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## Horizons Unlimited Child and Adult are Food Program 2019 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 CACFP meal patterns
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;
6. Compliance with the Program's record keeping requirements; and
7. Civil Rights

### INSTRUCTIONS FOR COMPLETING THIS PACKET

- Read training booklet including the meal pattern charts and attachments. Complete the questionnaire and activity.
- Return by mail, email, or fax both signature page and questionnaire no later than August 1, 2019.
- 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:

Date Entered into KK:

**Signature Page—Return this page**

"This institution is an equal opportunity provider"

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.

- I have read and understand Part 1 – Serving meals which meet the CACFP meal patterns including meal pattern charts and attachments.
- 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 —Serving meals which meet the CACFP meal patterns

### Milk

1. Can Milk and Juice be served as the only two components at a creditable snack?
  - 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 lactose free milk can be served to a one year old?
  - a. Lactose Free Skim, 1%, or 2%
  - b. Lactose Free Skim or 1%
  - c. Lactose Free 2%
  - d. Lactose Free Whole Milk
  
4. At what meals is milk a required component?  
\_\_\_\_\_

### Meat/Meat Alternate

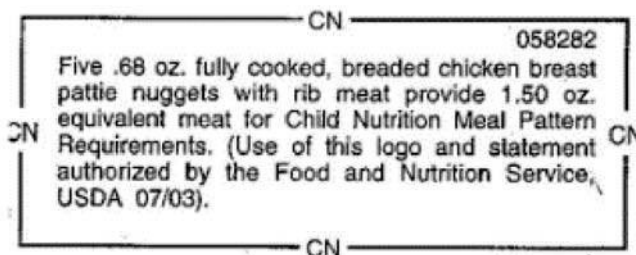
5. During the breakfast meal, programs may serve a meat/meat alternate in place of the entire grain component five times per week.
  - a. True
  - b. False: \_\_\_\_\_
  
6. Tofu is creditable to all ages groups including infants?
  - a. True
  - b. False: \_\_\_\_\_
  
7. Using the meal pattern charts, what is the required minimum serving of Peanut Butter for a 3-5 year olds lunch? \_\_\_\_\_

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?
- Yes
  - No
10. Processed meats such as hotdogs, sausage, and luncheon meats must be 100% meat and free from binder and fillers to be creditable on the CACFP. What are 3 common binders found in processed meats?
- \_\_\_\_\_
11. What documentation must you keep until the end of the day for store-bought combination foods to be creditable on the food program (i.e. fish sticks, pizza, chicken nuggets, meatballs, ravioli)?
- Nutrition Facts Label
  - Child Nutrition (CN) Label or Product Formulation Statement (PFS)
  - Ingredient List

12. Use the CN label on the right, the meal pattern chart, and the attached CN label training to determine the required serving size for meat/meat alternate for each age group.
- 1 & 2 year olds: \_\_\_\_\_
  - 3-5 year olds: \_\_\_\_\_
  - 6-12 year olds: \_\_\_\_\_



## Fruit and Vegetable

13. 100% Juice can be served up to how many times per day? \_\_\_\_\_
14. The following lunch/supper meals are claimable for children age 1 and older. Circle all that apply.
- Chicken, apples, pears, WG bread, 1% and/or whole milk
  - Chicken, apples, carrots, WG bread, 1% and/or whole milk
  - Chicken, broccoli, carrots, WG bread, 1% and/or whole milk
  - Cheddar cheese, tomato soup, cherry tomatoes, WG crackers, 1% and/or whole milk
15. Pureed/blended fruits and vegetables when served as a smoothie are considered juice.
- True
  - False
16. When serving homemade split pea soup for lunch the cooked dry peas may be claimed as both the vegetable and the meat alternate component in the meal.
- True
  - 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	2%
Saturated Fat 0g	0%
Trans Fat 0g	
<b>Cholesterol</b> 0mg	0%
<b>Potassium</b> 50mg	1%
<b>Sodium</b> 160mg	7%
<b>Total Carbohydrate</b> 27g	9%
Dietary Fiber 1g	4%
Sugars 10g	
<b>Protein</b> 1g	2%

- 19. Write your answer here: \_\_\_\_\_
  
- 20. Is this cereal creditable?
  - a. Yes
  - b. No
  
- 21. Grain-based desserts may be served as a creditable 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 creditable whole grain rich product be served? \_\_\_\_\_
  
- 24. Based on the following bread 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

### Drinking water

27. Describe how you offer water to your daycare children: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

28. Water is a required meal component in a reimbursable meal and can be served in place of milk.

- a. True
- b. False

### Infants

29. Breastmilk must be served in a bottle for it to be creditable on the food program.

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

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. Create a creditable snack for a 9 month old infant that is developmentally ready for food?

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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. Infants that are developmentally ready for table foods can be offered the same meal pattern as 1 year olds?

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

## Disabilities

36. What is a disability? \_\_\_\_\_

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37. What are the requirements for a valid medical statement? \_\_\_\_\_

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38. A Special Needs Tracking Form is required for a disability related special dietary need as well as a non-disability related special dietary need?

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

## Part 2 - Meal Counts/Menus

39. Menus and Meal counts must be recorded in KidKare or on approved Horizons paperwork by the...?

- a. end of the business day
- b. end of the business week
- c. end of the month

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

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41. The number of children claimed for reimbursement cannot exceed your authorized capacity as stated on your license or certification.
- a. True
  - b. False: \_\_\_\_\_

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

\_\_\_\_\_

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

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

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

46. If you have had a change to you State License or County Certification, what must you do?

- a. Nothing at all, Molly will note it at the next review.
- b. Nothing at all, the Licensor or Certifier will notify Horizons of changes.
- c. Submit all changes along with a copy of the new License or Certification to Horizons.

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

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

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

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

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

### **Part 5—The Program’s Reimbursement System**

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

First Monday of August    First Monday of September    First Monday of October

51. If you submit a June late claim, when can you expect your direct deposit?

Second Monday of July    Second Monday of August    Second Monday of September

52. 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**

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

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

### **Part 7-- Civil Rights**

54. What is Discrimination?

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_



## **Activity: Low Cost Meat Alternates: Broccoli and Cheddar Frittata**

Please make and serve the Broccoli-Cheddar Frittata to your daycare children and answer the activity questions. Take photo of the children enjoying this meal and send it to Horizons with the completed training. The photo will not be shared it is for training purposed only.

### **Broccoli-Cheddar Frittata**

#### **Ingredients:**

1 package (10oz) frozen chopped broccoli	1/8 teaspoon pepper
1/4 cup water	3/4 cup shredded cheddar cheese (3oz)
8 eggs	1 Tablespoon onion, chopped
1/2 cup nonfat milk	1 small carrot, shredded <b>and</b> chopped into bits
2 teaspoons prepared Dijon mustard	Cooking spray
1 teaspoon seasoned salt	

#### **Directions:**

1. Combine broccoli, carrot, and water in 10-inch non-stick skillet. Cook over medium heat until tender, stirring occasionally to break up broccoli, about 10 minutes; drain well.
2. Beat eggs, milk, mustard, salt and pepper in large bowl until blended. Add Broccoli mixture, cheese and green onion; mix well.
3. Coat same skillet with cooking spray; heat over medium heat until hot. Pour egg mixture; cook over low to medium heat until eggs are almost set, 8-10 minutes.
4. Turn off heat. Cover and let stand until eggs are completely set and no visible liquid egg remains, 2-3 minutes.

**Activity Questions:**

1. What did the children think of the recipe? Could you modify the recipe to meet the tastes of your current daycare group.

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2. This year's classroom training focused on CACFP on a Budget. What strategies do you use to keep food costs down while still meeting the CACFP requirements and nutritional needs of you daycare children?

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3. Besides eggs, what other affordable meat/ meat alternates can you think of? How could you incorporate these foods into your menus?

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