



Roundtable news

A bimonthly newsletter on nutrition policy and legislation concerning the child and adult care food program



JUNE 2008

AUGUST VISITS STILL ON!

BREAKOUT SESSION

All You Ever Wanted to Know About Visiting Your Legislator: For the first breakout/training session Ed reminded everyone that the Roundtable is still asking all sponsors to visit their Congressperson this August to put a face on the CACFP and to ask them for their help in improving the program during Child Nutrition Reauthorization in 2009 (*In a conference call with Geri Henchy and Ellen Teller of FRAC on June 4, the importance of making the visit or inviting them to your center or out to a home was reiterated*).

Ed shared with attendees a PowerPoint presentation laying out the steps to setting up a visit. He suggested that it is not as hard or as scary as it may seem. The Roundtable has done a lot of the work for you already. Once you overcome the initial fear of making the call the visit is easy. He reminded folks a simple truth he learned years ago – that you know more about the CACFP than they do. What's the worst that can happen? They might ask you a question you cannot answer. If that happens tell them you don't know, find out the answer and get back to them. They will want to see you; you represent their constituents in an election year!

For a summary of the PowerPoint, see **August Visit**, page 10

San Jose, May 22, 2008

CHAIR REPORT

Paula James was unable to attend the meeting so Ed Mattson welcomed the Roundtable and gave the following brief introductory remarks and announcements. He thanked Doris Fredericks and her staff, from Choices for Children for providing the refreshments and the nice meeting room.

CACFP Finally Getting Recognition: Paula reported to the Advisory Committee that she has attended a number of meetings recently with CFPA, the R & R Network, First Five, and the CA Nutrition Network where CACFP is being seen as a key preventative in addressing childhood obesity.

See **Chair Report**, Page 2, column 1

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She said the National and CA WIC Associations and First Five are going to be working with the Sesame Street Curriculum. WIC plans to use the Sesame Street Characters to promote their new food package. First Five will be working with 10 county commissions to distribute materials and this presents an opportunity for sponsors to contact their local commissions. She asked rhetorically, if the National WIC Association and First Five adopt this branding is there a future for CACFP and Elmo? We shall see. She stated that she is also working with the R & R Network to strengthen their support of the CACFP. Her message has been that if they are not sponsoring the program they should at least communicate.

Strategic Assessment Update: The results from the Strategic Assessment Have been reviewed by the Departments of Public Health and Education and are getting close to being published. They are expected to contain a lot about strengthening the CACFP.

Vitamin Settlement Grant Update: The grant has had to be rewritten several times as the original proposal is two years old now and many things have changed. The funders have asked for a lot more detail. Paula, Doris and Ken Hecht at CFPA have worked a great deal on the rewrite. The marketing piece is a big part of the rewritten plan and the Roundtable is considering hiring a marketing firm – either Public Media or Brown Miller to do it. CFPA is still doing the policy piece.

The **CCFP Roundtable News** is a bimonthly publication for members of the Child Care Food Program Roundtable, an affiliate organization of the California Food Policy Advocates, 116 New Montgomery Street, Suite 633, San Francisco, CA 94105.

Editor
Edward Mattson

Membership is from Jan 1 to Dec 31 every year. For more information please contact Ed at 530-677-9410 or mred94523@earthlink.net

MISSION STATEMENT

The mission of the Child Care Food Program Roundtable is to promote health and well-being of children in child care through providing leadership and advocating for enhanced and expanded CCFP.

The training and mentoring piece has now been broken out. Advisory Committee members should expect to be involved as “stakeholders” in the final plan, looking at best practices.

BREAKOUT SESSION

Preparing for a Review – Best Practices and Practical Advice: A lot of our members have either just had or are preparing to have a review this May-June period. Accordingly we thought it a good idea to have an open discussion on what the state is looking at and finding, how sponsors are preparing themselves and what they might recommend for their peers to get ready. Thanks to Doris Fredericks who took the following notes from the discussion:

Lorraine Bergendorf-Clark from Child Development Associates started us off by stating that to get ready she takes the state documents checklist and goes through all her files. She has her monitors review all their files. On her first review last year her internal office procedures were all okay but 55% of the providers reviewed were not keeping their paperwork up-to-date despite their best efforts at training and retraining providers. She said she finds that providers feed and take care of the kids but don’t see the importance of paperwork. The state followed up in October and still found 42% of providers did not have their paperwork up-to-date. This time she was declared seriously deficient. Lorraine said that she and her staff were puzzled because when they conducted reviews they did not have nearly the same error rate. They finally realized that the providers had developed an elaborate phone tree to warn each other when their monitor was in a particular area. Since then she said they have had to make a number of changes including:

- All visits are unannounced and at unpredictable times;
- They no longer visit all providers in a particular area at one time which unfortunately has increased their costs;
- They are no longer hesitant to declare a provider seriously deficient at the first sign of trouble;
- With increased serious deficiency determinations there have been increased drops;
- She uses the Chicano Federation's serious deficiency letters;
- Her corrective action letter to providers lists the key things a provider must do to take corrective action; and
- She is tightening up everything.

A number of sponsors then offered up brief remarks on their review or preparation efforts including:

- A sponsor shared that during her review she had a 38% rate of serious deficiency by her providers. Most were behind in their paperwork. She also had problems with having completed enrollment forms and a salary issue.
- Another reported that one issue she had was outstanding provider checks and another was documentation of vacations.
- Another reported that in getting ready she is getting straight to the point with her providers. A few findings and they will be off the program to the detriment of their parents and the children. She has changed her monitoring format.
- A Head Start sponsor reported that since their last review they have had more training from the state and now realize that the income eligibility forms must be perfect. Ed

reiterated that from his experience the biggest problem centers have is in the roster – making sure that all children that attended are included and no children that did not aren't, and in the income eligibility/Meal Benefit forms. They must all be completed properly, signed and not more than a year old.

Lorraine then asked what experience the state and federal representatives have that might help providers to become more professional and do a better job. Several attendees responded with ideas including giving “small appreciations,” “catching them doing good,” recognizing them for “paperwork up-to-date” in newsletters and elsewhere. One sponsor said that they send blue ribbons with their checks to providers that are doing good work. Tim Thole from USDA suggested that sponsors attach positive reinforcements with their compliance efforts. Ed reminded sponsors that the Roundtable has developed it “Certificate of Program Excellence” in this spirit of recognizing providers for good work.

Lorraine came back to the theme that providers don't see the importance of a few days of paperwork. What can be done so they don't feel so beaten down, she wondered. Ed commented that for all of us in California this has been a huge cultural shift. It will take some time to get the word out that we are no longer tolerant of program noncompliance. Providers as well as sponsors must understand that they have each signed a contract agreeing to perform certain regulatory requirements. They must be willing to meet those contractual obligations. Lorraine further stated that she has had some concerns about emotional and physical threats to monitors during this upsetting transition.

NUTRITION SERVICES DIVISION

Ronna Jakobitz welcomed the participants and along with Janice Hunt gave the state report.

Staffing Update: Ronna introduced the newest member of the Day Care Home Team – Dave Buck - and stated that she will shortly be hiring a

replacement for Sharon Hall who is retiring. On the center side she stated that Alan Frank started May 1 and Rystin Woolley will be starting on June 1. Janice Hunt reported that Gail Anderson and Laurie Strickland have been redirected, at 100% and 50% time respectively, to CNIPS implementation.

Management Bulletin Update: Ronna reported on a number of Management Bulletins in the works. Two, provider transfers and monitoring for over-capacity are in the final stages of the clearance process. They should be signed off on within the next two weeks. One on the new eligibility guidelines for 2008-09 has been signed and is going to the printers now. It should be out shortly. An email alert on Head Start changes should be out by the end of the week. It reflects changes made in Head Start Reauthorization legislation that as of December 12, 2007 declares all children in Head Start to be automatically eligible, not just those that are part of the “funded enrollment.” This should eliminate the need to obtain Meal Benefit Forms for those considered not part of the “funded enrollment.”

Renewals: Ronna stated that they are working on the renewal packages now. The one for government, Head Start and school-based programs (both independent and center sponsors) was scheduled out the week of the meeting. The renewal for non-profit, non-Head Start centers will be sent out beginning in June on a flow basis. Independent center renewals are only two pages and sponsored centers three pages. The day care home renewal is in draft and should go out in July. Dave Buck is revising the budget forms and has asked for our feedback. Ronna reminded members that 2008-09 will be a new base year. Sponsors will be asked to send in their written procedures.

Training Update: Ronna reviewed for members the latest training opportunities from NSD.

- Small group training for centers, adult day care, at-risk and homeless programs is ongoing since October on recordkeeping and claiming. There will be make-up sessions at the end of the summer.

- Day care home sponsors will be offered training on the serious deficiency process for providers in June. Michelle Vasquez and David Jang are conducting the training sessions on June 17 in Redding, June 24 in Concord and June 26 in Baldwin Park. There may be an additional session in Sacramento if the response rate for the Concord training is too great for the size of the room. The notification for this training was to have gone out already but may have been slightly delayed. This training, for members who were unable to attend the mandatory training session at the last Roundtable Conference in Sacramento, will meet the Fiscal Year 2008 mandatory training requirement.
- Mandatory training for Fiscal Year 2009 will be online only, Ronna reported.
- In April an Information Alert was sent out advising members of Cal-Pro-Net elective (“PIN”) training for centers covering: CACFP Second Interim Rule for Child Care Centers, Civil Rights, Eligibility Form and Enrollment Requirements, Menu Production Records for Child Care Centers, Monitoring and Training for Child Care Centers and Program Administration for Child Care Centers.

County Outreach Data: Ronna stated that they have received all the Schedule A’s sent out in March. Once the data input is completed they will do another run against DSS data, hopefully by mid-June. If there are still mismatches sponsors will receive a final telephone call to clear them up. In early July they hope to prepare emails and/or CD’s for every sponsor with lists of licensed non-participating homes for the counties they serve. Ronna stated that they are concerned that they have proper service area data for every sponsor. Dave has been contacting sponsors to confirm their service area. Ronna stated that they hope to eventually put up a map on the NSD web site where a provider looking for a sponsor can click on their particular county and see contact information for all

sponsors that service the area. Ed stated that this was information that the Roundtable has sought for a number of years and he thanked Ronna and NSD again for agreeing to do the work!

A sponsor asked Ronna whether NSD was planning to send out an approved Schedule A this year. She stated that she will check with the appropriate unit to see if they will do so. She then advised that next year they hope the Schedule A's will not require much clean up because they will be starting up CNIPS implementation in June 2009 with full implementation expected in October.

School List: Ronna was asked when the new school list will be available and when will be the effective date. One member was able to find free and reduced school data on a CalWORKs area of the State's web site (<http://www.cde.ca.gov/ds/sh/cw/filesafdc.asp>) and wondered if the data could be used. Ronna stated that guidance will be coming out shortly and she confirmed that due to the late date the effective date would be June 1.

Q & A:

1. **Q.** During the discussion of the county non-participating provider data a sponsor asked about the availability of expansion funds. She wondered if they were still available and what she had to do to apply for them. **Discussion:** See 7 CFR Part 226.12 (b) for more information on these funds for conducting outreach to un/under-served low-income and rural areas. **A.** Ronna stated that she does have an application developed but it is not yet available on the web site. Sponsors should contact her for more information.
2. **Q.** On the new Meal Benefit Form there is a check box to check if your child receives a school lunch. Do we need proof or is the check mark enough? **A.** The Meal Benefit Form for parents of children enrolled in a Tier II home has the check box because receipt of a free or reduced price school lunch is one of the "expanded categorically eligible" programs available only to Tier II homes. Tier II eligibility determinations do not need to be verified so yes the check mark in the box is sufficient. Receipt of school lunch benefits does NOT qualify a Tier I provider; they must demonstrate that they are eligible either by income or receipt of benefits under the Food Stamp, FDPIR, CalWORKs or Kin-Gap programs. Tier I eligibility must be verified.
3. **Q.** What percentage of providers not complying with paperwork is allowed before a sponsor becomes seriously deficient? **A.** Both Ronna and Tim Thole from USDA responded to this question. Bottom line, there is zero tolerance. That said, there are "extenuating circumstances" Tim stated that will be considered on each case. *(Editor's note: This is of course the only answer we will ever get officially. But if I were a betting man I would predict that if a sponsor a) is truly committed to fixing this systemic problem and b) has made substantial progress in eliminating it, then I would predict that they would not be terminated for serious deficiency. I believe that USDA knows that there has been a culture of tolerance here in CA and that it will take all of us some time to correct it. That said, I don't believe they will also tolerate continued percentages even in the 20-30% range indefinitely.)*
4. **Q.** A provider has a 17 year old foster child with an infant. The baby resides in the provider's home with the mother. The provider is Tier II. Is there any way that the infant can be enrolled and claimed on the food program? **A.** USDA and NSD are researching this question.
5. **Q.** A provider claims her niece and nephew for dinners only. Occasionally there is another child in attendance. The niece and nephew have enrollments and live near by with the provider's mother and sister. After offering dinner the provider walks the children to their home. If the children's mother – provider's sister – is not home, the provider cares for them and her ailing mother at their home or takes them with her on errands. So basically the children are only in the provider's home for care during the dinner

meal. Is this allowable? A. USDA and NSD are researching the answer.

USDA REPORT

Tim Thole, State Program Manager for USDA, WRO, gave the following report.

August 6 Child Nutrition Reauthorization

Listening Session: As Ed had already mentioned the listening session Tim made only cursory remarks. He stated that USDA is holding a series of listening sessions around the country to gather information to help clarify the needs and concerns of program operators. The session in the Western Region will be August 6 in San Francisco. He suggested that when giving testimony a coordinated approach might be best (*Editor: the Roundtable sent out the USDA invitation packet with a cover email suggesting just that – that we coordinate our testimony and make sure it corresponds to our written recommendations*). He mentioned that attendees may choose to focus on the following basic themes: strengthening program management, improving nutrition services, ensuring all eligible children have access, and advancing technology and innovation.

Head Start Eligibility Change: As Ronna had already addresses this issue in her NSD Report above, again Tim made only a brief comment on the change. The Head Start Reauthorization Act extended automatic eligibility for free meals to all children enrolled in Head Start, including those enrolled children that do not meet the income eligibility criteria. This change was effective December 12, 2007.

Data Sharing between NSLP and CACFP: Tim reported that within the next month USDA is expected to issue guidance on data sharing between the School Lunch Program and CACFP. It is part of their ongoing paperwork reduction efforts. He said the memorandum will encourage more data sharing between schools, centers and after-school care centers. Ronna reported that state law restricts the use of the actual application. Tim then said the idea is more along the lines of direct certification.

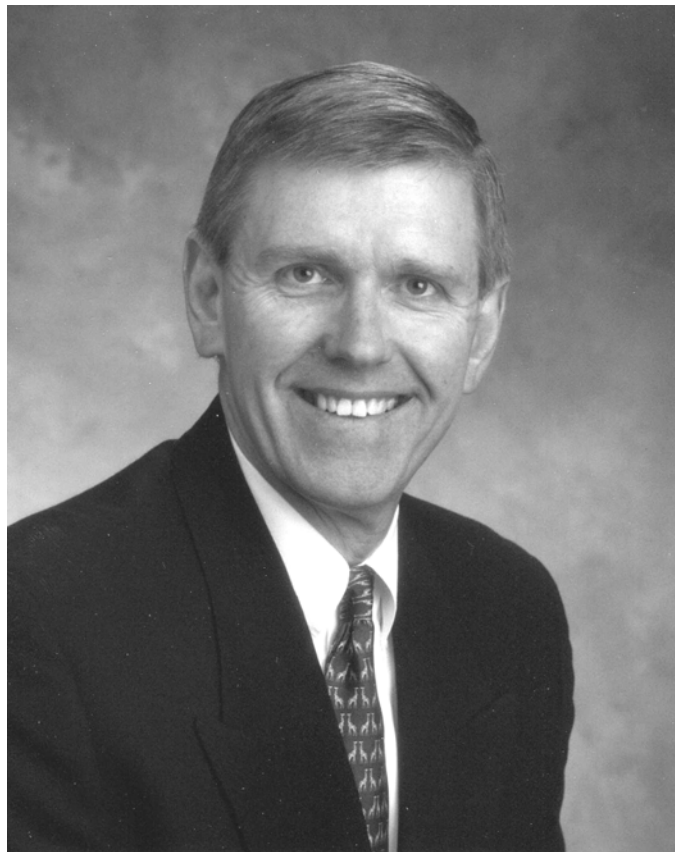
How to Get a Provider Off the National Disqualified List: *Prior to the meeting one of our advisory members had asked how to get a provider off the National Disqualified List (NDQL). The question was shared with Tim beforehand and he gave the following answer at the meeting.* Tim stated that there have been a few providers and other individuals taken off the NDQL. To be taken off they need to be able to prove that they can run the program in accordance with the rules (e.g., they might take a class on child development or accounting; they might get a letter of recommendation from their trainer). They would want to include a personal letter that states that they have now learned and are willing to comply with all program requirements, now. He said a provider does not need to wait 7 years; they can do it before then. He said the sponsor does not necessarily have to go out and monitor them. USDA is generally cautious when considering removing anyone from the NDQL. Recommendations from teachers are very important. A letter of explanation of why they didn't comply before and will now helps.

This topic led to a general discussion about why the NDQL is not available to sponsors to access online. A sponsor reported that it is taking 60-90 days now for a sponsor to get notified by NSD if a provider they want to add is on the list now. This is unacceptable because in some instances they can be on the program and receiving reimbursement in that timeframe. Ronna stated that hopefully CNIPS will speed up the notification timeframe. Some members discussed the possibility of starting up a sponsor blog to share information on terminated providers.

ADVISORY COMMITTEE REPORT

Provider Certificate of Program Excellence /Provider of the Year Update: Ed reminded members that the Roundtable recently developed a family child care "Provider Certificate of Program Excellence," to reward providers that continue to do an excellent job. It is part of our three-part effort to involve providers in the solution to ongoing problems with program compliance. The first part was the letter to all providers that we asked all

sponsors to send in April 2008. We would encourage sponsors to continue to send the letter to new providers as they are enrolled on the program. The second is the certificate. The Advisory Committee has finalized its deliberations and decided that to qualify for the certificate a provider must be free of program violations for one entire review year – which usually means during their 3 annual reviews. The final part is nomination, selection and recognition of a Provider of the Year, from those that have received the certificate this past year. The Advisory Committee is still working on this piece but sponsors can begin now with awarding the certificates in preparation for a possible nomination process later in the year. Find more information on this important Roundtable initiative, as well as the documents involved, under “What’s New” on the Roundtable web site; see “A Message to Sponsors.”



CONFERENCE REPORT



The Roundtable’s 17th Annual Conference, “CACFP: Dialogue in the Desert” is October 27-29, 2008, in Rancho Mirage, California. Plans are underway for another exciting conference. A keynote speaker has been selected, 30 interesting workshop proposals have been received and registration materials should be available towards the end of June or early July.

Ed briefed members on our selection of a keynote speaker for this year’s conference. Peter Brinckerhoff is an internationally renowned trainer, author and consultant to non-profit organizations. He brings years of experience in the field to his work, as he is a former board member of local, state, and national non-profits, and has worked on the staff and as executive director of two regional non-profits. Since founding his consulting firm Corporate Alternatives, in 1982, Mr. Brinckerhoff has helped thousands of organizations become more mission-capable. Peter is the author of the highly acclaimed books, *Mission-Based Management (Second Edition)*, *Mission-Based Management Workbook*, *Financial Empowerment*, *Mission-Based Marketing (Second Edition)* and its associated *Mission-Based Marketing Workbook*, *Faith-Based Management*, *Social Entrepreneurship*, and *Nonprofit Stewardship*. Peter's newest book, *Generations, The Challenge of a Lifetime for Your Nonprofit*, was released in March, 2007. He will address this latter topic in general session on Monday afternoon October 27.

CFPA REPORT

Ed reported out the following information as neither CFPA staff nor Paula James was able to attend the meeting.

Gilbert Grant Update: The Gilbert grant is nearing completion. The observational visits are completed. In all 52 child care facilities – a mix of Head Start, state funded preschool, for profit and nonprofit centers, and family child care homes, on and off the CACFP were visited. The data is being compiled right now. Preliminary results have found that milk consumption on the CACFP is greater than off. Only 57% of homes and 37% of centers, not on the program, were serving milk.

Robert Wood Johnson Foundation Grant Update: Survey forms for the RWJF grant were mailed out by the UC Berkeley Center for Weight and Health to 1400 randomly selected child care facilities a week and a half before the meeting. Ed asked sponsors to please remind their selected facilities to get the forms completed and back in. There will be a \$5 incentive to do so. Finally Ed reported that there are a number of additional RWJF grants out there including one in WA – a 3 year project looking at how reimbursement rate impacts meal quality, NY – on an improved meal standard, and one in both CT & MN.

State Legislative Update:

Much Progress (and One Defeat) for CFPA-Sponsored Bills -

CFPA is the sponsor of six bills this session. Recognizing the budget crisis facing the state, CFPA pushed bills that were low-cost, no-cost, or, in some cases, produced cost-savings. So far, CFPA is batting 5 for 6 in its bills this session and is gathering bipartisan support for many of them. Below is a quick update on where things stand with CFPA-sponsored bills, going in numerical order. For right now, you can just sit back and relax for this update. There isn't much in terms of action steps for the time being. Congratulate yourselves for your efforts to get these bills as far as they have!

AB 433 (Beall): This bill would remove the asset test for some families for food stamp eligibility. AB 433 is actually a holdover from last year and has already passed through the Assembly and is waiting to be voted upon by the Senate. This bill continues to be a hot topic of discussion with the administration. We will be asking for your help in moving this bill later in the session.

AB 1966 (Garcia): The one legislative defeat thus far for our bills was AB 1966 - the bill to require school breakfast in "severe need" schools. Like some past versions of this bill, AB 1966 died in the Assembly Appropriations committee. An overly pessimistic cost estimate doomed this bill, particularly given the state's budget crisis. CFPA and others believe that this cost estimate is significantly exaggerated. Although all similar pieces of legislation have failed in the past, this issue continues to be a popular one - not to mention an important one.

AB 2300 (Laird): AB 2300 would seek to help low-income households receiving Medi-Cal more easily enroll in free or reduced-price school meals. With a near unanimous vote of 73 to 4 (three members did not vote or were absent), this bill passed off the Assembly floor with flying colors. Those voting outliers who were against the bill were Joel Anderson (R-La Mesa), Rick Keene (R-Chico), Doug La Malfa (R-Biggs), and Mimi Walters (R-Laguna Niguel).

AB 2704 (Leno): Our bill to remove barriers to free, tap water in school cafeterias and eating areas also passed off the floor of the Assembly with a vote of 47 to 25. The bill is now referred to the Senate Education committee.

AB 2726 (Leno): Although the Legislature and the Governor both agreed to and passed the Healthy Purchase Pilot Program to improve access to and affordability of fresh produce for food stamp recipients, this innovative program was never funded. AB 2726 sought to authorize the use of alternative funding sources, such as private or federal funds, for the pilot. This bill also passed

through the Assembly with a vote of 47 to 31. Thanks to Senator Harkin money was included in the recently passed Farm Bill for pilot programs such as the Healthy Purchase Pilot. Having these federal funds available increases the prospects for the bill and for the pilot.

AB 2844 (Laird): This bill to remove red tape from the food stamp program would allow food stamp recipients to only have to report income every six months instead of three months, and thus reduce the "churning" of food stamp caseloads on and off the rolls. This bill also passed off the Assembly floor by a wide margin (a vote of 50 to 28) and picked up some Republican support as well.

Find information on a number of other nutrition related bills CFPA is tracking at their web site www.cfpa.net; refer to the May 29 Nutrition Action Alert.

Budget Update -

As we reported in our last alert, the Governor's revised budget proposal contained a number of harmful cuts to low-income families, immigrants, seniors, and disabled people, including cuts to CalWORKs, SSI/SSP, in-home supportive services, and Medi-Cal. In a bit of positive recent news, the Legislature's Budget Committees have decided *not* to hold hearings on many of these new budget proposals. This suggests that the Legislature will likely reject many, if not all, of these harmful cuts in this round of budget action.

As we mentioned in our nutritional analysis of the Governor's May Revise, one positive note was his proposal to waive the face-to-face interview requirement for food stamps by some working households that meet certain work requirements. CFPA's Director of Legislation, George Manalo-LeClair, recently testified on this issue. The one improvement that we are asking for is that the state use the full amount of flexibility offered by USDA to waive the face-to-face interview requirements.

What about the status of the budget process? Uncertainty abounds. A recent news article

predicted that the budget would not meet the constitutionally required deadline of June 15th and quoted Senate Leader Don Perata (D-Oakland) as predicting a "long, hot, dry summer". However, another recent article reported that the state may run out of cash by August making a long, drawn out budget negotiation much more costly and putting more pressure on lawmakers to get a deal settled on-time.

Federal Legislative Update:

Congress Passes the Farm Bill -

On May 14, the Farm Bill passed the House by a vote of 318-106, with 10 members not voting. Following in the House's footsteps, today, the Senate voted to approve the Farm Bill by a vote of 81 to 15 with four not voting (three of whom are out on the campaign trail.) Senators Boxer and Feinstein both voted for the bill.

Most importantly, because the President is threatening a veto, both chambers passed the bill with a veto-proof majority. It appears as if the long, seemingly interminable, Farm Bill process may finally be coming to a close. Your calls, e-mails, letters, and visits have certainly helped influence California's Congressional delegation! Congratulations!

The Center on Budget and Policy Priorities has produced a useful analysis of the Farm Bill (at www.cbpp.org/5-8-08fa.pdf) with information on how California stands to gain from the nutrition provisions.



PLANNING YOUR **AUGUST VISIT**, continued from page 1

Getting Started

- Who is Your U.S. Congressperson?
 - Find him or her at www.house.gov.
 - Enter your zip code in upper left hand corner and hit “go” – It’s that easy!
 - Click on the name that comes up and follow link to their individual web site.
 - Usually “contact” will take you to a page listing their Washington, DC and local district office(s) address and telephone numbers.
- Plan a Visit
 - Pull together your visit packet:
 - Talking points – you can use the “Legislative Kit” on our web site.
 - Take a picture tell a story – you create this using pictures of children and providers/staff at your program or some recent program or project you would like to highlight.
 - “Ask” or “leave behind” – see “Legislative Kit.”
 - Set Up Your Appointment
 - Call their district office; tell them you would like to meet with the Congressperson or his/her staff.
 - Tell them your organization name, that you sponsor the CACFP in their district, and how many children, parents, family child care homes (constituents) you represent.
 - Tell them that you would like to talk about the CACFP and improvements you would like to see during Child Nutrition Reauthorization.

Help on Roundtable Web Site (www.ccfproundtable.org)

- The Roundtable web site has a great deal of useful information.
- Documents include:
 - Visiting Your Member of Congress for Dummies – a must read!
 - Five Easy Steps to a Successful Legislative Visit – helpful too.
 - The **Legislative Kit**, (this is the key document you will need) which includes:
 - California Talking Points
 - The Role of Child Care Settings in Obesity Prevention
 - CACFP: A Key Indicator of Quality Child Care
 - Disappearing Family Child Care in CA – charts, graphs, statistics
 - Statements from FCCH Sponsors Recently Dropping the Program
 - Statement from FCCH Sponsor Struggling to Hang On
 - Ideas for Improving the CACFP During CN Reauthorization in 2009
 - Sample Media Event Guide
 - Sample Letters (coming soon)
- The Roundtable web site has a number of helpful links, including:
 - FRAC’s Legislative Action Center:
 - Guidance on how to schedule a legislative appointment – read this.
 - Sample Appointment Request Fax – some offices may require a fax or contact with a “scheduler.”
 - Lobbying Tips – a reminder that you are “educating” not lobbying.
 - The House & Senate Schedule
 - Staff List for Key House & Senate Food & Nutrition Committees
 - National CACFP Forum
 - Take a Picture Tell a Story Guide – very helpful.

Completing the Job

- You have your appointment set and your packet ready, so now what?
 - Right Before Your Visit:
 - If going as team, decide before hand who will lead & make introductory remarks.
 - Keep in mind purpose of your visit, stay organized.
 - Be on time and patient.
 - During Your Visit
 - Determine amount of time you will have up front (this is critical).
 - Stay on topic.
 - Keep it simple.
 - Explain how talking points impact your program (their constituents).
 - Be specific when telling what you want; use the prepared “ask” – in this case we recommend you print out and use the “Legislative Kit” from the Roundtable web site.
- You’ve completed your visit now what?
 - Be sure to send a thank you letter – a second opportunity to hit on your message.
 - Send any relevant information requested.
 - Add your Congressperson to your mailing list for newsletters, invitations to events, etc.
 - Invite your Congressperson to visit your program or center.
 - Keep in touch with any new developments!
 - Let us know of any visits you make – helps us know if our message resonates well.

The Future is in Your Hands!

MARK YOUR CALENDARS AND MAKE RESERVATIONS FOR THE NEXT TWO ROUNDTABLE MEETINGS

FRIDAY, JULY 18, 2008, 9:30 AM - 2:00 PM
Santa Barbara County Office of Education - Auditorium
4400 Cathedral Oaks Road, Santa Barbara, CA 93110

TRAINING TOPIC (We will repeat the breakout session of May in Northern CA):

The Roundtable’s 2008 Legislative Action Plan & All You Ever Wanted to Know About Visiting Your Legislator, including a PowerPoint presentation and sharing session from those that have done it before.

LODGING INFORMATION (closest hotels/motels and AAA star rating):

- ****Holiday Inn*, 5650 Calle Real, Goleta 93117, 805-964-6241
- ***Mountain View Inn*, 3055 De La Vina St., SB 93105, 805-687-6636
- ***Sandman Inn*, 3714 State St., SB 93105, 805-687-2468
- ***Sandpiper Lodge*, 3525 State St., SB 93105, 805-687-5326
- *Motel 6*, 3505 State St., SB 93105, 805-687-5400.

PARKING & DIRECTIONS: Be sure to park in the upper lot.

From the South:

- Take 101 north;
- Take State St. Exit towards 154/Cachuma Lake;
- Turn left onto State St.;
- Turn right onto San Marcos Pass Road;

- Take the 192/Foothill Roads ramp towards Cathedral Oaks;
- Turn left onto Foothill Road/Cathedral Oaks Road/192;
- Stay straight onto Cathedral Oaks Road.

From the North:

- Take 101 south;
- Take Turnpike Road Exit;
- Turn left onto N. Turnpike Road;
- Turn right onto Cathedral Oaks Road.

The **Advisory Committee Meeting** is at the same location in the Cabinet Conference Room, Thursday, July 17, 10:00 AM.



THURSDAY, SEPTEMBER 18, 2008, 9:30 AM - 2:00 PM

Options

13100 Brooks Drive #200, Baldwin Park, CA 91706

TRAINING TOPIC: To Be Determined

LODGING INFORMATION:

- Hampton Inn, 311 E. Huntington Dr., Arcadia (is a great value and good location near several restaurants) 626-574-5600.

DIRECTIONS: Suggest you look this up on MapQuest

- From LAX: Take 105 east (16 miles); take 605 north (14 miles); exit Lower Azusa Rd./Los Angeles St; keep right on Rivergrade Rd towards Rivergrade Rd; turn right onto Brooks Dr; fast right into first parking lot.
- From Burbank Airport: Take 5 south (9 miles); take 134 east (4 miles); take 210 east (11 miles); take 605 south (4 miles); exit Lower Azusa Rd/Los Angeles St. (turn right); turn left onto Lower Azusa Rd, then immediately bear left onto ramp; keep right onto Rivergrade Rd towards Rivergrade Rd; turn right onto Brooks Dr; fast right into first parking lot.
- From Ontario Airport: Take 10 west (22 miles); take 605 north (5 miles); exit Lower Azusa Rd/Los Angeles St; keep right on Rivergrade Rd towards Rivergrade Rd; turn right onto Brooks Dr; fast right into first parking lot.

The **Advisory Committee Meeting** is at the same location, Wednesday, September 17, 10:00 AM – 4:00 PM.

Call Terry Talavera at (626) 338-4165 x 628 for more information.