



Horizons

Sponsor of the Child and Adult Care Food Program



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This institution is an equal opportunity provider.

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

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

Supplies providers 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?

Enroll all the children in your day care in the CACFP.

All providers must meet the CACFP meal pattern requirements.

You will also record the children that eat each meal. 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 following 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 submit us your menus, meal count, and any new child enrollment forms. The following Monday of 8YW a reimbursement is sent to your bank account.

WHAT ARE THE RATES OF REIMBURSEMENT?

These rates are effective July 1, 2018 through June 30, 2019. These reimbursement rates updated in July of each year based on a cost of living increase.

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



HOUSEHOLD SIZE-INCOME SCALE July 1, 2020 to June 30, 2021

USDA Child Nutrition Programs
Child and Adult Care Food Program (CACFP)

FREE

The participant(s) may be determined as “Free” on their Household Size-Income Statement (HSIS) if the HSIS is fully complete and the total reported household income is at or below the amount on this table for the specific household size.

Household Size	Yearly \$	Monthly \$	Twice per Month \$	Every Two Weeks \$	Weekly \$
1	\$16,588	\$1,383	\$692	\$638	\$319
2	\$22,412	\$1,868	\$934	\$862	\$431
3	\$28,236	\$2,353	\$1,177	\$1,086	\$543
4	\$34,060	\$2,839	\$1,420	\$1,310	\$655
5	\$39,884	\$3,324	\$1,662	\$1,534	\$767
6	\$45,708	\$3,809	\$1,905	\$1,758	\$879
7	\$51,532	\$4,295	\$2,148	\$1,982	\$991
8	\$57,356	\$4,780	\$2,390	\$2,206	\$1,103
For Each Additional Household Member add:	+\$5,824	+\$486	+\$243	+\$224	+\$112

REDUCED-PRICE

The participant(s) may be determined as “Reduced-Price” on their Household Size-Income Statement (HSIS) if the HSIS is fully complete and the total reported household income is at or between the amounts on this table for the specific household size.

Household Size	Yearly \$	Monthly \$	Twice per Month \$	Every Two Weeks \$	Weekly \$
1	\$16,588.01 & \$23,606	\$1,383.01 & \$1,968	\$692.01 & \$984	\$638.01 & \$908	\$319.01 & \$454
2	\$22,412.01 & \$31,894	\$1,868.01 & \$2,658	\$934.01 & \$1,329	\$862.01 & \$1,227	\$431.01 & \$614
3	\$28,236.01 & \$40,182	\$2,353.01 & \$3,349	\$1,177.01 & \$1,675	\$1,086.01 & \$1,546	\$543.01 & \$773
4	\$34,060.01 & \$48,470	\$2,839.01 & \$4,040	\$1,420.01 & \$2,020	\$1,310.01 & \$1,865	\$655.01 & \$933
5	\$39,884.01 & \$56,758	\$3,324.01 & \$4,730	\$1,662.01 & \$2,365	\$1,534.01 & \$2,183	\$767.01 & \$1,092
6	\$45,708.01 & \$65,046	\$3,809.01 & \$5,421	\$1,905.01 & \$2,711	\$1,758.01 & \$2,502	\$879.01 & \$1,251
7	\$51,532.01 & \$73,334	\$4,295.01 & \$6,112	\$2,148.01 & \$3,056	\$1,982.01 & \$2,821	\$991.01 & \$1,411
8	\$57,356.01 & \$81,622	\$4,780.01 & \$6,802	\$2,390.01 & \$3,401	\$2,206.01 & \$3,140	\$1,103.01 & \$1,570
For Each Additional Household Member add:	+\$5,824.01 & +\$8,288	+\$486.01 & +\$691	+\$243.01 & +\$346	+\$224.01 & +\$319	+\$112.01 & +\$160

WHAT WILL YOUR FIELD REPRESENTATIVE DO FOR YOU?

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

Answer your questions and offer technical support.

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

WHAT WILL HORIZONS UNLIMITED OFFER YOU?

Reimbursement for qualifying meals the 1st Monday of the month.

Electronic transfer of funds.

Lots of menu ideas and recipes along with program pointers on our website
www.horizonsfoodprogram.org.

Support and guidance, including a monthly review of menus.

Provide training to meet CACFP requirements.

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

A "Child Care Food Program Management Computer Program"

WHAT HAPPENS AT A 79BH9F REVIEW?

Your field representative will come to your WbhYf and review the U`ZccX'dfc[fUa` fY[i`Uh]cb'Zcf`Vta d`UbW`"J isit guideline sheet included in this section.

Technical assistance with areas of the CACFP needing improvement.

Offer technical support and guidance.

**Horizons Unlimited, Inc.
Center Review**

Site being reviewed:		Date:		
Name of Site Director:	Name of Person interviewed at site:	Site Number:		
Food Preparation: <input type="checkbox"/> On-Site <input type="checkbox"/> Central Kitchen <input type="checkbox"/> Vended/Catered: List vendor:				
Changes to meal times: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which meal and time?				
Meal Observed: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which meal? <input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Dinner <input type="checkbox"/> Eve Snack				
TYPE OF REVIEW	REVIEW INFORMATION	SITE TYPE:		
<input type="checkbox"/> Announced <input type="checkbox"/> Unannounced <input type="checkbox"/> First 4 week review <input type="checkbox"/> Regular review <input type="checkbox"/> Follow Up review	Arrival Time: _____ Departure Time: _____ Review #: 1 2 3 4	<input type="checkbox"/> Child Care Center <input type="checkbox"/> After School At-Risk <input type="checkbox"/> Outside of School Hrs <input type="checkbox"/> Head Start		
LICENSE				
Expiration Date:	Capacity:	Ages:		
		Current License on file with Horizons? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is attendance within license capacity? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is the license posted? <input type="checkbox"/> Yes <input type="checkbox"/> No		
COMPLIANCE WITH SAFETY and SANITATION REQUIREMENTS	YES	NO	N/A	COMMENTS
Kitchen storage and counters clean.				
Freezer clean, defrosted, 0°F or below. Temp: _____				
Refrigerator clean and 40°F or below. Temp: _____				
Dishwasher and sanitizing procedures followed.				
Food is stored high enough above the floor to provide for air circulation and to facilitate cleaning.				
Food stored in basement is at least 8" above the floor.				
Cleaning supplies and other toxic materials are stored away from food and out of reach of children.				
Garbage and waste are covered and removed daily.				
Food is properly stored in the refrigeration/freezer units and in dry areas. All open reusable food is labeled, dated, and properly stored in re-useable containers.				
Foods maintained at proper temperature. (between 40° and 135°)				
Food handling procedures meet all sanitation requirements.				
All eating surfaces are properly sanitized prior to meal service. Sanitizer used:				
Vended meals or meals delivered from central kitchens are received at proper temps. ≤ 40° and/or ≥135°				
Proper hand washing procedures are followed by children before meals.				
Food service was conducted in compliance with generally accepted health and sanitation.				

**Horizons Unlimited, Inc.
Center Review**

COMPLIANCE WITH SAFETY and SANITATION REQUIREMENTS	YES	NO	N/A	COMMENTS
There are no obvious fire, health and/or safety hazards observed in the center.				
There is no evidence of rodent or insect infestation.				
Storage areas secure from theft.				
Proper hand washing procedures are followed by staff before meals.				

NUMBER OF PROGRAM PARTICIPANS OBSERVED: **NO MEAL OBSERVED**

0 - 3 months	4 - 7 months	8 - 11 months	1 - 2 yrs	3 - 5 yrs	6+

MENU PLANNING and PRODUCTION RECORDS

Meal Observed: Yes No Breakfast AM Snack Lunch PM Snack Dinner Eve Snack

Meal Components ages 1-12	Food Served	Amt prepared or Delivered	Amt prepped sufficient for # served?
Milk			<input type="checkbox"/> Yes <input type="checkbox"/> No
Vegetable			<input type="checkbox"/> Yes <input type="checkbox"/> No
Fruit/Vegetable			<input type="checkbox"/> Yes <input type="checkbox"/> No
Meat/MA			<input type="checkbox"/> Yes <input type="checkbox"/> No
Bread/Grain			<input type="checkbox"/> Yes <input type="checkbox"/> No

INFANTS	Food Served				Amt Offered	Amt offered is sufficient for infants served?
Meal Components:	0-5 months	6-11 months	Parent Supplied	Center Supplied		
IFIF or Breast Milk						<input type="checkbox"/> Yes <input type="checkbox"/> No
Fruit or vegetable						<input type="checkbox"/> Yes <input type="checkbox"/> No
IFIC or meat/meat alt.						<input type="checkbox"/> Yes <input type="checkbox"/> No
Bread; Cracker; IFIC; Ready to eat cereal						<input type="checkbox"/> Yes <input type="checkbox"/> No

MENU PLANNING and PRODUCTION RECORDS	YES	NO	N/A	COMMENTS
Dated menus with recorded substitutions are retained and on file for all meals/snacks claimed for reimbursement.				
The menu served is the same as posted for today.				
Type of milk served: 1 yr olds: _____ 2 and up: _____ Correct type of milk is on hand and served given ages of children present.				
Is the type of milk (fat content & flavored) documented on the menu?				
Milk substitution forms, signed by parent, on file and creditable milk alternatives served. Dietary Tracking Statement is on file.				

Horizons Unlimited, Inc.

Center Review

MENU PLANNING and PRODUCTION RECORDS	YES	NO	N/A	COMMENTS
Accommodating disability and non-disability special nutritional requests (including parent provided component): A valid Diet Statement and Tracking Statement are on file for participant(s) with disability and/or non-disability requests.				
Agency has appropriately accommodated the special nutritional need request(s). Agency only claims allowable meals YES NO N/A				
Is proper documentation on hand to verify a WGR food was or is being served on the day of review?				
Are grain items on-hand similar to grain items served on menu to support at least 1 WGR item per day?				
Do the menus, production records, or foods on hand show that any Grain Based Desserts are served to meet the meal pattern?				
What method is used to select cereal within the sugar gram limit? <input type="checkbox"/> WIC approved Cereal List <input type="checkbox"/> $\text{Sugar(g)} \div \text{Serving Size (g)} = \text{Threshold: 0.212 or less}$				
Are the cereals used for child care within the sugar gram limit?				
Do the cereals not on the WIC Cereal List have product package (name, nutrition facts label, ingredients) available?				
Is the yogurt used for child care within the sugar limit?				
Is proper documentation available to verify the yogurt served or on hand for child care meets the sugar limits? $\text{Sugar(g)} \div \text{Serving Size (g) or (oz)} = \text{Threshold of oz 3.83 or less. Threshold of grams: 0.135 or less grams.}$				
Is proper documentation available to verify the tofu served or on hand meets the protein requirements				
Proper documentation on hand to verify tofu meets requirements. $\text{Protein (g)} \div \text{Serving Size (g)(oz)} = \text{Threshold for oz 2.27 oz or more. Threshold for grams .08 grams or more.}$				
Is a M/MA served in place of the entire grain at breakfast more than 3 times per week?				
Is at least 1 vegetable is served at lunch and supper ?				
If 2 vegetables are served at lunch/supper are they different vegetables?				
Juice is served no more than 1 time per day.				
Child nutrition (CN) labels or product formulation sheets on file for any commercially prepared combination food item(s)? If no, list the items requiring a CN label.				
Does the center deep fat-fry any foods served to day care children?				
Drinking water is offered to children				
If meal was observed, were participants properly offered all required components in accordance with the appropriate meal service method requirements (family style dining, pre-plated style, or cafeteria style)?				

Horizons Unlimited, Inc.
Center Review

MENU PLANNING and PRODUCTION RECORDS	YES	NO	N/A	COMMENTS
Self Preparation Sites: A daily record (production record) of the quantity of food prepared for each meal with documented substitutions is correctly maintained to assure portion size requirements of actual foods served.				
Production records for all meal services from other months are maintained on file. Where: _____				
The quantity of food prepared or ordered is based upon current participation figures.				
VENDED MEALS	YES	NO	N/A	COMMENTS
There is a daily record of amount of food delivered which adequately verifies compliance with portion size requirements.				
Vendors provide copies of CN label information or comparable information from manufacturers for commercially purchased combination food items.				
Meals are delivered in a timely manner?				
Upon delivery, staff checks for proper temperatures of food?				
Meals are checked for correct quantity and quality upon delivery?				
Center maintains a copy of the vendor agreement on file				
PROGRAM ADULTS	YES	NO	N/A	COMMENTS
Do program or other adults eat facility prepared/offered meals?				
The number of meals served to adults is recorded.				
Production records are maintained that include adults.				
Daily meal participation of adults is recorded?				
MEALS SERVED TO INFANTS	YES	NO	N/A	COMMENTS
List the type of Iron Fortified Infant Formula is offered is:				
Do parents of infants supply more than one component? If yes, does the provider claim the meal?				
Are infants served the appropriate foods and serving sizes according to their developmental needs?				
Formula and foods on-hand are creditable for infants?				
The Infant Menu & Infant Meal Pattern are posted where parents can easily see them.				
The infant meal count is completed at the time of the meal for each meal and snack claimed.				
For claimed meals, all required components of the infant meal pattern are provided?				
A signed medical statement is on file for infants who are not receiving the required USDA infant meal pattern but whose meals are claimed (e.g., receiving cow's milk instead of formula or table food in lieu of infant cereal at breakfast): If no, explain. Tracking Statement in on file.				
Commercial baby foods are single food products and meet other program requirements.				

**Horizons Unlimited, Inc.
Center Review**

MEALS SERVED TO INFANTS	YES	NO	N/A	COMMENTS
Bottles and formula are properly labeled, stored and prepared in a sanitary manner in accordance with licensing regulations.				
CIVIL RIGHTS REQUIREMENTS	YES	NO	N/A	COMMENTS
CACFP meal components are available to all participants at the beginning of the meal service. If no, explain:				
Meals are served to all enrolled children regardless of race, color, sex, age, disability, national origin and all other protected classes?				
The correct, full size (11x17) poster "And Justice For All" is on display in a conspicuous place.				
" Building for the Future" flier was posted or made available to parents.				
The "Building for the Future" flier includes the Horizon's contact information.				
All staff who interact with program applicants/participants, including those persons who supervise them, received Civil Rights training each fiscal year? If no, when is it scheduled?				
Potentially eligible persons and households have an equal opportunity to participate in the program.				
Allowing all children equal access to its child care services and facilities regardless of race, color, sex, age, disability or national origin?				
The current nondiscrimination statement and complaint procedure is included in facility advertisements when referencing admissions and the CACFP.				
MEAL COUNTS (PARTICIPANTS ONE YEAR AND OLDER)	YES	NO	N/A	COMMENTS
The Weekly Attendance and Meal Count Worksheets are sent to Horizons bi-monthly.				
The meals claimed are served to enrolled children who are within regulatory age limits.				
CACFP RECORDS AND RECORD KEEPING REQUIREMENTS	YES	NO	N/A	COMMENTS
Enrolled children have completed/current CACFP enrollment forms on file.				
Enrollment forms are updated annually				
Daily attendance (sign in/out) records are maintained				
A new HSIS is obtained annually				
The center uses the current HSIS and parent/guardian letter.				
The facility distributes the HSIS and parent letter to all families annually.				
Daily time of service meal count records are maintained for each enrolled child for each serving day of the month. If no, explain.				
Fiscal ledgers, receipts/invoices, logs and/or timesheets are maintained and available as support documentation that CACFP funds are supporting a nonprofit food service.				

**Horizons Unlimited, Inc.
Center Review**

CACFP RECORDS AND RECORD KEEPING REQUIREMENTS	YES	NO	N/A	COMMENTS
Does the center separate out food and non-food items on the receipts/invoices?				
Are the food costs, charged to the CACFP, allowable?				
Do the receipts coincide with the items offered on the menus?				
Does the agency charge a separate fee for the meal?				
If fiscal records are not available during the review, the prior months records will be faxed or e-mailed to Horizons within 5 business days of the review.				
CACFP reimbursements support a nonprofit food service.				
The facility has a current contract on file for vended meals.				
Records retained on-site for current plus previous 12 months?				
The remaining 24 months records kept on-site or readily assessable off-site? If off-site where?				
WIC information made available to parents?				
Key staff receive sponsor training on CACFP requirements withing the FY.				

5 DAY RECONCILIATION

List the meal counts for the same meal type observed or, if no meal is observed, closest meal to the time on the day of the review for each of the 5 preceding serving days. Also, list the number of children who are in attendance according to the child care's sign in/out attendance records. **Meal type observed:** _____

Date:	Today:											
Room:	Cts	Att	Cts	Att	Cts	Att	Cts	Att	Cts	Att	Cts	Att
Total												

**Horizons Unlimited, Inc.
Center Review**

5 DAY RECONCILIATION

Is the physical count of all participants participating in the meal service documented either during the meal service or immediately following? Yes No

The meal counts for the prior five days appear reasonable when compared to today's meal count? Yes No

If no obtain and record an explanation:

The meal counts for today and the prior 5 days appear reasonable when compared to enrollment and attendance? Yes No

If no obtain and record an explanation:

PREVIOUS REVIEW	YES	NO	N/A	COMMENTS
Were there any findings at the last review? If yes, list the findings:				
Was effective action achieved for all problems(s) noted during the last review?				
If no, when will the corrective action be completed and how?				

NOTES:

CURRENT REVIEW

Problems Found During Review	Required Corrective Action (CAP)	CAP to be completed

Signature of Facility Representative	Date
Signature of Sponsoring Organization Representative	Date

Minute Menu CX Training Videos w/ Commentary:

(Use with the Minute Menu CX Training Manual)

Center Monthly Process Overview

<https://www.youtube.com/watch?v=GDnrLMQIETA>

Notes:

- Please wait for your Welcome Letter to download the program. This letter will have link to the program, user name and password.
- Start-up guide is all videos.
- We scan the Weekly Attendance and Meal Count Worksheet (Meal Counts) so you do not need to enter meal counts into the Minute Menu system.
- I have enter all the enrollments for the children you sent me.
- You do not need to enter infant menus into CX but will track meal participation for infants on the Weekly Attendance and Meal Count Worksheet (Meal Counts).
- You do not need to track production records in CX for infants (children under 1 year of age).
- If adults participate in the meal with the children you will need to add them to the estimated attendance and keep track of the number of adult meals served on the Weekly Attendance and Meal Count.
- You will NOT submit the claim to Horizons via CX. At the end of the first two full weeks of the month make a copy of the all the meal counts and send Horizons the originals. Then at months end you will again make a copy of the meal counts and send Horizons the originals.

Minute Menu CX Dashboard

https://www.youtube.com/watch?v=rwJcMmo8QDc&feature=emb_title

Notes:

- We do not use the online attendance feature

Enrolling Children

<https://www.youtube.com/watch?v=jzimJMZnQyc&t=211s>

Notes:

- You can either give the parents a paper copy of the enrollment and enter the enrollment from this information. The current enrollment is the date the parent signed the form. Or,
- You can enter the information into CX based on the daycare interview and print the form for the parent to sign. They can handwrite any changes directly on the form. The current enrollment date would be the date you enter the information. This date and any handwritten corrections may be adjusted during activation of the child by Horizons.
- Complete infant section if applicable.
- Once you get to the Oversight tab simply select save. All income information will be entered by Horizons.

Recording Menus in CX

<https://www.youtube.com/watch?v=XJ6AB0jWqxk>

Note:

- You are not able to manage food lists. This is done by Horizons. If you don't see a food please let us know.
- DO NOT Record infant menus. Horizons has a different infant menu system.

Estimated Attendance

<https://www.youtube.com/watch?v=fQA5qs5ZuXY>

Creating Menu Templates in CX (optional)

<https://www.youtube.com/watch?v=0y8-iybeBeE>

Recording Attendance /Meal Counts

<https://www.youtube.com/watch?v=kPavqXxhU0k&t=10s>

Note:

- Do not record Meal Counts into CX. We scan the Weekly Attendance and Meal Count Worksheet into the system at the Horizons office.
- If you need to add or adjust meals found on the form please contact Horizons.

Recording Receipts

<https://www.youtube.com/watch?v=q7zX7LKhVfA>

Note:

- Tax is allowable for food service related supplies
- Milk Section is not required in Wisconsin
- Please separate Food Costs, Food Service related supplies and Not Approved items on the actual receipt. Total food costs, supply costs and Not Approved expenses can be recorded into the Expense Journal instead of entering individual items.
 - All items that are NOT creditable foods or food related supplies are considered NOT Approved. This journal is to track expense for the Food Service only.
 - The food program requires centers to run a not for profit food service. CACFP monies received should be put back into the food service.
- Labor associated with the food program can be expensed if need by using the Labor tally sheet.

Training

Start the Training Process

Go to training.minutemenu.com and access the "CX Center Training" page. Familiarize yourself and key staff members with the various training documents, training videos, and e-Learning courses available on the website.

Watch the [Center Monthly Process Overview](#) training video for an overview of Minute Menu CX. Then watch all other available videos listed in the "Center Videos" section of the [video library](#).

Installation and Login

Installation

~~To install Minute Menu CX for the first time, or to install on additional computers, go to www.minutemenu.com/centerwelcome and follow the installation instructions provided on screen.~~

~~After the program is installed, locate the green Minute Menu CX apple icon located on your computer desktop. Use the login ID/password that have been provided to you. If you do not know your login ID and password, please contact your food program Sponsor/Back-Office.~~

~~Click [here](#) to view a blog post about installing Minute Menu CX on multiple computers.~~



Advance Claim Month (If Needed)

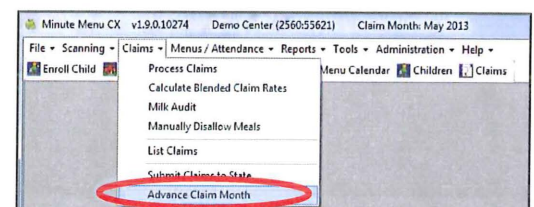
Make sure that the claim month listed at the top of the screen is on the current calendar month.



If the month listed is not correct, change it by going to **Claims >> Advance Claim Month**. Then click the + key to go forward (or – key to go back). Be sure to save before exiting the screen. The month listed at the top of your screen will immediately update.

For more information about your claim month, please read the [Change Claim Month](#) training document.

If the option is disabled, please contact your food program Sponsor/Back-Office.



Enrolling/Importing Children

Child Status

Children in Minute Menu CX may have one of these three possible statuses:

- **Pending:** The child has been enrolled into CX but the enrollment form and income eligibility forms have not yet been received/approved by the Food Program Sponsor/Back-Office.
- **Active:** The child has been enrolled into Minute Menu CX and a signed enrollment form and income eligibility form have been approved, and the child has been activated.
- **Withdrawn:** Child is no longer in care at the center, the child data is still available, but the child will not show up on reports after the withdrawal month.

Pending: Waiting for paperwork

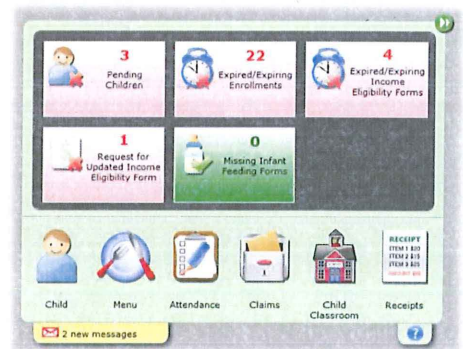
Active: Completed enrollment

Withdrawn: No longer in care

Center Dashboard

View the [Center Dashboard](#) training video to learn how to use the dashboard to make sure that all required information is collected. This will help you maximize your reimbursement.

Also, view the [Center Dashboard Help Document](#) for a detailed explanation of how this tool works.



Child Roster

Run the Child Roster report by going to **Reports >> Children >> Child Roster**. Use this report to:

- Verify child classrooms
- See if children need to be enrolled/withdrawn
- Any other reason you need a list of all enrolled children

Importing Children

A recurrent import from another program such as Procure 10 may be possible.

PROCARE

- If a Procure 10 import will be used, DO NOT enroll the children (the *initial* import is an integral part of the process).
- The Centers Integration Service (CIS) requires some setup. Please speak to your food program Sponsor/Back-Office for assistance in setting up the import.

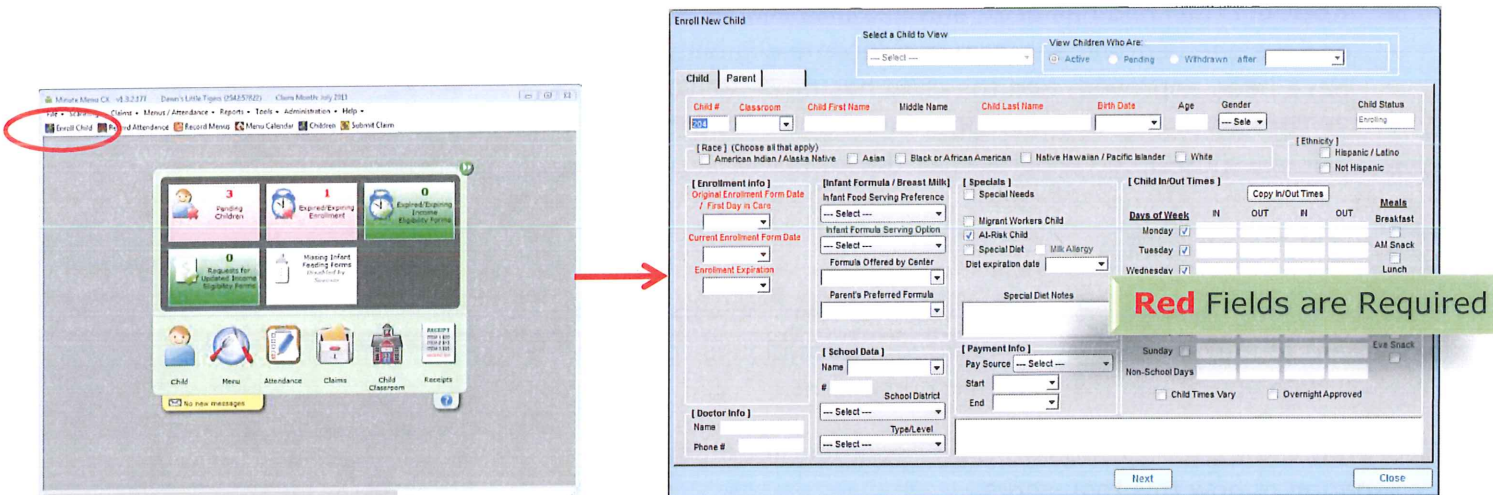
OTHER SOFTWARE

Importing children from other programs may be possible, but some setup may be required. Please contact your Implementation Specialist to see if an import is possible.

Enroll Children

To enroll a child, click the **Enroll Child** button. Fill out information on both tabs: **Child** and **Parent**.

View the [Enroll Child](#) training video and take the [Getting Started: Enrolling Children](#) e-Learning course to learn more about enrolling children into Minute Menu CX.



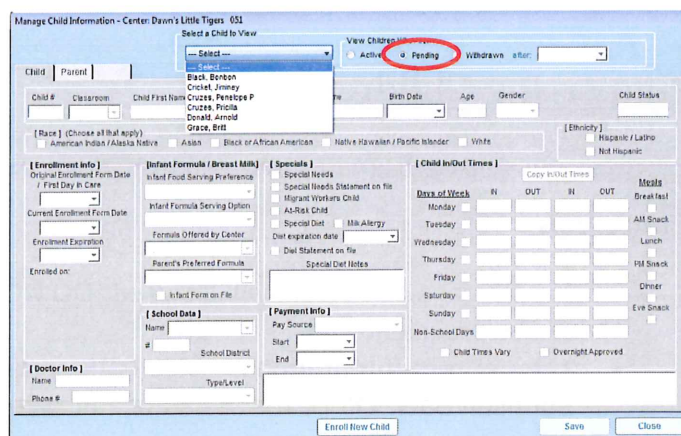
To initially obtain the child information from the parent, you can have parents fill out a blank child enrollment form. To print this form, go to **Reports >> Children >> Blank Child Enrollment Form**.

After the child has been enrolled in Minute Menu CX, the enrollment form and Income Eligibility form (if applicable) will need to be printed, signed by the parent, and mailed to the food program Sponsor/Back-Office for verification.

The child will have a "pending" status when initially enrolled. Once your Sponsor/Back-Office has received the required documents, the children will be changed to "active" status. Make sure to submit all required paperwork to your food program Sponsor/Back-Office since "pending" children are typically not reimbursable.

TO ACCESS PENDING CHILDREN

1. Click the **Child** icon to open the Manage Child Information screen.
2. Select the Pending option (directly to the right of the "Select a Child to View" dropdown box).
3. Select the child's name from the list.

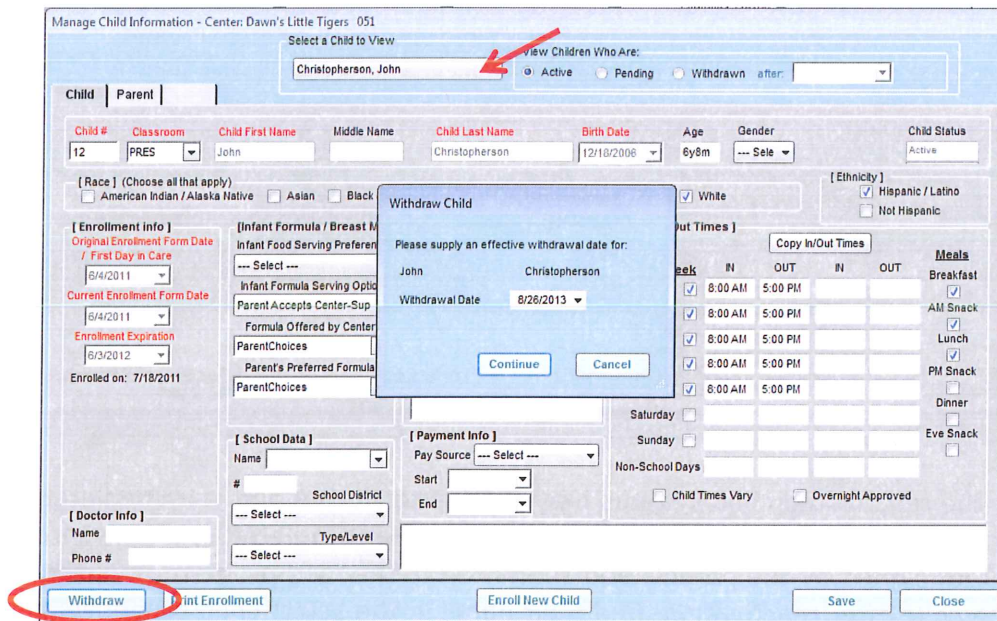


TO ACCESS ACTIVE CHILDREN

1. Click the **Child** icon to open the Manage Child Information screen.
2. Select a child from the dropdown box. (Active children are displayed in the list by default).

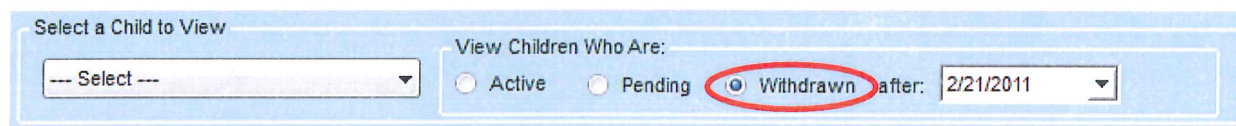
Withdrawing Children

1. Open the Manage Child Information screen by clicking on the **Child** icon on the dashboard.
2. Select the child to withdraw from the "Select a Child to View" dropdown box.
3. Click the **Withdraw** button at the bottom left corner of the screen.
4. Provide an effective date for the withdrawal (this date should be the last day that the child will be in care at the center) and then click **Continue**.

A screenshot of a web application interface for managing child information. The main window is titled "Manage Child Information - Center: Dawn's Little Tigers 051". At the top, there is a "Select a Child to View" dropdown menu with "Christopherson, John" selected. To the right, there are radio buttons for "View Children Who Are:" with "Active" selected, and a "Withdrawn after:" dropdown menu. Below this is a table with columns for "Child #", "Classroom", "Child First Name", "Middle Name", "Child Last Name", "Birth Date", "Age", "Gender", and "Child Status". The table contains one row for child "12" in classroom "PRES", with first name "John" and last name "Christopherson", born "12/10/2008", age "6y8m", gender "Male", and status "Active". A modal dialog box titled "Withdraw Child" is open in the center, asking for an "effective withdrawal date" and showing "8/26/2013" in a dropdown. At the bottom left of the main window, a "Withdraw" button is circled in red. Other buttons include "Print Enrollment", "Enroll New Child", "Save", and "Close".

TO ACCESS WITHDRAWN CHILDREN

To access children *after* they have been withdrawn, change the filter options listed directly to the right of the select child dropdown box to the **Withdrawn** option. If the child is not visible, try changing the "withdrawn *after*" date to something further back.

A close-up screenshot of the "View Children Who Are:" section of the interface. It shows three radio buttons: "Active", "Pending", and "Withdrawn". The "Withdrawn" radio button is selected and circled in red. To the right of the radio buttons is a "Withdrawn after:" dropdown menu with the date "2/21/2011" selected.

Reactivating Children

If a child leaves the center and then comes back, in some cases (depending on how much time has passed) the child can be reactivated, rather than having to completely re-enroll the child.

To reactivate a child:

1. Open the Manage Child Information screen by clicking on the Child icon on the dashboard.
2. Change the filter option to the right of the dropdown box to Withdrawn
3. Select the child to reactivate from the dropdown box
4. Click the **Reactivate** button at the bottom left corner of the screen

Manage Child Information - Center: Dawn's Little Tigers 051

Select a Child to View: View Children Who Are: Active Pending Withdrawn after: 2/21/2011

Child | Parent

Child #	Classroom	Child First Name	Middle Name	Child Last Name	Birth Date	Age	Gender	Child Status
27	INF2	Rachel		Greene	1/4/2012	1y7m	---	Withdrawn

[Race] (Choose all that apply)
 American Indian / Alaska Native Asian Black or African American Native Hawaiian / Pacific Islander White

[Ethnicity]
 Hispanic / Latino Not Hispanic

[Enrollment info]
Original Enrollment Form Date / First Day in Care: 1/23/2012
Current Enrollment Form Date: 1/23/2012
Enrollment Expiration: 1/22/2013
Enrolled on: 1/23/2012
Withdrawn: 1/22/2013

[Infant Formula / Breast Milk]
Infant Food Serving Preference: --- Select ---
Infant Formula Serving Option: --- Select ---
Formula Offered by Center: --- Select ---
Parent's Preferred Formula: --- Select ---

[School Data]
Name: --- Select ---
--- School District: --- Select ---
Type/Level: --- Select ---

[Doctor Info]
Name: ---
Phone #: ---

[Specials]
 Special Needs
 Migrant Workers Child
 At-Risk Child
 Special Diet Milk Allergy
Diet expiration date: ---
Special Diet Notes: ---

[Payment Info]
Pay Source: --- Select ---
Start: ---
End: ---

[Child In/Out Times]
Copy In/Out Times

Days of Week	IN	OUT	IN	OUT	Meals
Monday <input checked="" type="checkbox"/>	8:00 AM	5:00 PM			Breakfast <input checked="" type="checkbox"/>
Tuesday <input checked="" type="checkbox"/>	8:00 AM	5:00 PM			AM Snack <input type="checkbox"/>
Wednesday <input checked="" type="checkbox"/>	8:00 AM	5:00 PM			Lunch <input type="checkbox"/>
Thursday <input checked="" type="checkbox"/>	8:00 AM	5:00 PM			PM Snack <input type="checkbox"/>
Friday <input checked="" type="checkbox"/>	8:00 AM	5:00 PM			Dinner <input type="checkbox"/>
Saturday <input type="checkbox"/>					Eve Snack <input type="checkbox"/>
Sunday <input type="checkbox"/>					

Non-School Days: ---
 Child Times Vary Overnight Approved

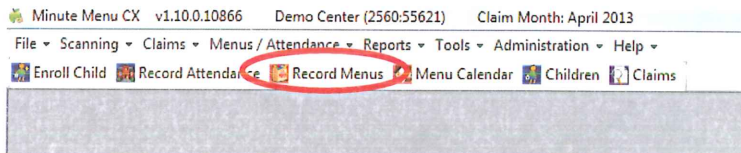
Buttons: **Reactivate** Print Enrollment Enroll New Child Save Close

In some cases, the reactivated child's status may change to **Active** and is immediately eligible for reimbursement. However, if the child's status changes to **Pending** status, a new enrollment form will need to be printed, signed by the parent, and submitted to the food program Sponsor/Back-Office. To see the status of the child after reactivation, find their name in the select child dropdown box and filter by active or pending status.

If too much time has lapsed since the child's enrollment expiration date, the program will not allow the child to be reactivated. In this situation, enroll the child as if he/she is brand new to the center.

Foods and Menu Planning

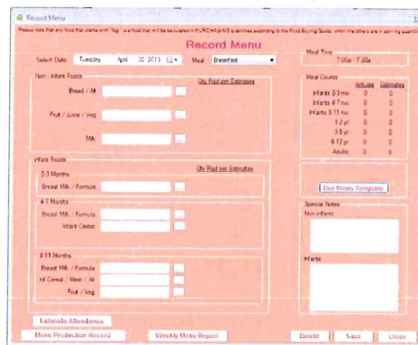
Planning and Recording Menus



Get started planning and recording menus! Click [here](#) to view the Planning and Recording Menus help document. Watch the [Record Menu](#) training video to learn how to record a menu. Take the [Foods and Menu Planning](#) e-Learning class to learn how to record menus quickly, how to use the Estimate Attendance function, and to see real examples of the Menu Production record.

Menus can be recorded anytime, so feel free to preplan menus or record them as you go.

To get started, click the **Record Menus** button at the top left of the screen. You can use menu templates (see the [Create Menu Templates](#) section of this guide) or select foods individually.



Menu Calendar

After you've recorded a few meals, take a look at the **Menu Calendar** (accessible from the plate/fork icon on the dashboard). Any day with a meal recorded will display the abbreviation for that meal (BALPDE). Double click any day to edit a meal on that date.

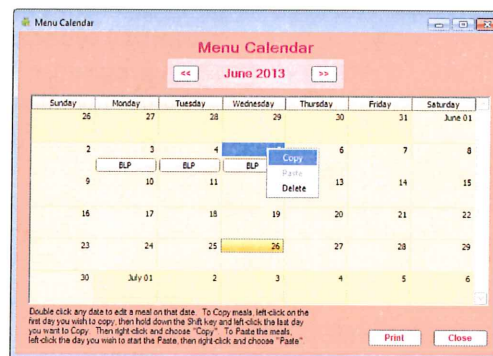


You can copy and paste meals from the Menu Calendar. Copy and paste a single day, a week, or even a month if you like!

To copy and paste a **day** of meals: Right click on the day you wish to copy and select the "Copy" option. Then right click on your desired date and select "Paste."

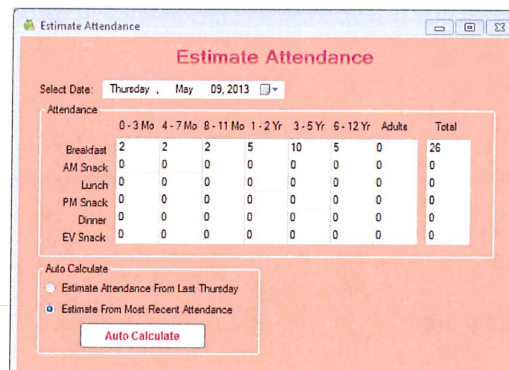
To copy and paste **more than one day** of meals:

- Click on the first day you want to copy.
- Hold down the SHIFT KEY on your keyboard while you select the last day of the range that you'd like to copy.
- Right click on the selected area and choose the "Copy" option.
- Select the first day in the range you'd like to paste to, right click, and choose the "Paste" option.



Estimate Attendance

After menus have been recorded, watch the [Estimate Attendance](#) training video. The Estimate Attendance tool assists users in planning how much food to purchase and prepare. After a meal is



planned, use the tool to make an educated guess on how many children will be present on future days. Then, view the Menu Production Record (MPR) to see how much food will be needed based on those estimates.

To estimate attendance, go to **Menus/Attendance >> Estimate Attendance**. Or use the shortcut button from the **Record Menus** screen. Type your own estimates in the grid at the top or use the auto calculate feature at the bottom.

Menu Production Record

Once menus have been recorded and attendance has been estimated, view the Menu Production Record. A shortcut button is provided on the Estimate Attendance screen AND the Record Menu screen. The report can also be accessed by going to **Reports >> Menus >> Menu Production Record**.

The Menu Production Record will display the foods, the quantity of food needed for each age group, and the total amount of food needed based on the estimates you provided.

The final "actual" food quantity totals will not be displayed on the report until the actual attendance/meal counts have been taken for that meal.

Demo Center 1 4155141415		Non Infant Menu Production Record Thursday 05/09/2013						Demo Center 4155141415		
Breakfast		1-2 Yrs	3-5 Yrs	6-12 Yrs	Adults	Total	Total Including Infants			
Estimated Attendance		5	10	5	0	20	26			
Actual Attendance										
Component	Food Served/Planned	Rqd Serving Size By Age				Qty Needed Per Est Attendance	Qty Needed Per Actual Attendance	Comments		
		1-2	3-5	6-12	Adult					
Brd/Alt	Waffles	1/2 serv	1/2 serv	1 serv	2 serv	12 1/2 serv				
Veg/Frt/Juice	Bananas	1/4 c	1/2 c	1/2 c	1/2 c	8 3/4 c				
Milk	Fluid Milk	1/2 c	3/4 c	1 c	1 c	15 c				

Quantity Needed Per *Estimated* Attendance
The program will determine how much food is needed for all age groups based on Estimated Attendance.

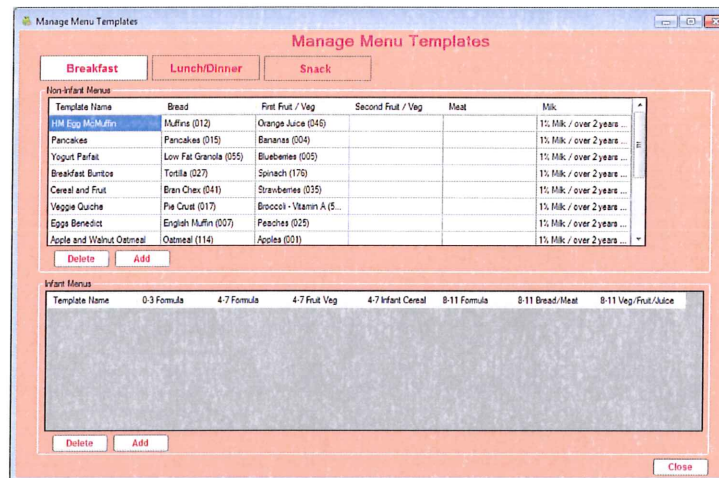
Quantity Needed Per *Actual* Attendance
This column will automatically be calculated and displayed, after the actual meal counts have been entered for that meal.

Create Menu Templates (Optional)

Make menu planning more efficient and create reusable menu templates! Watch the [Creating Menu Templates](#) training video located on training.minutemenu.com to get started.

To create a menu template:

1. Open Minute Menu CX
2. Go to **Menus/Attendance >> Manage Menu Templates**
3. Choose the category to add a meal to: Breakfast, Lunch/Dinner, or Snack.
4. Click the **Add** button to create a new template
5. Give the template a short but descriptive title
6. Record the food components for the meal by clicking the [...] button
7. Click **Save**



To use the template you created, click the **Record Menus** shortcut button.

For any meal type that has a template available, you will see a **Use Menu Template** button on that screen. (The menu template button will not be visible for meals that do not have templates available.)

Recording Attendance/Meal Counts

There are 3 ways to record attendance and meal counts in Minute Menu CX:

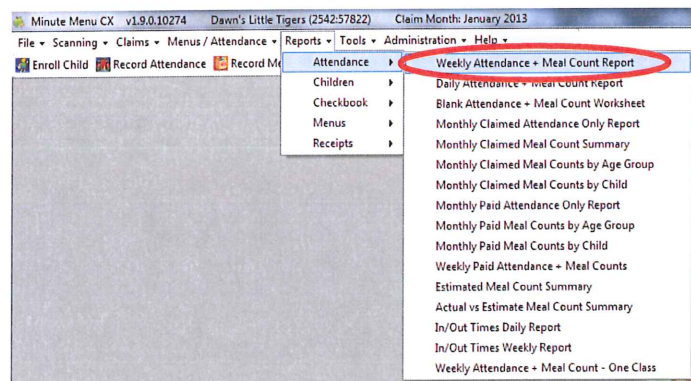
~~1. Manually (Record Menus screen)~~

2. Scanning

~~3. cx2go (mobile app)~~

For recording menus manually (#1) and for scanning (#2), the Weekly Attendance and Meal Count report will need to be printed weekly, distributed to each classroom, filled out at the point of service, and then submitted to the person that will be entering or scanning the data into Minute Menu CX.

To print the Weekly Attendance + Meal count report, go to **Reports >> Attendance >> Weekly Attendance + Meal Count Report**. Watch the [Recording Meal Counts and Attendance on Paper](#) training video. Use the [Properly Marking Attendance and Meal Count forms](#) document to train Staff to fill out this form correctly.



~~Manually~~

~~After the Weekly Attendance + Meal Count report has been submitted for the week, the information will need to be recorded into Minute Menu CX.~~

~~Click the Attendance icon on the dashboard to open the function. Make sure that the correct day is selected, and then filter by classroom to make data entry easier.~~

~~Watch the [Recording Meal Counts and Attendance into Minute Menu CX](#) training video for more information.~~



Mark **Sick** if the child is IN CARE at the CENTER because he/she is too sick to go to school.

Mark **"Sch Out"** for school aged children who eat AM Snack or Lunch when they would normally be in school.

Use the **"select all"** check boxes at the bottom for quicker entry.

Scanning

Your food program Sponsor/Back-Office may optionally choose to scan the Weekly Attendance + Meal Count report. Specific guidelines *must* be followed when printing and filling out the forms.

Hint: Keep a copy of the "Properly Marking Attendance and Meal Count Forms," in every classroom.

Use the [Properly Marking Attendance and Meal Count forms](#) document and the [Meal Counts and Attendance with Scanning](#) e-Learning course on training.minutemenu.com to train staff to fill out forms correctly.

Read scanning blog(s) located on blog.minutemenu.com.

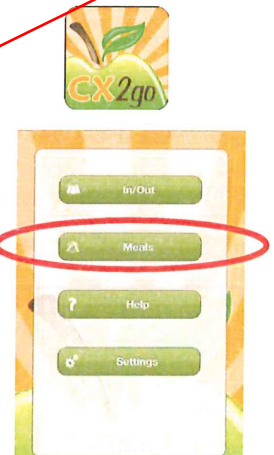
cx2go Mobile App

The cx2go mobile app can be used to record attendance and meal counts and child in/out times on a daily basis. Please see the [cx2go website](#) for more information.

The full version of the program is still needed for tasks such as: enrolling children, managing classrooms, recording menus, printing reports, etc.

The app can be accessed from various smart phones, tablets, and laptops. To access the app from a laptop, go to cx2go.mobi using either the Chrome or Safari web browser (it will not work using Internet Explorer.)

Record daily meal counts into the app at the time of each meal serving. Click the **Meals** button to begin recording and then select the meal. Children can be selected individually, or multiple children can be marked in attendance at once. To mark several children in attendance at once, click the **Edit** button, select each child in attendance, click the **Edit Selected Children** button, select each applicable option, and then click the **Apply** button. (Please also see the note above about the "Sick" and "School Out" options on the Record Attendance screen.)



For more information, read the [Shortcut for Recording Meal Counts in cx2go](#) blog post.

Properly Marking Attendance & Meal Count Forms

To Correctly Mark Attendance & Meal Count Forms:

1. Use **ONLY** dark black pens or markers.
2. Make neat, dark, black X's in the center of the box, making sure to stay within the lines.
3. Avoid making any stray marks on any part of the form.
4. The date must be pre-printed at the top of each column. If the date is not printed – ask for a new form. Do not manually enter the date.
5. For a new child in a class, neatly write their first and last name by hand on the next available row, being sure to stay within the lines.
6. Use white-out to correct mistakes.
7. Mark each child in attendance if they received a meal. If attendance is left blank meals will not be counted.
8. Sign and date the form before submitting.

MM Center 12345 (872) 671-5211

Weekly Attendance & Meal Count Report
 Week Of 9/5/2011 - 9/9/2011

Sponsor: Minute Menu Centers Inc. 123-456-7890

CLASSROOM #	CHILD NAME	09/05/2011 MONDAY			09/06/2011 TUESDAY			09/07/2011 WEDNESDAY			09/08/2011 THURSDAY			09/09/2011 FRIDAY		
		M	A	P	M	A	P	M	A	P	M	A	P	M	A	P
23	Boston, Jennifer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34	Carrillo Padron, Roberto	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
290	Clark, Christine	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
233	Clark, Wendy	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
306	Clark, Natalie K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
285	Clark, Thomas W	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
216	Cooper, Mia	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
354	Daleiden, Samantha Kay	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
266	Evans, David	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
72	Perez, Dawn	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																
* Special Diet																
Daily Totals:																
Total Nbr of Program Staff Meals:																

CFXFORMID1008 I certify that the information on this form is true and correct to the best of my knowledge and that I understand and agree to the terms and conditions of this program. This may be read by a machine. Page 1 of 2

56475 I will cause reimbursement only for eligible meals served to eligible participants. I understand that reimbursement will be made only for the production under any state rate or federal contract.

Teacher: Maria Broyles date: 9/10/11

Correctly Marked Weekly Attendance & Meal Count Form

Common Errors in Filling Out Forms

Avoid the following marking errors:

- Do not use pencil or colored inks other than black.**
Always use black pens or markers (not displayed).
- Do not use handwritten dates in the headers.**
Never write a date in the header. Use only pre-printed dates. For a different week, print a new form.
- Do not mark boxes in any way if a child's attendance and/or meal is not claimed.** Anything written in a box is assumed to be a mark, causing incorrect meal counts. Leave Attendance or Meals blank if a child is not present for the meal.
- Do not allow markings to stray into neighboring boxes.** Be sure to stay within the lines.
- Do not write notes on a line with the child's name.**
- Do not mark child names outside the lines.**
If a child changes classrooms or enrolls mid-week, write in the child's name, but stay within the lines.
- Do not submit forms unsigned.** Always sign & date the form.
- Do not enter stray marks on form.** Do not write stray marks anywhere on the form, staple the form, or create marks near the four black corner boxes. Be sure each square [■] is completely visible on each corner.
- Do not use a highlighter anywhere on the form.**
Use only a black pen or marker (not displayed).

01/26/2010 6:04 pm
Minute Menu Fun Time (222) 222

Weekly Attendance & Meal Count Worksheet
Week Of: 12/1/09-12/6/09 (Mon 11:30-Sun 12/6)

11/30/09

CLASSROOM # 1

AGE	NBR	CHILD NAME	12/01/2009 TUESDAY			12/02/2009 WEDNESDAY			12/03/2009 THURSDAY			12/04/2009 FRIDAY		
			A	B	M	A	B	M	A	B	M	A	B	M
1-1y	39	Boston, Jennifer	X	X	X	X	X	X	X	X	X	X	X	
2-1y	1	Carrillo Padron, Roberto	X	X	X	X	X	X	X	X	X	X	X	
3-2y	61	Clark, Christine	X	X	X	X	X	X	X	X	X	X	X	
4-1y	12	Clark, Wendy	X	X	X	X	X	X	X	X	X	X	X	
5-1y	16	Clark, Natalie K	X	X	X	X	X	X	X	X	X	X	X	
6-2y	4	Clark, Thomas W	X	X	X	X	X	X	X	X	X	X	X	
7-2y	20	Cooper, Mia	X	X	X	X	X	X	X	X	X	X	X	
8-1y	41	Daleiden, Samantha Kay	X	X	X	X	X	X	X	X	X	X	X	
9-1y	22	Davis, Catherine D	X	X	X	X	X	X	X	X	X	X	X	
10-2y	44	Evans, David "EJJ"	X	X	X	X	X	X	X	X	X	X	X	
11-2y	29	Gardner, Elizabeth A	X	X	X	X	X	X	X	X	X	X	X	
12-2y	45	Hamilton, Dawn	X	X	X	X	X	X	X	X	X	X	X	
13-1y	177	Hamish, Joseph	X	X	X	X	X	X	X	X	X	X	X	
14-2y	190	Hudson, Richard	X	X	X	X	X	X	X	X	X	X	X	
15-2y	36	Ivory, Richard	X	X	X	X	X	X	X	X	X	X	X	
16-2y	38	Johnson, Lori	X	X	X	X	X	X	X	X	X	X	X	
17-2y	185	Lampson, Christine M	X	X	X	X	X	X	X	X	X	X	X	
18		McCall, Christopher	X	X	X	X	X	X	X	X	X	X	X	
19		Tricks, Bryan	X	X	X	X	X	X	X	X	X	X	X	
20			X	X	X	X	X	X	X	X	X	X	X	
21			X	X	X	X	X	X	X	X	X	X	X	
22			X	X	X	X	X	X	X	X	X	X	X	
Total Nbr of Program Staff Meals:														
Daily Totals:														

CXFORMID1008 I certify that the information on this form is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible participants. I understand that misrepresentation may result in prosecution under applicable state or federal statutes. This may be read by a machine. 9475

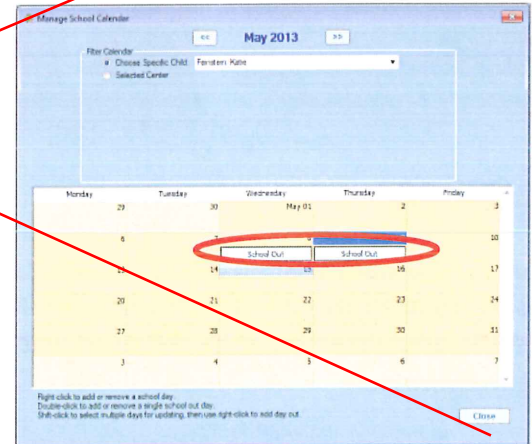
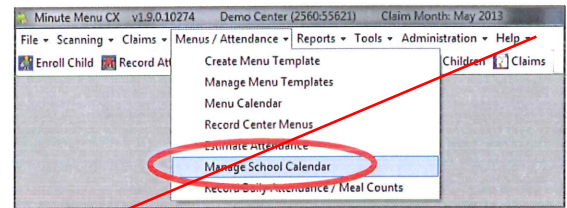
Teacher: _____ Date: 12/1/09

Two training videos on cx2go are currently available. Watch the [cx2go – Recording Meal Counts and Attendance](#) training video to learn how to record daily meal counts and attendance. Watch the [cx2go – Recording In/Out Times](#) video to learn how to record daily child in/out times in the app.

Manage School Calendar

You can optionally choose to use the **School Calendar** to mark school-out days, if you prefer, rather than adding it on the Record Attendance screen.

The calendar is accessible from **Menus/Attendance >> Manage School Calendar**. Select a specific child or your center as a whole, and then double-click on a calendar date to add the "school out" designation.



Receipts

Enter and Mail Receipts

Some centers are required to enter their own receipts into Minute Menu CX and then mail them for verification. However, even if you're not required to enter them yourself, they should still be mailed to the food program Sponsor/Back-Office.



To enter receipts into Minute Menu CX, click the Receipts icon on the dashboard.

Watch either the training video [Enter Receipts - Quick Entry](#) or [Enter Receipts – Itemized Entry](#) – as directed by your food program Sponsor/Back-Office.

To enter vendors for food/supplies, go to **Tools >> Manage Vendors**. Watch the [Manage Vendors](#) training video for more information on adding vendors.

Horizons Unlimited, Inc.
CACFP OPERATING LABOR SHEET

Center Name: _____ Month/Year: _____

Employee Name: _____ Position/Title: _____

Employee Rate of Pay: _____ Pay Period (circle one): Weekly Every 2 Weeks Monthly

DATE	Start Time for Work Day	HOURS WORKED ON CACFP					TOTAL HOURS WORKED ON CACFP PER DAY	End Time for Work Day
		Please enter the number of hours spent each day on the tasks listed below:						
		# HOURS MENU PLANNING	# HOURS FOOD SHOPPING	# HOURS COOKING	# HOURS SERVING MEALS	# HOURS CLEANING UP		
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	:							:
TOTAL CACFP HOURS FOR THE MONTH:								

By signing below, I / we do hereby certify that the distribution of activities for the employee represents the actual work performed during the period covered by this report to the best of my/our knowledge.

Employee's Signature

Supervisor's Signature

NOTE: A payroll record to verify each employee was paid **must** accompany this sheet.

FOR SPONSOR USE ONLY	_____	X	_____	=	_____
	#HOURS		RATE OF PAY		ALLOWABLE LABOR

Enrollment Forms and Household Size Income Statements

ALL families are required to fill out the **Enrollment Form** regardless of the frequency of attendance. There should be one form per child.

Families are not required to return the **Household Size Income Statement** BUT you should encourage them to do so. They can write Not Applicable on the form if they do not wish to share that information. This way you know they did not just forget to fill out the form. Remember, the more families that qualify for the free or reduced category the more reimbursement you will receive for all meals served. We suggest offering families that are resistant to share their income with you be given an addressed envelope to Horizons so they can mail the form in assuring them that this information is kept confidential. Also inform parents that reimbursement from the Food Program helps to offset the costs of food and helps to control the cost of child care. Help them to see that it truly is in their best interest to complete the form. There should be one form per family.

Don't forget to distribute the Building for the Future Handout which explains the Food Program and Meal Pattern to all families.

Enrollment Forms

Master Copy

General Information

Complete the Centers Name and Food Program Number. This number is assigned by Horizons Unlimited

Infant Meals Notification

Enter in the Formula the Center is offering to all infants. The Formula should be one the fits your budget and is easily available.

Upon receiving the Enrollment Form

Check to verify ALL questions have been answered

General Information

Review Child information for completeness. Verify that parent contact information is complete.

Racial and ethnic date information. *REQUIRED*

Be sure both the racial and the ethnic information is completed.

Hours and Meals while in Care. REQUIRED

Ensure that this information is completed. This should include the normal days and times that child is in care and which meals that child is participating in while in care. If the child's schedule varies make these notes in additional information or write on the back to the form.

Infant Meals Notification. REQUIRED for children birth – 11 months.

Review that parents of infants have completed this section accurately and are in full understanding that cereals and foods are supplied by the center and they have the right to accept or decline the formula offered. The Center can at no time require the parents to bring in infant foods or formula.

Feeding and Eating Evaluation for Children with Special Needs

Distribute the Eating and Feeding Evaluation for Children with Special Needs form to parents if needed. This is to be signed by a Medical Authority and must state foods that are to be eliminated and which foods are to be substituted. *Keep a copy of the form with the child's enrollment and send in the original to Horizons to be placed in the child's folder*

Check that the parent has signed and dated the enrollment form

Household Size Income Statements

Parent Letter

Complete the Name of Sponsoring Organization with your Centers name
Have the owner sign at the bottom

Household Size-Income Statement

Complete the Name of Center on the upper left of the form

Upon receiving the Household Size Income Statement

The name of daycare children should be clearly written on the top of the page.

Part 1

Review that all numbers are clearly written and complete. If part 1 is completed skip to part 3.

Part 2 (to be completed if Part 1 is not)

Check to verify that all information is complete and legible.

*All members of the household should be listed along gross income and how often it is received.
If no income the box on the right should be checked.*

Part 3 REQUIRED

Ensure that the parent has completely filled out their contact information in a clear and legible fashion and have signed and dated the form. The last 4 digits of Social Security number needs to be filled in.

Determine Eligibility

Horizons Unlimited will complete this. This section should be left blank.

It is important that the Enrollments and Income Eligibility forms are filled out accurately, completely and legibly.

It is easier for both the Center and Horizons if all forms are completed correctly the first time. This will reduce labor costs of tracking down the information and ensuring that the center is receiving the maximum reimbursement rate possible.

When the forms are received by the center and checked for completeness and accuracy they should be sent to Horizons. This can be done via mail, fax or scan and email.

225 E. 2nd St. Kaukauna, WI 54130

1- 920- 462-4871 --Fax

horizonsfoodprogram1991@gmail.com –email

Questions on any of this.

Call 920-462-4805 or email horizonsfoodprogram1991@gmail.com



Horizons Unlimited, Inc.
CACFP Enrollment Form

Child Care Center's Name: _____

Instruction for Parents/Guardians:

Complete a separate form for each enrolled child. In the spaces below, fill in all information requested. For the days and hours normally in care, if the child is school age, report the hours in care both before and after school. If your schedule fluctuates, please explain in the "Additional Information" section. If you are uncertain what meals your child will participate in, consult with your child care center. CACFP regulations require that each child's enrollment information be updated annually.

CHILD'S NAME:	PARENT'S/GUARDIAN'S NAME:
CHILD'S DATE OF BIRTH:	ADDRESS:
	PHONE:

PLEASE CHECK THE ETHNIC & RACIAL IDENTITY OF YOUR CHILD. YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION. THE COLLECTION OF THIS INFORMATION IS ONLY FOR STATISTICAL PURPOSES.

Ethnic Category: Hispanic or Latino Not Hispanic or Latino

Racial Category: American Indian Asian Black or African American Native Hawaiian or Pacific Islander White

Hours and Meals While in Care

Days Normally in Care (Check all that apply)	Hours Normally in Care				Meals Normally Received While in Care: (Check all that apply)					
	From	To	From	To	Breakfast	AM Snack	Lunch	PM Snack	Supper	Evening Snack
<input type="checkbox"/> Sunday					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Monday					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tuesday					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Wednesday					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Thursday					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Friday					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Saturday					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Information if your child's schedule varies:

Infant Meal Notification
To be completed for children under 12 months

The child care center offers _____ iron fortified infant formula which: I Accept I Decline
(Center must write in the name of formula offered)

When your infant is developmentally ready for baby food, the childcare provider/center will supply infant cereal and other foods that are creditable to the USDA Infant Meal Pattern. Parents may prefer to supply their own formula, cereal, and/or developmentally appropriate foods compliant with CACFP requirements and must indicate that below.

Which of the following applies:

- I prefer to have the center supply infant cereal and infant foods for my child when developmentally appropriate.
- I will supply infant cereal and infant foods for my child when appropriate

If breastfeeding which applies:

- I will supply expressed (pumped) breast milk and have the center supplement formula if necessary.
- I will supply expressed breast milk and supplement formula if necessary.

Special Dietary Needs

Does your child have a special dietary need(s) that differs from the meal pattern requirements? Yes No

If yes, you must provide documentation to the center that has been completed by your child's health care provider detailing what food (s) to omit and food(s) to serve as a substitute; the exception to this rule is for nondairy milk substitutes (i.e. soy milk) that are nutritionally equivalent to milk, which only require a written statement from you. Consult with your child care center for approved soy milks. The center may choose to not provide the substitution.

If your child's special dietary need(s) is the result of a disability, you must provide documentation to the center that has been completed by your child's licensed physician detailing your child's disability, an explanation of why the disability restricts your child's diet, the major life activity affected by the disability, and the food(s) to omit and food(s) to serve as a substitute. The center must offer to provide the substitution(s) if your child's special dietary need is the result of a disability.

SIGNATURE OF PARENT OR GUARDIAN:	DATE:	INITIALS & DATE:	INITIALS & DATE:

Building For the Future

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

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

Meals Participating facilities must follow meal requirements established by USDA.

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

Participating Facilities

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

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

Eligibility

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

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

Contact Information

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

Participating Agency Contact Information	State Agency Contact Information
Jenna Van Den Wildenberg, Executive Director Horizons Unlimited, Inc. 600 North Lincoln Avenue Madison, WI, 53707 (920) 462-4805 horizonsfoodprogram1991@gmail.com	Amanda Kane, RDN, CD, Director Community Nutrition Programs Wisconsin Department of Public Instruction P.O. Box 7841 Madison, WI 53707-7841 608-267-9129



This institution is an equal opportunity provider.

English Version
(Rev 4/17)

HOUSEHOLD SIZE—INCOME STATEMENT

Child and Adult Care Food Program

An adult household member must complete this form (HSIS) and return it to the center. Complete one HSIS per household.

Refer to the accompanying *Household Letter* for instructions on completing this form.

First and Last Name(s) of Enrolled Child(ren)	Center
---	--------

PART 1: BENEFITS

If no one receives these benefits, skip to PART 2.

If any member of your household currently receives benefits from:	Check the box for the benefit received AND list the case number	<ul style="list-style-type: none"> • DO NOT list a 16 digit Quest Card number for FoodShare • Wisconsin Shares Child Care Subsidy benefits is NOT W-2 Cash Assistance.
FoodShare Wisconsin (10 digit #) <input type="checkbox"/>	_____	
Wisconsin Works (W-2) Cash Assistance (10 digit #) <input type="checkbox"/>	_____	
FDPIR (9 digit #) <input type="checkbox"/>	_____	

PART 2: TOTAL HOUSEHOLD SIZE AND INCOME (Complete a, b, and c)

If you completed PART 1, you do not need to list household and income information below.

a) List full names of all household members below , including yourself and all children.	b) List all income on the same line as the person who receives it.																																																																																																																																																										
Household Member: anyone who is living with you and shares income and expenses, even if not related.	<ul style="list-style-type: none"> • Record each income source only once. • Check the box for how often each income source is received. 																																																																																																																																																										
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">Household Members</th> <th style="width:5%;">(Optional) Age</th> <th style="width:5%;">Check if Foster Child <input type="checkbox"/></th> <th style="width:5%;">Check if No Income <input type="checkbox"/></th> <th style="width:15%;">Gross wages, Net income (self-employed), Commission, Tips, Cash bonuses, Military pay & allowances for off-site housing/food/clothing, Work comp, strike ben., Unemployment</th> <th style="width:5%;">Weekly</th> <th style="width:5%;">Every 2 Weeks</th> <th style="width:5%;">Twice per Month</th> <th style="width:5%;">Monthly</th> <th style="width:5%;">Annually</th> <th style="width:15%;">Pensions, Retirement Social Security, VA benefits, SSI, Disability, Child Support, Adoption assistance, Alimony</th> <th style="width:5%;">Weekly</th> <th style="width:5%;">Every 2 Weeks</th> <th style="width:5%;">Twice per Month</th> <th style="width:5%;">Monthly</th> <th 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PART 3: ALL HOUSEHOLDS

ETHNICITY AND RACE DATA COLLECTION – Completion is optional
 This center is required by Federal law to ask the following two questions concerning ethnicity and race. Your answers are strictly for statistical reporting and will have no effect on determination of eligibility for benefits. **Please answer both questions.**

IS YOUR CHILD(REN) HISPANIC OR LATINO? Yes, Hispanic or Latino No, neither Hispanic nor Latino

SELECT ONE OR MORE OF THE FOLLOWING CATEGORIES THAT APPLY TO YOUR CHILD(REN):
 American Indian or Alaska Native Black or African American White Asian Native Hawaiian or Other Pacific Islander

ADULT HOUSEHOLD MEMBER SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (SS#)
 If Part 2 is completed, the adult signing the form must list the last four digits of his/her SS# OR check "None" if he/she does not have a SS#.

I CERTIFY (promise) that all information on this form is true, and that all income is reported unless eligibility is established by receiving FoodShare, W-2 Cash Assistance, and/or FDPIR. I understand that this information is given in connection with the receipt of Federal funds, and that CACFP officials may verify (check) the information. I am aware that if I purposely give false information, the center may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Signature of Adult Household Member	Signature Date Mo./Day/Yr.	Last 4 digits of SS# (or check "None" if you do not have a SS#) ***.**_ _ _ _ <input type="checkbox"/> None
-------------------------------------	----------------------------	--

FOR CENTER USE ONLY – Complete all 3 sections and the Effective Month of Determination

<p>Section 1: Basis of Determining Eligibility (A or B)</p> <p>A. Household Size & Income Total Household Size _____</p> <p>*Total Income \$ _____ / _____ (\$ Amount) (Time Period)</p>	<p>Section 2: Eligibility Determination</p> <p><input type="checkbox"/> Free <input type="checkbox"/> Reduced <input type="checkbox"/> Non-Needy</p>	<p>Section 3: Determining Official's Initials & Approval Date</p> <p>_____</p> <p>**Effective Month of Determination</p> <p>_____</p> <p>Month/Year</p>
---	---	---

*Convert to yearly income only when multiple pay frequencies are reported, using only these multipliers:

Weekly x 52	Twice a month x 24
Every 2 weeks x 26	Monthly x 12

**This form expires one year from the Effective Month of Determination.

Dear Parent or Guardian:

_____ is enrolled in the CACFP, a USDA program which
 (Name of Agency)
 provides federal assistance dollars to eligible child care centers for serving more nutritious meals. The amount of money our agency receives from this program is based on the income levels of our families. **In order to continue providing a quality meal service without additional charge, we request every family of our enrolled children to complete new a Household Size-Income Statement form (HSIS) each year. Please complete and return the attached HSIS form to our office. This information will be kept strictly confidential in our files.** Only one completed HSIS is required for all children in your household. Once we have properly approved your HSIS as eligible, our agency will receive the higher ("Free" or "Reduced-price") meal reimbursement rates for your enrolled children, for 12 months from the *Effective Month of Determination* regardless of any change in your household size and/or income or termination from Benefits Programs.

•You are not required to complete this HSIS if no one in your household receives benefits from FoodShare WI (the Supplemental Nutrition Assistance Program (SNAP)), FDPIR (Food Distribution Program on Indian Reservations), or the W-2 (Wisconsin Works) Cash Assistance Program and your household income is higher than the amount shown for your household size within the table below. In this case, however, we would appreciate you returning the HSIS to us with "N/A" written on it along with your signature and date.

Determining Eligibility based on Participation in Benefits Programs → Complete Part 1 and Part 3 of HSIS form

Our agency receives the Free meal reimbursement rate for children in households receiving benefits from FoodShare WI, FDPIR, or W-2 Cash Assistance. **W-2 Cash Assistance** is Wisconsin's Temporary Assistance for Needy Families (TANF) program. **It provides temporary cash assistance through work placement and training programs and IS NOT the Wisconsin Shares Child Care Subsidy Program.** W-2 Cash Assistance Programs include Trial Employment Match Program (TEMP), Community Service Jobs (CSJ), W-2 Transitions (W-2 T), Custodial Parent of an Infant (CMC), and At Risk Pregnancy (ARP).

You must include the following information on the HSIS (a-c) for eligibility based on receiving benefits from FoodShare WI, FDPIR, W-2 Cash Assistance:

- (a) The names of your enrolled children;
 - (b) Checked box for the benefit your household receives and its case number; and
 - (c) The signature of an adult member in the household & signature date
- **DO NOT list case numbers for:** Medicaid, SSI, OR Wisconsin Shares Child Care Subsidy program AND
 - **DO NOT list the 16 digit Quest Card number for FoodShare WI**

Determining Eligibility by Household Size and Income → Complete Part 2 and Part 3 of HSIS form

Household-Size Income Scale (Effective July 1, 2019 to June 30, 2020)

Household Size	Annual Income Level (at or below)
1	\$ 23,107
2	\$ 31,284
3	\$ 39,461
4	\$ 47,638
5	\$ 55,815
6	\$ 63,992
7	\$ 72,169
8	\$ 80,346
For each additional Household Member, add:	+\$ 8,177

If your household earns a total income that is less than or equal to the income levels listed within this table, we will receive higher meal reimbursement rates ("Free" or "Reduced-price" meal rate) for your children.

For determining eligibility based on your household size and income, you must include the following information on the HSIS (a-e):

- (a) Full names of all household members who share income and expenses, including children, parents, and non-related persons;
- (b) Income received by each household member identified by source of income and its pay frequency;
- (c) Total number of household members;
- (d) The signature of an adult member of the household and signature date; and
- (e) The last four digits of the social security number of the adult household member signing the HSIS or an indication he/she does not have a social security number.

•Disclosure of United States citizenship or immigration status is not required and is not a condition of eligibility for higher meal reimbursement rates.

Eligibilities of Foster, Runaway, Homeless, and Migrant Children, and Children enrolled in Head Start:

Our agency will receive the Free meal reimbursement rates for foster, runaway, homeless, and migrant children and children enrolled in Head Start who reside in your household, when you provide the respective documentation listed below.

•Please note: These children's **eligibility for Free meals does not extend to other children in your household.**

The respective documentation is required for these children to be eligible for Free Meals:

- Foster children:** Your completed HSIS with the 'Foster Child' box checked next to your foster children's names. When including them on your HSIS completed for your non-foster children, any income reported for your foster children must only be for their personal use. Your foster children will then be eligible at the "Free" meal rate. Your non-foster children's eligibilities will be based on the benefits or income information provided on your household's completed HSIS form.
- Children Enrolled In Head Start:** Written certification of your child's Head Start enrollment eligibility period from the Head Start administering agency.
- Runaway, Homeless, and Migrant Children:** Written certification of the child's status from an official of the appropriate Runaway and Homeless Youth Program, Migrant Education Program, or school official.

Use of Information Statement: The Richard B. Russell National School Lunch Act requires the information on this form. You are not required to provide this information, but if you do not, our agency cannot receive higher reimbursement rates for meals served to your children. You must include the last four digits of the social security number of the household member signing the form unless: the HSIS is only for your foster child(ren); you list a case number for receiving benefits from FoodShare WI, the W-2 Cash Assistance Program, or FDPIR; or when the household member signing the HSIS checks "None" for not having a SS#.

Sharing Eligibility Information: Children's eligibility information may be shared in accordance with disclosure protection requirements without prior notification, with education, health, and nutrition programs to assess their eligibility for benefits. The law allows us to share your children's eligibility information with programs such as Medicaid or BadgerCare for ensuring their access to free or low cost health insurance, **unless you tell us not to.** This information may only be used for determining eligibility for their programs; if your children are eligible, they may contact you to offer their enrollment options. Please note that filling out this HSIS does not automatically enroll your children in these programs. **If you do not want your information to be shared with these programs, please notify us in writing. This notification will not change whether your children's meals are eligible for meal reimbursement.** Your eligibility information provided on the HSIS may also be shared with auditors for program reviews and law enforcement officials for the purpose of investigating violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

Jenna Van Den Wildenberg
 Executive Director

Horizons: 225 E. 2nd St Kaukauna WI 54130
horizonsfoodprogram1991@gmail.com

Breakfast				
Must serve milk, vegetable or fruit, and either a grain or meat/meat alternate				
Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 (At-risk afterschool programs and emergency shelters)
Fluid Milk <ul style="list-style-type: none"> • 1 year olds: Unflavored whole milk • 2-5 year olds: Unflavored 1% or skim • 6-18 year olds: Unflavored 1% or skim, or flavored skim 	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
Vegetables or Fruits <i>(or portions of both)</i> <ul style="list-style-type: none"> • Full-strength juice may only be used to meet the fruit or vegetable requirement at one meal or snack per day 	¼ cup	½ cup	½ cup	½ cup
Grains <ul style="list-style-type: none"> • Must be whole grain-rich, enriched, or fortified • At least one serving per day must be whole grain-rich • Grain-based desserts are not creditable <i>(Refer to the CACFP Grains Chart)</i> • Cereals must contain no more than 6 grams of sugar per dry ounce 				
Bread	½ slice	½ slice	1 slice	1 slice
Bread products such as biscuits, rolls, or muffins <i>Refer to the CACFP Grains Chart for options and serving sizes</i>	½ serving	½ serving	1 serving	1 serving
Cooked breakfast cereal, cereal grain, rice and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Ready-to-eat breakfast cereal (dry, cold)	¼ cup	1/3 cup	¾ cup	¾ cup
Meat/Meat Alternates <ul style="list-style-type: none"> • Not required at breakfast, but may be served in place of the entire grain component a maximum of three times per week 				
Lean meat, poultry, or fish	½ oz	½ oz	1 oz	1 oz
Cheese (natural and process; soft and hard)	½ oz (⅛ cup shredded)	½ oz (⅛ cup shredded)	1 oz (¼ cup shredded)	1 oz (¼ cup shredded)
Cottage cheese, ricotta cheese, cheese spread, cheese food	1 oz (⅛ cup)	1 oz (⅛ cup)	2 oz (¼ cup)	2 oz (¼ cup)
Large egg	¼ egg	¼ egg	½ egg	½ egg
Cooked dry beans or peas	⅛ cup	⅛ cup	¼ cup	¼ cup
Yogurt (regular and soy) <i>Must contain no more than 23 grams of total sugars per 6 ounces</i>	¼ cup (2 oz)	¼ cup (2 oz)	½ cup (4 oz)	½ cup (4 oz)
Peanut butter, soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp
Peanuts, soy nuts, tree nuts or seeds	½ oz	½ oz	1 oz	1 oz
Tofu (commercially prepared) <i>2.2 oz. (1/4 cup) must contain at least 5 grams of protein</i>	⅛ cup (1.1 oz)	⅛ cup (1.1 oz)	¼ cup (2.2 oz)	¼ cup (2.2 oz)
Soy products or alternate protein products <i>Must meet the requirements in Appendix A to Part 226</i>	½ oz	½ oz	1 oz	1 oz

Lunch and Supper All five components required for a reimbursable meal				
Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 (At-risk afterschool programs and emergency shelters)
Fluid Milk <ul style="list-style-type: none"> • 1 year olds: Unflavored whole milk • 2-5 year olds: Unflavored 1% or skim • 6-18 year olds: Unflavored 1% or skim, or flavored skim 	1/2 cup (4 oz)	3/4 cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
Meat/Meat Alternates				
Lean meat, poultry, or fish	1 oz	1 1/2 oz	2 oz	2 oz
Cheese (natural and processed; soft and hard)	1 oz (1/4 cup shredded)	1 1/2 oz (3/8 cup shredded)	2 oz (1/2 cup shredded)	2 oz (1/2 cup shredded)
Cottage cheese, ricotta cheese, cheese spread, cheese food	2 oz (1/4 cup)	3 oz (3/8 cup)	4 oz (1/2 cup)	4 oz (1/2 cup)
Large egg	1/2 egg	3/4 egg	1 egg	1 egg
Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup	1/2 cup
Peanut butter, soy nut butter or other nut or seed butters	2 Tbsp	3 Tbsp	4 Tbsp	4 Tbsp
Peanuts, soy nuts, tree nuts or seeds <ul style="list-style-type: none"> - May be used to meet no more than 1/2 the M/MA serving size - Must be combined with another M/MA to meet the full minimum serving size 	1/2 oz = 50%	3/4 oz = 50%	1 oz = 50%	1 oz = 50%
Yogurt (regular and soy) <i>Must contain no more than 23 grams of total sugars per 6 ounces</i>	1/2 cup (4 oz)	3/4 cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
Tofu (commercially prepared) <i>2.2 oz. (1/4 cup) must contain at least 5 grams of protein</i>	1/4 cup (2.2 oz)	3/8 cup (3.3 oz)	1/2 cup (4.4 oz)	1/2 cup (4.4 oz)
Soy products or alternate protein products <i>Must meet the requirements in Appendix A to Part 226</i>	1 oz	1 1/2 oz	2 oz	2 oz
Vegetables <ul style="list-style-type: none"> • May replace fruit, but must offer two different vegetables • Full-strength juice may only be used to meet the fruit or vegetable requirement at one meal or snack per day 	1/8 cup	1/4 cup	1/2 cup	1/2 cup
Fruits <ul style="list-style-type: none"> • Full-strength juice may only be used to meet the fruit or vegetable requirement at one meal or snack per day 	1/8 cup	1/4 cup	1/4 cup	1/4 cup
Grains				
<ul style="list-style-type: none"> • Must be whole grain-rich, enriched, or fortified • At least one serving per day must be whole grain-rich • Grain-based desserts are not creditable (<i>Refer to the CACFP Grains Chart</i>) • Cereals must contain no more than 6 grams of sugar per dry ounce 				
Bread	1/2 slice	1/2 slice	1 slice	1 slice
Bread products, such as biscuits, rolls, or muffins <i>Refer to the CACFP Grains Chart for options and serving sizes</i>	1/2 serving	1/2 serving	1 serving	1 serving
Rice, pasta, grains, and/or cooked cereals	1/4 cup	1/4 cup	1/2 cup	1/2 cup

Snack				
Must serve 2 of the 5 components. Only 1 of the 2 components may be a beverage.				
Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 (At-risk afterschool programs and emergency shelters)
Fluid Milk <ul style="list-style-type: none"> 1 year olds: Unflavored whole milk 2-5 year olds: Unflavored 1% or skim 6-18 year olds: Unflavored 1% or skim, or flavored skim 	1/2 cup (4 oz)	1/2 cup (4 oz)	1 cup (8 oz)	1 cup (8 oz)
Meat/Meat Alternates				
Lean meat, poultry, or fish	1/2 oz	1/2 oz	1 oz	1 oz
Cheese (natural and processed; soft and hard)	1/2 oz (1/8 cup shredded)	1/2 oz (1/8 cup shredded)	1 oz (1/4 cup shredded)	1 oz (1/4 cup shredded)
Cottage cheese, ricotta cheese, cheese spread, cheese food	1 oz (1/8 cup)	1 oz (1/8 cup)	2 oz (1/4 cup)	2 oz (1/4 cup)
Large egg	1/2 egg	1/2 egg	1/2 egg	1/2 egg
Cooked dry beans or peas	1/8 cup	1/8 cup	1/4 cup	1/4 cup
Peanut butter, soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp
Peanuts, soy nuts, tree nuts or seeds	1/2 oz	1/2 oz	1 oz	1 oz
Yogurt (regular and soy) <i>Must contain no more than 23 grams of total sugars per 6 ounces</i>	1/4 cup (2 oz)	1/4 cup (2 oz)	1/2 cup (4 oz)	1/2 cup (4 oz)
Tofu (commercially prepared) <i>2.2 oz. (1/4 cup) must contain at least 5 grams of protein</i>	1/8 cup (1.1 oz)	1/8 cup (1.1 oz)	1/4 cup (2.2 oz)	1/4 cup (2.2 oz)
Soy products or alternate protein products <i>Must meet the requirements in Appendix A to Part 226</i>	1/2 oz	1/2 oz	1 oz	1 oz
Vegetables				
<ul style="list-style-type: none"> Full-strength juice may only be used to meet the fruit or vegetable requirement at one meal or snack per day 	1/2 cup	1/2 cup	3/4 cup	3/4 cup
Fruits				
<ul style="list-style-type: none"> Full-strength juice may only be used to meet the fruit or vegetable requirement at one meal or snack per day 	1/2 cup	1/2 cup	3/4 cup	3/4 cup
Grains				
<ul style="list-style-type: none"> Must be whole grain-rich, enriched, or fortified At least one serving per day must be whole grain-rich Grain-based desserts are not creditable (<i>Refer to the CACFP Grains Chart</i>) Cereals must contain no more than 6 grams of sugar per dry ounce 				
Bread	1/2 slice	1/2 slice	1 slice	1 slice
Bread products, such as biscuits, rolls, crackers, or muffins <i>Refer to the CACFP Grains Chart for options and serving sizes</i>	1/2 serving	1/2 serving	1 serving	1 serving
Cooked breakfast cereal, cereal grain, rice and/or pasta	1/4 cup	1/4 cup	1/2 cup	1/2 cup
Ready-to-eat breakfast cereal (dry, cold)	1/4 cup	1/3 cup	3/4 cup	3/4 cup



FAMILY STYLE DINING

Family style meal service provides an opportunity to encourage a pleasant eating environment that will support and promote mealtime as a learning experience. USDA recommends family-style dining for all children 3 years and older. In family style meal service, children serve themselves from common platters of food with assistance from adults.

Why do Family Style?

1. Allows children to identify and be introduced to new foods, tastes, and menus.
2. Children can choose the amount of food on their plate.
3. They feel more in control to judge their hunger and fullness during the meal.
4. Children practice good table manners (taking turns, sharing, politely turning down foods) and new skills (passing, pouring and scooping foods).
5. Family style dining may seem difficult at first; however, children can develop healthy habits and positive self-esteem from this learning experience.

How to do Family Style:

1. All food for the meal is placed in serving bowls on the table.
2. The amount of food placed on the table must meet the CACFP portion sizes for each child.
3. All beverages (milk, water, juice) are served in child-size containers/pitchers.
4. Place all foods on the table before children sit down to eat.
5. Let children pass the food to each other.
6. Encourage children to at least taste a bite of each food item.
7. Allow second servings after everyone has been served.
8. Adults should sit at the table with the children and eat the same meal.
 - ~ Teachers act as role-models. If teachers are seen enjoying the meal, the children will learn that eating is enjoyable.
9. Teachers and children should talk about the foods served (where they come from, sensory characteristics, why they are healthy).
 - ~ It is recommended to have topics prepared prior to the meal so teachers know what to discuss with the children.



Child-Size Is the Right Size

- Child-size tables and chairs make it easier for the children to serve themselves.
- Child-size plates and cups are easier for children to handle.
- Light weight plastic bowls and pitchers are easier for children to grasp.
- Serving tools—tongs, spoons, scoops—that help with serving the right portions of food are easier for children to use.

FAMILY STYLE DINING





Barriers to family-style dining	How to overcome those barriers
<p>Children may take too large of servings because they really like a certain food or don't have the skill to properly use the serving utensil.</p>	<ul style="list-style-type: none"> • Allow children to serve themselves small portions. • Assist children who need help, and offer second helpings when appropriate. • Assure the child that the food will be offered again.
<p>Sanitation issues – children may contaminate the serving dishes by sticking their hands in the dishes or the serving utensil in their mouth.</p>	<ul style="list-style-type: none"> • Model good food safety practices when passing and serving food. • Respond when a child is about to contaminate food or has already done so. • Provide new serving utensils or replace contaminated food.
<p>It may get messy – there is more opportunity to spill when children serve themselves.</p>	<ul style="list-style-type: none"> • Expect children to clean up their own spills, but don't make a fuss about it. • Small size sponges and buckets should be available. An adult can help if the child asks for it or seems to need help after he or she has begun to clean it up.
<p>The children's skill levels vary – some may be slower in learning the skills necessary for family style dining than others.</p>	<ul style="list-style-type: none"> • Seat children who need more help near a teacher at the table. Let the child serve themselves what they can. Then the teacher can serve them the other foods. • Keep the conversation at the table light - avoid nagging, criticism, and other unpleasantness, and don't allow fighting or rudeness.
<p>Takes more time for the children to pass the serving dishes and serve themselves.</p>	<p>It will take time to get family style dining into place, but with practice, children will learn the necessary skills, and family style dining will become the normal routine.</p>

Encourage Foods By

- Telling the child he or she might enjoy the taste of the unfamiliar food.
- Explaining that it is not necessary for children to eat everything on their plates.
- Explaining to the child that the food is needed for growth.
- Complimenting the children for trying new foods.



Meal Service Styles: CACFP Requirements

Meal Service Style	Definition	Requirement	Best Practices
<p><i>Pre-plated</i></p> 	<p>Staff put all components on the plate or into cups</p>	<p>Minimum serving size <u>must</u> be provided</p>	<p>Have plates/cups prepared prior to participants being seated</p> <p>Use scoop sizes or measuring cups</p> <p>Provide staff with summary sheets of how much to serve (i.e. 3 apple slices)</p>
<p><i>Family Style Dining</i></p> 	<p>Common serving dishes of each component is placed on the table</p> <p>Participants serve themselves</p>	<p>Minimum serving size must be available for each participant seated at the table</p> <p>Encourage participants to take all components in the minimum serving size, but do not require</p>	<p>Place components/ common serving dishes on table prior to participants being seated</p> <p>Use age-appropriate size bowls, utensils, tables, chairs</p>
<p><i>Combination of Pre-plated and Family Style Dining</i></p> 			<p>You may choose to combine these two meal services to better accommodate the participant's abilities or the food being served</p> <p>All meal components must be served</p> <p>Quantities placed on plates and in cups by staff must meet the minimum serving size</p> <p>Quantities available in the common serving dishes must provide minimum serving size for each participant seated at the table</p>
<p><i>Cafeteria Style Dining</i></p> 			<p>Participants move through a serving line and serve themselves food or staff serve the food</p> <p>Quantities taken by participants or served by staff must meet the minimum serving size</p> <p>All meal components must be served. Offer versus Serve (OvS) is allowed in the At-Risk Afterschool program only</p>



Sample Menus



Week 1

Meal Pattern	Monday 1 st	Tuesday 2 nd	Wednesday 3 rd	Thursday 4 th	Friday 5 th
Breakfast Grains, OR Meat/Meat Alternate (no more than 3 times per week) Fruit or Vegetable Milk	Grapes WG toast Milk	Diced peaches Scrambled eggs Milk	Kiwi WG Life Cereal Milk	Berries Yogurt Milk	Applesauce Pancakes Milk
Lunch Meat/Meat Alternate Vegetable Fruit Grains Milk	Oven-Baked Parmesan Chicken Roasted Brussels sprouts Strawberries WG roll Milk	Bean Burrito Asparagus Orange wedges Milk	Sweet and sour chicken Steamed green beans Red peppers Cooked rice Milk	HM Macaroni and cheese Peas and carrots Tomatoes Milk	Ham & cheese in WG pita pocket Green salad Sweet potato fries Milk
PM Snack <i>Select two of the following:</i> Meat/Meat Alternate Vegetable Fruit Grains Milk	HM guacamole Salsa Tortilla chips Milk	Fresh carrot sticks WG crackers Water	Toasted mini bagel with cheddar cheese Water	WG fish crackers Pea pods Water	Apricot halves Milk

1%, unflavored milk is served to children ages 2 and older

* Whole, unflavored milk is served to 1 year olds

* WG = Whole Grain; Bold = WG item; HM = Homemade

Week 2

Meal Pattern	Monday 8 th	Tuesday 9 th	Wednesday 10 th	Thursday 11 th	Friday 12 th
Breakfast Grains, OR Meat/Meat Alternate (no more than 3 times per week) Fruit or Vegetable Milk	Banana WG Cheerios Milk	Avocado Baked scrambled eggs Milk	Mixed fruit Biscuit Ham slice Milk	Strawberries Oatmeal, WG Milk	Fresh apple slices Yogurt Milk
Lunch Meat/Meat Alternate Vegetable Fruit Grains Milk	HM cheese pizza Cucumbers Apple slices Milk	Turkey breast sandwich on WG bread Steamed broccoli Watermelon Milk	Oven baked chicken Brown rice Cauliflower Zucchini Milk	Meatloaf Roasted beets Kiwi Corn bread Milk	Baked fish Quinoa Tomatoes Pineapple Milk
PM Snack <i>Select two of the following:</i> Meat/Meat Alternate Vegetable Fruit Grains Milk	Zucchini bread Milk	English muffin with peanut butter Milk	Jicama and carrot sticks Milk	Yogurt Sliced fresh strawberries Water	WG crackers Cottage cheese Water

* 1%, unflavored milk is served to children ages 2 and older

* Whole, unflavored milk is served to 1 year olds

* WG = Whole Grain; Bold = WG; HM = Homemade



Sample Menus

Week 3



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

* 1% or skim, unflavored milk is served to children ages 2 and older

* Whole, unflavored milk is served to 1 year olds

* WG = Whole Grain; Bold = WG; HM = Homemade

Week 4

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

* 1% or skim, unflavored milk is served to children ages 2 and older

* Whole, unflavored milk is served to 1 year olds

* WG = Whole Grain; Bold = WG; HM = Homemade



Sample Menus

Week 5



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

* 1% or skim, unflavored milk is served to children ages 2 and older

* Whole, unflavored milk is served to 1 year olds

* WG = Whole Grain; Bold = WG; HM = Homemade

Week 6

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

* 1% or skim, unflavored milk is served to children ages 2 and older

* Whole, unflavored milk is served to 1 year olds

* WG = Whole Grain; Bold = WG; HM = Homemade

The following details recordkeeping requirements for the CACFP meal pattern and documentation that must be kept on file. These apply to ALL Programs.

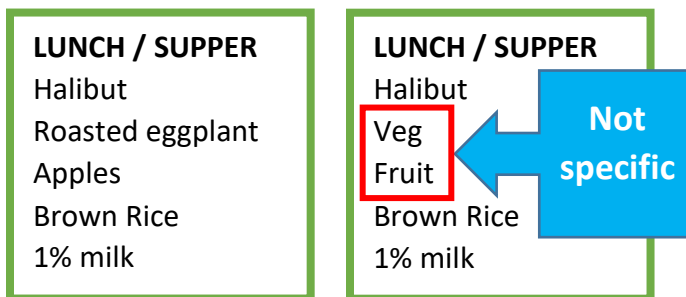
Menus

The following must be documented on menus:

MILK: Type of milk for each age group served. This includes listing the fat content (e.g. whole, low-fat or 1%, and fat-free or skim) **and** if the milk is flavored.

*Examples: Whole milk is served to children age 1
1% milk is served to children ages 2 and older
Chocolate fat-free milk is served to children ages 6 and older*

FRUITS AND VEGETABLES: The specific fruit and/or vegetable(s) served at each meal and snack must be recorded on menus filed with the claim.



GRAINS:

- **Whole Grain or Whole Grain-Rich Items:** Must be identified.

Write next to the grain item:

- Whole grain OR WG
- Whole grain-rich OR WGR
- Whole wheat OR WW
- Grains like quinoa, brown rice, oatmeal, etc. do not need to be identified as WG or WGR

- **Cereals:** The specific name of cereal(s) must be written. *Note: A cereal that is at or below sugar requirements may not necessarily be a Whole Grain or Whole Grain-Rich Item, but still may be served as the grain item*

LUNCH
Parmesan chicken
WG Noodles
Roasted Carrot Coins
Blueberries
1% milk

BREAKFAST
WG Cheerios
Raspberries
1% milk

Documentation

The following must be kept on file for the actual items served:

Whole Grain-Rich (WGR) Items:

1. Product package of item that includes the term **Whole Wheat**:
 - Only breads, rolls and buns labeled “whole wheat”, “entire wheat” or “graham” on the package are 100% whole wheat and WGR
 - Only the following pasta labeled “whole wheat” on the package are 100% whole wheat and WGR: Macaroni, macaroni product, spaghetti, vermicelliFor other items labeled as “whole wheat” such as crackers, tortillas, bagels, and biscuits use another method to determine if they are WGR.
2. Product package of item found on any State agency’s **WIC-approved** whole grain food list
3. Product package of item that includes one of the following **FDA health claims**:
 - “Diets rich in whole grain foods and other plant foods and low in total fat, saturated fat, and cholesterol may reduce the risk of heart disease and some cancers.” OR
 - “Diets rich in whole grain foods and other plant foods, and low in saturated fat and cholesterol, may help reduce the risk of heart disease.”
4. Product package with **ingredient list** that shows the food meets the **Rule of Three**
 - A) The first ingredient (or second after water) is whole grain, AND
 - B) The next two grain ingredients (if any) are whole grains, enriched grains, bran, or germ
 - Non-creditable grains or flours cannot be one of the first 3 grain ingredients
 - Grain derivatives must be ignored and not included in the Rule of Three
 - Any ingredients that are labeled as “2% or less” are considered insignificant and may be disregarded
5. Child Nutrition (CN Label), Product Formulation Statement from the manufacturer or a recipe that demonstrates that the item is WGR
 - a. Recipe must include all ingredients and identifies grain ingredient amounts by weight or volume
6. Documentation from the School Food Authority demonstrating the product meets the WGR criteria in the **National School Lunch Program** (this may include a CN label or product formulation statement, ingredient list, etc.)

Cereal and Yogurt (for sugar amounts) and Tofu: Keep actual package, picture, or a copy of the product package including the name of item and Nutrition Facts Label

Store-bought Combination Food Items (ex. pizza, chicken nuggets): Child Nutrition (CN) label or product formulation statement from manufacturer to credit meal components to the meal pattern

Financial Recordkeeping

Non-creditable foods are unallowable costs. They cannot be included in your CACFP food costs, even when served as an extra with a reimbursable meal/snack. Examples include:

- Grain-based desserts (ex. Toaster pastries, granola bars, cookies)
- Cereals and yogurt above sugar limit
- Combination food items (ex. pizza, chicken nuggets) not supported with a CN label or production formulation statement
- Other non-creditable food items (ex. Ice cream, gelatin, pudding, popcorn, bacon, potato chips, etc.)

Eating and Feeding Evaluation: Children with Special Needs

Parental Request for Milk Substitute

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

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

Who should sign the Eating and Feeding Evaluation Form?

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

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

Four questions must be answered:

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

What are some examples of when an Eating and Feeding Evaluation Form 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

What if the parent or recognized medical authority refuses to provide an Eating and Feeding Evaluation Form?

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 a copy to Horizons and keep a copy for your records.

What happens if I do not have the Eating and Feeding Evaluation Form, I do not serve the substituted foods.

The meals for that child will be disallowed.

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

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

Special Dietary Needs and the CACFP

What to Do Next:

Designate Responsible Staff

- Designate staff responsible for managing all special dietary needs. This point person will ensure:
 - Valid documentation is on file for participants with disabilities and participants' needs are met
 - Meals/snacks for non-disability special dietary needs meet CACFP meal pattern requirements
 - Only creditable meals/snacks for non-disability special dietary needs are claimed for reimbursement

Obtain Appropriate Documentation

- Special Dietary Needs Tracking Form complete for each participant with a disability or non-disability special dietary need request
- Disability: Written medical statement for physical or mental impairment that substantially limits one or more major life activities. Must be signed by a Wisconsin Licensed Healthcare Professional authorized to write medical prescriptions (Physician, Physician Assistant, Nurse Practitioner (APNP))
- Non-disability special dietary need: Written statement from family, DCF *Health History and Emergency Care Plan* form, medical statement from a non-licensed health care professional authorized to write medical prescriptions, or statement from a licensed health care professional that specifies a family's dietary preference, not a disability

Train Staff on Accommodating Disabilities

- Participants with a disability that affects the diet must be accommodated. It is vital to follow the directive of a written medical statement to ensure the safety of a participant
 - Kitchen staff must know how to properly manage special dietary needs and make substitutions (ex. know appropriate food substitutions, reading labels for food allergens).
 - Classroom staff must inform the designated staff responsible for managing special dietary needs when a family brings in a food/beverage to the classroom so the request can be handled appropriately.
 - Staff completing meal counts must know that meals/snacks CANNOT be claimed when:
 - A participant is served a meal or snack that does not meet meal pattern requirements unless the participant is being accommodated for a disability that is supported with a written medical statement
 - A participant is served non-creditable food item(s) provided by the Program or the family
 - A participant is served more than one component supplied by the family
- Examples:*
- Non-creditable beverage is provided by Program or family
 - Family provides two components of a meal, ex. the grain and meat alternate
 - Family provides a non-creditable component, ex. non-creditable meatless substitute

Menu Evaluation

- Review menus and determine if your program will design a meal plan within the CACFP meal pattern to accommodate common disabilities or other non-disability requests. Examples:
 - Offer lactose-free milk to accommodate participants with lactose intolerance
 - Offer a creditable non-dairy beverage nutritionally equivalent to cow's milk
 - Offer a daily vegetarian option

A participant requests a meal modification that is different from what is on the menu (e.g. eliminate or substitute a food or beverage item)

Does the participant have a disability (physical or mental impairment) that restricts the diet?
This includes participants who may have a disability but have not yet provided a medical statement.
If you do not know, work with the family to determine if the participant has a disability that restricts the diet.

Yes

No

Did the participant's family provide a **medical statement** signed by a state licensed healthcare professional authorized to write medical prescriptions (Physician, Physician Assistant, Nurse Practitioner (APNP)) that indicates:

1. Description of impairment (reason for request)
2. How to accommodate the impairment (e.g. food(s) to be avoided and recommended substitution(s))

Your program is not required to make meal modification(s)

- *Optional meal accommodations for participants without disabilities must comply with the CACFP meal pattern requirements*
- *Families can provide one creditable component of a meal/snack*
- *Optional modifications must be supported with a statement completed and signed by the family or a medical professional. The statement must identify the non-disability special dietary need, foods not to be served, and allowable substitutions.*

Yes

No

Your program is **required** to make the meal modification

Your program is **required** to make meal modification(s) and must work with the **participant's** family to obtain a complete medical statement

When the medical statement for a disability is missing information:

- Do not deny/delay a requested meal modification because the medical statement does not provide sufficient information
- If the medical statement is unclear or lacks sufficient detail, you must obtain appropriate clarification so the participant receives safe meals
- Work with the participant's family to obtain an amended medical statement
- While obtaining additional information, you should follow the portion of the medical statement that is clear to the greatest extent possible

USDA requires Programs make reasonable modifications to accommodate participants with **disabilities** to provide equal opportunity to participate. This is required only when supported by a written medical statement from Wisconsin Licensed Healthcare Professional authorized to write medical prescriptions: Physician, Physician Assistant, Nurse Practitioner (APNP)

What is a disability? → Physical or mental impairment that substantially limits one or more major life activities (includes eating, breathing, digestive and respiratory functions, etc.). Most physical and mental impairments will constitute a disability, it does not need to be life threatening.
Ex. Digestion is impaired by lactose intolerance, whether or not consuming milk causes severe distress.

What is NOT a disability? → Eating certain foods or eliminating foods from the diet due to a general health concern and/or preference.
Ex. Request that a participant does not drink cow's milk because of a preference, not because the participant has lactose intolerance.

DISABILITY

Supported by a valid written medical statement

Program must offer a reasonable modification(s)* that effectively accommodates the participant's disability & provides equal opportunity to participate in CACFP

Modification(s) may or may not meet CACFP meal pattern requirements

Meals are reimbursable (whether or not the CACFP meal pattern is met)

*Reasonable Modification(s):

- Related to disability or limitation caused by disability
- Not required to provide exact modification requested, however, must work with the family to determine a reasonable modification that effectively accommodates the disability. Ex., not required to provide a particular brand name, but must offer a substitute that does not contain the specific allergen
- A disability may require modifications to more than one meal component
- Programs may never require the family to provide the accommodation

Effectively accommodate ALL participants with the same type of disability: Design a plan to accommodate common disabilities. Many can be managed within the meal pattern when a variety of foods is available. Examples:

- Offer one type of lactose-free milk to accommodate participants with lactose intolerance.
- Have a variety of fruits on hand, so participants with an allergy to a particular fruit can be served a different fruit

Written Medical Statement:

A valid medical statement for a disability must be completed and signed by a WI Licensed Healthcare Professional authorized to write medical prescriptions: Physician, Physician Assistant, or Nurse Practitioner (APNP)

It must include the following information:

1. Description of impairment (reason for request)
2. How to accommodate the impairment (e.g. food(s) to be avoided and recommended substitution(s))

Seek clarification if statement is unclear or lacks sufficient detail so that a proper and safe meal can be provided

Examples of Medical Statements

ACCEPTABLE:

STATEMENT

Cal is lactose intolerant and cannot drink cow's milk. He should be served almond milk.

Dr. Dan Physician

NOT ACCEPTABLE:

STATEMENT

Serve Sam almond milk.

Dr. Dan Physician

Disability not supported by a valid medical statement:

Programs may choose to accommodate requests related to a disability not supported by a valid medical statement if the requested modifications can be made while meeting CACFP meal pattern requirements. Such meals are reimbursable.

NOT A DISABILITY

(Non-disability special dietary need request)

Request is *not* supported by a valid written medical statement or request is for religious, ethnic or lifestyle preference (vegetarian, organic)

Request is supported by a written statement from the parent/guardian

Programs are not required, but *may choose* to accommodate requests

Meal accommodation(s) that **meet** CACFP meal pattern requirements are reimbursable

Meal accommodation(s) that **do not meet** CACFP meal pattern requirements are **not reimbursable**

Examples of non-disability special dietary need requests:

Request for a non-credible beverage	<p>The following beverages are not creditable. When served in place of milk, meals and snacks cannot be claimed for reimbursement</p> <ul style="list-style-type: none"> ➤ Non-dairy beverages <u>not nutritionally equivalent</u> to cow's milk including almond, cashew, coconut, hemp, oat and rice milk ➤ 2% milk ➤ Water
Request for ethnic, religious, vegetarian reasons	<ul style="list-style-type: none"> ➤ Programs may choose to supply creditable food(s) and/or a creditable beverage substitute. Meals and snacks can be claimed for reimbursement ➤ Parents may choose to provide <u>ONE</u> creditable component; the Program must supply all other components with creditable foods. Meals and snacks can be claimed for reimbursement

Special Dietary Needs Tracking Form:

1. The program completes one for each participant accommodated for a disability or non-disability special dietary need
2. Keep form and documentation, as specified, on file
Find in Guidance Memorandum 12



Call or email your consultant when you have a question about special diet needs

Written Statement from Parent/Guardian:

1. Identifies the non-disability special dietary need, including foods not to be served and allowable substitutions
2. May include a statement that the parent/guardian chooses to provide foods (if applicable)

Accommodate requests within the meal pattern:

In many cases, requests can be managed within meal pattern requirements when a well-planned variety of foods is available. Examples:

- Offer one type of creditable soymilk to accommodate participants requesting a non-dairy beverage. Because this modification is creditable, the meal meets CACFP requirements and is reimbursable
- Accommodate vegetarian eaters by serving creditable meat alternates

Parent Provided Component:

A parent/guardian *may choose* to provide one creditable component towards a reimbursable meal for a non-disability special dietary need

- Religious
- Ethnic
- Lifestyle preference (organic, vegetarian)
- Other
 - Health reason not support by a valid written medical statement



Special Dietary Needs Tracking Form

CACFP program staff complete this form



CACFP program staff must complete this form for each participant served menu substitutions. Keep this form and documentation, as specified below, on file.

Section I: Disability - Complete when a participant has a disability that restricts eating and/or feeding and a valid medical statement signed by a State licensed healthcare professional (physician, physician assistant, or nurse practitioner (APNP)) is on file. Programs must offer a reasonable modification.

Section II: Non-disability special dietary need - Complete when:

- Participant's family requests meal substitutions
- A medical statement not valid for a disability is provided. Examples:
 - Statement from a non-licensed health care professional (e.g. registered nurse, dietitian, or chiropractor, etc.)
 - Statement from a licensed health care professional that specifies a family's dietary preference, not a disability (e.g. statement indicates participant may drink rice milk per parent)

Child's Name _____ Date form completed _____

Section I: Disability

Complete this entire section and then select if meals can or cannot be claimed at the bottom.

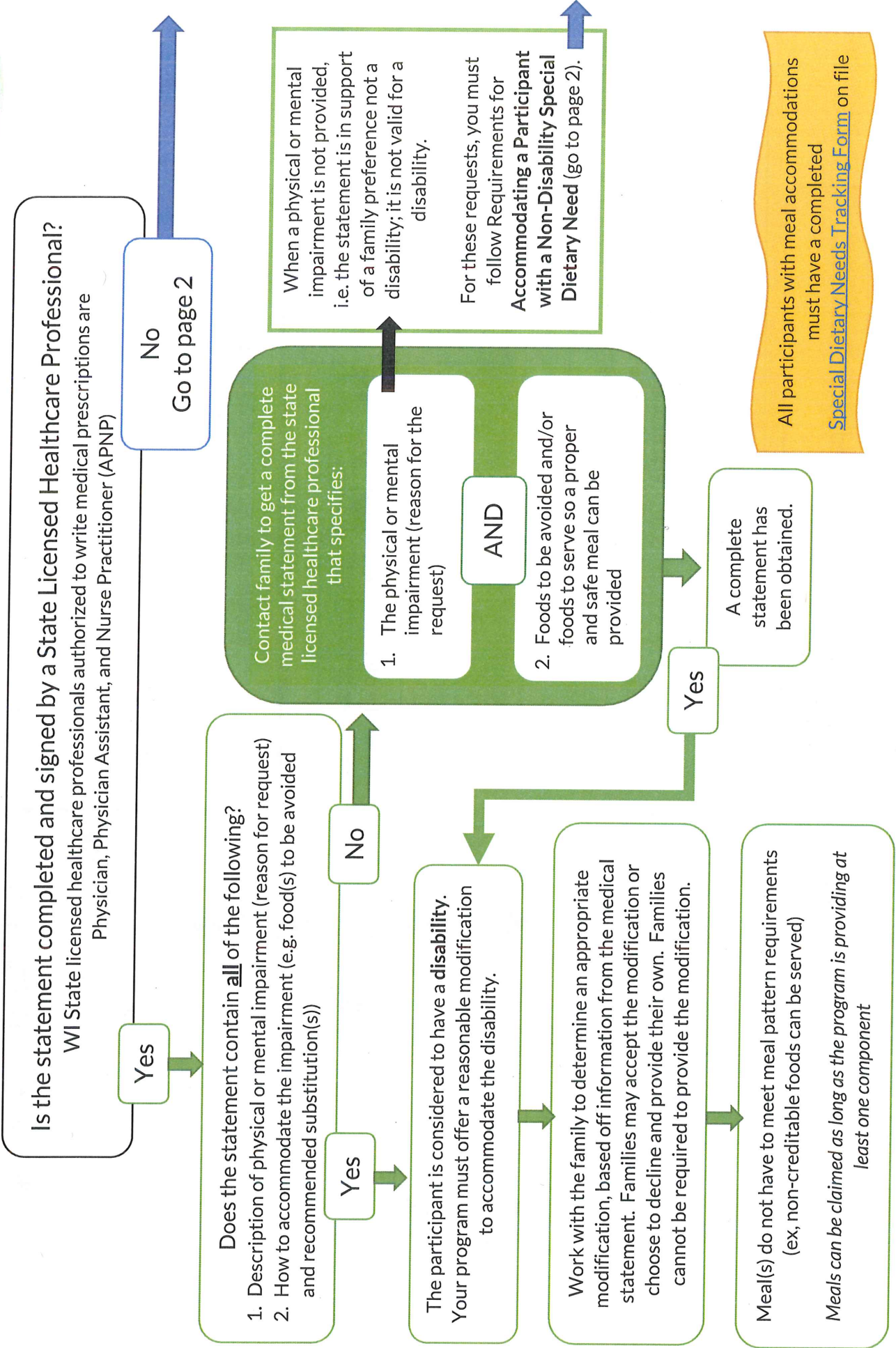
- Participant has a physical or mental impairment that substantially limits one or more major life activities
- ✓ Major life activities include eating, breathing, digestive, and respiratory functions, etc.
 - ✓ Most physical and mental impairments will constitute a disability, it does not need to be life threatening
 - ✓ Ex. Lactose intolerance is a physical impairment of the digestive function; it does not have to cause severe distress
- Attached is a valid written medical statement which includes:
- ✓ Description of impairment (reason for request)
 - ✓ How to accommodate the impairment (e.g. food(s) to be avoided and recommended substitution(s))
 - ✓ Signature from state licensed healthcare professional (physician, physician assistant, or nurse practitioner (APNP))
- List substitution(s)/modification(s) offered by the program that effectively accommodates the disability:
- ✓ Substitutions or modifications offered must accommodate the participant, but do not have to be the exact modification requested
- Choose One:
- Family accepts program's accommodation(s)
 - Family declines program's accommodation(s) and chooses to provide: _____

Claiming Meals Determination

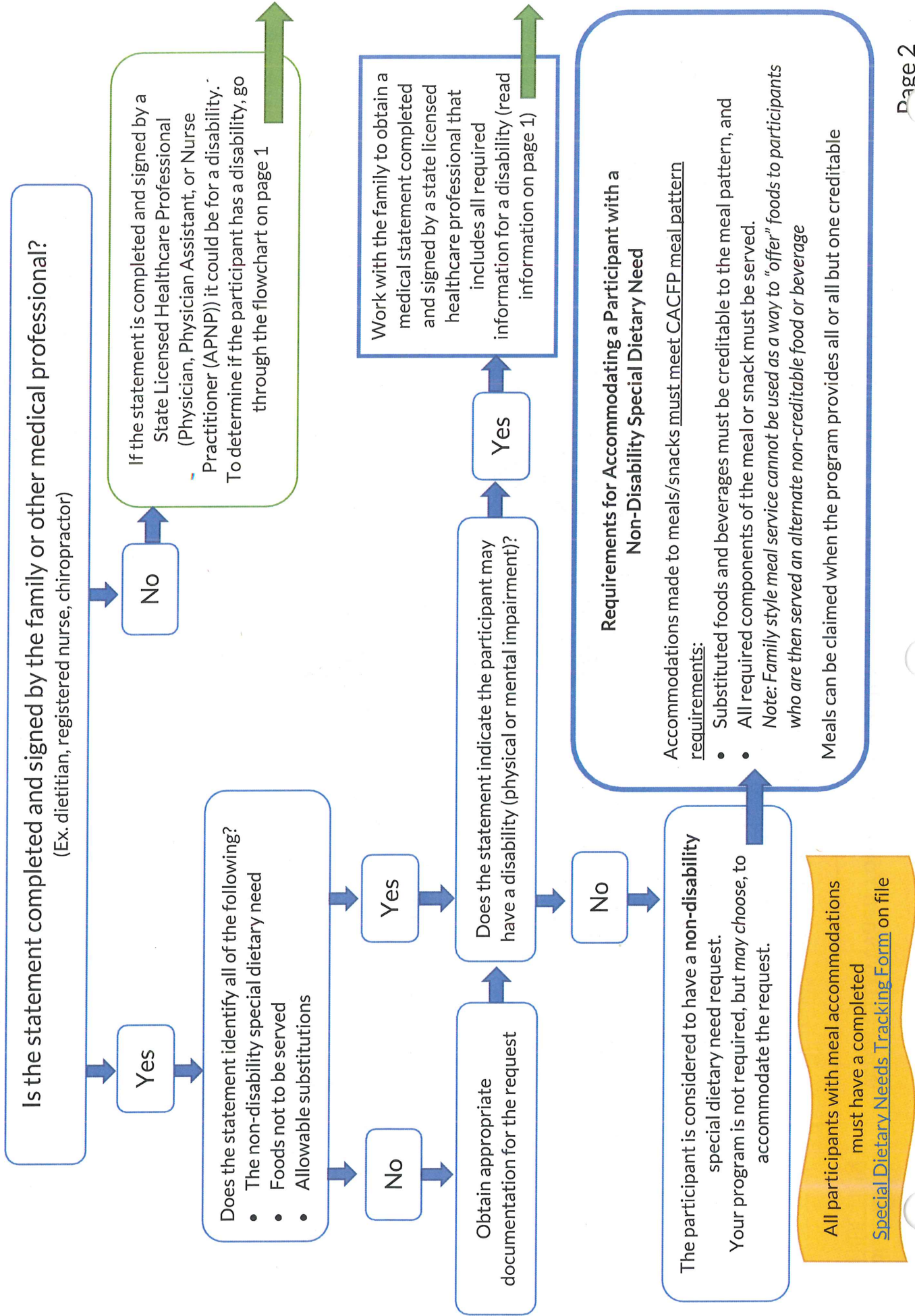
- Claim meals:
- ✓ Section I of this form, including all applicable documentation, is complete and on file
 - ✓ Program has made reasonable modification(s) to accommodate the disability
 - ✓ Program provides the modification(s), or parent/guardian has elected to provide the modification(s), and the program is providing at least one component
- Do not claim meals:
- ✓ Parent/guardian has elected to provide all foods; the program is not providing any component

This institution is an equal opportunity provider.

What to Do When You Receive a Statement for a Special Dietary Need Request



What to Do When You Receive a Statement for a Special Dietary Need Request



Eating and Feeding Evaluation: Children with Special Dietary Needs

Child's Name: _____ Child's date of Birth: _____

Child Care Provider/Facility Name: _____

Does the child have a disability? Yes No

What is a Disability? Physical or mental impairment that substantially limits one or more major life activities (includes eating, breathing, digestive and respiratory functions, etc.). Most physical and mental impairments will constitute a disability, it does not need to be life threatening. Ex. Digestion is impaired by lactose intolerance, whether or not consuming milk causes severe distress.

Describe impairment and the major life activities affected by the disability.

List how to accommodate the impairment:

List Dietary restrictions:

List recommended foods to be substituted:

Indicate any other comments about the child's eating and feeding patterns:

Physician, Physician Assistant, or Nurse Practitioner (APNP) Signature: _____

Physician, Physician Assistant, or Nurse Practitioner (APNP) Signature: _____

Date: _____

Special Dietary Needs Tracking Form

CACFP program staff complete this form

CACFP program staff must complete this form for each participant served menu substitutions. Keep this form and documentation, as specified below, on file.

Section I: Disability - Complete when a participant has a disability that restricts eating and/or feeding and a valid medical statement signed by a State licensed healthcare professional (physician, physician assistant, or nurse practitioner (APNP)) is on file. Programs must offer a reasonable modification.

Section II: Non-disability special dietary need - Complete when:

- Participant's family requests meal substitutions
- A medical statement not valid for a disability is provided. Examples:
 - Statement from a non-licensed health care professional (e.g. registered nurse, dietitian, or chiropractor, etc.)
 - Statement from a licensed health care professional that specifies a family's dietary preference, not a disability (e.g. statement indicates participant may drink rice milk per parent)

Child's Name _____ Date form completed _____

Section I: Disability

Complete this entire section and then select if meals can or cannot be claimed at the bottom.

- Participant has a physical or mental impairment that substantially limits one or more major life activities
 - ✓ Major life activities include eating, breathing, digestive, and respiratory functions, etc.
 - ✓ Most physical and mental impairments will constitute a disability, it does not need to be life threatening
 - ✓ Ex. Lactose intolerance is a physical impairment of the digestive function; it does not have to cause severe distress
- Attached is a valid written medical statement which includes:
 - ✓ Description of impairment (reason for request)
 - ✓ How to accommodate the impairment (e.g. food(s) to be avoided and recommended substitution(s))
 - ✓ Signature from state licensed healthcare professional (physician, physician assistant, or nurse practitioner (APNP))
- List substitution(s)/modification(s) offered by the program that effectively accommodates the disability:
 - ✓ Substitutions or modifications offered must accommodate the participant, but do not have to be the exact modification requested

- Choose One:
 - Family accepts program's accommodation(s)
 - Family declines program's accommodation(s) and chooses to provide: _____

Claiming Meals Determination

- Claim meals:
 - ✓ Section I of this form, including all applicable documentation, is complete and on file
 - ✓ Program has made reasonable modification(s) according to the medical statement
 - ✓ Program provides the modification(s), or family has chosen to provide the modifications(s), and the program is providing at least one component
- Do not claim meals:
 - ✓ Family has chosen to provide all foods; the program is not providing any component

CACFP Special Dietary Needs Tracking Form

Provider's Name: _____ Provider #: _____

Child's Name _____ Date form completed _____

Section II: Non-disability special dietary need request

Meal substitutions for non-disability reasons must be documented below. A parent/guardian may choose to provide one creditable component towards a reimbursable meal for a non-disability special dietary need.

Complete this entire section and then select if meals can or cannot be claimed at the bottom.

Participant's non-disability special dietary need (check all that apply):

Religious Ethnic Lifestyle preference (circle: vegetarian, organic) Other: _____

Attached is a written statement from the parent/guardian that:

- ✓ Identifies the non-disability special dietary need, including foods not to be served and allowable substitutions
- ✓ A statement that the parent/guardian chooses to provide foods (if applicable)

List specific food item(s) substituted by Program:

- ✓ Programs must ensure that food substituted meet meal pattern requirements
- ✓ If a food substitution does not meet meal pattern requirements, **do not claim** that meal/snack

1. _____ CACFP creditable: Yes No
2. _____ CACFP creditable: Yes No
3. _____ CACFP creditable: Yes No
4. _____ CACFP creditable: Yes No

List specific food item(s) provided by parent/guardian:

- ✓ Programs must ensure that food provided by parent/guardian meet meal pattern requirements
- ✓ If a parent provides a food substitution that does not meet meal pattern requirements, **do not claim** that meal/snack

1. _____ CACFP creditable: Yes No
2. _____ CACFP creditable: Yes No
3. _____ CACFP creditable: Yes No
4. _____ CACFP creditable: Yes No

Is it creditable?

Non-dairy milk products NOT creditable to the CACFP meal pattern include cashew, rice, almond, coconut, oat, or soy milks that are not nutritionally equivalent to cow's milk. When served for a non-disability special dietary need, meals cannot be claimed.

Meatless substitutes made from alternate protein and/or textured vegetable protein ingredients may only credit to the CACFP meal pattern with a Child Nutrition (CN) Label or Product Formulation Statement.

Claiming Meals

Claim meals when:

- ✓ Section II of this form is complete and on file
- ✓ Parent/guardian provides **no more than one** component at a meal or snack
- ✓ Food(s) substituted by the parent or program are creditable to the meal pattern (creditable means foods count toward meeting meal pattern requirements)
- ✓ Program provides all other required components and all foods are creditable to the meal pattern

Do not claim meals when:

- ✓ Parent/guardian provides more than one component
- ✓ Non-creditable food(s) are served

Check meal(s) that can be claimed:

Breakfast Lunch/Supper Snacks

PARENT/GUARDIAN REQUEST FOR NON-DAIRY MILK SUBSTITUTION

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

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

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

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

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

PART 2 – Parent/guardian completes

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

NON-DISCRIMINATION STATEMENT: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- | | | |
|--|-----------------------------|---|
| (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; | (2) Fax: (202) 690-7442; or | (3) Email: program.intake@usda.gov |
|--|-----------------------------|---|

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

Creditable Non-Dairy Beverages (Milk Substitution)

What is a creditable non-dairy beverage?

The beverage meets USDA's nutrient standards for fluid milk substitutes (see table below). A list of creditable non-dairy beverages (certain soy milks) are provided on this page.

Nutrients (1 cup cow's milk)	Requirement per cup (8 fluid oz.)	% DV
Calcium	276 mg	28%
Protein	8 g	16%
Vitamin A	500 IU	10%
Vitamin D	100 IU	25%
Magnesium	24 mg	6%
Phosphorus	222 mg	23%
Potassium	349 mg	10%
Riboflavin	.44 mg	26%
Vitamin B-12	1.1mcg (µg)	19%

Non-dairy beverages are not required to be low-fat or fat-free. When served to children 1-5 years old, they must be unflavored.

To determine if a product not listed on this page is creditable:

- Compare product's nutrient amounts to amounts listed in table
- If amounts are the same or more, the beverage is creditable

Non-Creditable Non-Dairy Beverages: Almond, cashew, coconut, hemp, oat, and rice milks do not contain enough protein to be a creditable non-dairy beverage. Water and juice are also not creditable non-dairy beverages. Non-creditable non-dairy beverages cannot be served as a milk substitution.

When can a creditable non-dairy beverage be served?

When there is a written and signed request which includes the disability or other special dietary reason for the substitution. A valid medical statement is not required. Any request can be accepted (e.g. milk allergy, vegan diet or religious, cultural or ethical reason).

Creditable Non-dairy Beverages:

Unflavored

8th Continent Original Soy milk	Kirkland Organic Original Soy milk	Pacific All Natural Ultra Soy Original
Silk Original Soy milk	Walmart Great Value Original Soy milk	Westsoy Original Plus Plain Soy milk
Kikkoman Pearl Organic Soy milk Smart Original	Sunrich Naturals Organic Original Soy milk	

Flavored Non-Dairy Beverages may only be served to children 6 years and older and adults

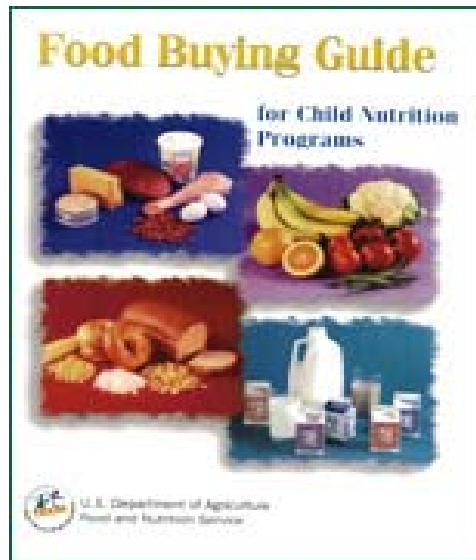
Flavored

8th Continent Vanilla Soy milk	Kikkoman Pearl Organic Soy milk Smart Creamy Vanilla	Kikkoman Pearl Organic Soy milk Smart Creamy Chocolate
Pacific All Natural Ultra Soy Vanilla	Sunrich Naturals Organic Vanilla Soy milk	Westsoy Original Plus Vanilla Soy milk

Crediting foods in the Child and Adult Care Food Program (CACFP)

Determine if a food item is creditable in the CACFP by using these resources

- Food Buying Guide for Child Nutrition Programs
 - Grains Chart
- Contact your assigned CACFP consultant



**CACFP Grains Chart
Child Care Component**

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

This chart is a guide for commonly served items. If serving an item not listed below, determine amount required (grams or ounces) per age group (1-5 or 6-18 yr. old) and use Nutrition Facts table for purchased products, or weigh homemade items to determine the serving size.

Group A	1-5 year olds		6-18 year olds		
	Serving Size ^a	Minimum weight 18 grams (0.4 oz)	Serving Size ^a	Minimum weight 28 grams (0.7 oz)	
Bread Sticks (hard - approx. 7 1/2")	2 sticks		3 sticks		
Chow Mein Noodles	1/4 cup		1/2 cup		
Crackers (allines)	4 squares		8 squares		
Crackers (large-oval, round, oval, square)	4 crackers		8 crackers		
Crackers (one inch square)	6 crackers		12 crackers		
Crackers (cheese square)	9 crackers		18 crackers		
Crackers (savory - fish-shaped or similar)	25 crackers		50 crackers		
Croissants	1/4 cup		1/2 cup		
Multis Toast	3 slices		5 slices		
Pretzels (hard-mini pretzel twists)	7 pretzels		14 pretzels		
Pretzel Chips	7 chips		14 chips		
Rice Cakes	1-1/2 cakes		3 cakes		
Bread Stuffing (dry)	1/4 cup		1/2 cup		
Wafers (rye)	2 wafers		4 wafers		
Zwieback	2 pieces		3 pieces		
Group B		Serving Size ^a	Minimum weight 13 grams (0.5 oz)	Serving Size ^a	Minimum weight 22 grams (0.8 oz)
Bagels (approx. 4" diameter)		1/4 bagel		1/2 bagel	
Bagels (approx. 3" diameter)		1/2 bagel		1 bagel	
Biscuits (approx. 2 1/4" diameter)		1/2 biscuit		1 biscuit	
Breads (white, wheat, whole wheat, raisin)		1/2 slice		1 slice	
Buns (hamburger, hot dog)		1/2 bun		1 bun	
Crackers (panini)		6 crackers		12 crackers	
Crackers (graham - fish-shaped or similar)		19 crackers		37 crackers	
Crackers (graham - 2 1/2" x 5")		1 cracker		2 crackers	
English Muffins		1/2 muffin		1 muffin	
Oyster Crackers		1/3 cup (30 crackers)		2/3 cup (60 crackers)	
Pita Bread (white, wheat - 6 1/2" round)		1/4 medium		1/2 medium	
Pizza Crust		Varies based on size***		Varies based on size***	
Pretzels (soft)		1/2 pretzel		1 pretzel	
Rolls (liner, white, wheat, whole wheat, potato)		1/2 roll		1 roll	
Taco Shells 6" (hard-shell corn tortilla)		1/2 shell		1 shell	
Tortillas 6" (corn or wheat)		1/2 tortilla		1 tortilla	
Tortillas 8" (flour)		1/3 tortilla		2/3 tortilla	
Tortilla Chips (round or large)		6 chips (9 mini rounds)		12 chips (18 mini rounds)	

^aThe number of items per serving are approximate amounts. Additional quantities may be needed to provide the appropriate weight for each group depending on the size of the item used.
^{***}Amount to serve is based on the weight of the item or serving. Refer to Minimum Weight under Serving Size per group or column.

All meals claimed for reimbursement must meet the CACFP Meal Pattern regulations. This includes serving foods that are creditable, meeting the meal pattern components **and** minimum serving sizes. Refer to Guidance Memorandum 12 for details on the meal pattern.

Crediting foods in the Child and Adult Care Food Program (CACFP)

<u>Milk</u>	Non-Creditable Items (Not an all-inclusive list)
<ul style="list-style-type: none"> ➤ Required at breakfast, lunch, and supper ➤ At breakfast, fluid milk can be served as a beverage, used on cereal, or used in part for each purpose ➤ Must be pasteurized and contain Vitamins A and D ➤ Whole, unflavored milk is required for 12 months through 23 months ➤ Milk served to children ages 1 through 5 must be unflavored ➤ Children 2 years and older must be served 1% or skim milk ➤ Fluid milk cannot be served to infants (less than 12 months of age—medical statement required) ➤ Milk used in cooking (i.e.-cooked cereals, custards, pudding, etc.) cannot be credited ➤ Milk may not be served for snacks when juice is served as the other component 	<ul style="list-style-type: none"> • Cheese • Cream Cheese • Cream Soup/Sauces • Frozen Yogurt • Pudding • Raw milk • Reconstituted Dry Milk • Sour Cream • Yogurt
<u>Fruit and Vegetable</u>	Non-Creditable Items (Not an all-inclusive list)
<ul style="list-style-type: none"> ➤ One serving of vegetable, fruit or both is required at Breakfast ➤ A serving of fruit and vegetable (or two different vegetables) must be served at lunch/supper ➤ Fresh, frozen, or canned may be served ➤ Juice must be labeled full strength (100%) fruit or vegetable juice and must be pasteurized <ul style="list-style-type: none"> ✓ Juice can only be served once per day ✓ Juice may not be served at snack when milk is served as the other component ➤ Cooked dry beans/peas may be counted as a vegetable OR a meat/meat alternate, but not as both in the same meal ➤ Snack chips such as banana, fruit, vegetable, and potato chips may not be credited as a fruit or vegetable ➤ Home canned products are NOT creditable because of health and safety reasons ➤ Combination dishes—only one fruit or vegetable can credit in the combination dish (beef stew with carrots & potatoes) ➤ Fruit in Commercial Yogurt (i.e. Strawberry Yogurt) does not credit as a fruit 	<ul style="list-style-type: none"> • ‘Ade’ drinks (i.e. Lemonade) • Apple Butter • Cranberry Juice Cocktail • Frozen Fruit Flavored Bars • Fruit in Quick Breads (i.e. Banana Bread) • Fruit in Muffins (i.e. Blueberry Muffins) • Fruit Snacks • Hominy • Jam/Jelly • Gelatin/Jell-O™ • Potato Chips • Sherbet • Soy Nuts

Crediting foods in the Child and Adult Care Food Program (CACFP)

<u>Meat/Meat Alternate</u>	<u>Non-Creditable Items (Not an all-inclusive list)</u>
<ul style="list-style-type: none"> ➤ Required at lunch and supper ➤ Nuts/seeds/nut butters can meet only ½ of M/MA at lunch/supper; additional M/MA is required <ul style="list-style-type: none"> ✓ Creditable Nut Butters: Peanut, Soy, Almond, Sunflower ➤ Cooked, dry beans or peas that are counted as a M/MA may not be credited as a vegetable in the same meal ➤ Yogurt must contain no more than 23 grams of sugar per 6 ounces ➤ Cheese food (i.e.—cottage cheese, cheese spread) is creditable (<i>Note: not creditable for infants</i>) <ul style="list-style-type: none"> ✓ A two-ounce serving of these products is equivalent to a one-ounce serving of M/MA. ➤ A combination food served as an entrée (main dish) may be credited as the M/MA plus up to 2 other meal components (3 total) provided each component meets the minimum meal pattern requirement ➤ Homemade items must have a recipe on file and must list the amount of M/MA and the number of servings the recipe yields ➤ Store-bought combination foods (i.e.—chicken nuggets, pizza, etc.) and processed meats must have a Child Nutrition (CN) or Product Formulation Statement (PFS) from the manufacturer on file ➤ Processed meats (i.e.—hotdogs, bologna) may contain fillers such as byproducts, cereals, binders, or extenders may require a CN label <ul style="list-style-type: none"> ✓ Common binders and extenders are soy flour, starchy vegetable flour, calcium reduced dried skim milk, modified food and vegetable starch, soy protein concentrate, cereal, isolated soy protein, dried milk, and hydrolyzed milk protein. 	<ul style="list-style-type: none"> • Bacon • Beef Jerky/Dried Meat • Cheese Products • Commercial Soups • Drinkable Yogurt • Frozen Yogurt • Imitation Cheese • Nut Butter Spreads • Powdered Cheese • Velveeta™ • Yogurt above sugar limits



Crediting foods in the Child and Adult Care Food Program (CACFP)

<u>Grains/Breads</u>	<u>Non-Creditable Items (Not an all-inclusive list)</u>
<ul style="list-style-type: none"> ➤ Required at Breakfast, Lunch, and Supper ➤ Grains must be whole-grain, enriched, or made from whole-grain or enriched meal or flour ➤ At least one serving of grains per day must be whole grain-rich ➤ Grain-Based desserts are not creditable ➤ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce ➤ Grain-based chips are creditable at lunch and snack only ➤ Puffed snack products (Cheetos®, Funyuns®, etc.) are NOT creditable 	<ul style="list-style-type: none"> • Brownies • Cakes and Cupcakes • Cereal above sugar limits • Cereal Bars/Granola Bars/Grain Fruit Bars • Coffee Cake • Cookies • Doughnuts • Hominy • Fig Bars • Pie Crust (dessert pies) • Popcorn • Potatoes • Sweet Rolls • Toaster Pastries



<u>Creditable Grains Snack Ideas</u>			
<i>(Must be served with a creditable second component)</i>			
Banana Bread	Blueberry Muffin	Granola Cereal	Pita Bread
Pretzels	Oatmeal	WG Cereal	WG Bagel
WG Toast	WG English Muffins	WG Crackers	WG Tortillas

WG=Whole Grain



Milk Component

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



New Requirements Effective October 1, 2017

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



Q&A

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

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

Flavored Milk & Syrup

Children 1 through 5 years old

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



Children ages 6 years and older and adult participants

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

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

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

Pop Quiz



True or False:

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

See next page for the answer...

Recordkeeping Requirements



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

Promote Breastfeeding

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



Transition Month

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

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

Non-Dairy Beverages

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

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

Q&A

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

If a non-dairy beverage is served that is **not nutritionally equivalent** to milk, and there is no medical statement on file, then the meal is **not reimbursable**.

Programs should inform parents, guardians, and adult participants about the types of creditable non-dairy beverages.

Reimbursable Milk Types

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

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

Milk Requirements Summary

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

For More Information

Refer to our New Meal Pattern [website](#) and USDA Policy Memo: [CACFP 17-2016](#)



Pop Quiz Answer:



The answer is false.

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

Find the Community Nutrition Team here:

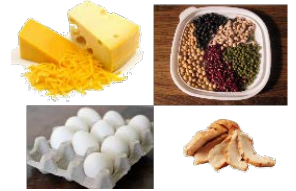
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Meat/Meat Alternate Component



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



New Requirements Effective October 1, 2017

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

Tofu

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



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

Crediting Commercially Prepared Creditable Tofu

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

For tofu recipes, refer to our CACFP New Meal Pattern [website](#)

Yogurt

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

Method 1 – Yogurt Sugar Limits per Serving Size Chart

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

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

This yogurt is **creditable**

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

Method 2 – Sugar Grams per Ounce

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

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

Sugar grams ÷ Serving Size

For this example:

$$16 \text{ g} \div 4.5 \text{ oz.} = 3.55$$

$$3.55 < 3.83$$

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

This yogurt is **creditable**

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

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

Soy Yogurt

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

Adult Care Programs Only

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



Deep-Fat Frying

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

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

Methods for Healthy Cooking

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

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

Serving M/MA at Breakfast

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

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

Find the Community Nutrition Team here:

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

https://twitter.com/WisDPI_CNT

Claiming Meals

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

Sample Breakfast Menus

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



PROCESSED MEATS

NOT REIMBURSABLE:

- Bacon, imitation bacon products and salt pork

REIMBURSABLE:

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



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

Tofu

- **Must be commercially prepared**

Noncommercial tofu and soy products are not creditable

- **Crediting Information:**

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

- **Creditable and not creditable tofu:**

- **CREDITABLE:**

- Firm, extra firm, soft, or silken tofu
- Tofu products such as links and sausages can only credit when the product has a Child Nutrition (CN) label or Product Formulation Statement (PFS) from manufacturer to document how the product meets CACFP requirements

- **NOT CREDITABLE:** Tofu incorporated into drinks, such as smoothies, or other dishes to add texture, such as in baked desserts

Soy Yogurt

- **Crediting Information:**

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

- **Creditable yogurt:**

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

See other side for purchasing and crediting information

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

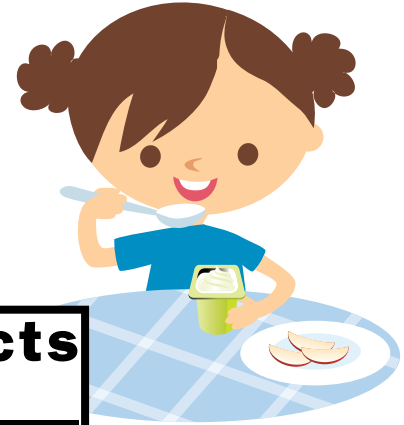
Food Buying Guide Specifications for Tofu and Soy Yogurt

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

Choose Yogurts That Are Lower in Added Sugars

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

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



- 1** Use the Nutrition Facts Label to find the **Serving Size**, in ounces (oz) or grams (g), of the yogurt.
- 2** Find the **Sugars** line. Look at the number of grams (g) next to Sugars.
- 3** Use the serving size identified in Step 1 to find the serving size of your yogurt in the table below.

Nutrition Facts	
Serving Size 8 oz (227g)	
Servings about 4	
Amount Per Serving	
Calories 130	Calories from Fat 20
% Daily Value*	
Total Fat 2g	3%
Saturated Fat 1.5g	8%
Trans Fat 0g	
Cholesterol 10mg	3%
Potassium 400mg	1%
Sodium 160mg	7%
Total Carbohydrate 21g	7%
Dietary Fiber 4g	17%
Sugars 9g	
Protein 10g	
Vitamin A 6%	Vitamin C 4%
Calcium 35%	Iron 0%
Vitamin D 6%	

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

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

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

Test Yourself:

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

Serving Size: _____

Sugars : _____

Yes No



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





Try It Out!



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

Sugar Limits in Yogurt

Serving Size Ounces (oz)	Serving Size Grams (g) <small>(Use when the serving size is not listed in ounces)</small>	Sugars	Serving Size Ounces (oz)	Serving Size Grams (g) <small>(Use when the serving size is not listed in ounces)</small>	Sugars
If the serving size is:		Sugars must not be more than:	If the serving size is:		Sugars must not be more than:
1 oz	28 g	4 g	4.75 oz	135 g	18 g
1.25 oz	35 g	5 g	5 oz	142 g	19 g
1.5 oz	43 g	6 g	5.25 oz	149 g	20 g
1.75 oz	50 g	7 g	5.3 oz	150 g	20 g
2 oz	57 g	8 g	5.5 oz	156 g	21 g
2.25 oz	64 g	9 g	5.75 oz	163 g	22 g
2.5 oz	71 g	10 g	6 oz	170 g	23 g
2.75 oz	78 g	11 g	6.25 oz	177 g	24 g
3 oz	85 g	11 g	6.5 oz	184 g	25 g
3.25 oz	92 g	12 g	6.75 oz	191 g	26 g
3.5 oz	99 g	13 g	7 oz	198 g	27 g
3.75 oz	106 g	14 g	7.25 oz	206 g	28 g
4 oz	113 g	15 g	7.5 oz	213 g	29 g
4.25 oz	120 g	16 g	7.75 oz	220 g	30 g
4.5 oz	128 g	17 g	8 oz	227 g	31 g

Yogurts To Serve in the CACFP*

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

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

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

Serving Yogurt in CACFP: Methods to Determine Sugar Amounts

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

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

Method 1: Yogurt Sugar Limits Chart

Serving Size in OUNCES

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

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

Nutrition Facts	
Serving Size 6 oz (170g)	
Servings Per Container 1	
Amount Per Serving	
Calories 150	
% Daily Value*	
Total Fat 2g	3%
Saturated Fat 1g	5%
Trans Fat 0g	
Cholesterol 10mg	3%
Sodium 90mg	4%
Total Carbohydrate 25g	8%
Dietary Fiber 0g	0%
Sugars 19g	

This yogurt is **creditable**

Method 1: Yogurt Sugar Limits Chart

Serving Size in GRAMS

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

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

Nutrition Facts	
Serving Size 1 Container (170g)	
Servings Per Container 1	
Amount Per Serving	
Calories 140	
% Daily Value*	
Total Fat 0g	0%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Potassium 0mg	0%
Sodium 65mg	3%
Total Carbohydrate 22g	7%
Dietary Fiber 1g	4%
Sugars 19g	

This yogurt is **creditable**

Serving Yogurt in CACFP: Methods to Determine Sugar Amounts

Method 2: Sugar Calculation (Ounces)

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

For this example:

$$\frac{\text{Sugars}}{\text{Serving Size}} = \frac{16 \text{ g}}{4.5 \text{ oz}} = 3.55$$

Threshold: 3.83 or less

3.55 is less than 3.83

This yogurt is creditable

Nutrition Facts	
Serving Size 4.5 oz (128g)	
Servings Per Container 1	
Amount Per Serving	
Calories 140	
	% Daily Value*
Total Fat 2g	3%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 10mg	3%
Sodium 90mg	4%
Total Carbohydrate 23g	8%
Dietary Fiber 0g	0%
Sugars 16g	
Protein 8g	16%

Method 2: Sugar Calculation (Grams)

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

For this example:

$$\frac{\text{Sugars}}{\text{Serving Size}} = \frac{19 \text{ g}}{85 \text{ g}} = 0.22$$

Threshold: 0.135 or less

0.22 is greater than 0.135

This yogurt is NOT creditable

Nutrition Facts	
Serving Size 1/2 Cup (85g)	
Servings Per Container 4	
Amount Per Serving	
Calories 100	
	% Daily Value*
Total Fat 0g	0%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 5mg	2%
Potassium 190mg	5%
Sodium 65mg	3%
Total Carbohydrate 21g	7%
Dietary Fiber 0g	0%
Sugars 19g	
Protein 6g	12%

Creditable & Non-Creditable Cheeses in CACFP

(Not an all-inclusive list)

Creditable Cheese

- Natural Cheese
- Pasteurized Process Cheese (100% Cheese)



1 ounce serving = 1 ounce meat/meat alternate

Creditable Cheese

- Cheese Food*
- Cottage Cheese
- Ricotta Cheese
- Cheese Spread*



2 ounce serving = 1 ounce meat/meat alternate

*Cheese food and cheese spreads are not creditable for infants.

Creditable & Non-Creditable Cheeses in CACFP

(Not an all-inclusive list)

Non-Creditable Cheese

- Imitation Cheese
- Cheese Product (contains <51% cheese)
- Velveeta



Non-Creditable Cheese

- Cheese Sauces need a Child Nutrition Label



Cheese Slices and Nut & Seed Butters

Large portions of nut/seed butters and cheese slices must be served to meet CACFP meal pattern serving size requirements for lunch and supper. This handout provides information on how much of each item to serve.

Peanut and other Nut and Seed Butters

CACFP Serving Size Requirements


Lunch and Supper				
All five components required for a reimbursable meal				
Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 (At-risk afterschool programs and emergency shelters)
Peanut butter, soy nut butter or other nut or seed butters	2 Tbsp	3 Tbsp	4 Tbsp	4 Tbsp
Bread	½ slice	½ slice	1 slice	1 slice

The serving size requirement for peanut and other nut and seed butters is shown below:


- The top picture for each age group below shows the required number of tablespoons on the minimum serving size requirement for bread.
- The bottom picture shows the same amount on twice the amount of bread, which is more likely to be served as a sandwich.

1-2 Year Olds
Required Amounts:
 2 Tbsp. PB (1oz m/ma)

½ slice bread (min amt)




1 slice bread (2 grain servings)




3-5 Year Olds
Required Amounts:
 3 Tbsp. PB (1 ½ oz m/ma)

½ slice bread (min amt)




1 slice bread (2 grain servings)




6-18 Year Olds
Required Amounts:
 4 Tbsp. PB (2 oz m/ma)

1 slice bread (min amt)



2 slices bread (2 grain servings)



If the above amount of peanut and other nut and seed butters is too much, serve less and serve another meat/meat alternate alongside (ex. string cheese, cottage cheese, beans or yogurt).

Peanut Butter Sandwich
Cottage Cheese & Peaches
Steamed Green Beans
Milk

Peanut Butter Sandwich
Cheese Stick
Blueberries, Peas
Milk

Menu Ideas

Peanut Butter and Banana Sandwich
Yogurt with Raspberries
Steamed Carrots
Milk

Peanut Butter Sandwich
Bean Soup
Pineapple, Cauliflower
Milk

Cheese Slices and Nut & Seed Butters

Cheese Slices

CREDITABLE: Packages labeled as Natural or Pasteurized Processed Cheese

NOT CREDITABLE: Packages labeled as Imitation or Cheese Product

Packaged cheese slices are often less than 1 oz. (28 g) each; therefore, a sandwich with one slice of cheese will not be enough to meet meal pattern requirements. Follow the steps and example below to determine how many slices to include on a sandwich.

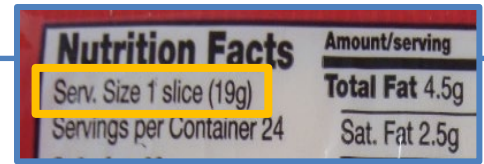
Steps

1. Use the Nutrition Facts label to find the Serving Size in grams (g) per cheese slice
2. Find the grams per slice from package in the chart below
3. Determine the # of slices to serve to each child per age group

Example

1. 1 slice = 19g
2. Using the chart below, 19g is between 18-21 g
3. Serve the number of slices as specified for each age group in that row (see examples in colored boxes below)

Grams/slice from pkg	# of slices for each 1-2 y.o.	# of slices for each 3-5 y.o.	# of slices for each 6-18 y.o.
18-21	1.5	2.5	3
22-27	1.25	2	2.5
28	1	1.5	2



- The top picture for each age group below shows the required number of cheese slices (19g) on the minimum serving size requirement for bread.
- The bottom picture shows the same number of cheese slices on twice the amount of bread, which is more likely to be served as a sandwich.

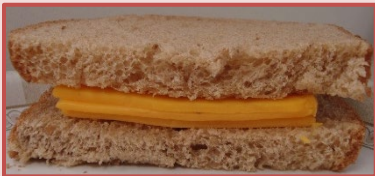
1-2 Year Olds

Required Amounts:
1.5 slices of cheese (1 oz. m/ma)

½ slice bread (min amt)



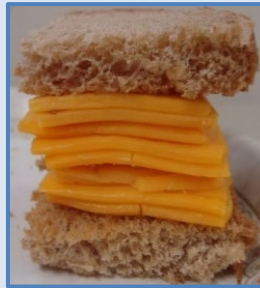
1 slice bread (2 grain servings)



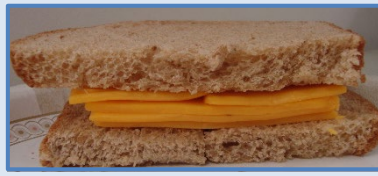
3-5 Year Olds

Required Amounts:
2.5 slices of cheese (1 ½ oz. m/ma)

½ slice bread (min amt)



1 slice bread (2 grain servings)



6-18 Year Olds

Required Amounts:
3 slices of cheese (2 oz. m/ma)

1 slice bread (min amt)



2 slices bread (2 grain servings)



If the above amount of cheese is too much, serve less and serve another meat/meat alternate alongside (ex. cottage cheese, beans or yogurt) or add meat such as turkey or ham to the cheese sandwich.

Menu Ideas

Turkey & Cheese
Tortilla
Red Peppers
Kiwi
Milk

Grilled Ham &
Cheese Sandwich
Cucumbers
Watermelon
Milk

Grilled Cheese
Hummus
Celery
Orange Slices
Milk

Cheese Sandwich
Yogurt
Strawberries
Steamed Broccoli
Milk

Common Fillers and Extenders

Meats must be 100% meat and contain no fillers and extenders to be creditable on the food program. If the item is not 100% a CN label or Product Formulation Statement is required for it to be creditable.

You will need to read the ingredient list on the packaged to determine if the product contains fillers or extenders.

Some common examples of fillers and extenders are:

- Cereal
- Soy protein concentrate
- Isolated soy protein
- Sodium caseinate
- Starchy vegetable flour
- Vegetable starch
- Dry or dried whey
- Whey protein concentrate
- Dried Milk
- Soy flour
- Wheat gluten
- Tapioca dextrin
- Vegetable protein

Crediting Store-Bought Combination Foods

Store-bought combination foods can only be credited to the CACFP Meal Pattern when the amount of each component (i.e. meat, grain, etc.) in the item is known and one of the two required documents listed below is on file.

Examples: Chicken nuggets, pizza, ravioli, Salisbury steak, meatballs, corn dogs, fish sticks, cheese sauce, etc.

Required Documentation:

Child Nutrition (CN) Label	Product Formulation Statement (PFS)
<ul style="list-style-type: none"> Must be on file for all store-bought combination foods to credit them to the meal pattern Not all store-bought combination food items will have a CN Label or PFS The CN Label for one brand of a food item may be different for another brand. Do not use one label for multiple items. 	<p>What if a CN Label or PFS is not on file?</p> <ul style="list-style-type: none"> Do not serve the food item(s) Obtain the CN Label or PFS prior serving, or find another item that has a CN Label or PFS Do not claim meals with store-bought combination foods that do not have CN Label or PFS

<p>NOT Acceptable Documentation Nutrition Facts Label / Ingredient List</p>	
--	--

Use information from CN Label or PFS to determine how much of the item to serve to each participant.

Example

Compare information from the CN label to the meal pattern minimum requirements to determine how much to serve to each participant

Ages	Meal Pattern Requirements	CN Label Info	Amts to Serve
1&2 year old	1 oz M/MA	4 nuggets = 2 oz M/MA	2 fish nuggets
3-5 year old	1.5 oz M/MA		3 fish nuggets
6 & Older	2 oz M/MA		4 fish nuggets

Programs must prepare enough to ensure that each participant gets the minimum required amount.



New Foods on the CACFP



SHELF-STABLE, DRIED AND SEMI-DRIED MEAT, POULTRY, AND SEAFOOD PRODUCTS

Shelf-stable, dried and semi-dried meat, poultry, and seafood, such as beef jerky or summer sausage are creditable as **meat**.

- To credit these products, programs must obtain and use Child Nutrition (CN) labels or Product Formulation Statements (PFS) from the manufacturer.

TEMPEH

Tempeh is a fermented soybean cake made from whole soybeans or other beans/legumes and grains and is creditable as a **meat alternate**.

- **1 oz. of tempeh credits as 1 oz. meat alternate** for tempeh with ingredients limited to soybeans (or other legumes), water, tempeh culture,* vinegar, seasonings, and herbs
- Varieties of tempeh that include other creditable foods as ingredients, such as brown rice, sunflower seeds, sesame seeds, flax seed, and/or vegetables, may also credit as meat alternates, grains, and/or vegetables using a PFS or CN label.
- A vegetarian option that can be used in recipes including stir-fries, sandwiches, and salads.

CORN MASA, MASA HARINA, NIXTAMALIZED CORN FLOUR/ CORNMEAL

- Corn masa and masa harina are creditable as wholegrain rich (WGR).
- Nixtamalized corn flour and nixtamalized cornmeal are creditable as whole grain rich (WGR).
 - Nixtamalization is a process in which dried corn is soaked and cooked in an alkaline (slacked lime) solution.
 - If the ingredients statement indicate the corn is treated with lime (for example, “ground corn with a trace of lime) or ground corn treated with lime”), then the corn is nixtamalized and the corn ingredient credits as a whole grain.

COCONUT

Fresh or frozen coconut credits as a **fruit** based on volume served.

- At least 1/8 cup must be served (with additional fruit served to meet the minimum requirement).
- Can be used to enhance the taste and presentation of salads, smoothies, and other dishes served with meals or as snacks.
- 100% juice that includes coconut water as an ingredient credits toward the fruit component per volume served.
- Dried coconut, coconut flour, and oil are not creditable.

HOMINY

Traditional food in Mexican and Native American cultures. Credits as a **vegetable** or **whole grain** (depending on how it is offered).

Type of Hominy	Serving Size	Creditable Component
Whole form (canned, drained)	¼ cup	¼ cup Vegetable
Cooked dry form (grits)	½ cup cooked or 1 oz. (28 g)	1 oz. eq. Grain (WGR)

POPCORN

Popcorn is creditable as a **WGR** food.

- The amount of popcorn required may be too much for young children; therefore, programs may want to serve popcorn with another creditable grain. For example, include popcorn in a trail mix with pretzels and cereal.
- Popcorn may be used as an ingredient in store-bought foods or foods prepared by programs.
 - o Popcorn must be present in the minimum creditable quantity, which is $\frac{3}{4}$ cup or $\frac{1}{4}$ oz. eq.
 - o To credit in store-bought foods, programs must obtain and use a PFS or CN label.
- Toppings such as salt, cheese, and butter may be used, but programs are encouraged to limit the use of toppings. Encourage healthier toppings such as herb blends or serve fresh, plain popcorn.
 - o Caramel and kettle corn are considered grain-based desserts and cannot be served as a creditable component.
- Prevent choking risks: Consider the developmental readiness of children and the ability of disabled or older adults to swallow safely when deciding whether to offer popcorn.

Ages	Popped Popcorn	Whole Grain
1-5 year olds	1 $\frac{1}{2}$ cups (or 0.5 oz.)	$\frac{1}{2}$ oz. eq.
6-12 year olds	3 cups (1.0 oz.)	1 oz. eq.

PASTA PRODUCTS MADE OF VEGETABLE FLOUR

- Pasta made of 100% vegetable flour(s) credits as a **vegetable**.
 - o Whole vegetables cut into “noodles” or spirals, such as spiralized zucchini or sweet potatoes, continue to credit as a vegetable based on the volume served.
- Pasta made of 100% legume flour(s) may credit as a **vegetable or meat/meat alternate**, but not as both in the same meal.
- Grain-based pasta products that contain small amounts of vegetable powder for color (e.g. spinach, sun-dried tomato) continue to credit as a grain.
- Programs must indicate that pasta made of vegetable flour is a ‘vegetable’ and not a grain. For example, pasta made of chickpea flour could be labeled on menus as ‘Chickpea Pasta’ and indicated as the vegetable component. Programs can also use signs or other nutrition education materials.

Type of Pasta	Serving Size	Creditable Component
Made of 100% vegetable flour(s)	$\frac{1}{2}$ cup cooked pasta	$\frac{1}{2}$ cup Vegetable
Made of 100% legume flour(s)	$\frac{1}{2}$ cup cooked pasta	$\frac{1}{2}$ cup Vegetable
		OR
		2 oz. eq. of Meat Alternate
		<i>Must be offered with an additional</i>
		<i>0.25 oz eq of m/ma</i> (e.g. tofu, cheese, or meat)
Made of vegetable flour(s) and other non-vegetable ingredients	CN Label or PFS required to credit to vegetable component	

SURIMI SEAFOOD

Surimi seafood is a pasteurized, ready-to-eat, restructured seafood usually made from pollock (fish) that credits as a **meat/meat alternate**. The crediting information is in the chart below:

Surimi Seafood	Meat/Meat Alternate
4.4 ounces	1.5 ounce m/ma
3.0 ounces	1.0 ounce m/ma
1.0 ounces	0.25 ounce m/ma

Meat/Meat Alternates Basics

Meat

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

Meat Alternates

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

Tofu and Soy Products

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

Yogurt

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

Beans and Peas (Legumes)

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

Nuts, Seeds, and Nut Butters

- For lunch and supper, nuts and seeds may be used to meet half ($\frac{1}{2}$) of the meat/meat alternate component. They must be combined with other meat/meat alternates to meet the full requirement for a reimbursable meal.
- Nut and seed butters may be used to meet the entire meat/meat alternate requirement.
- Nut and seed meal or flour may be used only if they meet the requirements for alternate protein products.
- Acorns, chestnuts, and coconuts are non-creditable meat alternates because of their low protein and iron content.



Fruit and Vegetable Components

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



New Requirements Effective October 1, 2017

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

Separate Vegetable & Fruit Components

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

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

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

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



New CACFP Meal Pattern Change:

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

Vegetable & Fruit Serving Size Requirements

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

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

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

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



Pop Quiz

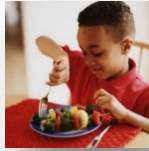
Are tomatoes and avocados counted as fruits or vegetables?

The answer is on the next page...



Fruit and Vegetable Mixtures

Mixtures of vegetables and fruits, such as a carrot-raisin salad, may credit towards both the vegetable component and the fruit component if they contain at least ½ cup vegetable and ⅓ cup fruit per serving. For example, a carrot-raisin salad served to 6 years olds that contains ½ cup carrots and 1/8 cup raisins (credits as ¼ cup fruit) meets the full vegetable component and the full fruit component.



Preparation

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

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

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

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

Juice

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



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

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



Recordkeeping Requirements



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

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

Find the Community Nutrition Team here:

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

https://twitter.com/WisDPI_CNT

Best Practices

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

Pop Quiz Answer:

The answer is . . .

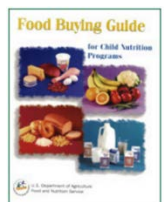
Both tomatoes and avocados are considered vegetables.

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



Crediting Foods

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



Resources

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



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Wisconsin Department of Public Instruction
Bureau for Food and Nutrition Services
Child Care Food Program

SERVING SIZE AND YIELD OF FRESH PRODUCE

FRUITS	SIZE	SERVING SIZE AND YIELD
APPLES	minimum of 2½" diameter; Small Apple	1 small apple = ½ cup ½ small apple = ¼ cup ¼ small apple = 1/8 cup
APRICOTS	medium -- 11 apricots/lb.	2 medium apricots = ½ cup 1 medium apricot = ¼ cup ½ medium apricot = 1/8 cup
AVOCADOS		4.5 (½ cup) servings/lb.
BANANAS	small or petite; 3 bananas/lb.	1 small banana = ½ cup ½ small banana = ¼ cup ¼ small banana = 1/8 cup
BERRIES Strawberries Blueberries Raspberries Blackberries	ready-to-eat; sold in quarts and pints	4 (½ cup) servings/pint 5.5 (½ cup) servings/pint 4.4 (½ cup) servings/pint 4 (½ cup) servings/pint
CANTALOUPE	small size, 5½" diameter; 1-⅔ lb./melon	1/4 small melon = ½ cup 1/8 small melon = ¼ cup 1/16 small melon = 1/8 cup
CHERRIES	Raw, pitted, whole	14 whole cherries = ½ cup 7 whole cherries = ¼ cup 3-4 whole cherries = 1/8 cup
GRAPEFRUIT	Large, 2 per pound	½ large grapefruit = ½ cup ¼ large grapefruit = ¼ cup 1/8 large grapefruit = 1/8 cup
GRAPES	Seedless, raw, halves 2-3/4 cups/lb. Seed varieties, halves, seeded	16 grapes = about ½ cup 8 grapes = about ¼ cup 4 grapes = about 1/8 cup 38 grapes = about ½ cup 19 grapes = about ¼ cup 10 grapes = about 1/8 cup
MANGOES		3.8 (½ cup) servings/lb.
NECTARINES	Small, 1-3/4 - 2½" diameter	1 small nectarine = ½ cup ½ small nectarine = ¼ cup ¼ small nectarine = 1/8 cup
ORANGES	Medium, 4/pound	1 medium orange = ½ cup ½ medium orange = ¼ cup ¼ medium orange = 1/8 cup
PAPAYA		4.3 (½ cup) servings/lb.

FRUITS	SIZE	SERVING SIZE AND YIELD
PEACHES	Medium, 4 peaches/pound	1 medium peach = $\frac{1}{2}$ cup $\frac{1}{2}$ medium peach = $\frac{1}{4}$ cup $\frac{1}{4}$ medium peach = $\frac{1}{8}$ cup
PEARS	Small, $2\frac{1}{2}$ " diameter, 4 pears/pound	1 small pear = $\frac{1}{2}$ cup $\frac{1}{2}$ small pear = $\frac{1}{4}$ cup $\frac{1}{4}$ small pear = $\frac{1}{8}$ cup
PINEAPPLE		3 ($\frac{1}{2}$ cup) servings/lb
PLUMS	Small, 8 plums/pound	2 small plums = $\frac{1}{2}$ cup 1 small plum = $\frac{1}{4}$ cup $\frac{1}{2}$ small plum = $\frac{1}{8}$ cup
RHUBARB	fresh, cooked	3 ($\frac{1}{2}$ cup) servings/lb.

VEGETABLES	SIZE	SERVING SIZE AND YIELD
ASPARAGUS	15 spears/pound	6 spears = $\frac{1}{2}$ cup 3 spears = $\frac{1}{4}$ cup $1\frac{1}{2}$ spears = $\frac{1}{8}$ cup
BEANS, GREEN OR WAXED		5.8 ($\frac{1}{2}$ cup) servings/lb.
BEETS	fresh, without tops, pared	4 ($\frac{1}{2}$ cup cooked) servings/lb. 6 ($\frac{1}{2}$ cup raw) servings/lb.
BROCCOLI	fresh, raw or cooked	2 medium spears = $\frac{1}{2}$ cup 1 medium spear = $\frac{1}{4}$ cup 5 servings/lb. raw 4.8 serving/lb. cooked
BRUSSELS SPROUTS		4.3 servings/lb.
CABBAGE		13.3 ($\frac{1}{2}$ cup) servings/lb. (raw, shredded) 4.3 ($\frac{1}{2}$ cup) serving/lb. (cooked wedges)
CARROTS	1 stick is 4" long x $\frac{1}{2}$ " wide	12 sticks = $\frac{1}{2}$ cup 6 sticks = $\frac{1}{4}$ cup 3 sticks = $\frac{1}{8}$ cup
CAULIFLOWER	Medium head, about 1 lb.	6.3 ($\frac{1}{2}$ cup) servings/lb. (raw) 4.5 ($\frac{1}{2}$ cup) servings/lb. (cooked)
CELERY	1 stick is 3" long and $\frac{3}{4}$ " wide	8 sticks = $\frac{1}{2}$ cup 4 sticks = $\frac{1}{4}$ cup 2 sticks = $\frac{1}{8}$ cup 4 ($\frac{1}{2}$ cup) servings/lb. (cooked)
CORN	Medium ears, 3 ears/lb.	1 ear = $\frac{1}{2}$ cup $\frac{1}{2}$ ear = $\frac{1}{4}$ cup $\frac{1}{4}$ ear = $\frac{1}{8}$ cup

VEGETABLES	SIZE	SERVING SIZE AND YIELD
CUCUMBERS Slices	2" diameter, 7½" long 1/8" thick slices	5.25 (½ cup servings/lb. (pared) 8 slices = ½ cup 4 slices = ¼ cup 2 slices = 1/8 cup
Sticks	Cut in thirds crosswise and then each third into fourths lengthwise for sticks.	1 cucumber = 12 sticks 4 sticks = ½ cup 2 sticks = ¼ cup 1 sticks = 1/8 cup
EGGPLANT		3.5 (½ cup) servings/lb.
LETTUCE Iceberg	About 2 lbs./head 1 piece 4½" x 4½"	2 pieces = ½ cup 1 piece = ¼ cup ½ piece = 1/8 cup
Leaf	about ¾ lb. each	1 large leaf = ¼ cup 2 medium leaves = ¼ cup 3 small leaves = ½ cup
MUSHROOMS	Raw	9 (½ cup) servings/lb.
ONIONS Mature	Raw, chopped, or sliced Cooked, pieces	3.5 (½ cup) servings/lb. 4.75 (½ cup) servings/lb.
Green	Raw with tops	7.5 (½ cup) servings/lb.
PARSNIPS		4.25 (½ cup) serving/lb. (cooked, pieces) 3.75 (½ cup) serving/lb. (cooked, mashed)
PEAS		5.5 (½ cup) serving/lb.
PEPPERS, BELL		7.5 (½ cup) servings/lb. (raw)
POTATOES Mature & Oval	Medium, 3/lbs.	½ medium baked potato = 3/8 cup 4.25 (½ cup) servings/lb. mashed
Sweet	Medium 3.5/lbs.	5 (½ cup) servings/lb. baked ½ medium baked potato = ¼ cup 3 (½ cup) serving/lb. 2.25 (½ cup) servings/lb. mashed
RADISHES	Small ½" diameter, without tops; 45 radishes/lb.	14 small radishes = ½ cup 7 small radishes = ¼ cup 3½ small radishes = 1/8 cup
SPINACH	Raw, in pieces for salad Cooked	15 (½ cup) servings/lb. 4 (½ cup) servings/lb.
SQUASH Summer Winter	Fresh, cooked Fresh, cooked	3.75 (½ cup) servings/lb. 2 (½ cup) servings/lb.
TOMATOES Wedges	Extra large: 2-1/8" x 3" in diameter, 2½ tomatoes/lb.	½ tomato = ½ cup ¼ tomato = ¼ cup 1/8 tomato = 1/8 cup
Slices	Medium, slice in ½" slices	4 slices = ½ cup 2 slices = ¼ cup 1 slice = 1/8 cup
Cherry	Reasonably uniform in size	8 tomatoes = ½ cup 4 tomatoes = ¼ cup 2 tomatoes = 1/8 cup

USDA CHILD AND ADULT CARE FOOD PROGRAM

Grains Component



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

What is Whole Grain-Rich (WGR)?

At least 1 serving of grains per day must be whole grain-rich. Whole grain-rich (WGR) foods contain **100% whole grains**, or at least **50% whole grains**, and the remaining grains are enriched.

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

Whole Grains

“Whole” or “whole grain” before the grain’s name

Amaranth	Oats/Oatmeal: <i>(rolled oats, steel cut, quick-cooking, old fashioned, instant)</i>	Quinoa
Berries		Sorghum
Brown rice		Spelt
Buckwheat		Teff
Bulgur	Sprouted whole grains	Triticale
Cracked wheat	Whole cornmeal	Wild rice
Crushed wheat	Whole durum flour	WG barley
Graham flour	WG einkorn flour	WG corn
Groats	Whole rye flour	Whole corn
Millet	WG wheat flakes	Whole wheat

Foods labeled with: *made with whole wheat, bran, multi-grain, 100% wheat, or seven-grain*, are usually not whole grain

Serving Meals with WGR Foods

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

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

Recordkeeping Requirements



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

Whole Grain-Rich Criteria

Identify whole grain-rich foods by **ONE** of the **6** options below:

1. Product is labeled as **Whole Wheat**

Only **breads, rolls or buns** labeled as “whole wheat”, “entire wheat” or “graham” are 100% whole wheat and WGR

Only the following **pasta** labeled as “whole wheat” are 100% whole wheat and WGR:

- Macaroni, macaroni product, spaghetti, vermicelli

For other items labeled as “whole wheat” such as crackers, tortillas, bagels, and biscuits, use another method to determine if they are WGR.

2. Product is found on any State agency’s **WIC-approved** whole grain food list

3. Package includes one of the following **FDA health claims**:

- Diets rich in whole grain foods and other plant foods and low in total fat, saturated fat, and cholesterol may reduce the risk of heart disease and some cancers. **OR**
- Diets rich in whole grain foods and other plant foods, and low in saturated fat and cholesterol, may help reduce the risk of heart disease.

4. The food meets the whole grain-rich criteria under the **National School Lunch Program**

5. The food meets the **Rule of Three**

- First ingredient (or 2nd after water) must be whole grain, AND
- The next two grain ingredients (if any) must be whole grains, enriched grains, bran, or germ
 - *Non-creditable grains or flours* cannot be one of the first 3 grain ingredients
 - *Grain derivatives* must be ignored and not included in the Rule of Three
 - Any ingredients listed after the statement “contains 2% or less” are disregarded

6. **CN Label, Product Formulation Statement** from the manufacturer or a **recipe** that shows the item is WGR

Homemade Grain Items:

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

For More Information on Grains:

Refer to this [website](#) and USDA Policy Memo [01-2018](#)

Grain-Based Desserts (GBD)

Grain-based desserts are **not creditable to the grains component**, including store-bought and homemade items.

One intention of the CACFP is to **teach healthy eating**. Meal times should be used as teachable moments, helping to shape the food choices children will make later in life. By serving GBD, children learn to view these foods as a healthy snack.

- Even items homemade with healthy ingredients (i.e. less sugar and/or fat) are NOT creditable because they are still identified as a GBD; and, while a homemade version may be healthier; often what is purchased in stores is not.

Some GBDs may be labeled with a different name (i.e. breakfast flat instead of granola bar); however, they are still a GBD and must not be served as a creditable component.



Recordkeeping Requirements

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

[Here](#) are some healthy snacks to serve in place of desserts

Grain-Based Desserts	NOT Grain-Based Desserts
Brownies	Cornbread
Cakes, including coffee cake and cupcakes	Quick breads (banana, zucchini, and others)
Cereal bars, breakfast bars, granola bars, marshmallow cereal treats	Cereals (including granola) that meet sugar limit and are WGR, enriched, and/or fortified
Cookies, including vanilla wafers and fruit-filled rolls/bars/cookies	Crackers, all types (savory, plain, graham, animal)
Doughnuts	French toast
Gingerbread	Muffins
Ice cream cones	Pancakes, Waffles
Pie crusts of dessert pies, cobblers, and fruit turnovers	Pie crusts of savory pies (i.e. vegetable pot-pie or quiche)
Sweet biscotti/scones with fruits, chocolate, icing, etc.	Savory biscotti/scones made with cheese, herbs, vegetables
Sweet bread pudding and rice pudding	Savory bread pudding and rice pudding with cheese, herbs, vegetables
Sweet croissants (chocolate-filled)	Plain croissants
Sweet pita chips, such as cinnamon-sugar flavored	Plain or savory pita chips
Sweet rolls (cinnamon rolls)	Tortillas and tortilla chips
Toaster pastries	Teething biscuits and toasts

Breakfast Cereal Sugar Limit

Breakfast cereals (ready-to-eat, and instant or regular hot cereal) must contain no more than **6 grams** of sugar per dry ounce. There are three ways to determine if a cereal meets this sugar limit:

- 1) Cereal is on the **WIC approved breakfast cereals list**
- 2) Using the **Sugar Limits in Cereal Table** (example below)
- 3) Completing a **Calculation**

More information about these are found on the [Cereals that Meet CACFP Requirements](#) handout. An example of how to use the Sugar Limits in Cereal Table is provided below.

Sugar Limits in Cereal Table

- 1 Use the Nutrition Facts label to find the **Serving Size**, in grams (g), of the cereal.
- 2 Find the **Sugars** line. Look at the number of grams (g) next to Sugars.
- 3 Use the serving size identified in step 1 to find the serving size of your cereal in the table below.

Serving Size*	Sugars
If the serving size is:	Sugars cannot be more than:
12-16 grams	3 grams
26-30 grams	6 grams
31-35 grams	7 grams

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

Nutrition Facts	
Serving Size ¾ cup (30g)	
Servings Per Container about 15	
Amount Per Serving	Cereal
Calories 100	100
Calories from Fat 5	5
	% Daily Value*
Sodium 140mg	6%
Potassium 90mg	3%
Total Carbohydrate 22g	7%
Dietary Fiber 3g	11%
Sugars 5g	
Other Carbohydrate 14g	



Recordkeeping Requirements

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

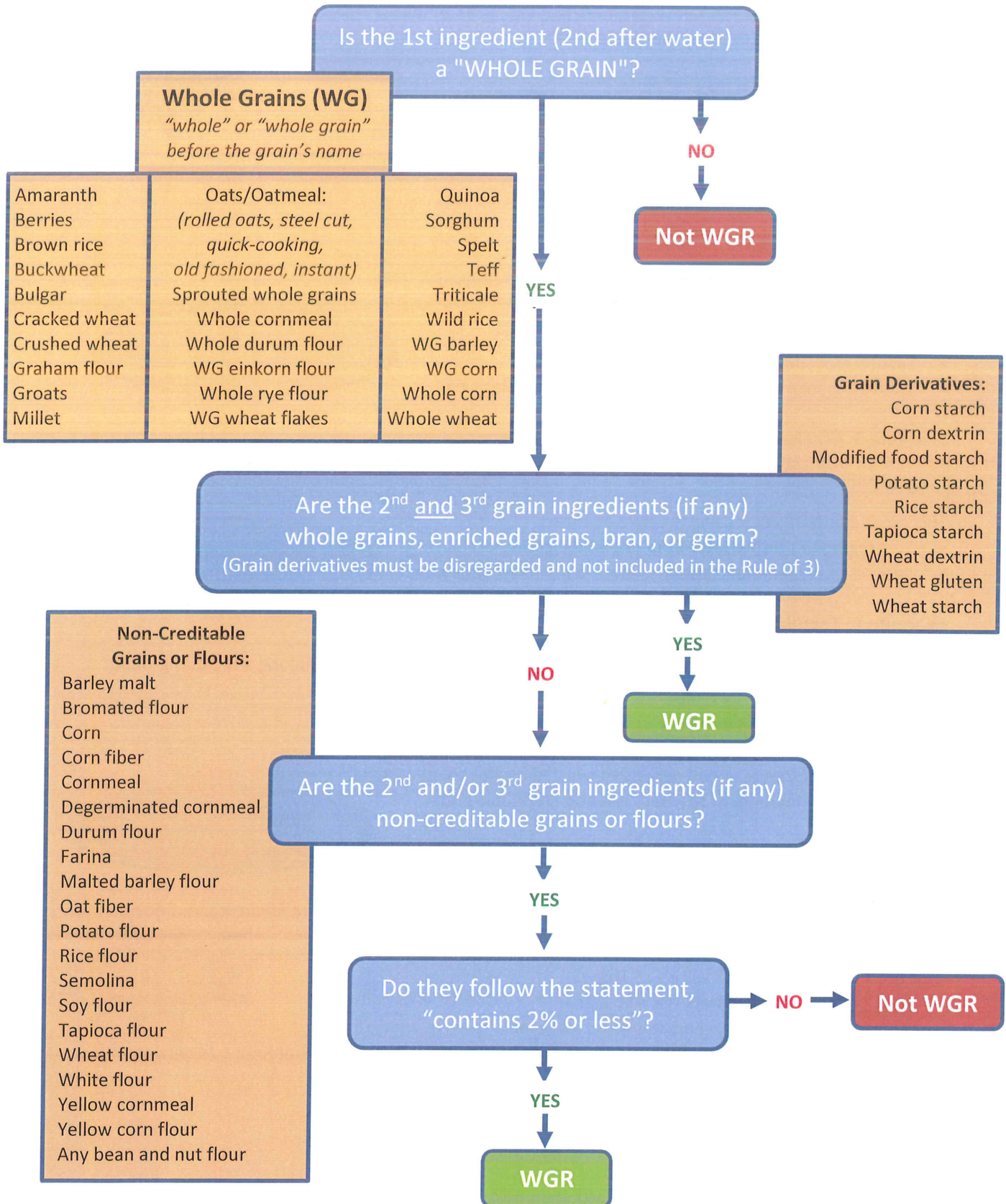
Answer: The cereal has 5 grams of sugar per 30 grams. The maximum amount of sugar allowed for 30 grams of cereal is 6 grams. 5 is less than 6, so this cereal meets the sugar limit.

Find the Community Nutrition Team here:

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

https://twitter.com/WisDPI_CNT

Determining Whole Grain-Rich (WGR) Foods Using THE RULE OF THREE



Examples of Rule of Three

Example 1: English Muffin

Ingredients: **whole wheat flour**, water, **enriched wheat flour**, *wheat starch*, yeast, **millet**, sugar, salt, grain vinegar, soy lecithin, soy, whey (milk)

This product is **WGR** using the Rule of Three:

- First ingredient: **whole wheat flour** is a whole grain
- Second grain ingredient: **enriched wheat flour** is an enriched grain
- The *wheat starch* is a grain derivative which does not count as a grain ingredient in CACFP
- Third grain ingredient: **millet** is a whole grain



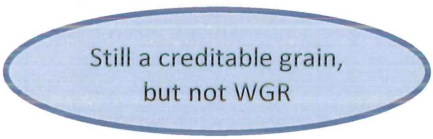
WGR

Example 2: Bagel

Ingredients: **whole wheat flour**, water, sugar, **wheat bran**, **cornmeal**, vegetable oil, salt

This product is **NOT WGR** using the Rule of Three:

- First ingredient: **whole wheat flour** is a whole grain
- Second grain ingredient: **wheat bran** is a bran
- Third grain ingredient: **cornmeal** is a non-creditable grain



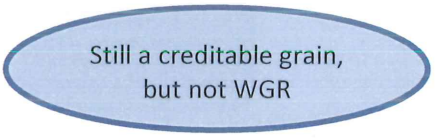
Still a creditable grain,
but not WGR

Example 3: Crackers

Ingredients: **brown rice flour**, sesame seeds, **potato flour**, canola oil, amaranth seeds, sea salt

This product is **NOT WGR** using the Rule of Three:

- First ingredient: **brown rice flour** is a whole grain
- Second grain ingredient: **potato flour** is a non-creditable grain



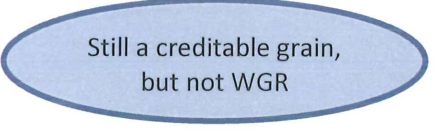
Still a creditable grain,
but not WGR

Example 4: Tortillas

Ingredients: water, **whole wheat flour**, *wheat gluten*, vegetable oil, salt, cellulose, **soy flour**, ground flaxseed, oat fiber

This product is **NOT WGR** using the Rule of Three:

- First ingredient (after water): **whole wheat flour** is a whole grain
- The *wheat gluten* is a grain derivative which does not count as a grain ingredient in CACFP
- Second grain ingredient: **soy flour** is a non-creditable grain



Still a creditable grain,
but not WGR

Example 5: Muffin

Ingredients: **rolled oats**, water, **wheat germ**, yeast. *Contains 2% or less of the following: oat fiber*, salt, sugar

This product is **WGR** using the Rule of Three:

- First ingredient: **rolled oats** is a whole grain
- Second grain ingredient: **wheat germ** is an germ
- Third grain ingredient: **oat fiber** is a non-creditable grain, but follows the statement, "Contains 2% or less," so it is disregarded



WGR

Wisconsin WIC Approved Whole Grains

BREADS • BUNS • ROLLS

ALLOWED

- 100% whole wheat bread, buns and rolls

Examples of allowed brands:

- Any store brand (ex. Food Club, Our Family)
- Bimbo, Butternut, or Family Choice Bread
- Brownberry (Burger and Hot Dog Rolls)
- Healthy Life (Sandwich and Hot Dog Buns)
- Pepperidge Farm Bread (Stone Ground, Very Thin Sliced, 100% Whole Wheat Cinnamon with Raisin Swirl)
- Sara Lee Bread (Classic)
- Village Hearth Bread



WHOLE WHEAT PASTA

ALLOWED

- 100% whole wheat
- Any shape

Only the following brands are allowed:

- Barilla
- Essential Everyday
- Gia Russa
- Great Value
- Hodgson Mill
- Hy-Vee
- Kroger
- Racconto
- Shurfine
- Ronzoni 100% Whole Grain



BROWN RICE

ALLOWED

- Any brand, dry
- Plain brown rice without added herbs, seasonings or beans
- Regular, instant, and boil-in-bag type



TORTILLAS • WRAPS

ALLOWED

- White or yellow soft corn
- 100% whole wheat

Only the following brands are allowed:

Corn

- Best Choice
- Bucky Badger
- Chi-Chi's
- Don Pancho
- El Rey
- Essential Everyday
- Food Club
- Hy-Vee
- La Banderita
- La Burrita
- Mission
- Shurfine















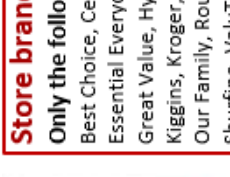
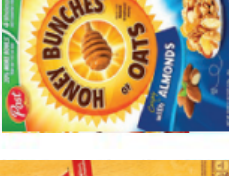






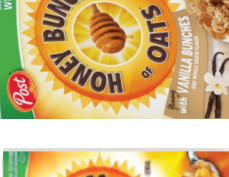

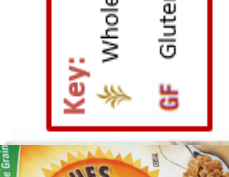














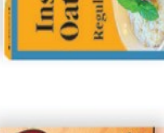


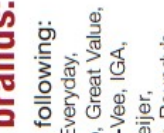
100% Whole Wheat

- Best Choice
- Don Pancho
- Essential Everyday
- Ortega
- Our Family
- Roundy's
- Schnucks
- Shurfine
- Ti Santi
- Kroger
- La Banderita



Cereals That Meet CACFP Requirements

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

	Plain ✨ GF		Simple Granola ✨		Plain		Plain		Banana Nut ✨
	Multigrain ✨ GF		Plain		Plain		Plain ✨		Plain ✨
	GF		Honey ✨		Original ✨		Plain		Plain ✨
	GF		Plain ✨		Untrosted ✨		Plain ✨		Plain ✨
	✨		Plain ✨		Little-Bites ✨		Plain		Plain frosting only ✨
	Cinnamon		Plain ✨		Plain		Plain frosting only ✨		Plain frosting only ✨
	Honey Roasted		Plain ✨		Plain		Plain frosting only ✨		Plain frosting only ✨
	Vanilla ✨		Plain ✨		Plain		Plain frosting only ✨		Plain frosting only ✨
	Almond ✨		Plain ✨		Plain		Plain frosting only ✨		Plain frosting only ✨
	Honey Roasted		Plain ✨		Plain		Plain frosting only ✨		Plain frosting only ✨
	Vanilla ✨		Plain ✨		Plain		Plain frosting only ✨		Plain frosting only ✨
<p>Key: ✨ Whole grain-rich GF Gluten Free</p>									
<p>Hot Cereals: Any size, except individual cups</p>									
	Plain: ✨ in packets only		Original & all flavors in packets only		Plain		Chocolate		Chocolate
	Plain: ✨ in packets only		Original & all flavors in packets only		Plain		Chocolate		Chocolate
	1 minute		2.5 minutes		10 minutes		Instant		Instant
	1 minute		2.5 minutes		10 minutes		Instant		Instant
	Farina Original		Go Wheats		Instant Oatmeal		Instant Oatmeal		Instant Oatmeal
	Farina Original		Go Wheats		Instant Oatmeal		Instant Oatmeal		Instant Oatmeal
<p>Store brands: Only the following: Best Choice, Centrella, Clear Value, Essential Everyday, Food Club, Great Value, Hytop, Hy-Vee, IGA, Kiggins, Kroger, Market Pantry, Meijer, Our Family, Roundy's, Schlucks, ValuTime</p>									

Determining Sugar in Cereal

Breakfast cereals, including ready-to-eat and instant or regular hot cereal, must contain no more than 6 grams of sugar per dry ounce. If the cereal is not on the list on the other side you can either use the “Sugar Limits in Cereal” table below or complete a calculation to determine if the cereal is within the sugar limits. Cereals that meet the sugar limit may **not** be whole grain-rich.

- 1** Use the Nutrition Facts label to find the **Serving Size**, in grams (g), of the cereal.
- 2** Find the **Sugars** line on the Nutrition Facts Label. Find number of grams (g) next to Sugars.
- 3** Use the serving size identified in Step 1 to find the serving size of your cereal in the table.
- 4** In the table, look at the number to the right of the serving size amount, under the “Sugars” column. **If your cereal has that amount of sugar, or less, your cereal meets the sugar requirement.**

Sugar Limits in Cereal Table

Serving Size	Sugars	Serving Size	Sugars
If the serving size is:	Sugars cannot be more than:	If the serving size is:	Sugars cannot be more than:
0-2 grams	0 grams	50-54 grams	11 grams
3-7 grams	1 gram	55-58 grams	12 grams
8-11 grams	2 grams	59-63 grams	13 grams
12-16 grams	3 grams	64-68 grams	14 grams
17-21 grams	4 grams	69-73 grams	15 grams
22-25 grams	5 grams	74-77 grams	16 grams
26-30 grams	6 grams	78-82 grams	17 grams
31-35 grams	7 grams	83-87 grams	18 grams
36-40 grams	8 grams	88-91 grams	19 grams
41-44 grams	9 grams	92-96 grams	20 grams
45-49 grams	10 grams	97-100 grams	21 grams

For a step-by-step example of how to use the table, go to USDA Choose Breakfast Cereals That are Lower in Added Sugars: https://fns-prod.azureedge.net/sites/default/files/tm/FNSCACFP_Cereal12.pdf

Example:

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

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

5. $0.24 > 0.212$

This cereal is **NOT** creditable

Nutrition Facts	
Serving Size 1 cup (25g)	
Servings Per Container 13	
Amount Per Serving	
Calories	100
% Daily Value*	
Total Fat	0g 0%
Saturated Fat	0g 0%
Trans Fat	0g
Cholesterol	0mg 0%
Sodium	240mg 10%
Total Carbohydrate	22g 7%
Dietary Fiber	0g 0%
Sugars	6g
Protein	2g

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

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

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

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

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

CACFP Grains Chart Child Care Component

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

This chart is a guide for commonly served items. If serving an item not listed below, determine amount required (grams or ounces) per age group (1-5 or 6-18 yr olds) and use Nutrition Facts Label for purchased products, or weigh homemade items to determine the serving size.

Group A	<u>1-5 year olds</u>	<u>6-18 year olds</u>
	Serving Size ¹	Serving Size ¹
	Minimum weight 10 grams (0.4 oz)	Minimum weight 20 grams (0.7 oz)
Bread Sticks (hard – approx. 7 ¾")	2 sticks	3 sticks
Chow Mein Noodles	1/4 cup	1/2 cup
Crackers (saltines)	4 squares	8 squares
Crackers (large-snack-rounds, ovals, squares)	4 crackers	8 crackers
Crackers (one inch squares)	6 crackers	12 crackers
Crackers (cheese squares)	9 crackers	18 crackers
Crackers (savory - fish-shaped or similar)	25 crackers	50 crackers
Croutons	1/4 cup	1/2 cup
Melba Toast	3 slices	5 slices
Pretzels (hard-mini pretzel twists)	7 pretzels	14 pretzels
Pretzel Chips	7 chips	14 chips
Rice Cakes	1-1/2 cakes	3 cakes
Bread Stuffing (dry)	1/4 cup	1/2 cup
Wafers (rye)	2 wafers	4 wafers
Zwieback	2 pieces	3 pieces

Group B	Serving Size ¹	Serving Size ¹
	Minimum weight 13 grams (0.5 oz)	Minimum weight 25 grams (0.9 oz)
	Bagels (approx. 4" diameter)	1/4 bagel
Bagels (approx. 3" diameter)	1/2 bagel	1 bagel
Biscuits (approx. 2 ½" diameter)	1/2 biscuit	1 biscuit
Breads (white, wheat, whole wheat, raisin)	1/2 slice	1 slice
Buns (hamburger, hot dog)	1/2 bun	1 bun
Crackers (animal)	6 crackers	12 crackers
Crackers (graham – fish-shaped or similar)	19 crackers	37 crackers
Crackers (graham – 2 ½" x 5")	1 cracker	2 crackers
English Muffins	1/2 muffin	1 muffin
Oyster Crackers	1/3 cup (30 crackers)	2/3 cup (60 crackers)
Pita Bread (white, wheat – 6 ½ round)	1/4 medium	1/2 medium
Pizza Crust	Varies based on size***	Varies based on size***
Pretzels (soft)	1/2 pretzel	1 pretzel
Rolls (dinner, white, wheat, whole wheat, potato)	1/2 roll	1 roll
Taco Shells 6" (hard-shell corn tortilla)	1/2 shell	1 shell
Tortillas 6" (corn or wheat)	1/2 tortilla	1 tortilla
Tortillas 8" (flour)	1/3 tortilla	2/3 tortilla
Tortilla Chips (round or large)	6 chips (9 mini rounds)	12 chips (18 mini rounds)

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

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

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

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

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

Group H	Serving Size ¹	Serving Size ¹
	¼ cup cooked (or 13 grams dry)	½ cup cooked (or 25 grams dry)
Barley	1/4 cup	1/2 cup
Breakfast Cereals (cooked)	1/4 cup	1/2 cup
Bulgur (cracked wheat)	1/4 cup	1/2 cup
Corn Grits or Meal	1/4 cup	1/2 cup
Macaroni (all shapes)	1/4 cup	1/2 cup
Noodles Egg (all varieties)	1/4 cup	1/2 cup
Pasta (all shapes)	1/4 cup	1/2 cup
Ravioli (noodles only)	1/4 cup	1/2 cup
Rice (enriched or brown)	1/4 cup	1/2 cup

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

Group I	1-2 year olds	3-5 year olds	6-18 year olds
Cereals, Ready-to-eat (Wheat, corn, rice, oats, granola) ¹	The serving size is 1/4 cup or .33 ounce, whichever is less	The serving size is 1/3 cup or .5 ounce, whichever is less	The serving size is ¾ cup or 1 ounce, whichever is less

Grain-Based Desserts – NOT CREDITABLE ON CACFP

Homemade grain-based desserts made with whole-grains and/or less sugar and fat are not creditable. Items similar to those in list but with a different name (e.g. breakfast round, breakfast flat) are not creditable.

Brownies	Gingerbread
Sweet biscotti and scones made with fruits, icing, etc.	Pie crusts of dessert pies, cobblers, and fruit turnovers
Cake, including coffee cake and cupcakes	Sweet bread pudding & rice pudding
Cereal bars, breakfast bars, granola bars	Sweet rolls, including cinnamon rolls
Cookies, including vanilla wafers	Toaster pastries
Doughnuts	

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

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

Is it a Grain-Based Dessert?

Perception Counts!



How a food item is perceived plays a role in determining if it is a Grain-Based Dessert (GBD). Before adding an item to your menu, consider whether the food is commonly thought of as a dessert or sweet treat. If yes, choose another option.

Grain-Based Desserts

GBDs are not creditable in the CACFP. This includes both store-bought and homemade items. Even items made from scratch with healthy ingredients (i.e. less sugar and/or fat) are NOT creditable.

Grain-Based Desserts	
Brownies	Ice cream cones
Cake, including coffee cake and cupcakes	Pie crusts of dessert pies, cobblers, and fruit turnovers
Cereal bars, breakfast bars, granola bars, marshmallow cereal treats	Sweet biscotti/scones with fruits, chocolate, icing, etc.
Cookies, including vanilla wafers and fruit-filled rolls/bars/cookies (i.e. fig)	Sweet bread pudding and rice pudding
	Sweet croissants, such as chocolate-filled
Doughnuts	Sweet pita chips, such as cinnamon-sugar flavored
Gingerbread	Sweet rolls, including cinnamon rolls
	Toaster pastries

Not sure if an item is a GBD? Ask yourself if the item is:

- Shaped like a cookie?
- Shaped like a bar (breakfast, cereal, or granola bar)?

Some GBDs may be labeled with a different name (i.e. breakfast flat instead of granola bar or breakfast round instead of cookie); however, they are still a GBD and must not be served.



Sweetened Food Items

Programs are discouraged from serving creditable foods that contain sweet ingredients, as they are perceived as a sweet treat. Instead, purchase or prepare healthier alternatives.

Things to Consider When Selecting Foods for Your Menu

If the answer to the questions below is yes, choose a healthier option

Does the food item contain:	Is the food item:
<ul style="list-style-type: none"> • Candy pieces? • Jam, fruit puree, or custard fillings? • Marshmallows? • Flavored chips (chocolate, caramel, white chocolate, strawberry, butterscotch, peanut butter, etc.)? 	<ul style="list-style-type: none"> • Dessert-flavored (chocolate, caramel, butterscotch, etc.)? • Coated with dessert-flavored coatings or toppings (cocoa, caramel, cinnamon-sugar, powdered sugar, glazes, etc.)? • Iced or frosted? • Covered with sprinkles, jimmies, or other sweet garnishes? • A sweetened and/or dessert-flavored cereal snack food? • A cereal/trail mix with sweetened cereal and/or candy pieces?

Not sure if an item is a GBD? Contact your assigned [Consultant](#).

CN Labels for Grain Items

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

CN Label – WGR

Whole-Grain Cheese Pizza

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



CN Label – Not WGR

————— CN —————
XXXXXXXX*
One 5.00 oz. Pizza with Ground Beef and Textured Vegetable Protein provides 2.00 oz. equivalent meat/meat meat alternate, 1/2 cup vegetable and 1 1/2 servings of bread alternate for The Child Nutrition Meal Pattern Requirements. (Use of this logo And statement authorized by the Food and Nutrition Service, USDA XX-XX**.)
CN ————— CN
————— CN —————

Tips for Incorporating Whole Grain-Rich Grains

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

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



Cooking Methods

Roasting or Baking

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

Sautéing

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

Braising and Stewing

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



Food Safety and Sanitation

CACFP Federal Regulations require that CACFP participants follow state and local health and sanitation requirements:

- Licensed Programs follow state requirements outlined in *DCF 251 Licensing Rules for Group Child Care Centers*.
- Non-licensed Programs submit Health and Safety Documents, which may include an annual inspection by the city or county health department. For these programs, state requirements in *DCF 251 Licensing Rules for Group Child Care Centers* are best practice.

Additional Safety and Sanitation Tips on page 71 of *Crediting Handbook for CACFP*.

- ✓ **DPI CACFP defers to DCF licensing requirements for food safety and sanitation, and checks these requirements during a review.**
- ✓ **Refer to the *DCF Safe Food Storage* resource (attached) for information on package dates, and storage and use of used food.**

Kitchen Requirements:



Keep refrigerators at or below 40° F and freezers at or below 0° F

Store dry foods in clean, dry, ventilated areas protected from sewage, condensation, leakage or vermin

Wash hands before starting work, after handling food and after using the bathroom

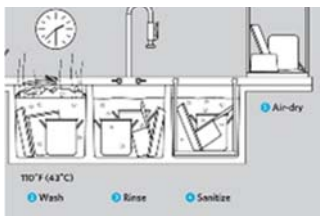
Food preparers must use a hair net or cap to keep hair from coming in contact with food during preparation

Thaw foods in the refrigerator, under cold running water or on the defrost setting in microwave
DO NOT THAW ON COUNTER

Dishwashing:

Three-Step Process

- Wash, Rinse, Sanitize
- Sanitize for at least 2 minutes in bleach solution



Commercial Dishwasher

- Chemical sanitizer in rinse cycle
- Heat sanitize
 - Must have visible temp gauge to see that rinse and sanitize step reaches at least 180°F

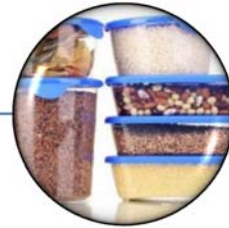


Home-Type Dishwasher

- Need a sanitizing step
 - *Sanicycles* do not meet sanitize requirement unless it can be documented that the hot water temp is at least 180° F for at least 10 seconds
- Submerge dishes for at least 2 minutes in bleach solution / other sanitizing solution



Food Storage:



STORAGE CONTAINERS:

Bags with zip-type closures or metal, glass or food-grade plastic containers with tight-fitting covers.



FOOD IDENTIFICATION:

Containers must be labeled unless they hold food that can be reliably and unmistakably identified, such as dry pasta.



DATE FOOD:

Label foods with date placed in container. If original label on food package indicates EXPIRATION, USE BY, BEST BY or SELL BY date, that date must be on the label.

Cleaning Before & After Meals:

Wash & Sanitize Eating Surfaces

- Before and after each use
- Tables and high chairs
- Two-step process
- 2-in-1 cleaner/ sanitizer products must be used two times

Infant & Child Hand Washing

- Before meals: Hands
- After meals: Hands and face

How to Wash Hands

- Age 1+: Use soap & running water
- Infants: Wash with a single-use fabric, cloth, or paper wipe with soap and water

Serving Food:



Cover foods until served

- During transit
- At table

Do not touch food with bare hands

- Use single-use gloves; do not touch anything besides food with gloves
- Throw away/change gloves after using or touching anything other than food



Use utensils

- Spoons, spatulas and tongs, etc.
- Kids can serve themselves with measuring cups, small serving spoons

Leftover Food:



Leftover prepared food which has not been served shall be labeled, dated, refrigerated promptly and used within 36 hours, or frozen immediately for later use.



Food removed from the kitchen is considered served and may not be reused. It must be thrown away.



Milk served from the original container may be reused.

Cleaning, Sanitizing and Disinfecting in Child Care Settings

Proper cleaning and sanitation are important to insuring that children attending a child care program remain healthy by reducing the risk of illness be decreasing bacteria, viruses, fungi and mold. Young children sneeze, cough, drool, and regularly need diapers or assistance with toileting. They hug, kiss, touch everything, put things in their mouths and spread germs. Young children's immune systems are immature and as a result children tend to experience colds and other illnesses more frequently than older children and adults, especially when they spend time in child care. The Wisconsin Child Care Certification and Licensing Rules (DCF 202, 250 and 251) require that diaper changing surfaces be cleaned and disinfected between diaper changes. The Group Child Care Licensing Rules (DCF 251) require that dishes and utensils be cleaned and sanitized after use.

Note Some bleach is now being sold with a higher concentration of sodium hypochlorite. Please see section on bleach solutions for more information.

What is the difference between cleaning, sanitizing and disinfecting?		
	Process	Solution/Product Necessary
Cleaning	ALWAYS CLEAN BEFORE SANITIZING or DISINFECTING Scrub, wash, and rinse surface. Dirt can prevent sanitizers/disinfectants from working effectively.	Mild detergent & Water
Sanitizing Dishes, food contact surfaces, toys a child may mouth, etc	Cover the cleaned area with <i>sanitizing</i> solution. Leave the solution to air dry or follow the manufacturer's recommendation before wiping off.	In Wisconsin, only bleach or a sanitizer that has an EPA registration label and an indication that it has been approved for use as a food contact sanitizer may be used to sanitize dishes and food surfaces in group child care centers.
Disinfecting Diapering areas, bathrooms, and all bodily fluids.	Cover the cleaned area with <i>disinfecting</i> solution. Leave the solution to air dry or follow the manufacturer's recommendation before wiping off.	In Wisconsin, licensing rules require bleach or a quaternary ammonia product to be used to disinfect diaper changing surfaces. A products that has an EPA registration label and an indication that it is a hospital-grade disinfectant may be used.
Result		
		Removal of visible dirt soil, and debris from surface.
		Reduction of the number of bacterial contaminants to safe levels in 1 test.
		Disinfecting is a higher level of germ-killing. It is the destruction of pathogenic and other micro-organisms on surfaces in multiple tests.
All disinfectants sanitize, but not all sanitizers are capable of disinfecting.		
Any product that carries food contact sanitizing information as well as an indication that it is a hospital-grade disinfectant on the label may be used for both sanitizing dishes and disinfecting diaper changing surfaces if it has been mixed to the correct ratio per the manufacturer's instructions.		

What can be used to sanitize and disinfect?

- Sanitizing and disinfecting are usually done using products called *antimicrobials* that kill bacteria, viruses, fungi and mold on hard surfaces.
- Because antimicrobials are intended to kill germs, they are pesticides.
- All products used to sanitize or disinfect must be registered by the Environmental Protection Agency (EPA).
- **Bleach is the most commonly used product for sanitizing and disinfecting in early childhood settings.**

How should sanitizers and disinfectants be stored?

- Working containers of sanitizers or disinfectants (such as spray bottles) must be labeled as sanitizing or disinfecting solutions.
- Working containers of disinfecting solutions must be prepared each day and kept out of the reach of children.
- Bulk containers of sanitizers or disinfectants must be labeled with the contents and must be kept out of the reach of children.
- Sinks or dishpans of sanitizers used to sanitize clean dishes or toys must be prepared prior to use. The open container used to sanitize dishes or toys must also be used out of the reach of children.

Can soft surfaces or linens or linens be sanitized?

Yes, soft furnishings, removable coverings, clothing, linens and cloth toys should be washed and sanitized when soiled **or** disinfected when contaminated with bodily secretions. To sanitize or disinfect these types of items:

- Wash materials with hot water measured at a temperature of at least 140° F. or with an approved laundry sanitizer or disinfectant.
- Linens and toys should be dried completely in a clothes dryer on the highest heat setting possible.

BLEACH

Why do so many child care programs choose bleach as a sanitizer and disinfectant?

- It is Wisconsin Licensing/Certification-Approved.
- It's readily available, and fairly inexpensive
- Bleach is easy to use.
- If used correctly, a low concentration of bleach reliably sanitizes and disinfects non-porous surfaces of common and harmful bacteria.
- Has a short killing time
- Does not need to be rinsed as it breaks down quickly into harmless components.

Currently, there is no substitute for bleach that is as economical and effective.

Update January 2013: Some bleach is now being sold with a higher concentration of sodium hypochlorite than was previously available (8.25% sodium hypochlorite versus the formerly available bleach solution of 5.25%-6%). Solutions below are for the lower concentration of sodium hypochlorite at 5.25%-6%. If a program uses bleach with a higher concentration of sodium hypochlorite it must be an EPA registered product and it must be diluted based on the label instructions when used for disinfecting or sanitizing.

Bleach Solution Preparation Tips	Bleach Sanitizing Solution (5.25%-6% sodium hypochlorite at 50 – 100 ppm)	Bleach Disinfecting Solution (5.25%-6% sodium hypochlorite at 500 – 800 ppm)
<ul style="list-style-type: none"> • Use caution when mixing bleach. If bleach is mixed with other cleaners or chemicals hazardous gases may be released. • Always follow licensing rules for proper solution strength. • Set up a specific location to mix the bleach solution. • Store bleach in a well-ventilated area inaccessible to children. • Assign a specific person the responsibility of mixing the disinfecting bleach solution daily. Wear gloves and eye protection when diluting bleach. • Use a funnel to pour bleach into cool water. • Keep the bleach solution properly labeled and out of the reach of children. • Do not spray bleach solution when children are nearby. • Keep solution out of direct sunlight to preserve the effectiveness of chlorine. 	<p>1/16 teaspoon bleach to 1 cup cool water OR 1/4 teaspoon bleach to 1 quart cool water OR 1 1/2 teaspoon bleach to 1 gallon cool water</p> <p>Use this solution to sanitize dishes, food contact surfaces, toys that a child may mouth, etc.</p> <p>** Working containers of disinfecting solutions must be prepared each day and kept out of the reach of children.</p> <p>Sanitizing Alternatives to Bleach Any product that contains an EPA registration indication and instructions for use as a food contact sanitizer may be used in accordance to its label.</p>	<p>3/4 teaspoon bleach to 1 cup cool water OR 1 tablespoon bleach to 1 quart cool water OR 1/4 cup bleach to 1 gallon cool water</p> <p>Use this solution to disinfect diapering areas, bathrooms, and any surfaces known to be or commonly contaminated by blood, vomit, urine, feces, sputum, mucus, or other bodily fluids.</p> <p>** Working containers of disinfecting solutions must be prepared each day and kept out of the reach of children.</p> <p>Disinfecting Alternatives to Bleach A quaternary ammonia product or any product that is EPA registered as a hospital-grade disinfectant may be used in accordance to its label.</p>

Sanitizers and disinfectants other than bleach have benefits as well as limitations. For example, when using a quaternary ammonia (quat) product, a longer contact time is required and the product needs to be rinsed off if it is used on a surface that may be mouthed by children. As with bleach, proper cleaning of equipment and surfaces with soap or detergents before applying the sanitizer is required.
(R. 11-2014)

CACFP Food Storage Chart

Perishable Food Item	Refrigerator (Below 41°F)	Freezer (At or below 0°F)
Meat (Beef, Pork, Veal, Lamb)		
Ground meat, -uncooked	1-2 days	3-4 months
-cooked	3-4 days	
Steaks	3-5 days	6-12 months
Chops	3-5 days	4-6 months
Roasts	3-5 days	4-12 months
Stew meats	1-2 days	3-4 months
Poultry (Chicken, Turkey)		
Fresh poultry, whole	1-2 days	12 months
Fresh poultry, pieces (breast, thighs, wings)	1-2 days	9 months
Cooked poultry	3-4 days	4 months
Ground poultry, -uncooked	1-2 days	2-3 months
-cooked	3-4 days	3-4 months
Ham & Corned Beef		
Corned beef, in pouch with pickling juices	5-7 days	Drained, 1 month
Ham, fully cooked, -whole	7 days	
-half	3-5 days	1-2 months
-slices	3-4 days	
Ham, canned, labeled "Keep Refrigerated," -unopened	6-9 months	Do not freeze
-opened	3-5 days	1-2 months
Fish & Shellfish		
Lean fish	1-2 days	6 months
Fatty fish	1-2 days	2-3 months
Cooked fish	3-4 days	4-6 months
Smoked fish	14 days	2 months
Fresh shrimp, scallops	1-2 days	3-6 months
Other Notes:		
-Label and date all foods prior to refrigerating or freezing: -Date foods with purchase date -Leftover foods: write the date the food was prepared		
-Always use items with the earliest date first.		
-Purchase foods before "sell-by" or expiration dates.		
-Follow any handling instructions on the product.		
-Keep meat and poultry in its package until using.		
-When freezing, wrap products with airtight heavy-duty foil, plastic wrap, or freezer paper and place inside a sealable plastic bag.		
-Whether freezing or refrigerating, remember this basic rule, "When in doubt, throw it out!"		

Perishable Food Item	Refrigerator (Below 41°F)	Freezer (At or below 0°F)
Hot Dogs & Lunch Meat (in freezer wrap)		
Hot dogs, -opened	1 week	1-2 months
-unopened	2 weeks	
Lunch meat, -opened or deli-sliced	3-5 days	1-2 months
-unopened	2 weeks	
Eggs		
Fresh, in shell	3-5 weeks	Do not freeze
Hard-cooked	1 week	Do not freeze
Raw yolks, whites	2-4 days	12 months
Liquid pasteurized eggs or egg substitutes, -opened	3 days	Do not freeze
-unopened	10 days	12 months
Dairy		
Cheese, hard or processed, -opened	3-4 weeks	6 months
-unopened	6 months	
Cheese, soft	1 week	6 months
Cottage/ricotta cheese	1 week	Do not freeze
Cream cheese	2 weeks	Do not freeze
Butter	1-3 months	6-9 months
Other/Leftovers Entrees		
Store-prepared (or homemade) egg, chicken, tuna, ham, & macaroni salads	36 hours	Do not freeze
Cooked meat & meat dishes	36 hours	2-3 months
Cooked poultry dishes	36 hours	4-6 months
Cooked chicken nuggets, patties	36 hours	1-3 months
Soups & stews (vegetable & meat-added)	36 hours	2-3 months
Frozen casseroles	Keep frozen	3-4 months
Commercially prepared ready-to-serve items that have been opened (canned fruit and vegetables, pasta sauce, canned soups, etc.)	7 days	Varies up to 6 months

Basics at a Glance

Recipe Abbreviations

approx.	= approximate
tsp or t	= teaspoon
Tbsp or T	= tablespoon
c	= cup
pt	= pint
qt	= quart
gal	= gallon
wt	= weight
oz	= ounce
lb or #	= pound (e.g., 3#)
g	= gram
kg	= kilogram
vol	= volume
mL	= milliliter
L	= liter
fl oz	= fluid ounce
No. or #	= number (e.g., #3)
in. or "	= inches (e.g., 12")
°F	= degree Fahrenheit
°C	= degree Celsius or centigrade

Volume Equivalents for Liquids



60 drops	= 1 tsp
1 Tbsp	= 3 tsp = 0.5 fl oz
1/8 cup	= 2 Tbsp = 1 fl oz
1/4 cup	= 4 Tbsp = 2 fl oz
1/3 cup	= 5 Tbsp + 1 tsp = 2.65 fl oz
3/8 cup	= 6 Tbsp = 3 fl oz
1/2 cup	= 8 Tbsp = 4 fl oz
5/8 cup	= 10 Tbsp = 5 fl oz
2/3 cup	= 10 Tbsp + 2 tsp = 5.3 fl oz
3/4 cup	= 12 Tbsp = 6 fl oz
7/8 cup	= 14 Tbsp = 7 fl oz
1 cup	= 16 Tbsp = 8 fl oz
1/2 pint	= 1 cup = 8 fl oz
1 pint	= 2 cups = 16 fl oz
1 quart	= 2 pt = 32 fl oz
1 gallon	= 4 qt = 128 fl oz

Equivalent Weights



16 oz	= 1 lb = 1.000 lb
12 oz	= 3/4 lb = 0.750 lb
8 oz	= 1/2 lb = 0.500 lb
4 oz	= 1/4 lb = 0.250 lb
1 oz	= 1/16 lb = 0.063 lb

Fraction to Decimal Equivalents



1/8	= 0.125
1/4	= 0.250
1/3	= 0.333
3/8	= 0.375
1/2	= 0.500
5/8	= 0.625
2/3	= 0.666
3/4	= 0.750
7/8	= 0.875

Metric Equivalents by Weight



Customary Unit (avoirdupois)	Metric Unit
Ounces (oz)	Grams (g)
1 oz	= 28.35 g
4 oz	= 113.4 g
8 oz	= 226.8 g
16 oz	= 453.6 g
Pounds (lb)	Grams (g)
1 lb	= 453.6 g
2 lb	= 907.2 g
Pounds (lb)	Kilograms (kg)
2.2 lb	= 1 kg (1000 g)

Metric Equivalents by Volume



Customary Unit (fl oz)	Metric Unit
1 cup (8 fl oz)	= 236.59 mL
1 quart (32 fl oz)	= 946.36 mL
1.5 quarts (48 fl oz)	= 1.42 L
33.818 fl oz	= 1.0 L

Scoops (Dishers)



Size/No. ¹	Level Measure	Color Code ²
6	2/3 cup	
8	1/2 cup	
10	3/8 cup	
12	1/3 cup	
16	1/4 cup	
20	3-1/3 Tbsp	
24	2-2/3 Tbsp	
30	2 Tbsp	
40	1-2/3 Tbsp	
50	3-3/4 tsp	
60	3-1/4 tsp	
70	2-3/4 tsp	
100	2 tsp	

¹ Scoops are left or right hand or squeeze-type that can be used for both hands. Number on the scoop indicates how many level scoopfuls make one quart. For example, eight No. 8 scoops = 1 quart.



² Use colored dots matching the brand-specific color coding of scoop sizes.

Ladles Portion Servers



Ladle fl oz	Approx. Measure	Portion Server fl oz
1 oz	1/8 cup	1 oz
2 oz	1/4 cup	2 oz
3 oz	3/8 cup	3 oz
4 oz	1/2 cup	4 oz
6 oz	3/4 cup	6 oz
8 oz	1 cup	8 oz
12 oz	1-1/2 cups	—

Ladles and portion servers (measuring-serving spoons that are volume-standardized) are labeled "oz." "Fl oz" would be more accurate since they measure volume, not weight.

Use ladles for serving soups, stews, creamed dishes, sauces, gravies, and other liquid products.

Use portion servers (solid or perforated) for portioning solids and semi-solids such as fruits and vegetables, and condiments.

Cooking or Serving Spoons



Spoons vary in length (11", 13", 15", 18", 21") for ease of use in cooking or serving. Spoons can have plastic handles that are heat-resistant. Level scoops, ladles, and portion servers provide more accurate portion control than serving spoons that are not volume-standardized measure.

Specialty Spoons



A thumb notch on a server or spoon handle prevents the spoon from slipping into the pan and prevents hands from sliding into the food. Triple-edge (solid or perforated) spoons have a flat edge that increases the area where the spoon touches the bottom of the pan when stirring.

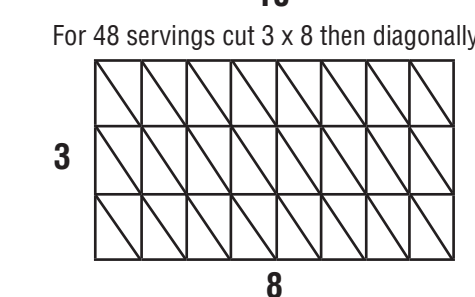
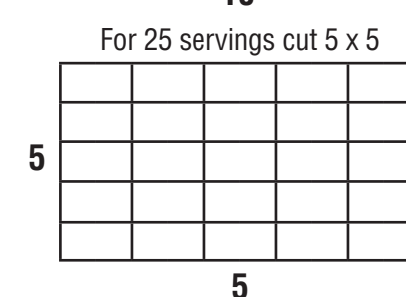
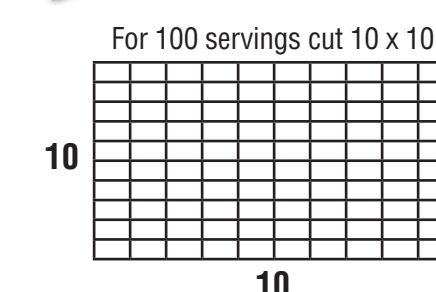
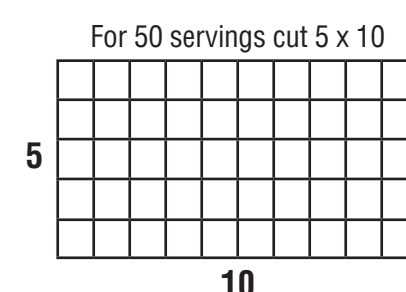
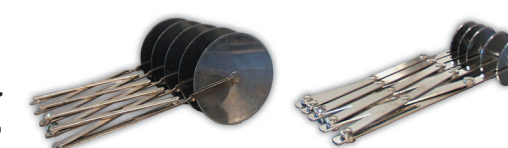
Steamtable Pan Capacity

Pan Size	Approx. Capacity	Serving Size	Ladle (fl oz)	Scoop #	Approx. # Servings
12" x 20" x 2-1/2"	2 gal	1/2 cup	4 oz	8	64
		3/8 cup	3 oz	10	80
		1/3 cup	2.65 oz	12	96
		1/4 cup	2 oz	16	128
12" x 20" x 4"	3-1/2 gal	1/2 cup	4 oz	8	112
		3/8 cup	3 oz	10	135
		1/3 cup	2.65 oz	12	168
		1/4 cup	2 oz	16	224
12" x 20" x 6"	5 gal	1/2 cup	4 oz	8	160
		3/8 cup	3 oz	10	200
		1/3 cup	2.65 oz	12	240
		1/4 cup	2 oz	16	320

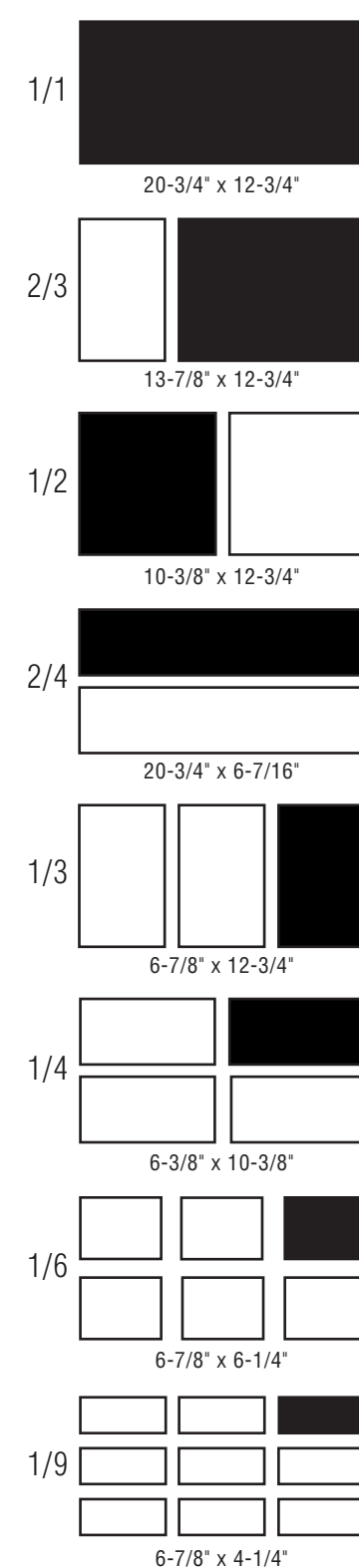
Approximate Dimensions of Serving Sizes from Different Pan Sizes

Pan	Approx. Size	No. and Approx. Size Servings per Pan		
		25	50	100
Baking or steamtable	12" x 20" x 2-1/2"	2" x 3-3/4"	2" x 2"	-----
Sheet or bun	18" x 26" x 1"	3-1/4" x 5"	3-1/4" x 2-1/2"	1-3/4" x 2-1/2"

Cutting Diagrams for Portioning



Other Pan Sizes



Steamtable or counter pans are available in various sizes. Smaller size pans may require the use of an adapter bar.

QUICK REFERENCE GUIDE

Volume Measurement Conversions



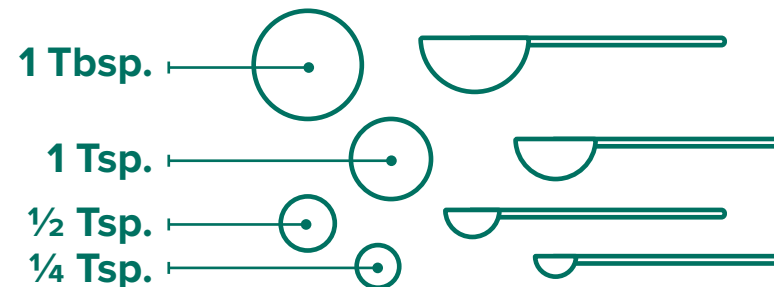
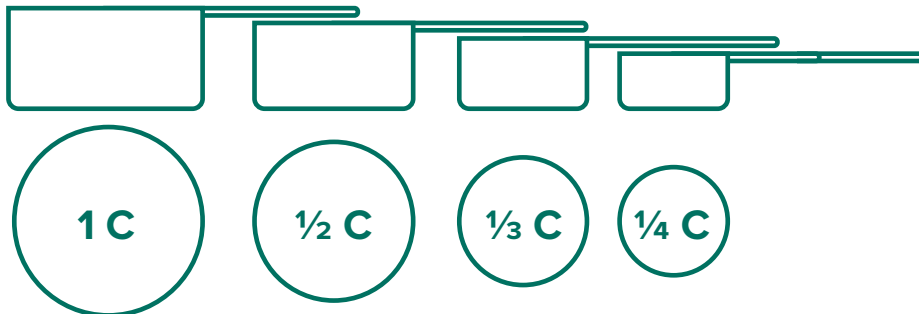
Liquid Ingredients

Gallon	1	$\frac{3}{4}$	$\frac{2}{3}$	$\frac{1}{2}$	$\frac{1}{3}$	$\frac{1}{4}$	$\frac{1}{8}$	$\frac{1}{16}$	$\frac{1}{128}$
Quart	4	3	$2\frac{2}{3}$	2	$1\frac{1}{3}$	1	$\frac{1}{2}$	$\frac{1}{4}$	$\frac{1}{32}$
Pint	8	6	$5\frac{1}{3}$	4	$2\frac{2}{3}$	4	1	$\frac{1}{2}$	$\frac{1}{16}$
Cup	16	12	$10\frac{2}{3}$	8	$5\frac{1}{3}$	8	4	1	$\frac{1}{8}$
Fl. Oz.	128	96	85.34	64	4.34	32	16	8	1

Dry Ingredients & Small Amounts of Liquid

Cup	1	$\frac{3}{4}$	$\frac{2}{3}$	$\frac{1}{2}$	$\frac{1}{3}$	$\frac{1}{4}$	$\frac{1}{8}$	$\frac{1}{16}$	$\frac{1}{48}$	$\frac{1}{96}$	$\frac{1}{192}$
Oz.*	8	6	5	4	3	2	1	0.5	0.17	0.08	0.04
Tbsp.	16	12	$10\frac{2}{3}$	8	$5\frac{1}{3}$	4	2	1	$\frac{1}{3}$	$\frac{1}{6}$	$\frac{1}{12}$
Tsp.	48	36	32	24	16	12	6	3	1	$\frac{1}{2}$	$\frac{1}{4}$

*Oz. may vary based on density of ingredient



Feeding Infants



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



New Requirements Effective October 1, 2017

Updated Infant Age Groups:

- Birth through 5 months
- 6 months through 11 months

Additional Infant Meal Pattern Changes:

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

Offering Infant Meals

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



Promote Breastfeeding

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

Parent Provided Foods

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

Breastmilk or Formula Only

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



Consuming Solid Foods

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



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

Q&A

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

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

Solid Foods (Complimentary Foods)

Introduction of Solid Foods

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



Developmentally Ready

Infants develop at different rates - meaning some infants may be ready to consume solid foods before 6 months of age and others may be ready after 6 months of age. **Once an infant is developmentally ready to accept solid foods, including infants younger than 6 months, Programs are required to offer them to the infant.**

Summary of Component Changes

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

Q&A

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

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

For More Information

Refer to USDA Policy Memo: [CACFP 23-2016](#)

New foods may be introduced one at a time over a few days, and an infant's eating patterns may change. For example, an infant may eat a cracker one week and not the next.



Follow the Eating Habits of Infants

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



Updated Infant Age Groups

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

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

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Developmental Readiness

Developmental readiness for solid foods is one of the most important times for infants. However, when is an infant ready for solid foods? This question is very important because of the significance of the associated health challenges of introducing solid foods to infants too early or too late. Find this handout and more information on the: [DPI's New CACFP Meal Pattern webpage](#).

Infant Readiness Guidelines for Solid Foods

Typically, around six months of age infants are ready to eat solid foods. However, an infant's readiness depends on his or her rate of development, not age. The American Academy of Pediatrics (AAP) provides the following guidelines to help determine when an infant is developmentally ready to accept solid foods:

- The infant is able to sit in a high chair, feeding seat, or infant seat with good head control;
- The infant opens his mouth when food comes his way. He may watch others eat, reach for food, and seem eager to be fed;
- The infant can move food from a spoon into his or her throat; and
- The infant has doubled his or her birth weight.



The American Academy of Pediatrics (AAP) recommends breastfeeding as the sole source of nutrition for infants until 6 months of age, and that by 7 or 8 months of age, infants should be consuming solid foods from all food groups (vegetables, fruits, grains, protein foods, and dairy).



Communicate with Parents

It is important to maintain constant communication with the infants' parent(s) or guardian(s) about when to introduce solid foods

For additional information on developmental readiness, refer to the following resources:

- [American Academy of Pediatrics' Infant Food and Feeding](#)
- [WIC Infant Developmental Readiness Chart](#)
- [Feeding Infants: A Guide for Use in Child Nutrition Programs](#)

Risks of Introducing Solid Foods Too Early

- Higher risk of choking because the infant has not developed the necessary skills for eating solid foods.
- Infant may consume less breastmilk or iron-fortified formula and not get enough essential nutrients for proper growth and development.
- Increases the risk of weight gain during the early years and being overweight later in life.

Q&A

Does the Child and Adult Care Food Program (CACFP) require that infants start solid foods at a certain age?

No, the decision to start solid foods is up to the infant's parents/guardians. There is no requirement that the infant receives solid foods by a certain age in order for the provider to claim the child's meals for reimbursement. However, once the infant is developmentally ready, and the child's parents/guardians request the child receive solid foods, programs are **required** to offer them to the infant.

Pop Quiz:



True or false:

All infants are ready to start solid foods at 6 months of age.

See page 2 for the answer.



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Parent Discussion Tips for Challenging Scenarios

As providers, you may encounter challenging scenarios surrounding parent/guardian feeding requests for infants in your care. Below are two scenarios with some talking points and helpful resources.

Scenario 1 – Delay Introduction of Foods

Parents request that you feed their 10 month old only breast milk. When feeding their infant, he is showing signs of being ready for foods through his mouth patterns, hand and body skills, and feeding abilities. He is also reaching for food served to other infants. You would like to support the infant's readiness, but his parents are not on board with this.

Scenario 2 – Early Introduction of Foods

Parents request that you feed their 3 month old solid foods but she is giving cues that she is not yet developmentally ready for starting foods. She isn't holding her head up and opening her mouth when moving food towards her mouth.

Talking Points:

- Discuss the *Infant Readiness Guidelines for Solid Foods*, from page 1, to help parents understand their infant's physical development and nonverbal cues to recognize if and when their infant is ready for solid foods. For Scenario 2, also discuss the *Risks of Introducing Solid Foods Too Early*, from page 1.
- Encourage parents to consult with their infant's physician about the feeding plan for introducing foods.
- Maintain open communication with parents:
 - You provide daily information on their infant's progress, acceptance of and reactions to foods
 - Parents provide updates on their infant's feeding schedule, including frequency of feedings, portions, and foods that have been introduced at home

Resources to help with conversations about introducing solid foods:

- AAP: [Starting Solid Foods](#)
- [USDA-CACFP Infant Meal Pattern Chart](#): Provides appropriate foods and serving sizes



If parents insist you follow their requested feeding style after the above discussion occurs:

Respect and honor the parents' decision. Continue open communication about their infant's progress, feeding responses, and behavior. You may request the parent to provide a medical statement from their infant's physician to ensure the infant is receiving the nutrition they need.

If the infant is in distress while in care and the parents are non-responsive to your concern, consult with your licenser (or certifier) on further action to take. If the distress is life threatening, contact emergency medical services.

Other Feeding Scenarios

Serving cow's milk before age 12 months:

- Highly discouraged by health care professionals because an infant cannot adequately digest regular cow's milk.
- Resource: [AAP reasons not to serve cow's milk before 12 months](#)
- Not allowed in the CACFP unless the cow's milk is required because of a disability. A written medical statement, signed by a physician or nurse practitioner, must be on file.

Adding Cereal to an infant's bottle:

- Not recommended by the AAP because it may increase the likelihood the infant will gag or inhale the mixture into their lungs and may lead to overfeeding the infant.
- Resource: [AAP reasons to not put cereal in infant's bottle](#)
- Not allowed in the CACFP unless serving cereal in a bottle is required because of a disability. A written medical statement, signed by a physician or nurse practitioner, must be on file.

Pop Quiz:

Answer: False!



The answer is **false**. The infant may be ready to accept solid foods at six months of age but this should not be the deciding factor. An infant's readiness depends on his or her rate of development. Refer to the AAP guidelines to help determine when an infant is developmentally ready for solid foods.

CACFP Infant Meal Pattern

Infants develop at different rates - some infants may be ready to consume solid foods before 6 months of age and others may be ready after 6 months of age. **Once an infant is developmentally ready to accept solid foods, including infants younger than 6 months, programs are required to offer them to the infant.**

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

Additional Requirements

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

Foods for Infants

This is a list of common creditable and not creditable foods for the infant meal pattern.

For questions about food(s) not on this list, contact your assigned consultant.

Infant Cereal

Creditable

- ✓ Iron-fortified (rice, wheat, barley, oat, multigrain)
Single grain and multiple-grains



Not Creditable (do not serve)

- × Not iron-fortified
- × Dry cereal, containing fruit (ex. banana, apple)
- × Jarred “wet” infant cereals
- × Infant cereal served in a bottle
- × Cereals for older children and adults (ready-to-eat cereal, enriched farina, regular oatmeal, and corn grits) are not a creditable substitute for infant cereal

Store-bought Fruits and Vegetables (Baby Food)

Creditable

- ✓ Single fruit or vegetable (ex. peas) with a fruit or vegetable as the first ingredient
- ✓ Multiple fruits and/or vegetables (ex. squash banana) with a fruit or vegetable as the first ingredient

INGREDIENTS: PEARS, ZUCCHINI, CORN, WATER, VITAMIN C (ASCORBIC ACID).

Not Creditable (do not serve)

- × Water is first ingredient
- × Jarred cereal, desserts, or puddings with fruit, including those that list fruit as the first ingredient
- × Infant combination dinners, entrees, or meals with multiple **component** ingredients (ex. roasted vegetable chicken dinner or lasagna dinner) unless the product’s label includes volume information that credits one or more food components

Store-bought Meat & Meat Alternates (Baby Food)

Creditable

- ✓ Meat or poultry is first ingredient
- ✓ Gravy and broth are ok

INGREDIENTS: GROUND TURKEY, WATER, CORNSTARCH

Not Creditable (do not serve)

- × Infant combination dinners, entrees, or meals with multiple **component** ingredients (ex. turkey rice dinner or chicken noodle dinner) unless the product’s label includes volume information that credits one or more food components

Meats & Meat Alternates (Table Food)

Creditable

- ✓ Meat, fish, poultry (cooked, mashed, pureed, or diced as needed to obtain appropriate texture and consistency)
- ✓ Processed meats and poultry such as chicken nuggets, hot dogs, fish sticks, sausage, and infant meat and poultry sticks (not dried or semi-dried, not jerky), are allowed but not recommended. Prepare them in a way to reduce choking.
- ✓ Cooked dry beans or cooked dry peas
- ✓ Cheese (natural, shredded), cottage cheese
- ✓ Whole eggs
- ✓ Yogurt (no more than 23 grams of sugar per 6 ounces)

Not Creditable (do not serve)

- × Cheese spread and cheese food
- × Peanut butter and other nut or seed butters
- × Nuts and seeds
- × Tofu
- × Soy yogurt
- × Foods deep-fat fried on-site
- × Home canned foods
- × Freeze-dried yogurt snacks

Whole Fruits and Vegetables (Table Food)

Creditable

- ✓ Fresh, frozen or canned (cooked, mashed, pureed, or diced as needed to obtain appropriate texture and consistency)



Not Creditable (do not serve)

- × Juice
- × Fruit snacks (ex. 100% fruit strips or fruit leather, freeze-dried fruit snacks, fruit drops, or other snack-type products)
- × Foods deep-fat fried on-site
- × Home canned foods

The following are not recommended due to being a choking risk:

- × Raw vegetables (i.e. green peas, string beans, celery, carrot)
- × Cooked or raw whole corn kernels
- × Whole pieces of canned fruit
- × Hard pieces of raw fruit such as apple, pear, melon
- × Whole grapes, berries, cherries, melon balls, or cherry/grape tomatoes
- × Uncooked dried fruit (including raisins)



Practice Choking Prevention

- ✓ Avoid serving foods that are as wide around as a nickel
- ✓ Cut grapes, cherries, berries, melon balls and tomatoes into quarters
- ✓ Grate or thinly slice cheese
- ✓ Cook foods until soft enough to pierce with a fork
- ✓ Mash, puree or cut soft food into appropriate texture and size (i.e. thin slices or small pieces) per infant's development



Creditable at snack only

Grains:

Grains must be made from whole-grain or enriched meal or flour, or be fortified
Must be made without nuts, seeds or hard pieces of whole grain kernels

Creditable

- ✓ Bread
 - Breads, strips or small pieces of dry bread or toast
 - Bagels
 - Biscuits
 - English muffins
 - Muffins
 - Pancakes, waffles
 - Pita bread
 - Rolls
 - Soft tortillas, soft pretzels
 - Teething biscuits
- ✓ Crackers
 - Saltines
 - Rounds, ovals, squares
 - Small fish shaped
 - Graham and animal crackers
- ✓ Ready-to-eat breakfast cereal & infant puffs
 - No more than 6 grams of sugar per dry ounce



Not Creditable (do not serve)

- × “Adult” hot cereals, including oatmeal, grits, and farina
- × Grain Based Desserts, including:
 - Cake, cupcakes, brownies
 - Cereal bars, breakfast bars, granola bars
 - Cookies, including vanilla wafers
 - Sweet rolls, Toaster pastries, doughnuts
 - Sweet bread pudding and rice pudding

The following are not recommended due to being a choking risk:

- × Popcorn
- × Pretzels
- × Crackers or breads with seeds, nut pieces, or whole grain kernels such as wheat berries
- × Whole kernels of cooked rice, barley, or wheat (these should be finely ground or mashed before feeding to infants)



Honey, and **foods that contain honey**, should never be fed to babies less than 1 year of age. Honey may contain substances that can cause “infant botulism,” a serious type of food related illness that can make a baby very sick. Honey should not be added to food, water, or formula that is fed to babies, or used as an ingredient in cooking or baking (e.g., yogurt with honey, entrées and baked goods that contain honey). This also applies to commercially prepared foods such as cereals sweetened with honey or honey graham crackers.



Sugar in Yogurt and Cereal

YOGURT

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

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

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

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

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

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

CEREAL

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

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

Number must be **0.212 or less**

Bread, crackers, iron-fortified infant cereal or ready-to-eat cereal may be served to infants at snack. Grains must be made from whole-grain or enriched meal or flour and made without nuts, seeds or hard pieces of whole grain kernels. Consult with the infant's parent/guardian prior to serving these items.

CREDITABLE GRAINS:

Bread

- Breads, strips or small pieces of dry bread or toast
- Biscuits
- Bagels
- English muffins
- Pita bread
- Rolls
- Soft tortillas
- Teething biscuits

Crackers

- Saltines
- Rounds, ovals, squares
- Small fish shaped
- Graham and animal crackers

Ready-to-eat Breakfast Cereal

- Ready-to-eat breakfast cereal (must contain no more than 6 grams of sugar per dry ounce)

DO NOT SERVE THE FOLLOWING GRAINS:

Choking risk:

- Pretzels
- Crackers or breads with seeds, nut pieces, or whole grain kernels such as wheat berries
- Whole kernels of cooked rice, barley, or wheat; these should be finely ground or mashed before feeding to infants

Non-Creditable: Grain Based Desserts including

- Cookies, including vanilla wafers
- Cereal bars, breakfast bars, granola bars
- Sweet rolls, Toaster pastries, doughnuts
- Cake, cupcake, brownies
- Sweet bread pudding and rice pudding

WHY?

- **You decide what goes in the food** – Choose fresh or frozen ingredients. Think local!
- **Nutrition** – Homemade is as good as or better than in a jar.
- **Save Money** – Save up to 70% by making your own infant food.
- **Convenience** – Requires a blender/food processor, ice cube tray, and freezer.
- **Tastes great** – Infants will love it!



How?

1. **START:** with fresh or frozen whole fruits, vegetables or meats

FRUITS AND VEGETABLES:

- Fresh – wash, peel and chop
- Frozen – open the package or cook in bag if directed
- Do not use frozen fruits or vegetables that contain added sugars or sauce



MEATS:

- Remove fat, gristle, skin, and bones before cooking

2. **COOK:** in oven, microwave, slow cooker, or use the stovetop to boil or steam

- Fruits and vegetables are done when they can be pierced or mashed easily with a fork
- Meat is done when cooked to appropriate temperature



3. **FOOD PROCESSOR, IMMERSION BLENDER OR STAND BLENDER:**

- Puree fruits and vegetables to a soft-velvety texture
- Cut cooked meat into small pieces to ease pureeing
- If needed for texture – add a small amount of cooking water



4. **STORAGE/SERVING:** Serve immediately or place in refrigerator for no more than 2 days (except: meats, poultry, and fish should be used within 24 hours)

- Freeze: Place in clean and appropriately sanitized ice cube trays
- Place trays in a sealed container or a freezer safe plastic food storage bag
- Always Date and Label!



- Place into the freezer – once frozen – fruits, vegetables and meats can be popped out of the tray and placed in freezer safe storage in order to use the ice cube trays to make more infant food



- Store in the freezer safely for up to 1 month.
- Each cube equates to approximately 1 ounce (2 Tbsp.) of fruit, vegetable or meat
- Thoroughly reheat refrigerated or frozen infant food to 165° F. Stir thoroughly and test the temperature before serving it to the infant
- Defrost frozen foods in the refrigerator, used thawed foods within 48 hours.

DOS AND DON'TS OF MAKING INFANT FOOD

Do

- Practice appropriate food safety:
 - Appropriate sanitation and hand washing
 - Avoid cross-contamination
- Discard any uneaten leftover food in the infant's dish/serving dish.
- Determine appropriate textures per the infant's age and development.

Don't

- Do not add more than one credible component to your homemade infant food (separate components could be combined at the time the infant food is to be served).
- Do not add salt or other seasonings, sugar or other sweeteners, fats, or gravy.
 - Never use honey: it should not be served to infants due to the risk of infant botulism.
- Do not refreeze infant food that has been removed from the freezer and allowed to thaw in the refrigerator.
- Do not provide solid foods to infants until the parent has requested that you offer them to their infant while in your care. The decision to feed specific foods should be made by the parent and primary care physician.

CACFP Infant Recordkeeping Requirements

1. OFFER CACFP TO ALL ENROLLED INFANTS

To meet this requirement, your program must offer to provide the following items to each infant:

- A minimum of one type/brand **Iron-Fortified Infant Formula**
- **Iron-Fortified Infant Cereal**
- **Fruits, Vegetables and Meat/Meat Alternates:**
Store-bought, homemade, table foods, or a combination of all three
- **Grains:** Crusty bread, crackers, ready-to-eat cereals

Parents/guardians cannot be required to provide formula or foods

2. INFANT MENU AND INFANT MEAL PATTERN

- Complete the **Infant Menu** according to the formula and foods your program offers
- Post a copy of the **Infant Menu** and **Infant Meal Pattern** in each infant room in a location visible to parents

3. NOTIFY FAMILIES

Complete one of the following to notify families of the formula and foods your program offers:

- Distribute the completed **Infant Menu** and a copy of the **Infant Meal Pattern** in the enrollment packet provided to families with infants
- Post the completed **Infant Menu** and a copy of the **Infant Meal Pattern** in a visible location in the entryway of your facility

4. INFANT MEAL FORM

Complete one **Infant Meal Form** for every infant

- Instructions provided on the **Infant Meal Form**
- Only record a meal or snack in the Meal Count Chart when:
 - Program supplies all components; or
 - Parent/guardian supplies only one component

If you have any questions about the CACFP Infant Recordkeeping Requirements, contact your assigned CACFP consultant.

As a Program in the CACFP, we must offer to supply all meal components of the [Infant Meal Pattern](#).

We will supply the following items to your infant while in our care:

- One type of iron-fortified infant formula
- Iron-fortified infant cereal
- Baby foods and/or table foods in the appropriate textures for your infant

Parents/Guardians may choose to accept our supplied formula and/or foods or provide their own.

Our Program will supply the following formula and infant foods:



Formula Supplied: _____

Write in brand/type

Parents/Guardians: You may choose to accept our supplied formula or provide an iron-fortified infant formula of your choice, expressed breast milk, or breastfeed your baby on-site.



Iron-Fortified Infant Cereal Offered:

Our Program supplies the following cereal(s):

- Rice Barley
 Wheat Oat Multi-Grain



Foods Offered:

Our Program supplies the following foods:

- Store-bought baby foods
 Fruits and vegetables
 Meats
- Homemade baby foods (i.e. pureed whole foods)
- Table foods (i.e. foods from the regular menu)
- Grains (crackers, ready-to-eat cereal, bread)

CACFP Infant Meal Components Form

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

Month/Year: _____

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

- Decline the offered formula and supply different formula or breast milk, expressed or by breastfeeding on-site
- Supply their own foods in place of Program-supplied foods.

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

For each infant:

(1) List his/her full name, birthdate, and number of months in age

(2) Complete the Meal Components Chart:

- Mark the *Parent Supplied* or *Program Supplied* column only for the meal component(s) the infant is currently eating
- Record the date in the *Start Date* column only when the infant starts eating a new component or changes are made during the month (Ex. infant switches from breastmilk to program-supplied formula)

Meal Count Form: Your Program may only count infant meals and snacks that have only one Parent/Guardian-supplied meal component on your meal count form.

Infants Full Name: _____
 Birthdate: _____
 Age: _____ months

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

Infants Full Name: _____
 Birthdate: _____
 Age: _____ months

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

Infants Full Name: _____
 Birthdate: _____
 Age: _____ months

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

* Mark who supplies formula if used to supplement breast milk (Note: breast milk and infant formula are the same component)

** Baby foods and/or table foods in the appropriate texture

CACFP Infant Meal Components Form

Month/Year: _____

Infants Full Name: _____
 Birthdate: _____
 Age: _____ months

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

Infants Full Name: _____
 Birthdate: _____
 Age: _____ months

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

Infants Full Name: _____
 Birthdate: _____
 Age: _____ months

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

Infants Full Name: _____
 Birthdate: _____
 Age: _____ months

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

Infants Full Name: _____
 Birthdate: _____
 Age: _____ months

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

* Mark who supplies formula if used to supplement breast milk (Note: breast milk and infant formula are the same component)
 ** Baby foods and/or table foods in the appropriate texture



Wisconsin WIC Program

Information & Income Eligibility Guidelines

Purpose:

The purpose of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) is to promote and maintain the health and well-being of nutritionally at-risk pregnant, breastfeeding and postpartum women, infants and children. WIC provides nutrition education, breastfeeding education and support, supplemental nutritious foods, and referrals to other health and nutrition services.

- Health benefits of WIC have reduced premature births, low birthweight, and long-term medical expenses.

Who is Eligible for WIC?

To be eligible for WIC benefits in Wisconsin, a person must meet the following requirements:

- Be a pregnant, breastfeeding, or new mother; be an infant up to age one; or a child up to age 5;
- Be a resident of Wisconsin;
- Be income eligible (*income eligibility guidelines are on the next page*); and
- Have a health or nutrition need

Benefits Received by WIC Participants

All participants receive:

- Screening for nutrition and health needs
- Information on how to use WIC foods to improve health
- Benefits to buy foods that help keep you and your children healthy and strong
- Referrals to doctors, dentists, and programs like Wisconsin FoodShare, Medicaid, BadgerCare Plus, Wisconsin Works (W-2), and Head Start

Women receive:

- WIC approved foods (<https://www.dhs.wisconsin.gov/wic/approved-foods.htm>)
- Information on healthy eating during pregnancy and breastfeeding
- Help with starting or continuing breastfeeding

Infants receive:

- Help with starting or continuing breastfeeding
- Infant foods (<https://www.dhs.wisconsin.gov/wic/infant-foods.htm>)
- Infant formula, if needed
- Immunization referrals

Parents/caretakers receive information on taking care of babies

Children:

- WIC approved foods (<https://www.dhs.wisconsin.gov/wic/approved-foods.htm>)
- Immunization referrals

Parents/caregivers receive information on food shopping, recipes, and feeding your child

- To apply for WIC, go to *Nutrition & WIC Area Contacts*: <https://www.dhs.wisconsin.gov/wic/contacts.htm>
- For other health programs and referral services, contact the *Well Badger Resource Center* at:
1-800-642-7837 OR <https://wellbadger.org/>

Wisconsin WIC Program - Income Eligibility Table

The income levels are based on 185% of the US Dept. of Health and Human Services Nonfarm Income Poverty Guidelines for Gross Income (*before deductions*). Applicants exceeding 185% are not eligible.

July 1, 2019 – June 30, 2020

Family Size	Income Levels				
	Weekly \$	Every Two Weeks \$	Twice Per Month \$	Monthly \$	Annual \$
ONE	445	889	963	1,926	23,107
TWO	602	1,204	1,304	2,607	31,284
THREE	759	1,518	1,645	3,289	39,461
FOUR	917	1,833	1,985	3,970	47,638
FIVE	1,074	2,147	2,326	4,652	55,815
SIX	1,231	2,462	2,667	5,333	63,992
SEVEN	1,388	2,776	3,008	6,015	72,169
EIGHT	1,546	3,091	3,348	6,696	80,346
ADDITIONAL	158	315	341	682	8,177

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov

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225 E. 2nd St Kaukauna, WI 54130

horizonsfoodprogram1991@gmail.com

1-920-462-4805

horizonsfoodprogram.org



The Child and Adult Care Food Program



This child care center is a participant in the Child and Adult Care Food Program (CACFP), a federal program of the Food and Nutrition Service, U.S. Department of Agriculture (USDA). The CACFP gives financial assistance to child care centers providing licensed or regulated child care. In Wisconsin the CACFP is administered by the Department of Public Instruction. This child care center participates in the CACFP under a sponsoring organization, Horizons Unlimited.

The primary goal of the CACFP is to improve the diet of children 12 years of age or younger. (Children 15 and under from families of migrant workers are also eligible, and certain handicapped people, regardless of age, may receive CACFP meals if they are enrolled in a center that primarily serves persons 18 years of age or younger.

Nutrition is important for good health. Proper nutrition is an important part of a good child care program. Children need well balanced meals in order to meet their daily energy needs and to help them build strong minds and bodies. As a participant in the CACFP, child care centers may be reimbursed for up to three meals a day for each child. Reimbursable meals must meet the requirements established by the USDA.



Meal patterns vary according to the child's age. The infant meal pattern is divided into two age groups and after age 1, the pattern is the same with different meal quantity requirements and milk type. The pattern for infants and for children over one year of age are listed on the reverse side.

Infant Meal Pattern

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

Breakfast/Lunch/Supper

0-5 Months 4-6 oz Breast milk or IFIF*

6-11 Months 6– 8 oz. Breast Milk or IFIF
AND
0-4 T IFIC, meat, poultry, whole egg, fish, cooked dry beans or peas; OR
0-2 oz. cheese; OR
0-4 oz. cottage cheese; OR
0-4 oz. or 1/2 cup yogurt***; or any combination of the above
AND
0-4 T fruit ,vegetable, or combination of both (Juice cannot be served)

Snack

0-5 Months 4-6 oz. Breastmilk or IFIF

6-11 Months 2-4 oz. Breastmilk or IFIF
AND
0-1/2 slice bread; OR
0-2 crackers; OR
0-4 T. IFIF or ready to eat breakfast cereal****
AND
0-2 T. vegetable or fruit, or combination of both (Juice cannot be served)

* Iron fortified infant formula

** IFIC-Iron Fortified Infant Cereal

*** Yogurt must meet USDA sugar requirements

**** Cereals must meet USDA sugar requirements

Meal Pattern for Children 1—12 years old

Breakfast

Milk*
Fruit/Vegetable/Juice**
Grain****/ Meat or Meat Alternate*****

Lunch/Dinner

Milk*
Meat/meat alternate
Fruit***
Vegetable
Grain****

Snack

-Includes a food from two of the following food categories:

Milk*
Fruit/Juice**
Vegetable/Juice**
Meat/meat alternate
Grain****

* 1 yr olds **must** have unflavored whole milk

2-5 yr olds **must** have unflavored Skim or 1% Milk

6-12 yr olds **must** have unflavored skim or 1% milk OR flavored skim/fat free milk

** 100% Full-strength Juice and served no more than once per day

*** Vegetable can be substituted for the fruit

**** One whole grain rich item **must** be served everyday

*****Meat/Meat Alter. can be served up to 3x per week

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

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CACFP Civil Rights Training for Staff ~ Attendance Sheet ~

Training on the CACFP civil rights requirements is annually required for all agency personnel who interact with program participants as well as those who supervise these staff. This form may be used for documenting staff attendance at annual required CACFP civil rights trainings.

Please retain a copy of the *CACFP Civil Rights Training Handout* or materials used for completing this annual civil rights training along with this completed form.

[CACFP Civil Rights Training Handout](#)

Instructions: Complete the information below to document civil rights training.

Date of Training _____

Site Name/Location of Training _____

Trainer _____

Name of Attendees	Signature of Attendees

<http://dpi.wi.gov/community-nutrition/cacfp/guidance-memo>

GOALS OF CIVIL RIGHTS

- ♦ Equal treatment for all applicants and beneficiaries
- ♦ Knowledge of rights and responsibilities
- ♦ Elimination of illegal barriers that prevent or deter people from receiving benefits
- ♦ Dignity and respect for all

CACFP Civil Rights Training - PowerPoint and Handout

1

What is Discrimination?

The act of distinguishing one person or group of persons from other, either intentionally, by neglect, or by the effect of actions or lack of actions based on their protected classes.

What Is a Protected Class?

Any person or group of people who have characteristics for which discrimination is prohibited based on a law, regulation, or executive order.

2

Discrimination = Four D's

...an individual or group is:

- **D**enied benefits or services that others receive
- **D**elayed receiving benefits or services that others receive
- Treated **D**ifferently than others to their disadvantage
- Given **D**isparate treatment something which does not seem discriminatory, but has a discriminatory impact in practice

3

Examples of Discrimination

- ♦ Refuse a participant's enrollment based on disability
- ♦ Failure to provide reasonable accommodations to disabled individuals
- ♦ Serving meals at a time, place, or manner that is discriminatory
- ♦ Selectively distributing applications and income forms
- ♦ Failure to provide the same eligibility criteria to all participants
- ♦ Failure to provide foreign language materials regarding CACFP

4

Components of Civil Rights Compliance

- ♦ Public Notification System
- ♦ Outreach and Education
- ♦ Data Collection
- ♦ Reasonable Accommodations
- ♦ Language Assistance
- ♦ Civil Rights Complaint Procedures
- ♦ Technical Assistance and Training
- ♦ Customer Service
- ♦ Conflict Resolution

5

Equal Access

- All participants who attend must be provided equal access to the benefits of the CACFP.
- To withhold the program from any eligible age group is *age* discrimination.
- **Child Care/Emergency Shelter Sites:** Infants must be offered infant formula and food at the child care center, and parents cannot be asked or required to supply these items.

6

Public Notification

Must include information on:

- Eligibility
- Benefits & Services (i.e. free or reduced price meals)
- Program availability
- Applicant rights and responsibilities
- Procedures for filing a complaint
- Non-discrimination policies
- Any programmatic changes (i.e. changing location of a meal site)

Methods of Public Notification

- **Public Release – Issued by State Agency**
 - Inform the general public that your agency sponsors the CACFP and that meals are provided at no separate charge.
- **Post “And Justice for All” Poster (required)**
 - Includes the USDA’s required nondiscrimination statement and lists the USDA contact information for filing a complaint of discrimination.
- **Other methods of public notification (optional):**
 - Bulletins
 - Letters/Leaflets/Brochures
 - Internet/Computer-based Applications

“And Justice for All” Poster

- All agencies participating in Child Nutrition Programs **must** display the USDA’s non-discrimination poster in a prominent area **where participants and potential participants have access**
 - Examples: cafeteria/food service area, office, centrally located bulletin board
- Must be posted at every site
- Must be 11” x 17” format



DPI provides posters to centers free of charge. To order posters, contact your assigned Consultant.

Staff Directory/Map: <http://dpi.wi.gov/community-nutrition/cacfp/map>

Public Notification System

- ♦ All organizations participating in the CACFP must provide informational materials in the appropriate translation concerning the availability and nutritional benefits of the program
- ♦ **News Media Release:** DPI annually issues a statewide media release for all participating agencies.

Public Notification System

Child Care/At-Risk/Emergency Shelter Sites

Building for the Future

Building for the Future is a USDA initiative to help Child Care/At-Risk/Emergency Shelter Sites (CAC/ARE/ESS) improve their nutrition programs. The program provides technical assistance, training, and resources to help these sites meet the needs of their children and staff. The program is designed to be flexible and responsive to the unique needs of each site. For more information, visit www.usda.gov/buildingforthefuture.

Agency Name	Address	City	State	Zip
Agency Phone	Agency Fax	Agency Email	Agency Website	Agency URL
Agency Director	Agency Contact	Agency Title	Agency Email	Agency Phone
Agency Address	Agency City	Agency State	Agency Zip	Agency Phone

Adult Care Sites

THE CHILD AND ADULT CARE FOOD PROGRAM

Adult Care Sites (ACS) are required to display the "And Justice for All" poster in a prominent area where participants and potential participants have access. The poster includes the USDA logo and a nondiscrimination statement. For more information, visit www.usda.gov/andjusticeforall.

Agency Name	Address	City	State	Zip
Agency Phone	Agency Fax	Agency Email	Agency Website	Agency URL
Agency Director	Agency Contact	Agency Title	Agency Email	Agency Phone
Agency Address	Agency City	Agency State	Agency Zip	Agency Phone

Located under Guidance Memo 8 on website
<http://dpi.wi.gov/community-nutrition/cacfp/guidance-memo>

Outreach and Education

- ♦ You want to reach as many potential participants as possible.
- ♦ You want to ensure program access.
- ♦ You need to pay attention to under-represented groups.
- ♦ Include the required nondiscrimination statement on all appropriate FNS and agency publications, web sites, posters, and informational materials.
- ♦ When using graphics, reflect diversity and inclusion.

Required Non-Discrimination Statement Language
Guidance Memorandum 8

Non-Discrimination Statement – 10/15 Revision

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Continue to next slide for the required complaint filing procedure that goes with this non-discrimination statement.

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Required Non-Discrimination Statement Language
(Cont'd) Guidance Memorandum 8

Complaint Filing Procedure – 10/15 Revision

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

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This complaint filing procedure must be included with the USDA non-discrimination statement on previous slide.

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Required Non-Discrimination Statement Language

If the material or document is too small to permit the full statement (previous 2 slides) to be included, the material **MUST**, at a minimum, include:

10/15 Revision:

“This institution is an equal opportunity provider.”

→“Copy to Paste” document available under Guidance Memo 8 on website:

<http://dpi.wi.gov/community-nutrition/cacfp/guidance-memo>

15

Collecting and Recording Participation Data

- Ethnic/Racial data is used to determine how effectively your program is reaching potentially eligible participants and where outreach may be needed.
- Establish a system to collect ethnic and racial data on an annual basis
- Program applicants may not be required to furnish ethnicity and race
 - You may inform the household, however, that collection of this information is strictly for statistical reporting and has no influence on eligibility determination for the program.
- Data collectors may not second guess, change, or challenge a self-declaration of ethnicity/race made by a participant unless such declarations are blatantly false

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Data Collecting and Reporting

Collect ethnic data first, then racial data

1. Ethnicity categories:

- Hispanic or Latino
- Non-Hispanic or Non-Latino

2. Racial categories (instructions should specify “mark one or more”)

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

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Obtain ethnic/racial data through

- **Voluntary self-identification or self-reporting (preferred method)**

Household Size-Income Statement (HSIS):

The HSIS form completed by each household annually have a section for the household to identify their ethnic and racial data (households are not required to complete this)

- **If a household does not provide racial/ethnic information, you may use one of the following methods:**

- Visual identification by a center official
- Personal knowledge, records or other documentation your agency possesses that identifies household ethnic/racial data.

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Ethnic and Racial Data Form

COMPLETE AND RETAIN ON FILE
DO NOT SUBMIT TO DPI UNLESS REQUESTED

ETHNIC and RACIAL DATA FORM

Instructions: Count each participant **ONCE**, even by ETHNICITY, then by RACE. A participant can be counted within more than one RACE category. Complete instructions are on the back of this form.

Agency Name: _____ Site Name of delivery: _____
Name of Agency Representative: _____ Site Address: _____

ETHNIC CATEGORIES - Select either Hispanic/Latino OR One Hispanic/Latino for each enrolled participant	Number of Participants
Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Hispanic or Latino origin, regardless of race. The term "Hispanic or Latino" includes any person who speaks Spanish, speaks Spanish at home, or identifies as Hispanic or Latino.	
Not Hispanic or Latino	
RACIAL CATEGORIES - Select all that apply for each enrolled participant	Number of Participants
American Indian or Alaska Native: A person who reports to be of the original people of the United States (including Central America) and who maintains tribal affiliation or community attachment.	
Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands, including Laotians, Cambodians, Chinese, Filipinos, Indonesians, Japanese, Koreans, Malaysians, Micronesians, Mongolians, and Vietnamese.	
Black or African American: A person having origins in any of the original peoples of Africa, including those whose ancestors were enslaved in the United States or in Africa.	
Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	

Agency Representative Signature: _____ Date: _____

Located under
Guidance Memo
8 on website ↓

<http://dpi.wi.gov/community-nutrition/cacfp/guidance-memo>

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Data Management

- Collection systems must ensure that data collected/retained are:
 - Collected and retained by each program site
 - Kept secure and confidential
 - Submitted, if requested, to FNS Regional or Headquarters Offices
 - Kept on file for 3 years plus the current program year
 - Identify all sources of information used

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Conflict Resolution

- The USDA recommends using an Alternative Dispute Resolution (ADR) program

ADR Definition: use of a neutral third party (usually a person acting as a facilitator) to resolve informally a complaint of discrimination through use of various techniques such as fact finding, mediation, peer panels, facilitation, ombudsman support, or conciliation.

For more information, visit:

<http://www.fas.usda.gov/about-fas/civil-rights/alternative-dispute-resolution-adr-program>

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Reasonable Accommodations for Persons with Disabilities

Providing Food Substitutions

A disability is defined as any physical or mental impairment substantially limiting one or more "major life activities", including digestion.

This includes food allergies and intolerances.

- Programs are **required** to reasonably accommodate participants whose disabilities restrict their diets by providing substitutions or modifications for their meals, **when supported by a proper medical statement**

The medical statement must:

- Be from a licensed healthcare professional authorized to write medical prescriptions under Wisconsin law

These are:

Licensed Physicians; Physician Assistants; and Advanced Practice Nurse Prescribers (APNP)

- Include a description of the impairment, how to accommodate it, what foods must be omitted, and what foods to provide as substitutions

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Language Assistance

Limited English Proficiency (LEP)

Definition:

- Individuals who do not speak English as their primary language and have limited ability to read, speak, write, or understand English.
- Recipients of Federal financial assistance have a responsibility to take reasonable steps to ensure meaningful access to their programs and activities by persons with LEP.

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Limited English Proficiency (LEP)

- Participants should not be used as interpreters.
- Volunteers may be used, but make sure they understand interpreter ethics – particularly **confidentiality!**
 - Example: Staff with Spanish language skills could assist a household in completing an application but would need to be trained on the importance of keeping all information received from the household confidential

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Limited English Proficiency (LEP)

- ◆ See www.lep.gov for more information and resources
- ◆ Documents translated in Spanish and Hmong (Wisconsin specific forms):
<http://dpi.wi.gov/community-nutrition/cacfp/translations>
- ◆ Household-Size Income Statement Forms in other languages (USDA Forms):
<http://www.fns.usda.gov/cacfp/meal-benefit-income-eligibility>

Please Note: this document includes the various forms for all CACFP components; identify the appropriate form within the English version first to know which of the translated documents to give the households.

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A shortage of resources does not eliminate the translation requirement

Suggestions:

- **Share resources to save money**
 - Use interpreter from another area
 - Train bilingual staff to be interpreters
 - Contact grassroots organizations to discuss translation or assistance from within the community
- **Language line phone services may be available for a subscription fee through your local telephone service provider**

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Right to File a Complaint

Any person who believes he or she or someone he/she knows has been discriminated against based on Federal protected classes (i.e. National origin, race, etc.) has a right to file a complaint within **180 days** of the alleged discriminatory action.

- Complainants should complete the *USDA Program Discrimination Complaint Form*:

http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf

- Complainants may contact either of the following offices to register a complaint:

USDA- Office of the Assistant Secretary for Civil Rights: Refer to slide 14 for the address, fax number, and email address.

Wisconsin DPI: Director, Community Nutrition Programs, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707-7841, (608) 267-9129

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Handling Civil Rights Complaints

- ◆ Complaints can be written or verbal
- ◆ Anonymous complaints should be handled as any other complaint
- ◆ All verbal or written complaints must be forwarded to the WI DPI or USDA's Office of the Assistant Secretary for Civil Rights **within three days** of receiving a complaint
- ◆ Sponsors must give complainants a *Civil Rights Complaint Form* to complete (slide 27 has web link)
- ◆ Document all potential complaints in a *Civil Rights Complaint Log*
- ◆ Have a central location where the *Civil Rights Complaint Forms* and *Civil Rights Complaint Log* will be kept

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The following information should be included in a Civil Rights Complaint

- ◆ Name, address, phone number of complainant, if provided (not required)
- ◆ Specific name and location of entity delivering the benefit or service
- ◆ The nature of the incident, action, or method of administration that led the complainant to feel discriminated against

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The following information should be included in a Civil Rights Complaint

(Continued)

- ◆ The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age, or disability)
- ◆ The names, titles, and business addresses of persons who may have knowledge of the discriminatory action
- ◆ The date(s) during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions

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Civil Rights Training for Agency Staff

- All staff who work with the CACFP must receive training on all aspects of civil rights compliance annually
- Topics:
 - What is Discrimination?
 - Collecting/recording racial/ethnic data
 - Where to display posters
 - What is a Civil Rights complaint
 - How to handle a Civil Rights complaint
- Retain training records of the people who received civil rights training

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Customer Service

- All participants must be allowed equal opportunities to participate in Child Nutrition programs regardless of race, color, national origin, sex, age, or disability.
- All participants must be treated in the same manner (i.e. seating arrangements, serving lines, services and facilities, assignment of eating periods, methods of selection for application approval processes).

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Understanding Differences: Respectful Language

Put the person first

- ❖ Example: USE "person with a disability", NOT "disabled person"

Use culturally sensitive language

- ❖ Example: USE "Asian", NOT "Oriental"



Use inclusive/respectful terms

- ❖ Example: USE "chair", NOT "chairman"

The Side Road – Business Communication:

http://www.sideroad.com/Business_Communication/politically-correct-language.html

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Ask yourself each time you interact with participants...

- How would I want to be addressed?
- Am I treating this person in the same manner I treat others?
- Have I informed this person exactly what information I need to make a determination on the application?
- Have I given this person the opportunity to clarify all relevant factors or inconsistencies and ask questions?
- Have I provided this person with needed information to make necessary decisions?

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Civil Rights "Must Do List"

- Provide the CACFP in a nondiscriminatory manner
- Must offer meals to all participants in care and provide meal substitutions to participants with disabilities
- Prominently display the "And Justice for All" poster
- Non-discrimination statement & complaint filing procedure must be on all printed materials available to the public which mention USDA and/or CACFP, including websites
- Annually complete the Ethnic and Racial Data Form

Child Care/At-Risk/Emergency Shelter Centers Only:

- Post and/or distribute the *Building for the Future* flier to all families
- Post and/or distribute the completed *Infant Menu* with the CACFP *Infant Meal Pattern* chart

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Civil Rights "Must Do List"

- Provide informational materials in the appropriate translation concerning the availability and nutritional benefits of the CACFP
- Train staff annually on Civil Rights and complete a training form
- Develop & fully implement your Civil Rights Complaint Procedure
- Make available to all staff: Civil Rights complaint forms, Civil Rights Log and Civil Rights complaint procedure
- Refer all Civil Rights complaints to DPI or USDA

CACFP Civil Rights Training - PowerPoint and Handout

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Good nutrition today means a stronger tomorrow!

Building for the Future with CACFP



This program receives support from the Child and Adult Care Food Program to serve healthy meals to your children.

Meals served here must meet USDA's nutrition standards.

Questions? Concerns?

Participating Agency Contact Information	State Agency Contact Information
Jenna Van Den Wildenberg, Executive Director	Amanda Cullen, RDN, CD, Director
Horizons Unlimited, Inc	Community Nutrition Programs
225 E. 2nd Street	Wisconsin Department of Public Instruction
Kaukauna, WI 54130	P.O. Box 7841
920-462-4805	Madison, WI 53707-7841
	608-267-9129

Learn more about CACFP at USDA's website: <https://www.fns.usda.gov/cacfp/child-and-adult-care-food-program>

USDA is an equal opportunity provider, employer and lender.

United States Department of Agriculture
Food and Nutrition Service FNS-317
November 2019

Horizons Unlimited, Inc.
CACFP OPERATING LABOR SHEET

Center Name: _____ Month/Year: _____

Employee Name: _____ Position/Title: _____

Employee Rate of Pay: _____ Pay Period (circle one): Weekly Every 2 Weeks Monthly

DATE	Start Time for Work Day	HOURS WORKED ON CACFP					TOTAL HOURS WORKED ON CACFP PER DAY	End Time for Work Day
		Please enter the number of hours spent each day on the tasks listed below:						
		# HOURS MENU PLANNING	# HOURS FOOD SHOPPING	# HOURS COOKING	# HOURS SERVING MEALS	# HOURS CLEANING UP		
1	:						:	
2	:						:	
3	:						:	
4	:						:	
5	:						:	
6	:						:	
7	:						:	
8	:						:	
9	:						:	
10	:						:	
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25	:						:	
26	:						:	
27	:						:	
28	:						:	
29	:						:	
30	:						:	
31	:						:	
TOTAL CACFP HOURS FOR THE MONTH:								

By signing below, I / we do hereby certify that the distribution of activities for the employee represents the actual work performed during the period covered by this report to the best of my/our knowledge.

Employee's Signature

Supervisor's Signature

NOTE: A payroll record to verify each employee was paid **must** accompany this sheet.

FOR SPONSOR USE ONLY	_____	X	_____	=	_____
	#HOURS		RATE OF PAY		ALLOWABLE LABOR

**DEPARTMENT OF PUBLIC INSTRUCTION
CHILD AND ADULT CARE FOOD PROGRAM**

(rev. 02/2015)

Appeal Procedures

The following appeal procedures were established in accordance with Section 226.6(k) of the Child and Adult Care Food Program regulations must be followed by an institution or individual requesting an administrative review of any of the appealable items listed below.

There are twelve circumstances that are subject to an appeal. A new, renewing or participating institution and/or responsible principal or individual may appeal the following actions: (i) Denial of a new or renewing institution's application for participation; (ii) denial of an application submitted by a sponsoring organization on behalf of a facility; (iii) notice of proposed termination of an institution's agreement; (iv) notice of proposed disqualification of a responsible principal or responsible individual; (v) suspension of an institution's participation because of health or safety violations or submission of a false or fraudulent claim; (vi) denial of an agency's application for start-up or expansion payments; (vii) denial of a request for an advance payment; (viii) recovery of all or part of an advance in excess of the claim for the applicable period; (ix) denial of all or a part of an institution's claim for reimbursement unless the denial is based on a late claim submission; (x) decision by the Department of Public Instruction (DPI) not to forward to FNS an exception request by an institution for payment of a late claim, or a request for an upward adjustment to a claim; (xi) demand for the remittance of an overpayment; (xii) any other action of the DPI affecting an agency's participation or its claim for reimbursement.

An agency cannot appeal the following actions: (i) a decision by FNS to deny an exception request by an institution for payment of a late claim, or for an upward adjustment to a claim; (ii) a determination that an institution is seriously deficient; (iii) a determination by the DPI that the corrective action taken by an institution or by a responsible principal or individual does not completely and permanently correct a serious deficiency; (iv) disqualification of an institution or responsible principal or responsible individual, and the subsequent placement on the State agency list and the National Disqualified List (NDL); (v) a termination of a participating institution's agreement, including termination of a participating institutions agreement based on disqualification of the institution by another State agency or FNS; (vi) determination by either the DPI or FNS that the corrective action taken by an institution or a responsible principal or individual is not adequate to warrant the removal of the institution or the responsible principal or individual from the NDL; (vii) the DPI's refusal to consider an institution's application to participate in the CACFP when either the institution or one of its principals are on the NDL, or the DPI's refusal to consider an institution's submission of application on behalf of a facility when either the facility or one of its principals is on the NDL.

The institution or individual shall be advised in writing of the action being proposed or taken and the basis for the action. The notice will include a statement indicating that the institution or individual has the right to appeal the action. The notice of action shall be sent by certified mail, by facsimile, or by email, and is considered to be received by the institution or day care home when it is delivered by certified mail, sent by facsimile, or sent by email, whichever date is first. If the notice is undeliverable, it is considered to be received by the institution, responsible principal or responsible individual, or day care home five days after being sent to the addressee's last known mailing address, facsimile number, or email address.

Appeal Procedures:

1. Any written request for an administrative review shall be submitted in writing by each appellant using the attached *DPI Appeal Request Form (PI-1453)* and post marked not later than 15 calendar days from the date of this notice.
 - i) In order to be considered, the completed *DPI Appeal Request Form (PI-1453)* and corresponding support documentation must be addressed to: **Department of Public Instruction, Community Nutrition Program, Attention: Cari Ann Muggenburg, PO Box 7841, Madison, WI 53707-7841.**
 - ii) The completed *DPI Appeal Request Form (PI-1453)* will also be accepted by email to cari.muggenburg@dpi.wi.gov and facsimile at 608-267-0363.
 - iii) All sections of the *DPI Appeal Request Form (PI-1453)* must be completed and any additional information must be submitted along with the completed form to be considered a complete request.
 - iv) The form must be signed and dated by either the appellant or the attorney that has been retained to represent the appellant.
2. The DPI will acknowledge the receipt of the request for an appeal within 10 calendar days from the date of the DPI receives the request.
3. An independent and impartial administrative law judge (administrative review official) will be assigned by the Department of Administration Division of Hearing and Appeals to preside over the appeal request.
4. Along with the completed *Appeal Request Form (PI-1453)* the appellant may refute the charges contained in the notice of action in person (hearing).
 - i) Failure of the appellant institution's representative to appear at a scheduled hearing shall constitute the appellant institution's waiver of the right to a personal appearance before the review official, unless the administrative law judge agrees to reschedule the hearing.
 - ii) A representative of the DPI shall be allowed to attend the hearing to respond to the appellant's testimony and to answer questions posed by the review official.
 - iii) The appellant may retain legal counsel or may be represented by another person.
 - iv) If the appellant has requested a hearing, the appellant shall be provided with at least 10 calendar days advance written notice of the time and place of the hearing. Notice may be provided by email.
5. Any information on which the DPI's action was based shall be available to the appellant for inspection from the date of receipt of the *Appeal Request Form (PI-1453)*.
6. The administrative law judge shall make a determination based on information provided by the DPI and the appellant and on federal and state laws, regulations, policies and procedures governing the Program.
7. Within 60 calendar days of the DPI's receipt of the completed *Appeal Request Form (PI-1453)*, the administrative law judge shall inform the DPI and the appellant of the determination of the review.
8. The DPI's action shall remain in effect during the appeal process. However, open and currently licensed/regulated participating institutions and facilities may continue to operate under the Program during an appeal of termination unless the action is based on imminent dangers to the health or welfare of children. If the institution or facility has been terminated for this reason, the DPI shall so specify in its notice of action. Institutions electing to continue operating while appealing terminations shall not be reimbursed for any meals served during the period of the appeal if the DPI's action is upheld.
9. The determination by the Administrative law judge is the final administrative determination to be afforded to the appellant.



Thank you for selecting Horizons Unlimited, Inc. as your food program sponsor. We look forward to helping you meet the nutritional needs of children in your care.

Your food program representative is Jenna Van Den Wildenberg.

Phone: (920) 462-4805

Email: horizonsfoodprogram1991@gmail.com

Fax: (920) 462-4871

Website: www.horizonsfoodprogram.org

Mailing address: 225 E. 2nd St.

Kaukauna, WI 54130

Mid -month you need to send/email/ fax (remember to keep a copy):

1. Child enrollment forms and income statements for each child that joined your program.
2. Diet Statements and Tracking Forms for children with new nutritional needs.
3. Original copies of the Weekly Attendance and Meal Count Worksheet.
(This must be mailed)

Months end you need to send/email/fax (remember to keep a copy):

1. Child enrollment forms and income statements for each child that joined your program.
2. Diet Statements and Tracking Forms for children with new nutritional needs.
3. Original copies of the Weekly Attendance and Meal Count Worksheet.
(This must be mailed)
4. Infant menus.
5. Labor tally sheets. if applicable.

You can usually expect your deposit the week of the last Monday of the month. For example, a June claim for reimbursement will usually have a deposit made the last Monday of July.



Horizons Unlimited, Inc.

Direct Deposit Agreement Form

Authorization Agreement

I hereby authorize Horizons Unlimited, Inc. to initiate automatic deposits to my account at the financial institution named below. I also authorize Horizons Unlimited, Inc. to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold Horizons Unlimited, Inc. responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Horizons Unlimited, Inc. receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to Horizons.

Account Information

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____ Checking | Savings

Signature

Authorized Signature (Primary): _____ Date: _____

Authorized Signature (Joint): _____ Date: _____

Please attach a voided check (if using checking account) or deposit slip (if using savings account) and fax (920-462-4871) or mail (225 E. 2nd Street Kaukauna, WI 54130) to Horizons.



Orientation Checklist for Child Care Centers

1. _____ Introduction to the CACFP and MMCX.
2. _____ Enrollment of children to include:
 - a. Child's Name and Date of Birth
 - b. Normal Days, Meals, Times of Attendance
 - c. Diet Statements for children with Special Eating and Feeding Needs.
3. _____ Meal Service to include:
 - a. Meal Pattern Requirements and serving sizes
 - b. Production Records.
 - c. Contracts for meals provided by a vendor and/or foodservice management company
4. _____ Meal participation and attendance records.
Point of Service documentation and retention of records of both Meal Counts and Child Care Attendance Records
5. _____ Sanitation requirements: Same as child care licensing
6. _____ Civil Rights
7. _____ Staff Training
8. _____ Budgeting and cost allocation to include:
 - a) Income and Expense Records
 - b) Receipts for CACFP allowable expenses
9. _____ WIC information to be made available to all families
"And Justice for All Poster" to be Posted
Building for the Future flier available to all parents
10. _____ Monitoring and unannounced visits: 3 times per federal fiscal year

11. _____ For Profit Centers: Documentation of child care reimbursement under Title XX (Community Aids Funding) for at least 25% of the enrolled children or 25% of licensed capacity, whichever is less, for the month preceding approval in the CACFP, and for each month meals were claimed for reimbursement

or:

Documentation that at least 25% of the enrolled children or 25% of licensed capacity, whichever is less, are from households that meet the income eligibility requirements for the free and reduced price categories of CACFP reimbursement for each month meals were claimed for reimbursement.

12. _____ Recordkeeping and retention

- _____ CACFP Permanent Agreement/Policy Statement
- _____ Site Application
- _____ Notification of any changes to the site application
- _____ Civil Rights Compliance
- _____ Contracts for Meals if applicable
- _____ Menus, Meal Counts, Sign-In Sign-out/Attendance Records
- _____ Training
- _____ Expense and Income Records

Center Signature: _____ Date: _____

Horizons Signature: _____ Date: _____