



*The Link*

YOUR QUARTERLY CONNECTION TO CACFP SUCCESS



FALL 2025

[odbcacfp.org](http://odbcacfp.org)





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## KENYA REEVES

The Link Magazine  
Editor-in-Chief



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# HELLO FROM OUR PRESIDENT

Since 1995, Our Daily Bread CACFP has remained dedicated to promoting the nutritional well-being of children and adults. What began as a simple mission to serve healthy meals has evolved into a deeper commitment: ensuring every child has the nourishment they need to grow, learn, and thrive. Over the years, we've become more than a Child Adult Care Food Program—we are a trusted partner in building healthier futures for families and communities.

Our impact is only possible because of the strong relationships we share with educators, providers and industry partners across Tennessee and Kentucky. Your commitment to creating safe, nurturing, and educational spaces lays the foundation for everything we do. We are honored to support your work through training, resources, and consistent, high-quality nutrition services that help children reach their full potential.

As we look to the future, Our Daily Bread CACFP remains focused on expanding our reach and advancing our commitment to quality in child and adult nutrition. Our vision is clear: to be a driving force in providing access to healthy, affordable meals for all. We are actively exploring new opportunities to innovate, educate, and empower the educators and communities we serve.

Our approach continues to be holistic, addressing not only the nutritional needs of children, but also those of adults. Through nutrition education, community involvement, and sustained support, we strive to inspire lifelong habits that promote better health for everyone. Investing in wellness today means stronger, healthier communities tomorrow.

Together, we are building a future where every child and adult has access to the nutrition they deserve. We deeply appreciate your continued partnership and dedication. We thank you for your continued partnership, and we look forward to working hand in hand as we grow our reach and impact.

Thank you for being a part of our journey.

Warm regards,  
Phillip Hester

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# SAMPLE FALL MENU

**6-11 MONTHS**
**Breakfast**
**Monday**
IFIF or BM

 Infant Oatmeal  
Mixed Berries

**Tuesday**
IFIF or BM

 IF Infant Cereal  
Sliced Bananas

**Wednesday**
IFIF or BM

 Infant Rice –  
Cereal  
Sliced Melon

**Thursday**
IFIF or BM

 IF Infant Cereal  
Diced Potatoes

**Friday**
IFIF or BM

 Infant Oatmeal  
Sliced Apples

**Lunch**
IFIF or BM

 Egg  
Oranges

IFIF or BM

 Infant Chicken  
Sliced –  
Strawberries

IFIF or BM

 Infant Turkey  
Sliced Peaches

IFIF or BM

 Infant Ham  
Broccoli

IFIF or BM

 Shredded –  
Cheese  
Sliced Bananas

**Snack**
IFIF or BM

 Graham –  
Crackers  
Apples

IFIF or BM

 Teething –  
Biscuit  
Pureed Pumpkin

IFIF or BM

 Crackers  
Sliced –  
Tomatoes

IFIF or BM

 Teddy –  
Grahams  
Blueberries

IFIF or BM

 Goldfish  
Applesauce

## Fall Flavors for Infants

Infants may need to try a new food up to 8–10 times before accepting it. Keep offering colorful, seasonal options like mashed sweet potato, soft diced pear, or puréed butternut squash.


**DID YOU KNOW...**

Warm puréed pumpkin with a dash of cinnamon makes a cozy, no-sugar-added snack. Serve alone or mixed with infant oatmeal.





# SAMPLE FALL MENU

## 1-12 YEARS/ADULTS

**Monday**
**Tuesday**
**Wednesday**
**Thursday**
**Friday**
**Breakfast**

### Oatmeal

Oatmeal  
Mixed Berries  
1%/Skim/Whole -  
Milk

### Waffles

Waffles  
Bananas  
1%/Skim/Whole -  
Milk

### Fun Fruit Pizza

(WG) Pizza Crust  
Mixed Fruit  
1%/Skim/Whole -  
Milk

### Turkey Hash

Ground Turkey  
Potatoes  
1%/Skim/Whole -  
Milk

### Cinnamon Toast

(WG) Toast  
Apples  
1%/Skim/Whole -  
Milk

**Lunch**

### Egg Salad

Egg  
Wheat Bread  
Celery  
Oranges  
1%/Skim/Whole -  
Milk

### Stir Fry

Chicken  
Rice  
Broccoli  
Strawberries  
1%/Skim/Whole -  
Milk

### Pizza Burger

Ground Turkey  
(WG) Buns  
Lima Beans  
Peaches  
1%/Skim/Whole -  
Milk

### Potato Bar

Ham, Cheese  
Rolls  
Baked Potatoes  
Broccoli  
1%/Skim/Whole -  
Milk

### Grilled Cheese

American Cheese  
(WG) Bread  
Corn  
Bananas  
1%/Skim/Whole -  
Milk

**Snack**

### CinnaApples

Graham Crackers  
Apples

### Harvest Dip

Greek Yogurt  
Pumpkin, Apples

### Snow Peas

Hummus  
Snow Peas

### Berry Bears

Teddy Grahams  
Blueberries

### Morning Swim

(WG) Goldfish  
Applesauce

## Build a harvest Plate

**Protein:** Turkey, chicken, or beans

**Veggie:** Roasted sweet potatoes or steamed broccoli

**Fruit:** Apple slices or fresh pears

**Whole Grain:** Brown rice, whole wheat bread, or oatmeal

Swap **butter** with **mashed avocado** or **hummus** on **sandwiches** for a nutrient boost.

## HEALTHY SWAPS

# FALL APPLE PUMPKIN OATMEAL

Yield: 8 Servings  
Meal Type: Breakfast

## Ingredients

1 cup Quick Oats  
1 ½ cup Water  
2 cups Applesauce  
1 cup Pumpkin Puree  
1 tsp Cinnamon  
1 tsp Vanilla Extract  
4 Bananas



## Instructions

1. Add oats, water, applesauce, pumpkin, cinnamon, and vanilla extract to a medium saucepan.
2. Cook on medium-high heat until liquid is almost nearly absorbed by the oats.
3. Serve ¾ cup of oatmeal with ½ a banana, sliced to each participant immediately while still warm.

Serve with milk for a complete breakfast!



## Serving & Crediting

### One Serving Provides:

½ oz eq grains  
½ cup combined fruit & vegetable

### Serving Sizes:

1-2 yrs. (⅔ cup & ½ banana) 6-12 yrs. (1 ⅓ cup & 1 banana)  
3-5 yrs. (⅔ cup & ½ banana) Adults (1 ⅓ cup & 1 banana)

# SKILLET PEACHES

Yield: 10 Servings  
Meal Type: Snack

## Ingredients

3.5 lbs fresh peaches –  
(peeled & sliced)  
½ cup Water  
1 tsp Cinnamon  
1 tsp Vanilla Extract



## Instructions

1. Over medium-low heat, heat a large skillet.
2. Add peaches, water, cinnamon, and vanilla.
3. While stirring occasionally, allow the peaches to cook for 5-10 minutes until peaches are somewhat soft.
4. Serve warm.

Serve with another component for a complete snack!



## Serving & Crediting

### One Serving Provides:

½ cup fruit

### Serving Sizes:

1-2 yrs. (½ cup) 6-12 yrs. (¾ cup)  
3-5 yrs. (½ cup) Adults (½ cup)



# SUGAR SHIFT – ADDED SUGAR RULING

## SUGAR SHIFT



### Navigating the New USDA Added Sugars Ruling

**PRESENTED BY:** **ASHLEY LITTLE**  
Training Coordinator

[CLICK HERE TO DOWNLOAD THE SLIDE DECK](#)

## Resources

USDA Final Rule–CACFP Added Sugars

Guidance on Reading Nutrition Facts Labels



# RUNNING ON EMPTY: HOW TO SPOT & STOP BURNOUT BEFORE IT STOPS YOU

## What Is Burnout (and Catching It Early)

Burnout is more than just being tired. It's deep, ongoing exhaustion. It can show up as constant fatigue, low motivation, detachment, and even headaches or trouble sleeping.

In early childhood education, burnout can creep in because giving your all becomes routine. But if we don't recognize it early, it can impact not just us, but the children, families, and quality of care we provide. Catching it early gives us space to reset and return stronger.

## Why Burnout Is So Common in Child Care

Nearly half of early childhood educators report high emotional exhaustion, according to Healthcare journal. It's no surprise, considering the daily demands:

- **Short staffing** means longer hours and fewer breaks.
- **Little downtime** leads to mental, emotional, and physical fatigue.
- **Emotional strain** from comforting big feelings and managing behaviors without time to recharge.
- **Feeling isolated** in your role, especially when support is lacking.

If this sounds familiar, you're not alone. There are ways to protect both your energy and your passion.

## You Deserve to Thrive

You can love what you do and still get overwhelmed. That doesn't make you weak, it makes you human. But you don't have to stay stuck in survival mode.

With a few intentional shifts, a little support, and a whole lot of grace for yourself, you can rediscover what brought you here in the first place. You are the heart of early childhood education. You're building the foundation for future generations. And we want you to do that from a place of strength, not depletion. Take care of yourself. You are worth it.

## Preventing Burnout: Practical Tips

1. **Positive Environment** – Encourage teamwork, kindness, and celebrate every win. Even a sticky note or quick shoutout helps.
2. **Real Breaks Matter** – Step away when you can. A few minutes to breathe or reset makes a difference. Leaders, build in downtime.
3. **Healthy Routines** – Start your day with something calming. Plan meals, add self-care, and include things that recharge you.
4. **Lean on Support** – Talk to coworkers, reach out to your director, and remember Our Daily Bread is always here to help.
5. **Prep When You're Ahead** – Use extra time to restock or plan. It lightens the load when things get busy.
6. **Stick to the Basics** – Sleep well, drink water, and move your body. Small habits make a big impact.
7. **Check In With Yourself** – Pause regularly to notice how you're feeling. Awareness is the first step to managing stress before it builds.



**ANTON CHARLES**  
Case Manager



# HOW TO HANDLE CLASSROOM TRANSITIONS

Fall often brings transitions, as many children move to a new classroom or childcare setting. While exciting for some, it can feel overwhelming for others. As educators, it's important to recognize that each child experiences change differently—and a little preparation can go a long way in helping them adjust.

## Stick to a Good Routine

A consistent daily routine helps children feel secure. Using a visual and written schedule, paired with verbal reminders and a morning meeting, sets clear expectations and supports all learners—especially those still developing language skills.

## Transitional Strategies

To make transitions smoother, use both verbal and non-verbal cues like time warnings, bells, or transition songs. These familiar signals help children anticipate changes and reduce resistance.

Some children may benefit from transitioning with a peer. Partnering them with a confident classmate can provide comfort, but should always be framed as a supportive strategy—not a consequence.



## Keep It Positive

Remember, children often mirror our emotions. Staying calm and modeling positive behavior during transitions helps set the tone. Acknowledge and reinforce successful transitions to encourage continued positive behavior.



With consistency, empathy, and flexibility, transitions can be smoother for both children and educators—building essential skills for success in the classroom and beyond.



**TAKESHA MIDDLETON**  
TN Centers Program Manager



# SUPPORTING THE WHOLE CHILD IN EVERY LESSON

In today's early childhood classrooms, curriculum planning is no longer just about meeting developmental milestones—it's about nurturing the whole child.

Teachers play a vital role in creating learning experiences that support cognitive, social-emotional, and physical development. When planning activities, it's helpful to think beyond traditional learning goals and incorporate opportunities for movement, mindfulness, and healthy habits that promote lifelong wellness.

Start by building your lesson plans around children's interests and real-world experiences. If you're teaching a theme on plants, for example, you can weave in early literacy by reading books about gardens, introduce math with seed counting, and support nutrition education by tasting fruits and vegetables that grow from the garden.



These kinds of integrated activities not only keep children engaged but also naturally introduce important health and nutrition concepts.

Don't underestimate the power of routine and rhythm in your curriculum.

Consistent meal and snack times, transitions that include physical movement, and a predictable daily schedule help young children feel safe and confident. You can support their well-being even further by modeling healthy choices, incorporating discussions about food groups, and encouraging self-help skills like handwashing and serving themselves at meals.

Collaborate with co-teachers and families to bring fresh ideas into the classroom, and remember—when you plan with intention, you're not just teaching lessons, you're laying the foundation for a lifetime of healthy, joyful learning.



**ASHLEY LITTLE**  
Training Coordinator



# FALLING FOR CRAFTS

Fall is the perfect time to get crafty! The crisp air, colorful leaves, and cozy vibes create a perfect setting for some DIY projects. Here are two fun and simple fall crafts you can do with kiddos of all ages!

## 1. Leaf Prints

**What you'll need:**

- Freshly fallen leaves
- Paint (acrylic or washable)
- Paintbrushes
- White or Kraft paper

1. Collect leaves in different shapes and sizes
2. Brush a thin layer of paint onto the underside of a leaf (where the veins are)
3. Press the painted side onto your paper and carefully lift it off
4. Repeat with different leaves and colors to make a beautiful fall collage

**Tip:** Frame your finished artwork for instant fall décor!



photo courtesy of Community Playthings

## 2. Mason Jar Candle Holders

**What you'll need:**

- Clean Mason Jars
- Foam brush
- Mod Podge or clear-drying glue
- Tissue paper or dried leaves
- Tea light candles or battery operated candles

1. Clean Jars
2. Tear or cut tissue paper into small pieces. If using leaves, make sure they are flat and dry
3. Apply a thin layer of glue to the outside of the jar
4. Place tissue paper and/or leaves
5. Brush a second coat of glue over the top to seal decorations
6. Place the candle (real or battery operated) inside

**Tip:** Finish off the jar with twine or ribbon tied around the top!



photo courtesy of Make Magazine



**KAYCEE FOX**  
Case Manager



# THE ABC'S OF THE AMC'S

It's Friday afternoon. You just wrapped up a call with your Reimbursement Specialist at Our Daily Bread CACFP. They reminded you to make sure all your attendance and meal counts are in by the end of the day. You thank them for the reminder and hang up intending to handle it right away. Suddenly a teacher calls the office and says someone has a fever and needs to go home, the doorbell rings and it's a new parent asking for a tour and just as you gather yourself to answer the door, you remember that it's trash day and no one has taken the bin to the curb. By the time you ask someone to call the child's family, give the tour, sign the child up and take out the trash, the day is over, and you need to rush to pick up your own kids from school. The attendance and meal counts are forgotten... again.

Does this sound familiar?

Let's walk through some tips and tricks to reduce the chaos and ensure your counts are updated without that last minute scramble.

## 1. Attendance and meal count sheets (AMCs) need to be easily accessible.

- Keep forms on the food cart.
  - As you or your cook delivers the food to each child/classroom, have them mark each child's meal or snack at the point of service.
- Keep forms on the classroom clipboard
  - Before the meal begins, the teacher can mark the student for the meal/snack.
  - **Reminder:** all staff members should be trained and understand the importance of keeping up with the counts properly to ensure they are completed each day.
- Add a version of the meal count sheets to your sign in and out logs.
  - Because your teachers check these logs regularly, they can mark the meals each child attends throughout the day.
- Directly input logs into Kidkare at point of service.
  - Kidkare makes logging meals at point of service easy on mobile devices

## 2. Make AMCs a part of your daily routine!

- Just like any habit, you will need to work it into your routine. Pick a specific time in the day to update KidKare. Naptime works great for this!
- Enter any meals or snacks after nap from the day before and any meals or snacks from the present day to remain up to date!

## 3. Delegate the task!

- Choose an employee(s) to update your attendance and meal counts for you. As a director or owner, you already wear so many hats. Train an employee to help you with the food program. Before their break for lunch, allow them to update KidKare for you. At the end of the month, you can always go back and check their work before submitting your claim. Your Field Representative can always conduct a KidKare training for any staff member that would like to help!

Tracking attendance and meal counts does not have to be stressful. With the right systems in place, you can be on top of your AMCs and have peace of mind!



**KELLY CHILDERS**  
Field Representative



# FROM PAYCHECK TO PURPOSE: HOW CHILD CARE WAGE\$ IS CHANGING THE GAME

Early childhood educators will tell you: it's the most rewarding job in the world—but also one of the most underpaid. Just ask Samantha Inthabandith. After earning her bachelor's in psychology, Samantha transitioned into early education and quickly discovered her true calling. But passion didn't pay the bills—or her student loans. It also didn't pay for more training to become the best teacher she could be.

Samantha's story is far from unique. Across Tennessee, early childhood educators earn an average of just \$15.63 an hour. Roughly 36% have only an associate's degree or less, and many dream of advancing their education—but can't afford to. Unsurprisingly, the field faces a high turnover rate of 16%. But one program is helping turn the tide: Child Care WAGE\$ Tennessee.

## A Game-Changer for Tennessee's Early Educators

Child Care WAGE\$ Tennessee (TN WAGE\$), funded by the Tennessee Department of Human Services, provides annual salary supplements of up to \$7,800 to eligible early educators. These payments are tied directly to education level and consistent employment—the more schooling in early childhood education you've completed and the more hours you work in a licensed program, the greater the reward.

But TN WAGE\$ isn't just about the money. It's about retaining experienced educators, encouraging professional growth, and elevating the quality of care for Tennessee's youngest learners.

"Because of TN WAGE\$, I've learned a lot more about education and caring for children," shares Samantha. "I took courses that helped widen my knowledge of this field... It is due to the education courses I have completed that I've come to realize this career path is for me. Furthermore, it's helped me pay off my student loans."

## Are You Eligible?

Child Care WAGE\$ Tennessee serves people all over the state from different walks of life. You may qualify for TN WAGE\$ if you:

- Work with children ages 0–5 in a licensed Tennessee childcare program that participates in WAGE\$.
- Hold at least 6 college credits in early childhood education, a CDA, or any bachelor's degree.
- Work a consistent schedule (even part-time working at least 10 hours a week may qualify) and remain with the same employer during the six-month commitment period.

CHILD CARE  
**WAGE\$**<sup>®</sup>  
TENNESSEE



## CLEARING UP THE MYTHS

**MYTH:** TN WAGE\$ is only for teachers with degrees.

**FACT:** The program supports educators with a range of credentials—from certificates to master's degrees.

**MYTH:** You have to work full-time forever to qualify.

**FACT:** Supplements are based on consistent hours over a six-month period. Even part-time educators can qualify.

**MYTH:** It replaces your paycheck.

**FACT:** TN WAGE\$ is a **bonus**, not a replacement. It's designed to supplement what you already earn.

**JOSUÉ VEGA**  
Child Care Wage\$

# KENTUCKY EDUCATOR SPOTLIGHT

## HOME EDUCATOR: JOYCE BREWER

### 29 YEARS AND STILL GOING...

Joyce Brewer is an icon in Mt. Sterling, Ky. Her in home daycare Rugrats Daycare has had its doors open for 29 years. Ms. Joyce opened her doors all those years ago because one of her daughter needed dependable daycare services so that she could return to work. Her doors have been open all these years and she has loved every minute of it.

Twenty-nine years is such a wonderful legacy to hold. Twenty-nine years of watching the children who enter her doors grow and thrive. Ms. Joyce's greatest accomplishment as a daycare provider is being out the community and seeing the children that once stayed in her care they are now grown but still call her Mamaw Joyce. Ms. Joyce provided love, education and last but not least balanced nutrition which is an intergal role in a developing child's mind and body.

She has had the pleasure of seeing her grandchildren and great grandchildren grow up. Currently she has six grandchildren enrolled in her daycare home.

During my reviews with "Mamaw Joyce" I see how much all the children love and enjoy staying at Rugrats Daycare. During one review I saw one child who loved broccoli and cheese so much she had three helping. I did ask what was the daycares most loved meal. Its no shock that chicken nuggets, tater tots, whole grain bread, fruit and of course milk. They always clean their plates when she serves this.

“

Our Daily Bread has been such a big help to my in-home daycare and has been a blessing to me and all the children. If you are a new provider thinking about joining the CACFP food program, absolutely Join. It's the best program and very helpful to in-home daycare providers.

”

Our Daily Bread is honored to provide training and resources to help Mamaw Joyce continue to serve healthy affordable meals to children. TWENTY-NINE YEARS of service! What a remarkable accomplishment!



**REBECCA RIFE**  
Field Representative



# TENNESSEE EDUCATOR SPOTLIGHT

## CENTER: THE CHILDRENS CENTER OF KNOXVILLE

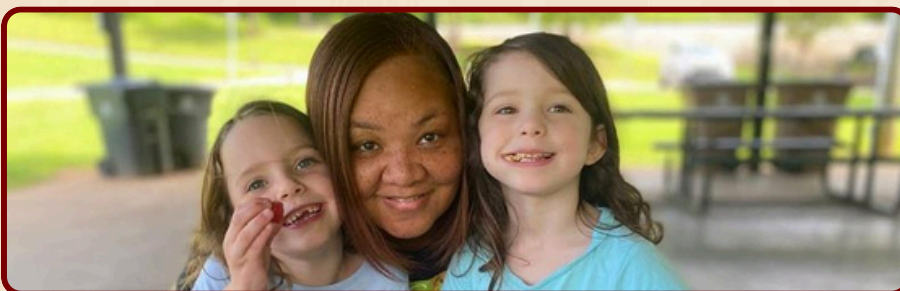
### Voted #2 Childcare Center in Knoxville 2024



The Children's Center of Knoxville opened its doors on January 5, 1976, and is embarking on 50 years of serving children ages 6 weeks to 5 years old in the Knoxville community.

CCK works hard to remain actively involved in their community by participating in community events with United Way of Knoxville, hosting giveaway drives for other local nonprofits, fundraisers, child-centered events, so much more.

By participating in Our Daily Bread's Taking Root Together program, CCK promotes healthy eating and a farm to table approach in their childcare program. They are passionate about allowing children to incorporate foods from their garden into their meals at the center. While learning about Italy, CCK's Junior Kindergarten class made pasta for lunch, picking their own tomatoes and basil from their garden.



CCK's mission is to support families from diverse incomes and backgrounds by providing high-quality early childhood education. Their goal is to support and celebrate the strengths and growth of each unique child. Because of their continued dedication to the children in their program, The Children's Center of Knoxville was voted #2 childcare center in Knoxville's Best of the Best Awards in 2024.

Our vision is to create an inclusive and safe space for children to express themselves and develop life skills to become responsible, compassionate, and inspired world citizens.

50 years of serving the Knoxville community with top notch early education. Our Daily Bread is honored to get to work with The Children's Center of Knoxville and we look forward to continuing to partner with them in their mission to continue inspiring children.



**SHEENA WILSON**  
Case Manager



# CACFP Educator Portal

A SIMPLIFIED CACFP EXPERIENCE

## Proud CACFP sponsor since 1995 | Serving Tennessee & Kentucky

Gone are the days of faxing hassles, scrambling for email addresses, and confusion over which documents to send and to whom. The CACFP Educator Portal is your one-stop solution for submitting CACFP documents to Our Daily Bread effortlessly! Self-submit essential CACFP eForms like Civil Rights Training Rosters, Annual Applications, CACFP Agreements, and more! The portal streamlines your workflow and keeps you organized. Stay informed with real-time status updates and deadline reminders—all designed to help you manage submissions with ease. Sign up today to take full advantage of these powerful features and simplify your CACFP experience!

### eForms & Electronic Signatures

Expedite and improve your CACFP paperwork. Seamlessly complete and submit your forms to Our Daily Bread CACFP for review.

Self-upload all of your forms to the Educator Portal on your schedule for a no-hassle experience.

### CN Label Archive

Navigate through a curated gallery of CN Labels, and save all of the essentials to your favorites.

Browse a collection of CN Labels tailored for the CACFP and the foods you love to serve.

Save CN Labels to your personal favorites list for quick reference at your convenience.

### CACFP Calculators

Ensure cereals, yogurts, and grains meet CACFP standards.

Use specialized calculators to verify compliance with sugar limits and grain ounce equivalents.

### CredibleCuisines

Browse a comprehensive library of CACFP-approved recipes and create your personalized book.

Save your favorite recipes and adjust yields to meet the needs of your home or center. Get crediting information to keep your meals compliant.

### CACFP Calendar

Stay organized and never miss a deadline with our easy-to-use calendar.

View important upcoming deadlines and document due dates all in one place.

## Ready to get started?

Sign up at [portalsignup.odbcacfp.org](https://portalsignup.odbcacfp.org) or by scanning the QR code



"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



**JOSH SMITH**  
Systems Administrator



# 2026 ANNUAL TRAINING

## NOURISH & FLOURISH



Healthy Futures with the CACFP



## COMING TO A CITY NEAR YOU!

Clarksville, TN

Murfreesboro, TN

Knoxville, TN

Louisville, KY

Chattanooga, TN

Memphis, TN

Winchester, KY



# CACFP POLICY UPDATE



1

## 2025–2026 Reimbursement Rates

Good news! The USDA has released the new CACFP reimbursement rates for the 2025–2026 year, and most rates have increased! You'll now receive more money back for the meals you serve, with the exception of snacks for Tier II homes and the paid snack rate for centers, which stayed the same.

These updated rates are in effect from July 1, 2025 through June 30, 2026.

2

## Added Sugars Rule Reminder

The USDA has finalized a rule limiting added sugars in CACFP meals and snacks. These changes take effect October 1, 2025, so now's the time to review your menus and recipes. This policy helps ensure the children and adults we serve enjoy healthier meals.

Check out our Added Sugars Training Video:

[Click Here!](#)

# The Link

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex (including gender identity and sexual orientation), disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

The completed 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, Mail Stop 9410, Washington, D.C. 20250-9410;

Fax: (202) 690-7442; or

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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# FALL 2025



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