Horizons

Sponsor of the Child and Adult Care Food Program

Phone:	920-826-7292
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Email:	horizons@bayland.net
Website:	horizonsfoodprogram.org

This institution is an equal opportunity provider.

WHAT DOES THE CHILD and ADULT CARE FOOD PROGRAM (CACFP) DO?

Reimburses child care providers money to purchase foods that meet the nutritional needs of the children in their care.

Supplies providers and parents with child nutrition information.

Assures adequate nutrition for children in family child care.

Helps children develop good eating habits.

Reduces waste in the school food programs since children learn to enjoy a variety of foods at a preschool age.

Develops a healthy life style that follows children into the adult years.

Allows providers and parents direct benefit from their tax dollars.

HOW DOES IT WORK?

Once a year you will enroll all the children in your day care in the CACFP.

The meals you serve must be recorded daily and meet the CACFP meal pattern. The meal pattern requirements are the same as your child care regulation requires.

You will also daily record the children that eat at each meal. Accurate recording of the number of children who participate at each meal is what determines your reimbursement.

The menus, meal counts and new enrollment forms need to be submitted to the Horizons Unlimited office by the 3rd day of the following month.

After evaluating your claim to assure it has met program requirements, Horizons will send you a reimbursement for all eligible meals the 1st Monday of the next month.

For example: You record your menus and meal counts every day during the month of November. By December 3rd you send us your menus, meal count, and any new child enrollment forms. The 1st Monday of January your reimbursement is sent to your bank account.

WHAT ARE THE RATES OF REIMBURSEMENT?

The Tier level reimbursements effective July 1, 2017—June 30, 2018 are:

Meal	Tier 1	Tier 2
Breakfast	$ 1.31	$ .48
Lunch/Supper	$ 2.46	$ 1.49
Snacks	$ .73	$ .20

These rates are effective July 1, 2017 through June 30, 2018. These reimbursement rates updated in July of each year based on a cost of living increase. Find current rates on our website, www.horizonsfoodprogram.org.

WHAT ARE THE HOUSEHOLD SIZE AND INCOME GUIDELINES?

Household Size	Annual Income Level (effective July 1, 2017—June 30, 2018)
1	$22,311
2	$30,044
3	$37,777
4	$45,510
5	$53,243
6	$60,976
7	$68,709
8	$76,442
each additional household member	$7,733

These guidelines are updated each year based on a cost of living increase. The Horizons Office will send you the updated guidelines when they become available. You can also find current rates on our website, www.horizonsfoodprogram.org.

HOW DO I KNOW WHAT TIER LEVEL I WILL BE?

Your tier level determines how much you will be reimbursed for each meal and snack you serve.

TIER 1 REIMBURSEMENT

You will receive the Tier 1 rate of reimbursement for enrolled children if:

You live in a public elementary school area where 50% or more of attending children are eligible for free or reduced lunches. (Your own children may or may not be eligible.)

You live in a census data area where 50% of households meet income guidelines. (Your own children may or may not be eligible.)

Your own household meets the income guidelines. (Your own children will be eligible for reimbursement.)

You participate in a qualifying State assistance program. (Your own children will be eligible for reimbursement.)

The effective date for Tier 1 reimbursement is the first day of the month in which the completed and accurate household-size income statement along with appropriate verification of your income is received in the office.

MIXED TIER 1 AND TIER 2 REIMBURSEMENT

You can choose to have Horizons Unlimited collect Household Size-Income Applications (a very similar form to the one used by the School Hot Lunch Program) to determine if your child care families meet the income guidelines or participate in a qualifying State assistance program. Children who qualify receive Tier 1 rates for their meals and children who do not qualify receive Tier 2 rates for meals.

Household Size-Income Applications are confidential and therefore must be returned to the Horizons Unlimited office directly. You may return the forms to our office for your child care families, but you may not assist them in filling out the form nor ask to view the form.

You can assure parents that you will never know their income or which of the children in your child care qualify. We will only let you know the number of applications returned and how many of them qualified.

The effective date for Tier 1 reimbursement is the first day of the month in which the completed Household-Size Income Statement is received in the office.

HOW DO I KNOW WHAT TIER LEVEL I WILL BE cont. . .

FOSTER CHILDREN

If you or one of your child care families has foster and non-foster children living in the home, you may choose to include the foster child as a household member, as well as any personal income earned by the foster child, on the same Household Size-Income Statement that includes your non-foster children. This may help either your own household or a child care family household's non-foster children qualify for reimburse.

The foster child's income, which is considered for eligibility, is based on the amount of income the child receives for personal use (usually in the form of an allowance) and does not include any household income. Foster payments received by the family from the placing agency are not considered income and do not need to be reported

Foster children usually qualify for Tier 1.

You may also choose to submit a separate Household Size-Income Statement for the foster child.

TIER 2 REIMBURSEMENT

If you do not meet the requirements for Tier 1, you will automatically receive Tier 2 rates for all children enrolled. Your own children **are not** eligible for reimbursement.

EXPIRATION OF ELIGIBILITY DETERMINATIONS

Household-Size Income Statement eligibility determinations for providers and parents expire June 30th of each year.

School eligibility determinations expire June 30th every 5 years.

Census eligibility determinations expire June 30th every 5 years.

You may apply for a re-determination of your Tier status at any time. Just contact our office.

WHAT IS REQUIRED OF REGULATED FAMILY CHILD CARE PROVIDERS WHO PARTICIPATE?

Participate annually in a training update.

Prepare meals and snacks that meet USDA requirements, keeping daily records.

Permit Horizons Unlimited, the Department of Public Instruction, or USDA employees to visit your program three times per year to insure regulations are met. All records must be on the premises and available for review. Failure to permit a review will result in all meals disallowed up to that date.

Notify the Horizons Unlimited office in advance if you will not be available during an approved meal time, or if your daycare is closed. Call 1-920-826-7292 or email horizons@bayland.net.

Claim no more than a total of 6 children if certified and 8 children if licensed for each meal. If eligible to claim your own children and they are over age 7 they do not count in this maximum number.

Claim no more than two meals and one snack, or two snacks and one meal, per child per day. KIDKARE users may record all meals served. The program will submit only the reimbursable meals.

Assure that all children who attend your day care are enrolled in the CACFP by having each family fill out a child enrollment form. Give parents the pink copy of the enrollment form.

Do not charge parents, nor allow them to bring food for meals. (Exception: children under the age of 1 year. Please refer to the Infant Section of this handbook. Children with special dietary needs. Please refer to the Enrollment Section).

Offer iron fortified infant formula to all children under the age of one year.

Offer unflavored whole milk to one year olds, unflavored 1% or skim milk to children 2- 5 years of age and either flavored or unflavored 1% or skim milk to children 6+.

When claiming meals on a major holiday record "holiday care provided" on your meal count or menu, in the provider calendar if using KIDKARE, or by e-mail to horizons@bayland.net. Include these holidays: New Year's Day, Easter Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day.

Provide documentation including dates, times, and signatures of all staff, including you as the provider, showing compliance with child-staff ratios.

WHAT WILL YOUR FIELD REPRESENTATIVE DO FOR YOU?

Visit you 3 times per year to help you meet program regulations.

Answer your questions and offer technical support.

Provide resources to help you be the best day care provider you can be.

WHAT WILL HORIZONS UNLIMITED OFFER YOU?

Send reimbursement for qualifying meals the first Monday of the month.

Electronic transfer of funds.

Provide menu ideas and recipes featured in our monthly newsletter and website at www.horizonsfoodprogram.org.

Give you educational ideas designed especially for preschool children.

Offer support and guidance, including a monthly review of menus. See the Provider Claim Summary for KIDKARE users or the Menu Review letter for manual claiming at the end of this section.

Provide training to meet CACFP requirements.

Supply opportunities to network with other child care providers at our training.

Offer KIDKARE -an optional food program management computer program.

WHAT HAPPENS AT A HOME REVIEW?

Your field representative will come to your home and review the areas on the home visit guideline sheet included in this section.

Help with areas of the CACFP needing improvement.

Offer technical support and guidance.

CORRECTIVE ACTION PLANS

What happens if I am not in compliance with food program regulations when a Field Representative comes for a review?

1) A Corrective Action Plan (CAP) is developed for you. The Field Representative will outline the plan for correcting the issue on the Home Review Form, the steps necessary to come into compliance, and the date for completion of the CAP.

2) If the CAP is not completed by the date indicated, the area of non-compliance will be reviewed with you and another date will be set for completion (second notice). A spot check to see that you are in compliance will happen within 30 days. No further action will be taken unless the non-compliance recurs.

3) If the CAP is not completed by the date indicated or a third occurrence of the same infraction occurs within a 12 month period, a letter detailing a formal improvement plan will be sent to you. (third notice)
4) If the Improvement Plan is not fully implemented the Horizon Unlimited office may issue a declaration of Seriously Deficiency if deemed it is a systemic problem without sufficient effort or ability to comply.

What happens if I am declared Seriously Deficient?

You will be given the opportunity to write a corrective plan and submit it to the Horizons office. Once an approved corrective plan is in place you will need to stay in permanent compliance with that plan.

What happens if I do not adhere to the Seriously Deficient Corrective Action Plan?

A Notice of Intent to Terminate will be sent to you. You will then have the right to appeal this action. A written request for review can be made and an Independent Review Official will review your written documentation and make a decision whether to uphold or overturn the termination for cause of a providers food program participation.

What does termination from the Food Program mean?

A provider is removed from the program for seven years, placed on the National Disqualified List and is required to pay back any money that was wrongfully claimed.

Would I be able to go back and claim meals from the time I was terminated if the decision is overturned?

Maybe. It would be up to the Review Official to decide this and would also require that daily documentation of meals and attendance per food program rules was kept.

Name:			Provider #:	Date:
Type of Review: ☐ Announced ☐ Unannounced ☐ Spot			Time In:	Time Out:
A copy of the current sponsor/provider agreement is on file at the provider's home. ☐ Yes ☐ No				
Licensed ☐ Yes ☐ No	Expiration Date:		Capacity:	Other:
Certified ☐ Yes ☐ No	Expiration Date:		Capacity:	Other:
Hours of Organized Care:		Days of Approved Care: Su M T W Th F Sa		
Holiday Care ☐ Yes ☐ No	Evening Care ☐ Yes ☐ No		Weekend Care ☐ Yes ☐ No	
Approved Meals: ☐ Br ☐ AM ☐ L ☐ PM ☐ S ☐ Eve Record any meal time changes. _________Br _________AM _________L _________PM _________S _________Eve				

ATTENDANCE AND ELIGIBILITY DATA Provider Initials:

Full Name of All Children In Attendance at Time of Visit	Age	Enrollment Form complete	Attendance and Meal Data form complete	Meal Participation
1				
2				
3				
4				
5				
6				
7				
8				
9				

Will any other children be arriving to eat this meal? ☐ Yes ☐ No If yes, who:

CACFP CHILD ENROLLMENT FORMS	**Yes**	**No**	**Comments**
Is there a complete and accurate enrollment form for every child enrolled for day care?			
Is there a complete and accurate AMD for every child?			
Have parents been given the Building for the Future information? ☐ N/A			
Have any parents declined program participation and is accurate documentation on file?			
IFIF has been offered to all infants.			

CIVIL RIGHTS	**Yes**	**No**	**Comments**
The provider allows all children equal access to child care services regardless of race, color, sex, age, disability or national origin and other protected classes. If "no", explain.			
The provider serves meals to all enrolled children regardless of the child's race, color, sex, age, disability or national origin and other protected classes. If "no", explain.			
The nondiscrimination statement and complaint procedures are included in provider advertisements when referencing admissions and the CACFP.			

MEAL ATTENDANCE AND ELIGIBILITY DATA	YES	NO	COMMENTS
The observed meal was served at the approved, schedued time. If "no" explain. ☐ N/A ☐ Non-food visit			
The provider is within regulated capacity. If no, fill out form to submit to regulator. Time sheets available. ☐ N/A			
The meals claimed are served to children who are within regulatory age limits? If "no" explain.			
Meals served to the provider's own children are claimed only if the child is enrolled, eligible and other enrolled children are participating in the meal service. If "no", explain.			

HEALTH/SAFETY/SANITATION	YES	NO	COMMENTS
The refrigeration units are clean and maintained at required temperatures. (40 degrees or cooler) _____ temperature at visit			
Food is properly stored in the refrigerator (covered), in dry areas (sealed), and garbage is inaccessible or covered.			
Cleaning supplies and other toxic materials are stored out of the reach of children and away from food.			
There is no evidence of rodent or insect infestation, or obvious fire, health and/or safety hazards (ex.: knives/plastic bags observed).			
Oven, stove, microwave, floors, table, chairs clean and hazard free.			
Drinking water is available to children.			
Review home canned foods, USDA approved meats.			
Food service was conducted in compliance with generally accepted health and sanitation practices. ☐ Non-food visit			
Provider/children wash hands prior to food handling & eating.			

TIERING METHOD OF REIMBURSEMENT	YES	NO	COMMENTS
The provider was notified of the tier level reimbursment options.			

MISC	YES	NO	COMMENTS
Parents of enrolled children annually receive WIC information on the importance, benefits and income eligibility guidelines. If "no", explain and document required corrective action.			
Attendance records, CACFP enrollment forms, menus and meal counts are on file onsite in the child care home for the current month plus the prior 12 months, with the remaining 24 months of records on file onsite or in an offsite storage? If "no", explain and document required corrective action.			
Training certificate available. If no explain. (The provider felt the training was hlepful and has implemented informtion provided.)			

DAY OF REVIEW - OBSERVATION OF MEAL SERVICE **Provider Initials:**

Meal observed: ☐ Breakfast ☐ AM Snack ☐ Lunch ☐ PM Snack ☐ Supper ☐ Eve Snack ☐ Non-Food

Ages 1 - 12		Birth - 11 months		Parent Supplied	Provider Supplied
Unflavored 1% for 2+, Whole Milk for 1 yr ☐ Unflavored skim for 2+, Whole Milk for 1 ☐ List type of milk for 6+ ___________________		IFIF or Breast Milk			
Meat		IFIC			
Vegetable		Meat or Meat Alternate			
Fruit/Vegetable		Fruit/Vegetable			
Grain		Grain			

DAY OF REVIEW - OBSERVATION OF MEAL SERVICE cont.	YES	NO	COMMENTS
Do parents of infants supply more than one component?			
Formula and foods on-hand are creditable for infants?			
Are infants served the appropriate foods and serving sizes according to their developmental needs?			
The proper fat/ flavor content of milk is on hand and served to each age group? If no, explain and document corrective action.			
Milk substitution forms, signed by parent, on file and creditable milk alteratives served.			
Is proper documentation on hand to verify a WGR food was or is being served on the day of review?			
Are grain items on-hand similar to grain items served on menu to support at least 1 WGR item per day?			
Do the menus, foods served or foods on hand show that any Grain Based Desserts are served to meet the meal pattern?			
What method is used to select cereal within the sugar gram limit? ☐ WIC approved Cereal List ☐ Sugar(g) ÷ Serving Size (g) = Threshold: 0.212 or less			
Are the cereals used for child care within the sugar gram limit?			
Is proper documentation on hand to verify the yogurt served or on hand to meet the meal pattern meets the sugar limits? Sugar(g) or (oz) ÷ Serving Size (g) or (oz) = Threshold of 3.83 or less ounces or Threshold of 1.135 or less grams.			
Proper documentation on hand to verify tofu meets requirements. Protein (g)(oz) ÷ Serving Size (g)(oz) = Threshold of 2.27 oz or more or .08 grams or more			
Is a M/MA served in place of the entire grain at breakfast more than 3 times per week?			
Is at least 1 vegetable is served at lunch and supper and if 2 vegetables are served they are different vegetables?			
Juice is served no more than 1 time per day.			
Diet Statements are on file for all substitutions related to medical needs and properly recorded on menus. If "no", explain. ☐ N/A			
Commercially prepared combination foods are CN labeled.			
Does the provider deep fat-fry any foods served to day care children?			
The meal environment is postive/pleasant. ☐ Non-food visit			
The meal observed contains the required components. ☐ N/F visit			
Daily meal counts, menu records and attendance records are accurate and complete. If "no" explain and document required corrective action.			

5 DAY RECONCILIATION OF MEAL COUNTS							COMMENTS
Date	# of B	# of AM	# of L	# of PM	# of S	# of E	

5 DAY RECONCILIATION OF MEAL COUNTS			COMMENTS
Yes	No		
		The meal count for the prior 5 days appears reasonable when compared to today's meal count? If "no" explain.	
		The homes enrollment and attendance records seem reasonable. If "no" explain.	

SUMMARY OF FINDINGS

CAP from previous home visit is corrected. ☐ **Yes** ☐ **No** ☐ **N/A**

Brief Description of Finding	Corrective Action Plan (CAP)	CAP Due Date

Menu Review Letter

Providers Name ____________________________________Providers Number __________

Review for the month of _____________________________

1. ____The meal pattern at breakfast, lunch, supper and snacks must be met.

2. ____Breakfast cereals can contain no more than 6 grams of sugar per 1 oz serving.

3. ____ Yogurt can contain no more than 23 grams of sugar per 6 oz serving.

4. ____A vegetable needs to be served at lunch and supper.

5. ____Be careful to offer two different food groups at snack.

6. ____Children 2 and older must be served unflavored 1% or skim milk.

7. ____ Children 1 year must be served unflavored whole milk.

8. ____ Juice may only be served one time per day.

9. ____ A whole grain rich product must be served one time per day.

10. ___When claiming meals be sure menus for those days are included.

11.___ When recording menus, children served must be listed on the count sheet.

12. ___ Iron Fortified Formula or breast milk is required for infants age 0-11 months.

13. ____You may claim a child for 3 meals per day, one of which must be a snack.

14. ____You are claiming too many children under the age of seven.

15 .____An enrollment form is missing for the children listed. The meals served cannot be reimbursed unless we receive the form by the last day of this month. Remember, the form is effective the first day of the month in which it is dated.

16. ____"Holiday Care Provided" must be indicated on the meal count sheet.

17. ____Total all columns on the monthly meal count sheet to help us avoid errors.

The following have been deducted from this month's claim:

_____Breakfast _____AM Snack _____Lunch _____PM Snack _____Supper _____ Eve Snack

.

Office Error Report

Provider: **Provider State Id:** **Claim Month: August 2012** **Claim Source: WE** **Pay Type: DD**

Tier: 1C 6/30/16 **Monitor: JV (03)**
County: Winnebago **Phone: (920)**

License Type: L
License Notes:
Paperwork Needed:

Dates: 9/16/04 - 12/31/50 Max Capacity: 8 Training Period: OFF

Total Meals Disallowed 21 / 295 Total Meals Claimed = 7 % of Meals in Error
Total Meals Disallowed 21 / 295 Total Meals Claimed = 7 % of Meals in Error (excluding 2 meal/snack errors)

Days: 19
Attendance: 106
Tier 1 Attend: 106 Tier 2 Attend: 0
Participated: 7
Tier 1 Part: 7 Tier 2 Part: 0

Errors
Pre-Review by ____ Date: ____
Post-Review by ____ Date: ____
(Optional Office Use)

Date Claim Received: 08/31/2012
Checked By:
Date Changed:
Reasons for change:

	Tier 1 Additions / Deduction	#Disallowed	Tier 2 Additions / Deduction	#Disallowed
Breakfast:	78	7	0	0
AM Snacks:	0	0	0	0
Lunch:	94	7	0	0
PM Snacks:	102	7	0	0
Dinners:	0	0	0	0
EV Snacks:	0	0	0	0

Date Changed in computer:

☐ Claim Has Been Paid

☒ Claim Submitted to State

Tier 1 Amt: 395.20 Claim Amount: 395.20
Tier 2 Amt: 0.00

46 A pending (or unknown) status child was claimed.

- Bentz, Owen D - 8/09:I-BLP, 8/10:I-BLP, 8/16:I-BLP, 8/17:I-BLP, 8/23:I-BLP, 8/24:I-BLP, 8/30:I-BLP - Child Disallowed

*Totals: B7L7P7

*ERROR 46 MEAL DISALLOWANCE TOTALS: B7 L7 P7

Calendar Notes: Closed -8/1,8/2,8/3

ENROLL ALL CHILDREN IN CACFP

How do I enroll children?

Have parents read and fill out all information on the child enrollment form. A copy of this form is included. Send the white copy to Horizons Unlimited, give the pink copy to parents and keep the yellow copy in your records.

IMPORTANT REMINDER: The enrollment form becomes effective the first day of the month it is signed by the parent.

If using KIDKARE:

1. Login to your KIDKARE account.
2. Select ' add child ' found on the right side of the page.
4. Enter information on all screens.
5. Print 2 copies of the child enrollment form.
6. Have the parent sign both copies
7. Give the parent the Building for the Future Flyer or post in a visible area.
8. Keep one copy for your records, send the other to the Horizons office.
9. The child will be activated once we receive the signed form. Until then, the child will appear as pending. You can enter meals and meal counts for pending children

Do I need a separate form for each child in the family?

Yes. A Child Enrollment Form must be filled out for each child who attends your child care.

If you use KIDKARE each child will need an individual Child Enrollment Form as well.

What if the child's schedule of normal days, hours and meals changes?

If it is a permanent change, have the parent record the change on the Child Enrollment Form. They should date and initial the change. If it is not a permanent change, but just for a day or two, nothing needs to be done.

If using KIDKARE, have the parent note the change on your copy of the enrollment form, initial the change and date it.

How is a schedule for drop-in care or a schedule that varies from week to week filled out?

The parent can write that they are drop in or that their schedule varies weekly in the area for additional information.

If using KIDKARE, the enrollment form provides a box to enter this type of schedule.

What if a child attends on a day not listed as normally in care, or Eats a meal not listed as normally received while in care, will I still be paid for the meal?

Yes. Only permanent schedule changes need to be updated on the form.

Do I need to enroll infants and drop-in children?

Yes. The CACFP must be offered to all children.

Are there ever exceptions to children over twelve years of age?

Yes. Children of migrant workers 15 years and under qualify. For children (adults) with disabilities who are over age 12, they are eligible if the provider has documentation of the disability and the license or certification allows for the care of adults with disabilities.

Do I have to offer an iron fortified infant formula (IFIF)?

Yes. If a child is birth through 11 months old, you must offer an IFIF to the parent and record it on the enrollment form. The parent then checks the box accepting or declining the formula offered. If they decline the IFIF you offer and bring their own, you may claim the meal for reimbursement. If the infant is 8-11 months old, you must provide the solid and semi-solid foods to claim the meal. Parents may only supply one component of an infants meal.

Do I need to offer an IFIF to breastfed babies?

Yes all infants must be offered IFIF. The parent can decline the formula.

Do I have to offer whatever IFIF the parent gives the child?

No. You may select whatever IFIF you choose and offer it to all parents.

When do I send enrollment forms to the Horizons office?

Enrollment forms must be on file for meals to be reimbursed. Send the form by the end of the month or no later than the 3rd of the next month.

How often do I send an enrollment form for each child?

Once a year, or whenever a new child is enrolled. We will mail you a re-enrollment packet annually to do this. Look for it the beginning of each September.

What if I forget to mail in an enrollment form?

Meals to children with no enrollment form on file cannot be reimbursed. If the enrollment form is received within 30 days an adjustment can be made. Remember, the enrollment form is effective the first day of the month in which the parent dates it.

Why is this form necessary?

It is proof of the child's enrollment in the CACFP at your family child care home and shows that the parent is aware their child is participating in this federally funded child nutrition program.

Will the parent ever be contacted?

It is possible. We do household contacts to assure the accuracy of your claim and assure that parent's rights are being protected. Parents will be asked to verify their child's attendance on the days you claimed and will be asked if they are required to bring food or pay extra for meals. You will be notified if a household contact is being conducted.

What if a parent refuses to enroll their child in the CACFP?

Have the parent make a note on the enrollment form that they are refusing the program and have them sign it. Send a copy of this enrollment form to the Horizons Unlimited office, keep a copy in your records, give the parent a copy.

What should I do if I don't understand something?

Call or e-mail the Horizons office. The phone number is 1-920-826-7292. Our e-mail address is horizons@bayland.net

Claiming Your Own Children on the CACFP

A provider's own child is defined as any child who resides in the household, such as the provider's own children by birth or adoption, grandchildren, or housemates' children who are part of the economic unit.

How do I know if I am eligible to claim my own children?

You must fall within the household size and income guidelines listed below:

Household Size	Annual Income Level (effective July 1, 2017—June 30, 2018)
1	$22,311
2	$30,044
3	$37,777
4	$45,510
5	$53,243
6	$60,976
7	$68,709
8	$76,442
each additional household member	$7,733

If you are within this household size and income level, contact the Horizons Unlimited office and we will send you the appropriate forms to fill out.

If eligible, when may I begin claiming meals for my own children?

You may begin claiming the first day of the month in which all required forms and documentation arrive in our office and are approved.

Can my helper's children participate in the Food Program?

The children of an assistant (helper) are treated the same as all other non-residential children when the child is enrolled for care at the day care home. They may be claimed like all other day care children.

Is my foster child eligible?

Yes, if a government agency has the responsibility for the child. In this case the child is considered a family of one. The child's income would include funds received from you as personal use funds. Income would also include any money coming from a trust fund of the child's family.

A current and valid Household Size-Income Statement (call the office to have one sent to you) must be filled out by the foster parent and be on file with the Horizons Unlimited office, along with an enrollment form.

The provider does not need to be income eligible to claim a foster child living in your home, however, at least one other enrolled non-resident child must be present and participating in the meal service to claim the meal.

What meals can I claim for my own children?

The days and meals when other day care children are present and your children are participating in the meal service with them.

You may only claim the meals and days that have been approved for your program.

You may claim a maximum of two meals and one snack, or one meal and two snacks per child per day.

Only children 12 years of age or younger are eligible. Children 13 years of age or older are eligible if they have been identified as having a disability or are the children of migrant workers age 15 years and under.

Provider:
Kamps Charlene #6789
PO Box 10384
Green Bay WI 54307

Phone: (920) 826-7292
Monitor:
Tier: 2

CHILD ENROLLMENT REPORT

Food Program Sponsoring Agency:
Horizons Unlimited, Inc.
PO Box 10384
Green Bay WI 54307
(920) 826-7292

CHILD INFO:

Status: **Active**

First Name: **Nico** **MI:** **Last Name: Martins**
Address: **5656 Mirror Blvd.**
City: **Green Bay** State: WI Zip Code: 54307 Male
Date of Birth: **02/13/2015** Enrollment Date: **02/01/2016** Withdrawal Date:
Age as of Date Printed: **2y 6m** Date Enrollment Finalized: **02/01/2016**

Ethnicity: **Hispanic/Latino**
Race: **White**

PARENT INFO:

Sex: **Female**

First Name: **Maria** MI: Last Name: **Martins**
Address: **5656 Mirror Blvd.**
City: **Green Bay** State: WI Zip Code: 54307 Email:
Phone: Home: (555) 555-9999 Alt: Work: Work Name:

NORMAL SCHEDULE:

Participating Days: MON TUE WED THU FRI
Participating Meals: BRK AMS LUN PMS
Weekday Times: 8:00 am - 5:30 pm
Weekend Times:

SCHOOL INFO:

School Type:
School Name:
School Depart/Return Times:
School Number:
School District:
Days Attend:

SPECIAL INFO:

Participates in CACFP: YES
Relation to Provider: Not Related/Day Care Child
Special Needs: NO
Special Diet: NO
If either are YES, attach a signed medical statement.

Breastmilk and Iron-Fortified Infant Formula (IFIF)

Infant Formula Form Received: **NO**

Your provider is required to offer Iron-Fortified Infant Formula (IFIF) to your infant and must inform you of the brand offered. It is your choice whether or not to use this formula based on your preference and your infant's needs. You may choose to supply breastmilk or formula for your infant. If you accept the formula offered by the provider, you give your permission for the formula to be mixed for your infant by the facility staff. You may be required to provide sufficient sanitized bottles each day for your child's use. If this is required, the bottles must be labeled with your child's name/date and be taken home daily. If you choose to supply breastmilk for your infant, write "Parent Supplies Breastmilk or IFIF" on this form. If you refuse the provider's formula and choose to supply formula for your infant, you must write the brand of formula you will be supplying in the space provided on this form and write "Parent Supplies Breastmilk or IFIF" on this form. If the formula you provide is low-iron fortified, non-iron fortified, or a specialty formula, a medical statement is required.

When your infant is four months old or older and is developmentally ready for baby food, your provider is required to offer additional, supplemental foods in compliance with the infant meal pattern as required by 7CFR226.20. These foods will include iron-fortified infant cereal, fruits, vegetables, meats, and meat alternates, when developmentally appropriate for your child. You have the option of supplying these supplimental foods and refusing the provider's supplemental foods.

Note to parents who receive formula through the WIC program: Your infant is eligible to receive formula from this child care facility as well as from the WIC program.It is your decision which formula you want your infant to use when in child care.

Formula: Parent Supplies Breast Milk or Formula (IFIF)
Food: Provider Supplies Food
Formula Offered by Provider: Good Start
Formula Offered by Parent: Breast Milk

Dear Parents:
Your provider has chosen to join the Child and Adult Care Food Program (CACFP). This program extends the National School Lunch program to children in Family and group child care homes. The USDA has guidelines that your provider has agreed to follow. Under the regulations of the CACFP, your provider may NOT charge you a separate fee for meals that are claimed for reimbursement, and they must supply all of the components needed to meet the requirements. In an effort to improve our Program, we periodically contact parents to provide input and to verify attendance of their children in this child care home.
I have verified that the above information is correct, and I have received a copy of this completed form and the Building For The Future Flyer.

Parent/Guardian Signature: ______________________ Date: ______________
Provider's Signature: ______________________ **ID#: 6789**

Building For the Future

This facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving child care, participating in afterschool programs, or residing in homeless shelters.

Each day, more than 2.6 million children participate in the CACFP across the country. Participating facilities are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of child care, afterschool programs, and homeless shelters, and making it more affordable for low-income families.

Meals

Participating facilities must follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the five groups:)
Milk Fruit or Vegetable Grains Meat or meat alternate (in place of entire grain max of 3 times/week)	Milk Meat or meat alternate Grains Fruit Vegetable	Milk Meat or meat alternate Grains Fruit Vegetable

Participating Facilities

Many different facilities operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers
- **Family Day Care Homes:** Licensed or certified private homes
- **Afterschool Programs:** Centers in low-income areas providing free meals and snacks to school-age children and youth
- **Homeless Shelters:** Emergency shelters providing food services to homeless children

Eligibility

State agencies reimburse facilities that offer services to the following participants:

- children age 12 and under,
- migrant children age 15 and younger, and
- youths through age 18 in afterschool programs in needy areas and homeless shelters

Contact Information

If you have questions about the CACFP, please contact one of the following:

Participating Agency Contact Information	**State Agency Contact Information**
Linda Leindecker, Executive Director	Amanda Kane, RDN, CD, Director
Horizons Unlimited, Inc.	Community Nutrition Programs
PO Box 10384 Green Bay, WI 54307	Wisconsin Department of Public Instruction
	P.O. Box 7841
1-920- 826- 7292	Madison, WI 53707-7841
horizons@bayland.net	608-267-9129

USDA

This institution is an
equal opportunity provider.

ACCURATE, COMPLETE, and DAILY RECORDING OF MENUS IS REQUIRED

How often do I document the meals I serve?

It is absolutely necessary that this be done on a daily basis. Accurate, complete and daily recording of menus is essential. Your field representative will disallow any meals that have not been recorded through the day prior to the visit . When a review is done, the foods served at the meal are recorded on the review form. When your menu forms come into the office the menu recorded on the day of the review must match what you recorded or we will disallow the meal. Please make sure this doesn't happen to you!

Can I record menus ahead of time?

Yes. If you record your menus ahead of time and make a change to the menu at the last minute, this change must be recorded.

Do I have to write down how much of each food I serve?

No. Serving sizes are important, and must be available to the children, even though you do not write them down. Check the Child and Adult Care Food Program Meal Pattern for help in determining the foods and serving sizes needed to meet program requirements. This form can be found in this section of your handbook. Your field representative will verify that proper portion sizes are available during a review.

What if I prepare the food and the children will not eat it?

The CACFP requires that the food be prepared in appropriate quantities and be made available to each child. How much or little each child eats is up to the child. To be reimbursed, you must make each food available in sufficient quantities, prepared and ready to serve.

Does it matter if I fill out the menus with pen or pencil?

Ink is best in a black or blue color. You should not use pencil. Brightly colored inks are very hard to read and we ask you to avoid their use.

If I make a mistake will you let me know?

Yes. A menu review letter will be mailed indicating the error and how many meals were disallowed. There is a copy of this letter in the Introduction section of this handbook.

If you are using the KIDKARE program you can find the Claim Summary and Error Report by going to claim statements, Claim Summary and Error, select the month you wish to review, then run.

If I forget to fill something in, can I call the office to have it changed?

No, a claim cannot be changed once we receive it. This applies to KIDKARE users also.

If a menu is incorrect and the meal disallowed will I still get paid for that meal?

We can only reimburse meals that meet CACFP requirements. This means that if a meal is disallowed it cannot be reimbursed.

If I feel a meal is incorrectly disallowed what can I do?

Call us right away so we can correct the problem. If Horizons made a mistake we will do an adjustment to your claim. Payment for the adjustments will be one month and one week later. We have 60 days from the end of the claiming month to make adjustments, so do not delay in bringing it to our attention.

Can I claim all of the meals listed on the menu form?

Maybe. We can reimburse you for the meals which have been approved. When you filled out your application you requested the days, meals, ages, and times you wanted approval for. These approved meals, days, times, and ages are what we are allowed to reimburse you for.

Can this ever be changed?

Absolutely. All you have to do is ask and we will approve changes that are within your regulation. Approval will go into effect the day Horizons receives the request. It cannot be retroactive.

Would you ever deny approval?

Sometimes. An example would be if you are licensed for Monday through Friday. We would not be able to approve you for Saturdays or Sundays. Another reason would be if you are licensed until 5:30 PM and wanted approval for an evening snack at 7 PM. This would be denied because it is outside your licensed hours.

Can I claim meals on holidays?

Yes, however, you must write "holiday care provided" on your meal count sheet and be approved for that day and meal type. If you are using the KIDKARE program, you need to record this in your provider calendar. This applies to New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas Day.

What should I do if I don't understand something?

Call us at 1-920-826-7292, or e-mail us at horizons@bayland.net.

DIET STATEMENTS:
Eating and Feeding Evaluation: Children with Special Needs
Parental Request for Milk Substitute

When do I have to obtain an Eating and Feeding Evaluation Form?

You will inform parents of the meal pattern requirements by giving a copy of the Building for the Future Flyer. If there is a required meal component their child cannot eat, you need to inform the parent a diet statement will be required so you can meet the child's dietary needs as well as claim the meals for reimbursement. We have included a copy of the Eating and Feeding Evaluation: Children With Special Needs for your use.

Who should sign the Feeding and Eating Evaluation Form?

A recognized medical authority in charge of the child's health. Parental requests, whether written or verbal, are not acceptable on the Eating and Feeding Evaluation form.

What information should be included on the Feeding and Eating Evaluation Form?

Four questions must be answered:

1. Does the child have a disability?
2. Does the child have a special nutritional or feeding need which restricts the diet?
3. What foods need to be removed from the child's diet?
4. What food or choice of foods should be substituted?

What shall I do if a parent does not want their child to have cow's milk?

If the parent does not want their child to have cow's milk, you may serve an approved milk substitute provided there is a completed Parental Request for Milk Substitution Form signed by the parent. You will then serve one of the approved milks. A copy is included.

What if the parent or recognized medical authority refuses to provide a diet statement?

The parent may state on the child enrollment form that they do not want their child to participate in the CACFP. They must sign the enrollment form and you will send the white copy to Horizons, keep a copy for your records, and give a copy to the parent for their records. If using the child enrollment form from the KIDKARE program, have the parent write on the form that they decline participation and sign it. Send us a copy, keep a copy in your files, and give a copy to the parent.

What are some examples of when a diet statement is needed?

Infants who need low iron or no iron formula, an infant who is no longer receiving iron fortified infant formula, children 1 year or older who cannot drink cow's milk or one of the approved milk substitutes

What happens if I do not have the diet statement, I do not serve the substituted foods, or I forget to record the substituted foods on my menus.

The meals for that child will be disallowed.

Eating and Feeding Evaluation: Children with Special Needs

Part A

Child's Name:	Child's Age:
Child Care Facility Name:	
Does the child have a disability?	□ Yes □ No
If yes, describe the major life activities affected by the disability.	
If the child is not disabled, does the child have special nutritional or feeding needs? If yes, complete Part B of this form and have it **signed by a recognized medical authority.** If the child does not require special meals, the parent can sign at the bottom and return the form to the provider.	□ Yes □ No

PART B

List any dietary restriction or special diet.
List any allergies or food intolerances to avoid.
List foods to be substituted.
List foods that need the following change in texture. If all foods need to be prepared in this manner, indicate "All." Cut up or chopped into bite size pieces: Finely ground: Pureed: □ ALL
List any special equipment or utensils that are needed.
Indicate any other comments about the child's eating or feeding patterns.

PART C

Physician or Medical Authority's Signature:	**Date:**
Physician or Medical Authority's Printed Name and Phone:	
Parent's Signature:	**Date:**
Parent's Printed Name and Phone Number:	

Under Section 504 of the *Rehabilitation Act of 1973*, and the *Americans with Disabilities Act (ADA)* of 1990, a "person with a disability" means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment. The term child with a "disability" under Part B of the Individuals with *Disabilities Education Act (IDEA)* means a child evaluated in accordance with IDEA as having one or more of the recognized thirteen disability categories and who, by reason thereof, needs special education and related services.23

DEFINITIONS OF DISABILITY AND OF OTHER SPECIAL DIETARY NEEDS
Rehabilitation Act of 1973* and the *Americans with Disabilities Act

Under Section 504 of the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act (ADA)* of 1990, a "person with a disability" means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. The term "physical or mental impairment" includes many diseases and conditions, a few of which may be:

Orthopedic, visual, speech, and hearing impairments	Metabolic diseases, such as diabetes or phenylketonuria (PKU)
Cerebral palsy	Heart disease
Epilepsy	Food anaphylaxis (severe food allergy)
Muscular dystrophy	Mental retardation
Multiple sclerosis	Emotional illness
Cancer	Drug addiction and alcoholism
Specific learning disabilities	HIV disease
Tuberculosis	Impairment with major bodily functions including functions of the immune system, normal cell growth, digestive , bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, and reproductive functions

Please refer to the Acts noted above for a more detailed explanation. <u>Major life activities covered by this definition include caring for one's self, eating, performing manual tasks, sleeping, standing, walking, lifting, bending, seeing, hearing, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.</u>

The term child with a "disability" under Part B of the *Individuals with Disabilities Education Act* (IDEA) means a child evaluated in accordance with IDEA as having one or more of the recognized thirteen disability categories and who, by reason thereof, needs special education and related services. IDEA recognizes thirteen disability categories which establish a child's need for special education and related services. These disabilities include:

Autism	Deaf-blindness
Deafness or other hearing impairments	Mental Retardation
Orthopedic impairments	Emotional disturbance
Specific learning disabilities	Speech or language impairment
Traumatic brain injury	Multiple disabilities
Other health impairments due to chronic or acute health problems, such as asthma, diabetes, nephritis, sickle cell anemia, a heart condition, epilepsy, rheumatic fever, hemophilia, leukemia, lead poisoning, tuberculosis	Visual impairment; including blindness, which adversely affects a child's educational performance

Attention Deficit disorder or attention deficit hyperactivity disorder may fall under one of the thirteen categories. Classification depends upon the particular characteristics associated with the disorder and how the condition manifests itself in the student, which determines the category.

In Cases of Food Allergy
Generally, children with food allergies or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA, and the school food service may, but is not required to, make food substitution for them.
However, when in the licensed physician's assessment, food allergies may result in severe, life-threatening (anaphylactic) reactions, the child's condition would meet the definition of "disability" and the substitutions prescribed by the licensed physician must be made.

Food Allergy Management

Generally, children with food allergies or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA, and the school food service may, but is not required to, make food substitution for them. However, when in the licensed physician's assessment, food allergies may result in severe, life-threatening (anaphylactic) reactions, the child's condition would meet the definition of "disability" and the substitutions prescribed by the licensed physician must be made

Individualized Education Program

The Individualized Education Program or IEP means a written statement for a child with a disability that is developed, reviewed, and revised in accordance with the IDEA and its implementing regulations. The IEP is the cornerstone of the student's educational program that contains the program of special education and related services to be provided to a child with a disability covered under IDEA.

NOTE: Some states supplement the IEP with a written statement specifically designed to address a student's nutritional needs. Other states employ a "Health Care Plan" to address the nutritional needs of their students. For ease of reference, the term "IEP" is used to reflect the IEP as well as any written statement designating the required nutrition services. When nutrition services are required under a child's IEP, school officials need to make sure that school food service staff is
involved early on in decisions regarding special needs.

Physician's Statement for Children with Disabilities

USDA regulation 7 CFR Part 15b require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician. The physician's statement must identify:

- The child's disability;
- An explanation of why the disability restricts the child's diet;
- The major life activity affected by the disability;
- The food or foods to be omitted from the child's diet, and the food or choice of foods that must be substituted.

The form is adapted from the USDA guidance; <u>Accommodating Children with Special Needs; Guidance for School Food Service Staff,</u> and may be used to obtain the required information from the physician.

Reference: Accommodating Children with Special Needs; Guidance for School Foods Service Staff, United States Department of Food and Nutrition Service, Fall 2001;
http://www.fns.usda.gov/cnd/Guidance/default.htm

Other Special Dietary Needs

The school food service may make food substitutions, at their discretion, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need.

Such determinations are only made on a case-by-case basis. This provision covers those children who have food intolerances or allergies but do not have life-threatening reactions (anaphylactic reactions) when exposed to the food's) to which they have problems.

CACFP Meal Requirements for an Eating/Feeding Disability or Food Allergy/Intolerance

Family day care home providers on the CACFP are responsible for serving meals and snacks to all eligible children and, in order to claim reimbursement for meals and snacks served, are required to supply all components of the CACFP meal pattern. Sometimes a child is not able to consume one or more meal pattern components, or requires food or eating modification, because of a disability or special dietary need. Depending on the type of disability or special dietary need, the provider may be required to supply the food substitution or meal modification. To determine what the provider is required to do, work through the following flow chart:

Disability OR Allergy/Intolerance

Disability

The child has an eating or feeding disability that restricts her diet; for example a food allergy that results in severe, life-threatening reactions, a metabolic disease such as PKU, or a physical limitation that requires eating modification

See below for more detailed information*

↓

Any required substitution or modification must be supplied or made by the provider

A medical statement signed by a **licensed physician** must be on file. The statement must identify:

- the child's disability and why it restricts the child's diet
- the major life activity affected by the disability
- the food(s) to be omitted and the food(s) that must be substituted or the modification(s) that must be made

Allergy/Intolerance

The child has a special medical or dietary need that is not considered a disability; for example a food intolerance/allergy that is not life-threatening such as lactose intolerance, a strawberry allergy, or celiac disease

↓

Is the child still able to consume the full CACFP meal pattern component?

- YES - example, the child can be served bananas instead of strawberries or cheese instead of peanut butter
- NO – example, the child cannot drink regular cow's milk and there are no other options within the milk component to substitute

Yes ↓

The provider can substitute another food within the meal pattern component so the child receives a full reimbursable meal

No ↓

The provider or the parent/guardian may supply food substitutions. When the parents/guardians supply any food substitution a statement, signed by a registered medical authority, must be on file and should identify:

- the special dietary need
- the food(s) to be omitted from the child's diet
- the food(s) that *may* be substituted

In order to claim the meal for reimbursement the provider must supply all other meal pattern components.

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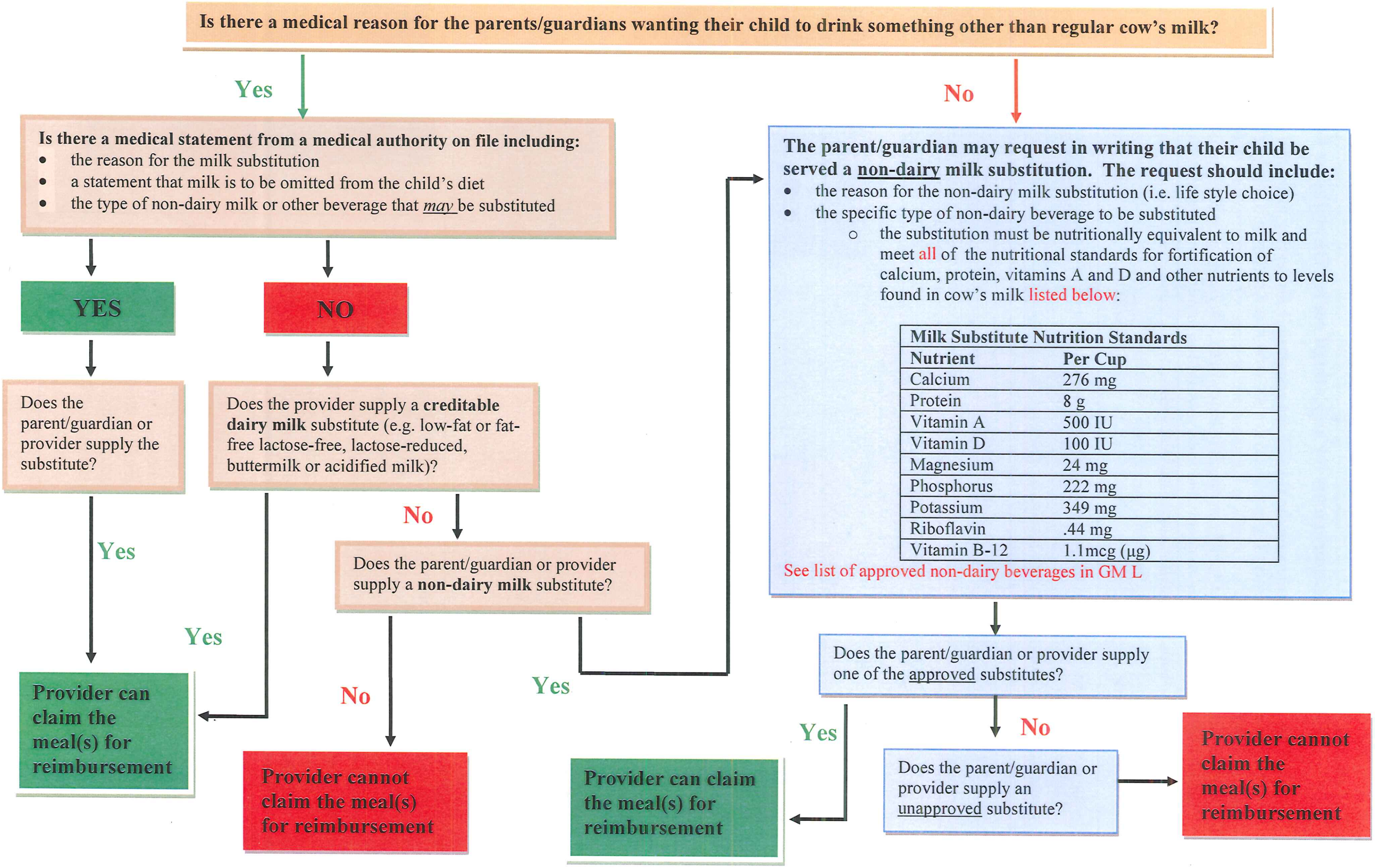
*Under Section 504 of the rehabilitation Act of 1973 and the American with Disabilities Act of 1990, a person with a disability means any person who has a physical or mental impairment which substantially limits one or more major life activities (caring for one's self, eating, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working).

- Food related diseases and conditions include metabolic diseases such as diabetes or phenylketonuria (PKU); food anaphylaxis (severe food allergy); cancer; heart disease; muscular dystrophy; etc.

Generally, children with food allergies or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA, and the provider may, but is not required to, supply food substitutions for them. However, when in a licensed physician's assessment, food allergies may result in severe, life-threatening reactions, the child's condition would meet the definition of "disability," and the substitutions prescribed by the licensed physician must be supplied by the provider.

CACFP Meal Requirements for Lifestyle Choices

Special dietary practices such as eating vegetarian, organic or eliminating certain foods for religious reasons are not exempt from the CACFP meal pattern meaning the full meal pattern must be supplied by the provider in order to claim the meal for reimbursement. If a meal component is eliminated because of dietary practices, or if the parent/guardian supplies any component of the meal, the provider cannot claim the meal for reimbursement. The only exception to this is with serving a non-dairy milk substitute.



Milk Substitute Nutrition Standards	
Nutrient	**Per Cup**
Calcium	276 mg
Protein	8 g
Vitamin A	500 IU
Vitamin D	100 IU
Magnesium	24 mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	.44 mg
Vitamin B-12	1.1mcg (µg)

PARENT/GUARDIAN REQUEST FOR NON-DAIRY MILK SUBSTITUTION

Parents/guardians may request in writing that a **non-dairy milk substitution** be served to their child(ren).

The non-dairy milk substitution must be nutritionally equivalent to cow's milk, meeting the nutritional standards set by the United States Department of Agriculture (USDA) for Child Nutrition Programs in order for the Program to claim reimbursement for the meal through the Child and Adult Care Food Program (CACFP).

A non-dairy milk substitution must contain at least the following nutrient levels per cup (8 fluid ounces) to qualify as an acceptable milk substitution:		
a. Calcium 276 mg	d. Vitamin D 100 IU	g. Potassium 349 mg
b. Protein 8 g	e. Magnesium 24 mg	h. Riboflavin .44 mg
c. Vitamin A 500 IU	f. Phosphorus 222 mg	i. Vitamin B-12 1.1 mcg

PART 1 – Program indicates if it will provide a non-dairy milk substitution

Program - complete this section prior to distribution of form by choosing one option:	
	This Program will provide the following non-dairy milk substitution which meets USDA nutrient standards for a milk substitute: *(list substitute(s)):*
	This Program has chosen not to provide a non-dairy milk substitution.

PART 2 – Parent/guardian completes

Parent/Guardian – complete this section and return to Program		
Child's Full Name:		
Identify the medical or other special dietary need of your child (why your child needs a non-dairy milk substitute):		
Choose One		I request that my child is served the non-dairy milk substitute provided by the Program, as indicated above
		I am aware that the Program is not providing a non-dairy milk substitute. I will provide a non-dairy milk substitute that meets the USDA nutrient standards. I will provide either: ☐ An approved substitution listed on the back of this form (List substitute: ________________________________) ☐ Documentation to show the substitution meets the nutrient standards (see back of form for more information on this requirement)
		I will provide a non-dairy milk substitute that does **not** meet the USDA nutrient standards. I understand that the Program cannot claim meals that require milk unless I get a written statement from a recognized medical authority.
Signature of Parent/Guardian:		**Date:**

The term *Program* refers to all facility types in the CACFP: group child care centers, family day care homes, afterschool programs, & emergency shelters

NON-DAIRY MILK SUBSTITUTES* MEETING USDA APPROVED NUTRIENT STANDARDS PER 8 FLUID OUNCES

Unflavored Non-Dairy Milk Substitutes

8th Continent **Original Soymilk**	*Walmart Great Value* **Original Soymilk**	*Pacific* **All Natural Ultra Soy Original**	*Sunrich Naturals* **Original Soymilk**	*Kirkland Signature* **Organic Soymilk Plain**	*Silk* **Original Soymilk**

Effective October 1, 2017: Flavored Non-Dairy Milk Substitutes may only be served to children 6 years and older and adults

Flavored Non-Dairy Milk Substitutes

Kikkoman **Pearl Organic Soymilk Smart Chocolate**	*8th Continent* **Vanilla Soymilk**	*Pacific* **All Natural Ultra Soy Vanilla**	*Sunrich Naturals* **Vanilla Soymilk**	*Kikkoman* **Pearl Organic Soymilk Smart Creamy Vanilla**

*The Wisconsin Department of Public Instruction does not endorse the companies or products listed. This chart is for informational purposes only. Contact the manufacturer at the time of purchase to ensure that product formulations have not changed.

DOCUMENTATION TO SHOW NON-DAIRY MILK SUBSTITUTE MEETS THE NUTRITIONAL STANDARDS

If you prefer to provide a non-dairy milk substitute not on the approved list above, a copy of the Nutrition Facts label must be provided to the Program in order to determine if it meets the USDA nutrient standards for a milk substitute.

NOTE: Almond milk, rice milk, and coconut milk do not contain enough protein to meet the USDA nutrient standards for a milk substitute.

To be completed by Program
Name of Product:
Enter information from nutrition facts label into the non-dairy beverage tool calculator* https://dpi.wi.gov/sites/default/files/imce/community-nutrition/xls/non_dairy_tool.xlsx *(Guidance Memo webpage: Under DPI Guidance Memo 12 or L, Special Dietary Needs)*
Does the product meet the USDA nutrient standards for a milk substitute? ☐ YES ☐ NO – Meals/snacks at which this item is served as a required component cannot be claimed for CACFP reimbursement
**Attach a copy of the completed non-dairy beverage tool calculator to this form.*

The term *Program* refers to all facility types in the CACFP: group child care centers, family day care homes, afterschool programs, & emergency shelters

USDA CACFP Child Meal Pattern

Must serve the required components and serving sizes

Breakfast Must serve milk, vegetable or fruit, and either a grain or meat/meat alternate				
Food Components and Food Items	**Ages 1-2**	**Ages 3-5**	**Ages 6-12**	**Ages 13-18** (At-risk afterschool programs and emergency shelters)
Fluid Milk • 1 year olds: Unflavored whole milk • 2-5 year olds: Unflavored 1% or skim • 6-18 year olds: Unflavored 1% or skim, or flavored skim	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
Vegetables or Fruits *(or portions of both)* • Full-strength juice may only be used to meet the fruit or vegetable requirement at one meal or snack per day	¼ cup	½ cup	½ cup	½ cup
Grains • Must be whole grain-rich, enriched, or fortified • At least one serving per day must be whole grain-rich • Grain-based desserts do not meet the grain requirement *(e.g. cookies, breakfast bars, animal and graham crackers, etc.)* • Cereals must contain no more than 6 grams of sugar per dry ounce				
Bread	½ slice	½ slice	1 slice	1 slice
Bread products such as biscuits, rolls, or muffins *Refer to the CACFP Grain/Bread Chart for options and portion sizes*	½ serving	½ serving	1 serving	1 serving
Cooked breakfast cereal, cereal grain, rice and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Ready-to-eat breakfast cereal (dry, cold)	¼ cup	1/3 cup	¾ cup	¾ cup
Meat/Meat Alternates • Not required at breakfast, but may be served in place of the entire grain component a maximum of three times per week				
Lean meat, poultry, or fish	½ oz	½ oz	1 oz	1 oz
Cheese (natural and process; soft and hard)	½ oz (⅛ cup shredded)	½ oz (⅛ cup shredded)	1 oz (¼ cup shredded)	1 oz (¼ cup shredded)
Cottage cheese, ricotta cheese, cheese spread, cheese food	1 oz (⅛ cup)	1 oz (⅛ cup)	2 oz (¼ cup)	2 oz (¼ cup)
Large egg	¼ egg	¼ egg	½ egg	½ egg
Cooked dry beans or peas	⅛ cup	⅛ cup	¼ cup	¼ cup
Yogurt (regular and soy) *Must contain no more than 23 grams of total sugars per 6 ounces*	¼ cup (2 oz)	¼ cup (2 oz)	½ cup (4 oz)	½ cup (4 oz)
Peanut butter, soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp
Peanuts, soy nuts, tree nuts or seeds	½ oz	½ oz	1 oz	1 oz
Tofu (commercially prepared) *2.2 oz. (1/4 cup) must contain at least 5 grams of protein*	⅛ cup (1.1 oz)	⅛ cup (1.1 oz)	¼ cup (2.2 oz)	¼ cup (2.2 oz)
Soy products or alternate protein products *Must meet the requirements in Appendix A to Part 226*	½ oz	½ oz	1 oz	1 oz

USDA CACFP Child Meal Pattern

Must serve the required components and serving sizes

Lunch and Supper

All five components required for a reimbursable meal

Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 (At-risk afterschool programs and emergency shelters)
Fluid Milk • 1 year olds: Unflavored whole milk • 2-5 year olds: Unflavored 1% or skim • 6-18 year olds: Unflavored 1% or skim, or flavored skim	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
Meat/Meat Alternates				
Lean meat, poultry, or fish	1 oz	1½ oz	2 oz	2 oz
Cheese (natural and processed; soft and hard)	1 oz (¼ cup shredded)	1½ oz (3/8 cup shredded)	2 oz (½ cup shredded)	2 oz (½ cup shredded)
Cottage cheese, ricotta cheese, cheese spread, cheese food	2 oz (¼ cup)	3 oz (3/8 cup)	4 oz (½ cup)	4 oz (½ cup)
Large egg	½ egg	¾ egg	1 egg	1 egg
Cooked dry beans or peas	¼ cup	3/8 cup	½ cup	½ cup
Peanut butter, soy nut butter or other nut or seed butters	2 Tbsp	3 Tbsp	4 Tbsp	4 Tbsp
Peanuts, soy nuts, tree nuts or seeds - May be used to meet no more than ½ the M/MA serving size - Must be combined with another M/MA to meet the full minimum serving size	½ oz = 50%	¾ oz = 50%	1 oz = 50%	1 oz = 50%
Yogurt (regular and soy) *Must contain no more than 23 grams of total sugars per 6 ounces*	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
Tofu (commercially prepared) *2.2 oz. (1/4 cup) must contain at least 5 grams of protein*	¼ cup (2.2 oz)	3/8 cup (3.3 oz)	½ cup (4.4 oz)	½ cup (4.4 oz)
Soy products or alternate protein products *Must meet the requirements in Appendix A to Part 226*	1 oz	1½ oz	2 oz	2 oz
Vegetables • May replace fruit, but must offer two different vegetables • Full-strength juice may only be used to meet the fruit or vegetable requirement at one meal or snack per day	⅛ cup	¼ cup	½ cup	½ cup
Fruits • Full-strength juice may only be used to meet the fruit or vegetable requirement at one meal or snack per day	⅛ cup	¼ cup	¼ cup	¼ cup
Grains • Must be whole grain-rich, enriched, or fortified • At least one serving per day must be whole grain-rich • Grain-based desserts do not meet the grain requirement *(e.g. cookies, breakfast bars, animal and graham crackers, etc.)* • Cereals must contain no more than 6 grams of sugar per dry ounce				
Bread	½ slice	½ slice	1 slice	1 slice
Bread products, such as biscuits, rolls, or muffins *Refer to the CACFP Grain/Bread Chart for options and portion sizes*	½ serving	½ serving	1 serving	1 serving
Rice, pasta, grains, and/or cooked cereals	¼ cup	¼ cup	½ cup	½ cup

USDA CACFP Child Meal Pattern

Must serve the required components and serving sizes

Snack

Must serve 2 of the 5 components. Only 1 of the 2 components may be a beverage.

Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 (At-risk afterschool programs and emergency shelters)
Fluid Milk • 1 year olds: Unflavored whole milk • 2-5 year olds: Unflavored 1% or skim • 6-18 year olds: Unflavored 1% or skim, or flavored skim	½ cup (4 oz)	½ cup (4 oz)	1 cup (8 oz)	1 cup (8 oz)
Meat/Meat Alternates				
Lean meat, poultry, or fish	½ oz	½ oz	1 oz	1 oz
Cheese (natural and processed; soft and hard)	½ oz (⅛ cup shredded)	½ oz (⅛ cup shredded)	1 oz (¼ cup shredded)	1 oz (¼ cup shredded)
Cottage cheese, ricotta cheese, cheese spread, cheese food	1 oz (⅛ cup)	1 oz (⅛ cup)	2 oz (¼ cup)	2 oz (¼ cup)
Large egg	½ egg	½ egg	½ egg	½ egg
Cooked dry beans or peas	⅛ cup	⅛ cup	¼ cup	¼ cup
Peanut butter, soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp
Peanuts, soy nuts, tree nuts or seeds	½ oz	½ oz	1 oz	1 oz
Yogurt (regular and soy) *Must contain no more than 23 grams of total sugars per 6 ounces*	¼ cup (2 oz)	¼ cup (2 oz)	½ cup (4 oz)	½ cup (4 oz)
Tofu (commercially prepared) *2.2 oz. (1/4 cup) must contain at least 5 grams of protein*	⅛ cup (1.1 oz)	⅛ cup (1.1 oz)	¼ cup (2.2 oz)	¼ cup (2.2 oz)
Soy products or alternate protein products *Must meet the requirements in Appendix A to Part 226*	½ oz	½ oz	1 oz	1 oz
Vegetables • Full-strength juice may only be used to meet the fruit or vegetable requirement at one meal or snack per day	½ cup	½ cup	¾ cup	¾ cup
Fruits • Full-strength juice may only be used to meet the fruit or vegetable requirement at one meal or snack per day	½ cup	½ cup	¾ cup	¾ cup
Grains • Must be whole grain-rich, enriched, or fortified • At least one serving per day must be whole grain-rich • Grain-based desserts do not meet the grain requirement *(e.g. cookies, breakfast bars, animal and graham crackers, etc.)* • Cereals must contain no more than 6 grams of sugar per dry ounce				
Bread	½ slice	½ slice	1 slice	1 slice
Bread products, such as biscuits, rolls, crackers, or muffins *Refer to the CACFP Grain/Bread Chart for options and portion sizes*	½ serving	½ serving	1 serving	1 serving
Cooked breakfast cereal, cereal grain, rice and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Ready-to-eat breakfast cereal (dry, cold)	¼ cup	1/3 cup	¾ cup	¾ cup

Sample Menus

Week 1

Meal Pattern	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Grains, OR Meat/Meat Alternate (no more than 3 times per week) Fruit or Vegetable Milk	Grapes **WG toast** Milk	Diced peaches Scrambled eggs Milk	Kiwi **WG Life Cereal** Milk	Berries Yogurt Milk	Applesauce Pancakes Milk
Lunch or Supper Meat/Meat Alternate Vegetable Fruit Grains Milk	Oven-Baked Parmesan Chicken Roasted Brussels sprouts Strawberries **WG roll** Milk	Bean Burrito Asparagus Orange wedges Milk	Sweet and sour chicken Steamed green beans Red peppers Cooked rice Milk	HM Macaroni and cheese Peas and carrots Tomatoes Milk	Ham & cheese in **WG pita pocket** Green salad Sweet potato fries Milk
Snack *Select two of the following:* Meat/Meat Alternate Vegetable Fruit Grains Milk	HM guacamole Salsa Tortilla chips Milk	Fresh carrot sticks **WG crackers** Water	Toasted mini bagel with cheddar cheese Water	**WG fish crackers** Pea pods Water	Apricot halves Milk

* 1% or skim, unflavored milk is served to children ages 2 and older
* Whole, unflavored milk is served to 1 year olds
* WG = Whole Grain; Bold = WG item; HM = Homemade

Week 2

Meal Pattern	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Grains, OR Meat/Meat Alternate (no more than 3 times per week) Fruit or Vegetable Milk	Banana **WG Cheerios** Milk	Avocado Baked scrambled eggs Milk	Mixed fruit Biscuit Ham slice Milk	Strawberries **Oatmeal** Milk	Fresh apple slices Yogurt Milk
Lunch or Supper Meat/Meat Alternate Vegetable Fruit Grains Milk	HM cheese pizza Cucumbers Apple slices Milk	Turkey breast sandwich on **WG bread** Steamed broccoli Watermelon Milk	Oven baked chicken **Brown rice** Cauliflower Zucchini Milk	Meatloaf Roasted beets Kiwi Corn bread Milk	Baked fish **Quinoa** Tomatoes Pineapple Milk
Snack *Select two of the following:* Meat/Meat Alternate Vegetable Fruit Grains Milk	Zucchini bread Milk	English muffin with peanut butter Milk	Jicama and carrot sticks Milk	Yogurt Sliced fresh strawberries Water	**WG crackers** Cottage cheese Water

* 1% or skim, unflavored milk is served to children ages 2 and older
* Whole, unflavored milk is served to 1 year olds
* WG = Whole Grain; Bold = WG; HM = Homemade

Sample Menus

Week 3

Meal Pattern	Monday	Tuesday	Wednesday	Thursday	Friday
<u>**Breakfast**</u> Grains, OR Meat/Meat Alternate (no more than 3 times per week) Fruit or Vegetable Milk	Banana **Oatmeal pancakes** Milk	Sweet potato hash **WG English muffin** Milk	Applesauce Hardboiled egg Milk	Avocado **Brown rice** and egg bowl Milk	Starfruit **WG Mini Wheats** Milk
<u>**Lunch or Supper**</u> Meat/Meat Alternate Vegetable Fruit Grains Milk	HM fish sticks Roasted eggplant Blackberries Buttered noodles Milk	HM cheese pizza on **WG crust** Honeydew melon Zucchini wedges Milk	White bean and chicken chili Carrot coins Raspberries **WG dinner roll** Milk	Beef tips Broccoli trees Plums **WG noodles** Milk	Sloppy Joes Peaches Toasted potato wedges **WG bun** Milk
<u>**Snack**</u> *Select two of the* *following:* Meat/Meat Alternate Vegetable Fruit Grains Milk	Kabobs (apple slices, cheese) Water	Avocado Bagel Water	Yogurt Dip Celery and green pepper sticks Water	Peanut butter Banana **WG toast** Water	Cheese slices Strawberries

* 1% or skim, unflavored milk is served to children ages 2 and older
* Whole, unflavored milk is served to 1 year olds
* WG = Whole Grain; Bold = WG; HM = Homemade

Week 4

Meal Pattern	Monday	Tuesday	Wednesday	Thursday	Friday
<u>**Breakfast**</u> Grains, OR Meat/Meat Alternate (no more than 3 times per week) Fruit or Vegetable Milk	Apricot Scrambled Eggs Milk	Blueberries **WG Waffles** Milk	Diced pears **Great Grains** **Banana Nut** **Cereal** Milk	Hash browns Egg bake Milk	Peach slices **WG apple** **cinnamon muffin** Milk
<u>**Lunch or Supper**</u> Meat/Meat Alternate Vegetable Fruit Grains Milk	Meat balls w/ tomato sauce Peas Mixed fruit **WG spaghetti** **noodles** Milk	Chicken teriyaki **Brown rice** bowl Broccoli Pitted cherries Milk	Beef roast Cucumber slices Peaches and pears Breadstick Milk	Roasted chickpeas in a pita pocket Romaine salad Blueberries Milk	Shredded chicken sandwich **WG bun** Red cabbage slaw Mandarin oranges Milk
<u>**Snack**</u> *Select two of the* *following:* Meat/Meat Alternate Vegetable Fruit Grains Milk	Salsamole (salsa with avocado) on **WG pita bread**	Hardboiled egg Savory crackers	Cheese stick Roasted zucchini	Pineapple Snap peas	Turkey pinwheels on **WG tortilla**

* 1% or skim, unflavored milk is served to children ages 2 and older
* Whole, unflavored milk is served to 1 year olds
* WG = Whole Grain; Bold = WG; HM = Homemade

Sample Menus

Week 5

Meal Pattern	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Grains, OR Meat/Meat Alternate (no more than 3 times per week) Fruit or Vegetable Milk	Peaches Turkey bacon and egg frittata Milk	Grapes Honey Bunches of Oats Cinnamon Milk	Blueberry **Oatmeal** Milk	Cantaloupe Biscuits Milk	Mixed berries Yogurt Milk
Lunch or Supper Meat/Meat Alternate Vegetable Fruit Grains Milk	Tofu scramble with potatoes, mushrooms, and peppers Watermelon **WG crackers** Milk	Beef taco skillet Jicama sticks Nectarine **WG tortilla** Milk	Pork loin Peas Banana **WG bread stick** Milk	Chicken skewer Purple carrots Pomegranate **WG Noodles** Milk	Baked Pollock Asparagus Mango **WG dinner roll** Milk
Snack *Select two of the following:* Meat/Meat Alternate Vegetable Fruit Grains Milk	Soft pretzel Snap peas	Yogurt with Strawberries	Oat muffin Cheese cubes	Fresh broccoli **WG** fish crackers	Hummus Fresh cauliflower

* 1% or skim, unflavored milk is served to children ages 2 and older
* Whole, unflavored milk is served to 1 year olds
* WG = Whole Grain; Bold = WG; HM = Homemade

Week 6

Meal Pattern	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Grains, OR Meat/Meat Alternate (no more than 3 times per week) Fruit or Vegetable Milk	Bananas **WG waffles** Milk	Roasted sweet potato Buttermilk biscuit egg sandwich Milk	Peaches Yogurt Milk	Raspberries **Frosted mini wheat cereal** Milk	Watermelon Bagels Milk
Lunch or Supper Meat/Meat Alternate Vegetable Fruit Grains Milk	Turkey and ham sandwiches (**WG bread**) Red potatoes Pineapple Milk	Chicken lasagna roll up (**WG lasagna noodle**) Salad Clementine Milk	Ground beef chili Roasted cauliflower Peas Cornbread Milk	Shredded pork Spaghetti Squash Kiwi Garlic bread stick Milk	Grilled Cheese and tomato sandwich (**WG Bread**) Brussels Sprouts Blackberries Milk
Snack *Select two of the following:* Meat/Meat Alternate Vegetable Fruit Grains Milk	Rice cakes Fruit salsa	String cheese Grapes	**WG English muffin** Fresh green beans	Black bean hummus **WG pita bread**	**WG bran muffin** Carrot sticks

* 1% or skim, unflavored milk is served to children ages 2 and older
* Whole, unflavored milk is served to 1 year olds
* WG = Whole Grain; Bold = WG; HM = Homemade

P.O. Box 10384, Green Bay 54307

800-261-9176

Menu Form for 1-12 Yr Olds

Horizons

Provider Name ____________________

*Whole Grain Rich (WGR) must be served 1x per day → Check the box next to WGR items

**Meat/ Meat Alternate at Breakfast is limited to 3x per week.

***Juice is limited to 1x per day.

Provider # ____________________

Month/Year ____________________

●Yogurt must contain no more than 23 grams of total sugars per 6 ounces. ●Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.

	Calendar Date					
Breakfast	Milk					
	Fruit/Vegetable or ***Juice					
	*Grain	☐ WGR	☐ WGR	☐ WGR	☐ WGR	☐ WGR
	**Meat/Meat Alternate					
AM Snack	**Choose 2 of these 5:** Milk, Meat/Meat Alternate, Fruit/Veg/***Juice, Vegetable, *Grain					
		☐ WGR	☐ WGR	☐ WGR	☐ WGR	☐ WGR
Lunch	Milk					
	Meat/Meat Alternate					
	Fruit/Vegetable or ***Juice					
	Vegetable					
	*Grain	☐ WGR	☐ WGR	☐ WGR	☐ WGR	☐ WGR
PM Snack	**Choose 2 of these 5:** Milk, Meat/Meat Alternate, Fruit/Veg/***Juice, Vegetable, *Grain					
		☐ WGR	☐ WGR	☐ WGR	☐ WGR	☐ WGR
Dinner	Milk					
	Meat/Meat Alternate					
	Fruit/Vegetable or ***Juice					
	Vegetable					
	*Grain	☐ WGR	☐ WGR	☐ WGR	☐ WGR	☐ WGR
Eve Snack	**Choose 2 of these 5:** Milk, Meat/Meat Alternate, Fruit/Veg/***Juice, Vegetable, *Grain					
		☐ WGR	☐ WGR	☐ WGR	☐ WGR	☐ WGR

I certify that all of the meals claimed were served to the children and met the USDA/CACFP meal pattern, which included serving the following types of milk to each age group:

●Whole to 1 yr. olds ●1%/skim unflavored to 2-5 yr. olds ●1%/Skim unflavored or skim flavored to 6-12 yr. olds

X	
Signature of Provider	Date

THE MEAL COUNT MUST BE FILLED OUT ACCURATELY AND ON A DAILY BASIS

If I claim manually, how do I fill out the meal count form?

In the box titled enrolled children, list the children and their age. Each child will then be referred to by the letter corresponding to their name.

If the child is your own, place a PO after their name for providers own. If the child is a relative, place an R next to their name for relative.

The numbers on the far left side of the form represent the days of the month. Each meal for that day is divided into eight small boxes for you to record the letter next to the name of each child that ate that particular meal.

Next to the eight small boxes is a large box with the column heading #. This is where you record how many children ate each meal. Example: If three children ate breakfast you would record 3 in the large box next to breakfast.

Next to the numbers that represent the days of the month is a column titled "Total Daily Attendance". This column represents the number of children that ate a meal that day. In other words, if five different children attended that day you would record 5.

Sign the form, record your provider number, month, and check if you are licensed or certified. Total all the columns except the far right column. It's ready to mail!

Why are some letters missing in the area marked enrolled children?

We did this intentionally. Some letters closely resemble others so we did not use them. Please do not add those letters.

What if I have more children than the letters provide?

Use a second meal count form. Whatever children you list on the second form remain on that form for the entire month. Total each page. On the top of the first page write page 1 of 2 and on the top of the second page write page 2 of 2.

May I use either a pen or a pencil to fill out the form?

Ink is best in a black or blue color.

If I send in my claim and realize I forgot to list a child, can I call to have you make a correction?

No. A claim/form cannot be changed once we receive it.

If I am filling out the form incorrectly will you let me know?

Yes. A menu review letter will be sent to you letting you know the mistake and how to correct it. We will also let you know if it resulted in the loss of meals.

What if the number of children I serve appears to be more than my licensed capacity, but I have a helper?

Both you and your helper need to fill out Section 3 of the DCF Attendance Records listing the days and times worked when two people are required to meet child/staff ratios. Send the time sheets with your claim to Horizons office.

How often do I enter the meals served?

It is required that you do this on a daily basis. The best time is right after the meal. Remember, each day must accurately reflect the children you served. The KIDKARE program must be recorded daily as well. Your field representative will have to disallow any days that are not recorded at a review. Please make sure this doesn't happen to you!

If a child did not eat the food I prepared, should I record that child on the meal count?

Yes. The CACFP requires that the food be prepared in appropriate quantities and made available to the children. How much or little each child eats is up to the child.

If I serve meals on holidays, do I need to record anything differently?

Yes. Write "holiday care provided" on your meal count sheet and make sure you are approved for that day and meal type. This applies to New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas Day. If using the KIDKARE, use the provider calendar to let us know you did holiday care.

Should I list all the meals the children eat or only those I can claim?

Only record those you are claiming on the copy you send to the Horizons office. Remember, we can only reimburse for 2 meals and 1 snack, or 2 snacks and 1 meal per child per day. You may keep track of any additional meals and snacks on your yellow copy, or in a separate notebook. If you are using KIDKARE all meals served can be recorded. The program will automatically submit only the reimbursable meals.

If I am eligible to claim my own children, should I list all meals they eat each day?

Other day care children must be present and participating in the meal service for you to claim the meals for your own children. Therefore, list only meals your children eat when other day care children are there and eating with them.

How do I enter meals into KIDCARE?

1. Go to Meals> Enter Meals
2. Go to the date the meal was served.
3. Select Non-Infants.
4. Choose the type of meal that was served from the drop-down box. Example: breakfast, am snack, lunch, pm snack, etc.
5. Mark the children who were in attendance.
6. Save before leaving the screen.

Date	Total Daily Atten-dance	Breakfast Children	#	A.M. Snack Children	#	Lunch Children	#	P.M. Snack Children	#	Supper Children	#	Eve. Snack Children	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
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26													
27													
28													
29													
30													
31													
Totals													

Please print. List enrolled children served this month.Indicate providers own children with a **PO** and relatives with an R.

	AGE		AGE		AGE
A		G		L	
B		H		M	
C		I		N	
D		J		O	
E		K		P	

USDA is an equal opportunity provider and employer.

HORIZONS *Unlimited, Inc.*

MONTHLY MEAL COUNT

Record Daily

(in ballpoint pen)

Month____________

Reference #
Children
Days Served
Attendance
Breakfast
Lunch
Supper
Snack
Initial

WHITE: OFFICE YELLOW: PROVIDER

I certify that I have followed USDA portion requirements and meal pattern guidelines and am only claiming for meals served to enrolled day care children. I am claiming my own children only upon proof of meeting USDA income or area eligibility guidelines, and when at least one day care child participating in the CACFP is also fed at that meal. I have claimed no more than three meals, one of which is a snack, per child per day. This information is accurate in all respects. I understand that this information is provided in connection with the receipt of federal funds and that deliberate misrepresentation may result in state or federal prosecution.

Provider No.________ ☐ **Licensed** ☐ **Certified**

Signature________________

A CLOSER LOOK AT EATING HABITS

Eating habits are formed during the early childhood years and may last a lifetime. Good eating habits do not just happen they must be learned.

Presenting children with a variety of nutritious foods—and limiting their access to low-nutrient foods can help them learn to make nutritionally sound food choices.

You can support positive eating habits by successfully introducing new foods, encouraging favorable attitudes toward food, and encouraging good eating habits.

Introducing New Foods

Introduce only one new food at a time. Offer a very small amount (one or two bites) of the new food at first, so the children can learn new flavors and textures.

Offer new foods at the beginning of the meal when children are hungry. Allow children plenty of time to look at and examine the new food.

Offer new foods to children when they are healthy and have a good attitude. Praise the children when they try the new food. If they don't want the new food today that's OK, just remove it and try it on another day.

Enlist the help of an eager child. Children will often be more willing to try a food if another person has already tried it and liked it.

Encouraging Favorable Attitudes and Good Eating Habits

Serve age appropriate portions, dishing out child size not adult size portions.

Set a good example, eating with the children and enjoying the foods served to them. This is an excellent time to allow children to share their conversations.

Provide a short transition time between activities and mealtime. Tell children a few minutes ahead of time that it will soon be time to eat. This helps them slow down and get ready.

EATING BEHAVIORS OF TODDLERS

1. Physical growth begins to slow down a bit, and the child's appetite may begin to decrease.

Don't get concerned that they are not eating enough!

2. Children learn to hold and drink from a cup and will quit eating when they are full.

Healthy toddlers will decide which foods and how much of the foods offered they will eat. They may enjoy one food for a few weeks and then refuse it.

3. Definite food preferences begin to be established.

Toddlers prefer lukewarm foods instead of hot or cold foods. They usually do not like highly seasoned foods, but enjoy sweets.

4. Offer new foods in a pleasant and appealing manner.

Young children are learning what foods they will like and dislike. Be sure to:

►Offer new foods frequently. Toddlers may need to see a new food offered 6 to 12 times before they will decide to like it. Once children have accepted a food, continue to offer it so the food will remain familiar.

►Let children know they do not have to eat foods they do not want. This attitude will help children feel comfortable when trying new foods.

5. While children know how much they need to eat, parents and child care providers are the "gatekeepers" who decide which foods to offer and when meals and snacks will be served.

If nutritious foods are served, toddlers can't go wrong in what they choose to eat. Offering children nutritious and appropriate foods helps kids get the nutrients and energy they need. It also sets a good example, starting at a very young age.

EATING AND FOOD BEHAVIORS OF PRESCHOOLERS

1. Preschoolers' eating habits may be erratic.

They may be too busy and active to want to sit and eat and their rate of growth is slowing down so they may eat less food. Don't be surprised if they simply talk throughout the entire meal and forget to eat.

2. They are establishing food preferences.

Children know what they like and don't like. Be sure to pave the way for good habits in the future by providing healthy food choices at meals and snacks.

3. They may enjoy learning about food.

There are many ways to spark children's interest in food such as:

► Discussing different foods with the children. For example: What color/ shape is it? Where does it come from? Is it soft, hard, crunchy, smooth?

► Mix nutrition information in with reading, storytelling and other activities.

► Allow the children to have input on what is served.

► With proper supervision children can help prepare various food items for a meal. They can wash fruits or vegetables, pour liquids, toss salads, etc.

► Get books and videos for the children. Select ones that send good nutrition messages about food.

► Encourage children to participate in mealtime. With your careful supervision, invite them to help with:
..setting the table
..bringing food to the table
..clearing and cleaning the table after eating

4. Foster positive feelings during mealtime.

Allow children to leave food on their plates. They may learn to overeat if they are told to finish their meals or clean their plates.

Plan plenty of time for children to eat without feeling rushed.

Avoid allowing children to use food to gain attention and never use food as a reward or punishment.

2015-2020 Dietary Guidelines for Americans Overarching Themes

1. **Follow a healthy eating pattern across the lifespan.**
   All food and beverage choices matter. Choose a healthy eating pattern at an appropriate calorie level to help achieve and maintain a healthy body weight, support nutrient adequacy, and reduce the risk of chronic disease.

2. **Focus on variety, nutrient density, and amount.**
   To meet nutrient needs within calorie limits, choose a variety of nutrient-dense foods across and within all food groups in recommended amounts.

3. **Limit calories from added sugars and saturated fats and reduce sodium intake.**
   Consume an eating pattern low in added sugars, saturated fats, and sodium. Cut back on foods and beverages higher in these components to amounts that fit within healthy eating patterns.

4. **Shift to healthier food and beverage choices.**
   Choose nutrient-dense foods and beverages across and within all food groups in place of less healthy choices. Consider cultural and personal preferences to make these shifts easier to accomplish and maintain.

5. **Support healthy eating patterns for all.**
   Everyone has a role in helping to create and support healthy eating patterns in multiple settings nationwide, from home to school to work to communities.

USDA CHILD AND ADULT CARE FOOD PROGRAM

Milk Component

This handout provides information about the new milk requirements for children 1 year and older and adult participants in the Adult Care Component. There is a separate handout on the new infant meal pattern requirements. The term *Program* refers to all facility types: group child care centers, family day care homes, afterschool programs, emergency shelters and adult care centers. Find this handout and more information on the New CACFP Meal Pattern webpage: https://dpi.wi.gov/community-nutrition/cacfp/new-cacfp-meal-pattern.

NEW New Requirements Effective October 1, 2017

- Milk served to one year olds must be unflavored whole milk.
- A one-month transition period is allowed for children 24 months to 25 months old. They may have whole milk or a mixture of milks as they transition to low-fat (1%) or fat-free (skim) milk.
- Flavored milk, including flavored non-dairy beverages, **cannot** be served to children 1 through 5 years old.
- Fat-free flavored milk and flavored non-dairy beverages **can be** served to children 6 years and older, as well as adult participants.
- **Adult Care Centers Only:** Yogurt (6 ounces by weight or ¾ cup by volume) may be served to adults in place of fluid milk once per day.

Q&A

If one year old and two year old children sit together for the same meal, must they be served different types of milk?

Yes, starting October 1, 2017, children 2 years old and older must be served unflavored low-fat or fat-free milk and children one year of age must be served unflavored whole milk. The fluid milk requirements are based on age to ensure that children are receiving the nutrients they need for growth and development. Programs must ensure that children of various ages seated together receive the appropriate type of milk.

Flavored Milk & Syrup

Children 1 through 5 years old

- Flavored milk is not allowed as part of a reimbursable meal.
- Syrup (including zero calorie and sugar-free syrups) cannot be added to unflavored milk because this turns the beverage into flavored milk.

Children ages 6 years and older and adult participants

- If served, flavored milk must be fat-free.
- Syrup (including zero calorie and sugar-free syrups) may only be added to fat-free (skim) milk.

Why Can't Flavored Milk be served to Children under 6 Years Old?

Research indicates that flavor and food preferences are shaped early in life and that the more sweet foods children consume, the more they prefer sweet foods. It is important to establish in young children the habit of drinking unflavored milk as they develop their taste preferences.

Pop Quiz

True or False:
Sugar-free syrups may be added to milk for children ages 1 through 5 years old.

See next page for the answer…

Recordkeeping Requirements

All Programs **must** document the type of milk served on their menu. This includes listing the fat content (e.g. whole, low-fat or 1%, and fat-free or skim) **and** if the milk is flavored.

Promote Breastfeeding

Breastmilk is an allowable fluid milk to serve children past 1 year of age, for as long as the mother chooses to breastfeed.

Transition Month

Milk served to one year olds must be unflavored whole milk. USDA recognizes that switching immediately from whole milk to low-fat or fat-free milk when a child turns two years old may be challenging. Therefore, USDA is allowing a one-month transition period.

This means that meals served to children 24 months to 25 months old containing whole milk or a mixture of milks may be claimed for reimbursement.

Non-Dairy Beverages

Participants who cannot consume cow's milk for a medical reason or life-style choice may be served a non-dairy beverage that is nutritionally equivalent to milk.

- When served for life-style choice, the parent/guardian or the adult participant *(or a person on-behalf of the adult participant)* must provide a written request for serving the non-dairy beverage; a medical statement is not required.
- Non-dairy beverages that **are not** nutritionally equivalent to cow's milk are only reimbursable when a medical statement is on file.
- Programs may claim the meal for reimbursement when either the Program or a parent/guardian or adult participant supplies a non-dairy beverage nutritionally equivalent to cow's milk.
- Non-dairy beverages served to children 1 through 5 years old must be unflavored.
- Click here for a list of allowable Non-Dairy Beverages.

Q&A

If a parent provides a non-dairy beverage because of a lifestyle choice and not a medical reason, and brings in one that is not nutritionally equivalent to milk, can the Program serve it and still receive reimbursement?

If a non-dairy beverage is served that is **not nutritionally equivalent** to milk, and there is no medical statement on file, then the meal is **not reimbursable**.
Programs should inform parents, guardians, and adult participants about the types of creditable non-dairy beverages.

Reimbursable Milk Types

Reimbursable milks for children 2 years old and older and adult participants:

- Low-fat (1%) or fat-free (skim) milk
- Low-fat (1%) or fat-free (skim) lactose reduced milk
- Low-fat (1%) or fat-free (skim) lactose free milk
- Low-fat (1%) or fat-free (skim) buttermilk
- Low-fat (1%) or fat-free (skim) acidified milk

Milk Requirements Summary

Age	Milk Requirement
1 year	Unflavored whole milk
2-5 years	Unflavored low-fat (1%) Unflavored fat-free (skim)
6 years and older and Adult Participants	Unflavored low-fat (1%) Unflavored fat-free (skim) Flavored fat-free (skim)
Adult Participants (Only)	Yogurt may be served in place of fluid milk once per day. Yogurt cannot be served for both fluid milk and the meat alternate in the same meal.

For More Information

Refer to our New Meal Pattern website and USDA Policy Memo: CACFP 17-2016

Pop Quiz Answer:

*The answer is **false**.*

Syrup (including zero calorie and sugar-free syrups) may be added to fat-free milk for children ages **6 years old and older or adult participants** only. Adding syrup to unflavored milk turns the beverage into flavored milk, which is not creditable for children ages 1 through 5.

Find the Community Nutrition Team here:

https://www.facebook.com/WisDPICommunityNutrition/

https://twitter.com/WisDPI_CNT

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

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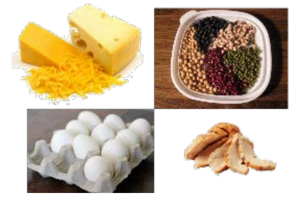
USDA CHILD AND ADULT CARE FOOD PROGRAM

Meat/Meat Alternate Component



This handout covers information about the new meat/meat alternate (M/MA) requirements for children 1 year and older and adult participants in the Adult Care Program. There is a separate handout on the new infant meal pattern requirements. The term *Program* refers to all facility types: group child care centers, family day care homes, afterschool programs, emergency shelters and adult care centers. Find this handout and more information on the New CACFP Meal Pattern webpage: https://dpi.wi.gov/community-nutrition/cacfp/new-cacfp-meal-pattern.

New Requirements Effective October 1, 2017

- Tofu credits as a meat alternate
- Yogurt must contain no more than 23 grams of sugar per 6 ounces
- Soy yogurt may be served as a meat alternate
- Deep-fat frying and submerging foods in hot oil or other fat must not be used to prepare meals on-site
- M/MA may be served in place of the entire grains component at breakfast a maximum of three times per week

Tofu

Tofu is only creditable for children ages 1 and older, and adults in adult care centers. It cannot be served to infants as part of a reimbursable meal. Tofu can be served in a variety of ways such as in stir fries or omelets.

Creditable	Not Creditable
Commercially prepared tofu	Non-commercial tofu
Firm, Extra Firm, Silken, or Soft	Soy products
Tofu products (links, sausages) with a Child Nutrition (CN) label or PFS from the manufacturer	Tofu noodles
	Tofu incorporated into drinks, such as smoothies, or other dishes to add texture (i.e. in baked desserts)

Crediting Commercially Prepared Creditable Tofu

- 2.2 oz. (1/4 cup) of tofu, containing at least 5 g of protein = **1.0 oz. M/MA**
- Request a CN label or Product Formulation Statement (PFS) when needed (i.e. sausage links made with tofu)
- For more information, refer to USDA Policy Memo CACFP 21-2016 and the CACFP New Meal Pattern website

For tofu recipes, refer to our CACFP New Meal Pattern website

Yogurt

Yogurt must contain no more than 23 grams of sugar per 6 ounces, or 3.83 grams of sugar per ounce. Use either of the two methods below to determine if the amount of sugar in the yogurt is no more than the sugar limit. Refer to this Yogurt Handout if the serving size is in grams. **Tip:** If the serving size says "one container," check the front of the package to see how many ounces are in the container.

Method 1 – *Yogurt Sugar Limits per Serving Size Chart*

1. Identify the serving size: 6 oz
2. Find the amount of sugars: 19 g
3. Find the serving size and compare to the **Yogurt Sugar Limits Chart** *(below)*: 19 g is below 23 g for 6 oz

Yogurt Sugar Limits per Serving Size	
Serving Size	**Sugar Limits**
2.25 ounce	8 grams
3.5 ounce	13 grams
4 ounce	15 grams
5.3 ounce	20 grams
6 ounce	23 grams
8 ounce	30 grams

Nutrition Facts	
Serving Size 6 oz Container	
Amount Per Serving	
Calories 90	
	% Daily Values*
Total Fat 0g	0%
Saturated Fat 0g	0%
Trans Fat -1g	
Cholesterol 6mg	2%
Potassium 140mg	4%
Sodium 65mg	3%
Total Carbohydrate 14g	5%
Dietary Fiber 2g	8%
Sugars 19g	
Protein 12g	24%

This yogurt is **creditable**

Method 2 – *Sugar Grams per Ounce*

The sugar limit per ounce is **3.83 grams**

1. Identify the serving size: 4.5 oz
2. Find the amount of sugars: 16 g
3. Calculate the number of sugar grams per ounce.

Sugar grams ÷ Serving Size

For this example:

16 g ÷ 4.5 oz. = 3.55

3.55 < 3.83

If the number is less than 3.83, the yogurt is creditable.

Nutrition Facts	
Serving Size 4.5 oz	
Servings Per Container 1	
Amount Per Serving	
Calories 140	Calories from Fat 18
	% Daily Values*
Total Fat 2g	3%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 10mg	3%
Sodium 90mg	4%
Total Carbohydrate 23g	8%
Dietary Fiber 0g	0%
Sugars 16g	
Protein 8g	16%

*Percent Daily Values are based on a 2,000 calorie diet.

This yogurt is **creditable**

Soy Yogurt

Soy yogurt is a dairy free option and credits the same as regular yogurt. 4 ounces (1/2 cup) = **1 ounce M/MA**. The sugar limits required for regular yogurt apply to soy yogurt. Soy yogurt cannot be served to infants as part of a reimbursable meal.

Adult Care Programs Only

Adult Care programs may serve 6 ounces (3/4 cup) of yogurt in place of 8 ounces of fluid milk once a day when yogurt is not served as a M/MA at the same meal.

Deep-Fat Frying

Submerging foods in hot oil or other fat may not be used as a cooking method to prepare meals on-site.

Find yummy, no-fry recipes that offer a fresh, healthy spin on your favorite flavors at USDA's What's Cooking website.

Methods for Healthy Cooking

- *Roast/Bake:* Cooking food, usually at high heat, in the oven
- *Sauté, pan-fry or stir-fry:* Cooking foods by stirring them with a bit of oil in a pan
- *Steaming:* Cook food on a rack in a covered pan over steaming water

To learn more about shopping, cooking, and menu planning for child care, check out the Institute of Child Nutrition's (ICN) *Culinary Videos for Child Care*

Claiming Meals

Review breakfast menus to ensure only a maximum of 3 breakfasts each week have a M/MA replacing the grain component. If more than 3 breakfasts within a week have a M/MA replacing the grain component, the additional breakfasts exceeding 3 per week cannot be claimed.

Sample Breakfast Menus

Monday	Tuesday	Wednesday	Thursday	Friday
Skim milk Scrambled eggs Kiwi	Skim milk Oatmeal Berries	Skim milk Cottage cheese Pineapple	Skim milk Cheerios® Banana	Skim milk Yogurt Oranges
Skim milk Pancakes Applesauce	Skim milk Bean burrito Apples	Skim milk WG Toast Strawberries	Skim milk String cheese Grapes	Skim milk Egg bake Mandarin oranges
Skim milk Tofu scramble Avocado	Skim milk Bran muffin Cantaloupe	Skim milk Hard-boiled eggs Blueberries	Skim milk Banana bread Orange wedges	Skim milk Peanut butter Apple slices
Skim milk Kix® Mixed fruit	Skim milk Fresh pork sausage Peaches	Skim milk WG English muffins Honeydew melon	Skim milk Scrambled eggs with Red peppers	Skim milk Cheese slices Tomatoes

Serving M/MA at Breakfast

A meat/meat alternate may be served in place of the entire grains component at breakfast a maximum of three times per week. See the chart below for M/MA ideas you can serve at breakfast and the required minimum serving size of the foods for each age group. The column for adults are for those participating in the Adult Day Care programs.

	Ages 1- 2 years and 3-5 years	Ages 6-12 years and 13-18 years	Adults (ADC)
Minimum amount of M/MA required at breakfast	½ ounce equivalent	1 ounce equivalent	2 ounce equivalent
Beans	1/8 cup	1/4 cup	1/2 cup
Cheese	1/2 ounce	1 ounce	2 ounces
Cottage or ricotta cheese	1 oz. (1/8 cup)	2 oz. (1/4 cup)	4 oz. (1/2 cup)
Eggs	1/4 large egg	1/2 large egg	1 large egg
Lean meat, poultry or fish	1/2 oz.	1 oz.	2 oz.
Nut butters	1 Tablespoon	2 Tablespoons	4 Tablespoons
Tofu, firm/extra firm (store-bought/commercially prepared)	1.1 oz. (1/8 cup)	2.2 oz. (1/4 cup)	4.4 oz. (1/2 cup)
Yogurt (regular and soy)	2 oz. (1/4 cup)	4 oz. (1/2 cup)	8 oz. (1 cup)

PROCESSED MEATS

NOT REIMBURSABLE:

- Bacon, imitation bacon products and salt pork

REIMBURSABLE:

- Items labeled 'fresh pork sausage' or 'fresh Italian sausage" may be credited (see page 1-45 of the Food Buying Guide)
- Turkey bacon and sausage products must have a CN label or PFS

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https://twitter.com/WisDPI_CNT

Wisconsin Department of Public Instruction

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Serving Tofu and Soy Yogurt as a Meat Alternate in the CACFP

Tofu

- **Must be commercially prepared**

  Noncommercial tofu and soy products are not creditable

- **Crediting Information:**

  2.2 oz (1/4 cup) of tofu, containing at least 5 grams of protein = **1.0 oz. meat alternate**

- **Creditable and not creditable tofu:**
  - **CREDITABLE:**
    - Firm, extra firm, soft, or silken tofu
    - Tofu products such as links and sausages can only credit when the product has a Child Nutrition (CN) label or Product Formulation Statement (PFS) from manufacturer to document how the product meets CACFP requirements
  - **NOT CREDITABLE:** Tofu incorporated into drinks, such as smoothies, or other dishes to add texture, such as in baked desserts

Soy Yogurt

- **Crediting Information:**

  4.0 fluid oz. (1/2 cup) of soy yogurt= **1.0 oz. meat alternate**

- **Creditable yogurt:**
  - Plain or flavored, unsweetened or sweetened
  - Commercially prepared fruit and nonfruited yogurt receive the full crediting toward the meat alternate requirement

See other side for purchasing and crediting information

Until the Food Buying Guide is updated, the following information can be used for purchasing and crediting:

Food Buying Guide Specifications for Tofu and Soy Yogurt

1.Food As Purchased	2.Purchase Unit	3.Servings Per Purchase Unit	4.Serving Size per Meal contribution	5.Purchase Units for 100 Servings	6.Additional Information
Tofu, commercial* *With minimum of 5 grams of protein per 2.2 ounces by weight (37 grams of protein per pound)*	Pound	7.28	¼ cup or 2.2 oz by weight (1 oz meat alternate)	13.7	½ cup (4.4 ounces by weight) of tofu x 7.28 quarter cups divided by 16 ounces per pound = 2.00 ounces of equivalent meat alternate
Yogurt, soy, fresh *Plain or Flavored Sweetened or Unsweetened – Commercially-prepared*	32 oz container	8.00	1/2 cup or 4 oz yogurt (1 oz meat alternate)	12.5	
	32 oz container	5.33	3/4 cup or 6 oz yogurt (1-1/2 oz meat alternate)	18.8	
	32 oz container	4.00	1 cup or 8 oz yogurt (2 oz meat alternate)	25.0	
No minimum protein level required	4 oz cup	1.00	One 4 oz container yogurt (1 oz meat alternate)	100.0	
	6 oz cup	1.00	One 6 oz container yogurt (1-1/2 oz meat alternate)	100.0	
	8 oz	1.00	One 8 oz container yogurt (2 oz meat alternate)	100.0	

Yogurt and Sugar Guide

Requirement: Yogurt should contain no more than 23 grams of sugar per 6 ounces.

Method #1 (Sugar Limit Chart)
Example 1 - Serving size in Ounces

Step 1: Find the Nutrition Facts Label on the package.

Step 2: Look at the *Serving Size* on the Label. What is the serving size in ounces?

Write it here: ***6 ounces***

Step 3: Find the amount for *Sugars*. It is below the "Total Carbohydrate" line.

Write it here: ***19 grams***

Nutrition Facts

Serving Size 6 oz (170g)
Servings Per Container 1

Amount Per Serving	
Calories 150	
	% Daily Value*
Total Fat 2g	**3%**
Saturated Fat 1g	**5%**
Trans Fat 0g	
Cholesterol 10mg	**3%**
Sodium 90mg	**4%**
Total Carbohydrate 25g	**8%**
Dietary Fiber 0g	**0%**
Sugars 19g	
Protein 6g	**12%**

Step 4: Find the Serving Size (identified in Step 2) in the chart below. Use the Serving Size (Ounces) column. Then, look in the column labeled Sugar Limit for the identified Serving Size. If the Sugars amount (identified in Step 3) is between the sugar limit, the yogurt is creditable.

Serving Size (OUNCES)	Serving Size (GRAMS) (Use when the serving size is not listed in ounces)	Sugar Limits
2.25 ounces	64 grams	0-9 grams
3.5 ounces	99 grams	0-13 grams
4 ounces	113 grams	0-15 grams
5.3 ounces	150 grams	0-20 grams
6 ounces	170 grams	**0-23 grams**
8 ounces	227 grams	0-31 grams

Is it creditable? ***Yes, this yogurt is creditable because it has a 6 ounce per Serving Size and 19 grams of sugar. Therefore, it does not exceed the sugar limit of 23 grams.***

Method #1 (Sugar Limit Chart)
Example 2 - Serving size in Grams

Step 1: Find the Nutrition Facts Label on the package.

Step 2: Look at the *Serving Size* on the Label. What is the serving size in grams?

Write it here: ***170 grams***

Step 3: Find the amount for *Sugars*. It is below the "Total Carbohydrate" line.

Write it here: ***19 grams***

Nutrition Facts

Serving Size 1 Container (170g)
Servings Per Container 1

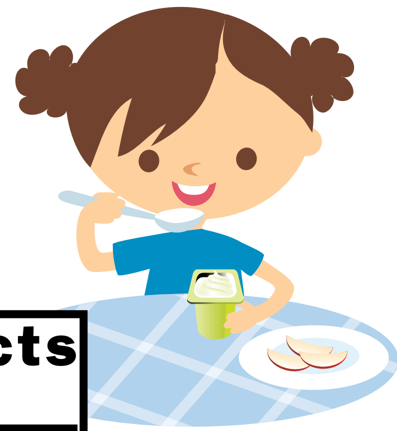
Amount Per Serving	
Calories 140	
	% Daily Value*
Total Fat 0g	**0%**
Saturated Fat 0g	**0%**
Trans Fat 0g	
Cholesterol 0mg	**0%**
Potassium 0mg	**0%**
Sodium 65mg	**3%**
Total Carbohydrate 22g	**7%**
Dietary Fiber 1g	**4%**
Sugars 19g	
Protein 14g	**28%**

Step 4: Find the Serving Size (identified in Step 2) in the chart below. Use the Serving Size (Grams) column. Then, look in the column labeled Sugar Limit for the identified Serving Size. If the Sugars amount (identified in Step 3) is between the sugar limit, the yogurt is creditable.

Serving Size (OUNCES)	Serving Size (GRAMS) (Use when the serving size is not listed in ounces)	Sugar Limits
2.25 ounces	64 grams	0-9 grams
3.5 ounces	99 grams	0-13 grams
4 ounces	113 grams	0-15 grams
5.3 ounces	150 grams	0-20 grams
6 ounces	**170 grams**	**0-23 grams**
8 ounces	227 grams	0-31 grams

Is it creditable? ***Yes, this yogurt is creditable because it has 170 grams per Serving Size and 19 grams of sugar. Therefore, it does not exceed the sugar limit of 23 grams.***

Choose Yogurts That Are Lower in Added Sugars



As of October 1, 2017, yogurt served in the Child and Adult Care Food Program (CACFP) must not have more than 23 grams of sugar per 6 ounces.

There are many types of yogurt that meet this requirement. It is easy to find them by using the Nutrition Facts label and following the steps below.

1 Use the Nutrition Facts Label to find the **Serving Size**, in ounces (oz) or grams (g), of the yogurt.

2 Find the **Sugars** line. Look at the number of grams (g) next to Sugars.

3 Use the serving size identified in Step 1 to find the serving size of your yogurt in the table below.

Serving Size* Ounces (oz)	Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Sugars Grams (g)
If the serving size is:		Sugars must not be more than:
2.25 oz	64 g	9 g
3.5 oz	99 g	13 g
4 oz	113 g	15 g
5.3 oz	150 g	20 g
6 oz	170 g	23 g
8 oz	227 g	31 g

4 In the table, look at the number to the right of the serving size amount, under the "Sugars" column.
If your yogurt has that amount of sugar, or less, the yogurt meets the sugar requirement.

Nutrition Facts

Serving Size 8 oz (227g)
Servings about 4

Amount Per Serving	
Calories 130	Calories from Fat 20
	% Daily Value*
Total Fat 2g	**3%**
Saturated Fat 1.5g	**8%**
Trans Fat 0g	
Cholesterol 10mg	**3%**
Potassium 400mg	**1%**
Sodium 160mg	**7%**
Total Carbohydrate 21g	**7%**
Dietary Fiber 4g	**17%**
Sugars 9g	
Protein 10g	
Vitamin A 6%	Vitamin C 4%
Calcium 35%	Iron 0%
Vitamin D 6%	

TIP: If the serving size says "one container," check the front of the package to see how many ounces or grams are in the container.

Test Yourself:

Does the yogurt above meet the sugar requirement?
(Check your answer on the next page)

Serving Size:___________

Sugars :_______________

☐ Yes ☐ No

Serving sizes here refer to those commonly found for store-bought yogurts. Homemade yogurt is not creditable in the CACFP. For serving size requirements of yogurt in the CACFP, please visit* ***https://www.fns.usda.gov/cacfp/meals-and-snacks*.

Try It Out!

Use the "Sugar Limits in Yogurt" table below to help find yogurts you can serve at your site. Write down your favorite brands and other information in the "Yogurts To Serve in the CACFP" list. You can use this as a shopping list when buying yogurts to serve in your program.

Sugar Limits in Yogurt

Serving Size Ounces (oz)	Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Sugars
If the serving size is:		Sugars must not be more than:
1 oz	28 g	4 g
1.25 oz	35 g	5 g
1.5 oz	43 g	6 g
1.75 oz	50 g	7 g
2 oz	57 g	8 g
2.25 oz	64 g	9 g
2.5 oz	71 g	10 g
2.75 oz	78 g	11 g
3 oz	85 g	11 g
3.25 oz	92 g	12 g
3.5 oz	99 g	13 g
3.75 oz	106 g	14 g
4 oz	113 g	15 g
4.25 oz	120 g	16 g
4.5 oz	128 g	17 g

Serving Size Ounces (oz)	Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Sugars
If the serving size is:		Sugars must not be more than:
4.75 oz	135 g	18 g
5 oz	142 g	19 g
5.25 oz	149 g	20 g
5.3 oz	150 g	20 g
5.5 oz	156 g	21 g
5.75 oz	163 g	22 g
6 oz	170 g	23 g
6.25 oz	177 g	24 g
6.5 oz	184 g	25 g
6.75 oz	191 g	26 g
7 oz	198 g	27 g
7.25 oz	206 g	28 g
7.5 oz	213 g	29 g
7.75 oz	220 g	30 g
8 oz	227 g	31 g

Yogurts To Serve in the CACFP*

Yogurt Brand	Flavor	Serving Size (oz or g)	Sugars (g):
Yummy Yogurt	Vanilla	6 oz	13

*The amount of sugar in a yogurt might change. Even if you always buy the same brands and flavors of yogurt, be sure to check the serving size and amount of sugars on the Nutrition Facts label to make sure they match what you have written in the list above.

Answer to "Test Yourself" activity on page 1: *This yogurt has 9 grams of sugar per 8 ounces (227 grams). The maximum amount of sugar allowed in 8 ounces of yogurt is 31 grams. 9 is less than 31, so this yogurt is creditable.*

FNS-652 April 2017

Serving Yogurt in CACFP: Methods to Determine Sugar Amounts

The CACFP Meal Pattern allows for creditable yogurt products to be served as a meat/meat alternate to infants, children and adult participants.

- ❖ To be creditable, yogurt must be commercially prepared and contain ***no more than 23 grams of sugar per 6 ounces.***
  - ○ **Tip:** If the serving size says "one container," check the front of the package to see how many ounces or grams are in the container.
- ❖ Use one of the 2 methods or one of the calculators to determine if the amount of sugar in the yogurt is no more than the sugar limit.

Method 1: Yogurt Sugar Limits Chart

Serving Size in OUNCES

1. Identify the *Serving Size* (in ounces): 6 oz.
2. Find the amount of *Sugars*: 19 g
3. Find the *Serving Size* and compare to the
   Yogurt Sugar Limits Chart (below): 19 g is between 0-23 g for 6 oz.

Yogurt Sugar Limits Chart	
Serving Size	**Sugar Limits**
2.25 ounce	8 g
3.5 ounce	13 g
4 ounce	15 g
5.3 ounce	20 g
6 ounce	23 g
8 ounce	30 g

Nutrition Facts

Serving Size 6 oz (170g)
Servings Per Container 1

Amount Per Serving	
Calories 150	
	% Daily Value*
Total Fat 2g	3%
Saturated Fat 1g	5%
Trans Fat 0g	
Cholesterol 10mg	3%
Sodium 90mg	4%
Total Carbohydrate 25g	8%
Dietary Fiber 0g	0%
Sugars 19g	

This yogurt is **creditable**

Method 1: Yogurt Sugar Limits Chart

Serving Size in GRAMS

1. Identify the *Serving Size* (in grams): 170 g
2. Find the amount of *Sugars*: 19 g
3. Find the *Serving Size* and compare to the
   Yogurt Sugar Limits Chart (below): 19 g is between 0-23 g for 170 g

Yogurt Sugar Limits Chart	
Serving Size	**Sugar Limits**
64 grams	8 g
99 grams	13 g
113 grams	15 g
150 grams	20 g
170 grams	23 g
227 grams	30 g

Nutrition Facts

Serving Size 1 Container (170g)
Servings Per Container 1

Amount Per Serving	
Calories 140	
	% Daily Value*
Total Fat 0g	0%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Potassium 0mg	0%
Sodium 65mg	3%
Total Carbohydrate 22g	7%
Dietary Fiber 1g	4%
Sugars 19g	

This yogurt is **creditable**

Sugar Calculator: Fill in the fields below to dertermine if the yogurt is creditable based on sugar content

Number of grams of sugar per serving	Serving Size in OUNCES	Is product creditable based on sugar content?
		NA

Serving Yogurt in CACFP: Methods to Determine Sugar Amounts

Method 2: Sugar Calculation (Ounces)

1. Find the amount of *Sugars*: 16 g
2. Identify the *Serving Size*: 4.5 oz.
3. Calculate the amount of sugar per ounce

For this example:

Sugars / *Serving Size* = **16 g** / **4.5 oz** = **3.55**

Threshold: 3.83 or less

3.55 is less than 3.83

This yogurt is **creditable**

Nutrition Facts

Serving Size 4.5 oz (128g)
Servings Per Container 1

Amount Per Serving	
Calories 140	
	% Daily Value*
Total Fat 2g	**3%**
Saturated Fat 0g	**0%**
Trans Fat 0g	
Cholesterol 10mg	**3%**
Sodium 90mg	**4%**
Total Carbohydrate 23g	**8%**
Dietary Fiber 0g	**0%**
Sugars 16g	
Protein 8g	**16%**

Method 2: Sugar Calculation (Grams)

1. Find the amount of *Sugars*: 19 g
2. Identify the *Serving Size*: 85 g
3. Calculate the amount of sugar per gram

For this example:

Sugars / *Serving Size* = **19 g** / **85 g** = **0.22**

Threshold: 0.135 or less

0.22 is greater than 0.135

This yogurt is **NOT creditable**

Nutrition Facts

Serving Size 1/2 Cup (85g)
Servings Per Container 4

Amount Per Serving	
Calories 100	
	% Daily Value*
Total Fat 0g	**0%**
Saturated Fat 0g	**0%**
Trans Fat 0g	
Cholesterol 5mg	**2%**
Potassium 190mg	**5%**
Sodium 65mg	**3%**
Total Carbohydrate 21g	**7%**
Dietary Fiber 0g	**0%**
Sugars 19g	
Protein 6g	**12%**

Sugar Calculator: Fill in the fields below to dertermine if the yogurt is creditable based on sugar content

Number of grams of sugar per serving	Serving Size in GRAMS	Is product creditable based on sugar content?
		NA

Horizons Unlimited, Inc.
Guidelines for Serving Cheese

<u>Creditable Cheese</u> contains at least 51% cheese.

Labels using these descriptions are creditable:

- Natural Cheese
- Pasteurized Process Cheese
- Cheese Food
- Cheese Spread

Examples:

- Natural Reduced Fat Cheese
- Pasteurized Process American Cheese
- Easy Cheese

<u>Non-creditable Cheese</u> contains less than 51% cheese.

Labels using these descriptions are NOT creditable:

- Imitation Cheese
- Cheese Product

Examples:

- Cheez Whiz Squeeze
- Velveeta
- Kraft American Singles

You must use a CN label to determine whether or not cheese sauce or a product that contains cheese sauce is creditable.

OK Cheeses

- **Cheese Food (contains at least 51% cheese)**
- **Spread**
- **Natural**
- **Pasteurized Process Cheese (100% cheese)**

<u>NON-CREDITABLE CHEESE ITEMS</u>

- **IMITATION CHEESE**
- **CHEESE PRODUCT (contains <51% cheese)**
- **VELVEETA**

Kroger
Value
Mozzarella Melt Topping
SHREDDED IMITATION MOZZAR LA CHEESE
Mozzarella para Derretir y Cubrir
QUESO RALLADO IMITACIÓN DE MOZZARELLA
KEEP REFRIGERATED
MANTÉNGASE REFRIGERADO
NET WT/PESO NETO 8 OZ (226g)
SquareGalaxy.com

KRAFT
Cheez Whiz
Squeeze

KRAFT
Deluxe
MACARONI AND CHEESE DINNER
NOW MORE CHEESE SAUCE
Original
CHEDDAR CHEESE SAUCE
MADE WITH Real KRAFT CHEESE
NET WT 14 OZ (397g)

KRAFT
Velveeta
SHELLS & CHEESE
ORIGINAL
Creamy Cheese Sauce & Shell Pasta
NET WT 12 OZ (340g)

Horizons

PO Box 10384 Green Bay WI 54307 Phone: (920) 826-7292 Fax: (920)826-5308

Email: horizons@bayland.net Website: www.horizonsfoodprogram.org

Please read carefully and call or email Horizons with any questions.
This will be monitored at reviews.

ALL Commercially Prepared Combination Food Products (CPCF) **MUST** have a Child Nutrition Label (CN label) or Product Formulation Statement to be creditable on the Food Program and **NO** part of a CPCF product may be used towards the meal pattern without a CN label or Product Formulation Statement.

What is a Commercially Prepared Combination Food?

A commercial combination food product is any store-bought food that combines two or more menu components in a single food item. Here are a few common examples of commercial combination foods.

Combination Food Product	This Product Combines...
Frozen or Take-out Pizza	Bread (crust) and Meat (cheese, meat)
Corn dogs	Bread (breading) and Meat (hot dog)
Breaded Chicken Products	Bread (breading) and Meat (chicken)
Ravioli (frozen or canned)	Sausage links and patties
and other Pasta Entrees (Lasagna, etc)	Bread (pasta) and Protein (beef or cheese)
Canned or Frozen Soups and Stews	Vegetable (vegetables) and Meat (beef)
Breaded Fish Products	Meatballs, Meatloaf, Salisbury Steaks
Cheese Sauce	Luncheon Meats
Meat (Beef/Pork) and Bread (Cracker, Bread, etc.)	

This is a limited list there are many more Combination Foods.

Why is the CN label or Product Formulation Statement so important?

Without documented proof of a product's composition, there is no way of knowing how much of each component is in the product. We have all seen canned Chicken Noodle soups were you only find a few small chucks of chicken and the rest is noodle.

What is a Product Formulation Statement?

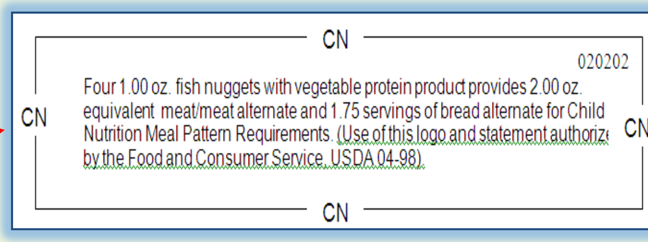
Not all food manufacturers participate in CN labeling, they instead may have Product Formulation Statement that specifies the composition of their product. The sheet must include a statement of the amount of cooked lean meat/meat alternate, grain/bread, and/or fruit/ vegetable components that are in each serving of the food. This sheet must be signed by an official of the manufacturer (not a salesperson).

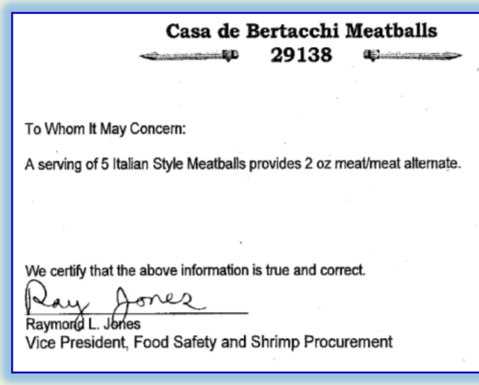
How do I obtain a Product Formulation Statement?

Call the phone number for the company located on the package and explain that you need the child nutrition information for the product. You may also obtain Product Formulation Statements on the internet.

Commercially Prepared Combination Food Items

- Commercially prepared combination food items can only be credited to the CACFP meal pattern when the actual content (i.e. meat, bread, etc.) is known and documented.
- Acceptable documentation includes the actual Child Nutrition (CN) label marked on the product, or a manufacturer specification sheet signed by an official of the manufacturer.
- A CN labeled product will always contain the following:
  - The CN logo, which is a distinct border;
  - The meal pattern contribution statement;
  - A unique 6-digit product identification number (assigned by USDA/FNS) appearing in the upper right hand corner of the CN logo;
  - The USDA/FNS authorization statement
  - The month and year of final FNS approval


CN
020202
CN Four 1.00 oz. fish nuggets with vegetable protein product provides 2.00 oz. equivalent meat/meat alternate and 1.75 servings of bread alternate for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Consumer Service, USDA 04-98). CN
CN


Casa de Bertacchi Meatballs
29138

To Whom It May Concern:

A serving of 5 Italian Style Meatballs provides 2 oz meat/meat alternate.

We certify that the above information is true and correct.

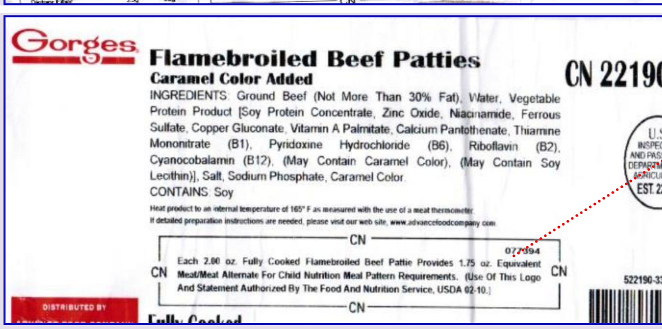
Raymond L. Jones
Vice President, Food Safety and Shrimp Procurement

Commercially prepared combination food items include some of the following commonly purchased items: breaded chicken nuggets, patties, tenders, pizza (any type), canned and frozen ravioli, precooked Salisbury steak, pizza rolls, precooked meatballs, corn dogs, fish sticks, and cheese sauce

For Example Only

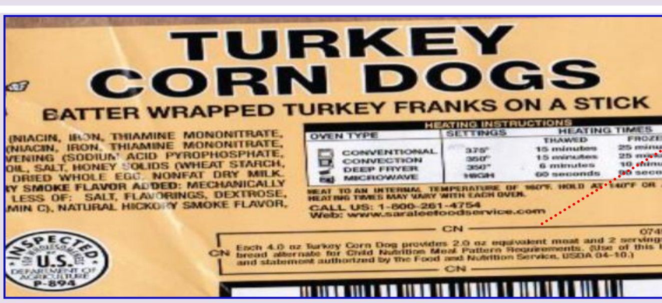
Two 1.00 oz breaded fish sticks provide 1.00 oz meat equivalent and .50 serving of bread alternate

Meat and bread equivalent calculations:
- 1-2 year olds (1 oz) = 2 fish sticks (½ bread serving)
- 3-5 year olds (1.5 oz) = 3 fish sticks (1 bread serving)
- 6-12 year olds (2 oz) = 4 fish sticks (1 ½ bread serving)



Each 2.00 oz fully cooked beef patty provides 1.75 oz of meat equivalent

Meat equivalent calculation:
- 1-2 year olds (1 oz) = ¾ burger
- 3-5 year olds (1.5 oz) = 1 burger
- 6-12 year olds (2 oz) = 1 ¼ burger



Each 4.00 oz turkey corn dog provides 2.00 oz of meat equivalent and 2 servings of bread alternate

Meat and bread equivalent calculations:
- 1-2 year olds (1 oz) = ½ corn dog (1 bread serving)
- 3-5 year olds (1.5 oz) = ¾ corn dog (1 ½ bread serving)
- 6-12 year olds (2 oz) = 1 corn dog (2 bread serving)

Meat / Meat Alternates Basics

Meat

- Meat options include lean meat, poultry, or fish.
- The creditable quantity of meat/meat alternate must be the edible (cooked) portion.

Meat Alternates

- Meat alternates, such as cheese, eggs, yogurt, and nut butters may be used to meet all or a portion of the meat/meat alternate component.

Tofu and Soy Products

- Commercial tofu may be used to meet all or part of the meat/meat alternate component in accordance with CACFP requirements.
- Non-commercial and non-standardized tofu and soy products are not creditable.
- Commercial tofu must be easily recognized as a meat substitute. For example, tofu sausage (with a CN label) would credit as a meat substitute because it is easily recognized as a meat. However; tofu noodles would not credit as a meat substitute because it looks like a grain instead of a meat.
- Commercial tofu or soy products must contain 5 grams of protein per 2.2 ounces (1/4 cup) to equal 1 ounce of the meat/meat alternate.

Yogurt

- Yogurt may be plain or flavored, unsweetened or sweetened.
- Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- Non-commercial or non-standardized yogurt products are not creditable food items. Some common examples include frozen yogurt, drinkable yogurt products, homemade yogurt, yogurt bars, and yogurt covered fruits or nuts.
- For adults, yogurt may be used as a meat alternate only when it is not being used to meet the milk component in the same meal.

Beans and Peas (Legumes)

- Cooked dry beans and peas may be used to meet all or part of the meat/meat alternate component. Beans and peas include black beans, garbanzo beans, lentils, kidney beans, mature lima beans, navy beans, pinto beans, and split peas.
- Beans and peas may be credited as either a meat alternate or as a vegetable, but not as both in the same meal.

Nuts, Seeds, and Nut Butters

- For lunch and supper, nuts and seeds may be used to meet half (½) of the meat/meat alternate component. They must be combined with other meat/meat alternates to meet the full requirement for a reimbursable meal.
- Nut and seed butters may be used to meet the entire meat/meat alternate requirement.
- Nut and seed meal or flour may be used only if they meet the requirements for alternate protein products.
- Acorns, chestnuts, and coconuts are non-creditable meat alternates because of their low protein and iron content.

USDA CHILD AND ADULT CARE FOOD PROGRAM

Fruit and Vegetable Components

This handout covers information about the new fruit and vegetable requirements for children 1 year and older and adult participants in the Adult Care Program. There is a separate handout on the new infant meal pattern requirements. The term *Program* refers to all facility types: group child care centers, family day care homes, afterschool programs, emergency shelters, and adult care centers. Find this handout and more information on the New CACFP Meal Pattern webpage: https://dpi.wi.gov/community-nutrition/cacfp/new-cacfp-meal-pattern.

NEW

New Requirements Effective October 1, 2017

- Fruits and vegetables are separate components at lunch, supper and snack. **A vegetable is required at lunch and supper.**
- A fruit and a vegetable can be served as a snack.
- Juice may only be served at one meal or snack per day.

Separate Vegetable & Fruit Components

- **Breakfast:** *No Change.* Vegetables and fruits remain **combined** as one meal component.
- **Lunch & Supper:** *Change.* Vegetables and fruits are **separate** meal components.
  - A vegetable and a fruit, OR two different vegetables must be served. Two fruits cannot be served.

Lunch & Supper			
Allowed	Allowed	Not Allowed	Not Allowed
Chicken Carrots Broccoli WG Bun 1% milk	Chicken Carrots Apples WG Bun 1% milk	Chicken 2 servings of Carrots WG Bun 1% milk	Chicken Kiwi Apples WG Bun 1% milk

- **Snacks:** *Change.* A **fruit and a vegetable** can be served as the two required components.
  - Items from two different components must be served, therefore, two fruits or two vegetables cannot be served.

Snack		
Allowed	Not Allowed	Not Allowed
Kiwi **Carrots**	**Carrots** **Celery**	**Strawberries** **Bananas**

New CACFP Meal Pattern Change:

- 1 cup of raw leafy greens = ½ cup vegetable
- ¼ cup dried or dehydrated fruit (100%) = ½ cup

Vegetable & Fruit Serving Size Requirements

The minimum serving sizes for the vegetable and fruit components are provided in the table below.

	Ages (years)			
	1- 2	3-5	6-18	Adults
Breakfast	¼ cup	½ cup	½ cup	1 cup
Lunch & Supper				
Vegetables	⅛ cup	¼ cup	½ cup	½ cup
Fruits	⅛ cup	¼ cup	¼ cup	½ cup
Snacks				
Vegetables	½ cup	½ cup	¾ cup	½ cup
Fruits	½ cup	½ cup	¾ cup	½ cup

- When two vegetables are served at lunch/supper, the serving size of the second vegetable must be at least the same serving size as the fruit component it replaced.
- The serving size of the fruit and vegetable components are equal at lunch/supper and snack for each age group ***except 6-18 year olds at lunch/supper***.

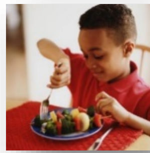
Lunch/Supper for 6-18 yr olds:
Must serve a minimum of
½ cup of vegetables and
¼ cup of fruit

Pop Quiz

Are tomatoes and avocadoes counted as fruits or vegetables?

The answer is on the next page…

Fruit and Vegetable Mixtures



Mixtures of vegetables and fruits, such as a carrot-raisin salad, may credit towards both the vegetable component and the fruit component if they contain at least ⅛ cup vegetable and ⅛ cup fruit per serving. For example, a carrot-raisin salad served to 6 years olds that contains ½ cup carrots and 1/8 cup raisins (credits as ¼ cup fruit) meets the full vegetable component and the full fruit component.

Q&A *How do vegetables served as a combination item (e.g. mixed vegetables, peas and carrots), credit at lunch/supper? Can double the amount be served when serving two vegetables at lunch/supper?*

Combination vegetables credit as one vegetable. Therefore, if two vegetables are served at lunch/supper, the combination item counts as one vegetable, and another vegetable will need to be served. Example: (1) peas and carrots, (2) broccoli. Double the amount of the combination item cannot be served.

Juice

- **Can only be served at one meal or snack per day**.

Juice may only be served at **one meal or snack per day**, even if snacks and meals are served to different groups of participants.

If juice is served at more than one meal or snack a day, **the least reimbursable meal or snack serving juice must not be claimed.** For example, if juice is served at breakfast and snack, snack must not be claimed.

Recordkeeping Requirements

All Programs **must document specific fruits and vegetables** on menus for each meal and snack. If changes are made, record substitutions on menus filed with the claim.

For More Information: refer to USDA Policy Memo CACFP 25-2016 and the CACFP New Meal Pattern website.

Preparation

Deep-Fat Frying: Submerging foods in hot oil or other fat **cannot** be used as a cooking method to prepare fruits or vegetables; e.g. French fries, tator tots and hash browns, etc.

Find yummy, no-fry recipes that offer a fresh, healthy spin on your favorite flavors at USDA's *What's Cooking* website.

Best Practices

- Serve a vegetable or fruit for at least 1 of the 2 required components of a snack
- Serve a variety of fruits and vegetables (fresh, frozen, and canned)
- Offer at least 1 serving of each of dark green vegetables, red & orange vegetables, beans & peas (legumes), starchy vegetables, and other vegetables each week

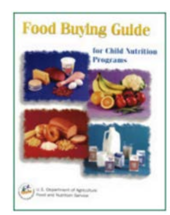
Pop Quiz Answer:

The answer is . . .

Both tomatoes and avocados are considered vegetables.

Programs can refer to the Food Buying Guide (FBG) for a list of creditable vegetables and fruits. The FBG does not include information on every possible vegetable or fruit that can be served in the CACFP, so Programs may also reference ChooseMyPlate.gov to determine if a food is a fruit or a vegetable.

Crediting Foods



Fruits, vegetables and other foods not found in the Food Buying Guide may be served in CACFP. Use yield information of a similar food to determine the contribution towards meal pattern requirements.

Resources

- **Fruits and Vegetables by Subgroup:** ***Food Buying Guide for School Meal Programs***
- **USDA MyPlate:** **choosemyplate.gov**

USDA CHILD AND ADULT CARE FOOD PROGRAM

Grains Component

This handout provides information about the new grain requirements for infants, child and adult participants in the Child and Adult Care Food Program (CACFP). Throughout the handout, the term *program* will be used which refers to all facility types: group child care centers, family day care homes, afterschool programs, emergency shelters and adult care centers. Find this handout and more information on the New CACFP Meal Pattern webpage: https://dpi.wi.gov/community-nutrition/cacfp/new-cacfp-meal-pattern.

New Requirements Effective October 1, 2017

NEW

- At least 1 serving of grains per day must be whole grain-rich
- Grain-based desserts are not creditable
- Breakfast cereals must contain no more than 6 grams of sugar per dry ounce

What is Whole Grain-Rich (WGR)?

Whole grain-rich (WGR) foods contain **100% whole grains**, or at least **50% whole grains,** and the remaining grains are enriched**.**

This whole grain-rich requirement only applies to meals served to children 1 year and older, and adult participants; it **does not** apply to infant meals.

Identifying Whole Grains *(This is not an all-inclusive list)*

Whole Grains	Not Whole Grains
Amaranth	All-purpose flour
Brown rice, wild rice	Bread flour
Buckwheat	Bromated flour
Bulgar (cracked wheat)	Cake flour
Bromated whole wheat flour	Corn grits
Crushed wheat	Couscous
Graham flour	De-germinated cornmeal
Millet	Durum flour
Oatmeal or rolled oats	Enriched flour
Quinoa	Enriched rice
Triticale	Enriched wheat flour
Whole grain barley	Farina
Whole rye	Long-grain white rice
Whole grain corn	Pearled barley
Whole cornmeal	Phosphate flour
Whole grain sorghum	Unbleached flour
Whole grain triticale	White flour
Whole durum wheat	Whole flour
Whole-wheat	Wheat flour

Grains like quinoa, brown rice, oatmeal, etc. may not have the word *whole* before their name, but are 100% whole grains.

Foods labeled with the words *multi-grain, stone-ground, 100% wheat, seven-grain,* or *bran* are usually not whole grain.

Whole Grain-Rich Criteria

To determine if a grain is whole grain-rich, foods must meet at least **ONE** of the following **4** options below:

1. Product label says **100% Whole Grain** or **100% Whole Wheat**

2. Use the **Ingredient List** on the product label:

- A **whole grain** (see list to the left) is the first ingredient or is the second ingredient, with water as the first ingredient

> **Ingredients:** Whole-wheat flour, water, enriched unbleached wheat flour, yeast

- If the first ingredient (or second after water) is an enriched grain, and there are multiple whole grains in the product, obtain a Product Formulation Statement (PFS) from the manufacturer to determine if it is WGR

> Ingredients: Water, **ENRICHED WHEAT FLOUR** [flour, malted barley flour, reduced iron, niacin, thiamin mononitrate (vitamin b1), riboflavin (vitamin b2), folic acid], **WHOLE-WHEAT FLOUR**, **ROLLED OATS**, sugar, wheat gluten, yeast, soybean oil, salt, calcium propionate

3. Store-bought combination foods (i.e. pizza, corn dogs, etc.):

Obtain a CN label or PFS to credit the breading as WGR

- o If the CN label or PFS says, "oz. equivalent grains" = **WGR**
- o If the CN label or PFS says, "bread" or "bread alternate" = **not WGR**

4. Homemade Items:

Look at the grains in the recipe. If 50% or more of the grains are whole grain, the item is WGR.

Recordkeeping Requirements

Whole grain (WG), whole wheat (WW) or whole grain-rich (WGR) must be written on menus next to the grain item. If you do not serve a WGR item on a given day, **the least reimbursable meal or snack serving a grain must not be claimed.**

Serving Meals with WGR Foods

Each day, at least one meal or snack must include a whole grain-rich food. If your program:

- Only serves one meal per day (breakfast, lunch or supper) the grain must be WGR.
- Serves more than one meal or snack (breakfast, lunch and snack), you may choose which meal to serve the WGR food.
- Only serves a snack, if one of the two components is a grain item, it must be WGR.

Grain-Based Desserts

Grain-based desserts contain added sugar and therefore are **not** creditable as the grain component in meals and snacks.

Grain-Based Desserts	NOT Grain-Based Desserts
Brownies	Croissants
Sweet biscotti and scones made with fruits, icing, etc.	Savory biscotti and scones made with cheese, herbs, vegetables, etc.
Cake, including coffee cake	French toast
Cereal bars, breakfast bars, granola bars	Granola cereal
Cookies, including vanilla wafers	Crackers (savory & plain); Sweet crackers (animal crackers & graham crackers)
Doughnuts	Pancakes, Waffles
Gingerbread	Muffins
Pie crusts of dessert pies, cobblers, and fruit turnovers	Pie crusts of savory pies (i.e. vegetable pot-pie or quiche)
Sweet bread pudding & rice pudding	Savory bread pudding made with cheese, herbs, vegetables
Toaster pastries	Quick breads (banana, zucchini, and others)
Sweet rolls, (cinnamon rolls)	Teething biscuits and toasts

Even if a grain-based dessert is whole-grain rich or homemade with healthy ingredients, it is still NOT creditable in the CACFP.

Some grain-based desserts may be labeled with a different name than what they actually are (i.e. breakfast bar instead of granola bar), however, they are still a grain-based dessert and cannot be served as a creditable component.

Here are some healthy snacks to serve in place of desserts.

If a grain-based dessert is served as the grain component at a meal or snack, that meal/snack must not be claimed.

Breakfast Cereals

Breakfast cereals, including ready-to-eat, and instant or regular hot cereal, must contain no more than **6 grams** of sugar per dry ounce. Use one of the two options below to determine if a cereal is creditable.

1. Use the WIC approved breakfast cereals list
2. Calculate if the cereal is within the sugar limits using the *Nutrition Facts Label* on the package

   Step 1: Write down the number of grams of *Sugars*

   Step 2: Find the *Serving Size* of cereal and write down the number of grams

   Step 3: Divide the grams of *Sugars* by the *Serving Size* (in grams)

   Step 4: If the number is **0.212 or less**, the cereal is below the sugar limit and is creditable

Example:

1. Sugars = 1 g
2. Serving size = 28 g
3. Divide Sugars/Serv Size

$$\frac{\text{Sugars}}{\text{Serv Size}} = \frac{1}{28} = \mathbf{0.036}$$

4. 0.036 < 0.212

This cereal is creditable

Recordkeeping Requirements

The specific brand of cereal(s) served must be written on menus. **If a cereal is served that is above the sugar limit, that meal or snack must not be claimed.**

For More Information

Refer to our New Meal Pattern website and USDA Policy Memo CACFP 02-2017

Find the Community Nutrition Team here:

https://www.facebook.com/WisDPICommunityNutrition/

https://twitter.com/WisDPI_CNT

Wisconsin Department of Public Instruction

This institution is an equal opportunity provider.

Calculating Sugar in Cereal

Breakfast cereals, including ready-to-eat and instant or regular hot cereal, must contain no more than 6 grams of sugar per dry ounce.

If the cereal is not on the list on the other side, you must complete a calculation to determine if the cereal is within the sugar limits.

Cereals that meet the sugar limit may **not** be whole grain-rich.

Step 1: Find the *Nutrition Facts Label* on the package.

Step 2: Write down the number of grams of *Sugars*.

Step 3: Find the *Serving Size,* and write down the number of grams

Step 4: Divide the grams of *Sugars* by the *Serving Size* number (in grams).

Step 5: If the answer is **0.212 or less**, the cereal is **below** the sugar limit and is **creditable**

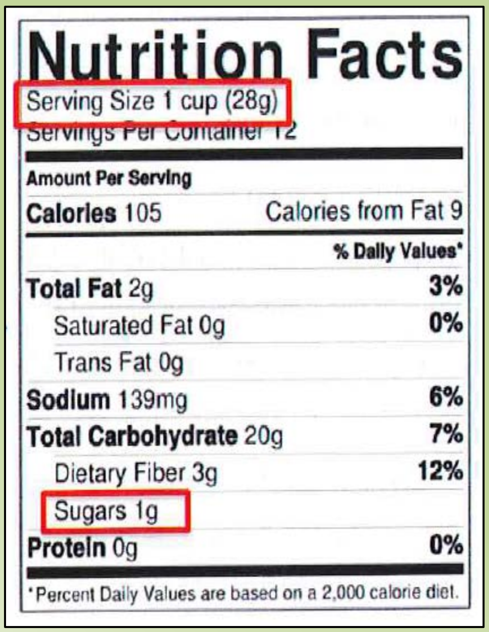
Example #1:

1. Use the *Nutrition Facts Label* on package
2. Sugars = 1 g
3. Serving Size = 28 g
4. Divide Sugars/Serving Size

$$\frac{\text{Sugars}}{\text{Serv Size}} = \frac{1}{28} = \mathbf{0.036}$$

5. **0.036 < 0.212**

This cereal is creditable



Example #2:

1. Use the *Nutrition Facts Label* on package
2. Sugars = 6 g
3. Serving Size = 25 g
4. Divide Sugars/Serving Size

$$\frac{\text{Sugars}}{\text{Serv Size}} = \frac{6}{25} = \mathbf{0.24}$$

5. **0.24 > 0.212**

This cereal is <u>NOT</u> creditable

Calculating Sugar in Cereal

Breakfast cereals, including ready-to-eat and instant or regular hot cereal, must contain no more than 6 grams of sugar per dry ounce.

If the cereal is not on the list on the other side, you must complete a calculation to determine if the cereal is within the sugar limits.

Cereals that meet the sugar limit may **not** be whole grain-rich.

Step 1: Find the *Nutrition Facts Label* on the package.

Step 2: Write down the number of grams of *Sugars*.

Step 3: Find the *Serving Size,* and write down the number of grams

Step 4: Divide the grams of *Sugars* by the *Serving Size* number (in grams).

Step 5: If the answer is **0.212 or less**, the cereal is **below** the sugar limit and is **creditable**

Example #1:

1. Use the *Nutrition Facts Label* on package
2. Sugars = 1 g
3. Serving Size = 28 g
4. Divide Sugars/Serving Size

$$\frac{\text{Sugars}}{\text{Serv Size}} = \frac{1}{28} = \mathbf{0.036}$$

5. **0.036 < 0.212**

This cereal is creditable

Example #2:

1. Use the *Nutrition Facts Label* on package
2. Sugars = 6 g
3. Serving Size = 25 g
4. Divide Sugars/Serving Size

$$\frac{\text{Sugars}}{\text{Serv Size}} = \frac{6}{25} = \mathbf{0.24}$$

5. **0.24 > 0.212**

This cereal is <u>NOT</u> creditable

Cereals That Meet CACFP Requirements

The cereals below contain no more than 6 grams of sugar per dry ounce, but may **not** be whole grain-rich. *Cereals are subject to change.*
For cereals not pictured below, complete the Sugar Calculation on page 2 to determine if the cereal meets sugar limits.

Key:
- * Whole grain-rich
- GF Gluten Free

Plain * GF · Multigrain * GF · GF · GF · * · Almond · Cinnamon · Honey Roasted · Vanilla *

Simple Granola * · Plain * · Honey * · Plain * · Plain * · Plain * · Brown Sugar * · Cinnamon * · Honey Crunch * · Almond Crunch *

Plain · Plain · Original * · Unfrosted * · Little-Bites * · Plain

Plain · * · Plain · Plain * · Plain · Plain frosting only *

Banana Nut * · Plain * · Plain * · *

Store brands:
Only the following:
Best Choice, Centrella, Clear Value, Essential Everyday, Food Club, Great Value, Hytop, Hy-Vee, IGA, Kiggins, Kroger, Market Pantry, Mejer, Our Family, Roundy's, Schnucks, Shurfine, ValuTime

HOT CEREALS

- Any size, except individual cups

Plain: * in packets only · Original & all flavors in packets only · Plain · Chocolate · *

1 minute · 2.5 minutes · 10 minutes · Instant · Whole Grain * · GF

Plain: * in packets only

Store brands:
Only the following:
Essential Everyday, Food Club, Great Value, Hytop, Hy-Vee, IGA, Kroger, Meijer, Our Family, Roundy's, Schnucks, Shurfine

Choose Breakfast Cereals That Are Lower in Added Sugars

As of October 1, 2017, breakfast cereal served in the Child and Adult Care Food Program (CACFP) must contain no more than 6 grams of sugar per dry ounce.

There are many types of cereal that meet this requirement. You can use any cereal that is listed on any State agency's Women, Infants, and Children (WIC)-approved cereal list, found as part of the State's approved food lists at: https://www.fns.usda.gov/wic/links-state-agency-wic-approved-food-lists. You can also find cereals that meet the requirement using the Nutrition Facts label and by following the steps below:

1 Use the Nutrition Facts label to find the **Serving Size**, in grams (g), of the cereal.

2 Find the **Sugars** line. Look at the number of grams (g) next to Sugars.

3 Use the serving size identified in Step 1 to find the serving size of your cereal in the table below.

Serving Size*	Sugars
If the serving size is:	Sugars cannot be more than:
12-16 grams	3 grams
26-30 grams	6 grams
31-35 grams	7 grams
45-49 grams	10 grams
55-58 grams	12 grams
59-63 grams	13 grams
74-77 grams	16 grams

4 In the table, look at the number to the right of the serving size amount, under the "Sugars" column.
If your cereal has that amount of sugar, or less, your cereal meets the sugar requirement.

**Serving sizes here refer to those commonly found for breakfast cereals. For serving size requirements in the CACFP, please visit https://www.fns.usda.gov/cacfp/meals-and-snacks.*

Yummy Brand Cereal

Nutrition Facts

Serving Size 3/4 cup (30g)
Servings Per Container about 15

Amount Per Serving	Cereal
Calories 100	**100**
Calories from Fat 5	**5**
	% Daily Value*
Total Fat 0.5g	**1%**
Saturated Fat 0g	**0%**
Trans Fat 0g	
Polyunsaturated Fat 0g	
Monounsaturated Fat 0g	
Cholesterol 0mg	**0%**
Sodium 140mg	**6%**
Potassium 90mg	**3%**
Total Carbohydrate 22g	**7%**
Dietary Fiber 3g	**11%**
Sugars 5g	
Other Carbohydrate 14g	
Protein 140mg	

Test Yourself:

Does the cereal above meet the sugar requirement?
(Check your answer on the next page)

Serving Size:___________

Sugars:_______________

☐ Yes ☐ No

Try It Out!

Use the "Sugar Limits in Cereal" table below to help find cereals you can serve at your site. Write down your favorite brands and other information in the "Cereals To Serve in the CACFP" list. You can use this as a shopping list when buying cereals to serve in your program.

Sugar Limits in Cereal

Serving Size	Sugars	Serving Size	Sugars
If the serving size is:	Sugars cannot be more than:	If the serving size is:	Sugars cannot be more than:
8-11 grams	2 grams	55-58 grams	12 grams
12-16 grams	3 grams	59-63 grams	13 grams
17-21 grams	4 grams	64-68 grams	14 grams
22-25 grams	5 grams	69-73 grams	15 grams
26-30 grams	6 grams	74-77 grams	16 grams
31-35 grams	7 grams	78-82 grams	17 grams
36-40 grams	8 grams	83-87 grams	18 grams
41-44 grams	9 grams	88-91 grams	19 grams
45-49 grams	10 grams	92-96 grams	20 grams
50-54 grams	11 grams	97-100 grams	21 grams

Cereals To Serve in the CACFP*

Cereal Brand	Cereal Name	Serving Size	Sugars (g)
Healthy Food Company	Nutty Oats	28 grams	5 grams

*The amount of sugar in a cereal might change. Even if you always buy the same brands and types of cereal, be sure to check the serving size and amount of sugars on the Nutrition Facts label to make sure they match what you have written in the list above.

Answer to "Test Yourself" activity on page 1: *The cereal has 5 grams of sugar per 30 grams. The maximum amount of sugar allowed for 30 grams of cereal is 6 grams. 5 is less than 6, so this cereal is creditable.*

FNS-653 April 2017

Grains Chart

Grain items must be whole grain or enriched or made with whole-grain or enriched meal and/or flour, bran, and/or germ. For meals and snacks served to children and adults, at least one serving of grains per day must be whole grain-rich.

This chart is a guide for commonly-used food items. If serving an item not listed below, determine the amount of food required (grams or ounces) per age group (1-5 or 6-18 year olds) and refer to Nutrition Facts Label for purchased products or weigh the final product if making from scratch to determine the serving size.

Group A	1-5 year olds Serving Size[1] Minimum weight 10 grams (0.4 oz)	6-18 year olds Serving Size[1] Minimum weight 20 grams (0.7 oz)
Bread Type Coating	10 grams (0.4 ounces)	20 grams (0.7 ounce)
Bread Sticks (hard - approx 7¾")	2 sticks	3 sticks
Chow Mein Noodles	1/4 cup	1/2 cup
Crackers (saltines)	4 squares	8 squares
Crackers (snack-rounds, ovals, squares)	4 crackers	8 crackers
Crackers (one inch squares)	6 crackers	12 crackers
Crackers (small fish-shaped or similar - savory)	~25 crackers	~50 crackers
Croutons	1/4 cup	1/2 cup
Melba Toast	3 slices	5 slices
Pilot Bread	1 slice	2 slices
Pretzels (hard-mini pretzel twists)	7 pretzels	14 pretzels
Pretzel Chips	7 chips	14 chips
Rice Cakes	1-1/2 cakes	3 cakes
Bread Stuffing (dry)	1/4 cup	1/2 cup
Wafers (rye)	2 wafers	4 wafers
Zwieback	2 pieces	3 pieces

Group B	Serving Size[1] Minimum weight 13 grams (0.5oz)	Serving Size[1] Minimum weight 25 grams (.9 oz)
Bagels (approx. 4" diameter)	1/4 bagel	1/2 bagel
Bagels (approx. 3" diameter)	1/2 bagel	1 bagel
Batter Type Coating	13 grams (0.5 oz)	25 grams (0.9 oz)
Biscuits (approx. 2½" diameter)	1/2 biscuit	1 biscuit
Breads (white, wheat, whole wheat, rye, French, Italian, Vienna, raisin)	1/2 slice	1 slice
Buns (hamburger, hot dog)	1/2 bun	1 bun
Crackers (animal or graham-animal shapes)	6 crackers	12 crackers
Crackers (graham - 2 1/2" x 5")	1 cracker	2 crackers
Egg Roll Skins (approx. 7" square)	1/2 skin	1 skin
English Muffins	1/2 muffin	1 muffin
Fry-Bread	1/2 piece	1 piece
Oyster Crackers	1/3 cup (30 crackers)	2/3 cup (60 crackers)
Pita Bread (white, wheat - 6½ round)	1/4 medium	1/2 medium
Pizza Crust	Varies based on size***	Varies based on size***
Pretzels (soft)	1/2 pretzel	1 pretzel

[1] The number of items per serving are approximate amounts. Additional quantities may be needed to provide the appropriate weight for each group depending on the size of the item used.

***Amount to serve is based on the weight of the item or serving. Refer to Minimum Weight under Serving Size per group and column.

Group B (continued)	1-5 year olds Serving Size[1] Minimum weight 13 grams (0.5 oz)	6-18 year olds Serving Size[1] Minimum weight 25 grams (0.9 oz)
Rolls (dinner, white, wheat, whole wheat, potato)	1/2 roll	1 roll
Tortillas 6" (corn or wheat)	1/2 tortilla	1 tortilla
Tortillas 8" (flour)	1/3 tortilla	2/3 tortilla
Tortilla Chips (round or large)	6 chips (9 mini rounds)	12 chips (18 mini rounds)
Taco Shells 6" (fried corn tortilla)	1/2 shell	1 shell

Group C	Serving Size[1] Minimum weight 16 grams (0.6 oz)	Serving Size[1] Minimum weight 31 grams (1.1 oz)
Cornbread (2 ¼" x l ½")	1 piece	2 pieces
Corn Muffin	1/2 muffin	1 muffin
Croissant	1/2 croissant	1 croissant
Dumplings	Varies based on size***	Varies based on size***
Hush Puppies (large)	Varies based on size***	Varies based on size***
Pancakes (approx 4" diameter)	1/2 pancake	1 pancake
Popovers	1/2 popover	1 popover
Spoonbread	Varies based on size***	Varies based on size***
Waffles (frozen - square or round)(approx 4")	1/2 waffle	1 waffle

Group D	Serving Size[1] Minimum weight 25 grams (0.9 oz)	Serving Size[1] Minimum weight 50 grams (1.8 oz)
Muffins (all but corn muffins)	1/2 muffin	1 muffin

Group E	Serving Size[1] Minimum weight 31 grams (1.1 oz)	Serving Size[1] Minimum weight 63 grams (2.2 oz)
French Toast	1/2 slice	1 slice

Group H	Serving Size[1] 1/4 cup cooked (or 13 gm dry)	Serving Size[1] 1/2 cup cooked (or 25 gm dry)
*All breakfast cereals must be whole grain, enriched or fortified & must contain no more than **6 grams** of sugar per dry ounce*		
Barley	1/4 cup	1/2 cup
Breakfast Cereals (cooked)	1/4 cup	1/2 cup
Bulgur (cracked wheat)	1/4 cup	1/2 cup
Corn Grits or Meal	1/4 cup	1/2 cup
Macaroni (all shapes)	1/4 cup	1/2 cup
Noodles Egg (all varieties)	1/4 cup	1/2 cup
Pasta (all shapes)	1/4 cup	1/2 cup
Ravioli (noodles only)	1/4 cup	1/2 cup
Rice (enriched or brown)	1/4 cup	1/2 cup

Group I

*All breakfast cereals must be whole grain, enriched or fortified & must contain no more than **6 grams** of sugar per dry ounce*

	1-2 year olds	3-5 year olds	6-18 year olds
Cereals, Ready-to-eat (Wheat, corn, rice, oats, granola)[1]	The serving size is 1/4 cup or .33 ounce whichever is less	The serving sizes is 1/3 cup or .5 ounce whichever is less	The serving size is 3/4 cup or 1 ounce whichever is less

[1] The number of items per serving are approximate amounts. Additional quantities may be needed to provide the appropriate weight for each group depending on the size of the item used.

***Amount to serve is based on the weight of the item or serving. Refer to Minimum Weight under Serving Size per group and column.

CN Labels for Grain Items

- **"oz eq grains"** on CN Label indicates that the product meets the whole grain-rich criteria
- **"bread"** or **"bread alternate"** on CN Label indicates that the product does not meet whole grain-rich criteria

CN Label – WGR

Whole-Grain Cheese Pizza

CN

XXXXXX*

CN One 5.00 oz Wedge Cheese Pizza with Whole Wheat Crust provides 2.00 oz equivalent meat alternate, 1/8 cup red/orange vegetable, and 2.0 oz eq Grains for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA XX-XX**.) CN

CN

CN Label – Not WGR

CN

XXXXXX*

CN One 5.00 oz. Pizza with Ground Beef and Textured Vegetable Protein provides 2.00 oz. equivalent meat/meat meat alternate, ½ cup vegetable and 1 ½ servings of bread alternate for The Child Nutrition Meal Pattern Requirements. (Use of this logo And statement authorized by the Food and Nutrition Service, USDA XX-XX**.) CN

CN

Tips for Incorporating Whole Grain-Rich Grains

- Sandwich (on whole wheat bread, pita, sandwich bun, or roll)
- Corn Bread (made with whole wheat cornmeal)
- Kangaroo Pocket (veggies and fillings in a whole wheat pita pocket)
- Veggie Roll-Up (veggies wrapped in a whole wheat tortilla with ranch dressing)
- Burrito or Quesadilla (using a whole wheat flour or whole-corn tortilla)
- Stir-Fry (with brown rice)
- Hot Pasta Meal (using whole wheat noodles)
- Pasta Salad (using whole wheat pasta)
- Mexican Brown Rice Salad
- Casserole (with wild rice)
- Soup, Chili, or Stew (with whole wheat macaroni or barley)
- Snack (featuring whole wheat crackers and cheese)
- Side Dish (featuring quinoa or whole wheat dinner roll)
- Breakfast (featuring oatmeal or whole grain ready-to-eat breakfast cereals, such as whole grain cereal flakes or muesli)
- Vegetarian Meal (featuring beans and brown rice)
- One Pot Meal (featuring barley, veggies, and beans or meat in a slow cooker)

Adapted Source: USDA. (2013). Nutrition and wellness tips: Build a healthy plate with whole grains. Retrieved from http://bit.ly/2kYAavG.

Roasting or Baking
• Roasting or baking involves cooking meat, poultry, fish, or vegetables in the oven without any liquid and no cover on the cooking vessel. • When roasting or baking meat or poultry, remove all visible fat from poultry or beef. • Add appropriate seasonings and flavorings to replace flavor lost when fat is removed. Since salt penetrates meat only about an inch and retards browning, most recipes suggest adding salt at the end of cooking. Do not add salt unless the recipe calls for it. • If a meat thermometer is used, place it in the thickest part of the meat, away from bone or fat. • Place in the cooking dish/pan. Do not cover, and do not add any liquid for meat or poultry. Place meat on a rack when appropriate so fat will drain and hot air can circulate on all sides. • For meats, roast or bake following the recipe for the oven temperature until the food reaches the appropriate internal temperature (the temperature specified in the recipe). • Remove from the oven and serve. For large pieces of meat, like a turkey or a large roast, allow the meat to sit in a warm place for about 15 minutes before carving or slicing. This makes the meat firmer, juicier, and easier to slice. Meats should be sliced across the grain. • Hold cooked meat and poultry the correct way. If the meat or poultry will not be served immediately, it should be covered and kept in a warmer at the correct temperature or chilled in the refrigerator. Never hold a meat product at room temperature.

Sautéing

- Sautéing uses high heat and a small amount of fat to rapidly cook vegetables, meat, poultry, and fish. Searing and stir-frying are also sautéing techniques.
- Prepare the meat or poultry by making sure it is dry. If a marinade has been used, drain it thoroughly and pat the food dry. Food with a lot of moisture will steam rather than sauté.
- Add oil to the pan according to recipe. Measure the oil carefully.
- Heat the oil; add the meat, poultry, or fish. The meat, poultry, or fish pieces should be added to the pan in a single layer. If the pieces are touching, the product will steam, not sauté.
- Cook the meat by gently turning until browned on all sides and cooked evenly. Some recipes suggest that the cooked meat be removed from the pan and the remaining flavored juices be used to make a sauce. Follow the recipe.
- Sautéed meals should be cooked in batches just-in-time for service. Covering a sautéed food during holding causes it to steam, and the advantages of the sauté technique are lost. Serve immediately. Never hold a meat product at room temperature.

Braising and Stewing

- Braising and stewing are a combination of dry-heat and moist-heat cooking used for less tender cuts of meat. Braising is used for large cuts of meat. The same technique is called stewing when used for bite-sized pieces of meat, poultry, or fish.
- Trim fat and prepare meat according to the recipe.
- Sear the meat on all sides. Searing meat before braising or stewing adds color and flavor. Follow the recipe to use a small amount of oil or preferably, no oil. Brown the meat on all sides in a hot pan. For large pieces of meat, use a pan in the oven or a steam jacketed kettle. For smaller pieces, use a grill, or brown in a hot oven.
- Remove the meat from the pan and add any vegetables or seasonings called for in the recipe.
- Add the seared meat back to the cooking pan along with the liquid for cooking.
- Cover tightly and simmer until tender. Follow the recipe for the temperature and time for the equipment being used. Do not allow the liquid to boil. The size of the cut of meat and the kind of meat will also influence the cooking time. Braised or stewed meats are done when they are tender.
- Remove the meat from the cooking liquid. Some recipes suggest the cooking liquid be cooked an additional time to reduce the volume and concentrate the flavor. The cooking liquid may also be thickened with a roux.
- Hold cooked meat and poultry the correct way. If the meat, poultry, or fish will not be served immediately, it should be covered and kept in a warmer at the correct temperature or chilled in the refrigerator.

USDA CHILD AND ADULT CARE FOOD PROGRAM

Feeding Infants

This handout covers information about offering the CACFP to infants and claiming infant meals. The term *Program* refers to the following facility types: group child care centers, family day care homes and emergency shelters. Find this handout and more information on the New CACFP Meal Pattern webpage: https://dpi.wi.gov/community-nutrition/cacfp/new-cacfp-meal-pattern.

NEW New Requirements Effective October 1, 2017

Updated Infant Age Groups:

- Birth through 5 months
- 6 months through 11 months

Additional Infant Meal Pattern Changes:

- Meals are reimbursed when a mother breastfeeds on-site. This includes meals when an infant is only consuming breastmilk
- Yogurt and whole eggs are allowable meat alternates
- Ready-to-eat cereals may be served at snack
- Requires a vegetable or fruit, or both, be served at snack for infants 6 - 11 months old when developmentally ready
- Juice, cheese food or cheese spread are not allowable
- Parents/guardians may provide only **one** meal component

Offering Infant Meals

All infants enrolled in a CACFP Program must be offered meals that comply with the CACFP infant meal pattern requirements. A Program may not avoid this obligation by stating that the infant is not "enrolled" in the CACFP, or by citing logistical or cost barriers to offering infant meals.

Promote Breastfeeding

Support mothers who choose to breastfeed their infants by encouraging them to supply breastmilk while their infant is in care, and offer a quiet, private area that is comfortable and sanitary when they breastfeed on-site. For more information on how to promote breastfeeding, refer to the Ten Steps for Breastfeeding Friendly Child Care Centers resource kit.

Parent Provided Foods

Parents or guardians may provide only one of the meal components in the updated CACFP infant meal patterns.

Breastmilk or Formula Only

When the infant is only consuming breastmilk or infant formula, a parent/guardian may supply expressed breastmilk, a creditable infant formula, or directly breastfeed on-site and the meal will be reimbursable.

Consuming Solid Foods

When an infant is developmentally ready to consume solid foods and the parent/guardian chooses to supply expressed breastmilk, a creditable infant formula, or directly breastfeed on-site, then the **Program must provide all the other required meal components in order for the meal to be reimbursable.**

Alternatively, a parent/guardian may choose to provide a solid food component if the infant is developmentally ready to consume solid foods. In this situation, the **Program must provide all the other required meal components, including iron-fortified infant formula, in order for the meal to be reimbursable.**

Q&A

Why are parents/guardians no longer allowed to provide more than one of the meal components for infants in the updated infant meal patterns?

This change was made to help maintain the integrity of the CACFP and help ensure that Programs are not encouraging or requiring parents/guardians to supply the food in order to reduce costs.

Solid Foods (Complimentary Foods)

Introduction of Solid Foods

The updated infant age groups will help delay the introduction of solid foods until around 6 months of age as most infants are typically not physically developed to consume solid foods until this time. Six to 8 months of age is a critical window for introducing solid foods to infants. By 7 to 8 months of age, infants should be consuming solid foods from all food groups (vegetables, fruits, grains, protein foods, and dairy).

Developmentally Ready

Infants develop at different rates - meaning some infants may be ready to consume solid foods before 6 months of age and others may be ready after 6 months of age. **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.**

Summary of Component Changes

Component	Change
Vegetables and Fruits	A vegetable, fruit, or a combination of both must be served at **snack** for infants developmentally ready to accept them.
	Juice cannot be served to infants.
Grains	Ready-to-eat cereals can be served at snack for infants developmentally ready to accept them. Cereals must contain no more than 6 grams of sugar per dry ounce.
Meat and Meat Alternates	Yogurt and whole eggs can be served for infants developmentally ready to accept them. Yogurt must contain no more than 23 grams of sugar per 6 ounce.
	Cheese food or cheese spread cannot be served to infants.

Q&A

Are foods that are considered to be a major food allergen (milk, egg, fish, shellfish, tree nuts, peanuts, wheat, and soybeans), or foods that contain these major food allergens, allowed for infant meals?

Yes, foods that contain one or more of the major food allergens are appropriate for infants and can be part of a reimbursable meal. With this in mind, it is good practice to check with parents/guardians to learn about any concerns of possible allergies and their preference on how solid foods are introduced.

For More Information

Refer to USDA Policy Memo: CACFP 23-2016

Follow the Eating Habits of Infants

To claim a meal for an infant, all required components of that meal do not have to be served at the same time. As long as all the required food components are offered during a period of time that is considered the meal time, the meals may be claimed for reimbursement.

Updated Infant Age Groups

Breakfast Lunch and Supper	
Birth through 5 months	6 through 11 months
4-6 fl oz. breastmilk or formula	6-8 fl oz. breastmilk or formula; **and** 0-4 T infant cereal, meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; or 0-2 oz. of cheese; or 0-4 oz. (volume) of cottage cheese; or 0-4 oz. or ½ cup of yogurt; or a combination of the above; **and** 0-2 T vegetable or fruit, or a combination of both

Snack	
Birth through 5 months	6 through 11 months
4-6 fl oz. breastmilk or formula	2-4 fl oz. breastmilk or formula; **and** 0-½ slice bread; or 0-2 crackers; or 0-4 T infant cereal or ready-to-eat breakfast cereal; **and** 0-2 T vegetable or fruit, or a combination of both

Find the Community Nutrition Team here:

https://www.facebook.com/WisDPICommunityNutrition/

https://twitter.com/WisDPI_CNT

Wisconsin Department of Public Instruction

This institution is an equal opportunity provider.

CACFP Infant Meal Pattern

Infants develop at different rates - some infants may be ready to consume solid foods before 6 months of age and others may be ready after 6 months of age. **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.**

Breakfast / Lunch / Supper	
Birth through 5 months	**6 through 11 months**
4-6 fluid ounces breastmilk or iron fortified infant formula	6-8 fluid ounces breastmilk or iron fortified infant formula; **AND** 0-4 tablespoons iron fortified infant cereal, meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; OR 0-2 ounces of cheese; OR 0-4 ounces (volume) of cottage cheese; OR 0-4 ounces or ½ cup of yogurt; or a combination of the above; **AND** 0-2 tablespoons vegetable or fruit or a combination of both *(Juice cannot be served)*

Snack	
Birth through 5 months	**6 through 11 months**
4-6 fluid ounces breastmilk or iron fortified infant formula	2-4 fluid ounces breastmilk or iron fortified infant formula; **AND** 0-½ slice bread; OR 0-2 crackers; OR 0-4 tablespoons iron fortified infant cereal; OR ready-to-eat breakfast cereal; **AND** 0-2 tablespoons vegetable or fruit, or a combination of both *(Juice cannot be served)*

Additional Requirements

- Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months.
- Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- Grains must be whole grain-rich, enriched meal, or enriched flour.
- Breakfast cereals must contain no more than 6 grams of sugar per dry ounce

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

CACFP Infant Meal Form

Each month, complete this form for **every** enrolled infant

Month/Year: ___________

Offer CACFP to enrolled infants: Programs must offer to supply at least **one** type of iron-fortified infant formula and **all** foods to each enrolled infant. Parents/guardians may choose to:

- Decline offered formula and supply a different formula or breast milk, expressed or by breastfeeding on-site.
- Provide their own foods in place of program-provided foods.

Parents/guardians **cannot** be required to provide infant formula or foods.

Meal Components Chart: Mark in the *Parent Supplied* or *Program Supplied* column to indicate who provides component(s) the infant is currently eating

- When a new component is started or changes are made (i.e. infant switches from breastmilk to center-provided formula) record the date in the *Start Date* column

Meal Count: Record a meal or snack in after ALL components are offered and when:

- Program supplies all components
- Parent/guardian supplies only one component
    - o Ex. Parent supplies breast milk or formula and the Program supplies all other foods
    - o Ex. Breast milk is only component

** Mark who supplies formula if used to supplement breast milk*
*** Baby foods and/or table foods in the appropriate texture*

DO NOT RECORD A MEAL OR SNACK WHEN: Parent/guardian supplies more than one component

- Ex. Program supplies infant cereal and Parent supplies breast milk and fruits
- Ex. Program supplies formula and parent supplies all other foods

Infants Full Name: _________________________________

Birthdate: _________

Age: ______ months

Meal Components Chart			
Start Date	Meal Components	Parent Supplied	Program Supplied
	Breast Milk		
	Infant Formula*		
	Iron-Fortified Infant Cereal		
	Fruits/Vegetables**		
	Meats/Meat Alternates**		
	Grains		

Infants Full Name: _________________________________

Birthdate: _________

Age: ______ months

Meal Components Chart			
Start Date	Meal Components	Parent Supplied	Program Supplied
	Breast Milk		
	Infant Formula*		
	Iron-Fortified Infant Cereal		
	Fruits/Vegetables**		
	Meats/Meat Alternates**		
	Grains		

Infants Full Name: _________________________________

Birthdate: _________

Age: ______ months

Meal Components Chart			
Start Date	Meal Components	Parent Supplied	Program Supplied
	Breast Milk		
	Infant Formula*		
	Iron-Fortified Infant Cereal		
	Fruits/Vegetables**		
	Meats/Meat Alternates**		
	Grains		

Keep this form on file to support the monthly claim

CACFP Infant Meal Form

<u>Meal Components Chart:</u> Mark in the *Parent Supplied* or *Program Supplied* column to indicate who provides component(s) the infant is <u>currently</u> eating

- When a new component is started or changes are made (i.e. infant switches from breastmilk to center-provided formula) record the date in the *Start Date* column

<u>Meal Count:</u> Record a meal or snack in Minute Menu after ALL components are offered and when:

- Program supplies all components
- Parent/guardian supplies only one component
  - Ex. Parent supplies breast milk or formula and the Program supplies all other foods
  - Ex. Breast milk is only component

DO NOT RECORD A MEAL OR SNACK WHEN: Parent/guardian supplies <u>more than one</u> component

- Ex. Program supplies infant cereal and Parent supplies breast milk and fruits
- Ex. Program supplies formula and parent supplies all other foods

** Mark who supplies formula if used to supplement breast milk*
*** Baby foods and/or table foods in the appropriate texture*

Infants Full Name: ______________________________

Birthdate: __________

Age: ______ months

Meal Components Chart			
Start Date	Meal Components	Parent Supplied	Program Supplied
	Breast Milk		
	Infant Formula*		
	Iron-Fortified Infant Cereal		
	Fruits/Vegetables**		
	Meats/Meat Alternates**		
	Grains		

Infants Full Name: ______________________________

Birthdate: __________

Age: ______ months

Meal Components Chart			
Start Date	Meal Components	Parent Supplied	Program Supplied
	Breast Milk		
	Infant Formula*		
	Iron-Fortified Infant Cereal		
	Fruits/Vegetables**		
	Meats/Meat Alternates**		
	Grains		

Infants Full Name: ______________________________

Birthdate: __________

Age: ______ months

Meal Components Chart			
Start Date	Meal Components	Parent Supplied	Program Supplied
	Breast Milk		
	Infant Formula*		
	Iron-Fortified Infant Cereal		
	Fruits/Vegetables**		
	Meats/Meat Alternates**		
	Grains		

Infants Full Name: ______________________________

Birthdate: __________

Age: ______ months

Meal Components Chart			
Start Date	Meal Components	Parent Supplied	Program Supplied
	Breast Milk		
	Infant Formula*		
	Iron-Fortified Infant Cereal		
	Fruits/Vegetables**		
	Meats/Meat Alternates**		
	Grains		

Keep this form on file to support the monthly claim

Sugar in Yogurt and Cereal

YOGURT

- **CHART:** Use chart to determine if amount of sugar in yogurt is less than or equal to limit

Serving Size (OUNCES)	Serving Size (GRAMS)	Sugar Limit Sugars Cannot be More Than:
2.25 ounces	64 grams	8.5 grams
4 ounces (1/2 cup)	113 grams	15 grams
5.3 ounces	150 grams	20 grams
6 ounces (3/4 cup)	170 grams	23 grams
8 ounces (1 cup)	227 grams	30.5 grams

- **CALCULATION:** If yogurt serving size is not listed above, calculate sugar threshold by dividing the amount of sugar (in grams) by the serving size (in grams or ounces):

$$\frac{\text{Sugar } \textit{(grams)}}{\text{Serving Size } \textit{(grams or ounces)}} =$$

When yogurt is in GRAMS:
Number must be **0.135 or less**

When yogurt is in OUNCES:
Number must be **3.83 or less**

CEREAL

- **CALCULATION:** Calculate sugar threshold by dividing the amount of sugar (in grams) by the serving size (in grams):

$$\frac{\text{Sugar } \textit{(grams)}}{\text{Serving Size } \textit{(grams)}} =$$

Number must be **0.212 or less**