the adults enrolled in the center receiving Title XIX funds (Medicaid). Private for-profit

childcare organizations wishing to participate in the program must have at least 25% of the children enrolled in the center receiving Title XX funds. In Indiana, Title XX funds are included in childcare voucher payments.

Childcare centers, adult care centers, emergency shelters and after-school programs may enter into direct agreement with the Indiana Department of Education (IDOE), School and Community Nutrition (SCN) to participate in the CACFP or may choose to enter into an agreement with a sponsoring organization. Sponsoring organizations are approved by IDOE/SCN to determine a center's eligibility for participation in the program, assist centers in the preparation of program paperwork, provide training on program rules and regulations, and monitor all sponsored centers for compliance with program rules and regulations. The sponsoring organization submits one claim on behalf of its centers and subsequently distributes the reimbursement to each center. Family day care home providers are required to enter into an agreement with a day care home sponsor. The day care home sponsor has the same responsibilities as the administrative sponsor previously mentioned. Any other organization that owns more than one site is considered a center sponsor, and also has additional responsibilities.

Program participants receive reimbursement based upon the number of meals that meet the meal pattern requirements and are served to enrolled participants. All CACFP participating organizations are required to attend training and must renew their application for the Program each year.

Childcare centers, adult care centers and after-school programs are required to determine the eligibility for free or reduced price meals for each child/adult enrolled in their program. The family of the child or adult participating in the program completes an Application for Free and Reduced-Price Meals. The information presented in the application is used by center personnel to determine if the child/adult should be classified as free, reduced-price, or paid (i.e., not eligible for free or reduced-price meals). The CACFP reimburses centers at a different rate for each classification. Family day care home providers are not required to make this determination and meals are reimbursed at either a Tier I or Tier II rate. In addition, Applications for Free and Reduced-Price Meals are not required for the "At Risk" After School Care Programs or for Emergency Shelters.

Day care home sponsors are required to determine the eligibility of each family day care home enrolled in their sponsorship for Tier I or Tier II reimbursements. The tiering system was established to provide higher reimbursement rates for homes in which either the care provider and/or the children served are income eligible. Tier I eligibility is determined based on the provider's location in an elementary school zone where 50% or more of the children qualify for free or reduced lunch; the provider's location in a census track where 50% or more of the children qualify for free or reduced lunch; or the provider's personal income qualifies for free or reduced priced lunch. If none of these conditions exist, the provider is a Tier II home. However, a Tier II home provider may be reimbursed the higher rate for those children in her/his home who qualify for free or reduced-price meals.

Program participants submit claims on a monthly basis to IDOE/SCN to report the number of children/adults enrolled in the center by category (i.e., free, reduced, paid), and number of meals served. Participants are reimbursed for the meals served using reimbursement rates established by USDA. Day care home providers are reimbursed a flat rate for the number of meals served. Day care home sponsors also receive an administrative reimbursement based on the number of homes sponsored by the organization. Sponsors of unaffiliated centers are permitted to charge up to 15% of meal reimbursement for administrative fees.

What are the responsibilities of the Indiana Department of Education, School and Community Nutrition?

IDOE/SCN's responsibilities for the program include: program outreach, training of current and new sponsors, approval of applications, payment of claims, performance of reviews, and federal reporting of information related to the CACFP. Each one of these areas is explained below.

- Program outreach – IDOE/SCN is responsible for the promotion of the CACFP in Indiana. The office must target organizations that serve children or adults in a non-residential program (except in the case of emergency shelters). This responsibility requires working with individual organizations, communities, and umbrella organizations to encourage participation in the CACFP.
- Training of current and new sponsors – IDOE/SCN is responsible for providing training for all CACFP sponsors. The purpose of the training is to teach program rules and regulations; encourage participants to operate successful programs; identify areas where providers can improve program operations, participation and meal service; and update participants on any changes in program requirements for the upcoming year. Administrative, Day Care Home and Center sponsors are required to disperse the information from this training to all organizations participating under them.
- Approval of applications – IDOE/SCN receives and processes applications of organizations wishing to participate in the CACFP. All completed applications must be processed within thirty days of receipt of a complete application. The new application process includes training (orientation and program training), submitting a complete application, a pre-operational visit, and IDOE/SCN determining the organization's eligibility for participation in the program.
- Payment of claims – The program participant must submit all claims on-line to IDOE/SCN following the month in which meals were served.
- Performance of reviews and audits – IDOE/SCN is responsible for reviewing sponsors and sites to ensure that they are in compliance with program rules and regulations. ALL Program reviews are unannounced. Program regulations provide guidance for the frequency of the reviews conducted by IDOE/SCN staff. Program participants receive a pre-operational visit prior to the organization being approved to participate in the

CACFP. This visit is used for approval, but is also an opportunity for an organization to make sure it understands everything completely before beginning the program. All program participants receive their first review after they have submitted their first claim. The purpose of this review is to ensure that the participant is operating the program properly and to provide technical assistance as needed.

In addition to scheduled reviews, IDOE/SCN staff may visit a program participant to provide technical assistance, follow-up on violations discovered in a previous review, or conduct an investigation due to a complaint of the program. Program participants who have repeat violations and are unable to correct the deficiencies may be terminated from the program. Audits are required on programs participating in the CACFP that receive \$500,000 or more in federal funds.

- Federal reporting of information related to the CACFP – IDOE/SCN is required to report various types of information to USDA regarding CACFP operations. The office completes monthly, quarterly and annual reports for USDA detailing funds spent, meals served and other financial information. IDOE/SCN is also required to provide periodic information related to the number of sponsors, sites, and nonprofit organizations enrolled in the program; as well as, the number of reviews conducted.

As the administering agency for CACFP, IDOE/SCN also assumes the responsibility for the development of policies and procedures relative to the program. USDA regulations provide the guidelines by which IDOE/SCN must administer the program and grants authority for IDOE/SCN to implement policies necessary to clarify program rules or improve program operations. The state policies cannot be in conflict with USDA rules and regulations. Sponsors may appeal any adverse action taken by the state.

How do you get started?

Any institution that is interested in participating in the Child and Adult Care Food Program must attend a new sponsor workshop. Potential participants will be instructed on program eligibility requirements, the application process, certain CACFP record keeping requirements, and be introduced to the CNPweb®.

1. **New Sponsor Workshops**: In person training held at the Indiana Department of Education Offices, at 151 West Ohio Street, Indianapolis, IN. You can access registration for these workshops at: <http://www.doe.in.gov/food/childadults/docs/Sponsor-Reg.pdf>. Advanced registration is required and is limited to two persons per organization due to space limitations.
2. **On-Line Training**: Potential CACFP participants that are comfortable using the Internet can do their new sponsor training online. Access this information at: http://www.doe.in.gov/food/childadults/online_training.html. Print off the procedures document and follow its directions. You will watch the training, complete the quiz, and submit it to the State Agency. Organizations passing the quiz with at least 90% correct will have application materials mailed to them.

3. **New Sponsor WebEx Training:** You can also receive CACFP new sponsor training by participating in WebEx training. You will need a computer with internet access and a telephone. You will watch the training on the computer, but will have the ability to ask questions if you need additional information. You can access the WebEx training registration at:
<http://www.doe.in.gov/food/childadults/welcome.html>.

Registration will be available in the Workshops section of the web page sometime in January. The 2012 WebEx trainings are scheduled for Tuesday, March 27, 2012 and Wednesday, July 18, 2012 and advanced registration is required.

New institutions that have submitted materials but have not responded with corrections within 30 days will be considered no longer interested in Program participation. The institution will receive notice by mail. Contract materials that have already been submitted will be discarded. Should the institution decide to apply for Program participation at a future date, representatives will be required to attend a second new sponsor workshop.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Laws (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS 12101,et.seq.).

Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Human Resources Director, Indiana Department of Education, 151 West Ohio Street, Indianapolis, IN 46204, or by telephone to 317-232-6610, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204.

-Dr. Tony Bennett, State Superintendent of Public Instruction.

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**C/O JIM FARLEY
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