



Horizons

Sponsor of the Child and Adult Care Food Program



Phone: 920-462-4805
Fax: 920-462-4871
Email: horizonsfoodprogram1991@gmail.com
Website: www.horizonsfoodprogram.org
Mailing: 225 E. 2nd Street Kaukauna WI, 54130

USDA Nondiscrimination Statement with Complaint Filing Procedure

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

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

Reimburses Y`[] J`Y`child care WbhYfg`money to purchase foods that meet the nutritional needs of the children in their care.

Supplies WbhYfg 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 WbhYfg and parents direct benefit from their tax dollars.

HOW DOES IT WORK?

Enroll all the children in your day care in the CACFP. "9bfc`a Ybhg`UfY`[ccX`Zcf`%mYUf"

A Ybi g'a i gh`VY`dcghYXZ`YbhYfYX`]bhc`A]bi hY`A Ybi `UbX` meet the CACFP meal pattern requirements" DfcXi W]cb`fYW`fXg'a i gh`VY`_Ydh"

You will also record the children that dUfh]WdUhYX`]b`each meal`Uh`h`Y`h]a Y`cZ`h`Y`a YU`
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 a]X`!a cbh`UbX`U[U]b`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 @Ugh 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 @Ugh Monday of 8YW`a VYf your reimbursement is sent to your bank account.

WHAT ARE THE RATES OF REIMBURSEMENT?

These rates are effective July 1, 2022 through June 30, 2023. These reimbursement rates updated in July of each year based on a cost of living increase.

9L D=F 5H=CB C: 9@; =6=@HM89H9FA =B 5H=CB G

< ci gY\c`X!G]nY =bWta Y`GhUhYa Ybhg`Y`[[]]hmXYfa]bUh]cbg`Zcf`DufYbhg`YI d]fY`cbY`mYUf`Zfca`
h\Y`XUhY`h\YmUfY`g]] bYX"

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



HOUSEHOLD SIZE-INCOME SCALE

July 1, 2022 to June 30, 2023

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

FREE

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

Household Size	Yearly \$	Monthly \$	Twice per Month \$	Every Two Weeks \$	Weekly \$
1	\$ 17,667	\$1,473	\$737	\$680	\$340
2	\$ 23,803	\$1,984	\$992	\$916	\$458
3	\$ 29,939	\$2,495	\$1,248	\$1,152	\$576
4	\$ 36,075	\$3,007	\$1,504	\$1,388	\$694
5	\$ 42,211	\$3,518	\$1,759	\$1,624	\$812
6	\$ 48,347	\$4,029	\$2,015	\$1,860	\$930
7	\$ 54,483	\$4,541	\$2,271	\$2,096	\$1,048
8	\$ 60,619	\$5,052	\$2,526	\$2,332	\$1,166
For Each Additional Household Member add:	+\$ 6,136	+\$512	+\$256	+\$236	+\$118

REDUCED-PRICE

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

Household Size	Yearly \$	Monthly \$	Twice per Month \$	Every Two Weeks \$	Weekly \$
1	\$17,667.01 & \$ 25,142	\$1,473.01 & \$2,096	\$737.01 & \$1,048	\$680.01 & \$967	\$340.01 & \$484
2	\$ 23,803.01 & \$ 33,874	\$1,984.01 & \$2,823	\$992.01 & \$1,412	\$916.01 & \$1,303	\$458.01 & \$652
3	\$ 29,939.01 & \$ 42,606	\$2,495.01 & \$3,551	\$1,248.01 & \$1,776	\$1,152.01 & \$1,639	\$576.01 & \$820
4	\$ 36,075.01 & \$ 51,338	\$3,007.01 & \$4,279	\$1,504.01 & \$2,140	\$1,388.01 & \$1,975	\$694.01 & \$988
5	\$ 42,211.01 & \$ 60,070	\$3,518.01 & \$5,006	\$1,759.01 & \$2,503	\$1,624.01 & \$2,311	\$812.01 & \$1,156
6	\$ 48,347.01 & \$ 68,802	\$4,029.01 & \$5,734	\$2,015.01 & \$2,867	\$1,860.01 & \$2,647	\$930.01 & \$1,324
7	\$ 54,483.01 & \$ 77,534	\$4,541.01 & \$6,462	\$2,271.01 & \$3,231	\$2,096.01 & \$2,983	\$1,048.01 & \$1,492
8	\$ 60,619.01 & \$ 86,266	\$5,052.01 & \$7,189	\$2,526.01 & \$3,595	\$2,332.01 & \$3,318	\$1,166.01 & \$1,659
For Each Additional Household Member add:	+\$ 6,136.01 & +\$ 8,732	+\$512.01 & +\$728	+\$256.01 & +\$364	+\$236.01 & +\$336	+\$118.01 & +\$168

WHAT WILL YOUR FIELD REPRESENTATIVE DO FOR YOU?

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

Answer your questions and offer technical support.

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

WHAT WILL HORIZONS UNLIMITED OFFER YOU?

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

Electronic transfer of funds.

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

Support and guidance, including a monthly review of menus.

Provide training to meet CACFP requirements.

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

A "Horizons Unlimited" food program management computer program"

WHAT HAPPENS AT A 79B H9F REVIEW?

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

Technical assistance with areas of the CACFP needing improvement.

Offer technical support and guidance.

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Center Review

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

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Center Review

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

NUMBER OF PROGRAM PARTICIPANS OBSERVED:

☐ NO MEAL OBSERVED

0 -5 months	6-11 months	1 yr	2 yrs	3 - 5 yrs	6+
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MENU PLANNING and PRODUCTION RECORDS

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

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

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

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

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Center Review

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

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Center Review

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

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Center Review

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

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Center Review

CACFP RECORDS AND RECORD KEEPING REQUIREMENTS	YES	NO	N/A	COMMENTS
Does the center separate out food and non-food items on the receipts/invoices?				
Are the food costs, charged to the CACFP, allowable?				
Do the receipts coincide with the items offered on the menus?				
Does the agency charge a separate fee for the meal?				
If fiscal records are not available during the review, the prior months records will be faxed or e-mailed to Horizons within 5 business days of the review.				
CACFP reimbursements support a nonprofit food service.				
The facility has a current contract on file for vended meals.				
Records retained on-site for current plus previous 12 months?				
The remaining 24 months records kept on-site or readily assessable off-site? If off-site where?				
Do you do any type of comparison Shopping?				
WIC information made available to parents?				
Are donated foods accepted and are they used in meals and snacks? If yes, how are donated foods tracked?				
Key staff receive sponsor training on CACFP requirements withing the FY.				
Explain how your agency chooses store(s) and /or food distributer(s) to purchase from:				

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Center Review

5 DAY RECONCILIATION

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

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

5 DAY RECONCILIATION

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

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

If no obtain and record an explanation:

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

If no obtain and record an explanation:

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Center Review

[illegible]

Minute Menu CX Training Videos w/ Commentary:

(Use with the Minute Menu CX Training Manual)

Center Monthly Process Overview

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

Notes:

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

Minute Menu CX Dashboard

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

Notes:

- We do not use the online attendance feature

Enrolling Children

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

Notes:

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

Recording Menus in CX

<https://www.youtube.com/watch?v=XJ6AB0jWqyk>

Note:

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

Estimated Attendance

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

Creating Menu Templates in CX (optional)

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

Recording Attendance /Meal Counts

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

Note:

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

Recording Receipts

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

Note:

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

Training

Start the Training Process

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

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

Installation and Login

Installation

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

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

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



Advance Claim Month (If Needed)

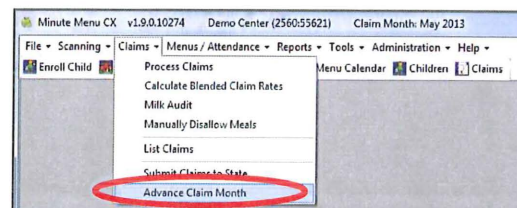
Make sure that the claim month listed at the top of the screen is on the current calendar month.



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

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

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



Enrolling/Importing Children

Child Status

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

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

Pending: Waiting for paperwork

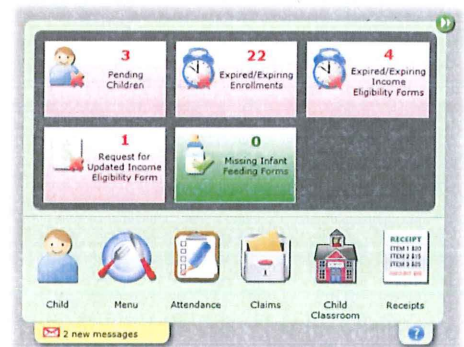
Active: Completed enrollment

Withdrawn: No longer in care

Center Dashboard

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

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



Child Roster

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

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

Importing Children

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

PROCARE

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

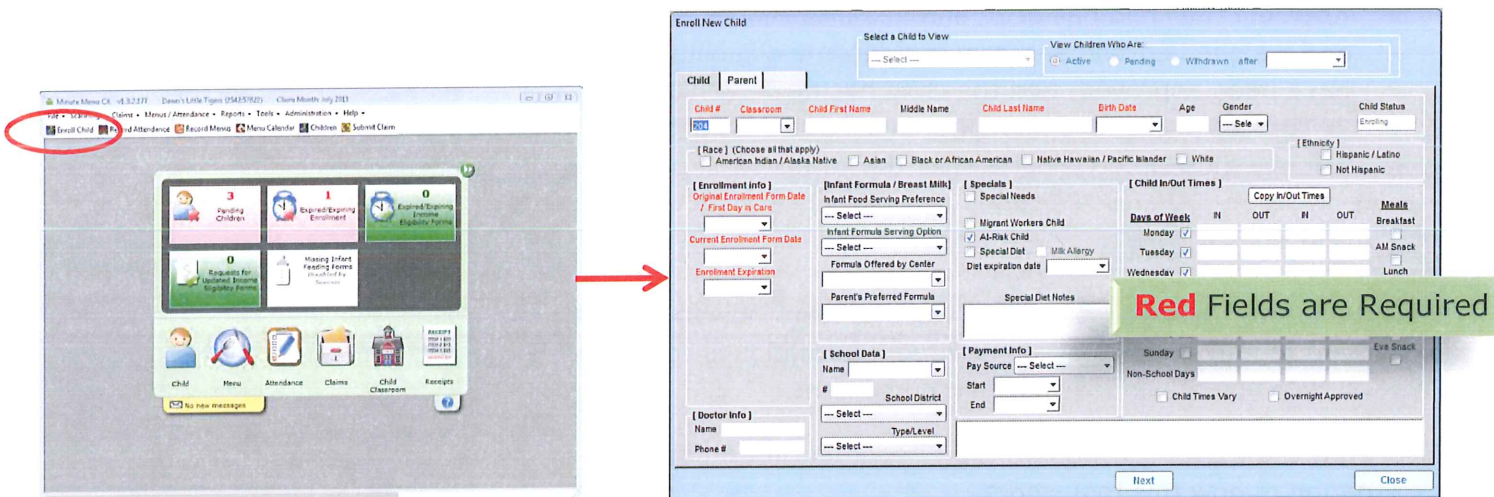
OTHER SOFTWARE

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

Enroll Children

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

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



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

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

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

TO ACCESS PENDING CHILDREN

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



TO ACCESS ACTIVE CHILDREN

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

Withdrawing Children

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



Child

TO ACCESS WITHDRAWN CHILDREN

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

Reactivating Children

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

To reactivate a child:

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

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

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

Child | Parent

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

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

[Ethnicity]
☐ Hispanic / Latino ☒ Not Hispanic

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

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

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

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

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

Non-School Days
☐ Child Times Vary ☐ Overnight Approved

[School Data]
Name
--- Select ---

--- Select --- School District
--- Select --- Type/Level
--- Select ---

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

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

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

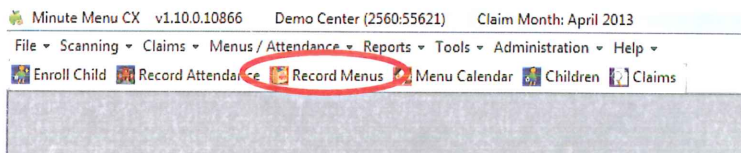
Foods and Menu Planning

Planning and Recording Menus

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

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

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



Menu Calendar

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

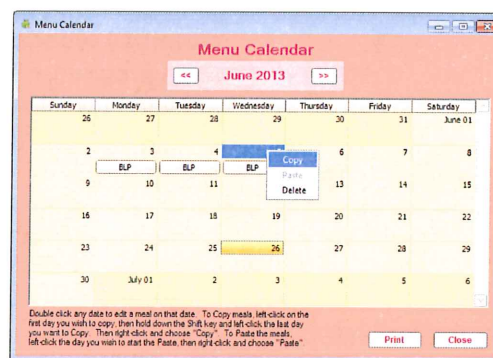


You can copy and paste meals from the Menu Calendar. Copy and paste a single day, a week, or even a month if you like!

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

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

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



Estimate Attendance

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

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

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

Menu Production Record

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

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

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

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

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

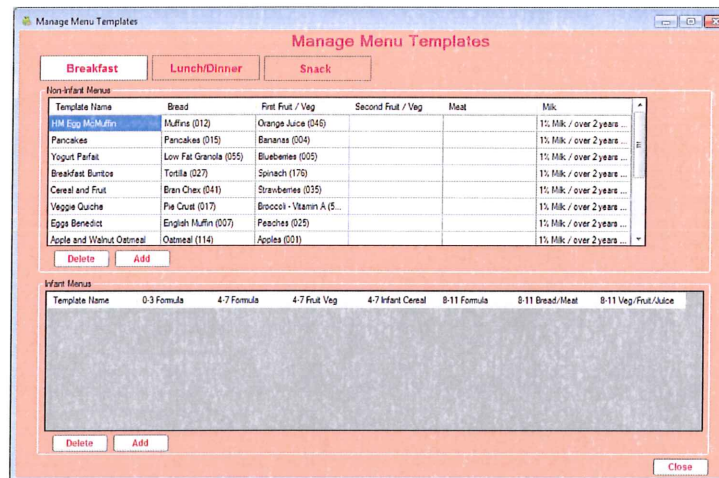
Quantity Needed Per *Actual* Attendance
This column will automatically be calculated and displayed, after the actual meal counts have been entered for that meal.

Create Menu Templates (Optional)

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

To create a menu template:

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



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

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

Recording Attendance/M meal Counts

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

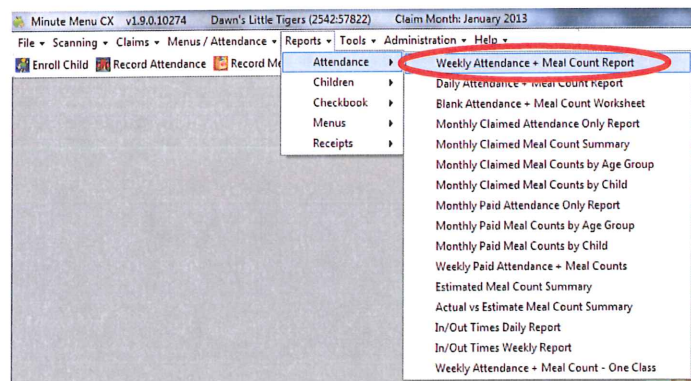
~~1. Manually (Record Menus screen)~~

2. Scanning

~~3. cx2go (mobile app)~~

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

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



Manually

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

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

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



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

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

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

Scanning

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

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

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

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

cx2go Mobile App

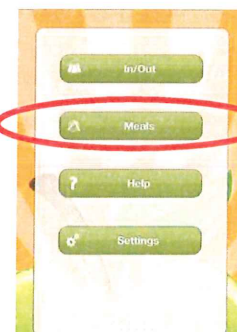
The cx2go mobile app can be used to record attendance and meal counts and child in/out times on a daily basis. Please see the [cx2go website](#) for more information.

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

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

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

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



Properly Marking Attendance & Meal Count Forms

To Correctly Mark Attendance & Meal Count Forms:

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

MM Center 12345 (972) 671-5211

CLASSROOM # 2A

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

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

AGE	NBR	CHILD NAME	09/05/2011 MONDAY			09/06/2011 TUESDAY			09/07/2011 WEDNESDAY			09/08/2011 THURSDAY			09/09/2011 FRIDAY		
			A	B	P	A	B	P	A	B	P	A	B	P	A	B	P
2-3	251	Boston, Jennifer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2-4	345	Carrillo Padron, Roberto				X	X	X	X	X	X	X	X	X	X	X	
3-4	290	Clark, Christine	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
4-5	233	Clark, Wendy	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5-6	306	Clark, Natalie K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
6-7	285	Clark, Thomas W	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
7-8	216	Cooper, Mia	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
8-9	354	Daleiden, Samantha Kay	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
9-10	266	Evans, David	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
10-11	72	Perez, Dawn	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
* Special Diet																	
Total Nbr of Program Staff Meals																	

CXFORMID1008
\$6475

I certify that the information on this form is true and correct to the best of my knowledge and that I am only an "X" within the lines. This may be read by a machine.

Teacher: M. R. Brody Date: 9/10/11

Page 1 of 1

Correctly Marked Weekly Attendance & Meal Count Form

Avoid the following marking errors:

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

8/1/2010
6:04 pm

Weekly Attendance & Meal Count Worksheet
Week Of: 12/109-12/6/09 (Mon 11:30-Sun 12:06)

Sponsor: Demonstration (1234)
(222) 222-2222

Minute Menu Fun Time
(222) 222-2222

CLASSROOM # 1

11/30/09

12/01/2009 TUESDAY

12/02/2009 WEDNESDAY

12/03/2009 THURSDAY

12/04/2009 FRIDAY

AGE NBR CHILD NAME

1 39 Boston, Jennifer

2 1 Carrillo Padron, Roberto

3 61 Clark, Christine

4 12 Clark, Wendy

5 16 Clark, Natalie K

6 19 Clark, Thomas W

7 20 Cooper, Mia

8 41 Daleiden, Samantha K

9 22 Davis, Catherine D

10 44 Evans, David "EJ"

11 29 Gardner, Elizabeth A

12 45 Hamilton, Dawn

13 177 Hanish, Joseph

14 190 Hudson, Richard

15 36 Ivory, Richard

16 38 Johnson, Lori

17 185 Lamson, Christine M

18 McCall, Christopher

19 Thule, Danyel

20

21

22

Daily Totals

Total Nbr of Program Staff Meals

5

6

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11

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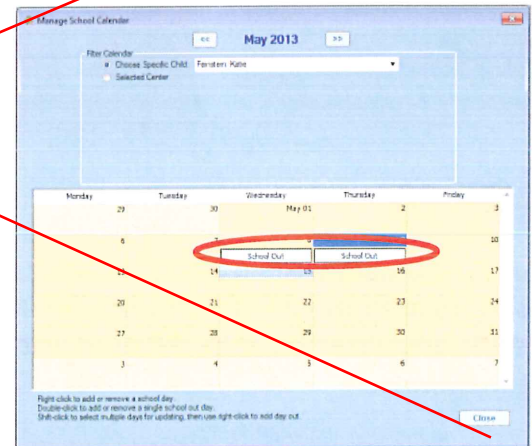
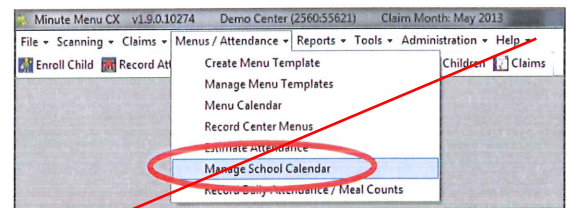
463

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

Manage School Calendar

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

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



Receipts

Enter and Mail Receipts

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



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

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

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

Horizons Unlimited, Inc.
CACFP OPERATING LABOR SHEET

Center Name: _____

Month/Year: _____

Employee Name: _____

Position/Title: _____

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

DATE	Start Time for Work Day	HOURS WORKED ON CACFP					TOTAL HOURS WORKED ON CACFP PER DAY	End Time for Work Day
		# HOURS MENU PLANNING	# HOURS FOOD SHOPPING	# HOURS COOKING	# HOURS SERVING MEALS	# HOURS CLEANING UP		
1	:							:
2	:							:
3	:							:
4	:							:
5	:							:
6	:							:
7	:							:
8	:							:
9	:							:
10	:							:
11	:							:
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13	:							:
14	:							:
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17	:							:
18	:							:
19	:							:
20	:							:
21	:							:
22	:							:
23	:							:
24	:							:
25	:							:
26	:							:
27	:							:
28	:							:
29	:							:
30	:							:
31	:							:
TOTAL CACFP HOURS FOR THE MONTH:								

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

Employee's Signature

Supervisor's Signature

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

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

Enrollment Forms and Household Size Income Statements

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

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

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

Enrollment Forms

Master Copy

General Information

Complete the Centers Name .

Infant Meals Notification

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

Upon receiving the Enrollment Form

Check to verify ALL questions have been answered

General Information

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

Racial and ethnic data information. *REQUIRED*

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

Hours and Meals while in Care. REQUIRED

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

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

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

Feeding and Eating Evaluation for Children with Special Needs

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

Check that the parent has signed and dated the enrollment form

Household Size Income Statements

Parent Letter

Complete the Name of Sponsoring Organization with your Centers name

Household Size-Income Statement

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

Upon receiving the Household Size Income Statement

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

Part 1

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

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

Check to verify that all information is complete and legible.

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

Part 3 REQUIRED

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

Determine Eligibility

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

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

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

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

225 E. 2nd St. Kaukauna, WI 54130

1- 920- 462-4871 --Fax

horizonsfoodprogram1991@gmail.com –email

Questions on any of this.

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



Horizons Unlimited, Inc. CACFP Enrollment Form

Child Care Center's Name: _____

Instruction for Parents/Guardians:

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

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

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

Ethnic Category: ☐ Hispanic or Latino ☐ Not Hispanic or Latino

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

Hours and Meals While in Care

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

Additional Information if your child's schedule varies:

Infant Meal Notification To be completed for children under 12 months

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

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

Which of the following applies:

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

If breastfeeding which applies:

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

Special Dietary Needs

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

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

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

SIGNATURE OF PARENT OR GUARDIAN:	Original Completion DATE:	2nd Year Update INITIALS & DATE:	3rd Year Update INITIALS & DATE:

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 Van Den Wildenberg, Executive Director Horizons Unlimited, Inc. 225 E. 2nd St Kaukauna, WI 5130 920-462-4805 horizonsfoodprogram1991@gmail.com	Amanda Cullen RDN, CD, Director Community Nutrition Programs Wisconsin Department of Public Instruction P.O. Box 7841 Madison, WI 53707-7841 608-267-9129



This institution is an
equal opportunity provider.

English Version
(Rev 4/17)

**HOUSEHOLD SIZE—INCOME STATEMENT**

Child and Adult Care Food Program

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

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

First and Last Name(s) of Enrolled Child(ren):					Center																																																																																																																																																																																									
PART 1: BENEFITS Do any household members currently participate in FoodShare WI, WI Works Programs, or FDPIR? If yes, check the program and write the corresponding case number below; then go to Part 3. If no, skip to Part 2.																																																																																																																																																																																														
<input type="checkbox"/> FoodShare Wisconsin (10-digit case number): DO NOT list a 16-digit Quest Card number: _____					<input type="checkbox"/> Wisconsin Works (W-2) Programs (10-digit case number): Wisconsin Shares Child Care Subsidy benefits is NOT a W-2 Program. It does not qualify a child as free in the CACFP.																																																																																																																																																																																									
<input type="checkbox"/> FDPIR (9-digit case number): _____																																																																																																																																																																																														
PART 2: HOUSEHOLD SIZE AND INCOME If you did not complete PART 1, complete a, b, and c below; then go to PART 3.																																																																																																																																																																																														
a) Household Members Information: List full names of all members in first column, including yourself and all children.					b) List all income on the same line as the person who receives it. <ul style="list-style-type: none">Record each income source only once.Check the box for how often each income source is received.																																																																																																																																																																																									
<table border="1" style="width:100%; border-collapse: collapse;"><thead><tr><th style="width:25%;">Household Member Names</th><th style="width:5%;">(Optional) Age</th><th style="width:5%;">Check if Foster Child</th><th style="width:5%;">Check if No Income</th><th style="width:15%;">Gross wages, Net income (self-employed), Tips, Commission, Cash bonuses, Military pay & allowances, Work comp, Unemployment</th><th style="width:5%;">Weekly</th><th style="width:5%;">Every 2 Weeks</th><th style="width:5%;">Twice per Month</th><th style="width:5%;">Monthly</th><th style="width:5%;">Annually</th><th style="width:5%;">Retirement, Social Security, SSI, Disability, VA benefits, Child Support, Alimony</th><th style="width:5%;">Weekly</th><th style="width:5%;">Every 2 Weeks</th><th style="width:5%;">Twice per Month</th><th style="width:5%;">Monthly</th><th style="width:5%;">Annually</th><th style="width:15%;">Private pensions, Trusts, Annuities, Investments, Interest, Net rental income, Savings 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c) Record total # of household members: _____																																																																																																																																																																																														
PART 3: SIGNATURE An adult household member must sign and date this form If PART 2 is completed, the adult signing the form must list the last four digits of their SS# OR check "None" if they do not have a SS#.																																																																																																																																																																																														
ETHNICITY AND RACE DATA COLLECTION – Completion is optional This center is required by Federal law to ask the following two questions concerning ethnicity and race. Your answers are strictly for statistical reporting and will have no effect on determination of eligibility for benefits. Please answer both questions.																																																																																																																																																																																														
IS YOUR CHILD(REN) HISPANIC OR LATINO? <input type="checkbox"/> Yes, Hispanic or Latino <input type="checkbox"/> No, neither Hispanic nor Latino																																																																																																																																																																																														
SELECT ONE OR MORE OF THE FOLLOWING CATEGORIES THAT APPLY TO YOUR CHILD(REN): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander																																																																																																																																																																																														
I CERTIFY that all information on this form is true. I understand that this information is given in connection with the receipt of Federal funds and that CACFP officials may verify the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.																																																																																																																																																																																														
Signature of Adult Household Member					Signature Date Mo./Day/Yr.					Last 4 digits of SS# (or check "None" if you do not have a SS#) ****-**-____-____ <input type="checkbox"/> None																																																																																																																																																																																				
FOR CENTER USE ONLY – Complete all 3 sections																																																																																																																																																																																														
Section 1: Basis of Determining Eligibility (A or B)					Section 2: Eligibility Determination					Section 3: Determining Official's Initials/Approval Date Effective Month of Determination																																																																																																																																																																																				
A. Household Size & Income Total Household Size _____ *Total Income \$ _____ / _____ (\$ Amount) (Time Period)		B. Benefits/Foster <input type="checkbox"/> FoodShare WI <input type="checkbox"/> W-2 Programs <input type="checkbox"/> FDPIR <input type="checkbox"/> Foster Child(ren)			<input type="checkbox"/> Free <input type="checkbox"/> Reduced <input type="checkbox"/> Non-Needy					Initials/Date: _____ **Effective Month of Determination: _____ Month/Year																																																																																																																																																																																				
*Convert to yearly income <u>only</u> when multiple pay frequencies are reported, using only these multipliers: Weekly x 52 Every 2 weeks x 26					Twice a month x 24 Monthly x 12					**This form expires one year from the Effective Month of Determination.																																																																																																																																																																																				

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
HOUSEHOLD LETTER (Non-Pricing Programs)

For Group Child Care & Outside of School Hours Centers
FFY 2023, Rev. 6/22

Dear Parent or Guardian:

_____ is enrolled in the CACFP, a USDA program which
(Name of Agency)

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

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

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

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

You must include the following information on the HSIS (a-c) for eligibility based on receiving benefits from FoodShare WI, FDIPIR, WI Works Programs:

- (a) The names of your enrolled children;
 - DO NOT list case numbers for:
- (b) Checked box for the benefit your household receives and its case number; &
 - Medicaid, SSI, OR Wisconsin Child Care Subsidy program AND
- (c) The signature of an adult member in the household & signature date
 - DO NOT list 16-digit Quest Card number (starts with 5077) for FoodShare WI

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

Household-Size Income Scale (Effective July 1, 2022 to June 30, 2023)

Household Size	Annual Income Level (at or below)
1	\$ 25,142
2	\$ 33,874
3	\$ 42,606
4	\$ 51,338
5	\$ 60,070
6	\$ 68,802
7	\$ 77,534
8	\$ 86,266
For each additional Household Member, add:	+\$ 8,732

If your household earns a total income that is less than or equal to the income levels listed within this table, we will receive higher meal reimbursement rates ("Free" or "Reduced-price" meal rate) for your children. **For determining eligibility based on your household size and income, you must include the following information on the HSIS (a-e):**

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

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

Eligibilities of Foster, Runaway, Homeless, and Migrant Children, and Children

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

children to be eligible for Free Meals: These children's eligibility for Free meals does not extend to other children in your household.

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

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

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

Refer to the [USDA Non-Discrimination Statement and Complaint Filing Procedure](https://dpi.wi.gov/nutrition#discrimination) (https://dpi.wi.gov/nutrition#discrimination). This institution is an equal opportunity provider.

Signature of Agency Representative

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
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 or flavored 1% or skim 	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
Vegetables or Fruits (or portions of both) <ul style="list-style-type: none"> Full-strength juice may only be served 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 (Refer to CACFP Grains Chart) Cereals must contain no more than 6 grams of sugar per dry ounce 				
Bread	½ oz eq	½ oz eq	1 oz eq	1 oz eq
Bread products such as biscuits, rolls, or muffins Refer to the CACFP Grains Chart for options and serving sizes	½ oz eq	½ oz eq	1 oz eq	1 oz eq
Cooked breakfast cereal, cereal grain, rice and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Ready-to-eat breakfast cereal (dry, cold) <ul style="list-style-type: none"> Flakes or rounds Puffed cereal Granola 	½ cup	½ cup	1 cup	1 cup
	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
	⅛ cup	⅛ cup	¼ cup	¼ 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 				
Amounts listed below must be served to meet the m/ma serving size requirements				
Lean meat, poultry, or fish	½ oz	½ oz	1 oz	1 oz
Cheese (natural and processed; soft and hard) Shredded cheese	½ oz	½ oz	1 oz	1 oz
	(⅛ cup)	(⅛ cup)	(¼ cup)	(¼ cup)
Cottage cheese, ricotta cheese, cheese spread, cheese food 2 ounces = 1 ounce meat/meat alternate	⅛ cup (1 oz)	⅛ cup (1 oz)	¼ cup (2 oz)	¼ cup (2 oz)
Large egg	¼ egg	¼ egg	½ egg	½ egg
Cooked dry beans or peas	⅛ cup	⅛ cup	¼ cup	¼ cup
Yogurt (regular and soy) - Must contain no more than 23 grams of total sugars per 6 ounces - 4 ounces = 1 ounce meat/meat alternate	¼ cup (2 oz)	¼ cup (2 oz)	½ cup (4 oz)	½ cup (4 oz)
Peanut butter, soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp
Peanuts, soy nuts, tree nuts or seeds	½ oz	½ oz	1 oz	1 oz
Tofu (commercially prepared) 2.2 oz. (1/4 cup) must contain at least 5 grams of protein	⅛ cup (1.1 oz)	⅛ cup (1.1 oz)	¼ cup (2.2 oz)	¼ cup (2.2 oz)
Soy products (e.g. soy sausage, veggie burgers etc.) or alternate protein products Must meet the requirements in Appendix A to Part 226	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
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 or flavored 1% or skim 	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
Meat/Meat Alternates				
Amounts listed below must be served to meet the m/ma serving size requirements				
Lean meat, poultry, or fish	1 oz	1½ oz	2 oz	2 oz
Cheese (natural and processed; soft and hard)	1 oz	1½ oz	2 oz	2 oz
Shredded cheese	(¼ cup)	(3/8 cup)	(½ cup)	(½ cup)
Cottage cheese, ricotta cheese, cheese spread, cheese food 2 ounces = 1 ounce meat/meat alternate	¼ cup (2 oz)	3/8 cup (3 oz)	½ cup (4 oz)	½ cup (4 oz)
Large egg	½ egg	¾ egg	1 egg	1 egg
Cooked dry beans or peas	¼ cup	3/8 cup	½ cup	½ cup
Peanut butter, soy nut butter or other nut or seed butters	2 Tbsp	3 Tbsp	4 Tbsp	4 Tbsp
Peanuts, soy nuts, tree nuts or seeds - May be used to meet no more than ½ the M/MA serving size - Combine with another M/MA to meet the full minimum serving size	½ oz = 50%	¾ oz = 50%	1 oz = 50%	1 oz = 50%
Yogurt (regular and soy) - Must contain no more than 23 grams of total sugars per 6 ounces - 4 ounces = 1 ounce meat/meat alternate	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
Tofu (commercially prepared) 2.2 oz. (1/4 cup) must contain at least 5 grams of protein	¼ cup (2.2 oz)	3/8 cup (3.3 oz)	½ cup (4.4 oz)	½ cup (4.4 oz)
Soy products (e.g. soy sausage, veggie burgers etc.) or alternate protein products Must meet the requirements in Appendix A to Part 226	1 oz	1½ oz	2 oz	2 oz
Vegetables <ul style="list-style-type: none"> Full-strength juice may only be served to meet the fruit or vegetable requirement at one meal or snack per day 	⅛ cup	¼ cup	½ cup	½ cup
Fruits <ul style="list-style-type: none"> Full-strength juice may only be served to meet the fruit or vegetable requirement at one meal or snack per day A second vegetable may be served in place of fruit. When served, must serve the minimum fruit serving size. 	⅛ cup	¼ cup	¼ cup	¼ 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 (Refer to CACFP Grains Chart) Cereals must contain no more than 6 grams of sugar per dry ounce 				
Bread	½ oz eq	½ oz eq	1 oz eq	1 oz eq
Bread products, such as biscuits, rolls, or muffins Refer to the CACFP Grains Chart for options and serving sizes	½ oz eq	½ oz eq	1 oz eq	1 oz eq
Rice, pasta, grains, and/or cooked cereals	¼ cup	¼ cup	½ cup	½ cup

CACFP Child Meal Pattern

Must serve the required components and serving sizes

Snack

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

Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18
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 or flavored 1% or skim 	½ cup (4 oz)	½ cup (4 oz)	1 cup (8 oz)	1 cup (8 oz)
Meat/Meat Alternates				
Amounts listed below must be served to meet the m/ma serving size requirements				
Lean meat, poultry, or fish	½ oz	½ oz	1 oz	1 oz
Cheese (natural and processed; soft and hard)	½ oz	½ oz	1 oz	1 oz
Shredded cheese	(⅓ cup)	(⅓ cup)	(¼ cup)	(¼ cup)
Cottage cheese, ricotta cheese, cheese spread, cheese food 2 ounces = 1 ounce meat/meat alternate	⅓ cup (1 oz)	⅓ cup (1 oz)	¼ cup (2 oz)	¼ cup (2 oz)
Large egg	½ egg	½ egg	½ egg	½ egg
Cooked dry beans or peas	⅓ cup	⅓ cup	¼ cup	¼ cup
Peanut butter, soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp
Peanuts, soy nuts, tree nuts or seeds	½ oz	½ oz	1 oz	1 oz
Yogurt (regular and soy) - Must contain no more than 23 grams of total sugars per 6 ounces - 4 ounces = 1 ounce meat/meat alternate	¼ cup (2 oz)	¼ cup (2 oz)	½ cup (4 oz)	½ cup (4 oz)
Tofu (commercially prepared) 2.2 oz. (1/4 cup) must contain at least 5 grams of protein	⅓ cup (1.1 oz)	⅓ cup (1.1 oz)	¼ cup (2.2 oz)	¼ cup (2.2 oz)
Soy products (e.g. soy sausage, veggie burgers etc.) or alternate protein products Must meet the requirements in Appendix A to Part 226	½ oz	½ oz	1 oz	1 oz
Vegetables*	½ cup	½ cup	¾ cup	¾ cup
Fruits*	½ cup	½ cup	¾ cup	¾ cup
* Full-strength juice may only be served to meet the fruit or vegetable requirement at one meal or snack per day				
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 (Refer to CACFP Grains Chart) Cereals must contain no more than 6 grams of sugar per dry ounce 				
Bread	½ oz eq	½ oz eq	1 oz eq	1 oz eq
Bread products, such as biscuits, rolls, crackers, or muffins Refer to the CACFP Grains Chart for options and serving sizes	½ oz eq	½ oz eq	1 oz eq	1 oz eq
Cooked breakfast cereal, cereal grain, rice and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Ready-to-eat breakfast cereal (dry, cold)				
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
Granola	⅓ cup	⅓ cup	¼ cup	¼ cup

Menu Checklist

Use this checklist to ensure menus and meals comply with CACFP meal requirements.
 Refer to Guidance Memorandum 12: Meal Requirements.
 Specific Adult Day Care (ADC) requirements are listed below.

<p>1. Breakfast contains:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fluid Milk <input type="checkbox"/> Fruit or Vegetable or 100% Fruit or Vegetable Juice <input type="checkbox"/> Grain* <input type="checkbox"/> Meat/Meat Alternate* <p><i>*Meat/Meat Alternate may replace the Grains component for a maximum of three times per week</i></p>	<p>2. Lunch/Supper contains:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fluid Milk (optional at supper for ADC) <input type="checkbox"/> Meat (beef, chicken, pork, fish, etc.) or Meat Alternate (cheese, eggs, beans, etc.) <input type="checkbox"/> Fruit (<i>a vegetable may be served in place of fruit</i>) <input type="checkbox"/> Vegetable <input type="checkbox"/> Grain
<p>3. Snack contains two of the following components:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fluid Milk <input type="checkbox"/> Fruit or 100% Fruit Juice <input type="checkbox"/> Vegetable or 100% Vegetable Juice <input type="checkbox"/> Grain <input type="checkbox"/> Meat (beef, chicken, pork, fish, etc.) or Meat Alternate (cheese, yogurt, beans, etc.) 	<p>4. Other Requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> All foods served are creditable <input type="checkbox"/> One grain served each day is whole grain rich <input type="checkbox"/> Grain-based desserts are not served <input type="checkbox"/> Ready-to-eat cereal contains less than 6 grams of sugar per dry ounce <input type="checkbox"/> Juice is not served at more than one meal or snack per day <input type="checkbox"/> Yogurt contains no more than 23 grams of sugar per 6 ounces <input type="checkbox"/> ADC: Yogurt (regular and soy) may be served to meet the fluid milk requirement for one meal per day when not served as a meat alternate for that same meal

<p>5. Menu Documentation Requirements</p> <p>Keep a copy of one menu for each meal/snack claimed on file with monthly claim documents.</p> <p style="text-align: center;">Menus must include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dates <input type="checkbox"/> Documented meal substitutions / changes <input type="checkbox"/> Type of milk served (fat content by age group and if flavored) <input type="checkbox"/> Specific names of actual foods served: <ul style="list-style-type: none"> o Whole grain-rich items (ex. "Wheat Thins" instead of "WG Crackers") o Fruits and vegetables (ex. "pears" instead of "fruit") o Cereal names (ex. "Cheerios" instead of "cereal") <p>Best practice: Identify all food components on the menu. For example, instead of listing "Tacos" write out "Beef Tacos" or "Tacos (beef and whole grain soft tortilla)"</p>	<p>6. Product Documentation</p> <p>To credit the following items to the CACFP meal pattern, product labels must be kept on file. The label must include the front of the package, nutrition facts, and ingredient list.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast cereals <input type="checkbox"/> Yogurt <input type="checkbox"/> Whole grain-rich foods <input type="checkbox"/> Tofu <p style="text-align: center;">Child Nutrition (CN) Labels and Product Formulation Statements (PFS)</p> <p>To credit store-bought combination foods (i.e., chicken nuggets, pizza, meatballs, etc.) a CN label or PFS must be on file.</p> <ul style="list-style-type: none"> <input type="checkbox"/> CN label or PFS on file for all store-bought combination foods
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FAMILY STYLE DINING



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

Why do Family Style?

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

How to do Family Style:

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



Child-Size Is the Right Size

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

FAMILY STYLE DINING





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

Encourage Foods By

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



Meal Service Styles: CACFP Requirements

Meal Service Style	Definition	Requirement	Best Practices
<p><i>Pre-plated</i></p> 	<p>Staff put all components on the plate or into cups</p>	<p>Minimum serving size per the CACFP meal pattern must be placed on plate and in cup</p>	<p>Have plates/cups prepared prior to participants being seated</p> <p>Use scoop sizes or measuring cups</p> <p>Provide staff with summary sheets of how much to serve (i.e. 3 apple slices)</p>
<p><i>Family Style Dining</i></p> 	<p>Common serving dishes of each component is placed on the table</p> <p>Participants serve themselves</p>	<p>Minimum serving size per the CACFP meal pattern must be available for each participant seated at the table</p> <p>Encourage participants to take all components in the minimum serving size, but do not require</p>	<p>Place components/ common serving dishes on table prior to participants being seated</p> <p>Use age-appropriate size bowls, utensils, tables, chairs</p>
<p><i>Combination of Pre-plated and Family Style Dining</i></p> 	<p>These two meal services may be combined to better accommodate the participant's abilities or the foods being served</p> <p>All meal components must be served:</p> <ul style="list-style-type: none"> When foods are served pre-plated: Quantities placed on plates and in cups by staff must meet the minimum serving size When foods are served family style: Quantities available in common serving dishes must provide minimum serving size for each participant seated at the table 		
<p><i>Cafeteria Style Dining</i></p> 	<p>Participants move through a serving line and serve themselves food or staff serve the food</p> <p>Quantities taken by participants or served by staff must meet the minimum serving size</p> <p>All meal components must be served. Offer versus Serve (OvS) is allowed in the At-Risk Afterschool program only</p>		



Sample Menus



Week 1

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

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

* Whole, unflavored milk is served to 1 year olds

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

Week 2

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

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

* Whole, unflavored milk is served to 1 year olds

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



Sample Menus

Week 3



Meal Pattern	Monday	Tuesday	Wednesday	Thursday	Friday
<u>Breakfast</u> Grains, OR Meat/Meat Alternate (no more than 3 times per week) Fruit or Vegetable Milk	Banana Oatmeal pancakes Milk	Sweet potato hash WG English muffin Milk	Applesauce Hardboiled egg Milk	Avocado Brown rice and egg bowl Milk	Starfruit WG Mini Wheats Milk
<u>Lunch or Supper</u> Meat/Meat Alternate Vegetable Fruit Grains Milk	HM fish sticks Roasted eggplant Blackberries 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
<u>Snack</u> <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
<u>Breakfast</u> Grains, OR Meat/Meat Alternate (no more than 3 times per week) Fruit or Vegetable Milk	Apricot Scrambled Eggs Milk	Blueberries WG Waffles Milk	Diced pears Great Grains Banana Nut Cereal ,WG Milk	Hash browns Egg bake Milk	Peach slices WG apple cinnamon muffin Milk
<u>Lunch or Supper</u> Meat/Meat Alternate Vegetable Fruit Grains Milk	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
<u>Snack</u> <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

CACFP Recordkeeping Requirements

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

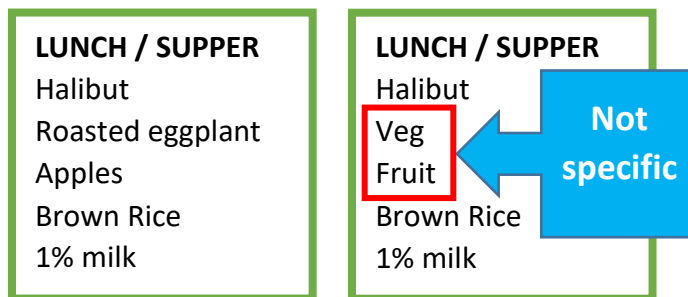
Menus

The following must be documented on menus:

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

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

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



GRAINS:

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

Write next to the grain item:

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

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

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

BREAKFAST
WG Cheerios
Raspberries
1% milk

Documentation

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

Whole Grain-Rich (WGR) Items:

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

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

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

Financial Recordkeeping

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

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

Special Dietary Needs and the CACFP

What to Do Next:

Designate Responsible Staff

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

Obtain Appropriate Documentation

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

Train Staff on Accommodating Disabilities

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

Menu Evaluation

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

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

Does the participant have a disability (physical or mental impairment) that restricts the diet?

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

Yes

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

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

Yes

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

No

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

No

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

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

When the medical statement for a disability is missing information:

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

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

What is a disability?

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

What is NOT a disability?

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

DISABILITY

Supported by a valid written medical statement

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

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

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

*Reasonable Modification(s):

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

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

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

Written Medical Statement:

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

It must include the following information:

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

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

Examples of Medical Statements

ACCEPTABLE:

STATEMENT

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

Dr. Dan Physician

NOT ACCEPTABLE:

STATEMENT

Serve Sam almond milk.

Dr. Dan Physician

Disability not supported by a valid medical statement:

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

NOT A DISABILITY

(Non-disability special dietary need request)

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

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

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

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

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

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

The following beverages are not creditable. When served in place of milk, meals and snacks cannot be claimed for reimbursement

- Non-dairy beverages not nutritionally equivalent to cow's milk including almond, cashew, coconut, hemp, oat and rice milk
- 2% milk
- Water

Request for ethnic, religious, vegetarian reasons

- 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 ONE 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:

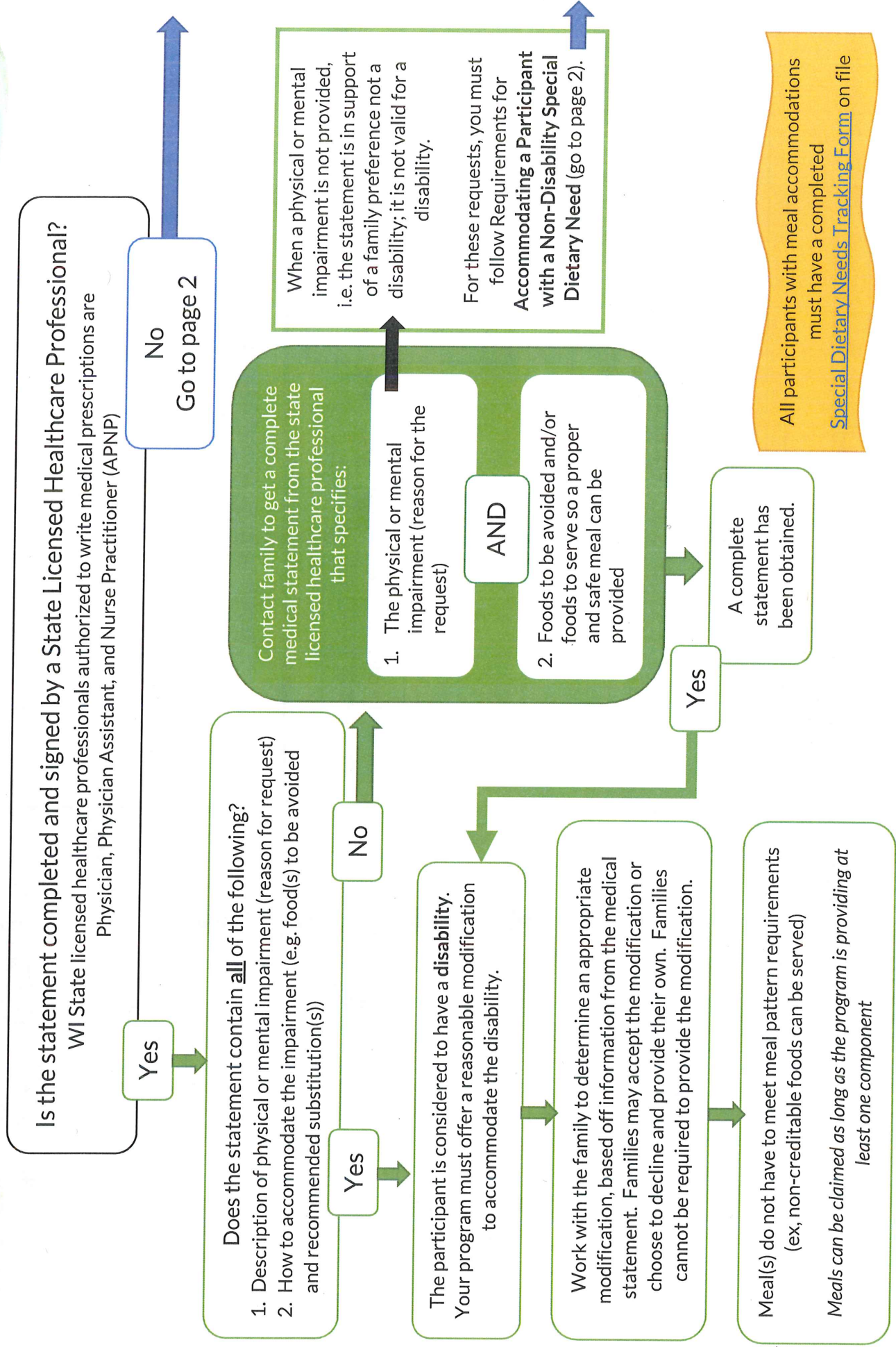
- ✓ Section I of this form, including all applicable documentation, is complete and on file
- ✓ Program has made reasonable modification(s) to accommodate the disability
- ✓ Program provides the modification(s), or parent/guardian has elected to provide the modification(s), and the program is providing at least one component

☐ Do not claim meals:

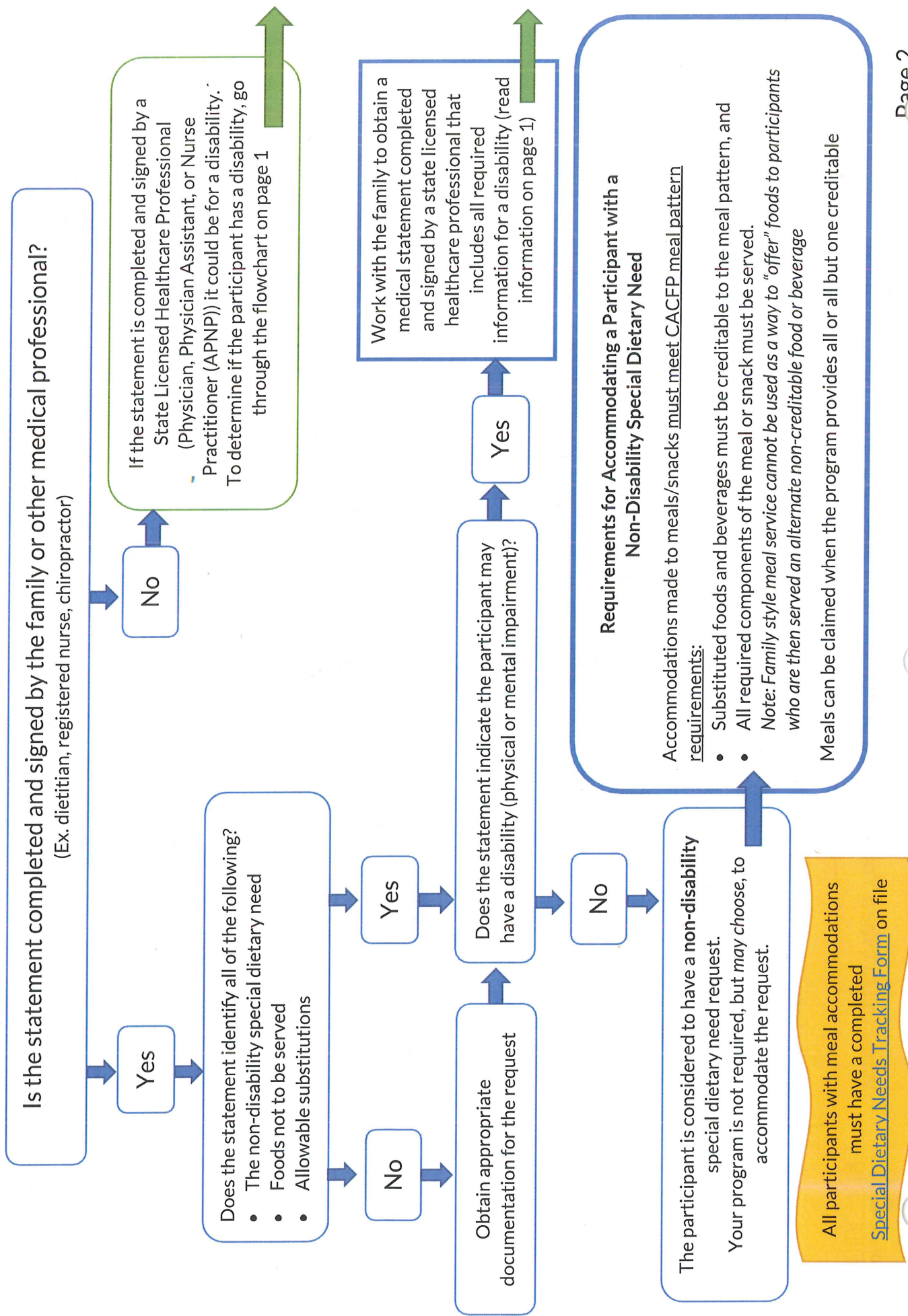
- ✓ Parent/guardian has elected to provide all foods; the program is not providing any component

This institution is an equal opportunity provider.

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



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



Diet/ Medical Statement for 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/ 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: _____ Date: _____

Parent/Guardian

Signature: _____ Date: _____

Special Dietary Needs Tracking Form

CACFP program staff complete this form

CACFP staff must complete this form for each participant served menu substitutions. This form and applicable documentation, as specified, must be kept on file.

Section I: Disability - Complete when a participant has an impairment 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)

Participant's Name _____ **Date form completed** _____

Section I: Disability

Complete this entire page. Check off boxes when action is completed.

- ☐ 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. Impairment does not need to be life threatening; ex. lactose intolerance is a physical impairment of the digestive function
- ☐ 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:
- ☒ Must be appropriate to accommodate the participant, but does not have to be the exact modification requested
- _____

☐ Choose One. Family of participant:

☐ Accepts program's accommodation(s)

☐ Declines program's accommodation(s) and chooses to provide: _____

☐ Check meal(s) that can be claimed:

☐ Breakfast ☐ Lunch/Supper ☐ Snacks

☐ Discuss participant's meal modifications with staff, including when meals can and cannot be claimed. Record date discussed with staff:

Claim meals when:

- ☒ Program has made reasonable modification according to the medical statement
- ☒ Program provides the modification or family chooses to provide the modification. The program must provide at least one component

Do not claim meals when:

- ☒ Family chooses to provide all foods (the program is not providing any components)

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: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. _____ | CACFP creditable: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. _____ | CACFP creditable: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. _____ | CACFP creditable: <input type="checkbox"/> Yes <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. _____ | CACFP creditable: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. _____ | CACFP creditable: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. _____ | CACFP creditable: <input type="checkbox"/> Yes <input type="checkbox"/> 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

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

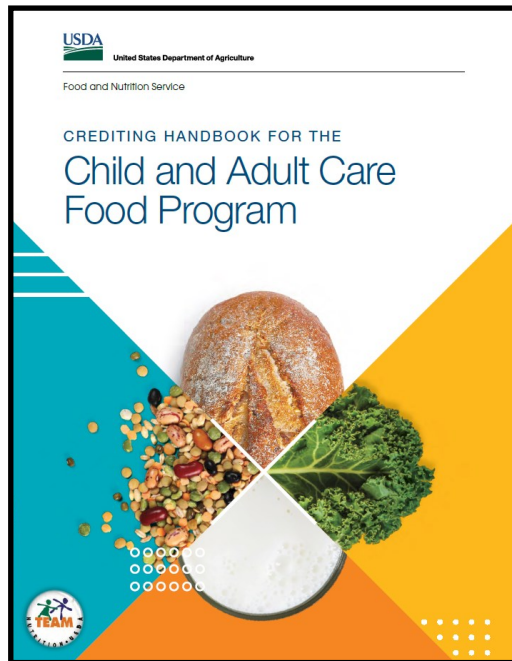
Determine if a food item is creditable in the CACFP by using these resources

*Crediting Handbook for the Child and Adult Care Food Program

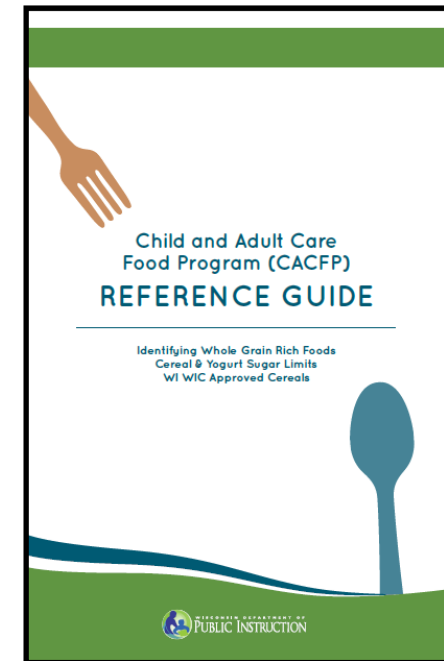
*Grains Chart

*CACFP Reference Guide

*Contact Horizons @ 920 462 4805 or horizonsfoodprogram1991@gmail.com



Grain Item and Size	1-5 year old Serve at least 1/2 oz eq which is about...	6-18 year old Serve at least 1 oz eq which is about...
Bagel (~ 4" diameter)	1/4 bagel or 14 g	1/2 bagel or 28 g
Bagel Mini	1/2 bagel or 14 g	1 bagel or 28 g
Biscuit (~ 2 1/2" diameter)	1/2 biscuit or 14 g	1 biscuit or 28 g
Bread	1/2 slice or 14 g	1 slice or 28 g
Bread Stick, Hard (~ 7 1/2")	2 sticks or 14 g	3 sticks or 28 g
Buns, Hamburger, Hot Dog	1/2 bun or 14 g	1 bun or 28 g
Cereal, Ready-to-eat (dry, cold) Flakes or Rounds	1/2 cup or 14 g	1 cup or 28 g
Cereal, Ready-to-eat (dry, cold) Puffed cereal	3/4 cup or 14 g	1 1/4 cup or 28 g
Cereal, Ready-to-eat (dry, cold) Granola	1/8 cup or 14 g	1/4 cup or 28 g
Cornbread (2" x 2 1/2")	1/2 piece or 17 g	1 piece or 34 g
Corn Muffin	1/2 muffin or 17 g	1 muffin or 34 g
Cracker, Animal (~ 1 1/2" x 1")	8 crackers (1/4 cup) or 14 g	15 crackers (1/2 cup) or 28 g
Cracker, Bear-shaped, Sweet (~ 1" x 1")	12 crackers (1/4 cup) or 14 g	24 crackers (1/2 cup) or 28 g
Cracker, Cheese, Square, Savory (~ 1" x 1")	10 crackers or 11 g	20 crackers or 22 g
Cracker, Fish-shaped or Similar, Savory (~ 1 1/2" x 1")	21 crackers (1/4 cup) or 11 g	41 crackers (1/2 cup) or 22 g
Cracker, Graham (~ 2 1/2" x 5" full sheet)	1 full sheet or 14 g	2 full sheets or 28 g
Cracker, Oyster	27 crackers (1/4 cup) or 11 g	54 crackers (1/2 cup) or 22 g
Cracker, Round, Savory (1 1/2" across)	4 crackers or 11 g	7 crackers or 22 g
Cracker, Saltine (2" x 2")	4 crackers or 11 g	8 crackers or 22 g
Cracker, Thin Wheat Square, Savory (1 1/2" x 1 1/2")	6 crackers or 11 g	12 crackers or 22 g
Cracker, Woven Whole Wheat (1 1/2" x 1 1/2")	3 crackers or 11 g	5 crackers or 22 g
Cracker, Zwieback	2 crackers or 11 g	3 crackers or 22 g
Croissant	1/2 croissant or 17 g	1 croissant or 34 g
English Muffin (top and bottom)	1/4 muffin or 14 g	1/2 muffin or 28 g
French Toast	1/2 slice or 25 g	1 slice or 49 g
French Toast Stick	2 sticks or 25 g	4 sticks or 49 g
Grains (barley, bulgur, quinoa, etc.)	1/4 cup cooked or 14 g dry	1/2 cup cooked or 28 g dry
Grits	1/4 cup cooked or 14 g dry	1/2 cup cooked or 28 g dry



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 page 41 for details on the meal pattern.



Child and Adult Care Food Program (CACFP) REFERENCE GUIDE

Identifying Whole Grain Rich Foods
Cereal & Yogurt Sugar Limits
WI WIC Approved Cereals



WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Identifying Whole Grain Rich

To determine if a grain product is Whole Grain Rich (WGR), use this flowchart.

For cereal, see WI WIC Approved Cereals section of this guide.

At least one serving of grains per day must be WGR.

**Bread, Bun,
Roll, or Pasta**

Other Grains such as crackers, bagels,
waffles, English muffins, tortillas,
biscuits, pancakes, breadsticks, etc.

Breads, buns, and rolls

Is product labeled "Whole Wheat,"
"Entire Wheat" or "Graham"?

Pasta (macaroni product, macaroni,
spaghetti, or vermicelli)

Is product labeled "Whole Wheat"?

Yes

WGR

No

Yes

Is the product on the WIC list?
(Found under GM 12)

No

Does the product packaging list 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."

"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."

Yes

WGR

No

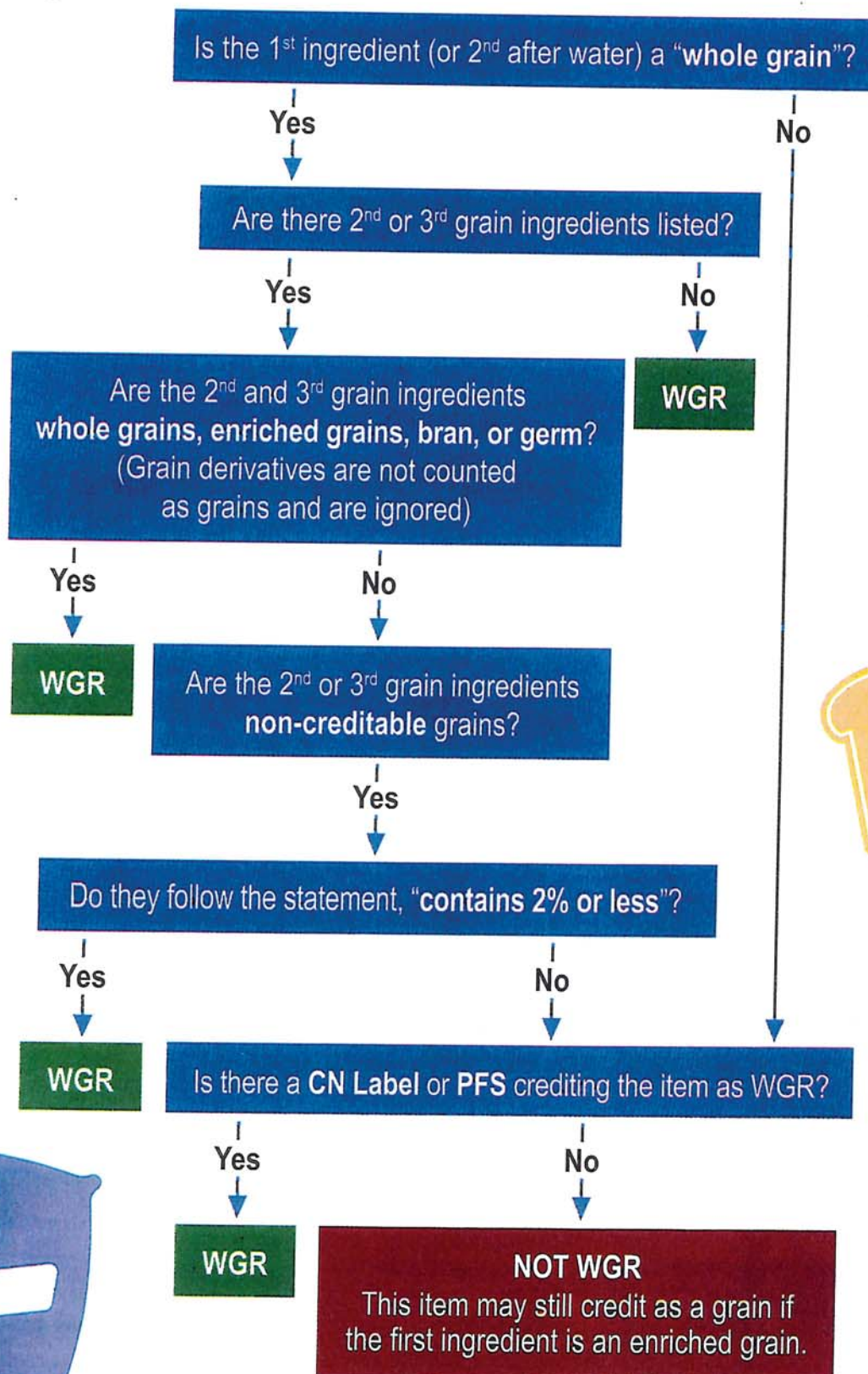
Use the Rule of Three

(Refer to flow chart in middle section)



Rule of Three

Use the grains list at right when using this flowchart.



Whole Grains & Flours

Amaranth	Groats	Rye flakes	Whole grain corn
Brown rice	Masa harina	Sorghum	Whole grain einkorn flour
Buckwheat	Millet	Spelt & wheat berries	Whole grain spelt
Bulgur	Nixtamalized corn flour	Sprouted whole grains	Whole grain wheat flakes
Corn masa	Nixtamalized cornmeal	Teff	Whole grain barley
Cracked wheat	Oats/oatmeal: rolled	Triticale	Whole rye
Crushed wheat	oats, steel cut, quick-cooking, old fashioned, instant	Wild rice	Whole durum wheat
Flaked wheat (wheat flakes)	Quinoa	Whole corn	Whole wheat flour
Graham flour		Whole cornmeal	

Enriched Grains & Flours

Enriched bromated flour	Enriched rice
Enriched corn flour	Enriched rice flour
Enriched durum flour	Enriched rye flour
Enriched durum wheat flour	Enriched wheat flour
Enriched farina	Enriched white flour

In addition to the ingredients listed above:

- When nutrients (niacin, iron, riboflavin, folic acid, thiamin) appear at the end of the ingredient list, separate from the grains, the entire product is enriched.
- When nutrients (niacin, iron, riboflavin, folic acid, thiamin) appear after a grain or flour, the grain or flour is enriched.

Brans & Germs

Corn bran	Rye bran
Oat bran	Wheat bran
Rice bran	Wheat germ

Grain Derivatives

Not counted as grains and are ignored

Cellulose fiber	Rice starch
Corn starch	Tapioca starch
Corn dextrin	Wheat gluten
Modified food starch	Wheat starch
Potato starch	Wheat dextrin

Non-Creditable Grains & Flours

Cannot be one of the first three grain ingredients

Any bean, legume, nut, or seed flour	Cornmeal	Oat fiber	Tapioca flour
Barley malt	Cultured wheat flour	Pearl(ed) barley	Wheat
Bromated flour	Durum flour	Potato flour	Wheat flour
Corn	Degerminated corn meal	Rice flour	White flour
Corn fiber	Farina	Semolina	Yellow corn flour
	Malted barley flour	Soy flour	Yellow cornmeal

Sugar Limits

Cereal

No more than 6 grams of sugar per dry ounce (dry ounce = 28.35 grams). Cereals must be whole grain, enriched, or fortified.

$$\frac{\text{Sugars (g)}}{\text{Serving size (g)}} \leq 0.212$$

Serving size	Sugar limit
0-2 g	0 g
3-7 g	1 g
8-11 g	2 g
12-16 g	3 g
17-21 g	4 g
22-25 g	5 g
26-30 g	6 g
31-35 g	7 g
36-40 g	8 g
41-44 g	9 g
45-49 g	10 g
50-54 g	11 g
55-58 g	12 g
59-63 g	13 g
64-68 g	14 g
69-73 g	15 g
74-77 g	16 g
78-82 g	17 g
83-87 g	18 g
88-91 g	19 g
92-96 g	20 g
97-100 g	21 g

Yogurt

No more than 23 grams of sugar per 6 ounces.

$$\frac{\text{Sugars (g)}}{\text{Serving size (g)}} \leq 0.135 \quad \frac{\text{Sugars (g)}}{\text{Serving size (oz)}} \leq 3.83$$

Serving size		Sugar limit
28 g	1 oz	4 g
35 g	1.25 oz	5 g
43 g	1.5 oz	6 g
50 g	1.75 oz	7 g
57 g	2 oz	8 g
64 g	2.25 oz	9 g
71 g	2.5 oz	10 g
78 g	2.75 oz	11 g
85 g	3 oz	11 g
92 g	3.25 oz	12 g
99 g	3.5 oz	13 g
106 g	3.75 oz	14 g
113 g	4 oz	15 g
120 g	4.25 oz	16 g
128 g	4.5 oz	17 g
135 g	4.75 oz	18 g
142 g	5 oz	19 g
149 g	5.25 oz	20 g
150 g	5.3 oz	20 g
156 g	5.5 oz	21 g
163 g	5.75 oz	22 g
170 g	6 oz	23 g
177 g	6.25 oz	24 g
184 g	6.5 oz	25 g
191 g	6.75 oz	26 g
198 g	7 oz	27 g
206 g	7.25 oz	28 g
213 g	7.5 oz	29 g
220g	7.75 oz	30 g
227g	8 oz	31 g



WI WIC Approved Cereals

Cereals on any state's WIC list meet the CACFP sugar limit. Cereals are whole grain rich (WGR) if the first grain ingredient is a whole grain and the cereal is fortified.

Cold Cereal

General Mills

Cheerios (*MultiGrain, Plain*)*
Chex (*Blueberry, Cinnamon, Corn, Rice, Vanilla, Wheat*)*
Kix (*Berry Berry, Honey, Regular*)*
Total*
Wheaties*

Kellogg's

Corn Flakes (*Plain*)
Crispix (*Plain*)
Mini Wheats (*Little Bites, Original, Touch of Fruit Raspberry*)*
Rice Krispies (*Plain*)
Special K (*Plain*)

Malt-O-Meal

Crispy Rice
Frosted MiniSpooners*

Sunbelt Bakery

Simple Granola*

Post

Bran Flakes (*Plain*)*
Grape Nuts (*Plain Flakes, Plain Original*)*
Great Grains Banana Nut*
Honey Bunches of Oats (*Almond, Almond Crunch*, Cinnamon, Honey Crunch*, Honey Roasted, Pecan & Maple Brown Sugar, Vanilla**)

Quaker

Life (*Plain*)*
Oatmeal Squares (*Brown Sugar, Cinnamon*)*

Store brands of the following types:

Bran Flakes, Corn Flakes (*Plain*), Crisp or Crispy Rice (*Plain*), Frosted Shredded Wheat (*Plain Frosting only*), Tasteo's or Toasted Oats (*Plain*)

Store brands

Always Save
Best Choice
Centrella
Clear Value
Essential Everyday
Food Club
Great Value
Hytop
Hy-Vee
IGA
Kiggins
Kroger
Market Pantry
Meijer
Our Family
Red & White
Shoppers Value
Shurfine
That's Smart

*Whole grain rich (WGR)

Hot Cereal

Quaker (*in packets only*)

Instant Original Grits (*All flavors*)
Instant Original Oatmeal (*Plain*)*

Malt-O-Meal

Chocolate
Original (*Plain*)
Original Farina

Post

CoCo Wheats

Cream of Wheat

Cream of Rice (*Instant Gluten Free*)
Instant Original Flavor
Instant Whole Grain*
One Minute
Two and Half Minutes

Store Brands of Instant Oatmeal (*Regular Flavor, in packets only*):

Best Choice, Essential Everyday, Food Club, Great Value, Hytop, Hy-Vee, IGA, Kroger, Meijer, Our Family, Shurfine

*Whole grain rich (WGR)

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Creditable & Non-Creditable Cheeses

(Not an all-inclusive list)

CREDITABLE

Cheese labeled:

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



1 ounce serving = 1 ounce meat/meat alternate

Cheese labeled:

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



2 ounce serving = 1 ounce meat/meat alternate

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

Creditable & Non-Creditable Cheeses

(Not an all-inclusive list)

NON-CREDITABLE

Cheese labeled:

- Imitation Cheese
- Velveeta
- Powdered cheese (boxed macaroni and cheese)
- Cheese Product (contains <51% cheese)
- Cream / Neufchatel Cheese



Cheese sauces are not creditable unless a **Child Nutrition (CN) Label** or **Product Formulation Statement (PFS)** is on file to specify how it meets meal pattern requirements.**



**Refer to [Crediting Store-bought Combination Foods](#) for more information.

Cheese Slices and Nut & Seed Butters

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

Peanut and other Nut and Seed Butters

CACFP Serving Size Requirements

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

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

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

1-2 Year Olds

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

½ slice bread
(min amt)



1 slice bread (2 grain servings)



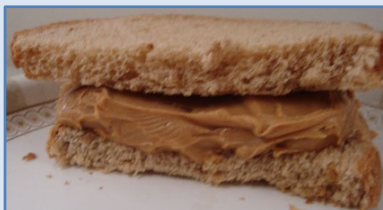
3-5 Year Olds

Required Amounts:
3 Tbsp. PB (1 ½ oz m/ma)

½ slice bread
(min amt)



1 slice bread (2 grain servings)



6-18 Year Olds

Required Amounts:
4 Tbsp. PB (2 oz m/ma)

1 slice bread (min amt)



2 slices bread (2 grain servings)



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

Peanut Butter Sandwich
Cottage Cheese & Peaches
Steamed Green Beans
Milk

Peanut Butter Sandwich
Cheese Stick
Blueberries, Peas
Milk

Menu Ideas

Peanut Butter and Banana Sandwich
Yogurt with Raspberries
Steamed Carrots
Milk

Peanut Butter Sandwich
Bean Soup
Pineapple, Cauliflower
Milk

Cheese Slices and Nut & Seed Butters

Cheese Slices

CREDITABLE: Packages labeled as Natural or Pasteurized Processed Cheese

NOT CREDITABLE: Packages labeled as Imitation or Cheese Product

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

Steps

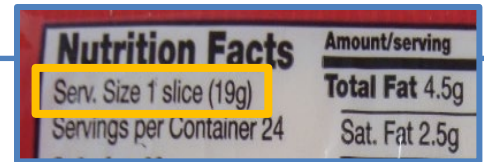
1. Use the Nutrition Facts label to find the Serving Size in grams (g) per cheese slice
2. Find the grams per slice from package in the chart below
3. Determine the # of slices to serve to each child per age group



Example

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

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



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

1-2 Year Olds

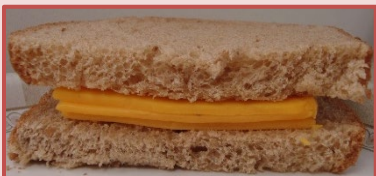
Required Amounts:

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

½ slice bread (min amt)



1 slice bread (2 grain servings)



3-5 Year Olds

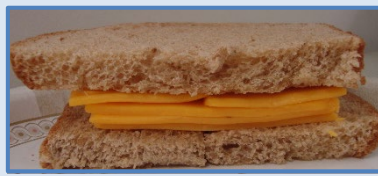
Required Amounts:

2.5 slices of cheese (1 ½ oz. m/ma)

½ slice bread (min amt)



1 slice bread (2 grain servings)



6-18 Year Olds

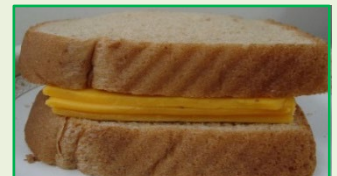
Required Amounts:

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

1 slice bread (min amt)



2 slices bread (2 grain servings)



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

Menu Ideas

Turkey & Cheese
Tortilla
Red Peppers
Kiwi
Milk

Grilled Ham &
Cheese Sandwich
Cucumbers
Watermelon
Milk

Grilled Cheese
Hummus
Celery
Orange Slices
Milk

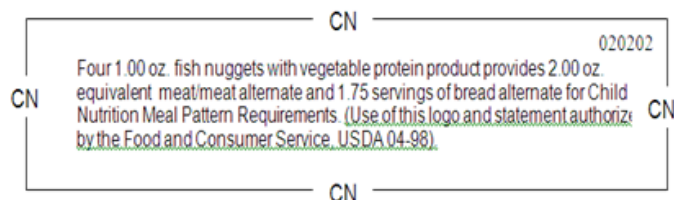
Cheese Sandwich
Yogurt
Strawberries
Steamed Broccoli
Milk

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

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

Required Documentation:

Child Nutrition (CN) Label



Product Formulation Statement (PFS)

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

- Must be on file for all store-bought combination foods to credit them to the meal pattern
- Not all store-bought combination food items will have a CN Label or PFS
- The CN Label for one brand of a food item will be different from another brand. Do not use one label for multiple items.

What if a CN Label or PFS is not on file?

- Do not serve the food item(s)
- Obtain the CN Label or PFS prior to serving, or find another item that has a CN Label or PFS
- Do not claim meals with store-bought combination foods that do not have CN Label or PFS

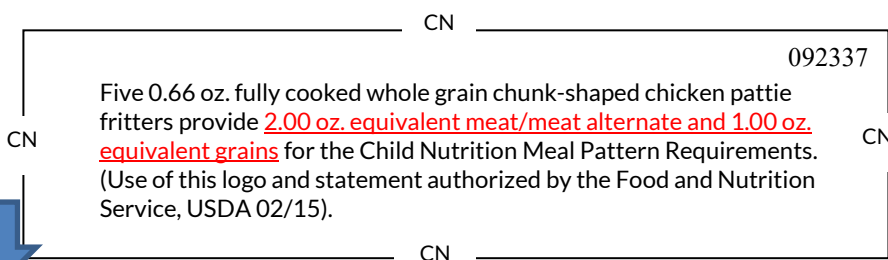
NOT Acceptable Documentation Nutrition Facts Label / Ingredient List

Nutrition Facts	Amount/serving	%DV*	Amount/serving	%DV*
Serv. Size: 4 oz (112g)	Total Fat 20g	31%	Total Carb. 2g	1%
Servings: 4	Sat. Fat 8g	40%	Fiber 0g	0%
Calories 320	Trans Fat 0g		Sugars 0g	
Fat cal 180	Cholest. 80mg	27%	Protein 20g	
* Percent Daily Values (DV) are based on a 2,000 calorie diet.	Sodium 340mg	14%		
	Vitamin A 0% • Vitamin C 0% • Calcium 6% • Iron 10%			
Ingredients: Meatballs (Pork, Beef, Eggs, Water, Romano Cheese [Sheep's Milk, Rennet, Salt], Ground Gluten Free Oats, Salt, Garlic Powder, Black Pepper, Parsley)				
Contains: Milk, Egg				

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

Example

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



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

Crediting to the Grains Component

- CN Label: The CN Label will state "oz. equivalent grains" when the item is **whole grain rich**, and "bread" or "bread alternate" when the item is **not whole grain rich**.
- PFS: The PFS will indicate if the item is whole grain rich.

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



Purchasing Local Meat, Poultry, and Game

***All meat, poultry, and game purchased and/or donated for CACFP meals must be from animals slaughtered and processed in Federal or State inspected facilities, regardless of whether or not they are purchased locally.**

- This includes wild and domesticated game and meats from animals raised by local groups (i.e. Future Farmers of America and 4H) and animals killed in the wild by hunters, such as deer.



Identifying Properly Inspected Meat

The Federal or State inspection legends/ stamps will contain the establishment number and "Insp'd & P'S'D" or some form of "Inspected and Passed."



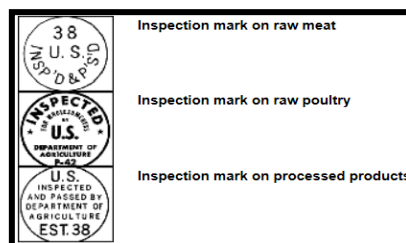
Livestock and Domesticated Poultry

Livestock: cattle, sheep, pigs, goats, and rabbits.

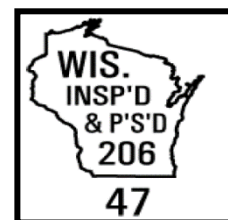
Domesticated poultry: chickens, farm-raised ducks, & geese

- Livestock and domesticated poultry will be stamped with the circular U.S. Federal mark of inspection when completed under Federal inspection or the WI Shaped Mark of Inspection when completed by the WI Department of Agriculture, Trade and Consumer Protection (DATCP).

Circular U.S. Federal Mark of Inspection



Wisconsin Shaped Mark of Inspection



Exception for Traditional Foods

What is a traditional food?

- Foods that have been prepared and consumed by an Native American tribe, including wild game meat, fish, seafood, marine animals, plants, and berries.
- USDA and the FDA allow the donation to and serving of traditional foods through food service programs at public and nonprofit facilities, including those operated by Native American tribes and tribal organizations that primarily serve Native Americans.
- In these cases, wild game may not have been slaughtered and processed within a USDA inspected facility but can still be part of a CACFP reimbursable meal. However, traditional foods are subject to specific safety and sanitation requirements when received, processed, stored and served as outlined in [USDA Policy Memorandum CACFP19-2015: Service of Traditional Foods in Public/Nonprofit facilities.](#)



Wild/Domesticated Game Animals & Birds

Wild game animals and birds: deer, bison, antelope, caribou, elk, alpaca, moose, reindeer, ostrich, and migratory water fowl such as pheasants, quail, turkey, geese, and ducks.

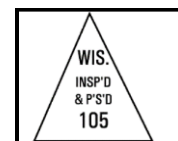
Domesticated or "Farm-raised" game animals and birds: typically raised on a farm or reservation, like alpaca, bison, deer, and ostriches.

- Wild and domesticated game animals and birds** will be stamped with the triangular U.S. Federal mark of inspection or triangular Wisconsin mark of inspection.

Triangular U.S. Federal Mark of Inspection



Triangular WI Mark of Inspection



Identifying Uninspected Meat

- No stamp signifying Federal or State Inspection
- Packaging will have either no marking or labeled "Not for Sale" in 3/8 inch high block letters

NOT FOR SALE NOT FOR SALE
XYZ Market WIS 000

- Meals serving meat without any marking or labeled "Not for Sale" cannot be claimed for CACFP reimbursement.

**Poultry Exemptions****Licensed Child Care Facilities**

- The Department of Children and Families (DCF) **require all licensed child care facilities to purchase poultry that come from Federal or State inspected meat establishments**, per DCF 251 child care regulations.

Non-licensed Programs

- USDA advises all Programs to purchase poultry from only Federal or State inspected meat establishments. However, non-licensed Programs are allowed to claim for meals serving poultry purchased from farms that fall under “*poultry exemptions*” that are in-line with any State or local restrictions. *Poultry exemptions allow for the sale of poultry (chickens, turkeys, ducks, and geese) when they are not under Federal or State inspection when slaughtered and processed.*

The Wisconsin DATCP allows the sale of poultry by uninspected farms under the following restrictions:

- The person slaughters and processes no more than 1,000 poultry per year;
- The person produces all of those poultry on his or her farm;
- The person slaughters, processes, and sells the poultry at the farm where they are produced, or has them slaughtered and processed at a licensed meat establishment; and
- The person clearly and conspicuously labels each package or container of poultry meat with the person’s name and address and the words “NOT INSPECTED.”

Before deciding whether to purchase poultry from uninspected farms, non-licensed Programs must consider the following:

- The confidence level in the condition of the farm environment where the poultry are kept and fed, the farm’s slaughter and processing practices, and its food safety practices.
- DPI advises obtaining written permission from the parents/guardians of the enrolled children/youth prior to purchasing uninspected poultry.

**Eggs**

- **Shell eggs are not required to be pasteurized for use in the CACFP.** However, FDA recommends that these eggs meet at least grade B standards.
- Liquid, frozen, and dried whole egg products must be pasteurized and test negative for salmonella.

Wisconsin Child Care Licensing Regulations

- Licensing Regulations require child care centers serving home-raised or farm fresh eggs to obtain written permission from parents/guardians.

Before deciding whether to purchase or accept farm fresh eggs, consider the following:

- Your confidence level in the condition which the hens are kept and fed, the laying and egg collection practice, and the producer’s food safety practices in storing and transporting the eggs.
- The eggs may not be pasteurized.
- FDA warns that young children, pregnant women, the elderly, and those who have compromised immune systems should avoid eating unpasteurized eggs to avoid food borne illness.

**For More Information:**

- **USDA Policy Memorandum CACFP 01-2016:** [Procuring Local Meat, Poultry, Game, and Eggs for Child Nutrition Programs](#)
- **USDA Policy Memorandum CACFP19-2015:** [Service of Traditional Foods in Public/Non-profit Facilities](#)
- Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP): [DATCP Wisconsin Administrative Code: Chapter 55](#)

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.



Visual Portion Size Guide: Fruit

This handout is a visual tool to help estimate portion sizes. Refer to the CACFP Meal Pattern or the chart below for required minimum serving sizes. Print this document in actual size to retain true portion sizes. Select "Actual Size" when printing.



[Apple Slices](#)



[Blueberries](#)



[Fruit Cocktail](#)



[Grapes](#)



[Kiwi](#)



[Mandarin Oranges](#)



[Melon](#)



[Orange Smiles](#)



[Diced Peaches](#)



[Banana Slices](#)



[Pineapple](#)



[Strawberries](#)

Required Minimum Serving Sizes of Fruit

	Breakfast	Lunch/Supper	Snack
1-2 year olds	¼ cup	1/8 cup	½ cup
3-5 year olds	½ cup	¼ cup	½ cup
6-18 year olds	½ cup	¼ cup	¾ cup
Adult Day Care Participants	½ cup	½ cup	½ cup

This resource was adapted from the Minnesota Department of Education

Apple Slices



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Blueberries



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Fruit Cocktail



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup



Visual Portion Size Guide: Vegetables

This handout is a visual tool to help estimate portion sizes. Refer to the CACFP Meal Pattern or the chart below for required minimum serving sizes. Print this document in actual size to retain true portion sizes. Select "Actual Size" when printing.



Baby Carrots



Baked Beans



Black Beans



Broccoli



Cauliflower



Celery



Cherry Tomatoes



Corn



Cucumber Slices



Diced Tomato



Garbanzo Beans



Green Beans



Jicama Sticks



Mixed Vegetables



Peas



Sliced Bell Peppers



Sugar Snap Peas

Required Minimum Serving Sizes of Vegetables

	Breakfast	Lunch/Supper	Snack
1-2 year olds	¼ cup	1/8 cup	½ cup
3-5 year olds	½ cup	¼ cup	½ cup
6-18 year olds	½ cup	½ cup	¾ cup
Adult Day Care Participants	½ cup	½ cup	½ cup

This resource was adapted from the Minnesota Department of Education

Baby Carrots



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Baked Beans



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Black Beans



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Broccoli



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Cauliflower



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Celery



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Cherry Tomatoes



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Corn



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Cucumber Slices



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Diced Tomato



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Garbanzo Beans



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Green Beans



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Jicama Sticks



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Mixed Vegetables



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Peas



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Sliced Bell Peppers



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Sugar Snap Peas



$\frac{1}{4}$ cup



$\frac{1}{2}$ cup



$\frac{3}{4}$ cup

Wisconsin WIC Approved Whole Grains

BREADS • BUNS • ROLLS

ALLOWED

- 100% whole wheat bread, buns and rolls

Examples of allowed brands:

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



WHOLE WHEAT PASTA

ALLOWED

- 100% whole wheat
- Any shape

Only the following brands are allowed:

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



BROWN RICE

ALLOWED

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



TORTILLAS • WRAPS

ALLOWED

- White or yellow soft corn
- 100% whole wheat

Only the following brands are allowed:

Corn

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

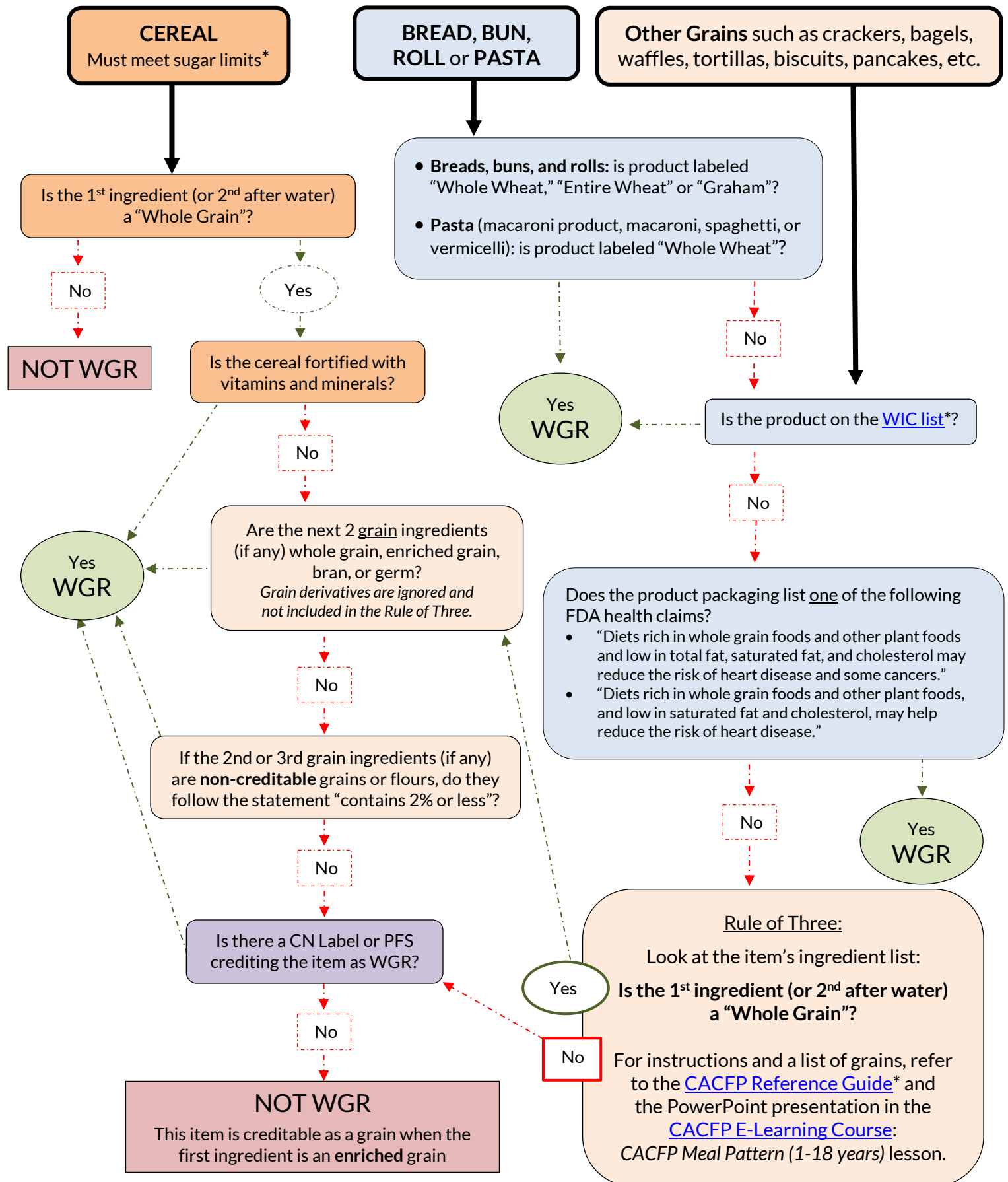


100% Whole Wheat

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



Is the Food Item Whole Grain-Rich (WGR)?



CACFP Grains Chart

The chart below is a guide for commonly served grain items. The amount listed under each age group must be served to meet the ounce equivalent (oz eq) grain requirement. Amounts are based on the weight of the grain item in grams (g). The required serving sizes are for breakfast, lunch, supper, and snack.

Required Amounts:
1-5 year old = 1/2 oz eq
6-18 year old = 1 oz eq

Grain Item and Size	1-5 year old	6-18 year old
	Serve at least 1/2 oz eq which is about...	Serve at least 1 oz eq which is about...
Bagel (~ 4" diameter)	1/4 bagel or 14 g	1/2 bagel or 28 g
Bagel, Mini	1/2 bagel or 14 g	1 bagel or 28 g
Biscuit (~ 2 1/2" diameter)	1/2 biscuit or 14 g	1 biscuit or 28 g
Bread	1/2 slice or 14 g	1 slice or 28 g
Bread Stick, Hard (~ 7 3/4")	2 sticks or 14 g	3 sticks or 28 g
Buns, Hamburger, Hot Dog	1/2 bun or 14 g	1 bun or 28 g
Cereal, Ready-to-eat (dry, cold) Flakes or Rounds	1/2 cup or 14 g	1 cup or 28 g
Cereal, Ready-to-eat (dry, cold) Puffed cereal)	3/4 cup or 14 g	1 1/4 cup or 28 g
Cereal, Ready-to-eat (dry, cold) Granola	1/8 cup or 14 g	1/4 cup or 28 g
Cornbread (2" x 2 1/2")	1/2 piece or 17 g	1 piece or 34 g
Corn Muffin	1/2 muffin or 17 g	1 muffin or 34 g
Cracker, Animal (~1 1/2" x 1")	8 crackers (1/4 cup) or 14 g	15 crackers (1/2 cup) or 28 g
Cracker, Bear-shaped, Sweet (~1" x 1/2")	12 crackers (1/4 cup) or 14 g	24 crackers (1/2 cup) or 28 g
Cracker, Cheese, Square, Savory (~1" x 1")	10 crackers or 11 g	20 crackers or 22 g
Cracker, Fish-shaped or Similar, Savory (~3/4" x 1/2")	21 crackers (1/4 cup) or 11 g	41 crackers (1/2 cup) or 22 g
Cracker, Graham (~2 1/2" x 5" full sheet)	1 full sheet or 14 g	2 full sheets or 28 grams
Cracker, Oyster	27 crackers (1/4 cup) or 11 g	54 crackers (1/2 cup) or 22 g
Cracker, Round, Savory (1 3/4" across)	4 crackers or 11 g	7 crackers or 22 g
Cracker, Saltine (2"x2")	4 crackers or 11 g	8 crackers or 22 g
Cracker, Thin Wheat Square, Savory (1 1/4"x1 1/4")	6 crackers or 11 g	12 crackers or 22 g
Cracker, Woven Whole Wheat (1 1/2" x 1 1/2")	3 crackers or 11 g	5 crackers or 22 g
Cracker, Zwieback	2 crackers or 11 g	3 crackers or 22 g
Croissant	1/2 croissant or 17 g	1 croissant or 34 g
English Muffin (top and bottom)	1/4 muffin or 14 g	1/2 muffin or 28 g
French Toast	1/2 slice or 35 g	1 slice or 69 g
French Toast Sticks	2 sticks or 35 g	4 sticks or 69 g
Grains (barley, bulgur, quinoa, etc.)	1/4 cup cooked or 14 g dry	1/2 cup cooked or 28 g dry
Grits	1/4 cup cooked or 14 g dry	1/2 cup cooked or 28 g dry

Grain Item and Size*	1-5 year old	6-18 year old
	Serve at least 1/2 oz eq which is about...	Serve at least 1 oz eq which is about...
Melba Toast (3 ½" x 1 ½")	2 pieces or 11 g	5 pieces or 22 g
Muffin (all but corn muffins)	1/2 muffin or 28 g	1 muffin or 55 g
Oatmeal	1/4 cup cooked or 14 g dry	1/2 cup cooked or 28 g dry
Pancake (~ 4" diameter)	1/2 pancake or 17 g	1 pancake or 34 g
Pasta (all shapes – macaroni, spaghetti, etc.)	1/4 cup cooked or 14 g dry	1/2 cup cooked or 28 g dry
Pita Bread/Round (6 ½ round)	1/4 pita or 14 g	1/2 pita or 28 g
Popcorn	1 1/2 cups or 14 g	3 cups or 28 g
Pretzel, Hard Mini-Twist (1 ¼"x1 ½")	7 pretzels (1/3 cup) or 11 g	14 pretzels (2/3 cup) or 22 g
Pretzel, Hard, Thin-Stick (2 ½" long)	16 sticks or 11 g	31 sticks or 22 g
Pretzel Chips	7 chips or 11 g	14 chips or 22 g
Pretzel, Soft	1/4 pretzel or 14 g	1/2 pretzel or 28 g
Quick Bread (banana, pumpkin, etc.)	1/2 slice or 28 g	1 slice or 55 g
Rice (all types)	1/4 cup cooked or 14 g dry	1/2 cup cooked or 28 g dry
Rice Cake	1 1/2 cakes or 11 g	3 cakes or 22 g
Rice Cake, Mini (1 ¾" across)	7 cakes or 11 g	13 cakes or 22 g
Roll (Dinner, White, WW, Potato)	1/2 roll or 14 g	1 roll or 28 g
Taco or Tostado Shell, Hard	1 shell or 14 g	2 shells or 28 g
Tortilla, Soft, Corn (~5 ½")	3/4 tortilla or 14 g	1 1/4 tortillas or 28 g
Tortilla, Soft, Flour (~6")	1/2 tortilla or 14 g	1 tortilla or 28 g
Tortilla, Soft, Flour (~8")	1/4 tortilla or 14 g	1/2 tortilla or 28 g
Tortilla Chips, Round or Large	6 chips (9 mini rounds) or 14 g	12 chips (18 mini rounds) or 28 g
Wafers, Rye	2 wafers or 11 g	4 wafers or 22 g
Waffles, Square or Round (~ 4")	1/2 waffle or 17 g	1 waffle or 34 g

What If the Grain Is Different?

If the grain item you want to serve is smaller or lighter than the item in the chart or is not listed above, you will need to use another way to determine how much to serve to meet CACFP meal pattern requirements. Use the *Exhibit A Grains Tool* found on the [Food Buying Guide webpage](#) to determine how many oz eq of grains are in one serving by entering information from the Nutrition Facts Label on the product into the tool.

Grain-Based Desserts (GBD) are not creditable and cannot be served to meet the grains component

- Examples include granola bars, cookies, cake, cereal bars, and toaster pastries.
- For a more extensive list, refer to the [Is it a Grain-Based Dessert?](#) handout or GM 12.
- Even if the GBD is homemade with healthy ingredients, whole grains, or less sugar, it is not creditable.

Cereal Types

Flakes, Rounds, Puffed, or Granola

The Child and Adult Food Program (CACFP) meal pattern categorizes ready-to-eat breakfast cereals (dry, cold) as flakes, rounds, puffed, and granola. The minimum serving sizes in the CACFP Meal Pattern are different depending on the category of cereal.

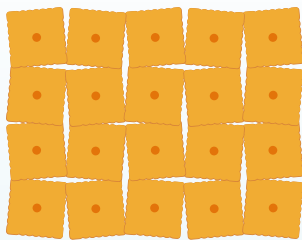
The following is a list of cereals categorized as flakes, rounds, puffed, or granola, and the amounts that must be served. See the [CACFP Reference Guide](#) for the list of WI WIC approved cereals, including additional flavors of cereals listed below and those that are whole grain rich.

	Cereals	1-5 year olds	6-18 year olds
		Serve at least 1/2 oz eq which is about...	Serve at least 1 oz eq which is about...
Flakes	<ul style="list-style-type: none"> • Bran Flakes • Corn Flakes • Fiber One • Grape Nuts Flakes • Great Grains Banana Nut • Honey Bunches of Oats • Mini Spooners • Mini Wheats • Oatmeal Squares • Shredded Wheat • Special K • Total • Wheaties 	1/2 cup	1 cup
Rounds	<ul style="list-style-type: none"> • Cheerios • Crispy Oats • Tasteeos • Toasted Oats 	1/2 cup	1 cup
Puffed Cereal	<ul style="list-style-type: none"> • Chex Cereal (Corn, Rice, Wheat) • Crispix • Crispy Rice • Kix • Life • Rice Krispies 	3/4 cup	1 ¼ cup
Granola	<ul style="list-style-type: none"> • Granola • Grape Nuts Original 	1/8 cup	1/4 cup

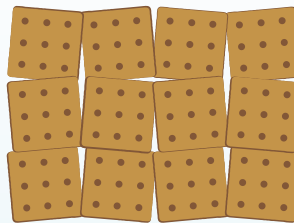
Using Ounce Equivalents for Grains in the Child and Adult Care Food Program

Grains are an important part of meals in the Child and Adult Care Food Program (CACFP). To make sure children and adults get enough grains at CACFP meals and snacks, required amounts for the grains component are listed in the meal pattern as ounce equivalents (oz. eq.). Ounce equivalents tell you the amount of grain in a portion of food.

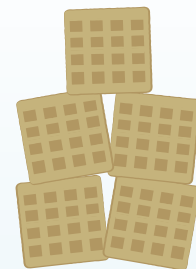
How Much Is 1 Ounce Equivalent?



20 cheese crackers
(1" by 1") = 1 oz. eq.



12 thin wheat crackers
(1 ¼" by 1 ¼") = 1 oz. eq.



5 woven whole-wheat crackers
(1 ½" by 1 ½") = 1 oz. eq.

Using the Grains Measuring Chart


The Grains Measuring Chart on pages 2-4 tells you how much of a grain item you need to serve to meet CACFP meal pattern requirements. To use this chart:

- Find the grain you want to serve under the "Grain Item and Size" column.
- Check if the chart lists a size or weight by the name of the grain. If the chart:
- Find the column for the age of your participants and the meal or snack you are serving. This column lists the amount of a grain you will need to serve to meet the meal pattern requirement for grains.

Lists a weight for the grain, such as *at least 56 grams*, then use the Nutrition Facts label for the item you want to serve to make sure it weighs the same, or more than, the grain on the chart. See page 5.

Does not list a weight or size for the grain, then you do not need to check the size or weight of the product before using the chart.

Lists a size for the grain, such as *about 1 ¼" by 1 ½"*, then check if the item is the same size, or larger than, this amount. See page 6.

 Grain Item and Size		1- through 5-year-olds at Breakfast, Lunch, Supper, Snack
Grain Item and Size		Serve at Least ½ oz. eq., which equals about...
Pita Bread/Round (whole grain-rich or enriched) at least 56 grams*		¼ pita or 14 grams
Popcorn		1 ½ cups or 14 grams
Pretzel, Hard, Mini-Twist (about 1 ¼" by 1 ½")**		7 twists or 11 grams

Grains Measuring Chart for the Child and Adult Care Food Program


 Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack Serve at Least ½ oz. eq., which equals about...	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack only Serve at Least 1 oz. eq., which equals about...	Adults at Breakfast, Lunch, Supper Serve at Least 2 oz. eq., which equals about...
Bagel (entire bagel) at least 56 grams*	¼ bagel or 14 grams	½ bagel or 28 grams	1 bagel or 56 grams
Bagel, Mini (entire bagel) at least 28 grams*	½ bagel or 14 grams	1 bagel or 28 grams	2 bagels or 56 grams
Biscuit at least 28 grams*	½ biscuit or 14 grams	1 biscuit or 28 grams	2 biscuits or 56 grams
Bread (whole grain-rich or enriched) at least 28 grams*	½ slice or 14 grams	1 slice or 28 grams	2 slices or 56 grams
Bun or Roll (entire bun or roll) at least 28 grams*	½ bun/roll or 14 grams	1 bun/roll or 28 grams	2 buns/rolls or 56 grams
Cereal Grains (barley, bulgur, quinoa, etc.)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Cereal, Ready-to-Eat: Flakes or Rounds	½ cup or 14 grams	1 cup or 28 grams	2 cups or 56 grams
Cereal, Ready-to-Eat: Granola	⅔ cup or 14 grams	¼ cup or 28 grams	½ cup or 56 grams
Cereal, Ready-to-Eat: Puffed	¾ cup or 14 grams	1 ¼ cup or 28 grams	2 ½ cups or 56 grams
Corn Muffin at least 34 grams*	½ muffin or 17 grams	1 muffin or 34 grams	2 muffins or 68 grams
Cracker, Animal (about 1 ½" by 1")**	8 crackers or 14 grams	15 crackers or 28 grams	30 crackers (~1 cup) or 56 grams
Cracker, Bear-Shaped, Sweet (about 1" by ½")**	12 crackers (~¼ cup) or 14 grams	24 crackers (~½ cup) or 28 grams	48 crackers (~1 cup) or 56 grams
Cracker, Cheese, Square, Savory (about 1" by 1")**	10 crackers or 11 grams	20 crackers (~⅓ cup) or 22 grams	40 crackers (~⅔ cup) or 44 grams
Cracker, Fish-Shaped or Similar, Savory (about ¾" by ½")**	21 crackers (~¼ cup) or 11 grams	41 crackers (~½ cup) or 22 grams	81 crackers (~1 cup) or 44 grams



*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

**Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.

Grains Measuring Chart for the Child and Adult Care Food Program

 Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack only	Adults at Breakfast, Lunch, Supper
	Serve at Least ½ oz. eq., which equals about...	Serve at Least 1 oz. eq., which equals about...	Serve at Least 2 oz. eq., which equals about...
Cracker, Graham (about 5" by 2 ½")**	1 cracker or 14 grams	2 crackers or 28 grams	4 crackers or 56 grams
Cracker, Round, Savory (about 1 ¾" across)**	4 crackers or 11 grams	7 crackers or 22 grams	14 crackers or 44 grams
Cracker, Saltine (about 2" by 2")**	4 crackers or 11 grams	8 crackers or 22 grams	16 crackers or 44 grams
Cracker, Thin Wheat, Square, Savory (about 1 ¼" by 1 ¼")**	6 crackers or 11 grams	12 crackers or 22 grams	23 crackers or 44 grams
Cracker, Woven Whole-Wheat, Square, Savory (about 1 ½" by 1 ½")**	3 crackers or 11 grams	5 crackers or 22 grams	10 crackers or 44 grams
Croissant at least 34 grams*	½ croissant or 17 grams	1 croissant or 34 grams	2 croissants or 68 grams
English Muffin (top and bottom) at least 56 grams*	¼ muffin or 14 grams	½ muffin or 28 grams	1 muffin or 56 grams
French Toast Stick at least 18 grams*	2 sticks or 35 grams	4 sticks or 69 grams	8 sticks or 138 grams
Grits	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Melba Toast (about 3 ½" by 1 ½")**	2 pieces or 11 grams	5 pieces or 22 grams	8 pieces or 44 grams
Muffin and Quick Bread (banana, etc.) at least 55 grams*	½ muffin/slice or 28 grams	1 muffin/slice or 55 grams	2 muffins/slices or 110 grams
Oatmeal	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Pancake at least 34 grams*	½ pancake or 17 grams	1 pancake or 34 grams	2 pancakes or 68 grams



*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

**Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.

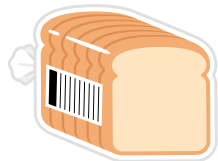
Grains Measuring Chart for the Child and Adult Care Food Program

 Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack only	Adults at Breakfast, Lunch, Supper
	Serve at Least ½ oz. eq. , which equals about...	Serve at Least 1 oz. eq. , which equals about...	Serve at Least 2 oz. eq. , which equals about...
Pasta (whole grain-rich or enriched, all shapes)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Pita Bread/Round (whole grain-rich or enriched) at least 56 grams*	¼ pita or 14 grams	½ pita or 28 grams	1 pita or 56 grams
Popcorn	1 ½ cups or 14 grams	3 cups or 28 grams	6 cups or 56 grams
Pretzel, Hard, Mini-Twist (about 1 ¼" by 1 ½")**	7 twists (~⅓ cup) or 11 grams	14 twists (~⅔ cup) or 22 grams	27 twists (~1 cup) or 44 grams
Pretzel, Hard, Thin Stick (about 2 ½" long)**	16 sticks or 11 grams	31 sticks or 22 grams	62 sticks or 44 grams
Pretzel, Soft at least 56 grams*	¼ pretzel or 14 grams	½ pretzel or 28 grams	1 pretzel or 56 grams
Rice (all types)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Rice Cake at least 8 grams*	1 ½ cakes or 11 grams	3 cakes or 22 grams	5 ½ cakes or 44 grams
Rice Cake, Mini (about 1 ¾" across)**	7 cakes or 11 grams	13 cakes or 22 grams	25 cakes or 44 grams
Taco or Tostada Shell, Hard at least 14 grams*	1 shell or 14 grams	2 shells or 28 grams	4 shells or 56 grams
Tortilla, Soft, Corn (about 5 ½")**	¾ tortilla or 14 grams	1 ¼ tortillas or 28 grams	2 ½ tortillas or 56 grams
Tortilla, Soft, Flour (about 6")**	½ tortilla or 14 grams	1 tortilla or 28 grams	2 tortillas or 56 grams
Tortilla, Soft, Flour (about 8")**	¼ tortilla or 14 grams	½ tortilla or 28 grams	1 tortilla or 56 grams
Waffle at least 34 grams*	½ waffle or 17 grams	1 waffle or 34 grams	2 waffles or 68 grams



*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

**Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.



Using the Nutrition Facts Label

Some items on the Grains Measuring Chart may have weights listed by the name of the item. Follow the steps below to see if your grain meets the minimum weight listed in the chart:

- Find the grain item and its minimum weight in the Grains Measuring Chart.

For example, the minimum weight for a pancake is at least 34 grams.

Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack only	Adults at Breakfast, Lunch, Supper
	Serve at Least ½ oz. eq., which equals about...	Serve at Least 1 oz. eq., which equals about...	Serve at Least 2 oz. eq., which equals about...
Pancake at least 34 grams*	½ pancake or 17 grams	1 pancake or 34 grams	2 pancakes or 68 grams

- Look at the Nutrition Facts label of the grain you wish to serve. Find the weight of the serving size (usually provided as grams (g)). One serving of Brand P pancakes weighs 117 grams.

- Using the Nutrition Facts label, find how many items are in one serving. There are three pancakes in one serving of Brand P pancakes.

- If there is more than one of an item in a serving, you will need to divide to find the weight of each item. For example, the serving size of Brand P pancakes is three pancakes.

Divide the serving weight by the number of items in one serving to find the weight of each item.

Brand P Pancakes

Nutrition Facts	
4 servings per container	
Serving size 3 Pancakes 117g	
Amount per serving	
Calories	280
% Daily Value*	
Total Fat 9g	12%
Saturated Fat 1.5g	8%
Trans Fat 0g	

$$\begin{array}{ccccc}
 \text{117 grams} & \div & \text{3 pancakes} & = & \text{39 grams per pancake} \\
 \text{Serving Weight} & & \text{Serving Size} & & \text{Weight of Each Item}
 \end{array}$$

Compare the weight of one item to the minimum weight listed in the Grains Measuring Chart (from Step 1). Is your item the same weight as, or heavier than, the minimum weight?



Yes: Use the Grains Measuring Chart to see how much of your grain to serve to meet CACFP meal pattern requirements. In the example above, pancakes must weigh at least 34 grams in order to use the Grains Measuring Chart. Because each Brand P pancake weighs 39 grams, you may use the chart as a guide to the minimum serving amount.



No: Use another method to determine how much of a grain item to serve. See “What If My Grain Is Different?” on page 6 for more information.



Are There Other Menu Planning Considerations?

If you serve an item that is larger, or weighs more, than what’s listed on the Grains Measuring Chart, then you might serve more grains than required by the CACFP meal pattern. The Grains Measuring Chart can help make serving enough grains easier. However, the tools described under “What If My Grain Is Different?” can also help you determine how much of an item to serve to meet the meal pattern without serving more than what is needed.

What If My Grain Is Different?

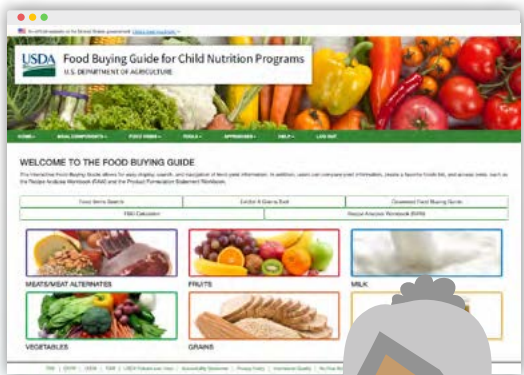
Is the grain item you want to serve:

- Smaller than the item listed on the Grains Measuring Chart?
- Lighter in weight than the item listed on the Grains Measuring Chart?
- Not listed on the Grains Measuring Chart?

If so, you will need to use another way to tell how much to serve in order to meet CACFP meal pattern requirements. You could:

- Enter information from the Nutrition Facts label into the *Food Buying Guide for Child Nutrition Program’s (FBG) Exhibit A Grains Tool*.^{*} This tool will let you know how many ounce equivalents of grains are in one serving of the item.
- Use the *FBG Recipe Analysis Workbook (RAW)*^{*} to determine the ounce equivalents per serving for standardized recipes.

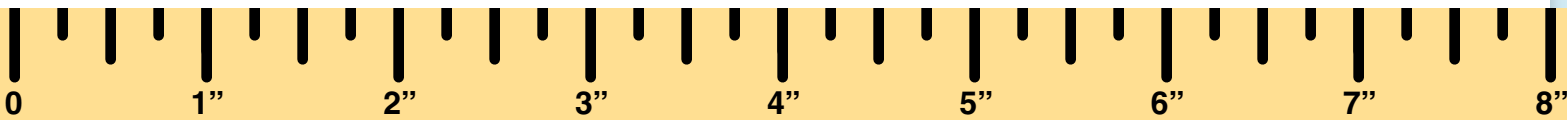
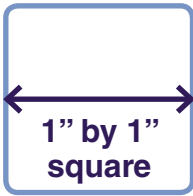
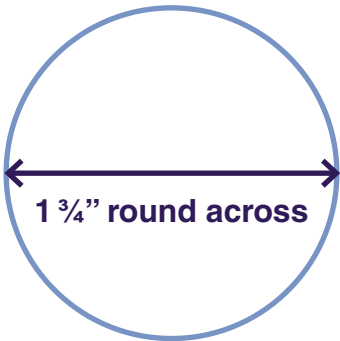
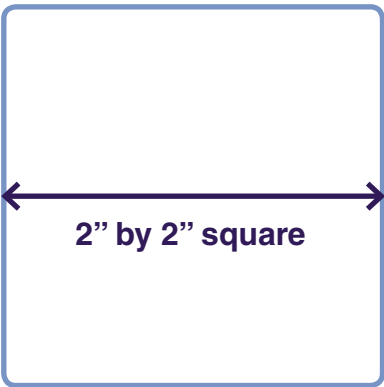
^{*}Available at <https://foodbuyingguide.fns.usda.gov>.



Grains Measuring Tools

Compare your food to the guides below to see if it is the same size or larger than the item listed on the Grains Measuring Chart.

Guides appear as actual size when this worksheet is printed at 100% on standard 8 ½” by 11” paper.



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
Doughnuts	Sweet croissants, such as chocolate-filled
Gingerbread	Sweet pita chips, such as cinnamon-sugar flavored
	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](#).

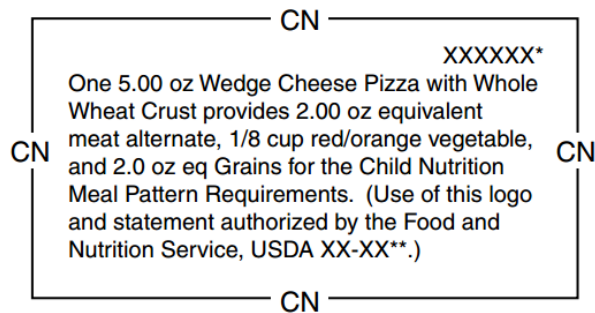
Adapted from the MI Department of Education

CN Labels for Grain Items

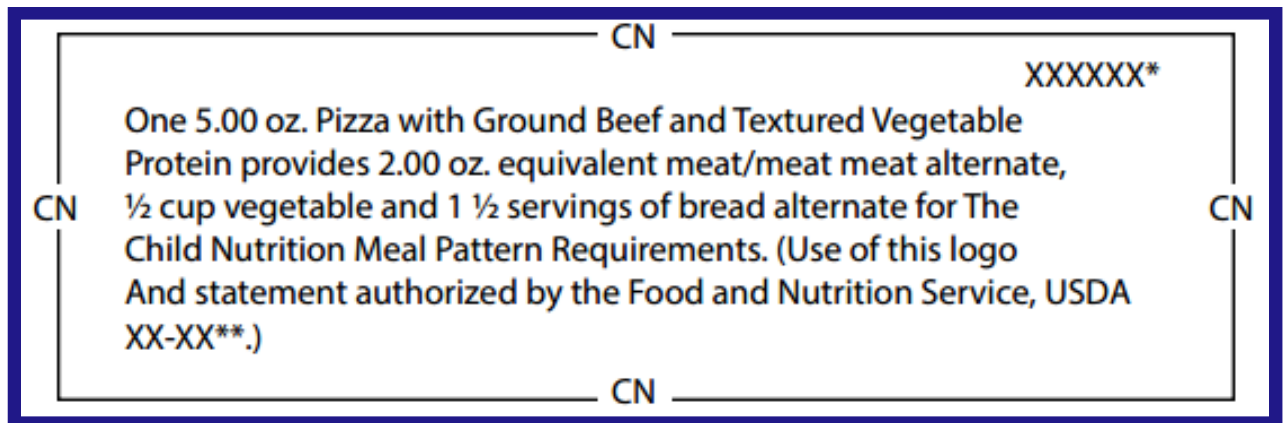
- **“oz eq grains”** on CN Label indicates that the product meets the whole grain-rich criteria
- **“bread”** or **“bread alternate”** on CN Label indicates that the product does not meet whole grain-rich criteria

CN Label – WGR

Whole-Grain Cheese Pizza



CN Label – Not WGR



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>.





New Foods on the CACFP

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

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

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

TEMPEH

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

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

CORN MASA, MASA HARINA, NIXTAMALIZED CORN FLOUR/ CORNMEAL

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

COCONUT

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

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

HOMINY

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

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

POPCORN

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

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

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

PASTA PRODUCTS MADE OF VEGETABLE FLOUR

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

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

SURIMI SEAFOOD

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

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

Additional Creditable Fruits and Vegetables

The [Food Buying Guide](#) is a reference tool that contains commonly consumed items and is not an exclusive list of creditable items for the Child and Adult Care Food Program (CACFP). Below is a list of additional food items that are creditable in the CACFP.

- The food items listed below should be credited by volume.
- A serving of canned, cooked vegetable is considered to be drained.
- A serving of canned fruit may include the juice or syrup in which the fruit is packed.
- A serving of thawed frozen fruit consists of fruit plus the juice or syrup that accumulated during thawing.
- 1/4 cup of dried fruit or vegetable credits as 1/8 cup serving of fruit/vegetable.

Food Item	Amount Needed for ¼ Cup Serving
Azuki beans - also known as adzuki beans	¼ cup cooked vegetable
Bitter melon - also known as bitter gourd, bitter squash, balsam-pear, goya, and karela	¼ cup cooked or raw vegetable
Cherimoya - also known as custard apple	¼ cup fresh fruit
Choy sum - also known as Chinese flowering cabbage	¼ cup cooked or raw vegetable
Daikon radish - also known as white radish, winter radish, or oriental radish	¼ cup cooked or raw vegetable
Durian	¼ cup fresh fruit
Feijoa - also known as pineapple guava or guavasteen	¼ cup fresh or canned fruit
Gai choy - also known as oriental mustard, Chinese mustard, Indian mustard, mustard greens, or leaf mustard	¼ cup cooked or raw vegetable
Gai lan - also known as Chinese broccoli, Chinese kale, or kai lan	¼ cup cooked or raw vegetable
Jackfruit - also known as jack tree, jakfruit	¼ cup fresh, canned or frozen fruit
Kumquat	¼ cup fresh or canned fruit
Lychee - also known as litchi	¼ cup fresh or canned fruit
Napa cabbage	¼ cup cooked or raw vegetable
Pak choy - also known as bok choy, pak choi, bok choi	¼ cup cooked or raw vegetable
Purslane - also known as Mexican parsley	¼ cup cooked or raw vegetable
Quince	¼ cup fresh or canned fruit
Winter melon - also known as white gourd, winter gourd, tallow gourd, Chinese preserving melon, or ash gourd	¼ cup cooked or raw vegetable
Yard long beans - also known as bora, bodi, asparagus bean, pea bean, snake bean, and Chinese long bean	¼ cup cooked or raw vegetable

Please contact your [assigned consultant](#) with any questions.

Methods for Healthy Cooking

How a food is cooked can make a difference in how healthy it is. Try some of the cooking methods below instead of deep-fat frying. Cooking with oils instead of butter or lard can be better for heart health.



Roast, Bake, or Broil:

Cooking foods, usually at high heat, in the oven.



Sauté, Pan Fry, and Stir-Fry:

Cooking foods with a small amount of hot oil over medium or high heat.



Grill: Cooking foods by placing them on a pre-heated metal grill, or grill pan, with high heat coming from below the food.



Oven-Fried Chicken gives the crunch kids love, but in a healthier way.

As of October 1, 2017,
foods that are deep-fat fried onsite cannot count toward a reimbursable meal in the Child and Adult Care Food Program (CACFP).

- Deep-fat frying means cooking by fully covering (submerging) food in hot oil or other fat.
- “Onsite” means at your child care center, family child care home, or your child care center’s central or satellite kitchen.





Food Safety and Sanitation

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

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

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

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

Kitchen Requirements:



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

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

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

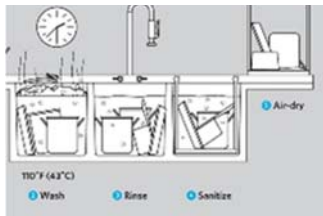
Food preparers must use a hair net or cap to keep hair from coming in contact with food during preparation

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

Dishwashing:

Three-Step Process

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



Commercial Dishwasher

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

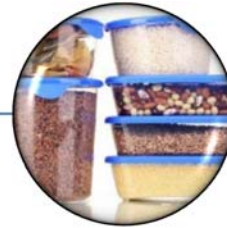


Home-Type Dishwasher

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



Food Storage:



STORAGE CONTAINERS:

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



FOOD IDENTIFICATION:

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



DATE FOOD:

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

Cleaning Before & After Meals:

Wash & Sanitize Eating Surfaces

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

Infant & Child Hand Washing

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

How to Wash Hands

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

Serving Food:



Cover foods until served

- During transit
- At table

Do not touch food with bare hands

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



Use utensils

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

Leftover Food:



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



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



Milk served from the original container may be reused.

Cleaning, Sanitizing and Disinfecting in Child Care Settings

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

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

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

What can be used to sanitize and disinfect?

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

How should sanitizers and disinfectants be stored?

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

Can soft surfaces or linens or linens be sanitized?

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

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

BLEACH

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

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

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

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

<h3><u>Bleach Solution Preparation Tips</u></h3> <ul style="list-style-type: none"> • Use caution when mixing bleach. If bleach is mixed with other cleaners or chemicals hazardous gases may be released. • Always follow licensing rules for proper solution strength. • Set up a specific location to mix the bleach solution. • Store bleach in a well-ventilated area inaccessible to children. • Assign a specific person the responsibility of mixing the disinfecting bleach solution daily. • Wear gloves and eye protection when diluting bleach. • Use a funnel to pour bleach into cool water. • Keep the bleach solution properly labeled and out of the reach of children. • Do not spray bleach solution when children are nearby. • Keep solution out of direct sunlight to preserve the effectiveness of chlorine. 	<h3><u>Bleach Sanitizing Solution</u> (5.25%-6% sodium hypochlorite at 50 – 100 ppm)</h3> <p>1/16 teaspoon bleach to 1 cup cool water</p> <p>OR</p> <p>1/4 teaspoon bleach to 1 quart cool water</p> <p>OR</p> <p>1 1/2 teaspoon bleach to 1 gallon cool water</p> <p>Use this solution to sanitize dishes, food contact surfaces, toys that a child may mouth, etc.</p> <p>** Working containers of disinfecting solutions must be prepared each day and kept out of the reach of children.</p> <h3><u>Sanitizing Alternatives to Bleach</u></h3> <p>Any product that contains an EPA registration indication and instructions for use as a food contact sanitizer may be used in accordance to its label.</p>	<h3><u>Bleach Disinfecting Solution</u> (5.25%-6% sodium hypochlorite at 500 – 800 ppm)</h3> <p>3/4 teaspoon bleach to 1 cup cool water</p> <p>OR</p> <p>1 tablespoon bleach to 1 quart cool water</p> <p>OR</p> <p>1/4 cup bleach to 1 gallon cool water</p> <p>Use this solution to disinfect diapering areas, bathrooms, and any surfaces known to be or commonly contaminated by blood, vomit, urine, feces, sputum, mucus, or other bodily fluids.</p> <p>** Working containers of disinfecting solutions must be prepared each day and kept out of the reach of children.</p> <h3><u>Disinfecting Alternatives to Bleach</u></h3> <p>A quaternary ammonia product or any product that is <u>EPA registered</u> as a hospital-grade disinfectant may be used in accordance to its label.</p>
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Sanitizers and disinfectants other than bleach have benefits as well as limitations. For example, when using a quaternary ammonia (quat) product, a longer contact time is required and the product needs to be rinsed off if it is used on a surface that may be mouthed by children. As with bleach, proper cleaning of equipment and surfaces with soap or detergents before applying the sanitizer is required.
(R. 11-2014)

CACFP Food Storage Chart

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

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

Basics at a Glance

Recipe Abbreviations

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

Volume Equivalents for Liquids



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

Equivalent Weights



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

Fraction to Decimal Equivalents



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

Metric Equivalents by Weight



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

Metric Equivalents by Volume



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

Scoops (Dishers)



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

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



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

Ladles Portion Servers



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

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

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

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

Cooking or Serving Spoons



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

Specialty Spoons



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

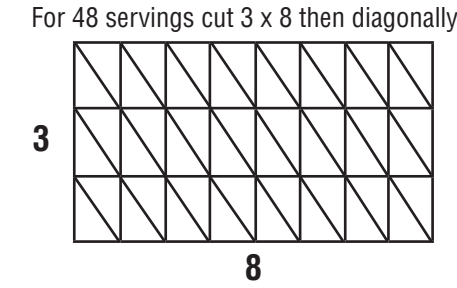
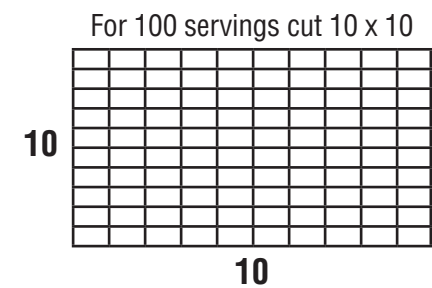
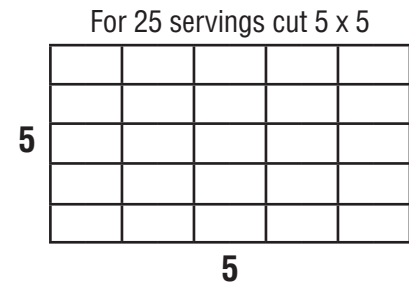
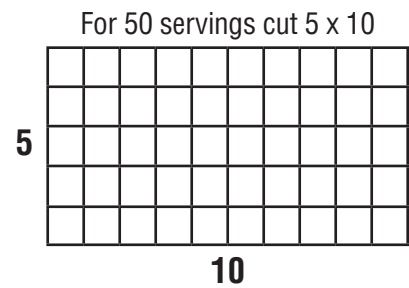
Steamtable Pan Capacity

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

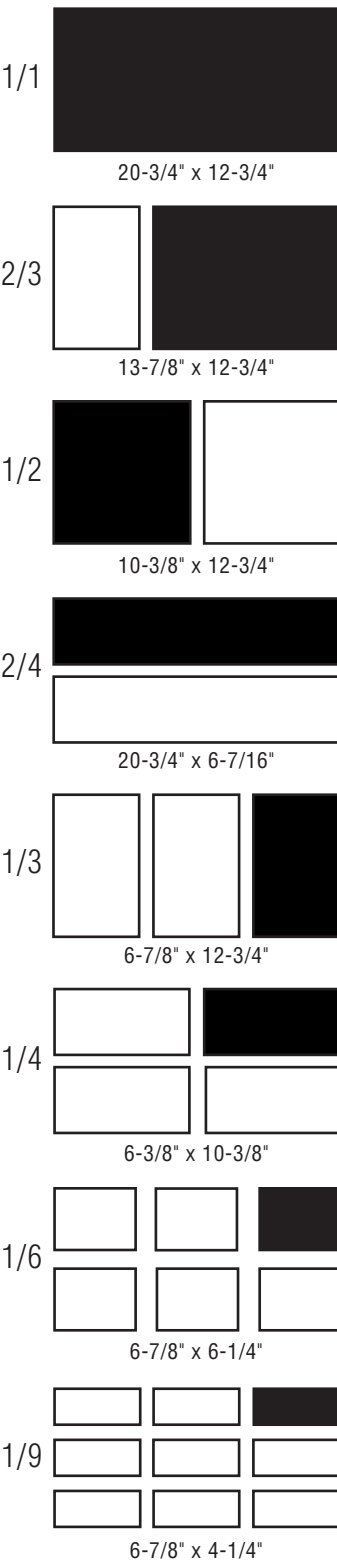
Approximate Dimensions of Serving Sizes from Different Pan Sizes

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

Cutting Diagrams for Portioning



Other Pan Sizes



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



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QUICK REFERENCE GUIDE

Volume Measurement Conversions



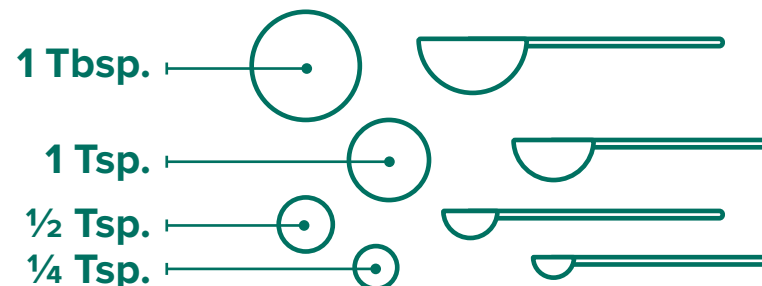
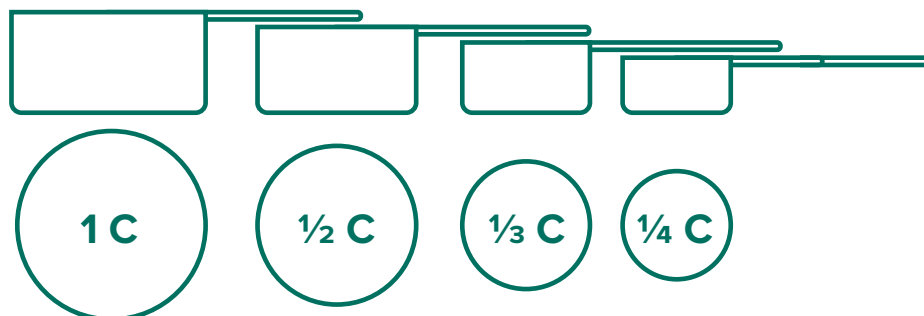
Liquid Ingredients

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

Dry Ingredients & Small Amounts of Liquid

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

*Oz. may vary based on density of ingredient





CACFP Infant Meal Pattern



The CACFP infant meal pattern encourages delaying the introduction of solid food until the infant is 6 months. However, the age when solid foods are introduced will depend on the infant. Infants develop at different rates - some infants are ready to consume solid foods before 6 months of age while others are ready after 6 months.

Food amounts listed in the meal pattern begin with zero (0) because not all infants are developmentally ready to eat solid foods at a certain age. It does not mean serving the food is optional. Once an infant is developmentally ready to eat 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, iron fortified infant formula, or portions of both	6-8 fluid ounces breastmilk, iron fortified infant formula, or portions of both
	<div>  and when developmentally ready  </div> <i>(One or more items from the following*)</i>
	0-½ oz eq (0-4 tablespoons) iron fortified infant cereal (IFIC); OR 0-4 tablespoons 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 yogurt AND 0-2 tablespoons vegetable, fruit, or a combination of both (no juice)
<i>*Grain items (i.e., bread, pancakes, waffles, breakfast cereal, etc.) are not creditable foods at breakfast, lunch, and supper in the infant meal pattern. They cannot be served in place of IFIC.</i>	

Snack

Birth through 5 months	6 through 11 months
4-6 fluid ounces breastmilk, iron fortified infant formula, or portions of both	2-4 fluid ounces breastmilk, iron fortified infant formula, or portions of both
	<div>  and when developmentally ready  </div> <i>(One or more items from the following)</i>
	0-½ oz eq bread/bread-like items**; OR 0- ¼ oz eq crackers; OR 0-½ oz eq (0-4 tablespoons) iron fortified infant cereal (IFIC); OR 0- ¼ oz eq ready-to-eat breakfast cereal AND 0-2 tablespoons vegetable, fruit, or a combination of both (no juice)
**Bread-like items: biscuit, bun, roll, muffin, English muffin, pancake, pita bread, soft tortilla, waffle <i>Refer to the Infant Grains Chart on the next page for serving size amounts.</i>	

Additional Requirements

- Breastfed infants who consume less than the minimum required amount of breastmilk per feeding may be served less than the minimum with additional breastmilk offered later if the infant will consume more.
- Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- Grains served at snack must be whole grain-rich, enriched meal, or enriched flour.
- Breakfast cereals served at snack must contain no more than 6 grams of sugar per dry ounce.



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 infants' 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.

Foods for Infants

This is a list of common creditable and not creditable foods for the infant meal pattern.
For questions about food(s) not on this list, contact your assigned consultant.

Infant Cereal

Creditable

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



Not Creditable (do not serve)

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

Store-bought Fruits and Vegetables (Baby Food)

Creditable

- ✓ Single fruit or vegetable (ex. peas) with a fruit or vegetable as the first ingredient
- ✓ Multiple fruits and/or vegetables (ex. squash banana) with a fruit or vegetable as the first ingredient

INGREDIENTS: PEARS, ZUCCHINI, CORN, WATER, VITAMIN C (ASCORBIC ACID).

Not Creditable (do not serve)

- × Water is first ingredient
- × Jarred cereal, desserts, or puddings with fruit, including those that list fruit as the first ingredient
- × Infant combination dinners, entrees, or meals with multiple **component** ingredients (ex. roasted vegetable chicken dinner or lasagna dinner) unless the product’s label includes volume information that credits one or more food components

Store-bought Meat & Meat Alternates (Baby Food)

Creditable

- ✓ Meat or poultry is first ingredient
- ✓ Gravy and broth are ok

INGREDIENTS: GROUND TURKEY, WATER, CORNSTARCH

Not Creditable (do not serve)

- × Infant combination dinners, entrees, or meals with multiple **component** ingredients (ex. turkey rice dinner or chicken noodle dinner) unless the product’s label includes volume information that credits one or more food components

Meats & Meat Alternates (Table Food)

Creditable

- ✓ Meat, fish, poultry (cooked, mashed, pureed, or diced as needed to obtain appropriate texture and consistency)
- ✓ Processed meats and poultry such as chicken nuggets, hot dogs, fish sticks, sausage, and infant meat and poultry sticks (not dried or semi-dried, not jerky), are allowed but not recommended. Prepare them in a way to reduce choking.
- ✓ Cooked dry beans or cooked dry peas
- ✓ Cheese (natural, shredded), cottage cheese
- ✓ Whole eggs
- ✓ Yogurt (no more than 23 grams of sugar per 6 ounces)

Not Creditable (do not serve)

- × Cheese spread and cheese food
- × Peanut butter and other nut or seed butters
- × Nuts and seeds
- × Tofu
- × Soy yogurt
- × Foods deep-fat fried on-site
- × Home canned foods
- × Freeze-dried yogurt snacks

Whole Fruits and Vegetables (Table Food)

Creditable

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



Not Creditable (do not serve)

- × Juice
- × Fruit snacks (ex. 100% fruit strips or fruit leather, freeze-dried fruit snacks, fruit drops, or other snack-type products)
- × Foods deep-fat fried on-site
- × Home canned foods

The following are not recommended due to being a choking risk:

- × Raw vegetables (i.e. green peas, string beans, celery, carrot)
- × Cooked or raw whole corn kernels
- × Whole pieces of canned fruit
- × Hard pieces of raw fruit such as apple, pear, melon
- × Whole grapes, berries, cherries, melon balls, or cherry/grape tomatoes
- × Uncooked dried fruit (including raisins)



Practice Choking Prevention

- ✓ Avoid serving foods that are as wide around as a nickel
- ✓ Cut grapes, cherries, berries, melon balls and tomatoes into quarters
- ✓ Grate or thinly slice cheese
- ✓ Cook foods until soft enough to pierce with a fork
- ✓ Mash, puree or cut soft food into appropriate texture and size (i.e. thin slices or small pieces) per infant's development



Creditable at snack only

Grains:

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

Creditable

- ✓ Bread
 - Breads, strips or small pieces of dry bread or toast
 - Bagels
 - Biscuits
 - English muffins
 - Muffins
 - Pancakes, waffles
 - Pita bread
 - Rolls
 - Soft tortillas, soft pretzels
 - Teething biscuits
- ✓ Crackers
 - Saltines
 - Rounds, ovals, squares
 - Small fish shaped
 - Graham and animal crackers
- ✓ Ready-to-eat breakfast cereal & infant puffs
 - No more than 6 grams of sugar per dry ounce



Not Creditable (do not serve)

- × “Adult” hot cereals, including oatmeal, grits, and farina
- × Grain Based Desserts, including:
 - Cake, cupcakes, brownies
 - Cereal bars, breakfast bars, granola bars
 - Cookies, including vanilla wafers
 - Sweet rolls, Toaster pastries, doughnuts
 - Sweet bread pudding and rice pudding

The following are not recommended due to being a choking risk:

- × Popcorn
- × Pretzels
- × Crackers or breads with seeds, nut pieces, or whole grain kernels such as wheat berries
- × Whole kernels of cooked rice, barley, or wheat (these should be finely ground or mashed before feeding to infants)



Honey, and **foods that contain honey**, should never be fed to babies less than 1 year of age. Honey may contain substances that can cause “infant botulism,” a serious type of food related illness that can make a baby very sick. Honey should not be added to food, water, or formula that is fed to babies, or used as an ingredient in cooking or baking (e.g., yogurt with honey, entrées and baked goods that contain honey). This also applies to commercially prepared foods such as cereals sweetened with honey or honey graham crackers.



CACFP Infant Grains Chart

The following grain items are creditable at SNACK only.

The chart below is a serving size guide for grain items commonly served to infants. The amounts listed are what must be served to meet the ounce equivalent (oz eq) grain requirement. They are based on the weight of the grain items in grams (g).

Bread and Bread-like Items: 1/2 oz eq Required	
Grain Item and Size	1/2 oz eq is about...
Biscuit	1/2 biscuit or 14 g
Bread	1/2 slice or 14 g
Bun or Roll	1/2 bun/roll or 14 g
Corn Muffin	1/2 muffin or 17 g
English Muffin (top and bottom)	1/4 muffin or 14 g
Pancake	1/2 pancake or 17 g
Pita Bread/Round	1/4 pita or 14 g
Tortilla, Soft, Corn (about 5 1/2")	3/4 tortilla or 14 g
Tortilla, Soft, Flour (~ 6")	1/2 tortilla or 14 g
Tortilla, Soft, Flour (~ 8")	1/4 tortilla or 14 g
Waffle	1/2 waffle or 17 g
Crackers and Ready-to-Eat Cereals: 1/4 oz eq Required	
Grain Item and Size	1/4 oz eq is about...
Cereal, Ready-to-Eat: Flakes or Rounds (e.g., o-shaped cereal)	4 Tablespoons (1/4 cup) or 7 g
Cereal, Ready-to-Eat: Puffed (e.g., crispy puffed rice cereal)	5 Tablespoons (1/3 cup) or 7 g
Cracker, Animal (about 1 1/2" x 1")	4 crackers or 7 g
Cracker, Bear-shaped* or Similar, Sweet (about 1" x 1/2")	6 crackers or 7 g
Cracker, Cheese, Square, Savory (about 1" x 1")	5 crackers or 6 g
Cracker, Fish-shaped or Similar, Savory (about 3/4" x 1/2")	11 crackers or 6 g
Cracker, Graham* (about 5" x 2 1/2" full sheet)	1/2 cracker or 7 g
Cracker, Oyster	14 crackers (1/8 cup) or 6 g
Cracker, Round, Savory (about 1 3/4" across)	2 crackers or 6 g
Cracker, Round, Savory, Mini (about 1" across)	4 crackers or 6 g
Cracker, Saltine (about 2" x 2")	2 crackers or 6 g
Cracker, Thin Wheat, Square, Savory (about 1 1/4" x 1 1/4")	3 crackers or 6 g
Cracker, Zwieback*	1 cracker or 6 g

*Honey or honey-flavored foods should never be fed to babies younger than 1 year.

Minimize Choking Risks:

- Do not offer babies crackers containing seeds and nuts.
- Cut breads and bread-like items into thin strips or small pieces no larger than 1/2 inch.

Feeding Infants Using Ounce Equivalents for Grains in the Child and Adult Care Food Program



Grains in the form of bread/bread-like items, crackers, iron-fortified infant cereal, or ready-to-eat cereals are an important part of meals and snacks in the Child and Adult Care Food Program (CACFP). To make sure infants get enough grains, required amounts of grain items are listed in the infant meal pattern as ounce equivalents (oz eq). Ounce equivalents tell you the amount of grain in a portion of food.

As a reminder, iron-fortified infant cereal is the only grain that may count toward a reimbursable breakfast, lunch, or supper in the CACFP infant meal pattern. You may serve bread/bread-like items, crackers, iron-fortified infant cereal, or ready-to-eat cereals as part of a reimbursable snack.



Reminder!

Infant cereals and ready-to-eat cereals must be iron-fortified. Ready-to-eat cereals must contain no more than 6 grams of sugar per dry ounce.

All grains served must be enriched, fortified, or whole grain-rich.

Breakfast/Lunch/Supper

Grain Item	Requirements
Iron-Fortified Infant Cereal; or meats/meat alternates; or both	0-½ oz eq

Snack

(choose at least one item below)

Grain Item	Requirements
Bread/Bread-like Items; or	0-½ oz eq
Crackers; or	0-¼ oz eq
Iron-Fortified Infant Cereal; or	0-½ oz eq
Ready-to-Eat Cereal	0-¼ oz eq

For more information on the CACFP infant meal pattern, see the “Feeding Infants in the Child and Adult Care Food Program” guide at [TeamNutrition.USDA.gov](https://www.teamnutrition.gov).

Using the Grains Measuring Charts

The Grains Measuring Charts on pages 3–4 tell you how much bread/bread-like items, crackers, iron-fortified infant cereal, and ready-to-eat cereals you need to serve to meet CACFP infant meal pattern requirements. To use these charts:

1 Find the chart that applies to the grain item you want to serve:
Iron-Fortified Infant Cereal (Page 3), Bread/Bread-Like Items (Page 3), Ready-To-Eat Cereal (Page 4), Crackers (Page 4).

2 Find the grain you want to serve under the "Grain Item and Size" column.

3 Check if the chart lists a size or weight by the name of the grain. If the chart:

- **Lists a weight** for the grain, such as **at least 28 grams**, then use the Nutrition Facts label for the item you want to serve to make sure it weighs the same or more than the grain on the chart. See page 5.
- **Lists a size** for the grain, such as **about 2" by 2"**, then check if the item is the same size or larger than this amount. See page 6.
- **Does not list a weight or size** for the grain, then you do not need to check the size or weight of the product before using the chart.

Grains Measuring Chart for the CACFP Infant Meal Pattern

Grain Item and Size

Bread at least 28 grams

Cracker, Saltine (about 2" by 2")

Iron-Fortified Infant Cereal
(single and multigrain)



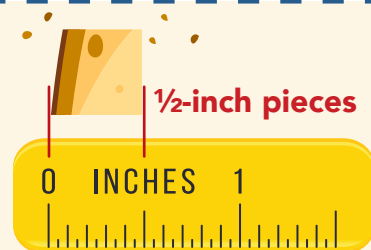
Reminder!

Do not offer babies crackers containing seeds and nuts.
These items can increase a baby's risk of choking.



Reminder!

Cut breads and bread-like items into thin strips or small pieces no larger than ½ inch.
This will reduce the risk of a baby choking.





BREAD/BREAD-LIKE ITEMS = ½ oz eq



IRON-FORTIFIED INFANT CEREAL = ½ oz eq

Grains Measuring Chart for the CACFP Infant Meal Pattern

Grain Item and Size		½ oz eq is about...	Creditable at Meals or Snacks?
Biscuit at least 28 grams	★	½ biscuit or 14 grams	Snack only
Bread at least 28 grams	★	½ slice or 14 grams	Snack only
Bun or Roll (entire bun or roll) at least 28 grams	★	½ bun/roll or 14 grams	Snack only
Corn Muffin at least 34 grams	★	½ muffin or 17 grams	Snack only
English Muffin (top and bottom) at least 56 grams	★	¼ muffin or 14 grams	Snack only
Iron-Fortified Infant Cereal (single and multigrain)		4 tablespoons (¼ cup) dry	Breakfast, lunch, supper, snack
Pancake at least 34 grams	★	½ pancake or 17 grams	Snack only
Pita Bread/Round at least 56 grams	★	¼ pita or 14 grams	Snack only
Tortilla, Soft, Corn (about 5 ½")	■	¾ tortilla or 14 grams	Snack only
Tortilla, Soft, Flour (about 6")	■	½ tortilla or 14 grams	Snack only
Tortilla, Soft, Flour (about 8")	■	¼ tortilla or 14 grams	Snack only
Waffle at least 34 grams	★	½ waffle or 17 grams	Snack only

★ Check that the item you want to serve weighs this amount, or more.
See "Using the Nutrition Facts Label" on page 5 for more information.

■ Check that the item you want to serve is about this size or larger.
See "Grains Measuring Tools" on page 6 for more information.



CRACKERS = ¼ oz eq



READY-TO-EAT CEREALS = ¼ oz eq

Grains Measuring Chart for the CACFP Infant Meal Pattern

Grain Item and Size	¼ oz eq is about...	Creditable at Meals or Snacks?
Cereal, Ready-to-Eat: Flakes or Rounds (e.g., o-shaped cereal)	4 tablespoons (¼ cup) or 7 grams	Snack only
Cereal, Ready-to-Eat: Puffed (e.g., crispy puffed rice cereal)	5 tablespoons (~⅓ cup) or 7 grams	Snack only
Cracker, Animal (about 1 ½" by 1")	■ 4 crackers or 7 grams	Snack only
Cracker, Bear-shaped or Similar, Sweet (not honey flavored) (about 1" by ½")	● 6 crackers or 7 grams ■	Snack only
Cracker, Cheese, Square, Savory (about 1" by 1")	■ 5 crackers or 6 grams	Snack only
Cracker, Fish-shaped or Similar, Savory (about ¾" by ½")	■ 11 crackers or 6 grams	Snack only
Cracker, Graham (not honey flavored) (about 5" by 2 ½")	● ½ cracker or 7 grams ■	Snack only
Cracker, Round, Savory (about 1 ¾" across)	■ 2 crackers or 6 grams	Snack only
Cracker, Round, Savory, Mini (about 1" across)	■ 4 crackers or 6 grams	Snack only
Cracker, Saltine (about 2" by 2")	■ 2 crackers or 6 grams	Snack only
Cracker, Thin Wheat, Square, Savory (about 1 ¼" by 1 ¼")	■ 3 crackers or 6 grams	Snack only
Cracker, Zwieback (not honey flavored)	● 1 cracker or 6 grams	Snack only

● Honey should never be fed to babies younger than 1 year.

■ Check that the item you want to serve is about this size or larger.
See "Grains Measuring Tools" on page 6 for more information.

Using the Nutrition Facts Label

Some items on the Grains Measuring Charts may have weights listed by the name of the item. Follow the steps below to see if your grain meets the minimum weight listed in the chart:

Example #1: Pita Bread/Round (1 item in a serving)

1. Find the grain item and its size in the Grains Measuring Chart. →

Grain Item and Size

Pita Bread/Round at least 56 grams

The pita bread/round you are comparing must weigh **at least 56 grams** to use the chart as a guide to the minimum serving amount.

- If the pita bread/round you want to serve is **at least 56 grams**, then you can serve that item.
- If the pita bread/round is lighter in weight than the item listed on the Grains Measuring Chart, see page 6.

Nutrition Facts

6 Servings Per Container

Serving Size 1 Round (57g)



Example #2: Pancakes (more than 1 item in a serving)

1. Find the grain item and its size in the Grains Measuring Chart. →
2. Look at the Nutrition Facts label of the grain you wish to serve. Find the weight of the serving size. One serving of pancakes weighs 117 grams.
3. Using the Nutrition Facts label, find out how much is in one serving (for example, the number of pancakes). There are three pancakes in one serving.
4. If there is more than one of an item in a serving, you will need to find the weight of each item. In this example, the serving size is three pancakes.

Grain Item and Size

½ oz eq is about...

Pancake at least 34 grams ½ pancake or 17 grams

Nutrition Facts

4 Servings Per Container

Serving Size 3 Pancakes (117g)



Divide the weight of the serving by the number of items in one serving to find the weight of one item.

$$117 \text{ grams} \div 3 \text{ pancakes} = 39 \text{ grams per pancake}$$

Serving Weight

Serving Size

Weight of Each Item

Compare the weight of one item to the minimum weight listed in the Grains Measuring Chart (from Step 1). Is your item the same weight as, or heavier than, the minimum weight?

- ✓ **Yes:** In the example above, pancakes must weigh at least 34 grams in order to use the Grains Measuring Chart. Because each pancake weighs 39 grams, you may use the chart as a guide for the minimum serving amount.

What If My Grain Is Different?

Is the grain item you want to serve:

- Smaller than the item listed on the Grains Measuring Chart?
- Lighter in weight than the item listed on the Grains Measuring Chart?
- Not listed on the Grains Measuring Chart?

If the answer is "yes", you will need to use another method to determine how much of a grain item to serve in order to meet CACFP infant meal pattern requirements. You could:

- Enter information from the Nutrition Facts label into the "Food Buying Guide for Child Nutrition Program's (FBG) Exhibit A Grains Tool."* This tool will let you know how many ounce equivalents of grains are in one serving of the item.
- Use the "FBG Recipe Analysis Workbook (RAW)"* to determine the ounce equivalents per serving for standardized recipes.

*Available at foodbuyingguide.fns.usda.gov.

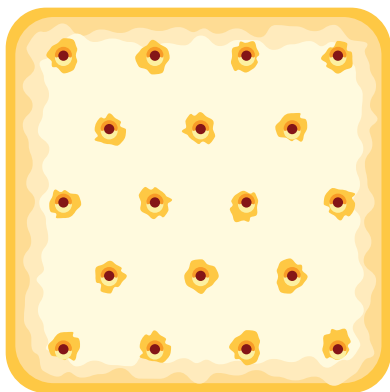
Note: Make sure the food you are entering is creditable for infants. For more information, see "Feeding Infants in the CACFP's Appendix F: Infant Foods List" at fns.usda.gov/sites/default/files/resource-files/FI_AppendixF.pdf.

Grains Measuring Tools

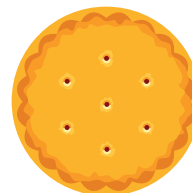
Compare your food to the guides below to see if it is the same size or larger than the item listed on the Grains Measuring Chart.

Guides appear as actual size when this worksheet is printed at 100% on standard 8.5" by 11" paper.

2" by 2"



1" across



1/4"
1/2"



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):

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

=

Number must
be **0.212 or less**

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 creditable component to your homemade infant food (separate components could be combined at the time the infant food is to be served).
- Do not add salt or other seasonings, sugar or other sweeteners, fats, or gravy.
 - Never use honey: it should not be served to infants due to the risk of infant botulism.
- Do not refreeze infant food that has been removed from the freezer and allowed to thaw in the refrigerator.
- Do not provide solid foods to infants until the parent has requested that you offer them to their infant while in your care. The decision to feed specific foods should be made by the parent and primary care physician.

CACFP Infant Recordkeeping Requirements

1. OFFER CACFP TO ALL ENROLLED INFANTS

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

- A minimum of one type/brand **Iron-Fortified Infant Formula**
- **Iron-Fortified Infant Cereal**
- **Fruits, Vegetables and Meat/Meat Alternates:**
Store-bought, homemade, table foods, or a combination of all three
- **Grains:** Crusty bread, crackers, ready-to-eat cereals

Parents/guardians
cannot be required to
provide formula or foods

2. INFANT MENU AND INFANT MEAL PATTERN

- Complete the **Infant Menu** according to the formula and foods your program offers
- Post a copy of the **Infant Menu** and **Infant Meal Pattern** in each infant room in a location visible to parents

Child and Adult Care Food Program (CACFP) Infant Menu

As a Program participating in the CACFP, we will offer 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 offered formula and/or foods or provide their own.

Our Program will provide the following formula and infant foods:

Formula Offered: ☐ None is best
Name of formula: _____
Brand/Manufacturer: _____
You may choose to accept our offered formula to provide a different iron-fortified formula of your choice, expressed breast milk, or breastfeed your baby on site.

Iron-Fortified Infant Cereal Offered:
Check one or more boxes as it applies to your program:
☐ Rice ☐ Barley ☐ Oat
☐ Wheat ☐ Other _____

Foods Offered:
Check one or more boxes as it applies to your program:
☐ 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)

This institution is an equal opportunity provider.

CACFP Infant Meal Pattern

CACFP infant meal pattern age groups encourage the introduction of solid food until the infant is 6 months. However, the infant's meal pattern is individualized and depends on the infant's infant development. Some infants are ready to consume solid foods before 6 months of age and others are ready after 6 months of age.

Food amounts listed in the meal pattern begin with one (1) ounce (28.35 grams) unless otherwise specified. Food amounts are approximate and may vary. It is not necessary to measure the food to the ounce. When an infant is developmentally ready to eat solid foods, the infant's meal pattern should be updated. When an infant is developmentally ready to eat solid foods, including infants younger than 6 months, programs are required to offer these to the infant.

Breakfast / Lunch / Supper

6-11 months:
4-6 fluid ounces breastmilk, iron-fortified infant formula, or portions of both
AND
1-2 tablespoons (one or more than the following)
2-4 tablespoons iron-fortified infant cereal, OR
2-4 tablespoons meat, fish, poultry, whole egg, cooked dry beans or cooked dry lentils, OR
2-4 ounces (half-cup) of cottage cheese or yogurt
AND
1-2 tablespoons vegetable, fruit or a combination of both (one juice)

12-23 months:
4-6 fluid ounces breastmilk, iron-fortified infant formula, or portions of both
AND
1-2 tablespoons (one or more than the following)
2-4 tablespoons iron-fortified infant cereal, OR
2-4 tablespoons meat, fish, poultry, whole egg, cooked dry beans or cooked dry lentils, OR
2-4 ounces (half-cup) of cottage cheese or yogurt
AND
1-2 tablespoons vegetable, fruit or a combination of both (one juice)

Additional Requirements:

- Breastfed infants who consume less than the minimum amount of breastmilk per feeding may be served less than the minimum with additional breastmilk offered later in the day and/or consumed more.
- Infant must consume no more than 23 grams of total sugar per 4 ounces.
- Grains served at snack must be whole grains, enriched cereal, or enriched flour.
- Breakfast cereals served at snack must contain no more than 6 grams of sugar per dry ounce.

3. NOTIFY FAMILIES

Complete one of the following to notify families of the formula and foods your program offers:

- Distribute the completed **Infant Menu** and a copy of the **Infant Meal Pattern** in the enrollment packet provided to families with infants
- Post the completed **Infant Menu** and a copy of the **Infant Meal Pattern** in a visible location in the entryway of your facility

4. INFANT MEAL FORM

Complete one **Infant Meal Form** for every infant

- Instructions provided on the **Infant Meal Form**
- Only record a meal or snack in the Meal Count Chart when:
 - Program supplies all components; or
 - Parent/guardian supplies only one component

CACFP Infant Meal Form

Each month, complete a new form for each infant.
For required per infant's whole meal/snack and not be shared.

Infant's Full Name: _____ Age: _____ Months: _____

1. Complete Meal Components Chart

At the beginning of each month, mark the Program's or Parent's/Supervisor's only for this meal component the infant is actually eating.

In the Start Date column record the date only when the infant eats a meal component or snack was made during the month (e.g., infant receives from a parent-supplied formula).

Parent's/Supervisor's only component: _____

2. Complete Meal Count Chart

RECORD A MEAL/SNACK WHEN program supplies all components
or **parent/guardian supplies one component**

Put an "X" or "✓" in the Meal Count Chart for that meal/snack at the time the meal/snack is served or immediately after.

Meal Count Chart

Date	Breakfast	Lunch	Snack
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
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21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

DO NOT RECORD A MEAL OR SNACK WHEN the parent/guardian supplies more than one component.

DO NOT put an "X" or "✓" in the Meal Count Chart

Ex: Program supplies infant cereal, parent/guardian supplies fruit and bread.

Ex: Parent supplies formula and all foods.

Total Infant Meals: In the last of the month, total each meal and snack recorded with that meal/snack submitted on the monthly chart. Write this total on the line to support the monthly total.

Requirements: Programs must offer to supply at least one type of iron-fortified infant formula and one type of iron-fortified infant cereal. Parents/guardians cannot be required to provide infant formula or foods.

Rev. 10/2014

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):

- | | |
|--------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Rice | <input type="checkbox"/> Barley |
| <input type="checkbox"/> Wheat | <input type="checkbox"/> Oat <input type="checkbox"/> Multi-Grain |



Foods Offered:

Our Program supplies the following foods:

- ☐ Store-bought baby foods
 - ☐ Fruits and vegetables
 - ☐ Meats
- ☐ Homemade baby foods (i.e. pureed whole foods)
- ☐ Table foods (i.e. foods from the regular menu)
- ☐ Grains (crackers, ready-to-eat cereal, bread)

CACFP Infant Meal Components Form

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

Month/Year: _____

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

- Decline the offered formula and supply different formula or breast milk, expressed or by breastfeeding on-site
- Supply their own foods in place of Program-supplied foods.

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

For each infant:

(1) List his/her full name, birthdate, and number of months in age

(2) Complete the Meal Components Chart:

- Mark the *Parent Supplied* or *Program Supplied* column only for the meal component(s) the infant is currently eating
- Record the date in the *Start Date* column only when the infant starts eating a new component or changes are made during the month (Ex. infant switches from breastmilk to program-supplied formula)

Meal Count Form: Your Program may only count infant meals and snacks that have only one Parent/Guardian-supplied meal component on your meal count form.

Infants Full Name: _____

Birthdate: _____

Age: _____ months

Meal Components Chart

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

Infants Full Name: _____

Birthdate: _____

Age: _____ months

Meal Components Chart

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

Infants Full Name: _____

Birthdate: _____

Age: _____ months

Meal Components Chart

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

* Mark who supplies formula if used to supplement breast milk (Note: breast milk and infant formula are the same component)

** Baby foods and/or table foods in the appropriate texture

CACFP Infant Meal Components Form

Month/Year: _____

Infants Full Name: _____

Birthdate: _____

Age: _____ months

Meal Components Chart

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

Infants Full Name: _____

Birthdate: _____

Age: _____ months

Meal Components Chart

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

Infants Full Name: _____

Birthdate: _____

Age: _____ months

Meal Components Chart

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

Infants Full Name: _____

Birthdate: _____

Age: _____ months

Meal Components Chart

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

Infants Full Name: _____

Birthdate: _____

Age: _____ months

Meal Components Chart

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

* Mark who supplies formula if used to supplement breast milk (Note: breast milk and infant formula are the same component)

** Baby foods and/or table foods in the appropriate texture