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## Horizons Unlimited Child and Adult Care Food Program 2018 Annual Recordkeeping Training

Per the Wisconsin Department of Public Instruction (DPI) and the U.S. Department of Agriculture (USDA), all participants in the Child and Adult Care Food Program (CACFP) must fulfill the training requirement to remain current on the program. The training requirement includes these topics:

1. Serving meals which meet the New CACFP meal patterns
  - a. FDCH CACFP New Meal Pattern Training Booklet
2. Taking accurate meal counts;
3. Submitting accurate meal claims;
4. How Horizons Unlimited, Inc. will review the provider's monthly claims;
5. The Program's reimbursement system; and
6. Compliance with the Program's record keeping requirements/Civil Rights

### INSTRUCTIONS FOR COMPLETING THIS PACKET

- Read each of the sections including the FDCH CACFP New meal Pattern Training Booklet and complete the questions on the back of this signature sheet.
- Return by mail, email, or fax both signature page and questionnaire no later than August 7, 2018.
- Make a copy of the signature page and completed questionnaire for your records.
- A Certificate of Completion will be sent to you confirming your submission. (This training does NOT count towards continuing education. It only satisfies your required food program training.)

Provider Name:

**Provider Signature:**

Provider Number:

Date:

#### FOR OFFICE USE ONLY

Date Received:

Checked By:

Date Certificate Sent:

**Signature Page—Return this page**

"This institution is an equal opportunity provider"

Complete this page. Check each box after you have read and understand the section. Answer each question using another sheet of paper if needed. Call the Horizons Office if you have any questions. Sign on the first page.

- ... I have read and understand **Part 1 – FDCH CACFP New Meal Pattern Training**
- ... I have read and understand **Part 2 - Taking accurate meal counts.**
- ... I have read and understand **Part 3 - Submitting accurate meal claims.**
- ... I have read and understand **Part 4 - How Horizons Unlimited will review the provider’s monthly claims.**
- ... I have read and understand **Part 5 – The Program’s reimbursement system.**
- ... I have read and understand **Part 6 – Compliance with the Program’s recordkeeping requirements.**
- ... I have read and understand **Part 7 – Civil rights**

### **Part 1 –FDCH CACFP New Meal Pattern Training**

#### **Milk/Juice**

1. Can Breastmilk be served to a 16-month-old child?
  - a. Yes
  - b. No \_\_\_\_\_
  
2. If you are serving milk to a mixed age group of 1 & 2 year olds it is acceptable to serve 1% milk to all children.
  - a. True
  - b. False: \_\_\_\_\_
  
3. What fat content of unflavored milk can be served to a one year old?
  - a. Skim, 1%, or 2%
  - b. Skim or 1%
  - c. 2%
  - d. Unflavored Whole Milk
  
4. How many times a day is juice allowed to be served? \_\_\_\_\_

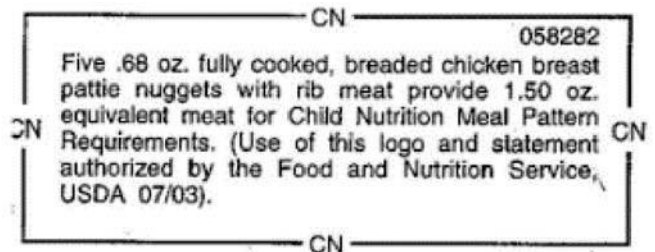
#### **Meat/Meat Alternate**

5. During the breakfast meal, programs may serve a meat/meat alternate in place of the entire grain component five times per week.
  - a. True
  - b. False: \_\_\_\_\_
  
6. Tofu incorporated in a smoothie is creditable as a meat/meat alternate.
  - a. True
  - b. False
  
7. Bacon, imitation bacon products and salt pork are creditable as a meat/meat alternate.
  - a. True
  - b. False

Use the Nutrition Facts Label to the right to complete the sugar calculation to determine if this yogurt meets the sugar limits.

Nutrition Facts	
Serving Size 2.5 oz (70g)	
Servings Per Container 4	
Amount Per Serving	
<b>Calories 120</b>	
	% Daily Value*
<b>Total Fat</b> 1g	<b>2%</b>
Saturated Fat 0g	<b>0%</b>
Trans Fat 0g	
<b>Cholesterol</b> 0mg	<b>0%</b>
<b>Sodium</b> 85mg	<b>4%</b>
<b>Total Carbohydrate</b> 25g	<b>8%</b>
Dietary Fiber 1g	<b>4%</b>
Sugars 19g	
<b>Protein</b> 2g	<b>4%</b>

8. Write your answer here: \_\_\_\_\_
9. Is this yogurt creditable?
  - a. Yes
  - b. No
10. What documentation must you keep for yogurt until the end of the day?
  - a. Nutrition Facts Label
  - b. Name of item
  - c. All of the above
11. What documentation must you keep for store-bought combination foods until the end of the day (i.e. fish sticks, pizza, chicken nuggets, meatballs, ravioli)?
  - a. Nutrition Facts Label
  - b. Child Nutrition (CN) Label or Product Formulation Statement (PFS)
  - c. Ingredient List
12. Use the CN label and CACFP Child Meal Pattern Chart to determine the required serving size for meat/meat alternate for each age group.
  - a. 1 & 2 year olds: \_\_\_\_\_
  - b. 3-5 year olds: \_\_\_\_\_
  - c. 6-12 year olds: \_\_\_\_\_



## Fruit and Vegetable

13. A Fruit is required to be served at lunch and supper.
  - a. True
  - b. False: \_\_\_\_\_
14. The following lunch/supper meals are claimable. Circle all that apply.
  - a. Chicken, apples, pears, WG bread, 1% and/or whole milk
  - b. Chicken, apples, carrots, WG bread, 1% and/or whole milk
  - c. Chicken, broccoli, carrots, WG bread, 1% and/or whole milk
  - d. Chicken, tomato soup, carrots, WG crackers, 1% and/or whole milk
15. Pureed/blended fruits and vegetables when served as a smoothie are considered juice.
  - a. True
  - b. False
16. A claimable snack may include a fruit and a vegetable as the two components.
  - a. True
  - b. False

## Grains

17. Meals will be disallowed if a WG rich item is not served during the day.  
 a. True  
 b. False
18. Breakfast cereals must contain no more than \_\_\_\_\_grams of sugar per dry ounce.  
 a. 3  
 b. 5  
 c. 6  
 d. 13

Use the Nutrition Facts Label to the right to complete the sugar calculation to determine if this cereal meets the sugar limits.

Nutrition Facts	
Serving Size 1 cup (32g)	
Servings Per Container 9	
Amount Per Serving	
<b>Calories</b> 130	Calories from Fat 15
% Daily Value*	
<b>Total Fat</b> 1.5g	<b>2%</b>
Saturated Fat 0g	<b>0%</b>
Trans Fat 0g	
<b>Cholesterol</b> 0mg	<b>0%</b>
<b>Potassium</b> 50mg	<b>1%</b>
<b>Sodium</b> 160mg	<b>7%</b>
<b>Total Carbohydrate</b> 27g	<b>9%</b>
Dietary Fiber 1g	<b>4%</b>
Sugars 10g	
<b>Protein</b> 1g	<b>2%</b>

19. Write your answer here: \_\_\_\_\_
20. Is this cereal creditable?  
 a. Yes  
 b. No
21. Grain-based desserts may be served at snack a max of two times per week.  
 a. True  
 b. False: \_\_\_\_\_
22. The following are examples of grain-based desserts. Circle all that apply.  
 a. Cereal Bars, Granola Bars  
 b. Cheese Flavored Crackers, Soda Crackers  
 c. French Toast, Waffles  
 d. Muffins, Quick Breads
23. How many times per day must a whole grain rich product be served? \_\_\_\_\_

24. Based on the following product packages, which items could be used as the whole grain-rich (WGR) item?  
 Circle all that apply.



25. Using the ingredients to the right, is this item WGR?

- a. Yes
- b. No

**Honey Oat Bread**  
INGREDIENTS: Enriched Unbleached Wheat Flour (Wheat Flour, Malted Barley Flour, Niacin, Reduced Iron, Thiamin Mononitrate, Riboflavin And Folic Acid), Water, Whole Grain Oats, Yeast, Honey, Nut Blend (Hazelnuts, Cashews, Almonds, Brazilnuts, Walnuts), Brown Sugar,

26. Using the ingredients to the right, is this item WGR?

- a. Yes
- b. No

**Multi Grain Bread**  
Ingredients: Enriched Unbleached Wheat Flour (Wheat Flour, Malted Barley Flour, Niacin, Reduced Iron, Thiamin Mononitrate, Riboflavin And Folic Acid), Water, Whole Wheat flour, Oats, Triticale, Amaranth, Rye, Wheat Germ, Flax Seeds, Sunflower Seeds, Cornmeal

27. Is this recipe WGR?

- a. Yes
- b. No

**Whole Wheat Muffins**  
**Ingredients**  
1 cup flour (all purpose)  
1 cup whole wheat flour  
1/2 teaspoon salt  
2 teaspoons baking powder  
1/4 cup brown sugar (firmly packed, or white sugar)  
1 cup milk, low-fat (1%)  
2 egg

## Cooking Methods

28. Deep-fat frying cannot be used to prepare meals on-site. What is the definition of deep-fat frying? Circle all that apply.

- a. Submerging foods in hot oil or other fat
- b. Pan-frying in a small amount of fat
- c. Stir-frying in a small amount of very hot fat

## Infants

29. When can a program claim an infant's meal when the mom breastfeeds her child onsite? Circle all that apply.

- a. Infant is only receiving breastmilk from mom
- b. Infant is receiving breastmilk from mom and eating all program supplied foods
- c. Infant is receiving breastmilk from mom and eating one or more parent supplied foods

30. Once an infant is developmentally ready to accept solid foods, including infants younger than 6 months, programs are required to offer them to the infant.

- a. True
- b. False: \_\_\_\_\_

31. Do infants have to be offered the food program?

- a. True
- b. False: \_\_\_\_\_

32. The following foods are creditable in the CACFP for infants. Circle all that apply.

- a. Yogurt and whole eggs
- b. Cheese Food and Cheese Spread
- c. Tofu and Soy Yogurt

33. Which foods are creditable at snack for infants? Circle all that apply.

- a. Iron-fortified infant cereal
- b. Ready-to-eat breakfast cereals
- c. Fruits and vegetables
- d. Bread/Crackers

34. What foods are creditable at breakfast for infants? Circle all that apply.

- a. Iron-fortified infant cereal
- b. Pancakes, waffles, toast, ready-to-eat cereal
- c. Eggs, yogurt, cheese
- d. Bananas, applesauce, sweet potatoes

35. Original cheerios are an approved infant grain at snack.

- a. True
- b. False

## **Part 2 - Meal Counts/Menus**

36. Can attendance records be used to fill out meal counts on a later day?

37. If the Internet went down, what do you do to record the food program records?

38. When should you fill out the menus?

39. If you are closed or away from the day care home during approved mealtimes what is required?

## **Part 3—submitting accurate meal claims**

40. Name 3 reasons why a meal may be disallowed on your claim.

1

2

3

41. If you are approved for Breakfast, Lunch and PM Snack, what must you do before you can be reimbursed for dinners?

42. If you are providing care on a holiday, what procedure must you follow?

**Part 4—How Horizons Unlimited food program will review the provider's monthly claims**

43. Name 3 items Horizons staff will check when reviewing a claim:

- 
- 
- 

44. A completed monthly claim must be electronically filed or postmarked by: \_\_\_\_\_

45. Online claimers can review the \_\_\_\_\_ in their KIDKARE program to review any claim disallows.

**Part 5—The Program's Reimbursement System**

46. If you submit a July claim, on time, when can you expect your direct deposit?

\_\_\_ First Monday of August \_\_\_ First Monday of September \_\_\_ First Monday of October

47. If you submit a April late claim, when can you expect your direct deposit?

\_\_\_ Second Monday of May \_\_\_ Second Monday of June \_\_\_ Second Monday of July

48. Upon receipt of your reimbursement, the provider should call the Horizons Unlimited, Inc. office right way to discuss any discrepancies. All adjustments must be requested within \_\_\_\_\_ days of the last day of the month being claimed.

**Part 6—Compliance with Program's recordkeeping requirements / Civil Rights**

49. Name 4 of the records you are required to maintain.

- 
- 
- 
- 

50. Do infants have to be offered the food program? If yes, why?

51. Where must be the USDA Non-Discrimination Statement be included?





