

## **Timelines for Management of the USDA/Child and Adult Care Food Program**

### **August**

- Develop training on the CACFP and food service for pre-service.
- Use enrollment updates to ensure that roster is accurate and that income information is on file.
- Complete one month study report if enrollment changes by 10 or more infants/children per site and submit to the Oregon Department of Education.
- Check July menu planning sheets for accuracy and review against shopping lists and receipts. Send feedback to food service staff.
- Submit claim for meal reimbursement to the Oregon Department of Education by the 10<sup>th</sup>.
- Score applications and conduct interviews for potential food service staff as needed.
- Train new staff and update existing staff on all CACFP regulations and Head Start and UMCHS food service/nutrition guidelines as appropriate.
- Write and distribute September menus and nutrition education activity to staff by the 20<sup>th</sup>.
- Complete contract/renewal for CACFP participation and submit to Oregon Department of Education.
- Monitor sites as needed to ensure compliance with CACFP, Head Start and UMCHS food service regulations.
- Complete month end report and submit to executive director.
- Complete food service staff evaluations as indicated.

### **September**

- Coordinate and/or conduct CACFP and food service training at pre-service.
- Use enrollment updates to ensure that roster is accurate and that income information is on file.
- Complete one month study report if enrollment changes by 10 or more infants/children per site and submit to the Oregon Department of Education.
- Check August menu planning sheets for accuracy and review against shopping lists and receipts. Send feedback to food service staff.
- Submit claim for meal reimbursement to the Oregon Department of Education by the 10<sup>th</sup>.
- Score applications and conduct interviews for potential food service staff as needed.
- Train new staff and update existing staff on all CACFP regulations and Head Start and UMCHS food service/nutrition guidelines as appropriate.
- Write and distribute October menus and nutrition education activity to staff by the 20<sup>th</sup>.
- Monitor sites as needed to ensure compliance with CACFP, Head Start and UMCHS food service regulations.
- Complete month end report and submit to executive director.
- Complete food service staff evaluations as indicated.

## **Timelines for Management of the USDA/Child and Adult Care Food Program**

### **October**

- Use enrollment updates to ensure that roster is accurate and that income information is on file.
- Complete one month study report and submit to Oregon Department of Education.
- Check September menu planning sheets for accuracy and review against shopping lists and receipts. Send feedback to food service staff.
- Submit claim for meal reimbursement to the Oregon Department of Education by the 10<sup>th</sup>.
- Score applications and conduct interviews for potential food service staff as needed.
- Train new staff and update existing staff on all CACFP regulations and Head Start and UMCHS food service/nutrition guidelines as appropriate.
- Write and distribute November menus and nutrition education activity to staff by the 20<sup>th</sup>.
- Monitor sites as needed to ensure compliance with CACFP, Head Start and UMCHS food service regulations.
- Complete month end report and submit to executive director.
- Complete food service staff evaluations as indicated.

### **November**

- Use enrollment updates to ensure that roster is accurate and that income information is on file.
- Complete one month study report if enrollment changes by 10 or more infants/children per site and submit to the Oregon Department of Education.
- Check October menu planning sheets for accuracy and review against shopping lists and receipts. Send feedback to food service staff.
- Submit claim for meal reimbursement to the Oregon Department of Education by the 10<sup>th</sup>.
- Score applications and conduct interviews for potential food service staff as needed.
- Train new staff and update existing staff on all CACFP regulations and Head Start and UMCHS food service/nutrition guidelines as appropriate.
- Write and distribute December menus and nutrition education activity to staff by the 20<sup>th</sup>.
- Monitor sites as needed to ensure compliance with CACFP, Head Start and UMCHS food service regulations.
- Complete month end report and submit to executive director.
- Complete food service staff evaluations as indicated.

## **Timelines for Management of the USDA/Child and Adult Care Food Program**

### **December**

- Use enrollment updates to ensure that roster is accurate and that income information is on file.
- Complete one month study report if enrollment changes by 10 or more infants/children per site and submit to the Oregon Department of Education.
- Check November menu planning sheets for accuracy and review against shopping lists and receipts. Send feedback to food service staff.
- Submit claim for meal reimbursement to the Oregon Department of Education by the 10<sup>th</sup>.
- Score applications and conduct interviews for potential food service staff as needed.
- Train new staff and update existing staff on all CACFP regulations and Head Start and UMCHS food service/nutrition guidelines as appropriate.
- Write and distribute January menus and nutrition education activity to staff by the 20<sup>th</sup>.
- Monitor sites as needed to ensure compliance with CACFP, Head Start and UMCHS food service regulations.
- Complete month end report and submit to executive director.
- Complete food service staff evaluations as indicated.

### **January**

- Use enrollment updates to ensure that roster is accurate and that income information is on file.
- Complete one month study report if enrollment changes by 10 or more infants/children per site and submit to the Oregon Department of Education.
- Check December menu planning sheets for accuracy and review against shopping lists and receipts. Send feedback to food service staff.
- Submit claim for meal reimbursement to the Oregon Department of Education by the 10<sup>th</sup>.
- Score applications and conduct interviews for potential food service staff as needed.
- Train new staff and update existing staff on all CACFP regulations and Head Start and UMCHS food service/nutrition guidelines as appropriate.
- Write and distribute February menus and nutrition education activity to staff by the 20<sup>th</sup>.
- Monitor sites as needed to ensure compliance with CACFP, Head Start and UMCHS food service regulations.
- Complete month end report and submit to executive director.
- Complete food service staff evaluations as indicated.

## **Timelines for Management of the USDA/Child and Adult Care Food Program**

### **February**

- Use enrollment updates to ensure that roster is accurate and that income information is on file.
- Complete one month study report if enrollment changes by 10 or more infants/children per site and submit to the Oregon Department of Education.
- Check January menu planning sheets for accuracy and review against shopping lists and receipts. Send feedback to food service staff.
- Submit claim for meal reimbursement to the Oregon Department of Education by the 10<sup>th</sup>.
- Score applications and conduct interviews for potential food service staff as needed.
- Train new staff and update existing staff on all CACFP regulations and Head Start and UMCHS food service/nutrition guidelines as appropriate.
- Write and distribute March menus and nutrition education activity to staff by the 20<sup>th</sup>.
- Monitor sites as needed to ensure compliance with CACFP, Head Start and UMCHS food service regulations.
- Complete month end report and submit to executive director.
- Complete food service staff evaluations as indicated.

### **March**

- Use enrollment updates to ensure that roster is accurate and that income information is on file.
- Complete one month study report if enrollment changes by 10 or more infants/children per site and submit to the Oregon Department of Education.
- Check February menu planning sheets for accuracy and review against shopping lists and receipts. Send feedback to food service staff.
- Submit claim for meal reimbursement to the Oregon Department of Education by the 10<sup>th</sup>.
- Score applications and conduct interviews for potential food service staff as needed.
- Train new staff and update existing staff on all CACFP regulations and Head Start and UMCHS food service/nutrition guidelines as appropriate.
- Write and distribute April menus and nutrition education activity to staff by the 20<sup>th</sup>.
- Monitor sites as needed to ensure compliance with CACFP, Head Start and UMCHS food service regulations.
- Complete month end report and submit to executive director.
- Complete food service staff evaluations as indicated.

## **Timelines for Management of the USDA/Child and Adult Care Food Program**

### April

- Use enrollment updates to ensure that roster is accurate and that income information is on file.
- Complete one month study report if enrollment changes by 10 or more infants/children per site and submit to the Oregon Department of Education.
- Check March menu planning sheets for accuracy and review against shopping lists and receipts. Send feedback to food service staff.
- Submit claim for meal reimbursement to the Oregon Department of Education by the 10<sup>th</sup>.
- Score applications and conduct interviews for potential food service staff as needed.
- Train new staff and update existing staff on all CACFP regulations and Head Start and UMCHS food service/nutrition guidelines as appropriate.
- Write and distribute May menus and nutrition education activity to staff by the 20<sup>th</sup>.
- Monitor sites as needed to ensure compliance with CACFP, Head Start and UMCHS food service regulations.
- Complete month end report and submit to executive director.
- Complete food service staff evaluations as indicated.

### May

- Use enrollment updates to ensure that roster is accurate and that income information is on file.
- Complete one month study report if enrollment changes by 10 or more infants/children per site and submit to the Oregon Department of Education.
- Check April menu planning sheets for accuracy and review against shopping lists and receipts. Send feedback to food service staff.
- Submit claim for meal reimbursement to the Oregon Department of Education by the 10<sup>th</sup>.
- Score applications and conduct interviews for potential food service staff as needed.
- Train new staff and update existing staff on all CACFP regulations and Head Start and UMCHS food service/nutrition guidelines as appropriate.
- Write and distribute June menus and nutrition education activity to staff by the 20<sup>th</sup>.
- Monitor sites as needed to ensure compliance with CACFP, Head Start and UMCHS food service regulations.
- Complete month end report and submit to executive director.
- Complete food service staff evaluations as indicated.

## **Timelines for Management of the USDA/Child and Adult Care Food Program**

### **June**

- Use enrollment updates to ensure that roster is accurate and that income information is on file.
- Plan and coordinate summer socialization menus/nutrition activities with Early Head Start Teachers.
- Complete one month study report if enrollment changes by 10 or more infants/children per site and submit to the Oregon Department of Education.
- Check May menu planning sheets for accuracy and review against shopping lists and receipts. Send feedback to food service staff.
- Submit claim for meal reimbursement to the Oregon Department of Education by the 10<sup>th</sup>.
- Score applications and conduct interviews for potential food service staff as needed.
- Train new staff and update existing staff on all CACFP regulations and Head Start and UMCHS food service/nutrition guidelines as appropriate.
- Write and distribute July menus and nutrition education activity to staff by the 20<sup>th</sup>.
- Monitor sites as needed to ensure compliance with CACFP, Head Start and UMCHS food service regulations.
- Complete month end report and submit to executive director.
- Complete food service staff evaluations as indicated.

### **July**

- Give income statements with revised income guidelines to Family Development Director for distribution to staff involved in enrolling infants/children in Head Start/Early Head Start.
- Use enrollment updates to ensure that roster is accurate and that income information is on file.
- Complete one month study report if enrollment changes by 10 or more infants/children per site and submit to the Oregon Department of Education.
- Check June menu planning sheets for accuracy and review against shopping lists and receipts. Send feedback to food service staff.
- Submit claim for meal reimbursement to the Oregon Department of Education by the 10<sup>th</sup>.
- Score applications and conduct interviews for potential food service staff as needed.
- Train new staff and update existing staff on all CACFP regulations and Head Start and UMCHS food service/nutrition guidelines as appropriate.
- Write and distribute August menus and nutrition education activity to staff by the 20<sup>th</sup>.
- Monitor sites as needed to ensure compliance with CACFP, Head Start and UMCHS food service regulations.
- Complete month end report and submit to executive director.
- Complete food service staff evaluations as indicated.