

Child and Adult Care Food Program (CACFP) VENDOR AGREEMENT TO PROVIDE MEALS/SNACKS

THIS AGREEMENT is executed between

_____, referred to as “the Vendor”, AND

 (Name of Vendor)

_____, referred to as “the Facility”

 (Name of Agency)

For meals served at:

 (Site location and site name, if different from Agency name)

The Vendor agrees to operate in accordance with CACFP regulation 7 CFR 226 and the terms of this agreement, A-F below:

- A. That its food preparation facility is adequate to prepare the required number of meals and snacks
- B. Has a current federal, state, or local health certification (will provide a copy upon the Facility’s request)
- C. Adheres to the federal, state and local health and sanitation requirements
- D. Will provide meals/snacks that contain the required meal components and amounts in accordance with the current CACFP Meal Pattern (refer to Attachment A - CACFP Meal Pattern Requirements of this agreement)
- E. Will record the following information (1-4) for each meal/snack (at minimum):
 - 1. The number of meals provided/delivered;
 - 2. All foods provided to meet the required meal components of each meal;
 - 3. The actual serving sizes for each food item; and
 - 4. The total quantities of all foods (optional unless requested by the Facility)
- F. Will provide the following documentation to the facility:
 - 1. Dated menus for all meals/snacks (provided to facility in advance)
 - 2. At least one of the following documents listing the information specified in E (1-4 above), either prior to OR at the time of delivery or pick-up:

- | | | |
|----------|--------------------------|---|
| CHECK | <input type="checkbox"/> | Production records |
| AT LEAST | <input type="checkbox"/> | Daily delivery slip records |
| ONE BOX | <input type="checkbox"/> | Other documentation that adequately provides quantity information of food items |

Specify: _____

- 3. As applicable to combination foods that will be served:
 Combination foods are those that contain more than one food component (i.e. both meat & grain)

- | | | |
|----------|--------------------------|--|
| CHECK | <input type="checkbox"/> | Child Nutrition (CN) Labels or equivalent documentation providing the meal pattern contribution information per serving (i.e. for commercially prepared breaded meats, ravioli, pre-cooked meat); and/or |
| AT LEAST | <input type="checkbox"/> | Standardized Recipes for in-house prepared dishes (i.e. chicken noodle casserole, tater tot casserole); or |
| ONE BOX | <input type="checkbox"/> | Not Applicable (combination foods, either commercially prepared or prepared in-house, will not be provided as part of the meals/snacks.) |

THE FACILITY MUST:

- RETAIN THE RECORDS SPECIFIED ABOVE FOR A PERIOD OF THREE (3) YEARS FROM THE DATE OF RECEIPT OF FINAL PAYMENT UNDER THE CONTRACT, OR IN CASES WHERE AN AUDIT REQUESTED BY THE STATE AGENCY OR THE DEPARTMENT REMAINS UNRESOLVED, UNTIL SUCH TIME AS THE AUDIT IS RESOLVED.
- UPON REQUEST, MAKE ALL ACCOUNTS AND RECORDS PERTAINING TO THE PROGRAM AVAILABLE TO REPRESENTATIVES OF THE STATE OF WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION, UNITED STATES DEPARTMENT OF AGRICULTURE, AND THE FEDERAL GENERAL ACCOUNTING OFFICE FOR AUDIT OR ADMINISTRATIVE REVIEW AT A REASONABLE TIME AND PLACE.

The Facility agrees to its responsibility for monitoring the Vendor for compliance with the terms of this agreement, including the review of the Vendor’s meal documentation, as specified in section F1-F3 above, to assure that the provided meals meet the CACFP meal pattern requirements prior to submitting CACFP reimbursement claims for these meals. The Facility may only claim meals/snacks that are fully compliant with the meal pattern.

Complete sections G-K below and check the applicable box(es)

G. The Vendor will provide the following prepared meals: Breakfast Lunch Supper Snack

↑CHECK ALL THAT APPLY↑

H. These meals/snacks will be: Unitized (individual packaged meals) Non-unitized

↑ CHECK ONE ↑

I. The meals/snacks will be:

delivered picked up by Vendor Facility at

↑ CHECK ONE ↑

↑ CHECK ONE ↑

↑SPECIFY TIME↑

J. Vendor Facility will provide proper containers to maintain required temperatures of food and milk while in transit.

↑ CHECK ONE ↑

K. The number of meals and cost of meals to be supplied will be as follows. When determining the number of meals to be supplied, consider the number of participants in each age group being served (infants and children ages 1-2, 3-5 and 6-12+ or adults) in conjunction with the serving size of the “meal” provided by the Vendor to ensure that all participants receive at least the minimum amount of each component for their age:

Meal	Number*	Price per Meal
Breakfast		\$ each
AM Snack		\$ each
Lunch		\$ each
PM Snack		\$ each
Supper		\$ each
Evening Snack		\$ each

*The Facility may increase or decrease the number of meals:

↑SPECIFY FREQUENCY↑

by: _____

↑SPECIFY THE TIME/DAY AND METHOD↑
FOR ADJUSTING MEAL NUMBERS

The Facility will not pay the Vendor for meals delivered outside of the agreed upon delivery time, that do not meet sanitation and safety requirements at the time of delivery, and/or that do not meet CACFP meal requirements.

IN FURTHER AGREEMENT, the Vendor, in carrying out the provisions of the CACFP Regulations and this agreement, will invoice the Facility detailing the total number of meals and snacks supplied, by meal type, and the total charge.

SPECIFY THE INVOICE PERIOD → _____

THIS AGREEMENT IS EFFECTIVE AS OF _____ UNTIL _____
(Date) (Date)

It may be terminated by written notice by either party to the other at least thirty (30) days prior to the date of termination. The following parties have executed this Agreement, effective the month, day, and year specified above.

_____ (Vendor Representative)		_____ (Facility's CACFP Authorized Representative)	
_____ (Title)	_____ (Date)	_____ (Title)	_____ (Date)

Attachment A of CACFP Vendor Agreement to Provide Meals/Snacks

CACFP Meal Pattern Requirements—Children and Youths (Ages 1 through 12+)ⁱ

The meal must contain, at a minimum, each of the components listed in at least the amounts indicated for the specific age group in order to qualify for reimbursement. *The required serving sizes are of foods/beverages in prepared or ready to eat form.*

	Ages 1 & 2	Ages 3, 4, & 5	Ages 6 through 12+ ⁱ
BREAKFAST (3 Components)			
1. Milk, fluid^d	1/2 cup	3/4 cup	1 cup
2. Fruit(s) or/and vegetable(s), Fruit or/and vegetable Juice ^a	1/4 cup	1/2 cup	1/2 cup
3. Grains/Breads^b			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc ^b	1/2 serving	1/2 serving	1 serving
Cereal, cold dry	1/4 cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Cereal, hot cooked	1/4 cup total	1/4 cup	1/2 cup
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
LUNCH OR SUPPER (4 components – 5 food items including 2 different items from the vegetable/fruit component)			
1. Milk, fluid^d	1/2 cup	3/4 cup	1 cup
2. Meat or meat alternate:			
Meat, poultry, fish, cheese	1 oz	1+1/2 oz	2 oz
Alternate protein products ^g	1 oz	1+1/2 oz	2 oz
Yogurt, plain or flavored, unsweetened or sweetened	4 oz or 1/2 cup	6 oz or 3/4 cup	8 oz or 1 cup
Egg	1/2 egg	3/4 egg	1 egg
Cooked dry beans or peas	1/4 Cup	3/8 cup	1/2 cup
Peanut butter or other nut or seed butter	2 Tbsp.	3 Tbsp.	4 Tbsp.
Peanuts or soynuts or tree nuts or seeds	1/2 oz = 50% ^d	3/4 oz = 50% ^d	1 oz = 50% ^d
3. Vegetable and/or fruit^e (at least two)	1/4 cup total	1/2 cup total	3/4 cup total
4. Grains/Breads:^b			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc ^b	1/2 serving	1/2 serving	1 serving
Cereal, hot cooked	1/4 cup total	1/4 cup	1/2 cup
Cereal, cold, dry	1/4 cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
SNACK (Select two of the following four components)			
1. Milk, fluid^d	1/2 cup	1/2 cup	1 cup
2. Fruit(s) or/and vegetable(s), Fruit or/and vegetable Juice ^{a,f}	1/2 cup	1/2 cup	3/4 cup
3. Grains/Breads^b			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc ^b	1/2 serving	1/2 serving	1 serving
Cereal, cold dry	1/4 Cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Cereal, hot cooked	1/4 cup	1/4 cup	1/2 cup
4. Meats or meat alternates			
Meat, poultry, fish, cheese	1/2 oz	1/2 oz	1 oz
Alternate protein products ^g	1/2 oz	1/2 oz	1 oz
Egg, Large ^h	1/2 egg	1/2 egg	1/2 egg
Cooked dry beans or peas	1/8 Cup	1/8 cup	1/4 cup
Peanut butter or other nut or seed butter	1 Tbsp.	1 Tbsp.	2 Tbsp.
Peanuts or soynuts or tree nuts or seeds	1/2 oz	1/2 oz	1 oz
Yogurt, plain or flavored, unsweetened or sweetened	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup

a Must be full strength fruit or vegetable juice.

b Bread, pasta or noodle products, and cereal grains shall be whole grain or enriched, cornbread, biscuits, rolls, muffins, etc., shall be made with whole grain or enriched meal or flour. **Refer to the CACFP Grain/Bread Chart for more serving size information on different grain items.**

c Either volume (cup) or weight (oz), whichever is less.

d No more than 50% of the requirement shall be met with tree nuts or seeds. Tree nuts & seeds must be combined with another meat/meat alternate to fulfill the requirement. For purpose of determining combinations, 1 oz of nuts or seeds is equal to 1 oz of cooked lean meat, poultry or fish.

e Serve 2 or more kinds of vegetable(s) and/or fruit(s). Full strength vegetable or fruit juice may be counted to meet not more than ½ of this requirement.

f Juice may not be served when milk is the only other component.

g Alternate protein products may be used as acceptable meat alternates if they meet the requirements (See Appendix A)

h One-half egg meets the required minimum amount (one-ounce or less) of meat alternate.

i Youths ages 13 through 18 must be served minimum or larger serving sizes than those specified for ages 6 through 12+.

j Fluid milk must be fat-free (skim) or low-fat (1%) milk for children 2 years and older.

Appendix A - Alternate Protein Products

- A. What are the criteria for alternate protein products used in the Child and Adult Care Food Program?
1. An alternate protein product used in meals planned under the provisions in Sec. 226.20 must meet all of the criteria in this section.
 2. An alternate protein product whether used alone or in combination with meat or meat alternate must meet the following criteria:
 - a. The alternate protein product must be processed so that some portion of the non-protein constituents of the food is removed. These alternate protein products must be safe and suitable edible products produced from plant or animal sources.
 - b. The biological quality of the protein in the alternate protein product must be at least 80 percent that of casein, determined by performing a Protein Digestibility Corrected Amino Acid Score (PDCAAS).
 - c. The alternate protein product must contain at least 18 percent protein by weight when fully hydrated or formulated. ("When hydrated or formulated" refers to a dry alternate protein product and the amount of water, fat, oil, colors, flavors or any other substances which have been added).
 - d. Manufacturers supplying an alternate protein product to participating schools or institutions must provide documentation that the product meets the criteria in paragraphs A.2. through c of this appendix.
 - e. Manufacturers should provide information on the percent protein contained in the dry alternate protein product and on an as prepared basis.
 - f. For an alternate protein product mix, manufacturers should provide information on:
 - (1) The amount by weight of dry alternate protein product in the package;
 - (2) Hydration instructions; and
 - (3) Instructions on how to combine the mix with meat or other meat alternates.
- B. How are alternate protein products used in the Child and Adult Care Food Program?
1. Schools, institutions, and service institutions may use alternate protein products to fulfill all or part of the meat/meat alternate component discussed in Sec. 226.20.
 2. The following terms and conditions apply:
 - a. The alternate protein product may be used alone or in combination with other food ingredients. Examples of combination items are beef patties, beef crumbles, pizza topping, meat loaf, meat sauce, taco filling, burritos, and tuna salad.
 - b. Alternate protein products may be used in the dry form (nonhydrated), partially hydrated or fully hydrated form. The moisture content of the fully hydrated alternate protein product (if prepared from a dry concentrated form) must be such that the mixture will have a minimum of 18 percent protein by weight or equivalent amount for the dry or partially hydrated form (based on the level that would be provided if the product were fully hydrated).
- C. How are commercially prepared products used in the Child and Adult Care Food Program?
- Schools, institutions, and service institutions may use commercially prepared meat or meat alternate product combined with alternate protein products, or use a commercially prepared product that contains only alternate protein products.

CACFP Infant Meal Pattern Requirements (Birth through 11 Months)

To comply with the CACFP regulations, it is the responsibility of child care centers caring for infants to purchase all required meal components on the Infant Meal Pattern according to the different age groups in care.

The infant meal must contain each of the following components in at least the amounts listed for the appropriate age group in order to qualify for reimbursement. Food within the meal pattern should be the texture and consistency appropriate for the development of the infant and may be served during a span of time consistent with the infant's eating habits; for example, the food items for lunch might be served at two feedings between 12 noon and 2 p.m. Foods should be introduced gradually to infants when developmentally ready and instructed by the parent.

Within the meal chart below, food components marked with “●” MUST be offered to the infant in order to claim reimbursement for that meal. Food components listed under “When developmentally ready” must be offered as part of the meal only when the infant is developmentally ready to accept them.

➤ Refer to the resource [Creditable Infant Foods](#) for foods that can be served as part of a reimbursable meal.

Birth through 3 months	4 through 7 months	8 through 11 months
Breakfast		
<ul style="list-style-type: none"> ● 4–6 fl oz formula¹ or breast milk^{2,3} 	<ul style="list-style-type: none"> ● 4–8 fl oz formula¹ or breast milk^{2,3} When developmentally ready ❖ 0-3 T infant cereal¹ 	<ul style="list-style-type: none"> ● 6–8 fl oz formula¹ or breast milk^{2,3} and ● 1–4 T fruit or vegetable or both and ● 2–4 T infant cereal¹
Lunch/Supper		
<ul style="list-style-type: none"> ● 4–6 fl oz formula¹ or breast milk^{2,3} 	<ul style="list-style-type: none"> ● 4–8 fl oz formula¹ or breast milk^{2,3} When developmentally ready ❖ 0–3 T infant cereal¹ and/or ❖ 0–3 T fruit or vegetable or both 	<ul style="list-style-type: none"> ● 6–8 fl oz formula¹ or breast milk^{2,3} and ● 1–4 T fruit or vegetable or both and ● 2–4 T infant cereal¹ and/or meat/meat alternates as follows: <ul style="list-style-type: none"> ○ 1–4 T meat, fish, poultry, egg yolk, cooked dry beans or peas; or ○ ½–2 oz cheese; or ○ 1–4 oz (volume) cottage cheese; or ○ 1–4 oz (weight) cheese food/spread
Snack		
<ul style="list-style-type: none"> ● 4–6 fl oz formula¹ or breast milk^{2,3} 	<ul style="list-style-type: none"> ● 4–6 fl oz formula¹ or breast milk^{2,3} 	<ul style="list-style-type: none"> ● 2–4 fl oz formula¹ or breast milk^{2,3} or fruit juice⁴ When developmentally ready ❖ 0–½ slice crusty bread⁵ or 0–2 crackers⁵

¹Infant formula and dry infant cereal must be iron-fortified.

²Breast milk or formula, or portions of both, may be served; however, it is recommended breast milk be served in place of formula from birth through 11 months.

³For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered with additional breast milk offered if the infant is still hungry.

⁴Fruit juice must be full-strength.

⁵A serving of this component must be made from whole-grain, enriched meal or flour.

○ Refer to the [List of Creditable Breads and Crackers for 8-11 Month Old Snacks](#)