

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
BUREAU OF HEALTH AND NUTRITION SERVICES AND  
CHILD/FAMILY/SCHOOL PARTNERSHIPS  
25 INDUSTRIAL PARK ROAD  
MIDDLETOWN, CONNECTICUT 06457-1543

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TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Maureen B. Staggenborg, Director  
Child Nutrition Programs

DATE: February 16, 2005

SUBJECT: Operational Memorandum #11C-05  
**Technical Assistance Opportunities for CACFP Sponsors**

In October 2004, information was sent to all CACFP center and home sponsors regarding an opportunity to apply for technical assistance with preparing and promoting quality meals for preschoolers. This program is part of Connecticut's 2004 Team Nutrition grant from the U.S. Department of Agriculture.

In order to accommodate as many requests as possible, we are extending the original November 5 application deadline to **April 30, 2005**. Selected programs will receive hands-on assistance from Team Nutrition consultants. This assistance will be available from spring 2005 through August 2006. The consultants will customize each program based on individual needs. Examples of the types of assistance provided might include:

- Menu planning ideas for healthy CACFP meals;
- Strategies to increase variety in CACFP menus;
- Developing and using standardized recipes;
- Training on healthy culinary techniques for foodservice personnel;
- Techniques for quality preparation of fruits and vegetables;
- Training for teachers on coordinating nutrition education and preschool menus;
- Providing Captain 5 A Day nutrition education workshops (Connecticut Department of Public Health);
- Providing families with appropriate nutrition messages (e.g., USDA's *Nibbles for Health*);
- Training for foodservice staff on implementing the Dietary Guidelines in CACFP menus;
- Developing nutrition policies for CACFP programs;
- Providing nutrition education materials and resources; and
- Other assistance, as identified by local needs.

The enclosed flyer, *Healthy Meals for Preschoolers*, provides a summary and application form for this exciting new program. CACFP sponsors are encouraged to take advantage of this limited opportunity. Applications will be accepted on a "first come, first served" basis until funding is no longer available. In the event that applications exceed available resources, priority criteria will be given to CACFP sponsors that demonstrate need in key areas and limited resources for meeting these needs.

If you have any questions, please contact Susan Fiore at (860) 807-2075 or [susan.fiore@po.state.ct.us](mailto:susan.fiore@po.state.ct.us).

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# Healthy Meals for Preschoolers

*Technical Assistance for CACFP Sponsors  
(Child Care Centers and Family Day Care Homes)*



*Introducing an exciting new program from Connecticut Team Nutrition to help CACFP sponsors prepare, serve and promote quality meals for preschoolers.*



## Connecticut Team Nutrition

The Connecticut State Department of Education received a 2004 Team Nutrition (TN) grant from the U.S. Department of Agriculture (USDA) for a training support system to help child nutrition foodservice professionals in schools and CACFP sites prepare and promote quality meals. The grant period is September 30, 2004 to September 30, 2006.

The overall goal of the TN grant's CACFP component is to help child care centers and family day care home sponsors with local efforts to prepare, serve and promote quality meals. This component includes (1) a regional workshop for CACFP staff starting in spring 2005, and (2) on-site and local training for CACFP centers and home sponsors beginning in late fall 2004. These activities will use USDA's *Building Blocks for Fun and Healthy Meals\** and other resources.

\* *Building Blocks for Fun and Healthy Meals*. USDA, 2000. [www.fns.usda.gov/tn/Resources/buildingblocks.html](http://www.fns.usda.gov/tn/Resources/buildingblocks.html)

## Technical Assistance Available

Technical assistance is available to help CACFP centers and family day care home sponsors with local efforts to plan, prepare and serve healthy meals. Selected programs will receive hands-on

assistance from Team Nutrition consultants. The consultants will customize each program based on individual needs. Examples of the types of assistance provided might include:

- Menu planning ideas for healthy CACFP meals;
- Strategies to increase variety in CACFP menus;
- Developing and using standardized recipes;
- Training on healthy culinary techniques for foodservice personnel;
- Techniques for quality preparation of fruits and vegetables;
- Training for teachers on coordinating nutrition education and preschool menus;
- Providing Captain 5 A Day nutrition education workshops (Connecticut Department of Public Health);
- Providing families with appropriate nutrition messages (e.g., USDA's *Nibbles for Health*);
- Training for foodservice staff on implementing the Dietary Guidelines in CACFP menus;
- Developing nutrition policies for CACFP programs;
- Providing nutrition education materials and resources; and
- Other assistance, as identified by local needs.

### *Note for Family Day Care Home Sponsors:*

Technical assistance can be provided to either (1) CACFP sponsor staff or (2) at annual trainings of at least 25 day care home providers. For sponsors with fewer providers, Team Nutrition can facilitate the coordination of regional training.



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## Who Can Apply?

CACFP sponsors of child care centers and family day care homes.



## How Many Sponsors Can Participate?

Since grant funds are limited, it is not possible to offer this opportunity to all CACFP sponsors. However, all CACFP sponsors are invited to apply, and every effort will be made to accommodate as many requests as possible.

## Cost

This service is provided at no cost to those applicants who are selected.

## Application Criteria

Applications will be accepted on a “first come, first served” basis until funding is no longer available. In the event that applications exceed available resources, priority criteria will be given to CACFP sponsors that demonstrate need in key areas and limited resources for meeting these needs.

## Time Frame

Technical assistance will begin in spring 2005 and will continue through August 2006. Time of year, time of day and the number of program visits will be determined based on individual needs.

## Application Procedure

Interested CACFP sponsors must complete all information on the attached **CACFP Application Form**. The completed application form must be **postmarked by April 30, 2005**. Mail to:

Susan S. Fiore, M.S., R.D.  
Team Nutrition Director  
Connecticut State Department of Education  
25 Industrial Park Road  
Middletown, CT 06457

## Questions

Questions may be directed to Susan Fiore at (860) 807-2075 or Maureen Staggenborg at (860) 807-2070. E-mail: [susan.fiore@po.state.ct.us](mailto:susan.fiore@po.state.ct.us) or [maureen.staggenborg@po.state.ct.us](mailto:maureen.staggenborg@po.state.ct.us).



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**Connecticut Team Nutrition**  
*Connecticut State Department of Education*  
*Bureau of Health and Nutrition Services and Child/School/Family Partnerships*





# CACFP Application Form for Technical Assistance



Complete all information and mail to be **postmarked by April 30, 2005** to: Susan S. Fiore, M.S., R.D., Team Nutrition Director, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457. Note: **CACFP center sponsors may apply for multiple sites, but must complete one form for each center.**

## 1. Applicant Information

Applicant Name \_\_\_\_\_ Position/Title \_\_\_\_\_

CACFP Sponsor \_\_\_\_\_ Sponsor Number \_\_\_\_\_ Name of Site Requesting Technical Assistance \_\_\_\_\_

Work Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

( ) - ( ) -  
Phone – Work (including area code) FAX (including area code) E-mail Address \_\_\_\_\_

## 2. CACFP Sponsor Information (Check one and complete the information below)

**Child Care Center**

Number of Food Service Personnel: \_\_\_\_\_

Number of Teaching Staff: \_\_\_\_\_

Number of Children Enrolled: \_\_\_\_\_

**Day Care Home Sponsor**

Number of Sponsor Staff: \_\_\_\_\_

Number of Day Care Home Providers: \_\_\_\_\_

Number of Children Enrolled: \_\_\_\_\_

## 3. Technical Assistance Needs

From the list of 12 items below, choose the **four greatest needs** for technical assistance in your program.  
**Rank each of these four needs in order of priority, from greatest (1) to least (4).**

Area of Need for Technical Assistance	Rank
1. Menu planning ideas for healthy CACFP meals	
2. Strategies to increase variety in CACFP menus	
3. Developing and using standardized recipes	
4. Training on healthy culinary techniques for foodservice personnel	
5. Techniques for quality preparation of fruits and vegetables	
6. Training for teachers on coordinating nutrition education and preschool menus	
7. Captain 5 A Day nutrition education workshop	
8. Providing families with appropriate nutrition messages (e.g., USDA's <i>Nibbles for Health</i> )	
9. Training for foodservice staff on implementing the Dietary Guidelines in CACFP menus	
10. Developing nutrition policies for CACFP programs	
11. Learning about nutrition education resources, materials and websites	
12. Other (Specify):	





# CACFP Application Form for Technical Assistance



4. For each of the four greatest areas of need identified in question #3, briefly describe why your program would like technical assistance in these areas, and what are the expected benefits. (An additional page may be attached if needed).

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**Applicant's Name**

**Title**

**Signature**

**Date**

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**Connecticut Team Nutrition**

*Connecticut State Department of Education*

*Bureau of Health and Nutrition Services and Child/School/Family Partnerships*



**CACFP Application Form**

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