



**United States
Department of
Agriculture**

Food and
Nutrition
Service

3101 Park
Center Drive

Alexandria, VA
22302-1500

DATE: December 2, 2010

SUBJECT: Child Nutrition Division Instruction Revision

TO: Regional Directors
Child Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

The Food and Nutrition Service (FNS) is in the process of reissuing and revising the FNS Instructions pertaining to the Child Nutrition Programs. The instructions are being reissued to ensure current program policy and authority are accurately reflected and to adhere to new formatting requirements for FNS Instructions, including adding a purpose statement in some cases. All divisions are undergoing the same revision process to update FNS Instructions.

Modifications to FNS Instructions related to Child Nutrition Programs are divided into four categories; minor edits, revised, pending reissuance and obsolete. Format and citation updates will be made to documents listed under the minor edits category while major revisions such as additional program or policy changes are listed as revised. Instructions pending reissuance will be revised in the future. Instructions that no longer reflect FNS policy or that have been incorporated in the regulations have been deemed obsolete. These instructions should be removed from any State website or policy references. A list of the current FNS Instructions set for revision is attached to this memo.

All FNS Instructions are considered current until their reissuance is complete or their status is changed to obsolete. For this reason, it is important that you wait to remove instructions until notice of further action is received. Please review your websites for previous versions of the FNS Instructions and replace them with the revised versions as you receive notification of reissuance status on the FNS PartnerWeb.

The reissuance of FNS Instructions began in early November 2010 and will continue until all of the instructions have been reissued or revised. Please continue to monitor the FNS PartnerWeb and FNS wide emails for further updates. When Instructions are posted to the CND Policy and Memo Community of the FNS PartnerWeb, all Community members will receive an email notification. FNS Instructions reside in the Resources and Guidance documents library, in the FNS Instructions folder.

Regional Directors
State Directors
Page 2

State agencies should contact their regional office with any questions or comments.

A handwritten signature in blue ink that reads "Cynthia Long". The signature is written in a cursive, flowing style.

Cynthia Long
Director
Child Nutrition Division

Attachments

Listed below are the Instructions, categorized by the type of revision.

Minor Edits

Revisions to the instructions below were minor and included corrections of spelling, format changes, grammatical errors and citation updates. The policy in these Instructions will not change.

Number	Title
755-1	Delegation of Responsibility in the Child and Adult Care Food Program
765-4	Independence of the Review Official in the Child and Adult Care Food Program
765-10	Child and Adult Care Food Program Follow-up Verification Reviews
770-2	Commodity Distribution Requirements in the Child and Adult Care Food Program
770-3	Eligibility for Donated Foods to Camps in the Summer Food Service Program
776-3	Eligibility of Individuals Over 12 Years of Age With Mental or Physical Disabilities in Child Care Facilities Participating
776-6	Tax-Exempt Status for Summer Food Service Program Sites
776-8	Eligibility of Proprietary Title XX Centers
781-6	Special Development Projects
781-8	Use of Program Funds for Child Care Standards Compliance
782-1	Outside-School-Hours Care Centers
782-4	Approval of Child Care Institutions for the Summer Food Service Program
782-5	Pricing of Adult Meals in the National School Lunch and School Breakfast Programs
782-6	Fees for Lunchroom Services
783-3	Family Style Meal Service in the Summer Food Service Program
783-9	Family Style Meal Service in the Child and Adult Care Food Program 781-7 Cost of Distribution of Bonus Commodities to Family Day Care Homes
783-11	Juice Products—Child Nutrition Programs
783-13	Variations in Meal Requirements for Religious Reasons: Jewish Schools, Institutions and Sponsors
784-3	Reimbursement for Meals Provided by Parents in the Child Care Food Program
786-5	Provider Claim Documentation and Reconciliation
786-7	Reimbursement for Meals and Milk Served on Weekends
786-9	Reimbursement for Meals or Milk Served to Continuous School Calendar Students
788-3	Classification of Applicants in the Child and Adult Care Food Program

Number	Title
788-5	Approval of Administrative Budgets for Multi-State Sponsoring Organizations of Family Day Care Homes - Child Care Food Program
788-6	Availability of Institutions' Records to Administering Agencies
788-7	Staff - Child Ratios for Centers in Child and Adult Care Food Program (CACFP) Child Care Standards
788-10	Retroactivity of Agreements for the Child Care Food Program
788-12	Approval of Sponsors Under Investigation or Audit in the Summer Food Service Program
788-13	Sub-sites in the Summer Food Service Program
788-16	Administrative Procedures for Multi-State Sponsoring Organization - Child Care Food Program
788-17	Documentation of Licensing/Approval
792-2	Contracting Out Management Functions in the Child and Adult Care Food Program
794-5	Agreements With Entities Which Operate Interstate Schools and Facilities
796-2	Financial Management - Child and Adult Care Food Program
796-4	Financial Management – Summer Food Service Program for Children

Revised

The following Instructions will contain substantial revisions to ensure that the Instruction is consistent with current Program requirements.

Number	Title
765-7	Handling Lost, Stolen and Misused Meal Tickets
776-4	Temporary Emergency Residential Care in the Child and Adult Care Food Program
776-7	Eligibility of Schools and Institutions to Participate in School Nutrition Programs
776-9	Verification of Eligibility Procedures in the Child and Adult Care Food Program
783-6	Guidelines for the Amounts and Use of Nonfat Dry Milk, Whole Dry Milk, and Canned Evaporated Milk Which are Equivalent to One-Half Pint of Fluid Whole Milk
786-6	Reimbursement for Recycled Milk and Other Meal Components
788-2	Partial Implementation of the School Meal Programs in an Individual School
791-1	Prohibition Against Denying Meals and Milk to Children as a Disciplinary Action
795-1	Use of School Feeding Facilities for the Elderly and Other Community Feeding Programs

Pending Reissuance

The following Instructions are pending future reissuance/revision. The current versions remain in effect until the revisions and reissuance are complete.

Number	Title
782-13	Guidelines for Policy Statement When Serving Meals of Milk Without Separated Charge
783-1	The Grains/Breads Requirement for the Food-Based Menu Planning Alternatives in the Child Nutrition Programs
783-2	Meal Substitutions for Medical or Other Special Dietary Reasons
783-7	Milk Requirement-Child Nutrition Programs
786-8	Reimbursement for Off-site Meal Consumption
796-5	Tax Issues Concerning Day Care Homes

Obsolete

The following Instructions are obsolete and should not be used as a reference. All versions of these instructions should be removed from Regional, State and local policy references.

Number	Title
765-2	Households That Do Not Apply for Free and Reduced Price Meals
765-3	Prevention of Overt Identification
765-5	Free and Reduced Price Eligibility Determinations for Foster and Institutionalized Children
765-8	Wage Matching as a Method of Income Verification for National School Lunch And School Breakfast Programs
765-9	Obtaining Verification of Eligibility Information at the Time of Application
765-11	Definition of a Complete Application for Categorically Eligible Children
770-1	Use and Sale of USDA Donated Foods in Schools and Residential Child Care Institutions
776-5	Eligibility of Indian Tribal Groups as Sponsors in the Summer Food Service Program (SFSP)
781-10	Summer Food Service Program Special Accounts
782-2	Food Poisoning Outbreaks
782-3	Residential Camp Participation in Summer Food Service Program
783-8	Distribution of USDA-donated Foods to Schools, Child Care Institutions, and Service

Number	Title
	Institutions
783-14	Variations in Meal Requirements for Religious Reasons: Seventh-Day Adventist Schools, Institutions, and Sponsors
786-13	Limitation on Number of Meals/Snacks Per Child Per Day in the Child Care Food Program
788-8	Handling Freedom of Information Requests for Day Care Homes
788-11	Eligibility and Responsibilities of Government Sponsors in the Summer Food Service Program
788-18	Moving Toward Tax-Exempt Status in the Child and Adult Care Food Program
792-1	Purchasing of Domestic Foods
792-3	Health Inspection Contracts ROAP States for the Summer Food Service Program
796-6	Nutrition Education and Training Program Matching Requirement
796-7	Cost Principles for the Nutrition Education and Training Program
798-1	Copyright of Materials Developed Under the Nutrition Education and Training Program