

# HORIZONS unlimited

Sponsor of the Child and Adult Care Food Program



The  
Child Care  
Food Program

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## 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, 2016—June 30, 2017 are:

| <b>Meal</b>  | <b>Tier 1</b> | <b>Tier 2</b> |
|--------------|---------------|---------------|
| Breakfast    | \$ 1.31       | \$ .48        |
| Lunch/Supper | \$ 2.46       | \$ 1.49       |
| Snacks       | \$ .73        | \$ .20        |

These rates are effective July 1, 2016 through June 30, 2017. The reimbursement rates are updated in July of each year based on a cost of living increase.

## WHAT ARE THE HOUSEHOLD SIZE AND INCOME GUIDELINES?

| <b>Household Size</b>            | <b>Annual Income Level</b><br>(effective July 1, 2016—June 30, 2017) |
|----------------------------------|--|
| 1                                | \$21,978   |
| 2                                | \$29,637   |
| 3                                | \$37,296   |
| 4                                | \$44,955   |
| 5                                | \$52,614   |
| 6                                | \$60,273   |
| 7                                | \$67,951   |
| 8                                | \$75,647   |
| each additional household member | \$7,696  |

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.

## HOW DO I KNOW WHAT TIER LEVEL I WILL BE?

## Introduction 3

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 enroll 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 also 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 household-size income statement along with 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. We will supply you with preaddressed envelopes.

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 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.

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

Participate annually in a training update.

Prepare meals and snacks which 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 that regulations are being met. All records must be on the premises and available for review. Failure to permit a visit will result in all meals being 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](mailto: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. KIDS 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 the meals their children receive if you are being reimbursed with CACFP funds (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 1% or skim milk to children 2 years of age and older.

When claiming meals on a major holiday record "holiday care provided" on your meal count or menu, in claim notes if using KIDS, or by e-mail to [horizons@bayland.net](mailto:horizons@bayland.net). These holidays include: 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 support.

Do an activity with the children so they will look forward to future visits.

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.horizonsunlimited.org](http://www.horizonsunlimited.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 KIDS 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 KIDS-an optional daycare 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.

When appropriate, do an activity with the children.

Offer support and guidance.



## CORRECTIVE ACTION PLANS

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### 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 Deficient 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.



# ALL CHILD CARE CHILDREN MUST BE ENROLLED IN THE 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 MMKIDS:

1. Login to your KIDS account.
2. Select 'child information'.
3. Select enroll child.
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.
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 **MMKIDS** 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 **MMKIDS**, 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 **MMKIDS**, the enrollment form provides a box to check for 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 the age limit is 15 years and under. 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.

## 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 60 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 the white copy to the Horizons Unlimited office, keep the yellow copy in your records, give the pink copy to the parent.

## 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](mailto: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, 2016—June 30, 2017) |
| 1                                | \$21,978                               |
| 2                                | \$29,637                               |
| 3                                | \$37,296                               |
| 4                                | \$44,955                               |
| 5                                | \$52,614                               |
| 6                                | \$60,273                               |
| 7                                | \$67,951                               |
| 8                                | \$75,647                               |
| each additional household member | \$7,696                                |

If you fall within this household size and income level, call 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.

## 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 home visit is done, the foods served at the meal are recorded on the home visit form. When your menu forms come into the office the menu recorded on the day of the home visit 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 home visit.

### 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?

Menus 15

Yes. A menu review letter will be filled out and sent to you letting you know the mistake and how many meals were disallowed. If you are using the KIDS program you can find the Claim Summary and Errors Report in Utilities and then click review claims. There is a copy of these letters in the Introduction section of this handbook.

## 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. KIDS 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 you disallow a meal and I feel Horizon made a mistake what should 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 KIDS program, you need to record this in your claim notes. This applies to New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, and Christmas Day.

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

Call us at 1-826-7292, or e-mail us at [horizons@bayland.net](mailto:horizons@bayland.net).

**When do I have to obtain a diet statement?**

Parents are informed of the meal pattern requirements when you give them a copy of the Menu Components Guideline. 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 for your use.

**Who should sign the diet statement?**

A recognized medical authority in charge of the child's health. Parental requests, either written or verbal, are not acceptable.

**What information should be included on the diet statement?**

Two things are required:

1. Whether the child has a disability or special nutritional or feeding need which restricts the diet;
2. The food or foods to be omitted from the child's diet, and the food or choice of foods that should be substituted.

**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 the yellow copy for your records, and give the pink copy to the parent for their records. If using the child enrollment form from the MMSKIDS 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 milk.

**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?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, describe the major life activities affected by the disability.  |  |
| <b>If the child is not disabled</b> , does the child have special nutritional or feeding needs? If yes, complete Part B of this form and have it <b>signed by a recognized medical authority</b> .<br>If the child does not require special meals, the parent can sign at the bottom and return the form to the provider. | <input type="checkbox"/> Yes <input type="checkbox"/> 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."<br>Cut up or chopped into bite size pieces:<br>Finely ground:<br>Pureed: <span style="float: right;"><input type="checkbox"/> ALL</span> |
| List any special equipment or utensils that are needed.   |
| Indicate any other comments about the child's eating or feeding patterns.   |

### PART C

|  |              |
|--|--------------|
| <b>Physician or Medical Authority's Signature:</b>       | <b>Date:</b> |
| Physician or Medical Authority's Printed Name and Phone: |              |
| <b>Parent's Signature:</b>                               | <b>Date:</b> |
| 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.<sup>23</sup>

**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. 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.

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; Accommodating Children with Special Needs; Guidance for School Food Service Staff, 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.

## Breakfast for children ages 1 - 12

### Select all three components

| Food Components  | Ages 1-2  | Ages 3-5  | Ages 6-12 <sup>1</sup>                                |
|--|---|---|---|
| <b>1 Milk, fluid</b><br>Low-fat (1%) or fat-free (skim) fluid milk must be served to children 2 years and older.   | 1/2 cup   | 3/4 cup   | 1 cup   |
| <b>1 Fruit/Vegetable</b><br>juice, <sup>2</sup> fruit and/or vegetable   | 1/4 cup   | 1/2 cup   | 1/2 cup   |
| <b>1 Grains/Bread<sup>3</sup></b><br>bread or<br>cornbread or biscuit or roll or muffin or<br>cold dry cereal or<br>hot cooked cereal or<br>pasta or noodles or grains | 1/2 slice<br>1/2 serving<br>1/4 cup<br>1/4 cup<br>1/4 cup | 1/2 slice<br>1/2 serving<br>1/3 cup<br>1/4 cup<br>1/4 cup | 1 slice<br>1 serving<br>3/4 cup<br>1/2 cup<br>1/2 cup |

<sup>1</sup> Children age 12 and older may be served larger portions based on their greater food needs.

<sup>2</sup> Fruit or vegetable juice must be full-strength.

<sup>3</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain, enriched, or fortified.



## Sample Breakfast Menu Ideas

Milk must be served with all breakfasts

Low-fat (1%) or fat-free (skim) fluid milk must be served to children 2 years and older.

|                                |                                    |   |
|--------------------------------|------------------------------------|---|
| orange wedges<br>oatmeal       | tomato juice<br>HM zucchini bread  | strawberries<br>pancakes                              |
| orange juice<br>corn muffin    | honeydew melon<br>coffee cake      | fruit cocktail in lite syrup<br>wheat toast           |
| vegetable juice<br>bagel       | hash browns<br>whole wheat toast   | hot applesauce with raisins<br>biscuit                |
| fresh peaches<br>cream of rice | kiwi<br>melba toast                | 100% tropical fruit juice<br>Ready to eat cold cereal |
| grapefruit<br>cinnamon toast   | mixed melon<br>French toast sticks | pineapple chunks<br>waffle                            |
| fresh pears<br>plain donuts    | red grapes<br>malt-o-meal          | warm mixed fruit cup<br>French toast                  |
| grapefruit<br>cinnamon toast   | grape juice<br>English muffin      | peaches<br>pumpkin muffin                             |
| bananas<br>Graham crackers     | pineapple juice<br>biscuit         | plum<br>apple muffin                                  |
| fruit cocktail<br>banana bread | green grapes<br>corn muffins       | apricots<br>cream of wheat                            |
| blueberries<br>rice pudding    | kiwi<br>grilled cheese sandwich    | watermelon<br>bran muffin                             |

# Lunch/Supper for children ages 1-12

## Select all four components

| Food Components   | Ages 1-2   | Ages 3-5   | Ages 6-12 <sup>1</sup>  |
|---|--|--|---|
| <b>1 Milk</b><br>Low-fat (1%) or fat-free (skim) fluid milk must be served to children 2 years and older.   | 1/2 cup  | 3/4 cup  | 1 cup   |
| <b>2 Fruits/Vegetables</b><br>juice, <sup>2</sup> fruit and/or vegetable  | 1/4 cup  | 1/2 cup  | 3/4 cup   |
| <b>1 Grain/Bread<sup>3</sup></b><br>bread or<br>cornbread or biscuit or roll or muffin or<br>cold dry cereal or<br>hot cooked cereal or<br>pasta or noodles or grains   | 1/2 slice<br>1/2 serving<br>1/4 cup<br>1/4 cup<br>1/4 cup                    | 1/2 slice<br>1/2 serving<br>1/3 cup<br>1/4 cup<br>1/4 cup                                | 1 slice<br>1 serving<br>3/4 cup<br>1/2 cup<br>1/2 cup                       |
| <b>1 Meat/Meat Alternate</b> meat<br>or poultry or fish <sup>4</sup> or<br>alternate protein product or<br>cheese or<br>egg or<br>cooked dry beans or peas or<br>peanut or other nut or seed butters or<br>nuts and/or seeds <sup>5</sup> or<br>yogurt <sup>6</sup> | 1 oz.<br>1 oz.<br>1 oz.<br>1/2 egg<br>1/4 cup<br>2 Tbsp.<br>1/2 oz.<br>4 oz. | 1 1/2 oz.<br>1 1/2 oz.<br>1 1/2 oz.<br>3/4 egg<br>3/8 cup<br>3 Tbsp.<br>3/4 oz.<br>6 oz. | 2 oz.<br>2 oz.<br>2 oz.<br>1 egg<br>1/2 cup<br>4<br>Tbsp.<br>1 oz.<br>8 oz. |

Children age 12 and older may be served larger portions based on their greater food needs.

<sup>2</sup> Fruit or vegetable juice must be full-strength.

<sup>3</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain, enriched, or fortified.

<sup>4</sup> A serving of cooked lean meat, poultry or fish consists only of the edible portion.

<sup>5</sup> Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.

<sup>6</sup> Yogurt may be plain or flavored, unsweetened or sweetened.

**LUNCH AND SUPPER MENU IDEAS**

all meals must include milk

Low-fat (1%) or fat-free (skim) fluid milk must be served to children 2 years and older.

|                        |                           |                         |
|------------------------|---------------------------|-------------------------|
| meatballs              | chicken drumstick         | tuna sandwich           |
| melon chunks           | tossed salad              | bean soup               |
| green beans            | potato wedge              | apple chunks            |
| rice                   | French bread              | ww bread                |
| baked fish             | sloppy toms (turkey)      | HM chili with hamburger |
| celery & carrot sticks | corn                      | kidney beans            |
| red grapes             | kiwi                      | orange slices           |
| corn bread             | bun                       | crackers                |
| egg salad              | taco salad with hamburger | HM chicken soup         |
| apricots               | lettuce                   | carrots                 |
| steamed broccoli       | watermelon                | pineapple               |
| rye bread              | taco shell                | bread                   |
| shredded beef sandwich | CN chicken nuggets        | ham                     |
| baked beans            | cole slaw                 | scalloped potatoes      |
| peas                   | fruit kabobs              | spinach                 |
| bun                    | biscuit                   | roll                    |
| CN corn dog            | pork chops                | HM beef stew            |
| French fries           | mashed potatoes           | carrots                 |
| peaches                | green beans               | apples                  |
| breeding               | rye bread                 | crackers                |
| creamed chicken        | HM fish sticks            | HM beef burrito         |
| peas                   | baked squash              | pinto beans             |
| strawberries           | fruit cup                 | bananas in jello        |
| biscuits               | bread                     | tortilla                |
| hamburger              | peanut butter/yogurt      | chicken salad           |
| tater tots             | banana                    | carrot sticks           |
| applesauce             | raw veggies               | peaches                 |
| bun                    | bread                     | cracker                 |

## Snacks for children ages 1-12

### Select 2 of the 4 components

| Food Components   | Ages 1-2  | Ages 3-5  | Ages 6-12 <sup>1</sup>  |
|---|---|---|---|
| <b>Milk</b><br>Low-fat (1%) or fat-free (skim) fluid milk must be served to children 2 years and older.   | 1/2 cup   | 1/2 cup   | 1 cup   |
| <b>Fruits/Vegetables</b><br>juice, <sup>2</sup> fruit and/or vegetable  | 1/2 cup   | 1/2 cup   | 3/4 cup   |
| <b>Grain/Bread<sup>3</sup></b><br>bread or<br>cornbread or biscuit or roll or muffin or<br>cold dry cereal or<br>hot cooked cereal or<br>pasta or noodles or grains   | 1/2 slice<br>1/2 serving<br>1/4 cup<br>1/4 cup<br>1/4 cup                       | 1/2 slice<br>1/2 serving<br>1/4 cup<br>1/4 cup<br>1/4 cup                       | 1 slice<br>1 serving<br>3/4 cup<br>1/2 cup<br>1/2 cup                   |
| <b>Meat/Meat Alternate</b><br>meat or poultry or fish <sup>4</sup> or<br>alternate protein product or<br>cheese or<br>egg or<br>cooked dry beans or peas or<br>peanut or other nut or seed butters or<br>nuts and/or seeds <sup>5</sup> or<br>yogurt <sup>6</sup> | 1/2 oz.<br>1/2 oz.<br>1/2 oz.<br>1/2 egg<br>1/8 cup<br>1 Tbsp<br>1/2 oz<br>2 oz | 1/2 oz.<br>1/2 oz.<br>1/2 oz.<br>1/2 egg<br>1/8 cup<br>1 Tbsp<br>1/2 oz<br>2 oz | 1 oz.<br>1 oz.<br>1 oz.<br>1/2 egg<br>1/4 cup<br>2 Tbsp<br>1 oz<br>4 oz |

<sup>1</sup> Children age 12 and older may be served larger portions based on their greater food needs.

<sup>2</sup> Fruit or vegetable juice must be full-strength.

<sup>3</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain, enriched, or fortified.

<sup>4</sup> A serving of cooked lean meat, poultry or fish consists only of the edible portion.

<sup>5</sup> Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.

<sup>6</sup> Yogurt may be plain or flavored, unsweetened or sweetened.

### Snack Menu Ideas

Milk and juice cannot be served as a complete snack. Both are liquid.

A fruit or vegetable cannot be served with a juice as a complete snack. Both are from the same food group.

Low-fat (1%) or fat-free (skim) fluid milk must be served to children 2 years and older.

pumpkin bread  
applesauce

cheese curds  
apple slices

mozzarella sticks  
tomato sauce

Cheerios  
banana

peanut butter  
ww toast

bread sticks  
melon chunks

graham crackers  
tomato juice

taco shell  
lettuce and tomato

hard boiled egg  
orange juice

bagel  
apple cider

baked potato  
cheese

chicken wings  
watermelon

gingerbread  
applesauce

HM rice pudding  
milk

rice cakes  
peanut butter

tortilla  
bean dip

cocoa with milk  
animal crackers

cereal snack mix  
peaches

toasted bagel  
apple juice

pocket bread  
tuna filling

vegetable sticks  
cottage cheese dip

graham crackers  
pears

bananas in jello  
crackers

cookies  
milk

waffle  
strawberries

string cheese  
frozen grapes

oven fries  
cheese

bread stick  
tomato sauce

apple slice  
peanut butter

cottage cheese  
pears

# CACFP Meal Pattern for Children 1-12 years of age

| <b>BREAKFAST</b>   | <b>AGES 1-2</b>   | <b>AGES 3-5</b>  | <b>AGES 6-12</b>   |
|--|---|--|--|
| <b>1 Milk</b> , Low-fat (1%) or fat-free (skim) fluid<br>milk must be served to children 2 years and older.  | 1/2 cup   | 3/4 cup  | 1 cup  |
| <b>1 Juice, Fruit, or Vegetable</b>  | 1/4 cup   | 1/2 cup  | 1/2 cup  |
| <b>1 Grains/Breads</b><br>bread or<br>cornbread, biscuit, roll, muffin or<br>cold dry cereal or<br>hot cooked cereal or<br>pasta, noodles, grains  | 1/2 slice<br>1/2 serving<br>1/4 cup<br>1/4 cup<br>1/4 cup                       | 1/2 slice<br>1/2 serving<br>1/3 cup<br>1/4 cup<br>1/4 cup                                | 1 slice<br>1 serving<br>3/4 cup<br>1/2 cup<br>1/2 cup                    |
| <b>LUNCH OR SUPPER</b>   |   |  |  |
| <b>1 Milk</b> , Low-fat (1%) or fat-free (skim) fluid<br>milk must be served to children 2 years and older.  | 1/2 cup   | 3/4 cup  | 1 cup  |
| <b>2 Fruits/Vegetables</b><br>juice, fruit and/or vegetable  | 1/4 cup   | 1/2 cup  | 3/4 cup  |
| <b>1 Grain/Bread</b><br>bread or<br>cornbread or biscuit or roll or muffin or<br>cold dry cereal or<br>hot cooked cereal or<br>pasta or noodles or grains  | 1/2 slice<br>1/2 serving<br>1/4 cup<br>1/4 cup<br>1/4 cup                       | 1/2 slice<br>1/2 serving<br>1/3 cup<br>1/4 cup<br>1/4 cup                                | 1 slice<br>1 serving<br>3/4 cup<br>1/2 cup<br>1/2 cup                    |
| <b>1 Meat/Meat Alternate</b> meat<br>or poultry or fish or<br>alternate protein product or<br>cheese or<br>egg or<br>cooked dry beans or peas or<br>peanut or other nut or seed butters or<br>nuts and/or seeds or<br>yogurt | 1 oz.<br>1 oz.<br>1 oz.<br>1/2 egg<br>1/4 cup<br>2 Tbsp.<br>1/2 oz.<br>4 oz.    | 1 1/2 oz.<br>1 1/2 oz.<br>1 1/2 oz.<br>3/4 egg<br>3/8 cup<br>3 Tbsp.<br>3/4 oz.<br>6 oz. | 2 oz.<br>2 oz.<br>2 oz.<br>1 egg<br>1/2 cup<br>4 Tbsp.<br>1 oz.<br>8 oz. |
| <b>SNACK Select 2 of the 4 components</b>  |   |  |  |
| <b>Milk, Milk</b> , Low-fat (1%) or fat-free (skim) fluid<br>milk must be served to children 2 years and older.  | 1/2 cup   | 1/2 cup  | 1 cup  |
| <b>Fruits/Vegetables</b><br>juice, fruit and/or vegetable  | 1/2 cup   | 1/2 cup  | 3/4 cup  |
| <b>Grain/Bread</b><br>bread or<br>cornbread or biscuit or roll or muffin or<br>cold dry cereal or<br>hot cooked cereal or<br>pasta or noodles or grains  | 1/2 slice<br>1/2 serving<br>1/4 cup<br>1/4 cup<br>1/4 cup                       | 1/2 slice<br>1/2 serving<br>1/4 cup<br>1/4 cup<br>1/4 cup                                | 1 slice<br>1 serving<br>3/4 cup<br>1/2 cup<br>1/2 cup                    |
| <b>Meat/Meat Alternate</b><br>meat or poultry or fish or<br>alternate protein product or<br>cheese or<br>egg or<br>cooked dry beans or peas or<br>peanut or other nut or seed butters or<br>nuts and/or seeds or<br>yogurt   | 1/2 oz.<br>1/2 oz.<br>1/2 oz.<br>1/2 egg<br>1/8 cup<br>1 Tbsp<br>1/2 oz<br>2 oz | 1/2 oz.<br>1/2 oz.<br>1/2 oz.<br>1/2 egg<br>1/8 cup<br>1 Tbsp<br>1/2 oz<br>2 oz          | 1 oz.<br>1 oz.<br>1 oz.<br>1/2 egg<br>1/4 cup<br>2 Tbsp<br>1 oz<br>4 oz  |

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

### How do I fill out this form?

In the box titled enrolled children, list the children you serve that month and their ages. 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?

This was done intentionally. Some letters closely resemble others so they were not used. 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.



## **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 a time sheet listing the days and times worked on the days two people are required to meet child/staff ratios. Mail the time sheets with your claim to Horizons office. A time sheet is included in this section which you may copy and use.

## **How often do I fill out the meal count form?**

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 KIDS program must be recorded daily as well. Your field representative will have to disallow any days that are not recorded at a home visit. 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.

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

Ink is best in a black or blue color. You should not use a pencil. Brightly colored inks are very hard to read and should be avoided.

## **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. Daily recording should eliminate this problem.

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

Yes. A menu review letter will be filled out and 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. A sample of this letter is in Section I.

### **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 4<sup>th</sup>, Labor Day, Thanksgiving and Christmas Day. If using the KIDS program, use claim notes to let us know you did holiday care.

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

Only those you are claiming should be recorded on the white 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 the KIDS program all meals served may be recorded and the program will automatically submit only the reimbursable meals.

### **If I am eligible to claim my own children, should I list all the meals they eat?**

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.

## Provider and Staff Timesheet

**(use of the DCF attendance record with staff times is preferred)**

*Each person included in the child-staff ratio (including the provider) must fill out this form.*

*Only fill in the days when more than one person is needed to meet child-staff ratios.*

**For Provider (#):** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **MONTH/YEAR** \_\_\_\_\_

**I verify my hours are true and correct:** \_\_\_\_\_  
(signature)

| Date | Actual Time in and Time Out | Total Hours |
|------|-----------------------------|-------------|
| 1    |                             |             |
| 2    |                             |             |
| 3    |                             |             |
| 4    |                             |             |
| 5    |                             |             |
| 6    |                             |             |
| 7    |                             |             |
| 8    |                             |             |
| 9    |                             |             |
| 10   |                             |             |
| 11   |                             |             |
| 12   |                             |             |
| 13   |                             |             |
| 14   |                             |             |
| 15   |                             |             |
| 16   |                             |             |
| 17   |                             |             |
| 18   |                             |             |
| 19   |                             |             |
| 20   |                             |             |
| 21   |                             |             |
| 22   |                             |             |
| 23   |                             |             |
| 24   |                             |             |
| 25   |                             |             |
| 26   |                             |             |
| 27   |                             |             |
| 28   |                             |             |
| 29   |                             |             |
| 30   |                             |             |
| 31   |                             |             |

## 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.



# Milk

In the CACFP, “milk” means pasteurized fluid milk. Milk must be fortified with vitamins A and D at levels specified by FDA, and must be consistent with State and local standards.

Milk supplies:

Calcium  
Protein

Riboflavin  
Vitamins A and D

Different flavors of milk may be offered as choices, however, frequent servings of flavored milk is discouraged because of the high sugar content.

You may use additional milk (fluid, evaporated, or nonfat dry) in preparing soups, pudding, baked products, and other dishes; however, you **cannot** credit this milk to meet the milk requirement.

**Low-fat (1%) or fat-free (skim) fluid milk must be served to children 2 years and older. Children 1 year of age can have any fat content milk.**

## Breakfast

Milk is required at breakfast. You may serve the fluid milk as a beverage, on cereal, or both.

## Lunch and Supper

Milk is required at lunch and supper. The fluid milk must be served as a beverage.

## Snacks

Milk is an option at snacks. If you choose to serve milk at snack, you may serve the fluid milk as a beverage, on cereal, or both.



# MILK

## Creditable

All milk served to children 2 and older just be low-fat (1%) or non-fat (skim)

Whole milk,  
flavored or unflavored  
1 year olds only

Reduced fat milk (2%)  
flavored or unflavored  
1 year olds only

Low –fat milk  
Flavored or unflavored

Skim milk (non-fat),  
flavored or unflavored

Cultured buttermilk  
flavored or unflavored

Lactose-reduced milk,  
flavored or unflavored

Lactose-free milk,  
Flavored or unflavored

Acidified milk

Hot Chocolate or Cocoa  
if made with fluid milk

Milkshakes made with fluid milk

## Non-creditable

Cocoa mix made with water

Cream cheese

Cream soups

Cream sauces

Cream, whipping and sour

Custard

Evaporated milk

Half & Half

Ice Cream and Ice Milk  
commercial or homemade

Imitation milk

Nonfat dry milk

Pudding

Pudding Pops

Sherbet

Tapioca

Yogurt (creditable as a meat alternate)

**(This list is not all inclusive only a sample)**

# Meat and Meat Alternates

Meat and meat alternates provide:

Protein

Iron

B vitamins

Thiamin

Riboflavin

Niacin



The meat or meat alternate used for lunch or supper must be served in the main dish or in the main dish and one other menu item.

A serving of a finished food served as part of a meal must contribute a minimum of 0.25 ounces of meat or meat alternate to be eligible to count towards the meat/meat alternate requirement.

A serving of cooked meat is understood to be lean meat without bone.

A serving of cooked fresh/frozen poultry includes boneless meat and skin.

A serving of yogurt includes plain or flavored.

## Breakfast

A meat or meat alternate is not required at breakfast. To improve children's overall intake, you should include a meat or meat alternate on occasion. It does not need to be recorded on your menus.

## Lunch and Supper

A meat or meat alternate is necessary at these meals. Portion sizes vary according to the protein source you select. Refer to the "Menu Component and Portion Guideline" or the "Does It Count" section of this handbook for further reference.

## Snacks

You may use a serving of meat/meat alternate as one of the components of a snack. Young children enjoy pieces of cheese, peanut butter on bread or crackers, meat and other protein-rich foods at snack time. Snacks provide excellent opportunities for introducing unfamiliar meats or meat alternates to young children.

# Meat and Meat Alternates

## Creditable

Beef

Canadian & Turkey Bacon

Canned Soups, See *Does It Count Section* for credibility and portion sizes

Cheese, See *Does It Count Section* or credibility and portion sizes

Cheese Food and Cheese Spread, See *Does It Count Section* for credibility and portion sizes

Corn Dogs, CN label required

Eggs

Fish

Fish Sticks, CN label required

Frankfurters, beef, pork, turkey (cannot contain byproducts, cereals, binders or extenders)

Legumes such as split peas, pinto beans, kidney beans, refried beans etc.

Luncheon Meats for 1-12 year olds

Nuts and Seeds

Peanut butter and other nut butters

Pork

Poultry

Seafood

Yogurt, plain or flavored, commercially prepared

## Non-creditable

Acorns

Baco-bits

Bacon: pork

Chestnuts

Coconut

Cream Cheese

Fat Back

Frozen Yogurt

Home Canned Meats

Neufchatel Cheese

Pigs Feet, Tails, Ears

Powdered Cheese

Processed cheese products, i.e. imitation cheese, such as Velveeta Cheese

Shelf-stable Meats such as:  
Smoked Meat/Poultry sticks  
Summer sausage  
Meat/poultry/seafood jerky  
Pepperoni Sticks

Surimi (imitation seafood)

Wild Game including Venison, unless USDA inspected and approved

Yogurt covered fruit and nuts

(This list is not all inclusive only a sample)

# PROTEIN SOURCES

When using the following main dish items as the only protein source for a lunch or supper meal, it is often difficult to provide the required quantity of meat/meat alternate and still have an appealing dish:

Spaghetti and Meat Sauce  
Fish Sticks  
Casseroles with ground beef,  
chicken or turkey

Beef or Chicken Soup  
Mac and Cheese  
Peanut Butter Sandwich

Tuna Casserole  
Grilled Cheese  
Creamed Chicken

To supply a second source of protein in the meal and bring the amount of meat/meat alternate provided up to the required amount, try one of the following dishes or additions:

## ADDITIONS TO THE DISH:

Ham or frankfurter chunks in macaroni-and-cheese.  
Legumes like beans, peas, or lentils in the beef or chicken soup.  
Cheese chunks, diced hard-boiled eggs, garbanzo beans in salad.

## SUGGESTIONS FOR ADDITIONAL PROTEINS:

Kidney Bean Salad  
Fruit with Cottage Cheese  
Cheese Chunks  
Baked Beans  
Three Bean Salad  
Deviled Egg

Hard Boiled Egg  
Pea Salad  
Fruit & Cheese Kabobs  
Yogurt  
Bean Dip

## SOME SUGGESTIONS FOR PROTEIN COMBINATIONS:

Fish Sticks and peanut butter on bread  
Beef-Vegetable Soup with Navy Beans  
Peanut Butter Sandwich and Fruit/Cheese Kabobs  
Tuna Casserole with Pea Salad  
Spaghetti and Meat Sauce with Cottage Cheese  
Mac & Cheese with Yogurt

# ALTERNATE PROTEIN PRODUCTS

## A. What are the criteria for alternate protein products used in the Child and Adult Care Food Program?

1. An alternate protein product used in meals planned under the provisions in Sec. 226.20 must meet all of the criteria in this section.
2. An alternate protein product whether used alone or in combination with meat or meat alternate must meet the following criteria:
  - a. The alternate protein product must be processed so that some portion of the non-protein constituents of the food is removed. These alternate protein products must be safe and suitable edible products produced from plant or animal sources.
  - b. The biological quality of the protein in the alternate protein product must be at least 80 percent that of casein, determined by performing a Protein Digestibility Corrected Amino Acid Score (PDCAAS).
  - c. The alternate protein product must contain at least 18 percent protein by weight when fully hydrated or formulated. ("When hydrated or formulated" refers to a dry alternate protein product and the amount of water, fat, oil, colors, flavors or any other substances which have been added).
  - d. Manufacturers supplying an alternate protein product to participating schools or institutions must provide documentation that the product meets the criteria in paragraphs A.2. through c of this appendix.
  - e. Manufacturers should provide information on the percent protein contained in the dry alternate protein product and on an as prepared basis.
  - f. For an alternate protein product mix, manufacturers should provide information on:
    - (1) The amount by weight of dry alternate protein product in the package;
    - (2) Hydration instructions; and
    - (3) Instructions on how to combine the mix with meat or other meat alternates.

## B. How are alternate protein products used in the Child and Adult Care Food Program?

1. Schools, institutions, and service institutions may use alternate protein products to fulfill all or part of the meat/meat alternate component discussed in Sec. 226.20.
2. The following terms and conditions apply:
  - a. The alternate protein product may be used alone or in combination with other food ingredients. Examples of combination items are beef patties, beef crumbles, pizza topping, meat loaf, meat sauce, taco filling, burritos, and tuna salad.
  - b. Alternate protein products may be used in the dry form (nonhydrated), partially hydrated or fully hydrated form. The moisture content of the fully hydrated alternate protein product (if prepared from a dry concentrated form) must be such that the mixture will have a minimum of 18 percent protein by weight or equivalent amount for the dry or partially hydrated form (based on the level that would be provided if the product were fully hydrated).

## C. How are commercially prepared products used in the Child and Adult Care Food Program?

Schools, institutions, and service institutions may use commercially prepared meat or meat alternate product combined with alternate protein products or use a commercially prepared product that contains only alternate protein products.

# Using Commercial Combination Food Products in the Child and Adult Care Food Program (CACFP)

A commercially prepared combination food product may be credited to the CACFP menu pattern only if the product's composition is known and documented by the manufacturer. Acceptable forms of documentation include the Child Nutrition (CN) label or a product analysis sheet. Without documented proof of a product's composition, the food may not be credited to the CACFP menu pattern. This is because the amounts of each menu component (meat, bread, vegetable, etc.) in the product are not specified by the manufacturer.

## What is a "Commercial Combination Food Product"?

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. There are many more. For example:

| <b>Combination Food Product</b> | <b>This Product Combines...</b>          |
|---------------------------------|--|
| Cheese & Sausage Pizza          | Bread (crust) and Meat (cheese, sausage) |
| Corn dogs                       | Bread (breading) and Meat (hot dog)      |
| Chicken Nuggets, Tenders        | Bread (breading) and Meat (chicken)      |
| Beef Ravioli (frozen)           | Bread (pasta) and Meat (beef filling)    |
| Vegetable Beef Stew             | Vegetable (vegetables) and Meat (beef)   |
| Fish Sticks, Fillets            | Bread (breading) and Meat (fish)         |

## What your sponsoring agency will do:

- Provide you with information about this policy.
- Answer any questions you have.
- Monitor your compliance with this policy at home visits.

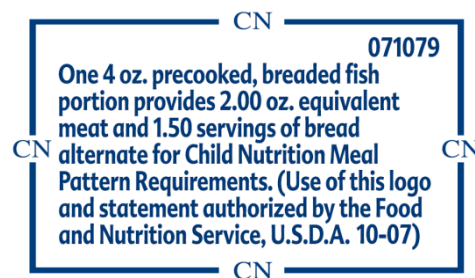
# Child Nutrition (CN) Labels and Product Formulation Sheets

## CN Labels

The USDA Food and Nutrition Service (FNS) administers the Child Nutrition (CN) labeling program for food companies. The CN label states a product's contribution toward the CACFP meal pattern requirements. CN labeled products, such as pizza and breaded meat and poultry products, are usually packaged in bulk quantities for food service operations. They are seldom available in typical food stores.

The CN label includes:

- statement of the product's contribution toward meal pattern requirements
- 6-digit product identification number
- statement specifying that the use of the CN label was authorized by FNS
- month and year of approval



A CN label on a product does not mean that the food provides an entire serving of a meal component. When using CN-labeled products, be sure to meet CACFP portion requirements.

## Product Formulation Statement

Some food manufacturers who do not participate in the CN labeling program may still be able to provide analysis sheets that specify the composition of their products. A combination food may be credited when a product analysis sheet is on file. It must include a statement of the amount of cooked lean meat/meat alternate, grain/bread, and/or fruit/vegetable components in each serving of the food. This sheet must be signed by an official of the manufacturer (not a salesperson).

## Important Reminder:

A commercial combination food product for which a CN label or product formulation statement has not been obtained, may not be credited toward the CACFP menu pattern. It is non-creditable.

## **What you need to do:**

For any commercial, combination food product you serve at a CACFP meal or snack, make sure you have acceptable documentation: CN label from the package or a product analysis sheet from the manufacturer if that specific product.

If you obtain documentation for a product that is not on the approved list, keep it on file in your home and send a copy to Horizons office.

## **Questions?**

Your food program sponsor is committed to helping you understand this policy. Do not hesitate to contact them with your questions.





# Fruits and Vegetables

Fruits and vegetables provide:

Vitamins A and C

Iron

Fiber

Fruits and vegetables are easy to prepare, good to eat, and practical to serve. Be sure to offer a variety of these foods frequently. Remember, fresh is best. When you use canned fruits, select ones that are packed in fruit juice, water, or a light syrup.

## Breakfast

A serving of a fruit, vegetable, or full-strength fruit or vegetable juice is required. Breakfast is an excellent time to serve vitamin C foods. You can also serve dried fruit. Dried apricots, raisins, and prunes provide variety in menus and are also valuable sources of iron.

## Lunch and Supper

You must serve at least two different vegetables or fruits. Full-strength fruit or vegetable juice may be used to meet one of the components. You may count cooked dry beans or peas as a vegetable or as a meat alternate, but not as both in the same meal. Fruit cocktail or mixed vegetables will only count as one of the components.

## Snacks

This is a good time to introduce new vegetables and fruits to children. Remember, if you serve fruit or vegetable juice for the snack, you cannot serve milk as the only other component.

Small amount (less than 1/8 cup) of fruits and vegetables used for flavorings or as optional ingredients, such as garnishes, should not be counted to meet the fruit/vegetable requirement. These small amounts are generally not controlled and no determination can be made of the contribution to the meal.

# FRUITS AND VEGETABLES

## Creditable

Alfalfa or Bean Sprouts  
Apples  
Apricots  
Asparagus  
Avocados  
Bananas  
Beans  
Berries  
Broccoli  
Cabbage  
Carrots  
Cauliflower  
Celery  
Cherries  
Corn  
Cranberries  
Dates  
Dried fruits and vegetables  
Fruit pie fillings  
Fruit Sauce (apple, rhubarb, etc)  
Grapefruit  
Grapes  
Homemade Fruit-sicles  
Juice - 100% fruit or vegetable  
Kiwi  
Legumes  
Mixed fruits and vegetables  
(count as one component)  
Mushrooms  
Oranges  
Parsnips  
Peaches

Pears  
Peas  
Peppers (green, red, yellow)  
Pineapple  
Potatoes  
Salad Greens  
Spinach  
Squash  
Sweet Potatoes  
Tomatoes  
Tomato paste, puree, sauce

## Non-Creditable

Banana Chips  
Catsup  
Chili Sauce  
Coconut  
Corn Chips  
Fruit Punch  
Fruit Roll-ups (incl. fruit leather)  
Home canned products  
(for safety reasons)  
Jams and Jellies  
Jello and Knox Blox  
Lemonade  
Pickle relish  
Potato Chips  
Pop Tart filling  
Popsicles, commercial  
Tang  
Vegetables used for seasoning  
(celery, onions, mushrooms, etc)  
**(This list is not all-inclusive only a sample)**

## WHY IT IS IMPORTANT TO EAT A VARIETY OF FRUITS AND VEGETABLES

Fruits and vegetables provide vitamins A and C, fiber, riboflavin, niacin and iron to our diets. Unfortunately, the best sources of these nutrients with the exception of fiber, are not corn, peas, or green beans. The richest sources of most of these nutrients are the dark green and deep-yellow choices.

- \* Vitamin A:** Helps keep skin smooth and helps us see at night. Dark orange and dark green leafy vegetables are rich sources of Vitamin A. Mother Nature puts vitamin A in the very colorful fruits and vegetables such as apricots, broccoli, carrots, greens, papaya, peaches, pumpkin, spinach, sweet potatoes, squash and vegetable juices.
- \* Vitamin C:** Helps tissue heal. Found in citrus fruits and juices and also in vegetables such as berries, broccoli, brussel sprouts, cabbage, cauliflower, grapefruit, oranges, pineapple, potatoes, spinach and tomatoes.
- \* Fiber:** Aids in preventing constipation and colon cancer. Fiber is found in both raw and cooked fruits and vegetables.
- \* Iron:** Carries oxygen in the blood and builds red blood cells. Iron is found in such foods as dried fruits, green leafy vegetables, legumes and raisins

|  |
|--|
| <p><b>VEGETABLES AND FRUITS THAT PROVIDE GOOD SOURCES OF VITAMINS A and C and IRON</b></p> |
|--|

**VITAMIN A**

**VEGETABLES**

Asparagus  
 Broccoli  
 Carrots  
 Chili Peppers (red)  
 Kale  
 Mixed Vegetables  
 Peas and Carrots  
 Pumpkin  
 Spinach  
 Squash, Winter  
 Sweet Potatoes  
 Tomatoes  
 Tomato Juice  
 Tomato paste/sauce/puree  
 Turnip Greens

**FRUITS**

Apricots  
 Cantaloupe  
 Cherries, red sour  
 Mandarin Oranges  
 Nectarines  
 Papaya  
 Peaches  
 Plums, purple  
 Prunes  
 Tangerines  
 Vegetable Juices

**VITAMIN C**

**VEGETABLES**

Asparagus  
 Broccoli  
 Brussels Sprouts  
 Cabbage, red & green  
 Cauliflower  
 Chili Peppers  
 Green Peppers  
 Kale  
 Peas  
 Potatoes, white  
 Rutabaga  
 Spinach  
 Sweet Potatoes  
 Tomatoes  
 Tomato paste/sauce/puree  
 Turnips

**FRUITS**

Apple Blueberries  
 Cantaloupe  
 Grapefruit & juice  
 Guava  
 Honeydew Melon  
 Kiwi  
 Mandarin Oranges  
 Oranges & juice  
 Papaya  
 Pineapple  
 Raspberries  
 Strawberries  
 Tangerines

**IRON**

**VEGETABLES**

Asparagus  
 Beans, green, wax, lima  
 Broccoli  
 Brussels Sprouts  
 Dark Green Leafy Veggies  
 Beet greens  
 Collards  
 Kale Spinach  
 Turnip greens  
 Peas  
 Squash  
 Sweet Potatoes  
 Tomatoes, canned  
 Tomato Juice  
 Tomato paste/sauce/puree

**FRUITS**

Apples  
 Blueberries  
 Dried Fruits  
 Figs  
 Plums, purple  
 Raisins  
 Raspberries  
 Rhubarb  
 Strawberries

# GRAINS/BREADS

To be credited on the CACFP grains and breads must meet the following criteria.



- ▶ The product must be enriched or whole-grain or made from enriched or whole-grain meal and/or flour. Bran and germ are credited the same as enriched or whole-grain meal or flour.
- ▶ Cereals must be whole-grain, enriched, or fortified.
- ▶ Provided in specified quantities for that product.
- ▶ One-quarter (1/4) of a serving is the smallest amount allowed to be credited toward the minimum quantities of grains/breads.

Enriched or whole-grain bread and cereals provide B-vitamins, minerals (especially iron) and protein. Whole grain products supply additional vitamins, as well as dietary fiber and a variety of taste and texture.

## BREAKFAST

You must serve a bread, an acceptable bread product, or cereal. To meet the requirement, you may also use a combination of bread and cereal. Remember that the meal patterns specify a different serving size for hot cooked cereals than for cold dry cereals.

## LUNCH and SUPPER

You must serve bread or an acceptable bread product. A serving of enriched or whole-grain product such as enriched macaroni, rice, noodles, spaghetti, corn grits, or bulgar also meet this requirement.

## SNACK

You may choose to serve bread, cereal, or an acceptable bread product. Refer to the “Does It Count” section for information for determining creditability.

# GRAINS/BREADS

## Creditable

Bagels  
Biscuits  
Breads-enriched or whole wheat flour  
Breeding and/or batter on meat products\*  
Bread pudding (snacks only)  
Bread sticks  
Brownies-unfrosted or plain (snacks only)  
Cake/cupcakes (snacks only)  
Cereal-whole-grain, enriched, or fortified  
Chips-corn or whole grain only  
Chow Mein Noodles  
Coffee Cake, Sweet Rolls (breakfast/  
snacks only)  
Cookies (snacks only)  
Cornbread  
Corn Dog breeding\*  
Crackers-animal, graham, matzo, saltine,  
snack, etc.  
Croissants  
Croutons  
Doughnuts (breakfast/snacks only)  
Dumplings  
Egg Roll Wrapper/Wonton Wrapper\*  
Granola bars/Fruit & Grain bars  
(breakfast/snacks only)  
Granola cereal  
Hush Puppies  
Meat pie crust  
Melba toast  
Muffins  
Pancakes

Pasta  
Pie crust  
Pita bread  
Pizza crust\*-enriched or whole wheat  
Popovers  
Pretzels-enriched or whole wheat  
Puff pastry shells  
Quick Breads  
Ravioli\*  
Rice (white, brown)  
Rice cakes  
Rice pudding (snacks only)  
Spaghetti  
Stuffing-bread  
Taco shells and chips  
Toaster pastries (breakfast/snacks only)  
Tortillas-enriched flour or corn  
Waffles  
Zwieback

## Non-Creditable

Hominy  
Popcorn  
Potatoes (credit as a fruit/vegetable)  
Potato chips Potato sticks

\* Requires a CN label or product analysis sheet.

**(This list is not all inclusive only a sample)**

# Grains/Breads Equivalent Portion Sizes

These are for the 3 through 5 year old age group. Changes must be made to meet the requirements for the 1 - 2 and 6 - 12 year old age groups. See your CACFP Menu Components and Portions Guideline.

| ITEM                       | SERVING SIZE    |
|----------------------------|-----------------|
| Bagel                      | 1/2 bagel       |
| Biscuits                   | 1 biscuit       |
| Bread sticks               | 1 1/2 sticks    |
| Buns, all types            | 1/2 bun         |
| Cold Dry Cereal            | 1/3 cup         |
| Cooked Cereal              | 1/4 cup         |
| Cornbread                  | 2 inch square   |
| Doughnuts                  | 1/2 doughnut    |
| English Muffin             | 1/2 muffin      |
| French or Vienna Bread     | 1/2 slice       |
| Italian Bread              | 1/2 slice       |
| Macaroni, cooked           | 1/4 cup         |
| Melba Toast                | 2 1/2 pieces    |
| Muffins                    | 1/2 muffin      |
| Pancakes (3 -4 inch round) | 1 pancake       |
| Pocket (Pita) Bread        | 1/2 of 5" piece |
| Pretzels, soft             | 1 pretzel       |
| Pumpernickel Bread         | 1/2 slice       |
| Raisin Bread               | 1/2 slice       |
| Rice, cooked               | 1/4 cup         |
| Rye Bread                  | 1/2 slice       |
| Spaghetti noodles, cooked  | 1/4 cup         |
| Stuffing, bread or rice    | 1/3 cup         |
| Sweet rolls                | 1/2 roll        |
| Taco Shells                | 1 shell         |
| Tortillas                  | 1 tortilla      |
| Waffles (4" square)        | 1 waffle        |
| White bread, enriched      | 1/2 slice       |
| Whole wheat bread          | 1/2 slice       |

## Grains/Breads Chart for the CACFP<sup>1,2</sup>

The serving size for children ages 1-5 is ½

The serving size for children ages 6-12 is 1

| Group A  | Minimum Serving Size for Group A                                      |
|--|---|
| <ul style="list-style-type: none"> <li>• Bread type coating</li> <li>• Bread sticks (hard)</li> <li>• Chow Mein noodles</li> <li>• Crackers (saltines and snack crackers)</li> <li>• Croutons</li> <li>• Pretzels (hard)</li> <li>• Stuffing (dry) Note: weights apply to bread in stuffing</li> </ul>   | <p>1 serving = 20 gm or 0.7 oz</p> <p>½ serving = 10 gm or 0.4 oz</p> |
| Group B  | Minimum Serving Size for Group B                                      |
| <ul style="list-style-type: none"> <li>• Bagels</li> <li>• Batter type coating</li> <li>• Biscuits</li> <li>• Breads (white, wheat, whole wheat, French, Italian)</li> <li>• Buns (hamburger and hot dog)</li> <li>• Crackers (graham crackers - all shapes, animal crackers)</li> <li>• Egg roll skins</li> <li>• English muffins</li> <li>• Pita bread (white, wheat, whole wheat)</li> <li>• Pizza crust</li> <li>• Pretzels (soft)</li> <li>• Rolls (white, wheat, whole wheat, potato)</li> <li>• Tortillas (wheat or corn)</li> <li>• Tortilla chips (wheat or corn)</li> <li>• Taco shells</li> </ul> | <p>1 serving = 25 gm or 0.9 oz</p> <p>½ serving = 13 gm or 0.5 oz</p> |
| Group C  | Minimum Serving Size for Group C                                      |
| <ul style="list-style-type: none"> <li>• Cookies<sup>3</sup> (plain)</li> <li>• Cornbread</li> <li>• Corn muffins</li> <li>• Croissants</li> <li>• Pancakes</li> <li>• Pie crust (dessert pies<sup>3</sup>, fruit turnovers<sup>4</sup> and meat/meat alternate pies)</li> <li>• Waffles</li> </ul>  | <p>1 serving = 31 gm or 1.1 oz</p> <p>½ serving = 16 gm or 0.6 oz</p> |

<sup>1</sup>The following foods are whole-grain or enriched or made with enriched or whole-grain meal and/or flour, bran, and/or germ.

<sup>2</sup>Some of the following foods or their accompaniments may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

<sup>3</sup>Allowed only for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 210.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP.

<sup>4</sup>Allowed for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 210.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP, and for breakfasts served under the SBP, SFSP, and CACFP.



| <b>Group D</b>  | <b>Minimum Serving Size for Group D</b>   |
|---|---|
| <ul style="list-style-type: none"> <li>• Doughnuts<sup>4</sup> (cake and yeast raised, unfrosted)</li> <li>• Granola bars<sup>4</sup> (plain)</li> <li>• Muffins (all, except corn)</li> <li>• Sweet rolls<sup>4</sup> (unfrosted)</li> <li>• Toaster pastries<sup>4</sup> (unfrosted)</li> </ul>   | <p>1 serving = 50 gm or 1.8 oz</p> <p>½ serving = 25 gm or 0.9 oz</p>   |
| <b>Group E</b>  | <b>Minimum Serving Size for Group E</b>   |
| <ul style="list-style-type: none"> <li>• Cookies<sup>3</sup> (with nuts, raisins, chocolate pieces and/or fruit purees)</li> <li>• Doughnuts<sup>4</sup> (cake and yeast raised, frosted or glazed)</li> <li>• French toast</li> <li>• Grain fruit bars<sup>4</sup></li> <li>• Granola bars<sup>4</sup> (with nuts, raisins, chocolate pieces and/or fruit)</li> <li>• Sweet rolls<sup>4</sup> (frosted)</li> <li>• Toaster pastries<sup>4</sup> (frosted)</li> </ul> | <p>1 serving = 63 gm or 2.2 oz</p> <p>½ serving = 31 gm or 1.1 oz</p>   |
| <b>Group F</b>  | <b>Minimum Serving Size for Group F</b>   |
| <ul style="list-style-type: none"> <li>• Cake<sup>3</sup> (plain, unfrosted)</li> <li>• Coffee cake<sup>4</sup></li> </ul>  | <p>1 serving = 75 gm or 2.7 oz</p> <p>½ serving = 38 gm or 1.3 oz</p>   |
| <b>Group G</b>  | <b>Minimum Serving Size for Group G</b>   |
| <ul style="list-style-type: none"> <li>• Brownies<sup>3</sup> (plain)</li> <li>• Cake<sup>3</sup> (all varieties, frosted)</li> </ul>   | <p>1 serving = 115 gm or 4 oz</p> <p>½ serving = 58 gm or 2 oz</p>  |
| <b>Group H</b>  | <b>Minimum Serving Size for Group H</b>   |
| <ul style="list-style-type: none"> <li>• Barley</li> <li>• Breakfast cereals (cooked)<sup>5,6</sup></li> <li>• Bulgur or cracked wheat</li> <li>• Macaroni (all shapes)</li> <li>• Noodles (all varieties)</li> <li>• Pasta (all shapes)</li> <li>• Ravioli (noodle only)</li> <li>• Rice (enriched white or brown)</li> </ul>  | <p>1 serving = ½ cup cooked or 25 gm (0.9 oz) dry</p> <p>½ serving = ¼ cup cooked or 13 gm (0.5 oz) dry</p>   |
| <b>Group I</b>  | <b>Minimum Serving Size for Group I</b>   |
| <ul style="list-style-type: none"> <li>• Ready to eat breakfast cereal (cold dry)<sup>5,6</sup></li> </ul>  | <p>Ages 1-2 = ¼ cup or 1/3 oz, whichever is less</p> <p>Ages 3-5 = 1/3 cup or ½ oz, whichever is less</p> <p>Ages 6-12 = ¾ cup or 1 oz, whichever is less</p> |

<sup>3</sup>Allowed only for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 210.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP.

<sup>4</sup>Allowed for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 210.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP, and for breakfasts served under the SBP, SFSP, and CACFP.

<sup>5</sup>Refer to program regulations for the appropriate serving size for meals served to children aged 1 through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

<sup>6</sup>Cereals may be whole-grain, enriched, or fortified.



## DOES IT COUNT?

This list is not all-inclusive. We have included foods most commonly served and asked about for the 1 - 12 year old meal pattern. Please contact Horizons Unlimited office if you have any questions.

**ABC'S, 123's** - See pasta, canned.

**ACIDIFIED MILK** -Yes- If pasteurized with Vitamins A and D. Remember, children age 2 and older must have low-fat (1%) or non-fat (skim) milk.

**"ADE" DRINKS** (lemonade, limeade, etc.) - No - They are not full-strength juice.

**ALFALFA OR BEAN SPROUTS** - Yes - Served as a vegetable.

**ANIMAL CRACKERS**- Yes - Credited as a Grain. Use Group B. No more than two dessert-type items should be served per week.

**APPLES** -Yes- Apples are a fruit that children enjoy.

**APPLE BUTTER** - No - Does not contain enough fruit for crediting purposes.

**APPLE CIDER** -Yes- Be sure it is 100% pure and only serve pasturized cider.

**APRICOTS** -Yes- Apricots are an excellent source of Vitamin A. Two apricots equal a  $\frac{1}{2}$  cup serving.

**APRICOT NECTAR** - No- This is not a full-strength juice.

**ASPARAGUS** -Yes- This is a vegetable that provides Vitamins A and C as well as a good source of iron. Great choice.

**AVOCADOS** -Yes- There are four  $\frac{1}{2}$  cup servings per pound.

**AWAKE** - No - This is not a full-strength juice.

**BAC-O-BITS** - No - Low in protein and high in fat. They do not meet the requirements to be creditable.

## DOES IT COUNT?

**BACON/IMITATION** - No - This product does not meet credibility requirements.

**BACON/CANADIAN** - Yes - One pound will yield 11 one- ounce servings of cooked meat. High in sodium. Must be recorded as "Canadian Bacon".

**BACON/PORK** - No - It is classified as a fat and therefore does not meet minimum requirements as a meat/meat alternate.

**BACON/ TURKEY** -Yes - See "Processed Meat and Poultry Products". Must be recorded as "Turkey Bacon".

**BAGEL** - Yes - Bagels are relatively low in fat and high in complex carbohydrates. Enriched bagels contain significant amounts of thiamin, riboflavin, iron and niacin. Whole grain varieties are good sources of fiber.

**BANANA** - Yes - One banana equals a  $\frac{1}{2}$  cup serving.

**BANANA BREAD** - Maybe - Fruit or vegetable breads, such as banana bread or zucchini bread, do not contain enough fruit/vegetable to be credited toward the fruit/vegetable requirement. They can be credited as a bread. See "Quick Breads".

**BARLEY** - Yes - It is credited as a bread alternative. A serving size for children ages 1-5 is 1/4 cup cooked.

**BARS, Homemade (HM)** -Yes- See "Cookies".

**BATTER- TYPE COATING** - Yes/No - May be used as bread alternates if

1) product has a CN Label or

2) 2) product analysis sheet on file.

The batter or breading on fish or chicken may not have adequate portion requirements. It is recommended another bread be served with the meal.

**BEANS, BAKED (DRIED)** - Yes - Commercial or homemade dried beans may be counted as a meat alternate or a vegetable component, but not as both in the same meal. Includes: pinto beans, kidney beans, garbanzo beans or chick peas, refried beans, pork and beans, lentils, navy beans, and great northern beans. These are good sources of protein, fiber and iron and are naturally low in fat.

## DOES IT COUNT?

**BEANS, GREEN; WAX; STRING** - Yes - These are a vegetable. Green beans offer a good source of iron, protein and fiber. They are also low in fat.

**BEEF STEW** - Maybe - See "Canned or Frozen Entrees".

**BERRIES** - Yes - Strawberries, raspberries, blueberries, cherries are, good sources of Vitamins A, C, and iron. An excellent fruit choice.

**BISCUITS** - Homemade biscuits may be credited based on the amount of whole grain, bran, germ and/or enriched meal or flour in the recipe. Commercial biscuits, use group B to determine portion sizes. Biscuits may be high in fat.

**BLUEBERRIES** -Yes- See "Berries".

**BOLOGNA** - Yes - See "Processed Meat and Poultry Products".

**BREAD PUDDING** - Yes - May be counted as a bread alternative at snack time only if bread is enriched and  $\frac{1}{2}$  slice of bread is served each child. No more than two dessert-type items should be served per week.

**BREAD STICKS** - Yes - May be counted as a bread alternative. Use Group A for portion size.

**BREAD STUFFING/DRESSING, DRY** - Yes - Homemade stuffing may be credited based on the amount of bread used. Bread stuffing may be high in fat. Be sure the breads or croutons used are enriched or whole grain. Commercial stuffing made from croutons or quick stuffing mixes, use Group A for portion size.

**BREADING** - Maybe - Breading may be credited if:

1)CN Labeled or

2)product analysis sheet on file.

3)If neither of these are available, serve only as an additional food.

Crediting is based on the amount of whole-grain, bran, germ and/or enriched meal or flour in the recipe. It may be difficult to determine the amount of breading on products. It is recommended that another bread item be served. Breading on chicken or fish may not contain enough quantity. See "Batter-Type Coating".

## DOES IT COUNT?

**BROCCOLI** - Yes - This is an excellent source of Vitamins A, C and iron.

**BROWNIES, PLAIN** - Yes - Plain brownies may be credited at snack only. Record as unfrosted brownies. Brownies may not contain any fillers such as cream cheese, nuts, etc. No more than two dessert-type items should be served per week.

**BROWNIES, FROSTED OR WITH FILLERS (CREAM CHEESE, NUTS, ETC.)** -No-

**BRUSSELS SPROUTS** -Yes- A vegetable high in iron.

**BULGUR WHEAT** - Yes - May be counted as a bread alternative. Use group H.

**BUNS, HAMBURGER AND HOT DOG** - For commercial buns use Group B. Homemade buns may be credited based on the amount of whole-grain, bran, germ and/or enriched meal or flour in the recipe.

**BUTTERMILK** - Yes - Cultured buttermilk meets the fluid milk requirements. Remember, children age 2 and older must have low-fat (1%) or non-fat (skim) milk.

**CABBAGE** - Yes - A vegetable offering a good source of Vitamin C.

**CAKE, CUPCAKES** - Yes - May be credited for snack only based on the amount of whole grain or enriched flour or meal used in the recipe. For commercial cake, unfrosted, use Group F. For commercial cake, frosted, use Group G. Since flour is not usually the main ingredient in cake, a large serving will be needed. This may be impractical for young children. No more than two dessert-type items should be served per week.

**CANNED or FROZEN ENTREES/FOOD - COMMERCIAL (BEEF STEW, CHICKEN NUGGETS, FISH STICKS, PIZZAS, POT PIES, RAVIOLI)**

- Maybe - May be counted if the product is

- 1) CN Labeled or
- 2) a product analysis sheet is on file.
- 3) If neither of these are available, serve only as an additional food.

**CANTALOUPE** -Yes- This fruit is an excellent source of Vitamins A and C. One quarter melon equals a 1/2 cup serving.

## DOES IT COUNT?

**CARROT BREAD** -Yes- Credit as a grain/bread. See "Quick Breads".

**CARROTS** -Yes- A vegetable that is an excellent source of Vitamin A.

**CASSEROLES** - Yes - See "Combination Dishes".

**CATSUP** - No - Does not meet any minimum requirements.

**CAULIFLOWER** -Yes- A good source of Vitamin C.

**CEREALS, COOKED AND DRY** - Yes - Please record the type of cereal.

**CEREAL BARS, GRANOLA, RICE KRISPIES** - Yes - May be credited for breakfast/snack only based on the amount of cereal or enriched or whole grain flour or meal in the recipe. No more than two dessert-type items should be served per week.

**CHEESE, COTTAGE** - Yes - A two-ounce (1/4 cup) serving is equivalent to a one ounce serving of meat. Cottage cheese contains less protein per ounce; therefore, the required serving size is greater.

**CHEESE, CREAM** - No - This product is low in protein and high in fat.

**CHEESE FOOD and CHEESE SPREAD** - Yes - A two ounce serving of these products is the equivalent of a one ounce serving of meat. Cheese food and cheese spread are often high in sodium. Try to watch for lower sodium varieties. These foods are higher in moisture content and lower in protein content than natural cheeses.

**CHEESE, PARMESAN** - Yes - Six tablespoons equal one ounce of meat. If served as a garnish, the cheese is not creditable because the serving size is too small.

**CHEESE WHIZ** - Yes - Count as a meat/meat alternative. Must be double the amount required of natural cheese. Two ounces equals a 1 oz. meat serving.

**CHERRIES** - Yes - See "Berries".

## DOES IT COUNT?

**CHICKEN NUGGETS/TENDERS/STRIPS** - Maybe - Homemade chicken nuggets, tenders, strips may be counted as a meat/meat alternate. Commercially-made chicken products must be 1) CN Labeled, or 2) have a product analysis sheet on file, or 3) must be supplemented and recorded on menus.

**CHILI SAUCE** - No - Does not contain enough vegetable to be credited.

**CHIPS** - Maybe - Chips made from whole grain or enriched flour or meal are creditable. Chips may be high in fat and salt and should not be served frequently. Chips must be recorded as corn or whole grain chips.

**CHOCOLATE MILK** - Yes - As long as it is made from fluid milk. The use of flavored milk should be limited due to the high sugar content.

**CHOW MEIN NOODLES** - Yes - Does meet minimum requirements as a bread alternative if enriched. Children 1 to 5 years old need a  $\frac{1}{2}$  cup serving.

**CIDER (APPLE OR CHERRY)** - Yes - If it is a full-strength juice. For health and safety reasons be sure all ciders are pasteurized.

**CINNAMON ROLL** - see "Sweet Rolls".

**COBBLER, FRUIT** - Yes - The bread portion of the cobbler is creditable for snack only based on the amount of whole grain or enriched flour or meal used in the recipe. The fruit may contribute toward the fruit/vegetable component if one serving contains at least  $\frac{1}{8}$  cup fruit. No more than two dessert-type items should be served per week.

**COCOA MADE FROM MIX** - Yes - As long as it is made from fluid milk. Remember, children age 2 and older must have low-fat (1%) or non-fat (skim) milk.

**COCONUT** - No - Cannot be credited as a meat/meat alternate or a fruit/vegetable. Very low in protein.

**COFFEE CAKE** - Yes - Homemade coffee cake is creditable for breakfast and snack only, based on the amount of whole-grain, bran, germ and/or enriched meal or flour in the recipe. For commercial, use Group F. No more than two dessert-type items should be served per week.



## DOES IT COUNT?

**COLE SLAW** - Yes - Cabbage is a good source of Vitamin C.

**COMBINATION DISHES** (Casseroles, Soups, Stews, Pizzas) - Yes - Indicate if homemade (i.e. HM Macaroni & Cheese, HM Beef Vegetable Soup, HM Pizza). List ingredients according to food group. The maximum allowed is a meat, one vegetable/fruit component and a bread, if sufficient quantities were prepared. A second vegetable/fruit component must be served on the side.

**COOKIES, BARS** - Yes - May be counted as a bread alternative at snacks only if an enriched or whole grain meal or flour is the main ingredient by weight. No more than two dessert-type items should be served per week.

**CORN** - Yes - This vegetable meets the requirement but does not have a high nutrient value. While it is fine to serve on occasion, be sure to offer a variety of vegetables.

**CORNBREAD** - Yes- May be credited based on the amount of whole grain or enriched flour or meal used in the recipe.

**CORN CHIPS** (Doritos, Taco chips, Fritos, etc.) - Yes - See "Chips".

**CORN DOGS** - Maybe -

- 1) CN Labeled, or
- 2) Have a product analysis sheet on file, or
- 3) If neither of these are available, serve only as an additional food..

**CORN TORTILLAS** - Yes - Corn tortillas and other corn products can be credited if the main ingredient is one of the following: whole-grain corn, whole ground corn, enriched corn flour, cornmeal, whole-germed corn, enriched corn meal, or enriched corn grits.

**CRAB, IMITATION** - No - The processing of imitation crab washes away vitamins and some proteins.

**CRACKERS** - Yes - The serving size for crackers needs to meet the weight requirement and be practical for the age group being served. Also keep in mind the fat, sugar, and salt content when considering how often you serve them.

## DOES IT COUNT?

**CRANBERRIES, WHOLE** - Yes - A good source of Vitamin C and fiber.

**CRANBERRY JUICE** - Yes - Cranberry juice (not cocktail) in a blend with another full-strength juice is creditable (for example 100% cranberry juice nixed with 100% apple juice). Cranberry juice (100%) that is not blended with other juices is not commercially available as a full strength juice.

**CRANBERRY JUICE COCKTAIL** - No - Not a full-strength juice.

**CRANBERRY RELISH** - Yes -

**CRANBERRY SAUCE, JELLIED** - No - Jellied sauces are up to half sugar and cannot be credited.

**CREAM - SOUR, HALF & HALF, WHIPPED TOPPINGS** - No -

**CREAM CHEESE** - No - Does not count as a meat alternate.

**CREAM SAUCE** - No - Only fluid drinkable milk meets the requirement.

**CRISP** -Yes - See "Cobbler, Fruit".

**CROISSANTS** -Yes- Croissants may be high in fat. They are a bread.

**CROUTONS** - Yes - If made from enriched or whole grain flour. Must serve in sufficient quantities ( $\frac{1}{2}$  slice bread per child, 1 to 5 years old).

**CUSTARD** - No - It is not in the form of fluid milk.

**DATES** -Yes- Served as a fruit. Excellent source of iron.

**DIPS** - Maybe - If made with food items that are creditable and if the quantity served meets the age requirement. Consider using peanut butter, cheddar cheese, refried beans, cottage cheese or yogurt for a reimbursable dip. DO NOT count sour cream, mayonnaise or cream cheese dips. Record the kind of dip. For example: bean dip, yogurt dip.

## DOES IT COUNT?

**DOUGHNUTS** - Yes - Homemade doughnuts are creditable for breakfast/snack only based on the amount of whole-grain, bran, germ and/or enriched meal or flour in the recipe. For commercial doughnuts, unfrosted, use Group D. For commercial doughnuts, frosted/glazed/filled, use Group E. Doughnuts may be high in fat and sugar. No more than two dessert-type items should be served per week.

**DRESSING/STUFFING** -Yes- See "Bread Stuffing".

**DRIED BEANS/PEAS** - Yes - See "Legumes".

**DRY MILK** - No - Only grade A, pasteurized fluid milk meets the requirement.

**DUMPLINGS** - Yes - May be counted as a bread alternative if made with enriched flour.

**EGGS, RAW** - No - Raw eggs are a potential breeding ground for bacteria that causes food poisoning. State health departments do not allow them.

**EGGS, COOKED** - Maybe - Credited as a meat alternate. Must be graded to be allowed. Fresh farm eggs that have not been graded are not creditable. Eggs must be cooked thoroughly. Eggs cannot be credited when part of a homemade custard or pudding.

**EGG ROLLS / PIZZA ROLLS** - See "Canned or Frozen Entrees/Food

**ENGLISH MUFFINS** - Yes - Use Group B to determine the serving size.

**FIGS** -Yes- A fruit high in iron.

**FIG BARS COOKIES** - No - The amount of fig in the cookies is too small to count toward the fruit/vegetable component. See "Cookies".

**FISH** - Maybe - Commercial fish is considered a meat and is a good choice for the CACFP. Game fish are not USDA inspected and are therefore not creditable. See "Canned or Frozen Entrees/Food - Commercial" for breaded fish products.

**FISH STICKS** -Maybe - See "Canned or Frozen Entrees/Food - Commercial" for breaded fish products.

## DOES IT COUNT?

**FRENCH FRIES** - Yes - See "Potatoes".

**FRENCH TOAST** - Yes - If enriched or whole grain bread is used. To determine the serving size for a commercial product use Group E.

**FROZEN FRUIT FLAVORED BARS** - No - They do not contain enough fruit juice to be creditable.

**FROZEN HOMEMADE FRUIT JUICE BARS** - Yes- Record as homemade.

### **FRUIT -**

**COMMERCIALLY CANNED** - Yes - Choose canned fruits with light syrup or packed in their own juice. Mixed fruit will meet requirements for one fruit/vegetable component.

**DRIED**-Yes- Dried fruits are creditable.

**HOME-CANNED** - No - Home canned products MAY NOT be used.

**FROZEN** - Yes - Commercial or Home Frozen fruits are acceptable.

**FRUIT BARS, GRAIN** - Yes - May be credited for breakfast and snack only as a bread alternate if whole grain or enriched flour is the main ingredient. No more than two dessert-type items should be served per week. Read the label carefully.

**FRUIT COCKTAIL** - Yes - See "Mixed Vegetables/Fruit".

**FRUIT, DRIED** - Yes - Includes: raisins, dates, prunes, etc. Serving size is same as fresh or canned fruit.

**FRUIT LEATHER (COMMERCIAL)** - No - There, is no standard yield for this product, therefore serving sizes have not been determined.

**FRUIT SAUCES, HOMEMADE** - Yes - The fruit portion of the sauce may be credited. One serving must provide a minimum of 1/8 cup of fruit. (2 Tbs)

**FRUIT SNACKS, COMMERCIAL** - No - It is impossible to determine the amount of fruit in products such as fruit bars, roll-ups, snacks, wrinkles, or candy.

## DOES IT COUNT?

**FRUIT-SICLES, HOMEMADE** - Yes - Must be made with full strength juice.

**GAME (FISH, VENISON, RABBIT, SQUIRREL)** -No- For health and safety reasons, these are not creditable in the CACFP unless they are inspected and approved by the appropriate Federal, State, or local agency. Commercial game is creditable.

**HOT CHOCOLATE MIX or COCOA WITH MILK** - Yes - Use only fresh fluid milk or fluid chocolate milk. Chocolate milk is high in sugar. Consider making hot chocolate at home so you can control the sugar.

**HOT DOGS** - Yes - Processed meat and poultry products and sausages may be served in the CACFP. Only the meat in these products can be credited. Since many processed meats contain large amounts of binders and extenders, the composition of these processed meats must be known in order to properly credit the meat/meat alternate portion. Meat products without binders/extendors may be fully credited based on weight. Products with a CN label may be credited. The high salt and fat content of these foods is a good reason to limit their use. Use no more than twice a week.

**ICE CREAM** - No - Ice cream and ice milk are not fluid milks.

**ICE CREAM CONES** - Yes - Ice cream cones may be credited for snack only. It may take two or three cones to equal one serving. Use Group A to determine the serving size. No more than two dessert-type items should be served per week.

**JAM/JELLY** - No -

**JELLO WITH FRUIT** - Yes - Added fruits and vegetables do count towards the minimum requirements if served in sufficient quantities. Jello without fruit is not creditable.

**JUICE CONCENTRATES** - Yes - If made from full strength concentrate and directions are followed.

**JUICE AT LUNCH** - Yes - It may be counted as a fruit or vegetable, but cannot contribute more than  $\frac{1}{2}$  the total fruit/vegetable requirement.

## DOES IT COUNT?

**KIDNEY BEANS** - Yes - See "Legumes".

**KIWI** - Yes - It is creditable as a fruit when served in quantities to meet CACFP requirements. Good source of Vitamin C.

**KOOL-AID** - No - It is not a full-strength juice.

**LACTOSE REDUCED MILK** - Yes - In its fluid form. Remember, children age 2 and older must have low-fat (1%) or non-fat (skim) milk.

**LEGUMES** (Dried beans, peas, etc.) - Yes - May count as a meat alternate or a fruit or vegetable, but not as both at the same meal. For example, split pea soup may count as a meat alternate at lunch, but two servings of fruit/vegetable must also be served at the meal.

**LEMONADE** - No - Not a full-strength juice. Homemade lemonade does not meet minimum requirements.

**LIVER** - Yes

**LIVERWURST** - Yes -

**LOW-FAT OR REDUCED FAT MILK** - Yes - See "Milk". Remember, children age 2 and older must have low-fat (1%) or non-fat (skim) milk.

**LUNCHEON MEATS** - Maybe - Lunch meats containing meat by-products, cereals, binders, or extenders are not creditable. Must be 100% meat. The high salt and fat content of these foods is a good reason to limit their use to once a week.

**MACARONI, ALL SHAPES** - Yes - The macaroni must be made with enriched or whole grain flour. It is a bread alternate. Use Group H to determine the serving size.

## DOES IT COUNT?

### **MACARONI & CHEESE-**

**BOXED** - If the noodles are enriched they may be counted as a bread. The cheese does not count as a meat, however. These boxed products are very high in sodium and should be served infrequently.

**HOMEMADE (HM)** -Yes - May be counted as a bread alternate if the macaroni is enriched. May only count as meat alternate if it is homemade and 1  $\frac{1}{2}$  oz of cheese per child (3 to 6 years old) has been used. We recommend that an additional meat/meat alternate be served to meet the portion requirement.

**MANGOS** - Yes - Mangos offer lots of Vitamin C.

**MEAT SAUCE, COMMERCIAL** - Maybe - If it is:

- 1) CN Labeled, or
- 2) Have a product analysis sheet on file.
- 3) If neither of these are available, serve only as an additional food.

**MEAT SAUCE, HOMEMADE** - Yes - Based on the amount of meat in each serving. Please record as homemade (HM).

**MELBA TOAST** - Yes - Is counted as a bread alternate.

**MELONS** - Yes - Cantaloupe provides a good source of Vitamin A and C while honeydew supplies lots of Vitamin C. One-quarter melon provides a  $\frac{1}{2}$  cup serving.

**MILK** - Children age 2 and older must have low-fat (1%) or non-fat (skim) milk. Children age 1 may have any fat content milk.

**BUTTERMILK** - Yes -

**CERTIFIED RAW MILK** - No - This milk is not pasteurized

**EVAPORATED** - No - Only Grade A, pasteurized, fluid milk meets USDA requirements for the CACFP. Fluid milk is required because it would be impossible to always be assured that the portions of evaporated milk were accurate and nutritionally alternative to fluid milk. Evaporated milk may be made from Grade B milk as well.

## DOES IT COUNT?

### **MILK CONT. . . .**

**NON-FAT DRY** - No - Only Grade A, pasteurized fluid milk meets USDA requirements for the CACFP. Fluid milk is required because it would be impossible to always be assured that the portions of dry milk and water were accurate and nutritionally alternative to fluid milk. Non-fat dry milk may be made from Grade B milk as well.

**WHOLE, REDUCED FAT, LOW FAT, and NON-FAT** - Yes - Remember, children age 2 and older must have low-fat (1%) or non-fat (skim) milk.

**MILKSHAKE** - Yes - Must contain the minimum required quantity of fluid milk per serving. Ice cream cannot be used to replace any portion of milk. If made with  $\frac{1}{2}$  cup fluid milk and  $\frac{1}{2}$  cup fresh, frozen, or canned fruit, it may be counted as both components. Commercial milkshakes are creditable. Remember, children age 2 and older must have low-fat (1%) or non-fat (skim) milk.

**MUFFINS** - Yes - May be counted as a bread alternative. If fruits such as raisins, blueberries, bananas, etc. are used, they may not be counted as a fruit component because of insufficient quantities.

**NACHOS** - Yes - See "Chips".

**NECTARINES** - Yes - Good source of Vitamin C.

**NECTAR (APRICOT, CHERRY, PEAR)** - No - Not a full-strength juice.

**NEUFCHATEL CHEESE** - No - This product is classified as a fat and is therefore not creditable on the CACFP.

**NUTS** - Yes - Young children can easily choke on nuts. Serve only to children 3 years or older. Meets all of the requirements for snack but not more than  $\frac{1}{2}$  requirement for lunch and supper.

**OLIVES** - Olives are high in salt and fat. The serving size is impractical for small children. It is recommended olives be served as a garnish.



## DOES IT COUNT?

**ONION RINGS** - Yes - May be counted as a vegetable if served in required quantities and homemade. See "Canned or Frozen Entrees/Foods - Commercial" for commercially made onion rings.

**ORANGES** - Yes - An excellent source of Vitamin C.

**PANCAKES** - Yes - May be counted as a bread alternative. If fruit, such as blueberries, apples, etc., are added, it can be counted as a fruit if sufficient quantities are served. One 4" pancake is a serving.

**PARTY MIX** - Yes - Credited based on cereal content. Usually high in salt.

**PASTA, CANNED OR FROZEN FOOD - COMMERCIAL** - Yes - Counted as a bread if the product includes an enriched or whole grain flour and sufficient quantities are served. See "CANNED OR FROZEN ENTREES/ FOOD-COMMERCIAL" for combination meals.

**PASTA (NOODLES, MACARONI, SPAGHETTI)** - Yes - May be counted as a bread alternate when made from enriched or whole grain flour.

**PEAS** -Yes- A good source of iron.

**PEACHES** -Yes- Peaches are a good source of Vitamin A and in their dried form are a good source of iron. One fresh peach equals a  $\frac{1}{2}$  cup serving.

**PEANUTS** - Yes - See "Nuts".

**PEANUT BUTTER** - Yes - May be counted as a meat alternate. The serving size required is 3 Tbsp for a 3 to 5 year old and may be impractical. We recommend an additional protein be added.

**PEARS** -Yes- A fruit that offers a  $\frac{1}{2}$  cup serving per pear.

**PEPPERONI, DRIED** -YES/NO- creditable only when used as a topping on a CN Labeled pizza.

**PICKLES** - The serving size may be impractical for young children. It is recommended pickles be served as a garnish.

## DOES IT COUNT?

**PIE, CREAMED HM** -Maybe- The fluid milk in a cream pie is not reimbursable. If portions provide 1/4 cup fruit, it may be counted.

**PIE CRUST** -Yes- Pie crust served in dessert pies, meat pies, and turnovers may be credited based on the amount of whole grain or enriched flour used. Dessert pies may be credited for snack only. No more than two dessert-type items should be served per week.

**PIE, FILLINGS (COMMERCIAL)** -Yes- If the first item listed in the ingredient list is fruit. It would have to be served in double quantities to meet a fruit/vegetable component. This means that a  $\frac{1}{2}$  cup serving provides 1/4 cup of the fruit/vegetable component. No more than two dessert-type items should be served per week.

**PIE, FRUIT** - Yes - May be counted when each portion provides 1/4 cup fruit. No more than two dessert-type items should be served per week.

**PIE, PUMPKIN** - Yes - Can be used if the filling is homemade or made from canned pumpkin (not pumpkin pie filling). No more than two dessert-type items should be served per week.

**PITA BREAD** - Yes - Pita bread is a good source of complex carbohydrates.

**PIZZA** -

**FROZEN** - Yes - See "CANNED OR FROZEN ENTREES/FOOD-COMMERCIAL" in this section.

**HOMEMADE (HM)** - Yes - A combination food for lunch/supper or snacks. Crust may be counted as a bread alternate if made with enriched flour. Combination dishes should be credited for only one or two meal pattern components.

**PIZZA SAUCE (COMMERCIAL)** -Yes/No - Creditable when proper serving sizes are met. Sauce on a piece of pizza does not meet the quantity requirement.

## DOES IT COUNT?

**PLUMS** -Yes- Plums offer a good source of Vitamin A. This fruit requires 2 plums to equal a  $\frac{1}{2}$  cup serving.

**POPCORN** - No - Popcorn does not meet the requirements for breads/grains.

**POPSICLES** - Maybe - Creditable if homemade from full- strength juice. Record as homemade fruit-sicles, or juice-sicles and include the kind of juice. Commercial popsicles are not creditable.

**POP-TARTS (& OTHER TOASTER BREAKFAST PRODUCTS)** - Yes- May be credited as a bread alternate at breakfast or snack only. For unfrosted toaster pastry use Group D. For frosted, use Group E. No more than two dessert-type items should be served per week.

**POP-TART FILLING** -No- The fruit filling is comprised of mainly sugar and is treated like jams and jellies.

**POT PIES, HOMEMADE** -Yes -It is recommended combination dishes be credited for only one or two of the meal pattern components. For commercial pot pies, see "CANNED or FROZEN ENTREES/FOOD - COMMERCIAL"

**POTATOES** - Yes - Counted as a vegetable, not a bread alternate. All products made from potatoes are also considered a fruit/vegetable (Tater Tots, French Fries, etc.) One medium potato is approximately  $\frac{1}{2}$  cup.

**POTATO CHIPS** - No - They are not grain based.

**POTATO PANCAKES** - Yes - Count as a vegetable if a sufficient amount of potatoes is used.

**PRETZELS/HARD and SOFT** - Yes - They are considered a bread alternative. Must be made from whole-grain, bran, germ and/or enriched meal or flour.

**PROCESSED MEAT AND POULTRY PRODUCTS** - Yes - Hot dogs, bologna, sausage and other processed meats may be served in the CACFP. Only the meat in these products can be credited. Since many processed meats contain large amounts of binders and extenders, the composition of these processed meats must be known in order to properly credit the meat/meat alternate portion.

## DOES IT COUNT?

### **PROCESSED MEAT AND POULTRY PRODUCTS CONT. . .**

Meat products without binders/extenders (100% meat) may be fully credited based on weight. Products with a CN Label may be credited. The high salt and fat content of these foods is a good reason to limit their use.

**PUDDING, PUDDING POPS** - No - No food source made with milk can be substituted for fluid milk.

**PUDDING WITH FRUIT** - You may count added fruits towards the minimum fruit requirement if served in sufficient quantities.

**PUMPKIN** - Yes - This vegetable is an excellent source of Vitamin A and iron. When served as a pie it is counted as a vegetable.

**PUMPKIN BREAD** - Yes - See "Quick Breads".

**QUICHE** - Yes - The eggs, meat and/or cheese in quiche may be credited based on the amount of meat/meat alternate in each serving. See "Pie Crust" for crediting the crust.

**QUICK BREAD** - Yes - May be counted as a bread alternative if enriched or whole grain flour or meal is the main ingredient. The vegetables or fruits used in these products are not in sufficient quantities to count as vegetable/fruit component. Commercial quick breads may be credited using Group D.

**RADISH** -No- This is a vegetable, however it would be unrealistic for a child to eat enough to meet the CACFP requirements. 14 radishes equal a  $\frac{1}{2}$  cup serving.

**RAISINS** -Yes- A fruit that is a great source of iron.

**RASPBERRIES** -Yes- See "Berries".

**RAVIOLI** - Yes - See "CANNED or FROZEN ENTREES/FOOD - COMMERCIAL (BEEF STEW, POT PIES, RAVIOLI)".

## DOES IT COUNT?

**RESTAURANT FOOD** - Yes - It is reimbursable if you can provide written documentation to verify minimum requirements (enriched bread products, ounces of meat/meat alternate). Document the restaurant name on the menu and include verification of products.

**RHUBARB** -Yes-

**RICE (ENRICHED, BROWN, OR WILD)** - Yes - Credited as a bread alternative. See Group H for serving sizes.

**RICE CAKES** -Yes- They are considered a bread. Use Group I.

**RICE PUDDING** - Yes - May be counted as a bread alternate at snack only. No more than two dessert-type items should be served per week.

**RING BOLOGNA, KIELBASA, ETC.** -See Processed Meat and Poultry Products.

**RUTABAGA** -Yes- This vegetable offers a good source of Vitamin C.

**SACK LUNCHES** - Maybe - Lunches packed to go for school children are not reimbursed. Picnic lunches prepared by the provider and eaten in the provider's presence are acceptable.

**SALSA** - Yes - Salsa that contains all vegetable ingredients plus minor amounts of spices or flavorings is creditable.

**SAUSAGE** -Yes/No- See "Processed Meat and Poultry Products". Summer sausage is a shelf stable meat and is not creditable. See SHELF STABLE MEATS.

**SHELF STABLE MEATS** -No- These dried meat, poultry, and seafood snacks have a variety of fanciful and parenthetical names because the USDA product formulation standards vary widely. Non-creditable meat snacks can include but are not limited to the following products: smoked snack sticks made with beef and chicken; summer sausage; pepperoni sticks; meat, poultry, or seafood jerky such as beef jerky, turkey jerky, and salmon jerky; and meat or poultry nuggets (shelf-stable, non-breaded, dried meat or poultry snack made similar to jerky) such as turkey nuggets.

## DOES IT COUNT?

### SOUPS CONTINUED:

COMMERCIAL SOUPS (BEAN, LENTIL, OR SPLIT PEA ONLY) 3/4 cup of bean, lentil, or split-pea soup may be credited as 1 ½ oz meat alternate.

CANNED, CONDENSED: clam chowder, minestrone, split pea, tomato, tomato with other basic components such as rice or vegetables, vegetable with other basic components such as meat or poultry:

- Yes- A 1 cup serving = ¼ cup vegetable

- A ½ cup serving = 1/8 cup vegetable

- A serving of less than ½ cup soup does not contribute to the fruit/vegetable requirement.

CANNED, READY-TO-SERVE: clam chowder, minestrone, split pea, tomato, tomato with other basic components such as rice or vegetables, vegetable with other basic components, such as meat or poultry:

- Yes- A 1 cup serving = ¼ cup vegetable

- A ½ cup serving = 1/8 cup vegetable

- A serving of less than ½ cup soup does not contribute to the fruit/vegetable requirement.

CANNED: beef (with vegetables and barley), beef, chicken or turkey noodle, chicken gumbo, chicken with rice or stars, cream of celery, cream of chicken, cream of mushroom, French onion, home-style beef or chicken, pepper steak, chicken corn chowder: - No - Canned soups, such as these, do not contain a sufficient amount of vegetable to contribute toward the fruit/vegetable component.

**SOY BURGERS and OTHER SOY PRODUCTS** - Maybe - Require a CN label or Product Formulation Statement.

**SOY MILK** - Only if a note from a medical authority is on file or from the parent and an approved milk substitute is served.

**SPAGHETTI NOODLES** - Yes - If made with whole grain or enriched flour. A serving size is 1/4 cup of cooked noodles.

**SPAGHETTI SAUCE** - Yes - At least 1/8 cup (2 Tbsp) per serving is needed.

## DOES IT COUNT?

**SPAGHETTIOS** - Yes - See "Pastas, Canned".

**SPROUTS** - Yes - Alfalfa and bean sprouts count toward a vegetable requirement when served in recommended portion sizes.

**STRAWBERRIES** -Yes- See "Berries".

**SUGARS** - No - Includes: beet sugar, brown sugar, cane sugar, chocolate, corn sugar, corn syrup, dextrose, fructose, galatose, glucose, honey, inverted sugar, lactose, maltose, mannose, maple sugar, molasses, sorghum, sucrose.

**SWEET POTATOES** - Yes - An excellent source of Vitamins A, C and iron.

**SWEET ROLLS** - Yes - Homemade sweet rolls may be credited for breakfast or snack only based on the amount of whole-grain, bran, germ and/or enriched meal or flour the recipe. For commercial rolls unfrosted, use Group D. For commercial rolls frosted, use Group E. No more than two dessert-type items should be served per week.

**SYRUP** - No - Does not meet any minimum requirements.

**TACO CHIPS/TORTILLA CHIPS** - Yes- See "Chips".

**TACO SHELLS, TORTILLAS** - Yes - If made with enriched flour or meal. Use Group B.

**TANG** - No - Not a full-strength juice.

**TANGERINE** -Yes- A fruit is a good source of Vitamins A and C.

**TATER TOTS** - Yes - See "Potatoes".

**TOFU (Soy Bean Curd)** - No - There is no FDA standard of identity for tofu, therefore it is not creditable.

**TOMATOES** - Yes - This vegetable is an excellent source of Vitamins A and C and also iron. One-half tomato, or four slices equals a  $\frac{1}{2}$  cup serving.

## DOES IT COUNT?

**TOMATO PASTE, PUREE, SAUCE** - Yes - Credited as a vegetable. There must be 1/8 cup (2 Tbsp) per serving.

**TURNIPS** - Yes - This vegetable offers a good source of Vitamin C.

**VANILLA WAFERS** - See "Cookies".

**V-8 JUICE**- Yes - It is a full-strength vegetable juice.

**VELVEETA (and other cheese food products)** - No - Cheese food products and imitation cheeses do not count.

**VENISON** - See "Wild Game".

**WAFFLES** - Yes - If made with enriched or whole-grain flour or meal. One 4 inch square is a serving size. Use Group C for commercial waffles.

**WATER** - No - Be sure to offer plenty of water each day even though it is not one of the four food groups.

**WATERMELON** - Yes - Credited as a fruit/vegetable component.

**WILD GAME** - Maybe - Wild game must be USDA inspected and approved if it is to be used for CACFP purposes.

**WILD RICE** - Yes - See "Rice".

**WIENER WRAPS** - Yes - Credited as a bread alternative if enriched or whole grain.

**YAMS** -Yes- See "Sweet Potatoes".

**YOGURT, PLAIN OR SWEETENED AND FLAVORED** - Maybe - Commercial Yogurt is creditable as a meat/meat alternate. Four ounces (weight) or  $\frac{1}{2}$  cup (volume) of plain or sweetened and flavored yogurt is equivalent to one ounce of meat/meat alternate. Yogurt is a good source of calcium and phosphorus. Homemade yogurt is not creditable.



## DOES IT COUNT?

**YORKSHIRE PUDDING** - Yes - If it is made with enriched flour and served with additional roast beef and gravy.

**ZUCCHINI BREAD** - Yes - See "Quick Breads".

**ZWEIBACK** - Yes - Use Group A.

Please refer to "Infant Feeding" Guide in the handbook for crediting foods towards the Infant Meal Pattern on the CACFP.