



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 and parents with child nutrition information.

Assures adequate nutrition for children in family child care.

Helps children develop good eating habits.

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

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

Allows providers and parents direct benefit from their tax dollars.

HOW DOES IT WORK?

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

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

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

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

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

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

WHAT ARE THE RATES OF REIMBURSEMENT?

The Tier level reimbursements effective July 1, 201- —June 30, 20&\$ are:

| Meal | Tier 1 | Tier 2 |
|--------------|---------|---------|
| Breakfast | \$ 1.31 | \$.48 |
| Lunch/Supper | \$ 2.46 | \$ 1.48 |
| Snacks | \$.73 | \$.20 |

These rates are effective July 1, 20% through June 30, 20&\$ These reimbursement rates updated in July of each year based on a cost of living increase. Find current rates on our website, www.horizonsfoodprogram.org.

WHAT ARE THE HOUSEHOLD SIZE AND INCOME GUIDELINES?

| Household Size | Annual Income Level (effective July 1, 201- —June 30, 20&\$) |
|----------------------------------|---|
| 1 | \$&' 2%\$+ |
| 2 | \$3%&, (|
| 3 | \$3- ž(* % |
| 4 | \$4+ž*' , |
| 5 | \$5) ž % |
| 6 | \$6' ž - & |
| 7 | \$7&ž% - |
| 8 | \$, \$ž (* |
| each additional household member | \$, ž&+ |

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

HOW DO I KNOW WHAT TIER LEVEL I WILL BE?

The tier level determines how much you will be reimbursed for each meal/snack you serve. The forms needed for each option can be found on our website or by email upon request.

TIER 1 REIMBURSEMENT

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

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

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

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

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

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

MIXED TIER 1 AND TIER 2 REIMBURSEMENT

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

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

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

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

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

FOSTER CHILDREN

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

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

Foster children usually qualify for Tier 1.

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

TIER 2 REIMBURSEMENT

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

EXPIRATION OF ELIGIBILITY DETERMINATIONS

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

School eligibility determinations expire June 30th every 5 years.

Census eligibility determinations expire June 30th every 5 years.

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

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

Participate annually in a training update.

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

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

Notify the Horizons Unlimited office in advance if you will not be available during an approved meal time, or if your daycare is closed. Call 1-920-462-4805 or email horizonsfoodprogram1991@gmail.com.

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

You will be reimbursed for up to two meals and one snack, or two snacks and one meal, per child per day. Record all meals served however. You will want them for income tax reporting.

Assure that all children who attend your day care are enrolled in the CACFP by having each family fill out a child enrollment form. Post or give parents a copy of the Building for the Future flier.

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

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

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

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

Provide Section 3 of the DCF Attendance Record indicating dates, times, and signatures of all people included to meet compliance with child-staff ratios.

WHAT WILL YOUR FIELD REPRESENTATIVE DO FOR YOU?

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

Answer your questions and offer technical support.

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

WHAT WILL HORIZONS UNLIMITED OFFER YOU?

Reimbursement for qualifying meals the first 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. Go to: Reports > Category, select Claim Statement > Select Report, choose Claimed Summary Report > Select month.

Provide training to meet CACFP requirements.

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

KIDKARE -a food program management computer program with an optional accounting feature.

WHAT HAPPENS AT A HOME REVIEW?

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

Technical assistance with areas of the CACFP needing improvement.

Offer technical support and guidance.

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

- 1) A Corrective Action Plan (CAP) is developed for you. The Field Representative will outline the plan for correcting the issue on the Home Review Form, the steps necessary to come into compliance, and the date for completion of the CAP.
- 2) If the CAP is not completed by the date indicated, the area of non-compliance will be reviewed with you and another date will be set for completion (second notice). A spot check to see that you are in compliance will happen within 30 days. No further action will be taken unless the non-compliance recurs.
- 3) If the CAP is not completed by the date indicated or a third occurrence of the same infraction occurs within a 12 month period, a letter detailing a formal improvement plan will be sent to you. (third notice)
- 4) If the Improvement Plan is not fully implemented the Horizon Unlimited office may issue a declaration of Seriously Deficient if deemed it is a systemic problem without sufficient effort or ability to comply.

What happens if I am declared Seriously Deficient?

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

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

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

What does termination from the Food Program mean?

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

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

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

| | | | |
|--|---|---|-----------|
| Name: | | Provider #: | Date: |
| Type of Review: <input type="checkbox"/> Announced <input type="checkbox"/> Unannounced <input type="checkbox"/> Spot | | Time In: | Time Out: |
| A copy of the current sponsor/provider agreement is on file at the provider's home. <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Licensed <input type="checkbox"/> Yes <input type="checkbox"/> No | Expiration Date: | Capacity: | Other: |
| Certified <input type="checkbox"/> Yes <input type="checkbox"/> No | Expiration Date: | Capacity: | Other: |
| Hours of Organized Care: | Days of Approved Care: Su M T W Th F Sa | | |
| Holiday Care <input type="checkbox"/> Yes <input type="checkbox"/> No | Evening Care <input type="checkbox"/> Yes <input type="checkbox"/> No | Weekend Care <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Approved Meals: <input type="checkbox"/> Br <input type="checkbox"/> AM <input type="checkbox"/> L <input type="checkbox"/> PM <input type="checkbox"/> S <input type="checkbox"/> Eve | | | |
| Record any meal time changes. _____ Br _____ AM _____ L _____ PM _____ S _____ Eve | | | |

ATTENDANCE AND ELIGIBILITY DATA Provider Initials:

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

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

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

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

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

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

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

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

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

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

| Ages 1 - 12 | Birth - 11 months | Parent Supplied | Provider Supplied |
|---|------------------------|-----------------|-------------------|
| Unflavored 1% for 2+, Whole Milk for 1 yr <input type="checkbox"/> Unflavored skim for 2+, Whole Milk for 1 <input type="checkbox"/> List type of milk for 6+ _____ | IFIF or Breast Milk | | |
| Meat | IFIC | | |
| Vegetable | Meat or Meat Alternate | | |
| Fruit/Vegetable | Fruit/Vegetable | | |
| Grain | Grain | | |

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

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

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

SUMMARY OF FINDINGS

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

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

Office Error Report

Provider: _____ Provider State Id: _____

Claim Month: August 2012

Claim Source: WE Pay Type: DD

Tier: 1C 6/30/16
County: Winnebago

Monitor: JV (03)
Phone: (920) _____

License Type: L

Dates: 9/16/04 - 12/31/50

Max Capacity: 8 Training Period: OFF

License Notes:

Paperwork Needed:

Total Meals Disallowed 21 / 295 Total Meals Claimed = 7 % of Meals in Error

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

| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Days:</td> <td style="width: 15%;">19 _____</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>Attendance:</td> <td>106 _____</td> <td></td> <td></td> </tr> <tr> <td>Tier 1 Attend:</td> <td>106 _____</td> <td>Tier 2 Attend:</td> <td>0 _____</td> </tr> <tr> <td>Participated:</td> <td>7 _____</td> <td></td> <td></td> </tr> <tr> <td>Tier 1 Part:</td> <td>7 _____</td> <td>Tier 2 Part:</td> <td>0 _____</td> </tr> </table> | Days: | 19 _____ | | | Attendance: | 106 _____ | | | Tier 1 Attend: | 106 _____ | Tier 2 Attend: | 0 _____ | Participated: | 7 _____ | | | Tier 1 Part: | 7 _____ | Tier 2 Part: | 0 _____ | <table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Errors</th> </tr> <tr> <td>Pre-Review by _____</td> <td>Date: _____</td> </tr> <tr> <td>Post-Review by _____</td> <td>Date: _____</td> </tr> <tr> <td colspan="2" style="text-align: center;">(Optional Office Use)</td> </tr> </table> | Errors | | Pre-Review by _____ | Date: _____ | Post-Review by _____ | Date: _____ | (Optional Office Use) | | <p>Date Claim Received: 08/31/2012</p> <p>Checked By: _____</p> <p>Date Changed: _____</p> <p>Reasons for change: _____</p> <p>_____</p> <p>_____</p> <p>Date Changed in computer: _____</p> <p><input type="checkbox"/> Claim Has Been Paid</p> <p><input checked="" type="checkbox"/> Claim Submitted to State</p> |
|--|-------------|------------------------------|-------------|--|-------------|-----------|--|--|----------------|-----------|----------------|---------|---------------|---------|--|--|--------------|---------|--------------|---------|--|--------|--|---------------------|-------------|----------------------|-------------|-----------------------|--|--|
| Days: | 19 _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Attendance: | 106 _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tier 1 Attend: | 106 _____ | Tier 2 Attend: | 0 _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Participated: | 7 _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tier 1 Part: | 7 _____ | Tier 2 Part: | 0 _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Errors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pre-Review by _____ | Date: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Post-Review by _____ | Date: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (Optional Office Use) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tier 1 Additions / Deduction | #Disallowed | Tier 2 Additions / Deduction | #Disallowed | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Breakfast: 78 _____ | 7 | 0 _____ | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AM Snacks: 0 _____ | 0 | 0 _____ | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lunch: 94 _____ | 7 | 0 _____ | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PM Snacks: 102 _____ | 7 | 0 _____ | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dinners: 0 _____ | 0 | 0 _____ | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EV Snacks: 0 _____ | 0 | 0 _____ | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Tier 1 Amt: 395.20
Tier 2 Amt: 0.00

Claim Amount: 395.20

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

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

*Totals: B7L7P7

*ERROR 46 MEAL DISALLOWANCE TOTALS: B7 L7 P7

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

ENROLL ALL CHILDREN IN CACFP

How do I enroll children?

The enrollment form becomes effective the first day of the month signed by the parent.

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

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

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

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

If it is a permanent change, have the parent note the change on your copy of the enrollment form, initial the change and date it. If it is a change for just a day or two, nothing needs to be done.

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

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

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

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

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

Yes. The CACFP must be offered to all children.

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

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

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

Yes. If a child is birth through 11 months old, you must offer an IFIF and record it on the enrollment form. The parent will accept or decline this formula. If they decline and choose to bring their own, you will still be reimbursed for the meals. When the infant is developmentally ready for solid and semi-solid foods, you must provide the foods to claim the meal. Parents may only supply one component of an infants' meal.

Do I need to offer an IFIF to breastfed babies?

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

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

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

When do I send enrollment forms to the Horizons office?

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

What if I forget to mail in an enrollment form?

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

Why is this form necessary?

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

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

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

Will the parent ever be contacted?

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

Will enrollment forms ever have to be renewed?

Yes, once a year. We will mail you a re-enrollment packet annually to do this. Look for it the beginning of each September.

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

Call or e-mail the Horizons office. The phone number is 1-920-462-4805. Our e-mail address is horizonsfoodprogram@gmail.com

Claiming Your Own Children on the CACFP

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

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

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

| Household Size | Annual Income Level (effective July 1, 20% —June 30, 20&\$) |
|----------------------------------|--|
| 1 | \$2' 2\$+ |
| 2 | \$3%&, (|
| 3 | \$3- ž * % |
| 4 | \$4+ž' , |
| 5 | \$5) ž % |
| 6 | \$6' ž - & |
| 7 | \$7&ž% - |
| 8 | \$, \$ž (* |
| each additional household member | \$, ž%+ |

If you are within this household size and income level, contact the Horizons Unlimited office and we will send you the appropriate forms to fill out. They can also be found on our website.

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

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

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

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

Is my foster child eligible?

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

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

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

What meals can I claim for my own children?

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

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

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

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

Provider: **Kamps-Test Charlene #6789**
Phone: (920) -920
PO Box 10384
Green Bay WI 54307
Monitor:
Tier: 2

CHILD ENROLLMENT REPORT

Food Program Sponsoring Agency:
Horizons Unlimited, Inc.
PO Box 10384
Green Bay WI 54307
(920) 462-4805

CHILD INFO:

Status: **Active**

First Name: Natalie **MI:** Last Name: Abraham **Ethnicity:** Hispanic/Latino
Address: 123 Pretty Road **City:** Seymour **State:** WI **Zip Code:** 55555 **Race:** White
Date of Birth: 10/13/2016 **Enrollment Date:** 01/01/2018 **Withdrawal Date:**
Age as of Date Printed: 1y 3m **Date Enrollment Finalized:** 01/17/2018

PARENT INFO:

First Name: Megan **MI:** Last Name: Abraham
Address: 123 Pretty Road **City:** Seymour **State:** WI **Zip Code:** 55555 **Email:**
Phone: Home: (920) 555-5555 **Alt: Work:** **Work Name:**

NORMAL SCHEDULE:

Participating Days: MON TUE WED THU FRI **Weekday Times:** 6:45 am - 4:30 pm
Participating Meals: BRK AMS LUN PMS **Weekend Times:**

SCHOOL INFO:

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

SPECIAL INFO:

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

Breastmilk and Iron-Fortified Infant Formula (IFIF)

Infant Formula Form Received: **NO**

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

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

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

Formula: **Formula Offered by Provider:**
Food: **Formula Offered by Parent:**

Dear Parents:

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

I have verified that the above information is correct, and I have received a copy of this completed form and the Building For The Future Flyer.

Parent/Guardian Signature: _____ Date: _____

Provider's Signature: _____ ID#: **6789**

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. This institution is an equal opportunity provider.

Building For the Future

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

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

Meals Participating facilities must follow meal requirements established by USDA.

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

Participating Facilities

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

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

Eligibility

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

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

Contact

Information

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

| Participating Agency Contact Information | State Agency Contact Information |
|--|---|
| Jenna VanDenWildenberg, Ex. Dir. | Amarda Kane,RDN,CD,Director |
| Horizons Unlimited, Inc. | Community Nutrition Programs |
| 225 E. 2nd St Kaukaune, WI 54130 | Wisconsin Department of Public Instruction P.O. Box 7841 |
| 1-920- 462-4805 | Madison, WI 53707-7841 |
| horizonsfoodprogram1991@gmail.com | 608-267-9129 |



This institution is an equal opportunity provider.

English Version
(Rev 9/18)

ACCURATE, COMPLETE, and DAILY RECORDING OF MENUS IS REQUIRED

How often do I document the meals I serve?

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

Can I record menus ahead of time?

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

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

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

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

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

If I make a mistake will you let me know?

Menus 14

Yes. In the KIDKARE program you can find the Claim Summary and Error Report by going to:

- > Reports
- > Category: claim statements
- > Report: Claim Summary and Error
- > Select the month
- > Run

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

No, a claim cannot be changed once received.

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

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

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

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

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

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

Can this ever be changed?

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

Would you ever deny approval?

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

Can I claim meals on holidays?

Yes, in the KIDKARE program, record "holiday care provided" in your calendar.

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

Call us at 1-920-462-4805, or e-mail us at horizonsfoodprogram1991@gmail.com.

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 drink cow's milk or one of the approved milk substitutes

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.

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**

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

Examples of non-disability special dietary need requests:

| | |
|---|---|
| Request for a non-creditable 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 |

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:

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

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.

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 |
|--|-----------------------------|---|

This institution is an equal opportunity provider.

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 soymilks) 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 Soymilk  | Kikkoman Pearl Organic Soymilk Smart Original  | Kirkland Organic Original Soymilk  | Pacific All Natural Ultra Soy Original  |
| Silk Original Soymilk  | Sunrich Naturals Organic Original Soymilk  | Walmart Great Value Original Soymilk  | Westsoy Original Plus Plain Soymilk  |

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

Flavored

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

| 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 | ½ cup (4 oz) | ½ cup (4 oz) | 1 cup (8 oz) | 1 cup (8 oz) |
| Meat/Meat Alternates | | | | |
| Lean meat, poultry, or fish | ½ oz | ½ oz | 1 oz | 1 oz |
| Cheese (natural and processed; soft and hard) | ½ oz (⅛ cup shredded) | ½ oz (⅛ cup shredded) | 1 oz (¼ cup shredded) | 1 oz (¼ cup shredded) |
| Cottage cheese, ricotta cheese, cheese spread, cheese food | 1 oz (⅛ cup) | 1 oz (⅛ cup) | 2 oz (¼ cup) | 2 oz (¼ cup) |
| Large egg | ½ egg | ½ egg | ½ egg | ½ egg |
| Cooked dry beans or peas | ⅛ cup | ⅛ cup | ¼ cup | ¼ cup |
| Peanut butter, soy nut butter or other nut or seed butters | 1 Tbsp | 1 Tbsp | 2 Tbsp | 2 Tbsp |
| Peanuts, soy nuts, tree nuts or seeds | ½ oz | ½ oz | 1 oz | 1 oz |
| Yogurt (regular and soy) <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) |
| 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 |
| 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 | ½ cup | ½ cup | ¾ cup | ¾ 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 | ½ cup | ½ cup | ¾ cup | ¾ 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, crackers, 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 |



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



Provider Name _____

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

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

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

Provider # _____

Month/Year _____

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

| Calendar Date | | | | | | |
|---------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| Breakfast | Milk | | | | | |
| | Fruit/Vegetable or ***Juice | | | | | |
| | *Grain | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR |
| | **Meat/Meat Alternate | | | | | |
| AM Snack | Choose 2 of these 5: | | | | | |
| | Milk | | | | | |
| | Meat/Meat Alternate | | | | | |
| | Fruit/Veg/***Juice | | | | | |
| | Vegetable | | | | | |
| *Grain | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | |
| Lunch | Milk | | | | | |
| | Meat/Meat Alternate | | | | | |
| | Fruit/Vegetable or ***Juice | | | | | |
| | Vegetable | | | | | |
| | *Grain | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR |
| PM Snack | Choose 2 of these 5: | | | | | |
| | Milk | | | | | |
| | Meat/Meat Alternate | | | | | |
| | Fruit/Veg/***Juice | | | | | |
| | Vegetable | | | | | |
| *Grain | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | |
| Dinner | Milk | | | | | |
| | Meat/Meat Alternate | | | | | |
| | Fruit/Vegetable or ***Juice | | | | | |
| | Vegetable | | | | | |
| | *Grain | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR |
| Eve Snack | Choose 2 of these 5: | | | | | |
| | Milk | | | | | |
| | Meat/Meat Alternate | | | | | |
| | Fruit/Veg/***Juice | | | | | |
| | Vegetable | | | | | |
| *Grain | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | <input type="checkbox"/> WGR | |

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

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

| | |
|----------------------------|------|
| X Signature of Provider | Date |
|----------------------------|------|

This institution is an equal opportunity provider

THE MEAL COUNT MUST BE FILLED OUT ACCURATELY AND ON A DAILY BASIS EVEN IF KIDKARE IS NOT WORKING

How do I enter meals into KIDCARE?

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

If I temporarily lose all access to KIDKARE, what do I do?

You will manually have to record the menu and meal counts until you can re-access KIDKARE. Keep this manual record for 24 hours after you enter everything into KIDKARE. The manual form is included.

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

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

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

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

Meal Count 19

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

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

What if I have more children than the letters provide?

Use a second meal count form.

If I submit my claim and realize I forgot to include a child, can I call to have you make a correction?

No. A submitted claim cannot be changed.

If I am entering incorrectly will you let me know?

Yes. An Office Error Report is available within KIDKARE. Please see the Introduction Section.

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

Both you and your helpers need to fill out Section 3 of the DCF Attendance Records listing the days and times worked when two people are required to meet child/staff ratios. Send this record to Horizons office by email, fax or mail.

How often do I enter the meals served?

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

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

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

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

All meals served need to be recorded.

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

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

MONTHLY MEAL COUNT

Record Daily
(in ballpoint pen)

Month _____

| |
|-------------|
| Reference # |
| Children |
| Days Served |
| Attendance |
| Breakfast |
| Lunch |
| Supper |
| Snack |
| Initial |

Signature _____
 Provider No. _____
 Licensed Certified

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

WHITE: OFFICE YELLOW: PROVIDER

| Date | Total Daily Attendance | Breakfast | | A.M. Snack | | Lunch | | P.M. Snack | | Supper | | Eve. Snack | |
|--------|------------------------|-----------|---|------------|---|----------|---|------------|---|----------|---|------------|---|
| | | Children | # | Children | # | Children | # | Children | # | Children | # | Children | # |
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | |
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| 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | |
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| 19 | | | | | | | | | | | | | |
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| 22 | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | |
| Totals | | | | | | | | | | | | | |

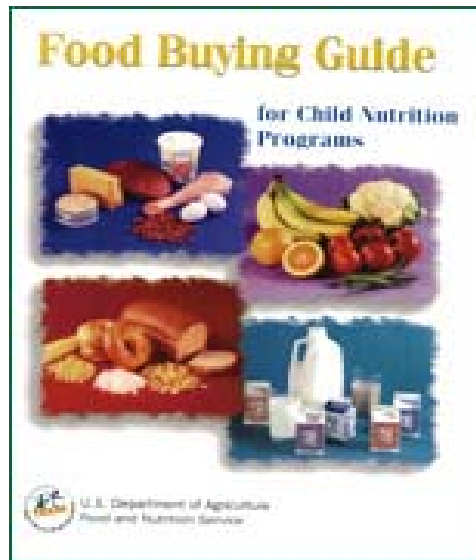
Please print. List enrolled children served this month. Indicate providers own children with a PO and relatives with an R. AGE

| | | | | | |
|---|--|---|--|---|--|
| A | | G | | L | |
| B | | H | | M | |
| | | I | | N | |
| D | | J | | O | |
| E | | K | | P | |

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 olds) and use Nutrition Facts label 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 (chess 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 18 grams (0.5 oz) | Serving Size ^a | Minimum weight 28 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 1/2" 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:

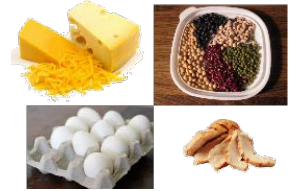
[f https://www.facebook.com/WisDPICommunityNutrition/](https://www.facebook.com/WisDPICommunityNutrition/)

[t https://twitter.com/WisDPI_CNT](https://twitter.com/WisDPI_CNT)



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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:

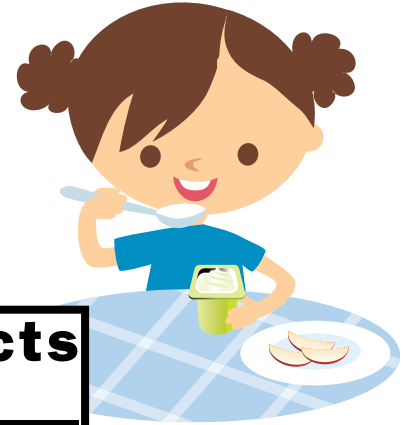
Food Buying Guide Specifications for Tofu and Soy Yogurt

| 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

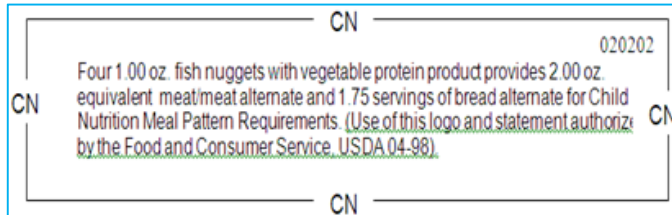


Store-bought combination foods can only be credited to the CACFP Meal Pattern when the actual content (i.e. meat, bread, etc.) is known & documented.

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

Acceptable documentation

Child Nutrition (CN) Label



Product Formulation Statement (PFS)

| Manufacturer Name | | Product Formulation Statement | | | |
|--|---|--|-----------|---------------------|------------|
| Product Name: <u>Uncooked Breaded Chicken Breast Tenderloins</u> | | Code No: <u>020496-0928</u> | | | |
| Manufacturer: <u>Tyson Foods, INC</u> | | Case/Pack/Count/Portion Size: <u>/ 3 (1.85 oz.) Pieces</u> | | | |
| I. Meat/Meat Alternate | | | | | |
| Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate | | | | | |
| Description of Food Buying Guide | Ounces per Raw Portion of Creditable Ingredient | Multiply | FBG Yield | Creditable Amount * | |
| Chicken | CHICKEN TENDERS | 1.340388 | X | 0.73 | 0.97848324 |
| Total | | | | | 0.97848324 |
| <small>* Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information</small> | | | | | |
| A serving of 3 chicken tenders provides 2 ounces of meat/meat alternate. | | | | | |

- Must be on file for all store-bought combination foods to make them creditable
- Product formulation statement may be on file in place of the CN label
- Not all store-bought combination food items will have a CN Label or PFS
- If CN Label or PFS is not on file, don't serve or claim the meal
- The Nutrition Facts Label found on the package is not sufficient information
- The CN label does not indicate the product is a healthier choice
- Each CN label is not the same for one type of item from different companies

Example on how to use a Child Nutrition Label



CN Label States:
 2 fish sticks = 1 ounce meat/meat alternate and ½ serving grain
 Note: 1 fish stick = 0.5 ounce M/MA and ¼ Gr/B

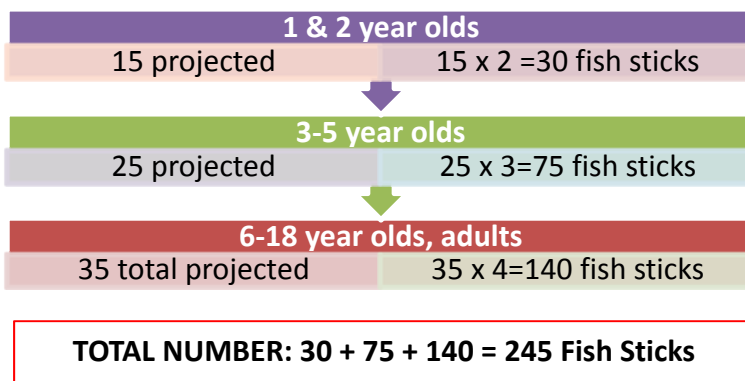
Step 1: Determine how much to serve to each participant in each age group to meet the CACFP Meal Pattern Requirements.

Equation: Number of items per the CN label / Ounces of M/A per the CN label x CACFP Meal Pattern Serving Size

Example for 3-5 year olds: 2 fish sticks / 1 ounce = 2 x 1.5 ounces = 3 fish sticks

| 1-2 year olds | 3-5 year olds | 6-18 year olds, adults |
|--------------------------------|----------------------------------|--------------------------------|
| • 1 oz m/ma • 2 fish sticks | • 1.5 oz m/ma • 3 fish sticks | • 2 oz m/ma • 4 fish sticks |

Step 2 (Amounts Required): Determine how many total fish sticks you need to prepare by multiplying the number of fish sticks required for each participant in each age group (from Step 1) by the projected number of participants for that meal service.



Step 3 (Amounts to be Prepared): Determine how much you need to prepare based off the TOTAL NUMBER of fish sticks from Step 2. Use the nutrition facts label to determine:

- Review Nutrition Facts label for the serving size and servings per bag.
Example: 3 sticks per serving, 53 servings per bag
- Determine how many are in each bag by taking the serving size x servings per bag.
Example: 3 sticks per serving x 53 servings = 159 per bag
- Take the total number of total number of fish sticks need for the meal service ÷ number of fish sticks in the bag.

Example: 245 ÷ 159 = 1.54 or 2 bags

IMPORTANT: A CN label for one brand of a food item will be different for another brand. See the example below for another brand of fish sticks, which would require a larger number of fish sticks to be served to the children.

CN Label States:

3 fish sticks = ½ ounce meat/meat alternate and ½ serving grain

1-2 year olds: 1 ounce ÷ 0.5 (ounce meat/serving) = 2 servings of fish sticks must be served

3-5 year olds: 1.5 ounce ÷ 0.5 (ounce meat/serving) = 3 servings

6-18 year olds: 2 ounce ÷ 0.5 (ounce meat/serving) = 4 servings

1-2 year olds: 3 fish sticks/serving x 2 servings = 6 fish sticks/child

3-5 year olds: 3 fish sticks/serving x 3 servings = 9 fish sticks/child

6-18 year olds: 3 fish sticks/serving x 4 servings = 12 fish sticks/child

In addition, they are getting 2-3 times more grain servings than what is required. Example, a 1-2 year old who is getting 6 fish sticks would be getting 2 servings of grain – when they only should be getting a ½ serving of grain.



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

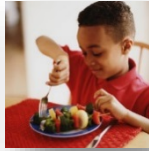
Are tomatoes and avocados counted as fruits or vegetables?

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 . . .

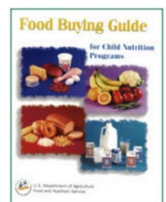
Both tomatoes and avocados are considered vegetables.

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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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**

- A) First ingredient (or 2nd after water) must be whole grain, AND
- B) 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.**

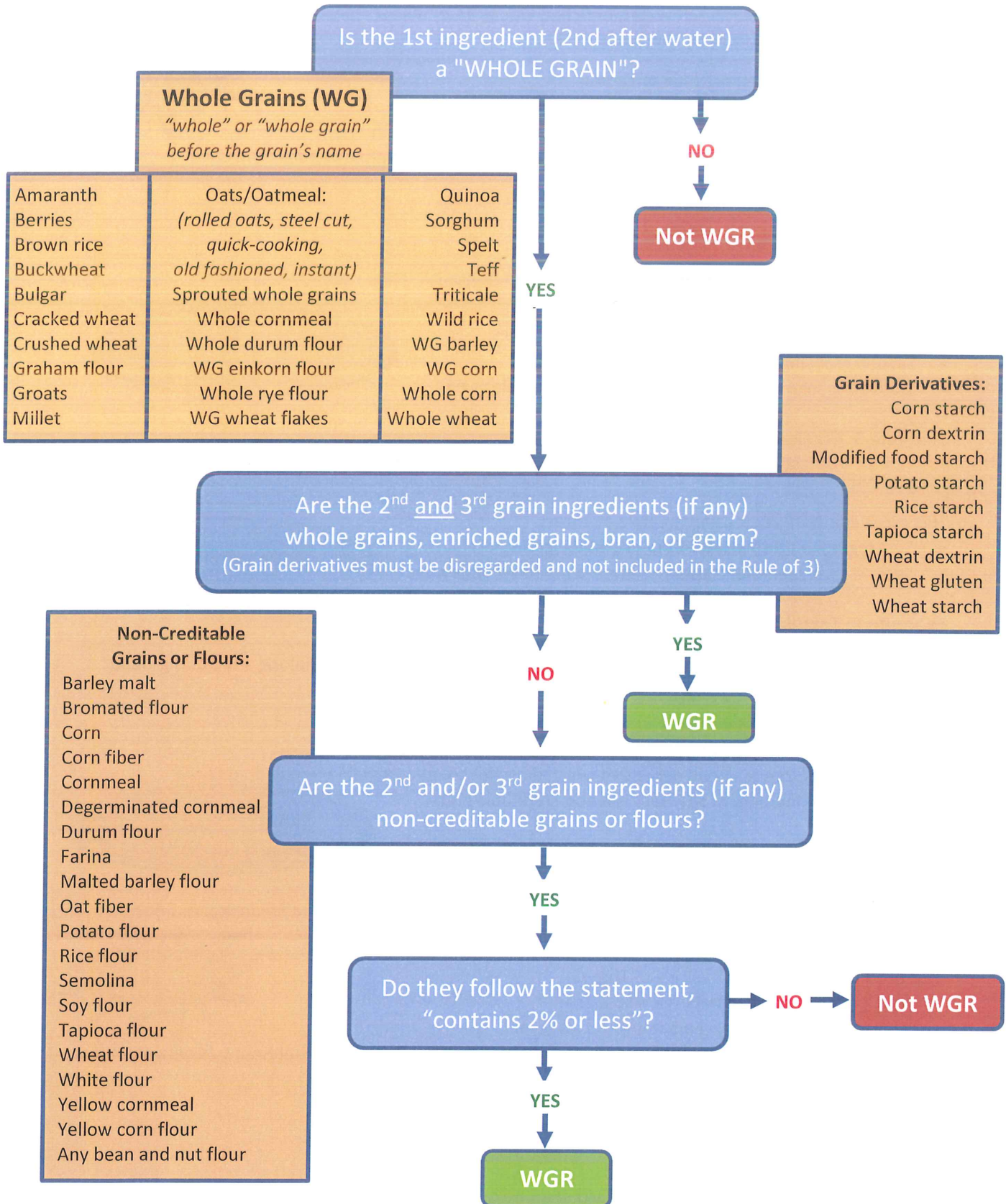
Answer: The cereal has 5 grams of sugar per 30 grams. The maximum amount of sugar allowed for 30 grams of cereal is 6 grams. 5 is less than 6, so this cereal meets the sugar limit.

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



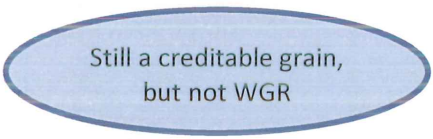
WGR

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



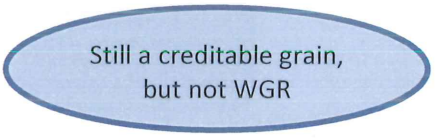
Still a creditable grain,
but not WGR

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



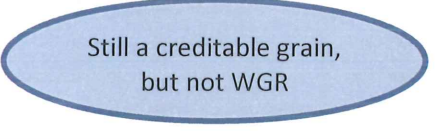
Still a creditable grain,
but not WGR

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

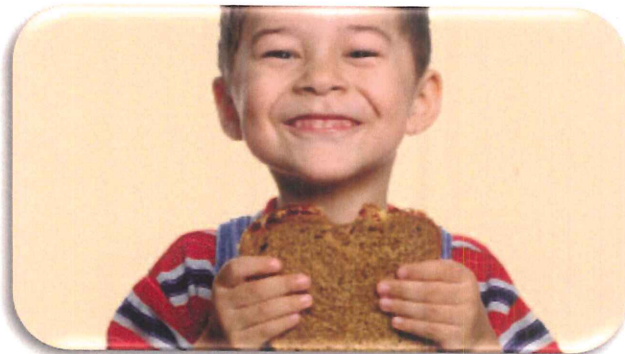
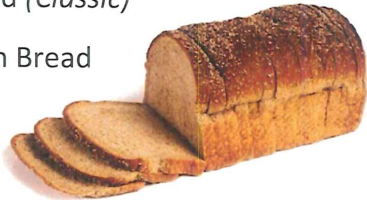
BREADS • BUNS • ROLLS

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 | • Hy-Vee |
| • Essential Everyday | • Kroger |
| • Gia Russa | • Racconto |
| • Great Value | • Shurfine |
| • Hodgson Mill | • 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 | • Hy-Vee |
| • Bucky Badger | • La Banderita |
| • Chi-Chi's | • La Burrita |
| • Don Pancho | • Mission |
| • El Rey | • Shurfine |
| • Essential Everyday | |
| • Food Club | |



100% Whole Wheat

- | | |
|----------------------|--------------|
| • Best Choice | • Meijer |
| • Don Pancho | • Mission |
| • Essential Everyday | • Ortega |
| • Food Club | • Our Family |
| • Frescados | • Roundy's |
| • Great Value | • Schnucks |
| • Herdez | • Shurfine |
| • IGA | • Ti Santi |
| • Kroger | |
| • La Bandertia | |



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



Multigrain ✨ GF



GF



GF



✨



Almond



Cinnamon



Honey Roasted



Vanilla ✨

Key:

✨ Whole grain-rich

GF Gluten Free



Simple Granola ✨



Plain ✨



Honey ✨



Plain ✨



Plain ✨



Plain ✨



Brown Sugar ✨



Cinnamon ✨



Honey Crunch ✨



Almond Crunch ✨



Plain



Plain



Original ✨



Unfrosted ✨



Little-Bites ✨



Plain



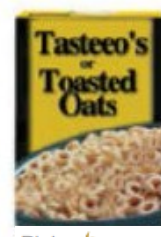
Plain



✨



Plain



Plain ✨



Plain



Plain frosting only ✨



Banana Nut ✨



Plain ✨



Plain ✨



✨


Store brands:

Only the following:


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

HOT CEREALS


- Any size, except individual cups




Plain: ✨
in packets only




Original & all flavors
in packets only




Plain




Chocolate




✨




1 minute




2.5 minutes




10 minutes




Instant





Whole Grain ✨



GF







Plain: ✨
in packets only

Store brands:

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

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.

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 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.**

| 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/tn/FNSCACFPCereal12.pdf>

Sugar Limits Calculation

- Step 1:** Find the *Nutrition Facts Label* on the package.
- Step 2:** Write down the number of grams of *Sugars*.
- Step 3:** Find the *Serving Size*, and write down the number of grams
- Step 4:** Divide the grams of *Sugars* by the *Serving Size* number (in grams).
- Step 5:** If the answer is **0.212 or less**, the cereal is **below** the sugar limit and is **creditable**.

Example:

1. Use the *Nutrition Facts Label* on package
2. Sugars = 6 g
3. Serving Size = 25 g
4. Divide Sugars/Serving Size
5. $0.24 > 0.212$

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

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 |

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> |
|---|----------------------------------|----------------------------------|
| | <u>Serving Size¹</u> | <u>Serving Size¹</u> |
| | 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 | <u>Serving Size¹</u> | <u>Serving Size¹</u> |
|---|----------------------------------|----------------------------------|
| | 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 ————— 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

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

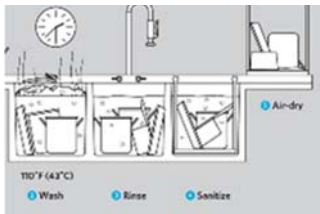
Food preparers must use a hair net or cap to keep hair from coming in contact with food during preparation

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

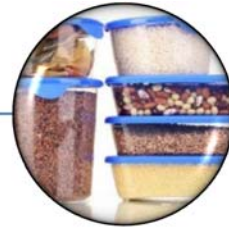


Home-Type Dishwasher

- 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.

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 |

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 |

Find the Community Nutrition Team here:

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

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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 licensor (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 in the CACFP

This handout provides a list of creditable and not creditable foods for the infant meal pattern:

- Page 1: Infant cereal and store-bought baby foods
- Page 2: Whole fruits and vegetables, meat/meat alternates
- Page 3: Grains (only creditable at snack)

Infant Cereal

Creditable

- ✓ Iron-fortified (rice, wheat, barley, oat, multigrain)



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 designed for older children and adults, including ready-to-eat cereal, enriched farina, regular oatmeal, and corn grits

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. pumpkin 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. roast vegetable chicken dinner or lasagna dinner)

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 itty-bitty noodle dinner)

INGREDIENTS: WATER, WET POTATOES, GROUND TURKEY, PEAS, BROWN RICE FLOUR, WHOLE WHEAT FLOUR, CANOLA OIL, ONION POWDER, ASCORBIC ACID (VITAMIN C) TO

Meats & Meat Alternates (Table Food)

Creditable

- ✓ Meat, fish, poultry (cooked, mashed, pureed, or small 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

Whole Fruits and Vegetables (Table Food)

Creditable

- ✓ Fresh, frozen or canned (cooked, mashed, pureed, or small diced as needed to obtain appropriate texture and consistency)



Not Creditable (do not serve)

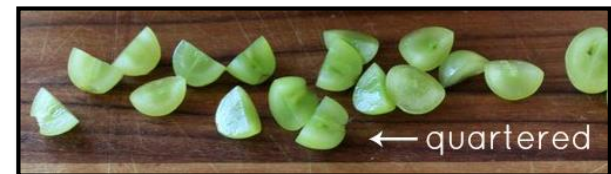
- × Juice
- × Foods deep-fat fried on-site

Foods not recommended to serve (choking hazards)

- × 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/or size (i.e. thin slices or small pieces) per the infant's development



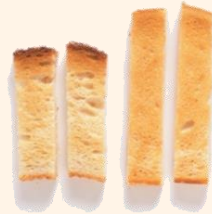
Creditable Grains can only be served at snack

Grains:

Grains must be made from whole-grain or enriched meal or flour and made without nuts, seeds or hard pieces of whole grain kernels

Creditable

- ✓ 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 (no more than 6 grams of sugar per dry ounce)



Not Creditable (do not serve)

- × Popcorn
- × 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
- × 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)

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.

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.

Provider/Center Name and Number: _____

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 will be reimbursed for 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

Send Horizons a copy of the completed forms and keep one on file with your CACFP claim records

CACFP Infant Recordkeeping Requirements

1. OFFER CACFP TO ALL ENROLLED INFANTS

To meet this requirement, your program must offer to supply the following items to each infant:

- **Iron-Fortified Infant Formula:** minimum of one type/brand
- **Iron-Fortified Infant Cereal:**
One or more: Rice, wheat, barley, oats, mixed grain, or combination
- **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. PARENT/GUARDIAN NOTIFICATION REQUIREMENT CACFP Infant Menu and Infant Meal Pattern Chart

- Complete the **CACFP Infant Menu** by listing the formula and foods you supply
- Post both your **CACFP Infant Menu** and the **Infant Meal Pattern Chart** in a location visible to parents

These two documents must be posted even if you also give copies to each family.

The image shows two forms side-by-side. The left form is the 'CACFP Infant Menu' which includes sections for 'Formula Supplied', 'Iron-Fortified Infant Cereal Offered', and 'Foods Offered'. The right form is the 'CACFP Infant Meal Pattern Chart' which details feeding requirements for infants from 0-11 months, 12-23 months, and 24-35 months, including meal frequency and portion sizes.

3. CACFP INFANT MEAL COMPONENTS FORM

Complete the **CACFP Infant Meal Components Form** each month for all enrolled infants by following the instructions provided on this form.

- You are not required to complete this form for infants whose meals are not claimed because their parents supply more than one component for them.
- Record meal counts only for infant meals and snacks that have only one Parent/Guardian-supplied meal component.

The image shows the 'CACFP Infant Meal Components Form' which includes a table for recording meal components (Breast Milk, Iron-Fortified Infant Formula, Iron-Fortified Infant Cereal, Fruits/Vegetables, Meat/Meat Alternates, Grains) for each infant. It also includes a section for 'Meal Count Form (within Sponsor's claim system)'.

4. MEAL COUNT FORM (within your sponsor's claim system)

Record the meal or snack for each infant on your meal count form only after ALL components have been offered **AND**:

- Your Program supplies all components; or
- Parent/Guardian supplies only one component
 - Ex. Parent supplies breast milk or formula and the Program supplies all other foods

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

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

CACFP Infant Recordkeeping Requirements

5. HOME VISITS

FDCH Sponsor monitoring staff will check the following during each home visit:

- The CACFP Infant Meal Components Forms for the current month to verify they are completed correctly and are consistent with your Program supply and Parent/Guardian supply of formula, breast milk, and infant foods currently on-hand.
- Infant formulas and infant foods on-hand (both your Program supply and Parent/Guardian supplied items) to verify they are creditable to the CACFP Infant Meal Pattern and consistent with your completed *CACFP Infant Meal Components Forms* and infant meals claimed.

6. Claims

FDCH Sponsors may require you to submit copies of your completed *CACFP Infant Meal Components Forms* for checking them against the infant meals and snacks you have submitted on your monthly claim.

- Sponsors retain the right to require submission of daily completed infant menus by age group.

All completed *CACFP Infant Meal Components Forms* must be retained on file with your Program's monthly claims for three (3) years plus the current year.