



The Link

YOUR QUARTERLY CONNECTION TO CACFP SUCCESS



ISSUE #56

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ODBCACFP.org
contact@odbacfp.org





In this edition...

BREAKFAST IN THE CACFP

Creating a creditable CACFP menu starts with the first meal of the day – breakfast. What does your breakfast menu need to be creditable? What are the required components for breakfast, and what restrictions should your site be aware of?

In this edition of *The Link*, we break down the breakfast meal service. Learn best practices, meal pattern guidelines, and shopping tips to help your kids start the day with a healthy, nutritious meal.

*-Story continued on **Page 6.***



Peanut Butter Overnight Oats are kid-friendly and easy to make!

Get the recipe on **Page 7.**



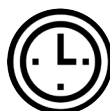
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ODB's Educator Portal

Featured Educators:

the owners, directors, and leaders at Young at Heart Learning Academy and Bluegrass Children's Academy are making a major difference in the lives of children.

Read their stories on

Pages 13 and 14.

Magazine Editor-in-Chief | Kayla Guard

Photography courtesy of Young at Heart Learning

Academy, Bluegrass Children's Academy

Stock Photography courtesy of Envato Elements

A LETTER FROM OUR PRESIDENT

Dear friends,

Providing training and resources for educators to serve healthy, affordable meals to children is a great privilege for our organization. We value community, diversity, and integrity. We lead by example, making ethical choices and believing in the worth of every individual.

Since 1995, Our Daily Bread Child and Adult Care Food Program (ODB CACFP) has been dedicated to the nutritional care of children. Partnering with educators, we serve over 12,000 meals a day to children and adults across the states of Tennessee and Kentucky.

At Our Daily Bread CACFP, we firmly believe that knowledge is power. We are committed to informing the public about making healthy food choices and educating adults and children about the importance of proper nutrition. This is a vital step in our collective fight against the epidemics of childhood hunger and childhood obesity. Through our programs, we offer thorough training and technical assistance to daycare homes, adult care, and childcare centers, ensuring that they are equipped with all the necessary tools to provide nutritious meals to those in their care.

We have taken extraordinary pride in being members of the National CACFP Sponsors Association since 2004. Our Executive Director, Senta Hester, has played a significant role within the association. She has served as a board member, chairperson, vice president, and as president. Senta's dedication and leadership have been instrumental in advancing our cause, and in 2017, she was elected as the president of the National CACFP Sponsors Association, serving a two-year term.

Looking ahead, we remain committed to promoting children's health and well-being. Our vision is a society where healthy choices are the norm, and education is promoted, taught, encouraged, and passed on to educators and parents, and ingrained in our children at a very young age. Your support makes this possible. Childcare educators lay the foundation for the future of our society, and we are proud to walk along your side as positive forces in the lives of children.

Together, let us build a future where every child has access to nutritious meals and the knowledge for healthy living. Thank you for being part of our journey.

Warm regards,



Phillip Hester

President, Our Daily Bread CACFP



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Summer Meal Planning

This sample menu is for ages 1-12 Yrs.

Monday

Tuesday

Wednesday

Thursday

Friday

Breakfast

Blueberry Pancakes

Skim/1%/Whole
Blueberries
Whole Grain -
Pancakes

Peanut Butter Overnight Oats

Skim/1%/Whole
Mixed Berries
Peanut Butter
Whole Grain -
Quick Oats

Blueberry Lemon Parfait

Skim/1%/Whole
Blueberries
Lemon Yogurt

Mini Wheats

Skim/1%/Whole
Cantaloupe
Whole Grain -
Frosted -
Mini Wheats

Strawberry Waffles

Skim/1%/Whole
Strawberries
Whole Grain -
Waffle

Lunch/Dinner

Creole Cups

Skim/1%/Whole
Whole Grain -
Brown Rice
Red Beans
Onions
Bell Pepper
Celery
Collard Greens

Chicken Ratatouille

Skim/1%/Whole
Chicken Breast
Zucchini and
Eggplant
Applesauce
Whole Grain -
Dinner Roll

Taco Salad

Skim/1%/Whole
Seasoned Beef
Shredded -
Cheese, Lettuce
Tomato, Salsa
Apple Slices
Whole Grain -
Tortilla Chips

Lemon Pepper Fish

Skim/1%/Whole
Baked Cod
Asparagus
Plums
Whole Grain -
Quinoa

Mini Pizzas

Skim/1%/Whole
Seasoned Beef
Mozzerella -
Cheese
Corn
Honeydew
Whole Grain -
English Muffin

Snack

Firecrackers and Cheese

Water
Cottage Cheese
Whole Grain -
Goldfish

Strawberry Pops

Water
Strawberries
Greek Yogurt

Potato Pancakes

Water
Hashbrowns
Applesauce

Watermelon Fries

Water
Watermelon
Yogurt

Rad Rhubarb

Water
Rhubarb
Strawberries
Whole Grain -
Triscuits

This sample menu is for ages 6-11 months.

Monday

Tuesday

Wednesday

Thursday

Friday

Breakfast

IFIF or BM

Infant Multi -
Grain Cereal
Pureed or
Mashed -
Blueberries

IFIF or BM

Infant Oatmeal
Mixed Berries

IFIF or BM

Yogurt
Pureed or
Mashed -
Blueberries

IFIF or BM

Infant Rice -
Cereal
Diced -
Cantaloupe

IFIF or BM

Infant Whole -
Wheat Cereal
Sliced -
Strawberries

Lunch/Dinner

IFIF or BM

Infant or
Ground Turkey
Peas

IFIF or BM

Infant or
Diced Chicken
Zucchini

IFIF or BM

Infant or
Ground Turkey
Applesauce

IFIF or BM

Baked Cod
Chopped -
Asparagus
Plums

IFIF or BM

Mozzerella -
Cheese and/or
Infant Beef
Corn

Snack

IFIF or BM

Mangoes
Goldfish

IFIF or BM

Carrots
Whole Grain -
Crackers

IFIF or BM

Hashbrowns
Graham -
Crackers

IFIF or BM

Watermelon
Infant -
Teething Biscuit

IFIF or BM

Honeydew
Tortilla Strips

BREAKFAST IN THE CACFP



BY KAYLA GUARD
PUBLIC RELATIONS SPECIALIST
OUR DAILY BREAD CACFP

Creating a creditable CACFP menu starts with the first meal of the day – breakfast. What does your breakfast menu need to be creditable? Let's dive into the required components and key restrictions.

For 1 to 12-year-olds, the CACFP breakfast meal pattern consists of milk, a fruit or vegetable, and a grain. The grain food component may be replaced with a meat or meat alternative up to three times per week. In practice, this may look like serving milk, an apple, and whole wheat toast on Monday; then, serving milk, bananas, and scrambled eggs on Tuesday.

It's important to remember that breakfast cereals and yogurts both have sugar limits in the CACFP. Cereal is limited to 6 grams of sugar per dry ounce, and yogurt is limited to 23 grams of sugar per 6 ounces.

As a best practice, consider serving a whole grain during every breakfast service. A whole grain-rich grain component is required at least once a day in the CACFP. A few of my favorites include oatmeal or whole-wheat pancakes.

If you have any questions about serving breakfast at your site, contact your ODB CACFP case manager or field representative. We are here to support you every step of the way.

		1-2 Years	3-5 Years	6-12 Years
BREAKFAST	Fluid Milk ¹	½ cup	¾ cup	1 cup
	100% Juice (or) Fruit (or) Vegetable ²	¼ cup	½ cup	½ cup
	Grain ³ (or) Meat/Meat Alternate ⁴	½ oz. eq.	½ oz. eq.	1 oz. eq.
	Bread, whole wheat or enriched.....	½ slice	½ slice	1 slice
	Cereal, cold, dry flakes or rounds ⁵	½ cup	½ cup	1 cup
	Cereal, cold, dry puffed cereal ⁵	¾ cup	¾ cup	1 ¼ cup
	Cereal, hot, cooked ⁵	¼ cup	¼ cup	½ cup
	Lean meat, poultry or fish.....	½ oz.	½ oz.	1 oz.
	Egg.....	½ egg	½ egg	½ egg
	Yogurt ⁶	¼ cup	¼ cup	½ cup



Unlock the power of healthy meals!

- Learn CACFP guidelines
- Master record keeping & menu planning
- Boost your kids' healthy eating habits
- Connect with fellow educators

AS A
MATTER OF
FACT!



SCAN ME

Register today at
odbcacfp.org/training



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CHILD NUTRITION MAGAZINE

Issue # 56

Notes

- The milk in this recipe does not count toward the milk component.
- Stir and add toppings right before serving.
- Recipe can be made and refrigerated up to 4 days prior to serving.

Peanut Butter Overnight Oats

Yield: 1-5 yrs. (8), 6-12 yrs. (4)

Meal Type: Breakfast/Snack



Ingredients

- | | |
|-----------|--|
| 1/2 cup | peanut butter, creamy |
| 1 tsp | vanilla extract |
| 2 tbsp. | honey |
| 1 1/2 cup | milk, plain low - fat or fat - free |
| 1 cup | dry oats, quick |
| 4 cups | frozen mixed berries, thawed and divided |
| | |
| | |
| | |
| | |
| | |

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CHILD NUTRITION MAGAZINE

Issue # 56

Notes

- Tip to remove popsicles: Fill a container with warm water and briefly dip the the mold in until the pops loosen. (20-30 seconds)
- Tip to stop the drips: Insert popsicle sticks into the center of paper muffin cups to catch all the drips.

Strawberry Pops

Yield: 1-5 yrs. (4), 6-12 yrs. (2)

Meal Type: Snack



Ingredients

- | | |
|----------|--------------|
| 2 cups | strawberries |
| 1 cup | greek yogurt |
| 3/4 tsp. | lemon juice |
| 1/2 tsp. | vanilla |
| | |
| | |
| | |
| | |
| | |
| | |

our!
daily
bread
CACFP

CACFP Servings & Components

1-2 Years	3-5 Years	6-12 Years
1/2 cup oats mixture 1/4 cup berries	1/2 cup oats mixture 1/4 cup berries	1 cup oats mixture 1/4 cup berries
-	-	-
mixed berries	mixed berries	mixed berries
peanut butter	peanut butter	peanut butter
oats	oats	oats
to meet meal component requirements serve with:		
1/2 cup milk 1 year = whole 2 year = 1%/skim	3/4 cup 1%/skim milk	1 cup 1%/skim milk

Directions

1. Warm peanut butter, vanilla, and honey in a sauce pan over medium heat, stirring constantly until smooth. Alternatively, heat the peanut butter, vanilla, and honey in a microwave in 30-second increments, stirring between until smooth.
2. Once the mixture is warm and smooth, add the milk and stir to combine.
3. In a large bowl, combine oats and warm peanut butter mixture. Stir well.
4. Add 2 cups thawed berries and toss well.
5. Cover and refrigerate overnight or for at least 2 hours.
6. Serve 1/2 cup cold oats with 1/4 cup mixed berries on the side.

CALCULATE CREDITABLE CEREAL

Sugar in cereal is limited to 6 grams per dry ounce (20.2 grams sugar per 100 grams cereal)

How to Calculate Creditable Cereal

1. Locate the serving size & sugar on the Nutrition Fact Label.
2. Divide the grams of sugar by the serving size in grams
3. The answer will be the grams of sugar per gram of cereal.

Less than or equal to **0.21** = **CREDITABLE**
Greater than **0.21** = **NOT CREDITABLE**

Nutrition Facts

8 servings per container	
Serving size 2/3 cup (55g)	
Amount per serving	
Calories 230	
% Daily Value*	
Total Fat 8g	10%
Saturated Fat 1g	5%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 160mg	7%
Total Carbohydrate 37g	13%
Dietary Fiber 4g	14%
Total Sugars 12g	
Includes 10g Added Sugars	20%
Protein 3g	
Vitamin D 2mcg	10%
Calcium 260mg	20%
Iron 8mg	45%
Potassium 235mg	6%

* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

Example:

12 grams of sugar divided by 55 gram serving, equals:

0.22 grams of sugar per gram

0.22 > 0.21

So it's NOT CREDITABLE

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bread
CACFP

CACFP Servings & Components

1-2 Years	3-5 Years	6-12 Years
1 pop	1 pop	2 pop
-	-	-
strawberries	strawberries	strawberries
greek yogurt	greek yogurt	greek yogurt
-	-	-

Reminder: The yogurt used may contain no more than 23 grams of total sugar per 6 ounces.

Directions

1. Puree strawberries and lemon juice in blender.
2. Mix yogurt and vanilla together.
3. Layer the strawberry puree and the yogurt into four popsicle molds or ice cube trays.
4. Freeze until slightly set and then add the stick into mold or ice tray. Continue freezing until completely frozen.

SERVING CREDITABLE CEREALS



BY KELLY CHILDERS
FIELD REPRESENTATIVE
OUR DAILY BREAD CACFP

Serving cereal at breakfast is a great way to meet the grain requirement under the Child and Adult Care Food Program (CACFP). As of October 1, 2017, breakfast cereal must contain no more than 6 grams of sugar per dry ounce. There are three ways to determine if your cereal is creditable.

3 Ways to Identify Creditable Cereals



1. Women, Infant, and Children (WIC) Cereal List

Did you know that any cereals listed on your state's Women, Infants, and Children (WIC) list are creditable options on the CACFP? It's true! Any cereal, whether hot or cold, listed on any WIC list in the country is a creditable option when planning your menus.

Nutrition Facts
Amount per container (dry 40 grams)
About 12 servings per container (dry 1-3 years)
Serving size 1/2 cup (28g) (dry 4g)
% Daily Value
*% Daily Value is based on a diet of other people's secrets.

Calories	140	190	70
Total Fat 1 1/2g	3%	4%	6%
Sodium 100g	2%	4%	2%
Total Carb 28g	56%	56%	56%
Total Sugar 1g	2%	2%	2%
Total Protein 1g	2%	2%	2%

2. Nutrition Facts Label

You can determine if a cereal is creditable by using the Nutrition Facts Label. First, locate the serving size, in grams (g), of the cereal. Then locate the sugars, in grams (g). Divide the total sugars by the serving size in grams. If the answer is equal to or less than .12, the cereal is creditable.



3. Serving Size/Sugar Limit Chart

If the cereal has the correct amount of sugar or less as compared to this chart, your cereal meets the sugar requirement.

SERVING SIZE	SUGAR LIMIT
20 grams	0-4 grams
40 grams	0-8 grams
60 grams	0-12 grams
80 grams	0-16 grams
100 grams	0-20 grams



Cold Cereals

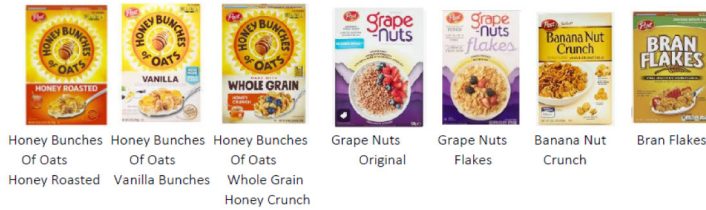
General Mills



Kellogg's



Post



Sunbelt Bakeries

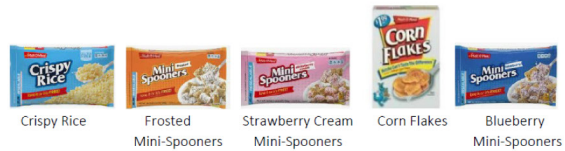


Simply Granola Whole Grain

Quaker

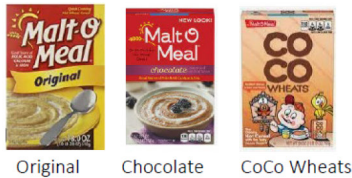


Malt-o-Meal



Hot Cereals

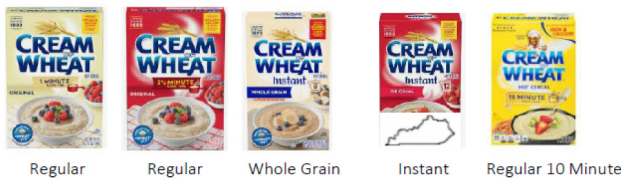
Malt-o-Meal



Quaker



Cream of Wheat



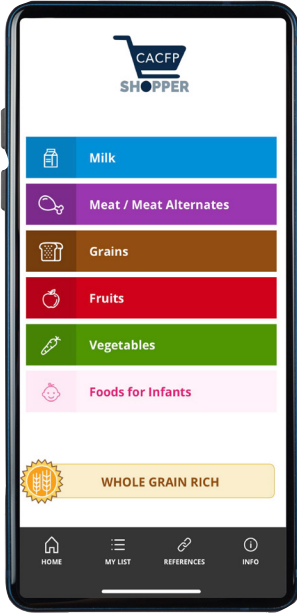
Cream of Rice



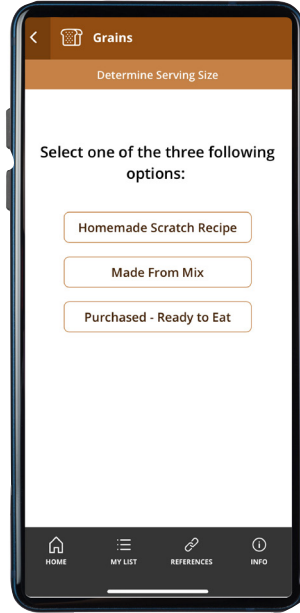
All WIC cereals, no matter the state, are approved to be served in the CACFP



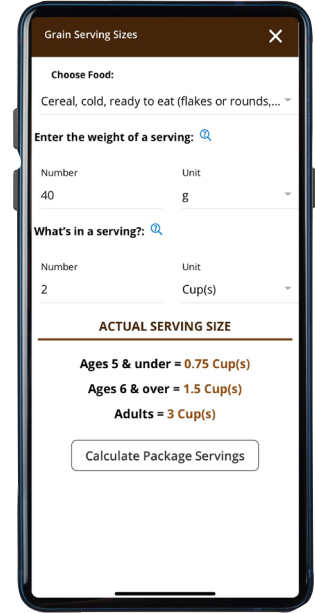
For more cereal and grains-shopping help, consider downloading the CACFP shopper app. This app is loaded with helpful information as well as easy-to-use guides for serving sizes for serving grains. Remember, when serving grains, educators are required to meet the ounce equivalent serving size for each grain component.



For cereal, click "Grains" on the home screen. If using store bought cereal, then select "purchased – ready to eat."



On the next page, you will be prompted to complete food types/serving sizes (weight and units). All this information can be located on your nutrition label.



The app will then breakdown the serving sizes by age groups to ensure you have met the required serving size for the children you serve.



Quick Bites


Scan the QR code to find more recipes like this one in our Quick Bites series on YouTube!



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CHILD NUTRITION MAGAZINE

Issue # 56



Creole Cups

Yield: 1-5 yrs. (8), 6-12 yrs. (4)
Meal Type: Lunch/Dinner

Notes

- Try using different colored bell peppers to make this dish more fun!
- Try different veggies in this dish to encourage children to try new vegetables!
- If you forget to soak your beans, soak them in boiling water for 1 hour.

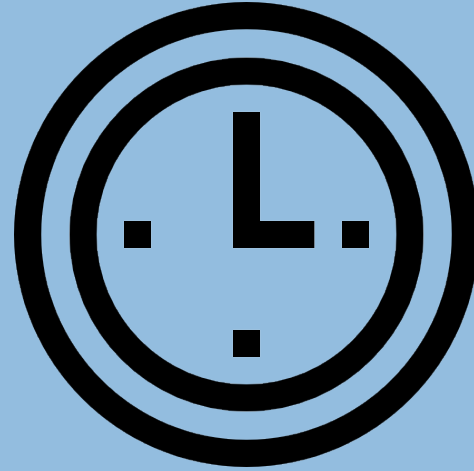
Ingredients

2 cups	brown rice, washed
16 oz.	dried red beans, soaked overnight
48 oz.	low sodium chicken broth
1/4 cup	diced onion
1/4 cup	diced bell pepper
1/4 cup	diced celery
2 tbsp.	creole seasoning blend
1/2 tsp.	salt
2 tbsp.	vegetable oil
24 oz.	collard greens, cut into bite sized pieces

THE DEAL WITH MEAL TIMES



BY TAKESHA MIDDLETON
DAYCARE HOMES PROGRAM MANAGER
OUR DAILY BREAD CACFP



Meal times are important for any child care site, but they are especially important for sites participating in the CACFP. For CACFP participants, meal times are the times that field representatives from Our Daily Bread CACFP or from your state's DHS/DOE may come out to review your meals.

Meal times must be approved by state before they can be changed; this is so that when state conducts any monitoring reviews or audits, you are in compliance and serving at the approved meal times. Any meals that are served at a non-approved meal time will result in a meal disallowance on your site's next claim.

Depending on the capacity of your home or center, you may be able to serve breakfast or PM snack in two shifts. If you would like to change your site's meal times, or if you would like to add a second shift to a meal, please let your case manager or field representative know. They will submit a meal amendment form to their program manager who will then submit the form to state for approval. Sites should be sure to wait until they receive final meal time approval before they implement their new meal times.

All meal time changes are submitted to state by the 20th of each month for a 1st start for the month to come. Our Daily Bread CACFP will notify you once your meal time change is approved. You can start serving meals at the new meal time as soon as you receive that approval.

We do know that things out of your control (power outages, cook call outs), and these instances can affect your meals being served on time. If at any time you must serve out of your approved meal times, please inform your case manager or field representative via phone, email, or text. If you are unsure of your approved meal times, please reach out to your case manager to verify your meal times.



CACFP Servings & Components

1-2 Years	3-5 Years	6-12 Years
 1/4 cup rice 1/4 cup beans 1/8 cup collards 1/8 cup apple slices	 1/4 cup rice 3/8 cup beans 1/4 cup collards 1/8 cup apple slices	 1/2 cup rice 1/2 cup beans 1/2 cup collards 1/4 cup apple slices
collard greens apple slices beans brown rice	collard greens apple slices beans brown rice	collard greens apple slices beans brown rice
to meet meal component requirements serve with apple slices and milk:		
1/2 cup milk	3/4 cup	1 cup
1 year = whole	1%/skim milk	1%/skim milk
2 year = 1%/skim		

Directions

- Using a medium sized pan on medium - high heat, saute the onions, bell peppers, and celery in 1 tbsp. vegetable oil until soft, around 3 to 4 minutes.
- Add the washed rice, chicken broth, onions, bell pepper, celery, creole seasoning, and salt to a rice cooker. Mix then add the beans. Do not mix the beans, ensuring they are on top of the rice. If your rice cooker has a mixed setting, cook the ingredients on this setting. If not, cook on the brown rice setting.
- While the rice and beans are cooking, cook the collard greens in a medium sized pan over medium heat in 1 tbsp. of vegetable oil until soft, roughly 3 to 5 minutes. You may season with salt and pepper.
- Once the rice cooker has completed its cooking cycle, mix the rice.
- Divide the proper serving size of the rice and bean mixture into cupcake cups along with the proper serving size of cooked collard greens. Serve warm.

FEATURED CACFP SITES



Kentucky Featured Educator: Bluegrass Children's Academy, Inc.



BY KIMBERLEY CASTELLUZZO
FIELD REPRESENTATIVE
OUR DAILY BREAD CACFP

Our Daily Bread is honored to spotlight Bluegrass Children's Academy in Winchester, Kentucky. Rebecca Mathieu and Kathy Harman are a mother-daughter duo who share a passion for working with and nurturing children.

Ms. Rebecca has worked in the childcare industry over twenty years. She got her start as a single mom who needed to work but wanted to be with her kids. Her proudest accomplishment, she says, is owning Bluegrass Children's Academy.

Ms. Rebecca's mom is pretty proud as well. Ms. Kathy retired from the healthcare industry and began working part-time with her daughter three years ago. Together, they are an amazing team!

Ms. Rebecca loves to serve the children tacos when she is in the kitchen, while Ms. Kathy stated

"Be patient with yourself and lean on the CACFP team."

her favorite meal to serve consists of chicken patties, corn, mashed potatoes, and whole wheat bread. Both meals sound like kid favorites.

Bluegrass Children's Academy has been sponsored by Our Daily Bread CACFP for five years. I asked each of them what they loved most about the Child and Adult Food Program, and their responses made me smile: "the helpful resources, the management team, and the fact they keep us on track" were at the top of their lists.

The Covid-19 pandemic is still creating some challenges for Bluegrass Children's Academy. They continue to struggle with supply shortages, which can be very frustrating. Ms. Kathy stated she has had to learn to use

alternate menu items when things they order aren't available.

To anyone interested in the CACFP or those who are new to the program, Ms. Kathy shared these words, "be patient with yourself and lean on the CACFP team." Ms. Rebecca says, "DO IT! This will make your life so much easier!" We couldn't agree more, ladies, and are so honored to be the sponsor of your fantastic center!



Tennessee Featured Educator: Jessica Maldonado



BY TRACY
SHIELDS
CASE MANAGER
OUR DAILY BREAD
CACFP

The featured Tennessee educator for this edition is Jessica Maldonado with Young at Heart 1 and Young at Heart 2. When Jessica had just turned 18 and was living in Virginia, she got a summer job as a preschool teacher assistant at what was then called the



When Jessica saw the progress these children were making in their learning of English... she knew that her calling was to work with children.

Parksley Migrant Head Start Center. The children in the center only spoke Spanish for the most part.

When Jessica saw the progress these children were making in their learning of English and everything else and knowing that she played a part in their lives as well, it had an impact on her heart. That is when she knew that her calling was to work with children.

Jessica's proudest accomplishment as a daycare provider is seeing some of the children she taught who are now teenagers and seeing how successful they have become. Several of them

have become amazing athletes and still remember her as their first teacher. She gets random visits for them and loves seeing all that they are being successful with is her proudest moment.

I asked Jessica what she loves most about the CACFP, and she said how helpful Our Daily Bread is when it comes to providing the children in her centers with healthy and nutritious meals, the children need to help them grow. Jessica went on to say, the trainings Our Daily Bread provide are always amazing and super informative. She said that using of the information she has received in the trainings she

and her staff have found great ways to incorporate healthy foods into the children's daily routines.

"I come from a Hispanic heritage," she said, "and I have always loved incorporating different cultures into our meals. The children love *Taco Tuesday*-this has become one of our favorite and fun meals. We make it a fun meal that the kids help with by making their own tacos using tortillas, meat, beans, vegetables, and cheese. Of course, we serve fruit with the meal too."

Jessica said that the advice she would give to any new educator to Our Daily Bread CACFP is to attend the trainings and conferences. "The trainings and conferences have helped me grow into the director I am today. I always leave these events with new information and new activities to do with children, and I also get to meet other educators from all over."

Jessica added that new educators should reach out for help whenever they need it. "I have always had quick responses from the amazing staff of Our Daily Bread anytime I need help with menus or paperwork."



Proud CACFP Sponsor since 1995
Serving Tennessee & Kentucky

At Our Daily Bread CACFP, we believe in community both inside and outside our walls. The Educator Portal is meant to be a tool to help you as an Educator stay connected to Our Daily Bread and all things CACFP. The Educator Portal is designed to give you the best experience possible. Completing and submitting documents to your Case Manager has never been easier!

Child Care is a challenge and we're trying our best to remove pain-points from your daily operations. Be on the lookout for upcoming features soon!

History of Documentation

Gain access to a viewable history of all of your past documents that have gone through the Portal. You will always have access to those important documents that your day care needs. If you happen to misplace something, we've got you covered!

E-Sign & Upload Documents

Effortlessly fill out and sign all of your program forms and upload them to the portal for us to collect. This greatly cuts down on the time and effort it takes to collect everything needed to keep you CACFP compliant!

**E-Sign Coming Soon!*

"We acknowledge that it takes all of us to meet our goals, and that only together will our organization expand and prosper."

- Our Daily Bread CACFP



Sign up at portal.odbcacfp.org



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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:
(833) 256-1665 or (202) 690-7442; or

email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.



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