

# MINUTES

## COMMUNITY SERVICES COMMISSION OF THE CITY OF LA HABRA

Wednesday, August 10, 2016

**FINAL:** These Minutes were approved at the September 14, 2016 Commission meeting.

The Community Services Commission of the City of La Habra met at La Habra City Hall at 201 E. La Habra Boulevard, La Habra on Wednesday, August 10, 2016 at 6:30 PM.

**COMMISSIONERS PRESENT:** Brown, Casanas, Faith, Felix, Hughes, Praster and Surich.

**COMMISSIONERS ABSENT:** None

**OTHER OFFICIALS PRESENT:** Management Analyst Kimberly Albarian and Child Development Manager Catherine Villanueva.

**PLEDGE OF ALLEGIANCE:** Commissioner Faith

**PUBLIC COMMENTS** There were no public comments.

### CONSENT CALENDAR

MOVED by Commissioner Brown, seconded by Commissioner Hughes, and CARRIED 7-0, TO APPROVE THE COMMUNITY SERVICES COMMISSION MINUTES OF JULY 13, 2016.

### CONSIDERATION ITEMS

#### A. HEAD START

The Commission reviewed the Child Development Manager's Monthly Status Report, the Head Start Cost Reimbursement Report, the Monthly Program Report, and the CACFP Report.

The Commission then took the following action;

MOVED by Commissioner Felix, seconded by Commissioner Brown, and carried 7 – 0, TO APPROVE THE JULY 2016 MONTHLY REPORT, THE HEAD START COST REIMBURSEMENT REPORT, THE MONTHLY PROGRAM REPORT, AND THE CACFP REPORT.

## B. YOUTH COMMITTEE

The Youth Committee had 12 members attend the summer meeting. They participated in the Corn Festival parade and National Night Out. The Committee will meet again on August 23. Commissioner Faith announced she is moving to Brea and asked the Commission to consider allowing her son to continue his membership this school year and finish his term on the Youth Committee. The Commission unanimously agreed to the request.

## C. SPECIAL EVENTS

The Commission reviewed and discussed the following special events:

### Concerts:

- Reconsider Market Place location (it's not a park and pavement is hot)
- Variety and quality of bands (attend Concert Share Fair 2017)
- Improve marketing at Market Place (street banner, pole banners, flyers and posters in retail stores)
- Increase over all outreach and promotional materials

### Corn Festival Parade:

- The Dr. Seuss theme "Oh the Places You'll Go" was popular and the floats were very fun and creative.
- Commissioners liked their polo shirts and riding in the parade. Next year, consider moving their group up since they were at the end of the parade line this year.
- Congratulations to Commissioner Felix for a job well done!

### National Night Out:

- This was a great annual event and well attended by the community.

## **ADMINISTRATIVE MATTERS** – Management Analyst Albarian

- Movies in the Park on Friday, August 19<sup>th</sup> at Brio Park – The Incredibles
- Dive in Movie on Friday, August 26 at La Habra High School – Finding Nemo
- City Council Elections will take place in November. The last day to complete and file papers is Friday, August 12<sup>th</sup> at 5:00 P.M. There are currently 6 candidates that have submitted paperwork.
- The Commission will recognize Commissioner Faith at the September meeting and thank her for her contributions and service in the La Habra community.

## **DISCUSSION ANY COMMISSIONER MAY WISH TO PRESENT**

On a motion by Commissioner Faith, seconded by Commissioner Casanas, the Commission unanimously adjourned the meeting at 7:25 P.M. to Wednesday, September 14, 2016 at 6:30 PM.

The Commission meeting will be held at La Habra City Hall, 201 E. La Habra Blvd., La Habra, California.

Respectfully submitted,

Kimberly Albarian, Acting Secretary

**APPROVAL:** This is to certify that these Minutes were approved by the La Habra City Council on November 7, 2016.

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Tamara D. Mason, MMC, City Clerk

**CITY OF LA HABRA  
HEAD START AND EARLY HEAD START PROGRAM  
MONTHLY REPORT  
2016-17 FISCAL SCHOOL YEAR**

*For Consideration for meeting dated August 10, 2016*

**MONTH REPORTING: JULY 2016**

**Program Information Summary (PIS) Report:**

**Early Head Start: (Attachment 1)**

**Section A: Agency Profile**

<b>Item</b>	<b>Current Month Report</b>
<b>Funded Enrollment</b>	30
<b>Number Enrolled (Cumulative)</b>	
Number of Children	30
Number of Pregnant Moms	0
<b>Number in the Waiting list</b>	3
<b>Enrollment by Eligibility</b>	
Below 100% Poverty Line	25
Categorically Eligible	3
Over-Income	2

**Section B: Staff and Qualifications**

<b>Item</b>	<b>Supervisor</b>	<b>Home Base Educator</b>
Total Number of Child Development Staff by Position	1	3
With a BA Degree	1	1
With an AA Degree		1
Without a Degree, enrolled with a Waiver		1

**Section C: Child and Family Services**

<b>Item</b>	<b>Current Month Report</b>
Number of Children/ Pregnant Women with Health Insurance	29
Medical Home	30
Number of children up-to-date with well-baby checks	24
Number of children who are up-to-date with Immunizations	12
Number of children with continuous accessible dental care	29

Number of children who are up-to-date with oral health care	1
Number of children with an IFSP	6

### Family Partnership Agreements

Item	Current Month Report
Total Number of FPA's introduced	30
Total Number of FPA's completed	0
Total Number of FPA's with an established goal	0

### ***Head Start:***

*No Head Start Classes for the month of July.*

### **Monitoring:**

- Attached is the internal monitoring for the month of June 2016. (Attachment 2)

### **Financial Reports:**

- Attached is the *initial* Cost Report for June 2016 and the amount requested is **\$114,620.14** (Attachment 3)
  - Total In-kind to-date is **\$463,505.61 (of \$402,496.00)**
- Attached is the Credit Card Reports for June 2016. (Attachment 4)

### **CACFP Reports:**

- The total reimbursement for the month of June 2016 is **\$18,625.74** (Attachment 5)
  - Attached is the Food Revenue and Expenditures analysis thru June 2016. (Attachment 6)

### **Information Sharing:**

- OHS: Child Care and Development Fund (CCDF) Tribal Reporting Requirements (Attachment 7)
- OHS: Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010 & National School Lunch Program (Attachment 8)
- USDA: Resource for Making Portable Water Available in Schools and Child Care Facilities (Attachment 9)
- USDA: Using Federal Funds to Support FoodCorps Service Members (Attachment 10)
- USDA: Optional Best Practices to Further Improve Nutrition in the Child and Adult Care Food Program Meal Pattern (Attachment 11)
- SB 792: Immunizations for Preschool and Day Care Workers (Attachment 12)

### **Action Items, For Approval:**







## INTERNAL MONITORING REPORT

REPORTING MONTH: JUNE, 2016

### Planning

- ✓ Classes ended for the Head Start part-day program on May 26, 2016.
  - Transition Day occurred smoothly for the children. Each child received their certificate of participation in the program and a transitional packet.
- ✓ Concerns identified from monitoring are being incorporated to the 2016-17 program planning for training and technical assistance that will be provided to staff.
- ✓ The Family Service Advocates completed the 2<sup>nd</sup> assessment of the FPA (Family Partnership Agreement).
- ✓ Child Development Manager, Program Specialist, and Lead Teacher attended the NHSA Manager & Director Institute wherein the focus was the new changes in Head Start.

### Communication

Meetings Scheduled/Attended:

- ✓ Attended the Health Advisory Meeting at OCHS in June. Topics of discussion are as follows:
  - New Law regarding Immunization for Staff
  - Health follow-up for children
  - Healthy Smiles
- ✓ Parent meetings were conducted in the month of June.
- ✓ Socialization activities for EHS occurred on 6/10/16 and 6/29/16, as planned. The 6/29/16 socialization was held at the Children's Museum. Parent and Child were able to experience the Museum while home-educators assisted in activities.
- ✓ Technical Assistance was provided by OCHS to set-up the ChildPlus system for the 2016-17 school year.

### Record-Keeping and Reporting:

- ✓ Ran *Child Plus* reports to complete the Program Information Summary and was submitted to OCHS for the month of June.
  - Concerns that were identified were low waitlist. The need for recruitment was identified, FSA's to recruit.
  - EHS, below the 10% for disabilities enrollment
- ✓ Rate of completion record was completed for the EHS home-educators and submitted to OCHS.
- ✓ Teachers and FSA closed-out files of children for the 2015-16 school year for those children who transitioned to Kindergarten.

## **City of La Habra Child Development Division**

### **Ongoing Monitoring:**

- ✓ Monitoring was focused on reviewing applications for the 2016-17 school year and enrollment for EHS.
  - Some children do not have current well-baby checks, as needed.

### **Enrollment:**

- ✓ In the month of June, EHS was fully-enrolled with 30 children enrolled in the program. For Head Start, only the wrap class was in session and there was 20 children enrolled.
  - Attendance for HS was below the 85% threshold in the month of June – caused by absences of children.
- ✓ EHS enrollments for the 2016-17 school-year, 9 new children were enrolled and the program will be fully enrolled on the 1<sup>st</sup> day of the program year.

### **Facilities, Materials, and Supplies:**

- ✓ At the Lambert site, there was a concern with debris and pine needles in the outdoors which was reported to Parks Supervisor.

### **Identified Strengths:**

- ✓ Staffs have been providing Family Support and follow-up for children who are transitioning.
- ✓ Communication with Regional Center wherein there are plans for parent trainings for the 2016-17 school year.

### **Identified Concern:**

- ✓ Staff vacancies wherein there are no applications received.

Monthly Cost Report

ATTACHMENT 3

June 2016 (Preliminary Report)

**Head Start Basic Budget**

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL	889,895.00	29,393.69	878,120.55	11,774.45
FRINGE BENEFITS	309,599.00	19,251.40	288,225.02	21,373.98
TRAVEL	2,426.00	2,638.93	2,638.93	-212.93
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	27,257.00	10,026.38	20,616.27	6,640.73
CONTRACTUAL	51,113.00	12,154.74	80,362.04	-29,249.04
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	56,939.00	3,439.49	71,497.85	-14,558.85
INDIRECT COSTS	0.00			0.00
<b>TOTAL</b>	<b>\$1,337,229.00</b>	<b>\$76,904.63</b>	<b>\$1,341,460.66</b>	<b>-\$4,231.66</b>

**Head Start T&TA**

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL				
FRINGE BENEFITS				
TRAVEL	7,987.00	5,361.71	7,335.73	651.27
EQUIPMENT *				
SUPPLIES	900.00	0.00	0.00	900.00
CONTRACTUAL				
CONSTRUCTION				
OTHER COSTS	2,650.00	3,782.80	4,492.80	-1,842.80
INDIRECT COSTS				
<b>Total</b>	<b>\$11,537.00</b>	<b>\$9,144.51</b>	<b>\$11,828.53</b>	<b>-\$291.53</b>

### Early Head Start Basic Budget

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL	168,965.00	17,199.81	182,189.13	-13,224.13
FRINGE BENEFITS	60,120.00	5,818.36	60,909.39	-789.39
TRAVEL	3,400.00	0.00	0.00	3,400.00
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	8,586.00	2,591.46	4,434.97	4,151.03
CONTRACTUAL	9,100.00	1,316.67	6,716.35	2,383.65
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	4,800.00	38.54	6,301.85	-1,501.85
INDIRECT COSTS	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>\$254,971.00</b>	<b>\$26,964.84</b>	<b>\$260,551.69</b>	<b>-\$5,580.69</b>

### Early Head Start T&TA

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL				
FRINGE BENEFITS				
TRAVEL	5,497.00	776.67	776.67	4,720.33
EQUIPMENT *				
SUPPLIES				
CONTRACTUAL				
CONSTRUCTION				
OTHER COSTS	750.00	829.49	829.49	-79.49
INDIRECT COSTS				
<b>Total</b>	<b>\$6,247.00</b>	<b>\$1,606.16</b>	<b>\$0.00</b>	<b>\$4,640.84</b>

### Non-Federal Share (In-Kind)

	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
Head Start Basic	334,307.00	14,900.00	374,355.98	-40,048.98
Head Start T&TA	2,884.25	0.00	2,884.25	0.00
EHS Basic	63,743.00	8,464.63	84,703.63	-20,960.63
EHS T&TA	1,561.75	0.00	1,561.75	0.00
<b>Total</b>	<b>\$402,496.00</b>	<b>\$23,364.63</b>	<b>\$463,505.61</b>	<b>-\$61,009.61</b>
<b>Reimbursement Request Total</b>		<b>\$114,620.14</b>		

**City of La Habra  
Child Development Division**

ATTACHMENT 4

**Credit Card Expenses**

**Month Reporting: June 2016**

<b>Charge By</b>	<b>Date Charged</b>	<b>Item/ Purpose</b>	<b>Amount</b>
<b>Smart &amp; Final (Non-Food Program)</b>	6/3/2016	CCTR: Cleaning Supplies	\$32.81
	6/8/2016	CCTR: Materials for Activity	\$18.20
	6/14/2016	Wrap: Transition Activity	\$16.48
	6/17/2016	CSPP: Transition Activity	\$38.15
<b>Smart &amp; Final (Food Program Items)</b>	6/3/2016	CSPP: Milk Substitute & Carrots	\$62.93
	6/3/2016	CCTR: Kitchen Cleaning Supplies	\$19.51
	6/8/2016	CSPP: Milk Substitute	\$13.16
	6/23/2016	CCTR: Milk Substitute	\$23.93
		<b>Total:</b>	<b>\$225.17</b>

<b>Charge By</b>	<b>Date Charged</b>	<b>Item/ Purpose</b>	<b>Amount</b>
<b>Bank of the West Credit Card (M. Garcia)</b>	5/31/2016	Target: Supplies	\$212.02
	6/3/2016	Plak Smackers: Toothbrush for EHS	\$29.38
	6/21/2016	Target: Juice for Socialization	\$13.68
<b>Bank of the West Credit Card (A. Morales)</b>		<i>no charges made in June</i>	
<b>Bank of the West Credit Card (D. Linn)</b>	6/21/2016	Target: Provider Training Materials	\$80.66
<b>Bank of the West Credit Card (A. Marceau)</b>	6/9/2016	99Cents Store: Class Activity	\$36.72
	6/9/2016	Dollar Tree: Class Activity	\$15.19
	6/15/2016	Smart & Final: Class Activity	\$115.20
	6/15/2016	Party City: Class Activity	\$18.52
<b>Bank of the West Credit Card (D. Mejico)</b>	6/6/2016	Stater Brothers: Specialty Milk	\$17.12
	6/17/2016	Stater Brothers: Specialty Milk	\$4.99
		<b>Total:</b>	<b>\$543.48</b>

ATTACHMENT 5

**Child & Adult Care Food Program  
Claim For Reimbursement Summary for June 2016**

04320-CACFP-30-GM-CS  
**CITY OF LA HABRA-CHILD DEV DIVISION**  
 201 E LA HABRA BLVD  
 LA HABRA, CA 90631-5437  
 Vendor #: 218300  
 payment address

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jun 2016	0	07/08/2016	07/08/2016	07/14/2016	Original

**Child Care**

	Free	Reduced	Base	Total
Enrollment Totals	120	41	26	187
Eligibility Percentages	64.17%	21.93%	13.9%	100%

Agency Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
<b>Breakfast</b>			
Free	783	1.6600	1,299.78
Reduced	268	1.3600	364.48
Base	169	0.2900	49.01
<b>Total</b>	<b>1,220</b>		<b>1,713.27</b>
<b>AM Snack</b>			
Free	423	0.8400	355.32
Reduced	145	0.4200	60.90
Base	91	0.0700	6.37
<b>Total</b>	<b>659</b>		<b>422.59</b>
<b>Lunch</b>			
Free	922	3.0700	2,830.54
Reduced	315	2.6700	841.05
Base	200	0.2900	58.00
CIL	1,437	0.2375	341.29
<b>Total</b>	<b>1,437</b>		<b>4,070.88</b>
<b>PM Snack</b>			
Free	1,020	0.8400	856.80
Reduced	349	0.4200	146.58
Base	221	0.0700	15.47
<b>Total</b>	<b>1,590</b>		<b>1,018.85</b>

**School Age**

	Free	Reduced	Base	Total
Enrollment Totals	85	34	2	121
Eligibility Percentages	70.25%	28.1%	1.65%	100%

Agency Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
<b>Breakfast</b>			
Free	1,144	1.6600	1,899.04
Reduced	458	1.3600	622.88
Base	27	0.2900	7.83

	<b>Total</b>	<b>1,629</b>		<b>2,529.75</b>
<b>Lunch</b>				
Free		1,460	3.0700	4,482.20
Reduced		584	2.6700	1,559.28
Base		35	0.2900	10.15
CIL		2,079	0.2375	493.76
	<b>Total</b>	<b>2,079</b>		<b>6,545.39</b>
<b>PM Snack</b>				
Free		1,324	0.8400	1,112.16
Reduced		529	0.4200	222.18
Base		31	0.0700	2.17
	<b>Total</b>	<b>1,884</b>		<b>1,336.51</b>

<b>Head Start</b>
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Agency Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
<b>Breakfast</b>			
Free	193	1.6600	320.38
Reduced	0	1.3600	0.00
Base	0	0.2900	0.00
	<b>Total</b>		<b>320.38</b>
<b>Lunch</b>			
Free	202	3.0700	620.14
Reduced	0	2.6700	0.00
Base	0	0.2900	0.00
CIL	202	0.2375	47.98
	<b>Total</b>		<b>668.12</b>
<b>Claim Reimbursement Total</b>			<b>18,625.74</b>

**State Reimbursements**

Meal Description	Meals	State Rate	State Earnings
Total Breakfast	2,846	\$0.0000	\$0.00
Total Lunches	3,483	\$0.0000	\$0.00
Total			\$0.00

Agency Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	State Reimbursement	Totals
Current Claim Reimbursement Total	17,742.71	883.03	0.00	18,625.74
Previous Claim Reimbursement Total	0.00	0.00	0.00	0.00
<b>Net Claim Reimbursement Total</b>	<b>17,742.71</b>	<b>883.03</b>	<b>0.00</b>	<b>18,625.74</b>

Created By: cynthiah on: 7/8/2016 11:43:57 AM Modified By: cynthiah on: 7/8/2016 1:52:10 PM

ATTACHMENT 6

CITY OF LA HABRA  
CCFP-CENTERS FOOD ALLOCATION  
FOR THE FISCAL YEAR 2015-16

FOOD REVENUE vs FOOD EXPENDITURES ANALYSIS

Month	School Age CCTR (38501)			State-Preschool CSPP (38502)			Head Start (38503)			Total		
	4702 Food Revenue	7114 Food Expense	Net Amount	4702 Food Revenue	7114 Food Expense	Net Amount	4702 Food Revenue	7114 Food Expense	Net Amount	4702 Food Revenue	7114 Food Expense	Net Amount
Jul-15	\$ 4,769.83	\$ 4,996.92	\$ (227.09)	\$ 10,285.44	\$ 10,775.13	\$ (489.69)	\$ -	\$ -	\$ -	\$ 15,055.27	\$ 15,772.05	\$ (716.78)
Aug-15	\$ 6,242.50	\$ 3,998.95	\$ 2,243.55	\$ 9,414.05	\$ 6,030.66	\$ 3,383.39	\$ -	\$ -	\$ -	\$ 15,656.55	\$ 10,029.61	\$ 5,626.94
Sep-15	\$ 4,000.53	\$ 3,030.79	\$ 969.74	\$ 10,182.02	\$ 7,713.89	\$ 2,468.13	\$ 11,490.07	\$ 8,704.88	\$ 2,785.19	\$ 25,672.62	\$ 19,449.56	\$ 6,223.06
Oct-15	\$ 4,159.16	\$ 2,671.24	\$ 1,487.92	\$ 11,006.45	\$ 7,068.95	\$ 3,937.50	\$ 13,404.36	\$ 8,609.01	\$ 4,795.35	\$ 28,569.97	\$ 18,349.20	\$ 10,220.77
Nov-15	\$ 4,254.42	\$ 3,873.87	\$ 380.55	\$ 8,597.60	\$ 7,828.57	\$ 769.03	\$ 9,870.63	\$ 8,987.70	\$ 882.93	\$ 22,722.65	\$ 20,690.14	\$ 2,032.51
Dec-15	\$ 4,939.03	\$ 2,330.73	\$ 2,608.30	\$ 7,427.30	\$ 3,504.93	\$ 3,922.37	\$ 8,825.84	\$ 4,164.91	\$ 4,660.93	\$ 21,192.17	\$ 10,000.57	\$ 11,191.60
Jan-16	\$ 3,656.44	\$ 2,872.83	\$ 783.61	\$ 8,980.30	\$ 7,055.71	\$ 1,924.59	\$ 9,640.10	\$ 7,574.10	\$ 2,066.00	\$ 22,276.84	\$ 17,502.64	\$ 4,774.20
Feb-16	\$ 3,671.75	\$ 2,754.53	\$ 917.22	\$ 9,240.87	\$ 6,932.46	\$ 2,308.41	\$ 12,439.93	\$ 9,332.41	\$ 3,107.52	\$ 25,352.55	\$ 19,019.40	\$ 6,333.15
Mar-16	\$ 5,604.93	\$ 3,743.86	\$ 1,861.07	\$ 10,672.86	\$ 7,129.03	\$ 3,543.83	\$ 12,097.00	\$ 8,080.29	\$ 4,016.71	\$ 28,374.79	\$ 18,953.18	\$ 9,421.61
Apr-16	\$ 3,627.80	\$ 2,139.28	\$ 1,488.52	\$ 10,208.10	\$ 6,039.96	\$ 4,168.14	\$ 12,464.20	\$ 7,380.53	\$ 5,083.67	\$ 26,300.10	\$ 15,559.77	\$ 10,740.33
May-16	\$ 3,503.18	\$ 2,833.71	\$ 669.47	\$ 10,241.54	\$ 8,284.34	\$ 1,957.20	\$ 12,617.99	\$ 10,206.55	\$ 2,411.34	\$ 26,362.61	\$ 21,324.60	\$ 5,038.01
Jun-16	\$ 10,411.65	\$ 6,628.90	\$ 3,782.75	\$ 7,225.59	\$ 4,600.38	\$ 2,625.21	\$ 988.50	\$ 629.36	\$ 359.14	\$ 18,625.74	\$ 11,858.64	\$ 6,767.10
<b>Total</b>	\$ 58,841.22	\$ 41,875.61	\$ 16,965.61	\$ 113,482.12	\$ 82,964.01	\$ 30,518.11	\$ 103,838.52	\$ 73,869.74	\$ 30,168.78	\$ 276,161.86	\$ 198,509.36	\$ 77,652.50
YTD Cook	\$ -	\$ 21,577.92	\$ (21,577.92)	\$ -	\$ 40,650.90	\$ (40,650.90)	\$ -	\$ 64,695.40	\$ (64,695.40)	\$ -	\$ 126,924.22	\$ (126,924.22)
<b>Adjusted Total</b>	\$ 58,841.22	\$ 63,453.53	\$ (4,612.31)	\$ 113,482.12	\$ 123,614.91	\$ (10,132.79)	\$ 103,838.52	\$ 138,365.14	\$ (34,526.62)	\$ 276,161.86	\$ 325,433.58	\$ (49,271.72)
% of Food expense			71%			73%			71%			72%

ATTACHMENT 7

[View the web version](#)[Go to ECLKC](#)

Two federal notices from the Department of Health and Human Services, Administration for Children and Families are included here. The first pertains to Child Care and Development Fund (CCDF) tribal reporting requirements. The second notice announces a new data collection tool for the Refugee Microenterprise Development Program and the Refugee Home-Based Child Care Microenterprise Program.

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Title: Child Care and Development Fund (CCDF) Tribal Reporting Requirements—ACF-700.

Category: Notices

Issuing Agency: Department of Health and Human Services, Administration for Children and Families

Action: Comment Request

Issue Date Month/Year: 7/2016

Citation: Federal Register Volume 81, Number 136 (Friday, July 15, 2016) Page 46084

URL: <https://www.gpo.gov/fdsys/pkg/FR-2016-07-15/html/2016-16697.htm>

**Summary:** The Child Care and Development Fund (CCDF) Tribal Annual Report (ACF-700) requests annual Tribal aggregate information on services provided through the CCDF, which is required by CCDF regulations (45 CFR parts 98 and 99). Tribal Lead Agencies (TLAs) are required to submit annual aggregate data appropriate to Tribal programs on children and families receiving CCDF-funded child care services. The revised ACF-700 report consists of two parts: (1) Administrative Data, and (2) Tribal Narrative. The content and format of the narrative section have been revised to make the form easier to complete with new check box formatting. These revisions will allow the Office of Child Care (OCC) to more easily generate and quantify data in the report. These changes will help us better understand Tribal activities as they relate to compliance, quality of child care, use of funds, and technical assistance needs. Information from the ACF-700 will be included in the Secretary's Report to Congress, as appropriate, and will be shared with all TLAs to inform them of CCDF-funded activities in other Tribal programs. CCDF-funded Tribes that receive their funds under Public Law 102-477 are not required to submit the ACF-700.

**Action Date:** The OMB is required to make a decision concerning the collection of information between 30 and 60 days after publication of this document in the Federal Register. Therefore, a comment is best assured of having its full effect if the OMB receives it within 30 days of publication.

**Contact:** Copies of the proposed collection may be obtained by writing to the Administration for Children and Families, Office of Planning, Research and Evaluation, 330 C Street SW., Washington, DC 20201. Attention Reports Clearance Officer. All requests should be identified by the title of the information collection. Email address: [infocollection@acf.hhs.gov](mailto:infocollection@acf.hhs.gov).

**Full Text:** <https://www.gpo.gov/fdsys/pkg/FR-2016-07-15/html/2016-16697.htm>

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Title: Refugee Microenterprise and Refugee Home-Based Child Care Microenterprise Development

Category: Notices

Issuing Agency: Department of Health and Human Services, Administration for Children and Families

Action: Comment Request

Issue Date Month/Year: 7/2016

Citation: Federal Register Volume 81, Number 136 (Friday, July 15, 2016) [Pages 46083-46084

URL: <https://www.gpo.gov/fdsys/pkg/FR-2016-07-15/html/2016-16700.htm>

Summary: New data collection tool for refugee microenterprise and Refugee Home-Based Child Care Microenterprise Program.

#### The Refugee Microenterprise Development Program

Currently, there are twenty-two grantees (respondents) in the program and the semi-annual progress, which includes the data and information required, is submitted twice per year.

The request covers one form (Form I. attached) which includes eight data points. Based on experience (the information was provided by technical assistance service provider in the past), it takes about two hours per respondent per six months (i.e., four hours per year per grantee (respondent) or 88 hours per year for all respondents) to complete the form.

No survey will be undertaken since the collection of this data (information) is part of the implementation process of the project and its collection and reporting does not constitute a separate and additional cost to the grantees (respondents). The cost is covered by the grant the grantee receives. The grantees have Down Home database which captures and stores the data required for reporting. The grantee uploads the semi-annual report in Grant Solution where it is stored. The ORR derives the data it requires for reporting and management decision from Grant Solution.

#### The Refugee Home-Based Child Care Microenterprise Development Group

Currently, there are twenty-three grantees (respondents) in the program and the semi-annual progress.

The request covers one form (Form II. attached) which includes seven data points. It takes about two hours per respondent per six months (i.e., four hours per year grantee (respondent) or 92 hours per year for all respondents) to complete the form.

The collection of this data (information) is part of the process and its collection and reporting does not include separate and additional cost to the grantees (respondents). The cost is covered by the grant the grantee receives. The grantees have a database which captures and stores the data required for reporting. The grantee uploads the data required in Grant Solution where it is stored. ORR derives the data it requires for reporting and management decision from Grant Solution.

Action Date: OMB is required to make a decision concerning the collection of information between 30 and 60 days after publication of this document in the Federal Register. Therefore, a comment is best assured of having its full effect if OMB receives it within 30 days of publication.

Contact: Copies of the proposed collection may be obtained by writing to the Administration for Children and Families, Office of Planning, Research and Evaluation, 370 L'Enfant Promenade SW., Washington, DC 20447, Attn: ACF Reports Clearance Officer. All requests should be identified by the title of the information collection. Email address: [infocollection@acf.hhs.gov](mailto:infocollection@acf.hhs.gov).

Full Text: <https://www.gpo.gov/fdsys/pkg/FR-2016-07-15/html/2016-16700.htm>

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201

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**Catherine Villanueva**

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**From:** Office of Head Start <no-reply@hsicc.org>  
**Sent:** Friday, July 29, 2016 12:54 PM  
**To:** Catherine Villanueva  
**Subject:** Federal Register Notices from the USDA, Food and Nutrition Service

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 U.S. Department of Health & Human Services &  Administration for Children & Families



Two Federal Register notices from the U.S. Department of Agriculture, Food and Nutrition Service are included here. Both pertain to the National School Lunch and School Breakfast Programs.

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**Title:** Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010

**Category:** Rules and Regulations

**Issuing Agency:** U.S. Department of Agriculture, Food and Nutrition Service

**Action:** Final Rule

**Issue Date Month/Year:** 7/2016

**Citation:** Federal Register Volume 81, Number 146 (Friday, July 29, 2016) Pages 50151-50170

**URL:** <https://www.gpo.gov/fdsys/pkg/FR-2016-07-29/html/2016-17230.htm>

**Summary:** This final rule requires all local educational agencies that participate in the National School Lunch and School Breakfast Programs to meet expanded local school wellness policy requirements consistent with the requirements set forth in section 204 of the Healthy, Hunger-Free Kids Act of 2010. The final rule requires each local educational agency to establish minimum content requirements for the local school wellness policies, ensure stakeholder participation in the development and updates of such policies, and periodically assess and disclose to the public schools' compliance with the local school wellness policies. These regulations are expected to result in local school wellness policies that strengthen the ability of a local educational agency to create a school nutrition environment that promotes students' health, well-being, and ability to learn. In addition, these regulations will increase transparency for the public with regard to school wellness policies and contribute to integrity in the school nutrition program.

Action Date: This rule is effective August 29, 2016. Compliance with the provisions of this rule must begin August 29, 2016.

Contact: Tina Namian, School Programs Branch, Policy and Program Development Division, Food and Nutrition Service, at (703) 305-2590.

Full Text: <https://www.gpo.gov/fdsys/pkg/FR-2016-07-29/html/2016-17230.htm>

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Title: National School Lunch Program and School Breakfast Program: Eliminating Applications Through Community Eligibility as Required by the Healthy, Hunger-Free Kids Act of 2010

Category: Rules and Regulations

Issuing Agency: U.S. Department of Agriculture, Food and Nutrition Service

Action: Final Rule

Issue Date Month/Year: 7/2016

Citation: Federal Register Volume 81, Number 146 (Friday, July 29, 2016) Pages 50194-50210

URL: <https://www.gpo.gov/fdsys/pkg/FR-2016-07-29/html/2016-17232.htm>

Summary: This final rule establishes requirements for State agencies, local educational agencies, and schools operating the Community Eligibility Provision, a reimbursement option that allows the service of school meals to all children at no-cost in high poverty schools without collecting household applications. By eliminating the household application process and streamlining meal counting and claiming procedures through the Community Eligibility Provision, local educational agencies may substantially reduce administrative burden related to operating the National School Lunch and School Breakfast Programs. This rule codifies many requirements that were implemented through policy guidance following enactment of the Healthy, Hunger-Free Kids Act of 2010, as well as provisions of the proposed rule. These requirements will result in consistent, national implementation of the Community Eligibility Provision.

Action Date: This rule is effective August 29, 2016. Compliance with the provisions of this rule must begin August 29, 2016.

Contact: Tina Namian, School Programs Branch, Policy and Program Development Division, Food and Nutrition Service, at (703) 305-2590.

Full Text: <https://www.gpo.gov/fdsys/pkg/FR-2016-07-29/html/2016-17232.htm>

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Food and  
Nutrition  
Service

Park Office  
Center

3101 Park  
Center Drive  
Alexandria  
VA 22302

DATE: July 20, 2016

MEMO CODE: SP 49 – 2016, CACFP 18 – 2016

SUBJECT: Resources for Making Potable Water Available in Schools and Child Care Facilities

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

The Food and Nutrition Service (FNS) is issuing this memorandum to remind Child Nutrition Program operators of the potable water requirement and to identify resources, found in the attachment that can be used by schools and child care facilities in meeting this requirement. Amendments to the Richard B. Russell National School Lunch Act in the Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296, established the requirement for making potable water available to children in the National School Lunch Program (NSLP) and the Child and Adult Care Food Program (CACFP).

Schools participating in the NSLP must make potable water available to children at no charge where meals are served during the meal service. Similarly, child care centers, day care homes, at-risk afterschool programs, and shelters participating in the CACFP (child care facilities) must make potable water available to children, as nutritionally appropriate, throughout the day and at meal times. FNS has provided program-specific guidance on the potable water requirements. See SP 28-2011, *Child Nutrition Reauthorization 2010: Water Availability During National School Lunch Program Meal Service*, July 12, 2011, revised ([http://www.fns.usda.gov/sites/default/files/SP28-2011\\_osr.pdf](http://www.fns.usda.gov/sites/default/files/SP28-2011_osr.pdf)); and CACFP 20-2011, *Child Nutrition Reauthorization 2010: Water Availability in the Child and Adult Care Food Program*, May 11, 2011 (<http://www.fns.usda.gov/sites/default/files/CACFP-20-2011.pdf>).

#### **Ensuring Availability of Potable Water**

Most Program operators, including schools, centers, and family day care homes, obtain drinking water through a public water system. Public water systems are required to ensure that the water provided meets Federal and State drinking water standards. However, plumbing systems within facilities also can affect the quality of the drinking water. In some instances, the plumbing systems within facilities may expose the water to contamination, including lead contamination.

The U.S. Environmental Protection Agency (EPA) regulates public water systems and provides resources related to safe drinking water. The EPA recommends that all schools

and child care facilities routinely test drinking water for lead and perform regular maintenance to ensure that drinking water is safe (see <https://www.epa.gov/dwreginfo/lead-drinking-water-schools-and-child-care-facilities>).

Program operators who test tap water and water fountains that will be used by students and children in care should contact the lead (supervising) officer for the local health department or the public water provider for information about certified laboratories that can test for contaminants.

#### **Allowable Costs Related to the Availability of Potable Water**

For the majority of operators, FNS expects the potable water requirement to result in the incursion of minimal or no costs. However, costs related to the purchase of potable water for consumption by Program participants, or water testing services, would be considered an allowable use of nonprofit food service account funds if the costs are determined to be reasonable, necessary, and allocable to the Federal meal programs. See 2 CFR 200.404 and 200.405.

First, the cost must represent an activity or function that is generally recognized as reasonable and necessary for the operation of the Program. The cost must be essential to fulfill regulatory requirements for proper and efficient administration of the Program. A cost is considered necessary if it is needed for operation of the Program.

Second, the cost must be allocable. That is, if it benefits both the Program and other activities, it can be distributed to each in reasonable proportion to the benefit received. If a cost benefits two or more purposes or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to each based on the proportional benefit.

In general, nonprofit school food service account funds and nonprofit CACFP food service account funds may not be used for costs that add materially to the value of the school building, related facilities, and child care facilities, or appreciably prolong their intended life, such as remediation of facility plumbing. Consistent with government-wide requirements for the use of Federal funds, NSLP regulations at 7 CFR 210.14(a) prohibit the use of nonprofit school food service account funds to purchase land or buildings (except with FNS prior approval) or to construct buildings. The use of nonprofit school food service account funds for capital improvements is therefore prohibited. Costs associated with remediation or repair to a child care facility or school building plumbing would add to the permanent value of the child care facility or school building and should therefore be borne by the school district's or child care facility's general fund.

However, equipment to filter water (e.g., a reverse osmosis filter system in a school or child care facility kitchen) could meet the reasonable and necessary tests if the program participants are the primary, if not exclusive, beneficiaries. Whether it does so depends on the cost, the need for such equipment, and if the Program operator can demonstrate that:

- It has sufficient funds,

Regional Director  
State Director  
Page 3

- The Program operator is lacking in capital improvement funding, and
- The expenditure is necessary to carry out the mission of the program.

It is difficult to assess reasonableness without knowledge of the specific cost and an understanding of that cost. Many costs must be analyzed on a case-to case basis in order to determine if the cost is truly reasonable; in such cases, the Program operator must consult with and obtain approval from its State agency prior to initiating any expenditure.

Attached to this memo are links to resources Program operators can access to learn more about safe drinking water and testing for lead and other contaminants, and to obtain additional technical assistance.

State agencies are reminded to distribute this information to Program operators immediately. Program operators should direct any questions regarding this memorandum to the appropriate State agency. State agency contact information is available at <http://www.fns.usda.gov/cnd/Contacts/StateDirectory.htm>. State agencies should direct questions to the appropriate FNS Regional Office.

**Original Signed**

Angela Kline  
Director  
Policy and Program Development Division  
Child Nutrition Programs

Attachment

## Water Quality Resources

Below is information about other Federal agencies that provide technical assistance and helpful resources relating to the provision of safe drinking water.

### U.S. Environmental Protection Agency (EPA)

The EPA regulates drinking water based on the requirements of the Safe Drinking Water Act. The EPA has developed numerous resources to assist the public in ensuring that drinking water is safe.

- Drinking Water Best Management Practices for Schools and Child Care Facilities Served by Municipal Water Systems:  
<http://nepis.epa.gov/Exec/ZyPDF.cgi?Dockey=P100HGM8.txt>
- Lead in Drinking Water at Schools and Child Care Facilities:  
<https://www.epa.gov/dwreginfo/lead-drinking-water-schools-and-child-care-facilities>
- Drinking Water Requirements for States and Public Water Systems:  
<https://www.epa.gov/dwreginfo>
- Drinking Water Regulatory Information:  
<https://www.epa.gov/dwreginfo/drinking-water-regulatory-information>
- Safe Drinking Water Hotline: (800) 426-4791

### U.S. Department of Health & Human Services, Centers for Disease Control and Prevention (CDC)

- CDC Potable Water Resource:  
[http://www.cdc.gov/healthyschools/npao/pdf/water\\_access\\_in\\_schools.pdf](http://www.cdc.gov/healthyschools/npao/pdf/water_access_in_schools.pdf)
- Increasing Access to Drinking Water in Schools  
[http://www.cdc.gov/healthyschools/npao/pdf/water\\_access\\_in\\_schools.pdf](http://www.cdc.gov/healthyschools/npao/pdf/water_access_in_schools.pdf)

### U.S. Department of Education

The Readiness and Emergency Management for Schools (REMS) Technical Assistance Center offers a variety of Federal agency partner resources related to planning for technological hazards that may affect school districts, schools, institutions of higher education (IHEs), community partners, and parents.

- REMS Technical Assistance Center:  
<http://rems.ed.gov/AddressingTechHazardsThatMayImpactStudentsandStaff.aspx>

### **American Academy of Pediatrics (AAP)**

On May 5, 2016, AAP issued a Policy Statement which recommends that State and local governments take steps to ensure that water fountains in schools do not exceed water lead concentrations of 1 ppb.

- Prevention of Childhood Lead Toxicity  
<http://pediatrics.aappublications.org/content/early/2016/06/16/peds.2016-1493>

### **USDA National Agricultural Library**

The Water Quality Information Center (WQIC) supports USDA's plan to address water quality concerns. The center collects, organizes, and communicates scientific findings, educational methodologies, and public policy issues related to water resources.

- Water Quality Information Center:  
<http://wqic.nal.usda.gov/water-quality>

### **USDA Rural Development**

Through Rural Utilities Service Water and Environmental Programs (WEP), rural communities can obtain technical assistance and financing necessary to develop drinking water systems. WEP also provides funding to organizations that provide technical assistance and training to rural communities in relation to their water activities.

- Water & Environmental Programs:  
<http://www.rd.usda.gov/programs-services/all-programs/water-environmental-programs>

Emergency Community Water Assistance Grants help eligible communities prepare for, or recover from, an emergency that threatens the availability of safe, reliable drinking water.

- Emergency Community Water Assistance Grants:  
<http://www.rd.usda.gov/programs-services/emergency-community-water-assistance-grants>



Food and  
Nutrition  
Service

Park Office  
Center

3101 Park  
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Alexandria  
VA 22302

DATE: July 13, 2016

MEMO CODE: CACFP 16-2016; SFSP 16-2016; SP 48-2016

SUBJECT: Using Federal Funds to Support FoodCorps Service Members

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

This memorandum clarifies how state agencies and school food authorities can use federal funds to support FoodCorps service members. Serving alongside educators and community leaders, FoodCorps is a nationwide team of AmeriCorps service members that partner with schools to provide food and nutrition education, hands-on activities like gardening and cooking, and support for serving local products in Child Nutrition Programs (CNPs). FoodCorps is partially funded by AmeriCorps which is operated by the Corporation for National and Community Service (CNCS).

When FoodCorps service members are placed with a host organization, such as a school district or a state agency, the host organization is asked to pay a program service fee directly to FoodCorps to support the service member. There has been some concern about using federal funds like non-profit food service account (NPFSA) or state administrative expense (SAE) funds to pay this fee. This concern arose, in large part, due to indications in FoodCorps supporting documentation that any federal funds used to pay this fee must be eligible to match another federal grant. While some specific federal funding sources may be eligible for use as match, most Federal funds, including all Child Nutrition funds, cannot be used as a match for another federal program that has a match requirement (2CFR 215.23). Subsequent discussions with FoodCorps' have clarified that their agreement with AmeriCorps under which their activities in schools are conducted does not have a matching requirement. On this basis we have determined that using NPFSA or SAE funds to pay for the FoodCorps service fee is allowable.

SAE funds are a source of nondiscretionary funding authorized under 7 CFR Part 235 for costs incurred in the State-level administration of the CNPs in accordance with an approved SAE Plan [7 CFR 235.5(b)]. SAE reallocation is a formal process by which State agencies may annually request additional SAE funds above their initial authorized funding level, or return funds that they do not need. State administrative funds (SAF) is nondiscretionary funding authorized under 7 CFR Part 225 for costs

incurred in the State-level administration of the SFSP and in accordance with the State agency's Program management and administrative plan (MAP) [7 CFR 225.4]. Upon evaluation, funding adjustments may be made to reflect changes in Program participation. Both SAE and SAF are allocated to state agencies annually and may be used to support statewide administration of CNPs. Allowable uses for SAE funds and SAF include, but are not limited to: State-level salaries and benefits; travel expenses; and costs associated with providing training and technical assistance to school food authorities (SFAs), institutions and sponsors. SAF and SAE (initially allocated or reallocated) may be used to support the program service fee for a FoodCorps service member as long as the service member is supporting state-level programming. If a portion of the member's work is dedicated to specific school districts, SAE funds may only be used to support the portion of work that the service member is doing to support statewide activities. Please see SP 28-2015, *Questions and Answers Regarding the Use of State Administrative Expense (SAE) Funds and State Administrative Funds (SAF) for Farm to School Related Expenses*, for more information on using these funds.

The incorporation of local food and agricultural education into the child nutrition programs can play an important role in creating and promoting a healthy environment. There is a well-established and growing public interest in supporting local and regional food systems and FoodCorps supports program operators in purchasing these foods and incorporating agriculture-based curriculum and activities. The addition of local foods can improve meal variety and quality and including agricultural education can both help to increase and maintain participation in CNPs.

The Healthy, Hunger-Free Kids Act (HHFKA) of 2010 established a Farm to School Program at the Department of Agriculture (USDA) to increase the availability of local foods in schools and institutions. FNS continues to provide grants, research and technical assistance to implement farm to school efforts that improve access to local foods in the Child Nutrition Programs.

State agencies are reminded to distribute this information to Program operators immediately. Program operators should direct any questions regarding this memorandum to the appropriate State agency. State agencies should direct questions to the appropriate FNS Regional Office.

**Original Signed**

Sarah Smith-Holmes  
Director  
Program Monitoring and Operational Support Division  
Child Nutrition Programs

**Original Signed**

Deborah Kane  
Director  
Office of Community Food Systems  
Child Nutrition Programs



Food and  
Nutrition  
Service

Park Office  
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3101 Park  
Center Drive  
Alexandria  
VA 22302

DATE: June 30, 2016

MEMO CODE: CACFP 15-2016

SUBJECT: Optional Best Practices to Further Improve Nutrition in the  
Child and Adult Care Food Program Meal Pattern

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, amended section 17 of the Richard B. Russell National School Lunch Act (NSLA), 42 U.S.C. 1766, to require the U.S. Department of Agriculture (USDA) to update the Child and Adult Care Food Program (CACFP) meal pattern requirements to make them consistent with (a) the most recent version of the Dietary Guidelines for Americans (Dietary Guidelines), (b) the most recent relevant nutrition science, and (c) appropriate authoritative scientific agency and organization recommendations. Subsequently, on April 25, 2016, USDA's Food and Nutrition Service (FNS) published the final rule "Child and Adult Care Food Program: Meal Pattern Revisions Related to the Healthy, Hunger-Free Kids Act" (81 FR 24348) (the "Final Rule") to update the CACFP meal patterns in 7 CFR 226.20.

Along with updating the meal requirements for the CACFP, the Final Rule preamble outlined optional best practices that center and day care homes may choose to adopt to further improve the nutritional value of the meals they offer. This memorandum outlines those optional best practices and resources to help centers and day care homes implement the best practices in Attachment A. The best practices are a vital tool to encourage centers and day care homes to voluntarily go beyond the regulatory requirements to further strengthen the nutritional quality of the meals they serve.

### **Best Practices**

Many of the best practices are recommendations from the Dietary Guidelines and the National Academy of Medicine that FNS did not adopt as requirements for reasons of cost or complexity. As the Dietary Guidelines and nutrition science evolve, FNS will adjust the best practices to support the CACFP's nutrition and wellness goals.

FNS would like to emphasize that these best practices are optional. The best practices are suggestions only and are not required to be followed in order to receive reimbursement for the meal. The best practices will not be monitored and non-

compliance with them cannot result in a meal disallowance or a serious deficiency finding. FNS highly encourages implementing the best practices and applauds those centers and day care homes that find ways to incorporate them into their meal service.

The best practices, as provided in the Final Rule preamble, are as follows:

<u><a href="#">Infants</a></u>
<ul style="list-style-type: none"><li>• Support mothers who choose to breastfeed their infants by encouraging mothers to supply breastmilk for their infants while in day care and offering a quiet, private area that is comfortable and sanitary for mothers who come to the center or day care home to breastfeed.</li></ul>
<u><a href="#">Vegetables and fruit</a></u>
<ul style="list-style-type: none"><li>• Make at least one of the two required components of snack a vegetable or a fruit.</li><li>• Serve a variety of fruits and choose whole fruits (fresh, canned, frozen, or dried) more often than juice.</li><li>• Provide at least one serving each of dark green vegetables, red and orange vegetables, beans and peas (legumes), starchy vegetables, and other vegetables once per week.</li></ul>
<u><a href="#">Grains</a></u>
<ul style="list-style-type: none"><li>• Provide at least two servings of whole grain-rich grains per day.</li></ul>
<u><a href="#">Meat and Meat Alternates</a></u>
<ul style="list-style-type: none"><li>• Serve only lean meats, nuts, and legumes.</li><li>• Limit serving processed meats to no more than one serving per week.</li><li>• Serve only natural cheeses and choose low-fat or reduced-fat cheeses.</li></ul>
<u><a href="#">Milk</a></u>
<ul style="list-style-type: none"><li>• Serve only unflavored milk to all participants. If flavored milk is served to children 6 years old and older, or adults, use the Nutrition Facts Label to select and serve flavored milk that contains no more than 22 grams of sugar per 8 fluid ounces, or the flavored milk with the lowest amount of sugar if flavored milk within this sugar limit is not available.</li><li>• Serve water as a beverage when serving yogurt in place of milk for adults.</li></ul>
<u><a href="#">Additional Best Practices</a></u>
<ul style="list-style-type: none"><li>• Incorporate seasonal and locally produced foods into meals.</li><li>• Limit serving purchased pre-fried foods to no more than one serving per week.</li><li>• Avoid serving non-creditable foods that are sources of added sugars, such as sweet toppings (e.g., honey, jam, syrup), mix-in ingredients sold with yogurt (e.g., honey, candy or cookie pieces), and sugar-sweetened beverages (e.g., fruit drinks or sodas).</li><li>• In adult day care centers, offer and make water available to adults upon their request throughout the day.</li></ul>

### Infants

- Support mothers who choose to breastfeed their infants by encouraging mothers to supply breastmilk for their infants while in day care and offering a quiet, private area that is comfortable and sanitary for mothers who come to the center or day care home to breastfeed.

Breastfeeding provides numerous benefits to the mother and infant, and the American Academy of Pediatrics recommends breastmilk as the optimal source of nutrients through the first year of life. In an effort to support breastfeeding, the updated meal patterns allow centers and day care homes to be reimbursed for meals when a mother directly breastfeeds her infant on-site. The best practice listed above reinforces FNS' efforts to promote breastfeeding and encourages centers and day care homes to provide a supportive environment for breastfeeding mothers. Providing a quiet, private area that is comfortable and sanitary for breastfeeding mothers will help them continue breastfeeding after their infant enters day care.

### Vegetables and Fruit

- Make at least one of the two required components of snack a vegetable or a fruit.
- Serve a variety of fruits and choose whole fruits (fresh, canned, frozen, or dried) more often than juice.
- Provide at least one serving each of dark green vegetables, red and orange vegetables, beans and peas (legumes), starchy vegetables, and other vegetables once per week.

The Dietary Guidelines indicates that most Americans do not consume enough vegetables and fruits. The Dietary Guidelines recommends an increased consumption of a wide variety of whole vegetables and fruit, as each type of vegetable or fruit provides a different array of nutrients. Centers and day care homes can help bring children's and adults' vegetable and fruit intake closer to the recommended amounts and increase the variety of vegetables and fruits they consume by following these best practices.

### Grains

- Provide at least two servings of whole grain-rich grains per day.

The Dietary Guidelines recommends that all individuals consume half of all their grains in the form of whole grains. Whole grains offer a variety of vitamin and minerals, including magnesium, selenium, iron, zinc, B vitamins, and dietary fiber. However, most Americans currently do not consume enough whole grains. This best practice recommends serving one more whole grain-rich food per day than is required in the

updated CACFP meal patterns. Whole grain-rich foods are foods that contain 100 percent whole-grains, or that contain at least 50 percent whole-grains and the remaining grains in the food are enriched.

#### Meat and Meat Alternates

- Serve only lean meats, nuts, and legumes.
- Limit serving processed meats\* to no more than one serving per week.
- Serve only natural cheeses and choose low-fat or reduced-fat cheeses.

Meat and meat alternates are good sources of protein and a host of vitamins and minerals, including B vitamins, Vitamin E, calcium, phosphorus, zinc, magnesium and iron. These nutrients are essential to healthy growth and development in young children and the continued health of adults. In order for participants to gain the most nutritional benefit from the meat and meat alternates they are served, FNS recommends centers and day care homes implement the best practices listed above.

\*The Dietary Guidelines define processed meat as all meat or poultry products preserved by smoking, curing, salting, and/or the addition of chemical preservatives, including bologna, luncheon meats, pepperoni, bacon, and smoked turkey products, among others (<http://health.gov/dietaryguidelines/2015/guidelines/appendix-6/#m>).

#### Milk

- Serve only unflavored milk to all participants. If flavored milk is served to children 6 years old and older, or adults, use the Nutrition Facts Label to select and serve flavored milk that contains no more than 22 grams of sugar per 8 fluid ounces, or the flavored milk with the lowest amount of sugar if flavored milk within this sugar limit is not available.

Milk is a critical component of the CACFP meal pattern because it provides children with vital nutrients for growth and wellness, such as protein, calcium, vitamin D, and potassium. Flavored milk contains added sugars, and the Dietary Guidelines recommend that all Americans reduce their consumption of added sugars and found that added sugar consumption is particularly high in children.

While more research is needed to examine the impact of flavored milk on added sugar consumption, the current science supported changing the CACFP meal pattern to prohibit flavored milk for children 1 through 5 years old. As an additional best practice, FNS encourages centers and day care homes to serve only unflavored milk to all children and adults in their care. If a center or day care home decides to serve flavored milk to children 6 years and older and adults, centers and day care homes can use the Nutrition Facts Label to select flavored milk that has no more than 22 grams of sugar per 8 fluid ounces,

or the lowest amount of sugar available. FNS will adjust this best practice as nutrition science evolves and the market availability of lower-sugar flavored milks improves.

- Serve water as a beverage when serving yogurt in place of milk for adults.

This combination will help ensure that adults in care consume a calcium rich food and stay hydrated.

#### Additional Best Practices

- Incorporate seasonal and locally produced foods into meals.

A growing body of research demonstrates several positive impacts of serving local foods and providing food education through CACFP, including increased participation and engagement in meal programs; consumption of healthier options, such as whole foods; and support of local economies.

- Limit serving purchased pre-fried foods to no more than one serving per week.

The updated CACFP meal pattern requirements prohibit deep-fat frying as way of preparing food onsite, but continue to allow centers and day care homes to serve pre-fried purchased foods. As a best practice, FNS strongly recommends limiting the service of pre-fried foods that are purchased from a store, caterer, or vendor because they can contribute large amounts of saturated fat and calories to a meal.

- Avoid serving non-creditable foods that are sources of added sugars, such as sweet toppings (e.g., honey, jam, syrup), mix-in ingredients sold with yogurt (e.g., honey, candy or cookie pieces), and sugar-sweetened beverages (e.g., fruit drinks or sodas).

Centers and day care homes can help further reduce children's and adults' consumption of added sugars by limiting the service of non-creditable foods that are high in added sugars.

- In adult day care centers, offer and make water available to adults upon their request throughout the day.

As required in the Act, the updated CACFP meal pattern requires centers and day care homes to offer drinking water to children throughout the day. While this requirement does not apply to adult day care centers, FNS encourages adult day care centers to help keep adults healthy and hydrated throughout the day by making water available to them upon request as well.

State agencies are reminded to distribute this information to Program operators immediately. Program operators should direct any questions regarding this memorandum

Regional Directors

State Directors

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to the appropriate State agency. State agency contact information is available at <http://www.fns.usda.gov/cnd/Contacts/StateDirectory.htm>. State agencies should direct questions to the appropriate FNS Regional Office

**Original Signed**

Angela Kline

Director

Policy and Program Development Division

Child Nutrition Programs

## Resources

FNS has many resources to help centers and day care homes incorporate the CACFP best practices into their everyday meal service. Along with the resources listed below, FNS is in the process of developing additional, pertinent resources to aid centers and day care homes in offering nutritious meals.

### Resources

***Nutrition and Wellness Tips for Young Children*** – Child care providers can use these tips to incorporate key recommendations and best practices into their menus and daily schedules. (<http://www.fns.usda.gov/tn/nutrition-and-wellness-tipsyoung-children-provider-handbook-child-and-adult-care-food-program>)

***Feeding Infants*** – This guide presents information on infant development, nutrition for infants, breastfeeding and formula feeding, solid foods, sanitary food preparation, and more. (<http://www.fns.usda.gov/tn/feeding-infants-guide-use-child-nutrition-programs>)

***ICN Education and Training Resources*** – The Institute of Child Nutrition provides education and training opportunities to help provide nutritious meals in CACFP homes and day care settings. (<http://nfsmi.org/Templates/TemplateDivision.aspx?qs=cEIEPTc=>)

***Healthy Meals Resource System*** – CACFP centers and day care homes will find more menu planning tools, recipe ideas, and additional tips and ideas to help implement the updated meal patterns and best practices, such as hosting taste tests to help introduce and get children excited about updated foods and menus. (<https://healthymeals.nal.usda.gov/>)

***Local Food and Related Activities in Child and Adult Care Food Program*** – This resource page will help providers identify ways to incorporate seasonal and local foods into their programming. (<http://www.fns.usda.gov/farmentoschool/farm-preschool>)

***Team Nutrition Resource Library*** – Visit the Team Nutrition Resource Library for free nutrition education materials to further reinforce and complement the nutrition messages taught by serving healthful foods. (<http://www.fns.usda.gov/tn/resource-library>)

***MyPlate*** – Resources found on the MyPlate website can help CACFP centers and day care homes identify healthier options to ensure menu choices contain the most nutrients children need to grow. (<http://www.choosemyplate.gov/>)



**SB 792 (Mendoza)**

**As Introduced on February 27, 2015**

**IMMUNIZATIONS FOR PRE-SCHOOL & DAY CARE WORKERS**

**Fact Sheet**

**SUMMARY**

SB 792 protects young, vulnerable children by requiring that pre-school and day care workers be immunized in accordance with vaccinations as recommended by the federal Centers for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices (ACIP).

**BACKGROUND**

According to the California Department of Public Health (CDPH), there were 11,114 reported cases of whooping cough with three infant deaths in 2014. In 2015, there have been 442 new cases with 2 reported deaths (CDPH). Roughly 1,098 children have passed away since 2004 due to complications with the flu, according to the CDC. Some diseases, such as the flu, cause only a relative inconvenience to healthy adults. However, this same disease can require hospitalization and be potentially fatal in some cases for infants or individuals with suppressed immune systems.

Currently, children are vaccinated against diseases according to a schedule determined by the ACIP. According to this schedule, children may receive the annual flu vaccine at six months of age.

Children may receive the first dose of vaccine against pertussis (whooping cough) at age two months, but it takes multiple doses for immunity to be fully effective. Children are immunized against measles at age 12 months.

According to the CDC, there have been 124 confirmed cases of measles in California since

December of 2014, when an infected individual visited Disneyland Theme Park and exposed thousands of visitors. The disease has since spread and cases have been confirmed throughout the state, as well as other 7 other states, Mexico and Canada. In February of 2015, A Bay Area Rapid Transit (BART) passenger with measles travelled from Millbrae to San Francisco, potentially exposing more than 1,500 riders. According to the CDPH, around 25% of those infected by measles in the recent outbreak have been children who are four years old and younger.

As of June 30, 2014, there are 32,144 family day care homes that serve 325,744 children, and 10,453 day care centers that serve 588,058 children, according to the Community Care Licensing Division of the California Department of Social Services (CDSS). There are 335,533 workers who are employed in these licensed child care facilities (CDSS). In total, SB 792 will protect 913,802 children in the 42, 597 licensed child care facilities operating in California. In these child care facilities, children were fully immunized 6% less than the CDC recommended rate. In some California counties, the fully immunized rate was roughly 19% below CDCs recommended number.

Children in day care settings have close contact with each other and with the staff who work there. Many of these children are too young to be fully immunized against potentially serious communicable diseases. Since outbreaks can occur spontaneously, it is important to take preventative

measures to protect those who are most vulnerable and often cannot protect themselves.

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### CURRENT LAW

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Under current law, no requirements exist for day care workers to be immunized.

However, the state of California already recognizes that the health of workers affects the health of the children under their care. Health and Safety Code 1597.54 specifies that, in order to maintain licensure, family day care homes must have “evidence of current tuberculosis clearance... for any adult in the home during the time that children are under care.”

California Code of Regulations (CCR), Title 22, Article 6, Section 101216 states that all child care center personnel, including the licensee, administrator and volunteers, shall be in good health and shall be physically and mentally capable of performing assigned tasks. The good physical health of each volunteer who works in the center shall be verified by the results of a test for tuberculosis performed not more than one year prior to or seven days after initial presence in the center.

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### THIS BILL

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- Requires that pre-school and day care workers be immunized in accordance with vaccinations as recommended by the CDCs Advisory Committee on Immunization Practices, with the exception of immunization against human papillomavirus (HPV).
- Allows for a medical exemption if the person submits a written statement from a licensed physician declaring that because of the person’s physical condition or medical circumstances, immunization is not safe.
- Helps to reduce childhood diseases, smaller and more easily-contained disease outbreaks, and lowers health care costs in both the public and private marketplace.

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### STATUS

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3/19/15 - Referred to Senate Committees on Health and Human Services

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### SUPPORT

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- Health Officers Association of California (sponsor)
- County Health Executives Association of California
- Children Now
- Knowledge Universe
- March of Dimes

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### OPPOSITION

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- None on File

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### FOR MORE INFORMATION

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Dorian Almaraz  
Office of Senator Tony Mendoza  
(916) 651-4032

Kat DeBurgh  
Executive Director, Health Officers Association of California  
(916) 441-7405

Fact Sheet for Day Care Centers and Family Day Care Homes  
SB 792 (Mendoza) Vaccines for Day Care Workers

**What is Required**

Under SB 792, day care centers and family day care homes, as part of their licensure requirements, will have to maintain vaccination records for their employees and volunteers for influenza, pertussis, and measles as outlined below. Failure to maintain accurate records will be treated like any other violation of licensure requirements.

**Cost to Employees**

All the vaccines required in SB 792 are covered **at no cost** by insurance plans under the Affordable Care Act. Insured employees and volunteers can contact their primary care physician to receive the vaccine with no co-pay, regardless of any minimums or maximums in their plans. Uninsured employees should contact Covered California to sign up for the plan that works for them.

Employees can be vaccinated a variety of ways:

- Contact their primary care physician
- Contact their local health department:  
<http://www.cdph.ca.gov/programs/immunize/pages/californialocalhealthdepartments.aspx>
- Find private providers offering vaccines to the public:  
<http://www.vaccines.gov/getting/where/>

**Grace Period**

SB 792 does not go into effect until September 1, 2016. This will give day care centers a year from the time of its signing to the time of its implementation. It also allows local health departments to include day care workers in their annual summer vaccination campaigns.

SB 792 also allows a 30-day period of conditional employment. In other words, a person has 30 days after they begin working or volunteering to gather appropriate immunization records.

**Vaccinations Required**

***Influenza***

**Reasoning:** According to the California Department of Public Health (CDPH), “the flu can be a serious disease that can lead to hospitalization and sometimes even death. Anyone can get sick from the flu.” Furthermore, “children younger than 5, but especially younger than 2 years old” are at serious risk of complications from the flu. “Since 2004-2005, flu-related deaths in children reported to CDC during regular influenza seasons have ranged from 35 deaths (during

2011-2012) to over 150 deaths (during 2012-2013). However, during the 2009 H1N1 influenza pandemic, (April 15, 2009 to October 2, 2010), 348 pediatric deaths were reported to CDC." Death and illness from the flu is preventable. Individuals with the flu can be contagious for 24 hours before showing signs of symptoms, which is why vaccination is important – it is not enough simply to refrain from working while ill.

**Annual Requirement:** Flu viruses change each year, which is why an annual vaccine is required. The vaccine is usually available in the fall, and early vaccination is recommended in order to prevent the spread of the flu. Under this bill, employees and volunteers will need to show that they have been vaccinated between August 1 and December 1 of each year.

**Opting out:** Employees may decline to receive the influenza vaccine.

**Record Keeping:** Employers must have **ONE** of the following records for each employee/volunteer:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu

**Cost to employee:** Insured employees can receive the flu vaccine for free from their primary care physician. Uninsured employees have a variety of options. Influenza vaccines cost \$15 at Costco.

### ***Pertussis (Whooping Cough)***

**Reasoning:** According to CDPH, there were 11,114 reported cases of whooping cough with three infant deaths in 2014. Infants receive their first pertussis immunization at two months of age, but they are not fully immunized until they have received several doses. Infants too young to be immunized rely on those around them to maintain their immunity.

**Record Keeping:** Employers must have **ONE** of the following records for each employee and volunteer:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

*Cost to employee:* Insured employees can receive the pertussis vaccine for free from their primary care physician. Uninsured employees have a variety of options. Pertussis vaccines cost \$49 at Costco or \$55 at WalMart.

### ***Measles***

Reasoning: According to the CDC, "Measles can cause serious health complications, such as pneumonia or encephalitis, and even death. Children younger than 5 years of age and adults older than 20 years of age are at high risk of getting a serious case of measles. About 1 in 4 unvaccinated people in the U.S. who get measles will be hospitalized; 1 out of every 1,000 people with measles will develop brain swelling (encephalitis); 1 or 2 out of 1,000 people with measles will die, even with the best care."

Record Keeping: Employers must have **ONE** of the following records for each employee and volunteer:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

*Cost to employee:* Insured employees can receive the measles vaccine for free from their primary care physician. Uninsured employees have a variety of options. Measles vaccines cost \$79 at WalMart.