



# Horizons

## Sponsor of the Child and Adult Care Food Program



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## 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](mailto: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`dcghYXž`YbhYfYX`]bhc`KidKare`UbX` meet the CACFP meal pattern requirements" DfcXi W]cb`fYVcfXg'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, 2024 through June 30, 2025. These reimbursement rates updated in July of each year based on a cost of living increase.

	Breakfast	Lunch/ Supper	Snack
Paid	\$0.39	\$0.42	\$0.11
Reduced	\$2.07	\$4.03	\$0.60
Free	\$2.37	\$4.43	\$1.21

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; uidelines are updated each year based on a cost of living increase.

Horizons Office will send you the updated guidelines when they become available.

Mei can also find current rates on our website, [www.horizonsfoodprogram.org](http://www.horizonsfoodprogram.org).





## HOUSEHOLD SIZE-INCOME SCALE

July 1, 2024 to June 30, 2025

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	\$19,578	\$1,632	\$816	\$753	\$377
2	\$26,572	\$2,215	\$1,108	\$1,022	\$511
3	\$33,566	\$2,798	\$1,399	\$1,291	\$646
4	\$40,560	\$3,380	\$1,690	\$1,560	\$780
5	\$47,554	\$3,963	\$1,982	\$1,829	\$915
6	\$54,548	\$4,546	\$2,273	\$2,098	\$1,049
7	\$61,542	\$5,129	\$2,565	\$2,367	\$1,184
8	\$68,536	\$5,712	\$2,856	\$2,636	\$1,318
For Each Additional Household Member add:	+\$6,994	+\$583	+\$292	+\$269	+\$135

### 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	\$19,578.01 & \$27,861	\$1,632.01 & \$2,322	\$816.01 & \$1,161	\$753.01 & \$1,072	\$377.01 & \$536
2	\$26,572.01 & \$37,814	\$2,215.01 & \$3,152	\$1,108.01 & \$1,576	\$1,022.01 & \$1,455	\$511.01 & \$728
3	\$33,566.01 & \$47,767	\$2,798.01 & \$3,981	\$1,399.01 & \$1,991	\$1,291.01 & \$1,838	\$646.01 & \$919
4	\$40,560.01 & \$57,720	\$3,380.01 & \$4,810	\$1,690.01 & \$2,405	\$1,560.01 & \$2,220	\$780.01 & \$1,110
5	\$47,554.01 & \$67,673	\$3,963.01 & \$5,640	\$1,982.01 & \$2,820	\$1,829.01 & \$2,603	\$915.01 & \$1,302
6	\$54,548.01 & \$77,626	\$4,546.01 & \$6,469	\$2,273.01 & \$3,235	\$2,098.01 & \$2,986	\$1,049.01 & \$1,493
7	\$61,542.01 & \$87,579	\$5,129.01 & \$7,299	\$2,565.01 & \$3,650	\$2,367.01 & \$3,369	\$1,184.01 & \$1,685
8	\$68,536.01 & \$97,532	\$5,712.01 & \$8,128	\$2,856.01 & \$4,064	\$2,636.01 & \$3,752	\$1,318.01 & \$1,876
For Each Additional Household Member add:	+\$6,994.01 & +\$9,953	+\$583.01 & +\$830	+\$292.01 & +\$415	+\$269.01 & +\$383	+\$135.01 & +\$192

## 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 1<sup>st</sup> Monday of the month.

Electronic transfer of funds.

Lots of menu ideas and recipes along with program pointers on our website  
[www.horizonsfoodprogram.org](http://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.

**Horizons Unlimited, Inc.**  
**Center Review**

Site being reviewed:		Date:	
Name of Site Director:		Name of Person interviewed at site:	
		Site Number:	
<b>Food Preparation:</b> <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			
<b>TYPE OF REVIEW</b>		<b>REVIEW INFORMATION</b>	
<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	
		<b>SITE TYPE:</b>  <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	
<b>LICENSE</b>			
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			
<b>COMPLIANCE WITH SAFETY and SANITATION REQUIREMENTS</b>		<b>YES</b>	<b>NO</b>
<b>N/A</b>		<b>COMMENTS</b>	
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. ≤ 40° and/or ≥135°			
Proper hand washing procedures are followed by children before meals.			
Food service was conducted in compliance with generally accepted health and sanitation.			

# Horizons Unlimited, Inc.

## Center Review

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

### NUMBER OF PROGRAM PARTICIPANS OBSERVED:

☐ NO MEAL OBSERVED

0 -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.				

# Horizons Unlimited, Inc.

## Center Review

MENU PLANNING and PRODUCTION RECORDS	YES	NO	N/A	COMMENTS
Accommodating disability and non-disability special nutritional requests (including parent provided component): A valid Diet Statement and Tracking Statement are on file for participant(s) with disability and/or non-disability requests.				
Agency has appropriately accommodated the special nutritional need request(s). Agency only claims allowable meals                      YES      NO      N/A				
Is proper documentation on hand to verify a WGR food was or is being served on the day of review?				
Are grain items on-hand similar to grain items served on menu to support at least 1 WGR item per day? 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)?				

# Horizons Unlimited, Inc.

## Center Review

<b>MENU PLANNING and PRODUCTION RECORDS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
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.				
<b>VENDED MEALS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
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				
<b>PROGRAM ADULTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
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?				
<b>MEALS SERVED TO INFANTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
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.				

# Horizons Unlimited, Inc.

## 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.				

**Horizons Unlimited, Inc.**

**Center Review**

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



**Horizons Unlimited, Inc.**

**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:** \_\_\_\_\_

<b>Date:</b>	<b>Today:</b>											
<b>Room:</b>	<b>Cts</b>	<b>Att</b>	<b>Cts</b>	<b>Att</b>	<b>Cts</b>	<b>Att</b>	<b>Cts</b>	<b>Att</b>	<b>Cts</b>	<b>Att</b>	<b>Cts</b>	<b>Att</b>
<b>Total</b>												

**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:

## Center Review

[illegible]

# KidKare for Center Training Videos w/ Commentary:

## Center Monthly Process Overview

<https://help.kidkare.com/help/video-introduction-to-kidkare-for-sponsored-centers>

- Please wait for your Welcome Letter to download the program. This letter will have link to the program, user name and password.
- Horizons does not use E-Forms. We use paper enrollment forms.
- Horizons does not currently use the online meal count recording feature.
  - We scan the Weekly Attendance and Meal Count Worksheet (Meal Counts) so you do not need to enter meal counts into the KidKare for Centers system.
- You do not need to enter infant menus into KidKare for Centers 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 KidKare for Centers 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 KidKare for Centers. 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.
- We are not required to perform a milk audit.

## Enrolling Children

<https://help.kidkare.com/help/adding-kids-manually>

- We do not use e-forms.
- Enter the information into KidKare for Centers based on the daycare interview and print the form for the parent to sign.
  - Select the Enrollment/IEF form tab to generate the enrollment and income forms for the parent to sign.
- They can handwrite any changes directly on the form.
- Horizons will activate the enrollment when hard copy is received.
- Please make sure all sections of the enrollment form are complete.

## Estimated Attendance

<https://help.kidkare.com/help/estimate-attendance>

## Recording Daily Menus

<https://help.kidkare.com/help/daily-menus>

- DO NOT Record infant menus. Horizons has a different infant menu system.

## **Manage the Menu Calendar (if you have a rotating meal schedule)**

<https://help.kidkare.com/help/calendar-282179e>

<https://help.kidkare.com/help/calendar-282179e-copy-paste-menus>

- You do not need to record Infant menus into KidKare for Centers. Horizons has a different infant menu system.

## **Weekly Attendance and Meal Counts Worksheet**

<https://help.kidkare.com/help/attendance-meal-count-weekly-report>

- Do not record Meal Counts online into KidKare for Centers. We scan the Weekly Attendance and Meal Count Worksheet into the system at the Horizons office.
- Please complete for all children including infants.
- Staff participation is also recorded on this form, if applicable.

## **Production Records**

<https://help.kidkare.com/help/menu-production-record>

- You do not need to track production records for Infants. Only ages 1 and up.
- Infant menus and production records are tracking using a different system.

## **Viewing Claim Details**

<https://help.kidkare.com/help/view-claims-sponsored-centers>

## **Recording Receipts**

<https://help.kidkare.com/help/enter-expenses>

<https://help.kidkare.com/help/add-vendors>

- Use Quick Entry procedure.
- Milk Section is not required in Wisconsin.
- Tax is allowable for food service related supplies.
- Please separate Food Costs, Food Service related supplies and Not Approved items on the actual receipt.
  - 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.

## 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

Weekly Attendance & Meal Count Report

Week Of 9/5/2011 - 9/9/2011

Sponsor: Minute Menu Centers Inc.

123-456-7890

(877) 671-5211

CLASSROOM #    2A		(09/05/2011) MONDAY	(09/06/2011) TUESDAY	(09/07/2011) WEDNESDAY	(09/08/2011) THURSDAY	(09/09/2011) FRIDAY
AGE	NBR	CHILD NAME	A M B A L P	A M B A L P	A M B A L P	A M B A L P
* 2y 3m	251	Boston, Jennifer	X X X X	-	X X X X	-
2y 4+	345	Carrillo Padron, Roberto	-	-	-	-
3 y 8m	290	Clark, Christine	X	X X X X	X X X X	X X X X
4y 2+	213	Clark, Wendy	X X	-	X X X X	-
5 y 11m	306	Clark, Natalie K	X X X	X X X X	X X X X	X X X X
6y 2+	245	Clark, Thomas W	X X X X	-	X X X X	-
7y 2+ m	216	Cooper, Mia	-	X X X X	-	-
8 y 10m	354	Daleiden, Samantha Kay	P X	X X X	X X X	X X X
9y 2+	266	Evans, David	X X	X X X X	X X X X	X X X X
* 10y 5+	72	Perez, Dawn	X X X	X X X X	X X X X	X X X X
11			-	-	-	-
12			-	-	-	-
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19			-	-	-	-
20			-	-	-	-
21			-	-	-	-
22			-	-	-	-

Special Diet

Daily Totals:

Total Nbr of Program Staff Meals:

CNFORMID1008

I certify that the information on this form is true and correct to the best of my knowledge and was made only as "X" within the lines!  
  
I will claim reimbursement only for eligible meals served in eligible institutions.  
  
The above information may result in prosecution under applicable state or federal statutes.

This may be used by a machine.

Page 1 of 1

56475

Teacher:

Mika Brown

Date: 9/10/11

### Correctly Marked Weekly Attendance & Meal Count Form



# Common Errors in Filling Out Forms

## Avoid the following marking errors:

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

01/24/2010  
6:04 pm

Minute Menu Fun Time (222) 222

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

Speaker: Demonstration (1214)  
(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	12/01/2009 TUESDAY	12/02/2009 WEDNESDAY	12/03/2009 THURSDAY	12/04/2009 FRIDAY
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 Kay				
9	22	Davis, Catherine D				
10	44	Evans, David "EJJ"				
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	Lampson, Christine M				
18		McCall, Christopher				
19		Tricks, Bradley				
20						
21						
22						
Total Nbr of Program Staff Meals:						
Daily Totals:						

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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	:							:
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27	:							:
28	:							:
29	:							:
30	:							:
31	:							:
<b>TOTAL CACFP HOURS FOR THE MONTH:</b>								

*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 on the upper right of the form if not already done for you.

#### 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.

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.

### Children with Special Nutritional Needs

Distribute the Diet Statement 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. Tracking form should also be completed by center. *Keep a copy of these forms with the child's enrollment and send a copy to Horizons.*

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 Center's 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. 2<sup>nd</sup> St. Kaukauna, WI 54130*

*1- 920- 462-4871 --Fax*

*[horizonsfoodprogram1991@gmail.com](mailto:horizonsfoodprogram1991@gmail.com) –email*

### Questions on any of this.

Call 920-462-4805 or email [horizonsfoodprogram1991@gmail.com](mailto: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.

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

**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	2 <sup>nd</sup> Year Update	3 <sup>rd</sup> Year Update
	DATE:	INITIALS & DATE:	INITIALS & DATE:

This institution is an equal opportunity provider

**Good nutrition today means a stronger tomorrow!**

# Building for the Future with CACFP



This program receives support from the Child and Adult Care Food Program to serve healthy meals to your children.

**Meals served here must meet USDA's nutrition standards.**

## Questions? Concerns?

Participating Agency Contact Information	State Agency Contact Information
Jenna Van Den Wildenberg, Executive Director	Amanda Cullen, RDN, CD, Director
Horizons Unlimited, Inc	Community Nutrition Programs
225 E. 2nd Street	Wisconsin Department of Public Instruction
Kaukauna, WI 54130	P.O. Box 7841
	Madison, WI 53707-7841
920-462-4805	608-267-9129

Learn more about CACFP at USDA's website: <https://www.fns.usda.gov/cacfp/child-and-adult-care-food-program>

USDA is an equal opportunity provider, employer and lender.

**United States Department of Agriculture**  
Food and Nutrition Service FNS-317  
November 2019

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, Pregnant Women, Learnfare and Emergency Payments.

**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;

(b) Checked box for the benefit your household receives and its case number; &

(c) The signature of an adult member in the household & signature date
- DO NOT list case numbers for:

• Medicaid, SSI, OR Wisconsin Child Care Subsidy program AND

• 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, 2024 to June 30, 2025)**

Household Size	Annual Income Level (at or below)
1	\$ 27,861
2	\$ 37,814
3	\$ 47,767
4	\$ 57,720
5	\$ 67,673
6	\$ 77,626
7	\$ 87,579
8	\$ 97,532
For each additional Household Member, add:	+\$ 9,953

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

**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.

<b>First and Last Name(s) of Enrolled Child(ren):</b>					<b>Center</b>																					
<b>PART 1: BENEFITS</b> 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"/> <b>FoodShare Wisconsin (10-digit case number):</b> DO NOT list a 16-digit Quest Card number or number that starts with 5077.  _____					<input type="checkbox"/> <b>Wisconsin Works Programs (10-digit case number):</b> DO NOT provide a WI Childcare Subsidy number. This is NOT a WI Works Program and does not qualify a child as free in CACFP.  _____																					
<input type="checkbox"/> <b>FDPIR (9-digit case number):</b>  _____																										
<b>PART 2: HOUSEHOLD SIZE AND INCOME</b> If you did not complete PART 1, complete a, b, and c below; then go to PART 3.																										
<b>a) Household Members Information:</b> List full names of all members in first column, including yourself and all children.					<b>b) List all income</b> on the same line as the person who receives it. <ul style="list-style-type: none"><li>Record each income source only once.</li><li>Check the box for how often each income source is received.</li></ul>																					
<b>Household Member Names</b>  <small>Household Member: anyone who is living with you and shares income and expenses, even if not related.</small>	<small>(Optional)</small> <b>Age</b>	<b>Check if Foster Child</b>	<b>Check if No Income</b>	Gross wages, Net income (self-employed), Tips, Commission, Cash bonuses, Military pay & allowances, Work comp, Unemployment	Weekly	Every 2 Weeks	Twice per Month	Monthly	Annually	Retirement, Social Security, SSI, Disability, VA benefits, Child Support, Alimony	Weekly	Every 2 Weeks	Twice per Month	Monthly	Annually	Private pensions, Trusts, Annuities, Investments, Interest, Net rental income, Savings withdrawals, Any other income	Weekly	Every 2 Weeks	Twice per Month	Monthly	Annually					
		<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<b>c) Record total # of household members:</b> _____																										
<b>PART 3: SIGNATURE</b> An adult household member must sign and date this form If PART 2 is completed, the adult signing the form <b>must list the last four digits of their SS#</b> OR check "None" if they do not have a SS#.																										
<b>ETHNICITY AND RACE DATA COLLECTION</b> – 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. <b>Please answer both questions.</b>																										
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																										
<b>I CERTIFY</b> 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																
<b>FOR CENTER USE ONLY – Complete all 3 sections</b>																										
<b>Section 1: Basis of Determining Eligibility (A or B)</b>					<b>Section 2: Eligibility Determination</b>					<b>Section 3: Determining Official's Initials/Approval Date Effective Month of Determination</b>																
<b>A. Household Size &amp; Income</b> Total Household Size _____  *Total Income \$ _____ / _____ <div style="display: flex; justify-content: space-between; font-size: small;"><span>(\$ Amount)</span><span>(Time Period)</span></div>					<b>B. Benefits/Foster</b> <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: _____ <div style="text-align: right;">Month/Year</div>											
*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.											





# CACFP Child Meal Pattern

Must serve the required components and serving sizes

Breakfast				
Must serve milk, vegetable or fruit, and either a grain or meat/meat alternate				
Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18
<b>Fluid Milk</b> <ul style="list-style-type: none"> <li>1 year olds: Unflavored whole milk</li> <li>2-5 year olds: Unflavored 1% or skim</li> <li>6-18 year olds: Unflavored or flavored 1% or skim</li> </ul>	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
<b>Vegetables or Fruits</b> (or portions of both) <ul style="list-style-type: none"> <li>Full-strength juice may only be served to meet the fruit or vegetable requirement at one meal or snack per day</li> </ul>	¼ cup	½ cup	½ cup	½ cup
<b>Grains</b> <ul style="list-style-type: none"> <li>Must be whole grain-rich, enriched, or fortified</li> <li>At least one serving per day must be whole grain-rich</li> <li>Grain-based desserts are not creditable (Refer to <a href="#">CACFP Grains Chart</a>)</li> <li>Cereals must contain no more than 6 grams of sugar per dry ounce</li> </ul>				
Bread	½ oz eq	½ oz eq	1 oz eq	1 oz eq
Bread products such as biscuits, rolls, or muffins <i>Refer to the <a href="#">CACFP Grains Chart</a> for options and serving sizes</i>	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	⅞ cup	⅞ cup	¼ cup	¼ cup
<b>Meat/Meat Alternates</b> <ul style="list-style-type: none"> <li>Not required at breakfast, but may be served in place of entire grain component a maximum of 3 times per week</li> </ul>				
	½ oz eq =	½ oz eq =	1 oz eq =	1 oz eq =
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	(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)
Egg, whole, large	¼ egg	¼ egg	½ egg	½ egg
Cooked dry beans or peas	⅛ cup	⅛ cup	¼ cup	¼ cup
Yogurt (regular and soy) - Must contain no more than 23 grams of total sugars per 6 ounces	¼ cup (2 oz)	¼ cup (2 oz)	½ cup (4 oz)	½ cup (4 oz)
Peanut butter, soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp
Peanuts, soy nuts, tree nuts or seeds	½ oz	½ oz	1 oz	1 oz
Surimi	1.5 oz	1.5 oz	3 oz	3 oz
Tempeh	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) or alternate protein products. Must meet the requirements in <a href="#">Appendix A</a> to Part 226	½ oz	½ oz	1 oz	1 oz



# CACFP Child Meal Pattern

Must serve the required components and serving sizes

Lunch and Supper				
All five components required for a reimbursable meal				
Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18
<b>Fluid Milk</b> <ul style="list-style-type: none"> <li>1 year olds: Unflavored whole milk</li> <li>2-5 year olds: Unflavored 1% or skim</li> <li>6-18 year olds: Unflavored or flavored 1% or skim</li> </ul>	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
<b>Meat/Meat Alternates</b> Amounts below must be served to meet the m/ma serving size requirements				
	1 oz eq =	1 ½ oz eq =	2 oz eq =	2 oz eq =
Lean meat, poultry, or fish	1 oz	1 ½ oz	2 oz	2 oz
Cheese (natural and processed; soft and hard)	1 oz	1 ½ 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)
Egg, whole, large	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	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
Surimi	3 oz	4.4 oz	6 oz	6 oz
Tempeh	1 oz	1 ½ oz	2 oz	2 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 <a href="#">Appendix A</a> to Part 226	1 oz	1 ½ oz	2 oz	2 oz
<b>Vegetables</b> <ul style="list-style-type: none"> <li>Full-strength juice may only be served to meet the fruit or vegetable requirement at one meal or snack per day</li> </ul>	⅛ cup	¼ cup	½ cup	½ cup
<b>Fruits</b> <ul style="list-style-type: none"> <li>Full-strength juice may only be served to meet the fruit or vegetable requirement at one meal or snack per day</li> <li>A second vegetable may be served in place of fruit. When served, must serve the minimum fruit serving size.</li> </ul>	⅛ cup	¼ cup	¼ cup	¼ cup
<b>Grains</b> <ul style="list-style-type: none"> <li>Must be whole grain-rich, enriched, or fortified</li> <li>At least one serving per day must be whole grain-rich</li> <li>Grain-based desserts are not creditable (Refer to <a href="#">CACFP Grains Chart</a>)</li> <li>Cereals must contain no more than 6 grams of sugar per dry ounce</li> </ul>				
Bread	½ oz eq	½ oz eq	1 oz eq	1 oz eq
Bread products, such as biscuits, rolls, or muffins Refer to the <a href="#">CACFP Grains Chart</a> 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
<b>Fluid Milk</b> <ul style="list-style-type: none"> <li>1 year olds: Unflavored whole milk</li> <li>2-5 year olds: Unflavored 1% or skim</li> <li>6-18 year olds: Unflavored or flavored 1% or skim</li> </ul>	½ cup (4 oz)	½ cup (4 oz)	1 cup (8 oz)	1 cup (8 oz)
<b>Meat/Meat Alternates</b> Amounts below must be served to meet the m/ma serving size requirements				
	½ oz eq =	½ oz eq =	1 oz eq =	1 oz eq =
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)
Egg, whole, large	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	¼ cup (2 oz)	¼ cup (2 oz)	½ cup (4 oz)	½ cup (4 oz)
Surimi	1.5 oz	1.5 oz	3 oz	3 oz
Tempeh	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	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) or alternate protein products. Must meet the requirements in <a href="#">Appendix A</a> to Part 226	½ oz	½ oz	1 oz	1 oz
<b>Vegetables*</b>	½ cup	½ cup	¾ cup	¾ cup
<b>Fruits*</b>	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				
<b>Grains</b> <ul style="list-style-type: none"> <li>Must be whole grain-rich, enriched, or fortified</li> <li>At least one serving per day must be whole grain-rich</li> <li>Grain-based desserts are not creditable (Refer to <a href="#">CACFP Grains Chart</a>)</li> <li>Cereals must contain no more than 6 grams of sugar per dry ounce</li> </ul>				
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 <a href="#">CACFP Grains Chart</a> for options and serving sizes	½ oz eq	½ oz eq	1 oz eq	1 oz eq
<b>Cooked</b> breakfast cereal, cereal grain, rice and/or pasta	¼ cup	¼ cup	½ cup	½ cup
<b>Ready-to-eat</b> 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.

## Meal Requirements

### Breakfast contains:

- ☐ Fluid Milk
- ☐ Fruit or Vegetable
- ☐ Grain
  - ☐ Meat/Meat Alternate may replace the Grain component a maximum of three times per week

### Lunch/Supper contains:

- ☐ Fluid Milk (optional at supper for ADC)
- ☐ Meat (beef, chicken, pork, fish, etc.) and/or Meat Alternate (cheese, eggs, beans, etc.)
- ☐ Vegetable
- ☐ Fruit (*a second different vegetable may be served in place of the entire fruit component*)
- ☐ Grain

### Snack contains two of the following components:

- ☐ Fluid Milk
- ☐ Vegetable
- ☐ Fruit
- ☐ Meat (beef, chicken, pork, fish, etc.) and/or Meat Alternate (cheese, yogurt, beans, etc.)
- ☐ Grain

## Creditable Foods and Daily Requirements



- ☐ All foods served are creditable (see [Creditable and Non-creditable Foods Guide](#))
- ☐ One grain served each day is whole grain-rich\*
- ☐ Grain-based desserts are not served (see [Is It a Grain-Based Dessert?](#))
- ☐ Breakfast cereals (ready-to-eat cereals, instant, and hot cereals) contain no more than 6 grams of sugar per dry ounce\*
- ☐ Yogurt contains no more than 23 grams of sugar per 6 ounces\*
- ☐ Juice is not served at more than one meal or snack per day
- ☐ Menu items are not deep fat fried on-site
- ☐ **ADC Only:** Yogurt (regular and soy) may be served to meet the milk requirement for one meal per day when not served as a meat alternate for that same meal

\*Refer to [CACFP Reference Guide](#) for information on crediting cereal, yogurt, and whole grain rich foods.

## Menu Documentation Requirements

- ☐ A copy of one menu for each meal/snack claimed is on file with monthly claim documents



### Menus must include:

- ☐ Dates
- ☐ Documented meal substitutions / changes
- ☐ Type(s) of milk served (fat content by age group and if flavored)
- ☐ Whole grain rich (WGR) items notated with WW, WG, WGR (ex. WW Bread, WG Bagels)
- ☐ Specific names of actual foods served:
  - ☐ Fruits and vegetables (ex. “pears” instead of “fruit”)
  - ☐ Cereal names (ex. “Corn Flakes” instead of “cereal”)  
If cereal is WGR, identify on the menus next to cereal’s name (ex. WG Cheerios)
- ☐ Best practice: Identify all main dish meal components on the menu. For example, instead of listing “Tacos” write out “Beef and Cheese Tacos on Whole Grain Soft Tortilla” or “Tacos (beef, cheese, and whole grain soft tortilla)”

## Product Documentation

### Product Labels (original label, or readable picture/copy of label) are on file for:

- ☐ **Breakfast cereals:** name and brand of item, nutrition facts label and ingredient list
- ☐ **Yogurt:** name and brand of item, nutrition facts label
- ☐ **Whole grain-rich foods (one of the following):**
  - ☐ Label with name and brand of item, and front of the package or ingredient list (depending on method used to determine item as whole grain rich)
  - ☐ Child Nutrition label or Product Formulation Statement crediting the item as whole-grain rich
- ☐ **Tofu:** name and brand of item, nutrition facts label



Refer to CACFP Training Spotlights: [Documentation for Whole Grain-Rich \(WGR\) Foods](#) and [Product Labels for Cereal and Yogurt Sugar Limits](#) for information on product documentation.

### Child Nutrition (CN) Labels and Product Formulation Statements (PFS)

- ☐ A CN label or PFS is on file to credit all store-bought combination foods and processed meat/meat alternates (i.e., chicken nuggets, pizza, meatballs, fish sticks, corndogs, etc.). Refer to the [Crediting Store-Bought Combination Foods](#) handout for more information.

## Foods Prepared from Scratch / Homemade Items

- ☐ Standardized recipes are on file (recipes must include a specified serving size (portion) and CACFP crediting information per serving (how the serving size contributes to the CACFP meal pattern)). Refer to [CACFP Training Spotlight: Recipes for Foods Prepared From Scratch](#) for more information and links to websites that provide standardized recipes.



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





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





# Sample Menus



## Week 1

Meal Pattern	Monday 1 <sup>st</sup>	Tuesday 2 <sup>nd</sup>	Wednesday 3 <sup>rd</sup>	Thursday 4 <sup>th</sup>	Friday 5 <sup>th</sup>
<b>Breakfast</b> Grains, OR Meat/Meat Alternate (no more than 3 times per week) Fruit or Vegetable Milk	Grapes <b>WG toast</b> Milk	Diced peaches Scrambled eggs Milk	Kiwi <b>WG Life Cereal</b> Milk	Berries Yogurt Milk	Applesauce Pancakes Milk
<b>Lunch</b> Meat/Meat Alternate Vegetable Fruit Grains Milk	Oven-Baked Parmesan Chicken Roasted Brussels sprouts Strawberries <b>WG roll</b> 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 <b>WG pita pocket</b> Green salad Sweet potato fries Milk
<b>PM Snack</b> <i>Select two of the following:</i> Meat/Meat Alternate Vegetable Fruit Grains Milk	HM guacamole Salsa Tortilla chips Milk	Fresh carrot sticks <b>WG crackers</b> Water	Toasted mini bagel with cheddar cheese Water	<b>WG fish crackers</b> 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 <sup>th</sup>	Tuesday 9 <sup>th</sup>	Wednesday 10 <sup>th</sup>	Thursday 11 <sup>th</sup>	Friday 12 <sup>th</sup>
<b>Breakfast</b> Grains, OR Meat/Meat Alternate (no more than 3 times per week) Fruit or Vegetable Milk	Banana <b>WG Cheerios</b> Milk	Avocado Baked scrambled eggs Milk	Mixed fruit Biscuit Ham slice Milk	Strawberries <b>Oatmeal, WG</b> Milk	Fresh apple slices Yogurt Milk
<b>Lunch</b> Meat/Meat Alternate Vegetable Fruit Grains Milk	HM cheese pizza Cucumbers Apple slices Milk	Turkey breast sandwich on <b>WG bread</b> Steamed broccoli Watermelon Milk	Oven baked chicken <b>Brown rice</b> Cauliflower Zucchini Milk	Meatloaf Roasted beets Kiwi Corn bread Milk	Baked fish <b>Quinoa</b> Tomatoes Pineapple Milk
<b>PM Snack</b> <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	<b>WG crackers</b> 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
<b><u>Breakfast</u></b> Grains, OR Meat/Meat Alternate (no more than 3 times per week) Fruit or Vegetable Milk	Banana <b>Oatmeal pancakes</b> Milk	Sweet potato hash <b>WG English muffin</b> Milk	Applesauce Hardboiled egg Milk	Avocado <b>Brown rice</b> and egg bowl Milk	Starfruit <b>WG Mini Wheats</b> Milk
<b><u>Lunch or Supper</u></b> Meat/Meat Alternate Vegetable Fruit Grains Milk	HM fish sticks Roasted eggplant Blackberries WG Noodles Milk	HM cheese pizza on <b>WG crust</b> Honeydew melon Zucchini wedges Milk	White bean and chicken chili Carrot coins Raspberries <b>WG dinner roll</b> Milk	Beef tips Broccoli trees Plums <b>WG noodles</b> Milk	Sloppy Joes Peaches Toasted potato wedges <b>WG bun</b> Milk
<b><u>Snack</u></b> <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 <b>WG toast</b> 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
<b><u>Breakfast</u></b> Grains, OR Meat/Meat Alternate (no more than 3 times per week) Fruit or Vegetable Milk	Apricot Scrambled Eggs Milk	Blueberries <b>WG Waffles</b> Milk	Diced pears <b>Great Grains</b> <b>Banana Nut</b> <b>Cereal ,WG</b> Milk	Hash browns Egg bake Milk	Peach slices <b>WG apple</b> <b>cinnamon muffin</b> Milk
<b><u>Lunch or Supper</u></b> Meat/Meat Alternate Vegetable Fruit Grains Milk	HM Meatballs w/ tomato sauce Peas Mixed fruit <b>WG spaghetti</b> <b>noodles</b> Milk	Chicken teriyaki <b>Brown rice</b> bowl Broccoli Pitted cherries Milk	Beef roast Cucumber slices Peaches and pears Breadstick Milk	Roasted chickpeas in a <b>WG Pita Pocket</b> Romaine salad Blueberries Milk	Shredded chicken sandwich <b>WG bun</b> Red cabbage slaw Mandarin oranges Milk
<b><u>Snack</u></b> <i>Select two of the following:</i> Meat/Meat Alternate Vegetable Fruit Grains Milk	Salsamole (salsa with avocado) on <b>WG pita bread</b>	Hardboiled egg Savory crackers	Cheese stick Roasted zucchini	Pineapple Snap peas	Turkey pinwheels on <b>WG tortilla</b>

\* 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
<b>Breakfast</b> 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 <b>Oatmeal, WG</b> Milk	Cantaloupe Biscuits Milk	Mixed berries Yogurt Milk
<b>Lunch or Supper</b> Meat/Meat Alternate Vegetable Fruit Grains Milk	Tofu scramble with potatoes, mushrooms, and peppers Watermelon <b>WG crackers</b> Milk	Beef taco skillet Jicama sticks Nectarine <b>WG tortilla</b> Milk	Pork loin Peas Banana <b>WG bread stick</b> Milk	Chicken skewer Purple carrots Pomegranate <b>WG Noodles</b> Milk	Baked Pollock Asparagus Mango <b>WG dinner roll</b> Milk
<b>Snack</b> <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 <b>WG fish crackers</b>	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
<b>Breakfast</b> Grains, OR Meat/Meat Alternate (no more than 3 times per week) Fruit or Vegetable Milk	Bananas <b>WG waffles</b> Milk	Roasted sweet potato Buttermilk biscuit egg sandwich Milk	Peaches Yogurt Milk	Raspberries <b>Frosted mini wheat cereal</b> Milk	Watermelon Bagels Milk
<b>Lunch or Supper</b> Meat/Meat Alternate Vegetable Fruit Grains Milk	Turkey and ham sandwiches ( <b>WG bread</b> ) Red potatoes Pineapple Milk	Chicken lasagna roll up ( <b>WG lasagna noodle</b> ) 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 ( <b>WG Bread</b> ) Brussels Sprouts Blackberries Milk
<b>Snack</b> <i>Select two of the following:</i> Meat/Meat Alternate Vegetable Fruit Grains Milk	Rice cakes Fruit salsa	String cheese Grapes	<b>WG English muffin</b> Fresh green beans	Black bean hummus <b>WG pita bread</b>	<b>WG bran muffin</b> 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.

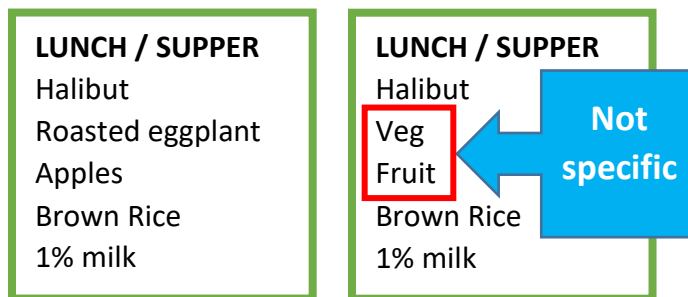
## Menus

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

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

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

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

## Financial Recordkeeping

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

### 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:

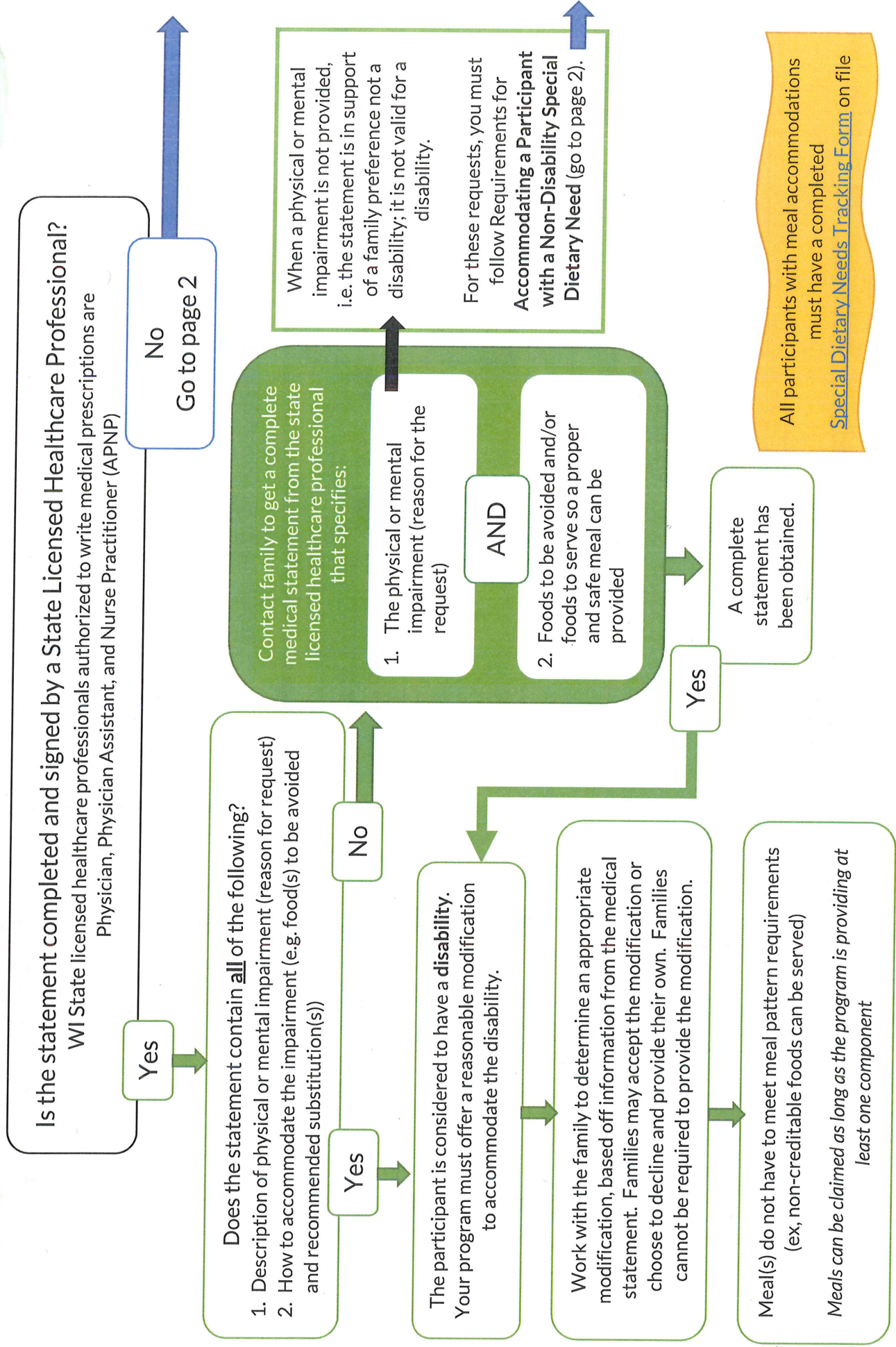
- ✓ Section I of this form, including all applicable documentation, is complete and on file
- ✓ Program has made reasonable modification(s) to accommodate the disability
- ✓ Program provides the modification(s), or parent/guardian has elected to provide the modification(s), and the program is providing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

☐ Do not claim meals:

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

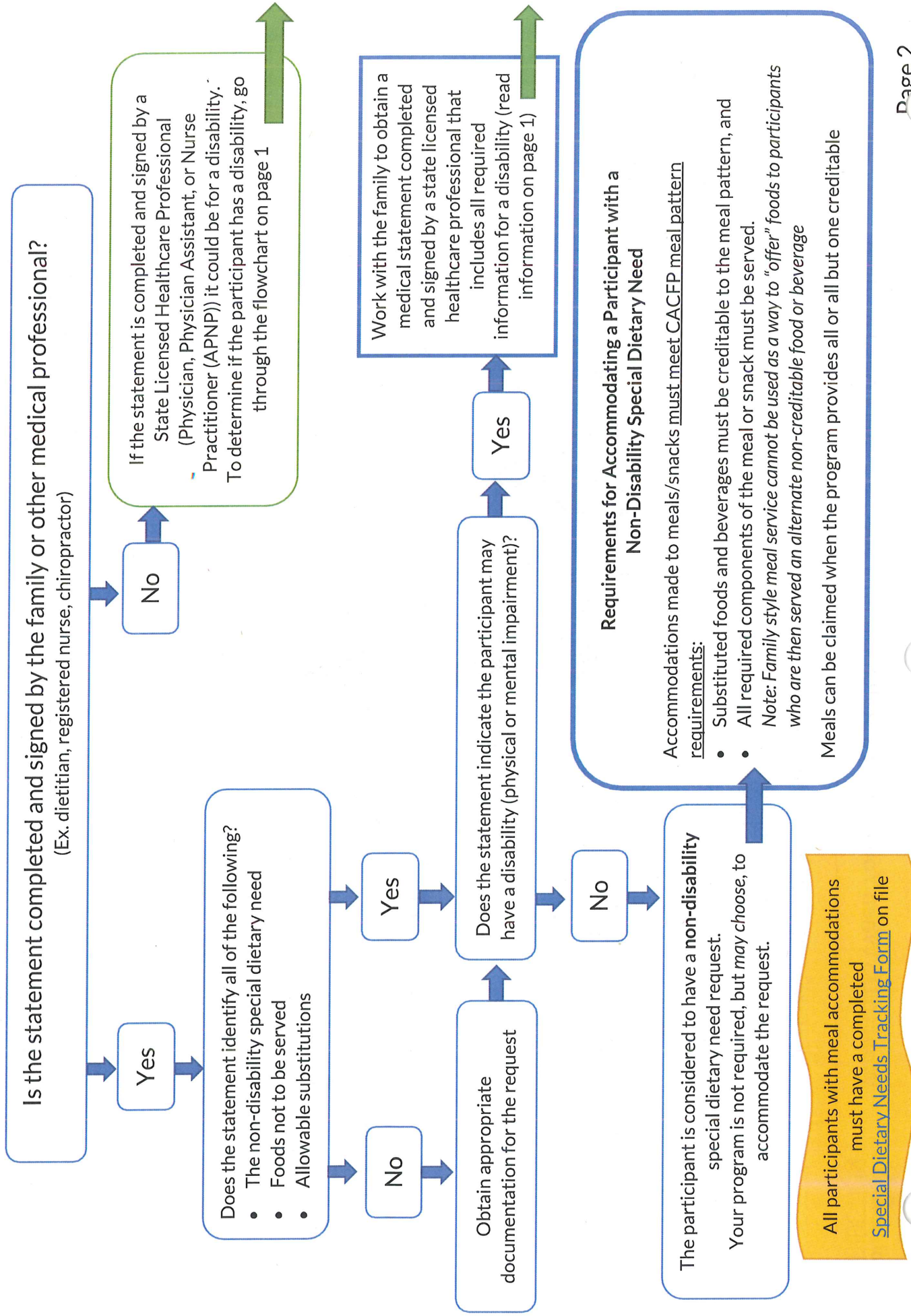
This institution is an equal opportunity provider.

## 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

## 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.

### PART 1: GENERAL INFORMATION

First and Last Name	Date of Birth
Name of Center/Care Provider	
Name of Parent/Guardian	Telephone Number

### PART 2: ACCOMMODATIONS

1. How does the participant's physical or mental impairment restrict their diet?			
2. What food(s)/type(s) of food must be omitted? Please be specific.			
3. List foods to be substituted. (Avoid specific brand names, if possible).			
4. Additional comments (i.e., other specified accommodations needed).			
Texture Modification (Complete if needed)			
<input type="checkbox"/> Pureed	<input type="checkbox"/> Ground	<input type="checkbox"/> Bite-Size Pieces	<input type="checkbox"/> Other (specify):

### PART 3: SIGNATURE

State Licensed Healthcare Professional's Name	Title: <input type="checkbox"/> Physician <input type="checkbox"/> Optometrist <input type="checkbox"/> Nurse Practitioner (APNP)	<input type="checkbox"/> Physician Assistant <input type="checkbox"/> Podiatrist <input type="checkbox"/> Dentist
Signature of State Licensed Healthcare Professional	Date Signed	
Medical Office Name and Address	Phone Number	

## **PARTICIPANTS WITH DISABILITIES AND SPECIAL DIETARY RESTRICTIONS**

### **Wisconsin Department of Public Instruction**

#### **A. Rehabilitation Act of 1973 and the Americans with Disabilities Act**

Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, “a person with a disability” means any person who has a physical or mental impairment which substantially limits one or more major life activities or major bodily functions, has a record of such an impairment, or is regarded as having such an impairment.

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Section 504 of the Rehabilitation Act of 1973, as amended (Section 504) prohibits discrimination on the basis of a disability in programs and activities that receive Federal financial assistance, such as the Child Nutrition Programs. Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, prohibits discrimination based on a disability in the provision of State and local government services, such as public schools. Title III of the ADA prohibits discrimination based on a disability by private entities that provide public accommodations, including child care centers, emergency shelters, and day care homes. The ADA applies regardless of whether or not a Program operator receives Federal financial assistance. Section 504, Title II, and Title III require covered entities, such as CACFP institutions and facilities, to make reasonable modifications to accommodate participants with disabilities, including reasonable modifications to meals and the meal service.

Please refer to these Acts for more information at <https://www.eeoc.gov/statutes/rehabilitation-act-1973> and <http://www.eeoc.gov/laws/statutes/adaaa.cfm>, respectively.

#### **B. Individuals with Disabilities Education Act**

Preschool children, infants, and toddlers with disabilities have additional rights under the Individuals with Disabilities Education Act (IDEA). Under section 619 of the IDEA, preschool children with disabilities are entitled to a free and appropriate public education through special education and related services that comply with the child’s individualized education program. Under Part C of the IDEA, appropriate early intervention services are made available to all eligible infants and toddlers ages 1 through 2 years old with disabilities and their families through an individualized family service plan.

#### **C. State Licensed Healthcare Professional’s Statement for Participants with Disabilities**

Federal law and U.S. Department of Agriculture (USDA) regulations 7 CFR Part 15b require CACFP operators to make substitutions to meals, at no extra charge, for participants with a disability that restrict their diet on a case-by-case basis and only when requests are supported by a written statement from a State licensed healthcare professional who is authorized to write medical prescriptions under State law.

The state licensed healthcare professional’s statement must identify:

- an explanation of how the participant’s physical or mental impairment restricts the diet
- the food(s) to be avoided
- the food(s) that must be substituted

The second page of this document (“Medical Statement”) may be used to obtain the required information from the state licensed healthcare professional.

Per USDA memo CACFP 14-2017, a state licensed healthcare professional is a state licensed health care professional who is authorized to write medical prescriptions under state law. This includes a physician, dentist, optometrist, podiatrist, physician assistant, or nurse practitioner (APNP). If the documentation to support a dietary accommodation has not been signed by one of these practitioners, the program is not required to accommodate the request.





# 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 (below)** - 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, nurse practitioner (APNP), dentist, optometrist, podiatrist) is on file.

**Section II: Non-disability special dietary need (back of page)** - Complete when:

- Participant's family requests meal substitutions for reasons not due to a disability
- 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)
  - 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, nurse practitioner (APNP), dentist, optometrist, podiatrist)

### ACCOMMODATION(S)

The program must offer reasonable modification(s) as specified on the medical statement.

- ☐ List substitution(s)/modification(s) **offered by the program:** \_\_\_\_\_
- ☐ **Choose One.** Family of participant:
  - ☐ Accepts program's accommodation(s)
  - ☐ Declines program's accommodation(s) and chooses to provide:

### CLAIMING MEALS

Claim meals when the program:

- ✓ Has made reasonable modification(s) according to the medical statement
- ✓ Provides modification(s) or family chooses to provide modification(s). 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)

☐ **Check meal(s) that can be claimed:** ☐ Breakfast ☐ Lunch/Supper ☐ Snacks

### COMMUNICATION WITH STAFF

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

## Section II: Non-disability special dietary need (SDN) request

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

- ☐ Participant has a non-disability request (check all that apply):
- ☐ Religious ☐ Ethnic ☐ Lifestyle preference (circle: vegetarian, organic) ☐ Other: \_\_\_\_\_
- ☐ Attached is a written statement from the family, DCF Health History form, or medical statement not valid for a disability that:
- ✓ Identifies the non-disability request, including foods not to be served and allowable substitutions
  - ✓ Includes a statement that the family chooses to provide foods (if applicable)

### MEAL SUBSTITUTION(S)

- ☐ List specific food item(s) the program chooses to substitute:
- ✓ Meals and food substitutions must meet meal pattern requirements. If a meal or food substitution does not meet meal pattern requirements, **do not claim** that meal/snack
1. \_\_\_\_\_ CACFP creditable: ☐ Yes ☐ No
2. \_\_\_\_\_ CACFP creditable: ☐ Yes ☐ No
3. \_\_\_\_\_ CACFP creditable: ☐ Yes ☐ No
- ☐ List specific food item(s) provided by the family:
- ✓ A family may choose to provide one creditable component of a meal or snack
  - ✓ Programs must ensure that food provided by the family is creditable
  - ✓ If the family provides more than one component or a food substitution that is not creditable, **do not claim** that meal/snack
1. \_\_\_\_\_ CACFP creditable: ☐ Yes ☐ No
2. \_\_\_\_\_ CACFP creditable: ☐ Yes ☐ No
3. \_\_\_\_\_ CACFP creditable: ☐ Yes ☐ No

**A common non-disability request is to serve a non-creditable beverage in place of cow's milk.** These include non-dairy beverages not nutritionally equivalent to cow's milk such as almond, cashew, coconut, hemp, oat, rice, and some soy milks; 2% milk; and water. **When one of these beverages is served in place of cow's milk, meals/snacks 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 (PFS)

### CLAIMING MEALS

Claim meals when:

- ✓ Substituted foods and beverages are creditable to the meal pattern
- ✓ All required meal/snack components are provided
- ✓ Family provides **no more than one creditable** component at a meal/snack

Do not claim meals when:

- ✓ Family provides **more than one component**
- ✓ Non-creditable food(s) or beverage(s) are served (this includes program-provided and family-provided)

☐ Check meal(s) that can be claimed: ☐ Breakfast ☐ Lunch/Supper ☐ Snacks

### COMMUNICATION WITH STAFF

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



## Creditable Non-Dairy Beverages (Fluid Milk Substitute)

A creditable non-dairy beverage meets or exceeds the amount of nutrients found in one cup of cow's milk and can be served as a creditable fluid milk substitute in the Child and Adult Care Food Program (CACFP).

### Nutrient Requirements

Creditable non-dairy beverages must meet or exceed the nutrient requirements provided in the table below.

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

Nutrients	Requirement per cup (8 fluid oz.)
Protein	8 grams
Calcium	276 mg
Vitamin A	500 IU or 150 mcg
Vitamin D	100 IU or 2.5 mcg
Magnesium	24 mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	.44 mg
Vitamin B-12	1.1mcg

Beverages that do not meet or exceed the nutrient requirements in the table above, for example almond, cashew, coconut, hemp, oat, and rice milks, water, and juice, cannot be served as a milk substitution unless a valid medical statement for a disability is on file.

### Requests for a Creditable Non-Dairy Beverage

A creditable non-dairy beverage may be served when there is a written and signed request from parents, guardians, adult participants or the caregivers of an adult participant, or a medical authority. The request must include the reason for the substitution. Any reasonable request can be accepted (e.g., milk allergy/ intolerance, dietary preference, or religious, cultural, or ethical reasons).

### List of Creditable Non-Dairy Beverages

Products listed on the following page have been evaluated by DPI CNT and meet or exceed nutrient levels as of 10/10/2023. Products are not endorsed by the Wisconsin Department of Public Instruction (DPI).

If serving a product not listed, programs are responsible for ensuring that it meets or exceeds nutrient requirements by comparing the nutrients listed on the Nutrition Facts label to the nutrient requirements listed above. If amounts of all nutrients are the same or more, the beverage is creditable.

## List of Creditable Non-Dairy Beverages

### Unflavored Options

Brand / Type	Image of Product
8th Continent Original Soymilk	
Great Value Original Soymilk	
Kikkoman Pearl Organic Smart Original Soymilk  <i>8oz container ONLY</i>	
Ripple On-the-Go Original (8oz container)  Original Shelf Stable (32 oz container)	
Pacific Ultra Soy Original	
Silk Original Soymilk	
Sunrich Naturals Organic Original Soymilk	
Westsoy Original Plus Plain Soymilk	

### Flavored Options

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

Brand / Type	Image of Product
8th Continent Vanilla Soymilk	
Kikkoman Pearl Organic Smart Creamy Vanilla and Creamy Chocolate Soymilk  <i>8oz container ONLY</i>	
Ripple On-the-Go Chocolate or Vanilla (8oz container)  Chocolate Shelf Stable (32 oz container)	
Silk Chocolate and Very Vanilla Soymilk  <i>8oz container ONLY</i>	
Sunrich Naturals Organic Vanilla Soymilk  <i>32oz and 8oz containers</i>	
Westsoy Original Plus Vanilla Soymilk	

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

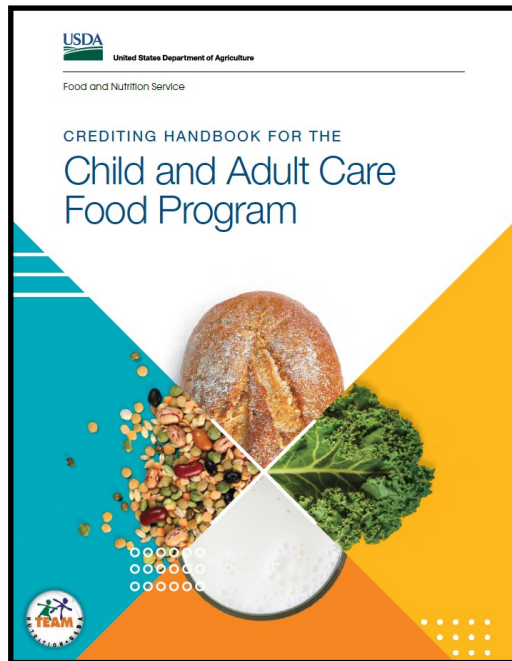
Determine if a food item is creditable in the CACFP by using these resources

\*Crediting Handbook for the Child and Adult Care Food Program

\*Grains Chart

\*CACFP Reference Guide

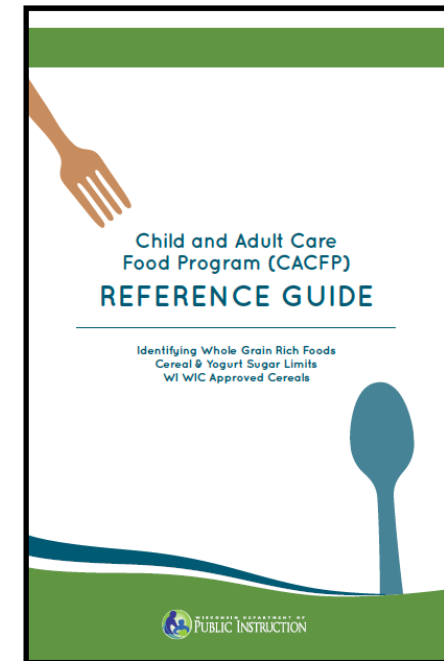
\*Contact Horizons @ 920 462 4805 or [horizonsfoodprogram1991@gmail.com](mailto:horizonsfoodprogram1991@gmail.com)



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.

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

Rev. 4/2021



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.







# CREDITABLE AND NON-CREDITABLE FOODS GUIDE

## 1-18 Year Olds and Adult Participants in Adult Daycare Centers

This guide provides information about each food component and lists creditable and non-creditable foods. To go to a specific food component, click on the link in the "Components" table below.

### Creditable Foods

Used to meet CACFP meal pattern requirements. Foods listed in this guide do not include all creditable foods. Contact your assigned [Consultant](#) with questions regarding specific foods or required quantities.

### Non-Creditable Foods

Do not contribute toward meeting meal component requirements but may be served as extra foods. These foods may increase costs and contribute to excess calories. They are considered unallowable costs and cannot be included in CACFP food costs.

### Terms to Know:

#### Food Component

A group of foods in a reimbursable meal. Food components include: Milk, Meat/Meat Alternate, Vegetable, Fruit, Grain

#### Food Item

A specific food offered within the Food Component (e.g., broccoli is a food item in the vegetable component)

The minimum required amount of each food component must be served to contribute toward a reimbursable meal. Refer to the [CACFP Meal Pattern for 1-18 Year Olds](#) and the [CACFP Adult Meal Pattern](#).

Foods must be of an appropriate size and texture for participants' eating abilities.

Food must not be used as a punishment or reward.

Some brand names are included on lists, but this does not imply product endorsement.

Refer to the [Menu Checklist](#) for information on required menu documentation.



### COMPONENTS

[Milk](#)

[Meat/Meat Alternate](#)

[Vegetable](#)

[Fruit](#)

[Grain](#)

# Milk



Meal	Milk Requirements	
Breakfast, Lunch, Supper	Must be served	<i>Optional at supper for adult day care centers only</i>
Snacks	May be served as one of the two components <ul style="list-style-type: none"> <li>If served at snack, juice cannot be served as the other component</li> </ul>	

Must be pasteurized and meet Grade A standards. All milk must contain vitamins A and D.

Cannot be served to infants (<12 months of age).

Must be served as a beverage, poured over cereal, or a combination of both.

Not creditable when used in cooking (i.e., cooked cereals, soups, pudding, etc.).

Families may request in writing non-dairy substitutes nutritionally equivalent to cow's milk. See [Creditable Non-Dairy Beverages](#) for a list of creditable soymilks.

Age	Required Milk Types
1 year	Unflavored whole milk
2 - 5 years	Unflavored fat-free (skim) or low-fat (1%) milk
6 - 18 years	Unflavored or flavored fat-free (skim) or low-fat (1%) milk
Adult Participants (Adult Day Care)	Unflavored or flavored fat-free (skim) or low-fat (1%) milk 6 oz. yogurt may substitute for 8 oz. milk for one meal per day

## Creditable Milk

- A2 milk
- Acidified milk (acidophilus)
- Breastmilk, no upper age limit
- Buttermilk
- Cow's milk
- Cultured milk or kefir
- Goat's milk, if pasteurized and meets state and local standards
- Lactose-free milk
- Lactose-reduced milk
- Smoothies, when containing milk in required amounts
- Soymilk, nutritionally equivalent to cow's milk
- Ultra High Temperature (UHT) shelf stable cow's milk, skim or 1%

## Non-Creditable Milk

- 2% (reduced-fat) milk
- Almond milk
- Cashew milk
- Cheese (creditable as meat alternate)
- Coconut milk
- Cream, Half and half
- Cream cheese
- Cream soup/sauces
- Custard
- Dry milk
- Eggnog
- Evaporated milk
- Frozen yogurt
- Ice cream, Ice milk
- Imitation milk
- Oat milk
- Powdered milk
- Pudding
- Raw milk
- Rice milk
- Reconstituted dry milk
- Sherbet or sorbet
- Sour cream
- Soymilk, not nutritionally equivalent to cow's milk
- Sweetened condensed milk
- Yogurt (creditable as meat alternate)



# Meat/Meat Alternates (M/MA)



Meal	M/MA Requirements
Breakfast	May be served in place of the grain component up to three days/week
Lunch and Supper	Must be served
Snacks	May be one of the two components

**Yogurt (regular and soy)** must contain no more than 23 grams of sugar per 6 ounces.

- Use the Nutrition Facts Label and [CACFP Reference Guide](#) to determine if a yogurt meets sugar limits.

**Creditable Cheese:** Refer to [Creditable and Non-Creditable Cheeses](#) for examples.

**Cooked, dry beans and peas** can be served as either the meat alternate or vegetable component. One type of beans or peas may not be served as both a meat alternate and vegetable in the same meal. If serving two different types of beans or peas, one may credit as a meat alternate and the other as a vegetable.

**Pasta** made of 100% bean/legume flour(s) may credit as a meat alternate or vegetable but not both, in the same meal. (1/2 cup cooked pasta = 2 oz m/ma). To credit as meat alternate, must be served with another 0.25 oz of visible meat or meat alternate.

**Local Foods:** For information on wild and domesticated game animals and birds: [Local Meats, Poultry, and Eggs](#).

## Creditable Meat/Meat Alternates

- Canadian bacon and ham
- Cheese, natural or processed, Cheese spread, Cheese food
- Combination, store-bought foods, with CN label or PFS (see page 4)
- Cottage cheese
- Cooked, beans and peas (pinto, kidney, black, lentils, split peas, garbanzo beans (chickpeas), soybeans) (canned or dry)
- Crab meat
- Eggs, whole only – fresh, frozen, dried or liquid (must be federally inspected)
- Fish, cooked (cod, tilapia, salmon, haddock, walleye, perch, tuna, mahi mahi, and mackerel)
- Lean meat
- Liver, kidney, tripe
- Nuts and nut butters (tree nuts)
- Pasta made of 100% legume flour(s)
- Poultry
- Peanuts and peanut butter
- Processed meats with CN label or PFS (see page 4)
- Ricotta cheese
- Sausage (fresh pork, fresh Italian, Vienna)
- Seeds and seed butters
- Shellfish, cooked (shrimp, crab)
- Soup, bean or split pea (½ cup = 1 oz. meat)
- Soy nuts and soy nut butter
- Soy products or alternate protein products
- Surimi seafood, imitation crab and shellfish
- Tahini (credited as a seed butter)
- Tempeh, seitan
- Tofu (see page 4 for more information)
- Yogurt (dairy or soy) – commercial only

## Non-Creditable Meat/Meat Alternates

- Bacon, bacon-bits, imitation bacon products
- Beans and peas (green beans, string beans, green peas, snap peas)
- Canned cheese sauce
- Cheese product (Velveeta)
- Coconut
- Cream cheese
- Egg substitutes, whites and yolks alone
- Fish, home caught or home pickled
- Ham hocks, pigs' feet, neck bones, tail bones
- Home canned meats, home slaughtered meat
- Imitation cheese
- Imitation seafood
- Nut butter spreads
- Nutella
- Potted, pressed, or deviled canned meat (e.g., Spam)
- Powdered cheese (ex. macaroni and cheese, boxed)
- Raw fish, sushi
- Soup, commercial canned- except bean or split pea (i.e., chicken noodle)
- Tofu in drinks, such as smoothies, or other dishes to add texture, such as in baked desserts
- Velveeta™
- Yogurt above sugar limits
- Yogurt products (frozen yogurt, drinkable yogurt, yogurt bars, yogurt-covered fruit or nuts)

## Tofu

Must be commercially prepared firm, extra firm, soft, or silken.

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

Use the Nutrition Facts Label and the calculation below to determine if tofu is creditable:

Protein (g) ÷ Serving Size (oz.) or (g) = 2.27 ounces or more OR 0.08 grams or more



## Store-bought Combination Foods

Combination foods are a food item that contains two or more food components (i.e., chicken nuggets contain breading (grain) and chicken (meat)). These items are creditable ONLY with a CN Label or PFS (see below).

- |  |                       |                             |   |
|--|-----------------------|-----------------------------|---|
| • Breaded items (chicken nuggets, fish sticks) | • Frozen Entrees      | • Pot pie                   | • Stews   |
| • Burritos                                     | • Lasagna             | • Quiche                    | • Tempeh with other ingredients (i.e., brown rice, sunflower seeds, sesame seeds, flax seed, and/or vegetables) |
| • Canned pasta with meat                       | • Macaroni and cheese | • Ravioli                   |   |
| • Corndogs                                     | • Meatballs           | • Salisbury Steak           |   |
| • Egg rolls                                    | • Meat loaf           | • Soups                     |   |
| • Falafel                                      | • Meat sauce          | • Spaghetti with meat sauce |   |
|  | • Pizza               |                             |   |

## Processed Meat/Meat Alternates

- |   |                            |  |
|---|----------------------------|--|
| • Beef patties  | • Meat sticks (any type)   | • Soy products (soy sausage, veggie burgers) |
| • Bologna   | • Pepperoni                | • Tofu products (links, sausages)            |
| • Hot dogs  | • Salami                   | • Turkey bacon                               |
| • Jerky (beef, turkey, seafood, any type)   | • Sausage (Polish, Summer) |  |
| • Meat analogs (veggie burgers, breakfast links, textured vegetable protein crumbles) | • Soy cheese               |  |

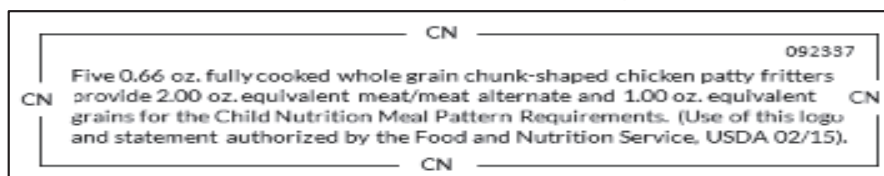
Products with 100% meat ingredients are creditable (may contain salt and seasonings).

If an item contains binders/extenders, byproducts, cereals, or fillers (see chart below) it is not 100% meat and is creditable ONLY with a CN label or PFS (see below).

<b>Binders/ Extenders</b>	<ul style="list-style-type: none"> <li>• Carrageenan</li> <li>• Cellulose</li> <li>• Gelatin</li> <li>• Hydrolyzed oat flour</li> <li>• Hydrolyzed milk protein</li> <li>• Modified food &amp; vegetable starch</li> </ul>	<ul style="list-style-type: none"> <li>• Nonfat dry milk</li> <li>• Plant proteins</li> <li>• Soy flour</li> <li>• Soy protein isolate</li> <li>• Soy protein concentrate</li> <li>• Starch</li> </ul>	<ul style="list-style-type: none"> <li>• Starchy vegetable flour</li> <li>• Texturized vegetable protein (TVP)</li> <li>• Wheat gluten</li> <li>• Whey</li> <li>• Whey protein concentrate</li> </ul>
<b>Byproducts</b>	Glands, hearts, and other organ meats		
<b>Cereals</b>	Barley, corn, oats, rice, wheat		
<b>Fillers</b>	Breadcrumbs, cereals, vegetables		

## Child Nutrition (CN) label or Product Formulation Statement (PFS)

- A CN label or PFS provides information on how a food item contributes to the meal pattern.
- Obtain a CN label or PFS prior to preparing item.
- Use CN label or PFS to determine how much to prepare and serve. Refer to the [Crediting Store-Bought Combination Foods](#) handout for information on how to use this documentation.
- If a CN label or PFS cannot be obtained, the item cannot be served as part of a reimbursable meal.
- Sample CN Label:



# Vegetables



Meal	Vegetable Requirements
Breakfast	A vegetable or fruit or portions of each must be served
Lunch and Supper	Must be served, and a second, different vegetable may be served in place of the fruit component
Snacks	May be served as one of the two required components <ul style="list-style-type: none"> <li>If juice is served, milk cannot be the other component</li> </ul>

Combinations such as mixed vegetables, peas and carrots, stew vegetables and casserole vegetables credit as one vegetable when the amount of each vegetable is not known.

**Juice** can only be served once per day across all meals and snacks, even when served to different groups.

**Smoothies:** Pureed vegetables served in a smoothie are considered juice. This counts as serving juice once per day. For more information, refer to: [Smoothies in CACFP](#).

**Cooked, dry beans and peas** can be served as either the vegetable or meat alternate component. One type of beans or peas may not be served as both a meat alternate and vegetable in the same meal. If serving two different types of beans or peas, one may credit as a meat alternate and the other as a vegetable.

Vegetables in mixed dishes must contain at least 1/8 cup of visible vegetable per serving to be creditable.

For a list of vegetables by subgroup, refer to [Vegetable Subgroups](#).

## Creditable Vegetables

- Avocado
- Azuki beans (adzuki beans)
- Bitter melon (bitter gourd, bitter squash, balsam-pear, goya, and karela)
- Choy sum (Chinese flowering cabbage)
- Daikon radish (white, winter, or oriental radish)
- Coleslaw (only the vegetable credits)
- Cooked, beans and peas (pinto, kidney, black, lentils, split peas, garbanzo beans (chickpeas), soybeans) (canned or dry)
- Dehydrated vegetables- measure when rehydrated
- Edamame (green soybeans)
- Gai choy (Oriental, Chinese, or Indian mustard, mustard greens, or leaf mustard)
- Gai lan (Chinese broccoli or kale, or kai lan)
- Hominy (canned, drained or cooked, whole)
- Juice, 100% full strength (tomato, vegetable blend)
- Leafy greens, raw (lettuce, kale, mustard greens) (1 cup = ½ cup vegetable)
- Mixed vegetables (credits as one vegetable)
- Napa cabbage
- Pak choy (bok choy, pak choi, bok choi)
- Pasta, made with 100% vegetables, legumes, or vegetable or legume flour
- Pizza sauce
- Potatoes
- Potato skins
- Purslane (Mexican parsley)
- Salsa, all vegetable including spices
- Smoothies, vegetable (puree = juice)
- Soup, canned, condensed, or ready-to-serve (minestrone, tomato, tomato with rice and vegetable, and vegetable with meat/poultry (1 c = ¼ c vegetable)
- Soup, commercial bean or pea (½ c = ¼ c vegetable)
- Soy beans, roasted (soy nuts)
- Spaghetti sauce
- Tomato paste (1 T = ¼ cup vegetable)
- Tomato puree (2 T = ¼ cup vegetable)
- Tomato sauce (4 T or ¼ cup = ¼ cup vegetable)
- Vegetables, fresh, frozen, canned, or dried
- Winter melon (white, winter, tallow or ash gourd, Chinese preserving melon)
- Yard long beans (bora, bodi, asparagus bean, pea bean, snake bean, and Chinese long bean)

## Non-Creditable Vegetables

- Chili sauce
- Corn chips (credit as grain if whole grain/enriched)
- Grain-based pasta products with small amounts of vegetable powder (e.g., spinach, tomato)
- Home canned vegetables
- Ketchup, condiments and seasonings
- Pickle relish
- Potato chips, potato sticks
- Raw sprouts
- Tomato-based sauce on canned pasta and commercial pizza
- Veggie straws, chips or sticks
- Vegetables in quick breads, muffins (zucchini, carrots, pumpkin)

# Fruit



Meal	Fruit Requirements
<b>Breakfast</b>	A fruit or vegetable or portions of each must be served
<b>Lunch and Supper</b>	Must be served; however, a second, different vegetable may be served in place of the fruit component
<b>Snacks</b>	May be served as one of the two required components <ul style="list-style-type: none"> <li>If juice is served, milk cannot be the other component</li> </ul>

**Juice** can only be served once per day across all meals and snacks, even when served to different groups.

**Smoothies:** Pureed fruits served in a smoothie are considered juice. This counts as serving juice once per day. For more information, refer to: [Smoothies in CACFP](#).

Fruits in mixed dishes must contain at least 1/8 cup of visible fruit per serving to be creditable.

## Creditable Fruit

- Apple cider, must be 100% juice & pasteurized
- Berries, all varieties
- Cherimoya (custard apple)
- Coconut, fresh, frozen or dried
- Coconut water, labeled 100% juice
- Cranberry sauce made with whole cranberries (not jellied)
- Dried fruit (e.g., apricots, cherries, dates, figs, prunes, raisins, cranberries, coconut) (¼ cup dried fruit = ½ cup fruit)
- Durian
- Feijoa (pineapple guava or guavasteen)
- Frozen juice bars or popsicles made with 100% fruit and/or juice
- Fruit, fresh, frozen, canned, or dried (all varieties)
- Fruit cocktail, credits as one fruit
- Fruit puree, 100% fruit
- Fruit sauce, homemade
- Fruit in gelatin or pudding (only the fruit credits)
- Jackfruit (jack tree, jackfruit)
- Juice, 100% full strength
- Juice blends, 100% full strength
- Juice concentrates, reconstituted to = 100% juice
- Kumquat
- Lychee (litchi)
- Quince
- Rhubarb
- Smoothies (fruit puree = juice)



## Non-Creditable Fruit

- 'Ade' drinks (e.g., Lemonade)
- Coconut flour and coconut oil
- Cranberry Juice Cocktail
- Fig bars
- Frozen fruit-flavored bars (less than 100% juice)
- Fruit butters (e.g., Apple Butter)
- Fruit chips, commercial (banana, apple, pear)
- Fruit-flavored syrup or powder
- Fruit in quick breads, muffins
- Fruit in commercial fruited yogurt
- Fruit snacks (leather, rollups, shapes, strips, drops, or other fruit snack type products)
- Fruit-flavored water
- Gelatin, Jell-O™
- Gummy fruit candy
- Home canned fruits
- Honey, syrup
- Ice cream, fruit-flavored
- Jam, jelly, preserves
- Juice cocktails (less than 100% juice)
- Juice or fruit drinks (less than 100% juice)
- Kool-Aid
- Lemon pie filling
- Popsicles (less than 100% juice)
- Pudding with fruit, commercial
- Punch (less than 100% juice)
- Sherbet, sorbet, commercial



# Grain



Meal	Grain Requirements
<b>Breakfast</b>	Must be served <ul style="list-style-type: none"> <li>A meat/meat alternate may be served at breakfast, in place of the grain component, up to three days/week</li> </ul>
<b>Lunch and Supper</b>	Must be served
<b>Snacks</b>	May be served as one of the two components

Grains must list whole grain/flour, enriched grain/flour, bran, or germ as the 1st ingredient (or 2nd after water)

Grain-based desserts (GBD) are not creditable and cannot be served to meet the grains component at any meal or snack. This includes whole grain rich and homemade items. For more information see [Is it a Grain-Based Dessert?](#) handout. See next page for a list of GBD.

See the next page for a list of common creditable and non-creditable grain items

## Whole Grain Rich (WGR)

At least one serving of grains per day must be whole grain rich (WGR).

If your program:

- Claims more than one meal/snack: you may choose the meal to serve the WGR item
- Only claims snack: if one of the two components served is a grain item, it must be WGR
- Only claims one meal: a grain is required to be served and must be WGR. If breakfast is the only meal, then a WGR item does not need to be served when a meat/meat alternate is served in place of the grain (allowed up to 3 times/week)



### Identifying WGR

- WGR foods contain 100% whole grains, or at least 50% whole grains and the remaining grain ingredients are enriched.
- Corn products, such as tortillas and tortilla chips, if the ingredients indicate the corn is nixtamalized or treated with lime (i.e., "ground corn with trace of lime" or "ground corn treated with lime"), the item is WGR.
- Methods to determine if a grain product meets the WGR criteria and a comprehensive list of grain ingredients are included in the [CACFP Reference Guide](#).

## Breakfast Cereals

### (ready-to-eat, instant, and hot cereals)

Cereals must be whole grain, enriched, or fortified. A cereal is whole grain rich when the first grain ingredient is a whole grain and the cereal is fortified.

Breakfast cereals must contain no more than **6 grams of sugar** per dry ounce

- Cereals on the WI WIC Approved Cereals list (see [CACFP Reference Guide](#)) meet sugar limits
- For cereals not on the WI WIC list, use the Nutrition Facts Label and Cereal Sugar Limits chart in the [CACFP Reference Guide](#) to determine if the cereal meets sugar limits
- Cereals that meet sugar limits cannot be mixed with cereals that are above sugar limits

Cereals are categorized as flakes, rounds, puffed, or granola. For information on cereals in these categories and amounts to serve of each type, see the [Cereal Types](#) handout:

- [Cereal Types](#)
- [Cereal Types - ADC](#)



## How Much to Serve?

For information on how much to serve of the common creditable grain items below, see the CACFP Grains Chart:

- [CACFP Grains Chart](#) OR [CACFP Grains Chart - ADC](#)



## Creditable Grains

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Bagels</li> <li>• Biscotti, savory</li> <li>• Biscuits</li> <li>• Bread</li> <li>• Bread sticks, hard or soft</li> <li>• Bread stuffing</li> <li>• Buns</li> <li>• Cereal, dry or cooked</li> <li>• Chips, grain-based (when first ingredient is whole or enriched grain/flour) (Sun Chips, tortilla chips)</li> <li>• Corn masa, masa harina</li> <li>• Cornbread, corn muffins, corn pone</li> <li>• Couscous</li> <li>• Crackers, sweet or savory (animal, fish-shaped or similar, graham, oyster, saltine, zwieback)</li> <li>• Crepes</li> <li>• Croissants</li> <li>• Crusts or puff pastry of main dish pie or quiche</li> <li>• Dumplings</li> <li>• Egg roll skins, won ton wrappers</li> <li>• English muffins</li> <li>• Fry bread (cannot deep-fry onsite)</li> <li>• Grains (e.g., barley, bulgur, millet, rye, wheat)</li> </ul> | <ul style="list-style-type: none"> <li>• Grits, cooked, dry (hominy)</li> <li>• Kasha (toasted buckwheat groats)</li> <li>• Melba Toast</li> <li>• Muffins</li> <li>• Oats, oatmeal (rolled oats, steel cut, quick-cooking, instant, old fashioned)</li> <li>• Pancakes</li> <li>• Pasta (all shapes - macaroni, spaghetti, etc.)</li> <li>• Pita bread or round</li> <li>• Pizza crust</li> <li>• Polenta</li> <li>• Popcorn</li> <li>• Pretzels, soft and hard</li> <li>• Quick breads (banana, carrot, pumpkin, zucchini)</li> <li>• Quinoa</li> <li>• Rice (brown, enriched white, wild)</li> <li>• Rice cakes</li> <li>• Rolls (dinner, white, whole wheat, potato)</li> <li>• Scones, savory</li> <li>• Spoon bread</li> <li>• Taco, tostada or tortilla shells</li> <li>• Tortillas (corn or wheat)</li> <li>• Waffles</li> </ul> |
|---|--|

## Non-Creditable Grains

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• When first ingredient, or second after water, is not whole or enriched grain/flour, bran, or germ</li> <li>• When sugar is listed before first grain on ingredient list</li> <li>• Cereals that are not whole grain, enriched, or fortified</li> <li>• Cereals above sugar limits</li> <li>• Chips, grain-based, when not whole grain or enriched</li> <li>• Nut, legume (bean), or seed flour</li> </ul> | <ul style="list-style-type: none"> <li>• Potatoes (creditable as vegetable, not grain)</li> <li>• Potato chips, potato sticks</li> <li>• Tapioca</li> <li>• Tortilla chips when first ingredient, or second after water, is not a whole or enriched grain</li> <li>• Veggie straws, chips, or sticks, when first ingredient is not a whole or enriched grain</li> </ul> |
|--|---|

## Non-Creditable ~ Grain-Based Desserts (GBD)

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Biscotti, sweet with fruits, chocolate, icing</li> <li>• Bread/breadstick with sweet filling (such as pie filling)</li> <li>• Bread pudding</li> <li>• Brownies</li> <li>• Cakes (coffee cake, pound cake, cupcakes)</li> <li>• Carmel popcorn and kettle corn</li> <li>• Cereal bars, breakfast bars, marshmallow cereal treats</li> <li>• Churros</li> <li>• Cinnamon rolls</li> <li>• Cookies</li> <li>• Croissants, sweet (e.g., chocolate-filled)</li> <li>• Crusts of dessert pies, cobblers, and fruit turnovers</li> <li>• Danish pastries (Danishes), sweet pastries</li> </ul> | <ul style="list-style-type: none"> <li>• Doughnuts</li> <li>• Fig or fruit bars/rolls/cookies</li> <li>• Gingerbread</li> <li>• Granola bars, grain-fruit bars</li> <li>• Ice cream cones</li> <li>• Pita chips, sweet (e.g., cinnamon-sugar flavored)</li> <li>• Puppy chow</li> <li>• Rice pudding</li> <li>• Scones, sweet with fruits, chocolate, icing</li> <li>• Sopapillas</li> <li>• Sweet rolls/buns</li> <li>• Toaster pastries (Pop-tarts®)</li> <li>• Vanilla wafers</li> </ul> |
|---|---|



# Child and Adult Care Food Program (CACFP) REFERENCE GUIDE

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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

No

**WGR**

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

No

**WGR**

**Use the Rule of Three**

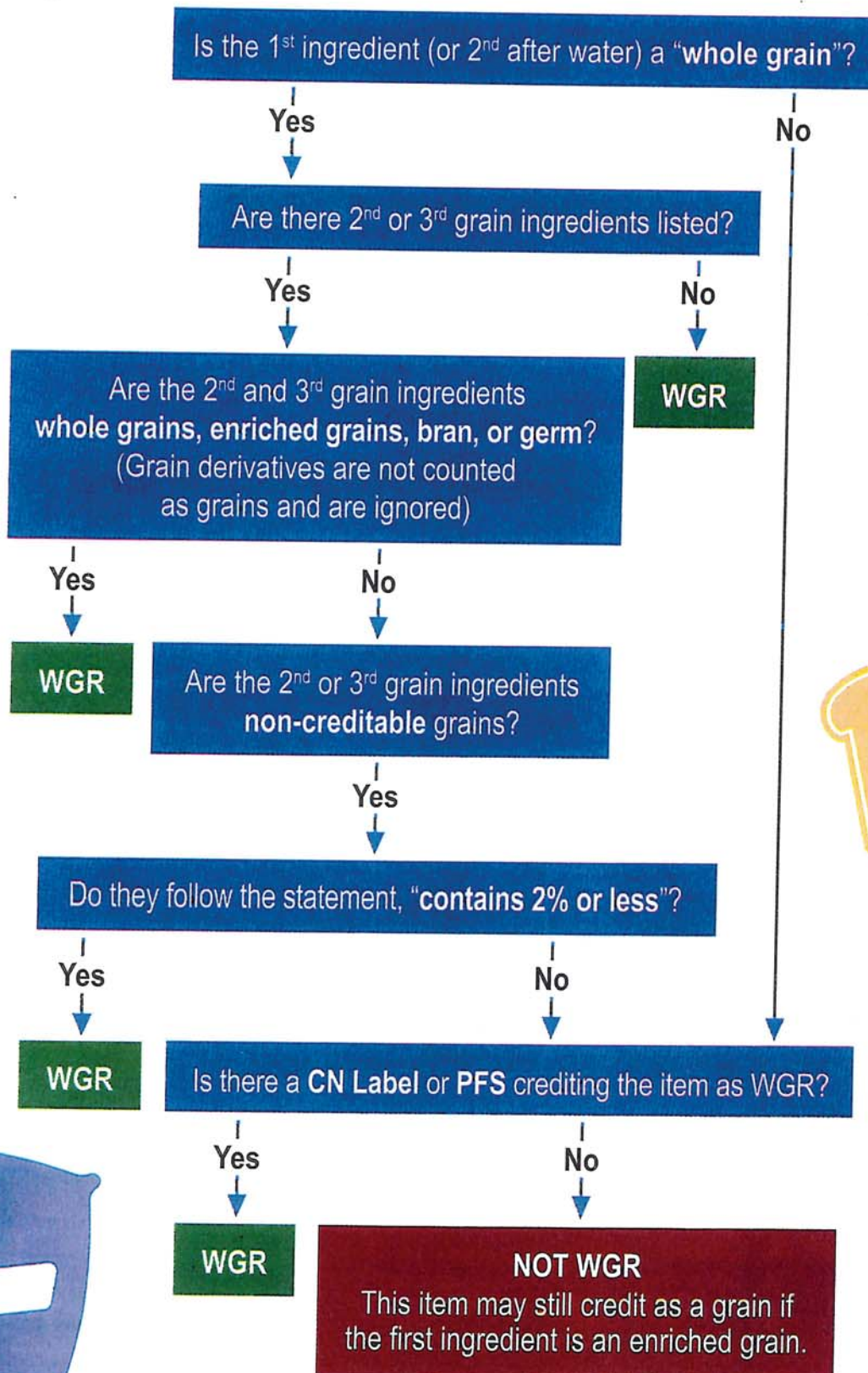
(Refer to flow chart in middle section)





## 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
41-45 g	9 g
46-49 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	12 g
92 g	3.25 oz	13 g
99 g	3.5 oz	14 g
106 g	3.75 oz	15 g
113 g	4 oz	16 g
120 g	4.25 oz	17 g
128 g	4.5 oz	18 g
135 g	4.75 oz	19 g
142 g	5 oz	20 g
149 g	5.25 oz	21 g
150 g	5.3 oz	22 g
156 g	5.5 oz	23 g
163 g	5.75 oz	24 g
170 g	6 oz	25 g
177 g	6.25 oz	26 g
184 g	6.5 oz	27 g
191 g	6.75 oz	28 g
198 g	7 oz	29 g
206 g	7.25 oz	30 g
213 g	7.5 oz	31 g
220 g	7.75 oz	32 g
227 g	8 oz	33 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 and Non-Creditable Cheese

This handout provides information on creditable and non-creditable cheeses and amounts of creditable cheese that must be served to credit towards the meat/meat alternate component of the CACFP meal pattern.

## Creditable Cheese

Types of cheese in the list below are creditable and may be served as a meat/meat alternate in a CACFP meal or snack.

Type	Examples of How Products May Be Labeled	Crediting Information
<b>Natural Cheese</b>	American, Cheddar, Colby, Feta, Monterey Jack, Mozzarella, Muenster, Provolone, Parmesan, Swiss	1 oz serving credits as 1 oz eq m/ma
<b>Processed Cheese</b>	Processed American Cheese Processed Cheddar Cheese	1 oz serving credits as 1 oz eq m/ma
<b>Pasteurized Process Cheese</b>	Pasteurized Process American Cheese	1 oz serving credits as 1 oz eq m/ma
<b>Cottage Cheese</b>	Cottage Cheese	2 oz serving (or ¼ cup) credits as 1 oz eq m/ma
<b>Ricotta Cheese</b>	Ricotta Cheese	2 oz serving (or ¼ cup) credits as 1 oz eq m/ma
<b>Cheese Spread</b> (Not creditable for infants)	Cheese Spread Spreadable Cheese Pasteurized Process Cheese Spread	2 oz serving credits as 1 oz eq m/ma
<b>Cheese Food</b> (Not creditable for infants)	Cheese Food Pasteurized Process Cheese Food	2 oz serving credits as 1 oz eq m/ma
<b>Commercial Cheese Sauce</b>	Cheese Sauce (canned) Cheese Sauce in box of macaroni and cheese	Only creditable when a <i>Child Nutrition (CN) Label</i> or <i>Product Formulation Statement (PFS)</i> is on file that specifies contribution to the m/ma component.

## Non-Creditable Cheese

Types of cheese in the list below are not creditable and may not be served as a meat/meat alternate in a CACFP meal or snack.

Type	Examples of How Products May Be Labeled
<b>Cheese Product</b>	Cheese Product, Pasteurized Prepared Cheese Product
<b>Imitation Cheese</b>	Imitation Cheese, Imitation Pasteurized Process Cheese Food
<b>Cream Cheese / Neufchatel Cheese</b>	Cream Cheese, Neufchatel Cheese, Cream Cheese Spread, Neufchatel Cheese Spread, Whipped Cream Cheese, Whipped Cream Cheese Spread
<b>Cheese Alternative (Plant-Based Cheese)</b>	Vegan Cheese, Soy Cheese, Dairy-Free Cheese, Cheese Alternative
<b>Cheese Powder</b>	Powdered cheese mixes (i.e., boxed macaroni and cheese and cans of powder where liquid is added to make a sauce)



# Cheese Label Examples

## Creditable Cheese



Natural Cheese



Processed Cheese



Pasteurized Process Cheese



Cottage Cheese



Ricotta Cheese



Cheese Spread (Not creditable for infants)



Cheese Food (Not creditable for infants)



Commercial Cheese Sauce  
(Only creditable with CN label/PFS)

## Non-Creditable Cheese



Cheese Product



Imitation Cheese



Cream Cheese / Neufchatel Cheese



Cheese Alternative  
(Plant-Based Cheese)



Cheese Powder

## 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)



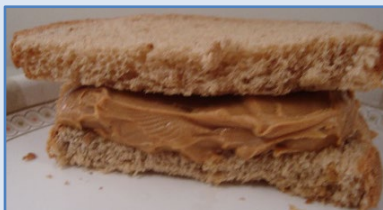
#### 3-5 Year Olds

**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

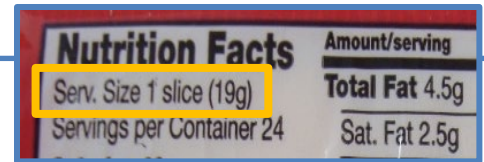
1. Use the Nutrition Facts label to find the Serving Size in grams (g) per cheese slice
2. Find the grams per slice from package in the chart below
3. Determine the # of slices to serve to each child per age group



#### 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

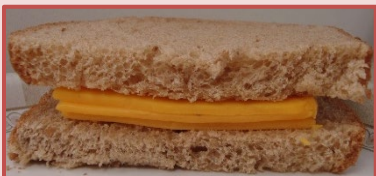
##### Required Amounts:

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

½ slice bread (min amt)



1 slice bread (2 grain servings)

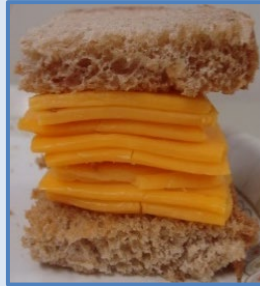


#### 3-5 Year Olds

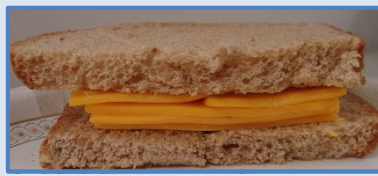
##### Required Amounts:

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

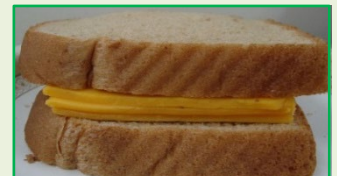
##### Required Amounts:

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



# Crediting Store-Bought Combination Foods and Processed Meat/Meat Alternates

Store-bought combination foods and processed meat/meat alternates, such as pizza, chicken nuggets, ravioli, beef patties, Salisbury steak, meatballs, fish sticks, cheese sauce, etc., are only creditable to the CACFP Meal Pattern when one of the following is on file:

- Child Nutrition (CN) Label
- Product Formulation Statement (PFS)



## Child Nutrition (CN) Label

A CN label will be found on the product's package. Most often, CN labels are on foods purchased from a food distributor. Store-bought combination foods and processed meats purchased in grocery stores generally do not include a CN label.

CN
092337

Five 0.66 oz. fully cooked whole grain chunk-shaped chicken patty fritters provide **2.00 oz. equivalent meat/meat alternate and 1.00 oz. equivalent grains** for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 02/21).

CN
CN

A sample CN Label is shown on the right.

## Product Formulation Statement (PFS)

A PFS is not found on a product's package. A PFS must be obtained by contacting the product's manufacturer. Store-bought combination foods and processed meats purchased in grocery stores that do not include a CN label require a 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

	Description of Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield	Creditable Amount *
Chicken	CHICKEN TENDERS	1.340388	X	0.73	0.97848324
<b>Total</b>					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.

A sample PFS is shown on the right.

## Use Information From the CN Label or PFS to Determine How Much to Serve

CN Labels and PFSs identify a specific **serving amount** and the **meal pattern contribution** of creditable ingredients per serving.

The sample CN Label on the right identifies:

- Serving amount: 5 chicken patty fritters
- Meal pattern contribution:
  - 2.00 oz meat/meat alternate (m/ma)
  - 1.00 oz eq grains

CN
092337

Five 0.66 oz. fully cooked whole grain chunk-shaped chicken patty fritters provide **2.00 oz. equivalent meat/meat alternate and 1.00 oz. equivalent grains** for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 02/21).

CN
CN

Compare this information to the CACFP Meal Pattern minimum requirements to determine how much to prepare and serve to each participant:

Ages	Meal Pattern Requirements	Amounts to Serve at Lunch/Supper	Meal Pattern Contribution per Serving	Meets Meal Pattern Requirements
1&2 year olds	1 oz M/MA ½ oz eq Grains	3 fritters	1.2 oz M/MA 6/10 oz eq Grains	✓
3-5 year olds	1.5 oz M/MA ½ oz eq Grains	4 fritters	1.6 oz M/MA 4/5 oz eq Grains	✓
6 years & older	2 oz M/MA 1 oz eq Grains	5 fritters	2 oz M/MA 1 oz eq Grains	✓

## Crediting to the Grains Component

When a store-bought combination food or processed meat/meat alternate contributes to the grains component, the CN Label or PFS will identify if the grain is whole grain-rich.



### CN Label

**Whole Grain-Rich:** When the grain ingredient is whole grain-rich the CN Label will state the following:

**X.XX oz. equivalent grains**

See example on the right.

CN		XXXXXX
CN	Four 1.00 oz. fish nuggets provide 2.00 oz. equivalent meat/meat alternate and <b>1.00 oz. equivalent grains</b> for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the FNS, USDA 02/21).	CN

**Not Whole Grain-Rich:** When the grain ingredient is not whole grain-rich the CN Label will state the following:

**X.XX oz. equivalent grains (enriched)**

See example on the right.

CN		XXXXXX
CN	Four 1.00 oz. fish nuggets provide 2.00 oz. equivalent meat/meat alternate and <b>1.00 oz. equivalent grains (enriched)</b> for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the FNS, USDA 02/21).	CN

### Product Formulation Statement (PFS)

The PFS will indicate if the item is whole grain rich by the selection of 'Yes' or 'No' to the statement "Does this product meet the Whole Grain-Rich Criteria"

See example on the right.

 	
<b>Product Formulation Statement for Grains Products</b> (Contracting entities must retain a copy of the label from the product package in addition to the following information on the manufacturer's letterhead that is signed by an official company representative.)	
Product Name: <u>Fully Cooked "Buffalo Style" Chicken Breast Bites</u>	Code No.: <u>40030 WG</u>
Manufacturer: <u>John Soules Foods Acquisitions dba ProView Foods</u>	Serving Size: <u>4 (4 PC)</u> (amount)
<b>I. Does the product meet the Whole Grain-Rich Criteria: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>	
II. Does the product contain non-creditable grains: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, now many grams: _____	
III. Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program:	

## What if a CN Label or PFS Is Not on File?

A CN Label or PFS must be on file for store-bought combination foods and processed meat/meat alternates to serve these items as meal components of a CACFP meal. When a CN Label or PFS is not on file or cannot be obtained:

- **Do not serve the food item as a CACFP meal component.** If served, these items can only be served as an extra food in addition to creditable meal components.
- **Purchase a different item that has a CN Label or PFS that can be obtained.**
- **Do not claim meals when a CN Label or PFS is not on file and these items are served as meal components.**

## What Else Do You Need to Know?

- The CN Label or PFS for a specific product cannot be used for a different product.
- The Nutrition Facts Label and Ingredients List is not acceptable documentation to credit store-bought combination foods and processed meat/meat alternates to the CACFP Meal Pattern.

Amount/serving	%DV*	Amount/serving	%DV*
<b>Total Fat</b> 20g	<b>31%</b>	<b>Total Carb.</b> 2g	<b>1%</b>
Sat. Fat 10g	20%	Sugars 0g	0%
Trans Fat 0g	0%		
<b>Cholest.</b> 80mg	<b>27%</b>	<b>Protein</b> 20g	
<b>Sodium</b> 340mg	<b>14%</b>		
Vitamin A 0%	0%	Iron 10%	10%

**Nutrition Facts**  
 Serv. Size: 4 oz (112g)  
 Servings: 4  
 Calories 320  
 Fat cal 180

\* Percent Daily Values (DV) are based on a 2,000 calorie diet.

**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



## 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."

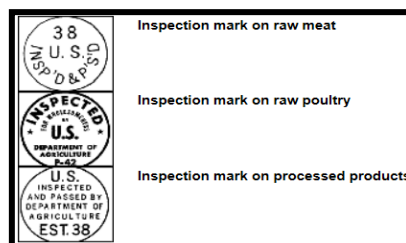


## Livestock and Domesticated Poultry

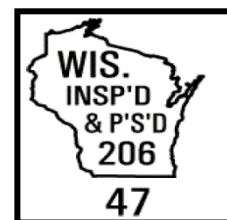
**Livestock:** cattle, sheep, pigs, goats, and rabbits.  
**Domesticated poultry:** chickens, farm-raised ducks, & geese

- 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.](#)



## 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.



## 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.

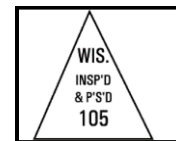
**Domesticated or "Farm-raised" game animals and birds:** typically raised on a farm or reservation, like alpaca, bison, deer, and ostriches.

- 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



**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

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## 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

Foods listed below meet CACFP whole grain rich (WGR) criteria.

## BREADS, BUNS, ROLLS

Any brand labeled “100% Whole Wheat” and lists whole wheat flour as the first ingredient.

### Allowed brands:

- Aunt Millie’s bread
- Beigel’s Windmill Farms bread
- Best Choice bread
- Bimbo bread
- Brownberry bread and buns
- Butternut bread
- Country Hearth bread
- Food Club bread
- Great Value bread and buns
- Hy-Vee bread
- IGA whole wheat bread
- Kroger bread and buns
- Lewis Bake Shop bread
- Our Family bread
- Pepperidge Farm bread and buns
- Private Selection bread
- S. Rosen bread
- Sara Lee bread
- Schnuck’s bread
- SunnyBrook bread
- Village Hearth bread and buns



## TORTILLAS / WRAPS WHOLE WHEAT

Only the following brands labeled “Whole Wheat” or “100% Whole Wheat” :

- Best Choice
- Bucky Badger
- Chi-Chi’s
- Don Pancho
- Essential Everyday
- Food Club
- Frescados
- Great Value
- Hy-Vee
- IGA
- Kroger
- La Bandertia
- Market Pantry
- Mission
- Ortega
- Our Family
- Tio Santi



## OATS/OATMEAL

- Plain, any brand
- Quick
- Old fashioned
- Gluten free



## BROWN RICE

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



## WHOLE WHEAT PASTA

Any shape pasta

Only the following brands labeled “Whole Wheat” or “100% Whole Wheat”:

- Barilla (Whole Grain)
- Essential Everyday
- Food Club
- Gia Russa
- Good and Gather
- Great Value
- Heartland
- Hy-Vee
- Kroger
- Our Family
- Racconto
- Ronzoni 100% Whole Grain



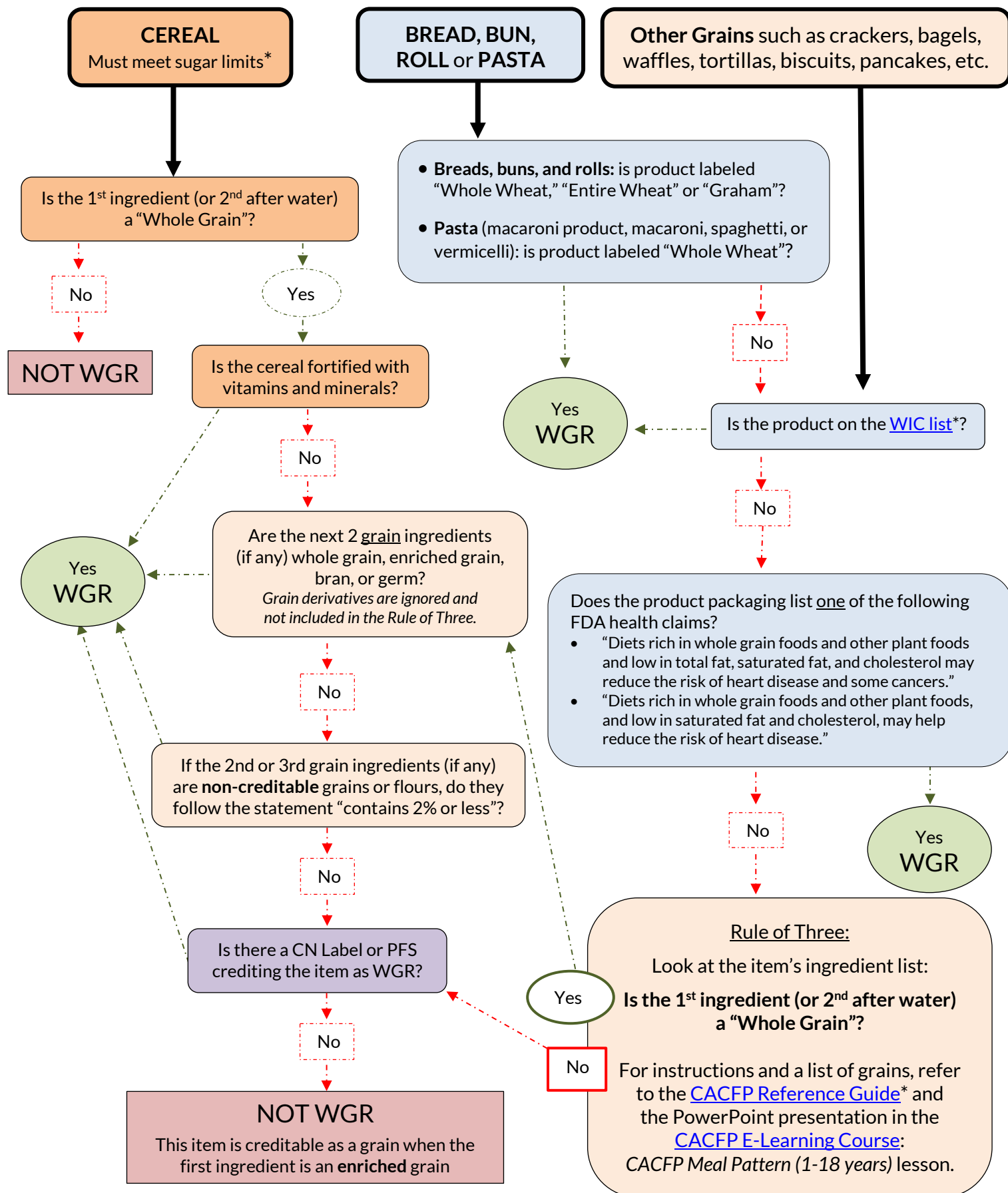
## TORTILLAS / WRAPS WHITE OR YELLOW SOFT CORN

Only the following brands labeled “White Corn” or “Yellow Corn”:

- Best Choice
- Bucky Badger
- Chi-Chi’s
- El Ray
- Essential Everyday
- Food Club
- Frescados
- Hy-Vee
- IGA
- La Bandertia
- La Burritia
- Mission
- Our Family



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





# Grain Ingredients List

Use this list when determining if a grain item is whole grain-rich by the Rule of Three. To meet the Rule of Three, the first ingredient (or second after water) must be a whole grain, and the next two grain ingredients, if any, must be a whole grain, enriched grain, bran, or germ. The first three grain ingredients cannot be a non-creditable grain/flour. Grain derivatives and ingredients listed after the “contains 2% or less” statement are to be ignored.

## Whole Grain Ingredients

**Must be the first ingredient, or second after water. May be the second and/or third grain ingredient.**

- |                                  |   |                                |
|----------------------------------|---|--------------------------------|
| • Amaranth                       | • Oats  | • Whole corn flour             |
| • Amaranth flour                 | • Oatmeal (old-fashioned, quick cooking, steel cut and instant) | • Whole corn meal              |
| • Bromated whole wheat flour     | • Oat groats  | • Whole durum flour            |
| • Brown basmati rice             | • Oat flour   | • Whole durum wheat flour      |
| • Brown jasmine rice             | • Popcorn   | • Whole einkorn                |
| • Brown rice                     | • Quick cooking oats  | • Whole einkorn berries        |
| • Brown rice flour               | • Quinoa  | • Whole grain barley           |
| • Buckwheat                      | • Rolled oats   | • Whole grain brown rice       |
| • Buckwheat flour                | • Rye berries   | • Whole grain corn             |
| • Buckwheat groats               | • Rye flakes  | • Whole grain corn flour       |
| • Bulgur                         | • Rye groats  | • Whole grain corn meal        |
| • Bulgar wheat                   | • Sorghum   | • Whole grain einkorn flour    |
| • Corn masa                      | • Sorghum flour   | • Whole grain grits            |
| • Corn masa flour                | • Spelt berries   | • Whole grain Khorasan wheat   |
| • Corn treated with lime         | • Sprouted brown rice   | • Whole Khorasan wheat         |
| • Cracked buckwheat              | • Sprouted buckwheat  | • Whole grain oat flour        |
| • Cracked wheat                  | • Sprouted einkorn  | • Whole grain soft white wheat |
| • Crushed wheat                  | • Sprouted spelt  | • Whole grain spelt flour      |
| • Dehulled barley                | • Sprouted wheat  | • Whole grain wheat            |
| • Dehulled-barley flour          | • Sprouted wheat berries  | • Whole grain wheat flakes     |
| • Emmer (whole farro)            | • Sprouted whole rye  | • Whole grain wheat flour      |
| • Entire wheat flour             | • Sprouted whole wheat  | • Whole oat flour              |
| • Flaked rye                     | • Steel cut oats  | • Whole oats                   |
| • Flaked wheat                   | • Teff  | • Whole rye                    |
| • Graham flour                   | • Teff flour  | • Whole rye flour              |
| • Ground corn with trace of lime | • Triticale   | • Whole rye flakes             |
| • Ground corn treated with lime  | • Triticale flour   | • Whole spelt                  |
| • Hominy                         | • Wheat berries   | • Whole wheat flakes           |
| • Hominy grits                   | • Wheat groats  | • Whole wheat flour            |
| • Instant oatmeal                | • White whole wheat flour                                       | • Whole white wheat            |
| • Masa harina                    | • Whole barley  | • Whole white wheat flour      |
| • Millet                         | • Whole barley flakes   | • Wild rice                    |
| • Millet flour                   | • Whole buckwheat flour   | • Wild rice flour              |
| • Nixtamalized corn              | • Whole corn  |                                |
| • Nixtamalized corn flour/meal   |   |                                |



### Nixtamalized Corn Ingredients

Corn ingredients that are nixtamalized are considered whole grain. These ingredients may be identified in the ingredients list as:

- |                          |                              |
|--------------------------|------------------------------|
| • Cooked with lime       | • Lime/Calcium Hydroxide     |
| • Cooked with lime water | • Trace of lime              |
| • Hydrated lime          | • Treated with hydrated lime |
| • Lime                   | • Treated with lime          |

**In addition to the ingredients listed above, if an ingredient has “whole” in front of it, then it is a whole grain ingredient.**

## Enriched Grain Ingredients

May be the second and/or third grain ingredient.

- Enriched bromated flour
- Enriched corn flour
- Enriched corn meal
- Enriched durum flour
- Enriched durum wheat flour
- Enriched farina
- Enriched grits
- Enriched rice
- Enriched rice flour
- Enriched rye flour
- Enriched wheat flour
- Enriched white flour
- Other grains with the word “enriched” in front of it

In addition to ingredients listed on the left:

- 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.

## Bran or Germ Ingredients

May be the second and/or third grain ingredient.

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

## Non-Creditable Grains and Flours

Cannot be one of the first three grain ingredients.

- Barley
- Barley flakes
- Barley flour
- Barley grits
- Barley malt
- Basmati rice
- Bean/legume flour (such as chickpea, lentil, etc.)
- Bread flour
- Bromated flour
- Corn
- Corn fiber
- Corn flour
- Corn grits
- Corn meal
- Cultured wheat flour
- Degermed corn
- Degerminated corn meal
- Durum flour
- Durum grits
- Durum wheat flour
- Farina
- Flour
- Grits
- Ground corn
- Jasmine rice
- Malted barley
- Malted barley flour
- Nut or seed flour (any kind)
- Oat fiber
- Pearl(ed) barley
- Phosphate flour
- Pot barley
- Potato flour
- Rice flour
- Rye
- Rye flour
- Scotch barley
- Self-rising flour
- Self-rising wheat flour
- Semolina
- Soy flour
- Stone ground corn
- Stone ground wheat flour
- Tapioca flour
- Unbleached flour
- Vegetable flour (any kind)
- Wheat
- Wheat flour
- White flour
- Yellow corn flour
- Yellow corn meal

## Grain Derivatives

Do not count as ingredients; they are ignored.  
Cross them out when doing the Rule of Three.

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

## What about Flour Blends Ingredients?

Treat flour blends as one ingredient. A flour blend is when a grain/flour ingredient is listed with a parenthesis next to it and in the parentheses is a list of multiple ingredients.

- ✓ If a flour blend is the first grain ingredient, all ingredients in the blend must be whole grains/flours.
- ✓ If a flour blend is the second or third grain ingredient, all grain ingredients in the blend must be whole grains/flours, enriched grains/flours, bran, and/or germ; vitamins and minerals are allowed.
- ✓ If a flour blend includes any non-creditable grains/flours, the flour blend is a non-creditable grain.

# 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

# CACFP Grains Chart

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

# Is it a Grain-Based Dessert? Perception Counts!



Grain-based desserts are not creditable in the CACFP and cannot be served as the grain component of a meal or snack. This includes store-bought grain-based desserts, homemade grain-based desserts including those made with healthy ingredients (i.e., whole grains or with less sugar, butter, oil, etc.), and whole grain-rich grain-based desserts. Items in the chart below are common grain-based desserts.

## Grain-Based Desserts: NOT CREDITABLE IN THE CACFP

Biscotti, sweet, made with fruits, chocolate, icing	Doughnuts
Bread/breadstick with sweet filling (such as pie filling)	Fig or fruit-filled bars/rolls/cookies
Bread pudding, sweet	Gingerbread
Brownies	Granola bars, grain-fruit bars
Cake (including coffee cake, pound cake, cupcakes)	Ice cream cones
Caramel popcorn and kettle corn	Pita chips, sweet, such as cinnamon-sugar flavored
Cereal bars, breakfast bars, marshmallow cereal treats	Puppy chow
Churros	Rice pudding, sweet
Cinnamon rolls	Scones, sweet, made with fruits, chocolate, icing
Cookies	Sopapillas
Croissants, sweet, such as chocolate-filled	Sweet rolls/buns
Crusts of dessert pies, cobblers, fruit turnovers	Toaster pastries, Pop-tarts®
Danish pastries (Danishes), sweet pastries	Vanilla wafers

### Not sure if an item is a Grain-Based Dessert?

How a food item is perceived plays a role in determining if it is a grain-based dessert.

Before adding an item to menus ask is the item:

- Commonly thought of as a dessert or sweet treat?
- Shaped like a grain-based dessert listed in the chart above (such as a cookie or granola bar)? Grain-based desserts may be labeled with a different name, i.e., breakfast flat instead of granola bar or breakfast round instead of cookie.



If you answered yes to either question above the item is a grain-based dessert and must not be served. Choose another option. Not sure if an item is a grain-based dessert? Contact your assigned [Consultant](#).

## Sweet Ingredients

Programs are discouraged from serving creditable foods that contain sweet ingredients, such as chocolate chips in muffins. Instead, purchase or prepare healthier alternatives to promote healthy eating habits.

### Things to Consider When Selecting Foods for Your Menu.

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

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

## Tips for Incorporating Whole Grain-Rich Grains

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- 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
<b>Made of 100% vegetable flour(s)</b>	$\frac{1}{2}$ cup cooked pasta	$\frac{1}{2}$ cup Vegetable
<b>Made of 100% legume flour(s)</b>	$\frac{1}{2}$ 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)
<b>Made of vegetable flour(s) and other non-vegetable ingredients</b>	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.



More training, menu planning, and nutrition education materials for the CACFP can be found at <https://teamnutrition.usda.gov>.









# 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

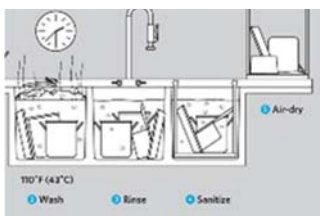
Food preparers must use a hair net or cap to keep hair from coming in contact with food during preparation

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.**

<b>What is the difference between cleaning, sanitizing and disinfecting?</b>			
	Process	Solution/Product Necessary	Result
<b>Cleaning</b>	<b>ALWAYS CLEAN BEFORE SANITIZING or DISINFECTING</b> 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.
<b>Sanitizing</b> 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.
<b>Disinfecting</b> 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.
<b>All disinfectants sanitize, but not all sanitizers are capable of disinfecting.</b>			
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 <b>both</b> 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"> <li>• Use caution when mixing bleach. If bleach is mixed with other cleaners or chemicals hazardous gases may be released.</li> <li>• Always follow licensing rules for proper solution strength.</li> <li>• Set up a specific location to mix the bleach solution.</li> <li>• Store bleach in a well-ventilated area inaccessible to children.</li> <li>• Assign a specific person the responsibility of mixing the disinfecting bleach solution daily.</li> <li>• Wear gloves and eye protection when diluting bleach.</li> <li>• Use a funnel to pour bleach into cool water.</li> <li>• Keep the bleach solution properly labeled and out of the reach of children.</li> <li>• Do not spray bleach solution when children are nearby.</li> <li>• Keep solution out of direct sunlight to preserve the effectiveness of chlorine.</li> </ul>	<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><b>OR</b></p> <p>1/4 teaspoon bleach to 1 quart cool water</p> <p><b>OR</b></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><b>** Working containers of disinfecting solutions must be prepared each day and kept out of the reach of children.</b></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><b>OR</b></p> <p>1 tablespoon bleach to 1 quart cool water</p> <p><b>OR</b></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><b>** Working containers of disinfecting solutions must be prepared each day and kept out of the reach of children.</b></p> <h3><u>Disinfecting Alternatives to Bleach</u></h3> <p>A quaternary ammonia product or any product that is <b><u>EPA registered</u></b> 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)
<b>Meat (Beef, Pork, Veal, Lamb)</b>		
<b>Ground meat,</b> -uncooked	1-2 days	3-4 months
-cooked	3-4 days	
<b>Steaks</b>	3-5 days	6-12 months
<b>Chops</b>	3-5 days	4-6 months
<b>Roasts</b>	3-5 days	4-12 months
<b>Stew meats</b>	1-2 days	3-4 months
<b>Poultry (Chicken, Turkey)</b>		
<b>Fresh poultry, whole</b>	1-2 days	12 months
<b>Fresh poultry, pieces</b> (breast, thighs, wings)	1-2 days	9 months
<b>Cooked poultry</b>	3-4 days	4 months
<b>Ground poultry,</b> -uncooked	1-2 days	2-3 months
-cooked	3-4 days	3-4 months
<b>Ham &amp; Corned Beef</b>		
<b>Corned beef, in pouch with pickling juices</b>	5-7 days	Drained, 1 month
<b>Ham, fully cooked,</b> -whole	7 days	
-half	3-5 days	1-2 months
-slices	3-4 days	
<b>Ham, canned, labeled "Keep Refrigerated,"</b> -unopened	6-9 months	Do not freeze
-opened	3-5 days	1-2 months
<b>Fish &amp; Shellfish</b>		
<b>Lean fish</b>	1-2 days	6 months
<b>Fatty fish</b>	1-2 days	2-3 months
<b>Cooked fish</b>	3-4 days	4-6 months
<b>Smoked fish</b>	14 days	2 months
<b>Fresh shrimp, scallops</b>	1-2 days	3-6 months
<b>Other Notes:</b>		
-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)
<b>Hot Dogs &amp; Lunch Meat (in freezer wrap)</b>		
<b>Hot dogs,</b> -opened	1 week	1-2 months
-unopened	2 weeks	
<b>Lunch meat,</b> -opened or deli-sliced	3-5 days	1-2 months
-unopened	2 weeks	
<b>Eggs</b>		
<b>Fresh, in shell</b>	3-5 weeks	Do not freeze
<b>Hard-cooked</b>	1 week	Do not freeze
<b>Raw yolks, whites</b>	2-4 days	12 months
<b>Liquid pasteurized eggs or egg substitutes,</b> -opened	3 days	Do not freeze
-unopened	10 days	12 months
<b>Dairy</b>		
<b>Cheese, hard or processed,</b> -opened	3-4 weeks	6 months
-unopened	6 months	
<b>Cheese, soft</b>	1 week	6 months
<b>Cottage/ricotta cheese</b>	1 week	Do not freeze
<b>Cream cheese</b>	2 weeks	Do not freeze
<b>Butter</b>	1-3 months	6-9 months
<b>Other/Leftovers Entrees</b>		
<b>Store-prepared (or homemade) egg, chicken, tuna, ham, &amp; macaroni salads</b>	36 hours	Do not freeze
<b>Cooked meat &amp; meat dishes</b>	36 hours	2-3 months
<b>Cooked poultry dishes</b>	36 hours	4-6 months
<b>Cooked chicken nuggets, patties</b>	36 hours	1-3 months
<b>Soups &amp; stews (vegetable &amp; meat-added)</b>	36 hours	2-3 months
<b>Frozen casseroles</b>	Keep frozen	3-4 months
<b>Commercially prepared ready-to-serve items that have been opened</b> (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. <sup>1</sup>	Level Measure	Color Code <sup>2</sup>
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	

<sup>1</sup> 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.



<sup>2</sup> 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.

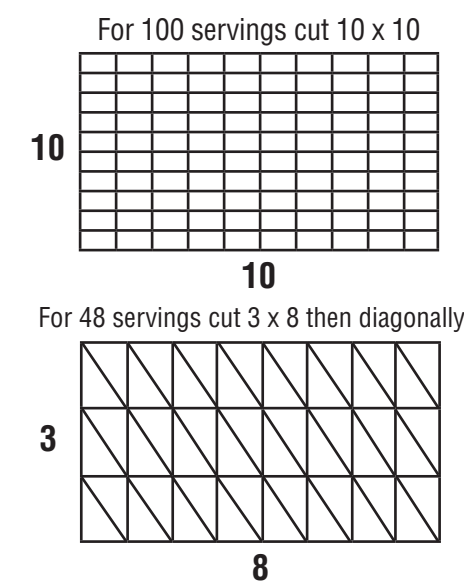
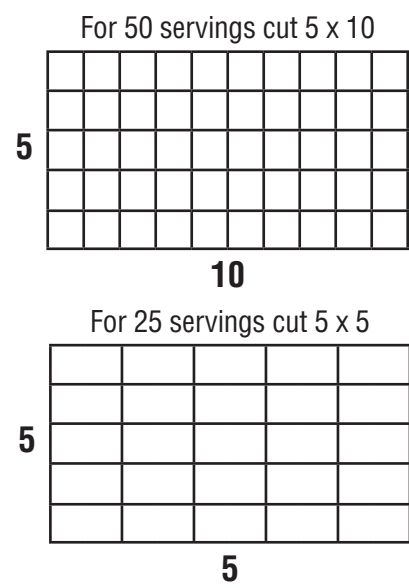
## Steamtable Pan Capacity

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

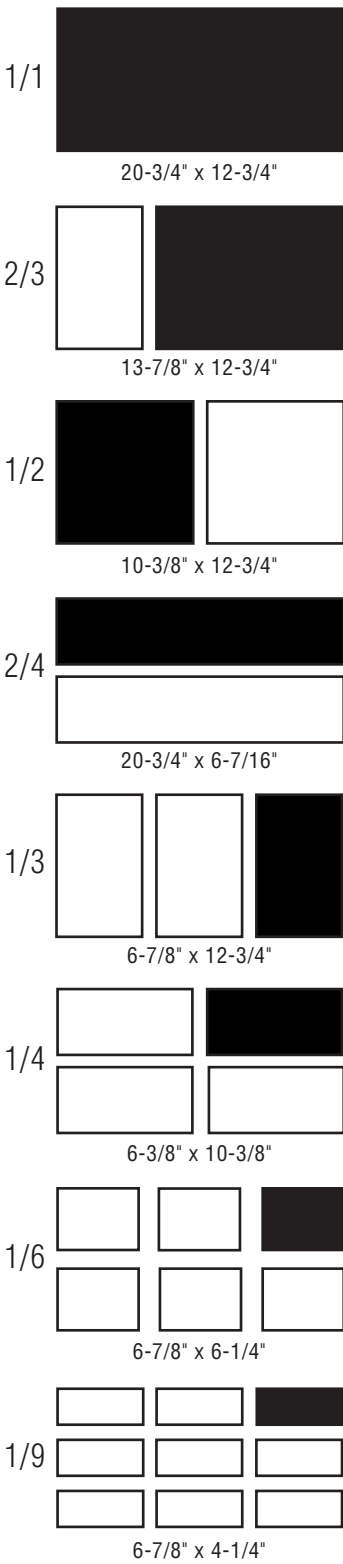
## Approximate Dimensions of Serving Sizes from Different Pan Sizes

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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08/2017

# QUICK REFERENCE GUIDE

## Volume Measurement Conversions



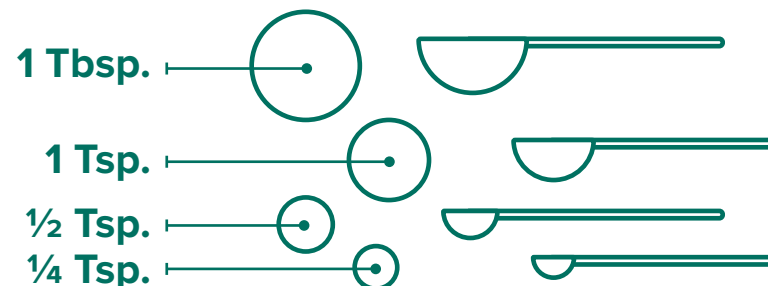
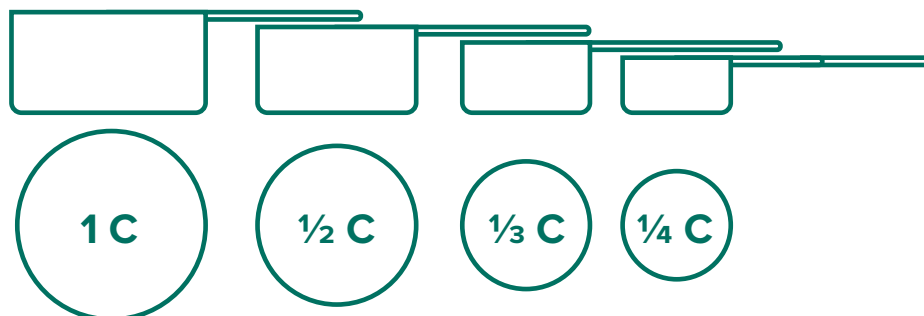
### Liquid Ingredients

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	4-6 fluid ounces breastmilk, iron fortified infant formula, or portions of both
6 through 11 months	<p>6-8 fluid ounces breastmilk, iron fortified infant formula, or portions of both</p> <p><b>And, when developmentally ready, one or more items from the following:</b></p> <p>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 (regular and soy); OR            0-4 tablespoons commercially prepared tofu</p> <p style="text-align: center;"><b>AND</b></p> <p>0-2 tablespoons vegetable, fruit, or a combination of both (no juice)</p>

\*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. IFIC or a meat/meat alternate must be served.

Snack	
Birth through 5 months	4-6 fluid ounces breastmilk, iron fortified infant formula, or portions of both
6 through 11 months	<p>2-4 fluid ounces breastmilk, iron fortified infant formula, or portions of both</p> <p><b>And, when developmentally ready, one or more items from the following:</b></p> <p>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</p> <p style="text-align: center;"><b>AND</b></p> <p>0-2 tablespoons vegetable, fruit, or a combination of both (no juice)</p>

\*\*Bread-like items: biscuit, bun, roll, muffin, English muffin, pancake, pita bread, soft tortilla, waffle, etc. See next page for the **Infant Grains Chart** and serving size amounts.

Additional Requirements
<ul style="list-style-type: none"> <li>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.</li> <li>Yogurt must contain no more than 23 grams of total sugars per 6 ounces.</li> <li>Grains served at snack must be whole grain-rich, enriched meal, or enriched flour.</li> <li>Breakfast cereals served at snack must contain no more than 6 grams of sugar per dry ounce.</li> </ul>



# 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.



# 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.



Find the Community Nutrition Team here:



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



[https://twitter.com/WisDPI\\_CNT](https://twitter.com/WisDPI_CNT)



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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.







## Sugar in Yogurt and Cereal

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### 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):

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

**When yogurt is in GRAMS:**  
Number must be **0.0702 or less**

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

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### CEREAL

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

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

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 Requirements

## 1. OFFER THE CACFP TO ALL ENROLLED INFANTS

Families / guardians cannot be required to provide formula or foods for their infant.

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

- Minimum of one type/brand **Iron-Fortified Infant Formula**
- **Iron-Fortified Infant Cereal**
- **Fruits, Vegetables, and Meats/Meat Alternates:** Store-bought, homemade, table foods, or a combination of all three
- **Grains:** Bread/bread-like items,\* crackers, ready-to-eat cereals (creditable at snack only)

\*Bread-like items: biscuit, bun, roll, muffin, English muffin, pancake, pita bread, soft tortilla, waffle

## 2. POST THE 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 families and staff.

## 3. NOTIFY FAMILIES OF THE FORMULA AND FOODS OFFERED

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

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

## 4. COMPLETE THE INFANT MEAL RECORD

Complete one **Infant Meal Record** for every infant whose meals/snacks will be claimed. There are two options for the Infant Meal Record. Read below to determine which form your agency will use.

- [Infant Meal Record: Breakfast, Lunch, Snack](#) – use when the agency is approved to claim Breakfast, Lunch, and one Snack (AM Snack, PM Snack, or Additional Snack).
- [Infant Meal Record: All Meals](#) – use when the agency is approved to claim more than Breakfast, Lunch, and one Snack. The agency may not claim more than two meals and one snack OR two snacks and one meal per infant per day. Therefore, this form is to be used when the agency serves shifts of children and claims more than breakfast, lunch and one snack throughout the day

Instructions for completing the **Infant Meal Record** are on the record. Training on the Infant Meal Record is available in the following E-Learning lessons:

- [Recording Infant Meals on the Infant Meal Record](#)
- [CACFP E-Learning Course: Infant Recordkeeping & Claiming Requirements](#). This lesson provides information on the CACFP requirements for serving, recording and claiming infant meals.

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)

# Infant Meal Record

Effective **October 1, 2024**, meals and snacks claimed for infants must be documented on the ***Infant Meal Record***.

The previous *Infant Meal Form* may no longer be used. Throw out unused printed forms.

**This lesson will go through the new *Infant Meal Record*, with examples showing how to document meals and snacks, and how to determine if a meal or snack may be claimed.**

## Completing the Infant Meal Record and Meal Counts

- Complete one *Infant Meal Record* per infant.
- The *Infant Meal Record* does not need to be filled out for infants whose meals and snacks will not be claimed (for example, when the family provides more than one meal component for all meals and snacks).
- Once menu is completed record the infant meal count on the Weekly Attendance and Meal Count worksheet. This must be recorded at the time of service.

### Step1

#### Name, Birthdate, Formula Supplier / Breast Milk

Infant Meal Record: Breakfast, Lunch, Snack		
	Infant's Full Name: <u>Brandon Jones</u>	Birthdate: <u>1/1/20XX</u>
	Formula supplied by: <input type="checkbox"/> Program <input checked="" type="checkbox"/> Family <input type="checkbox"/> N/A Breast milk	
	Name of Formula (IFIF): <u>ABC Formula</u>	
1. Record date meals are served in Date column.		
2. For each meal, record item(s) when served or immediately after:		

At the top of each *Infant Meal Record*, record the infant's full name, birthdate, and check the appropriate box to indicate who supplies the infant's formula, either the program (i.e., the center) or the family. Document the name of the formula.

If the infant drinks breast milk, check the box for N/A Breast milk.

If the infant drinks both formula and breast milk, check all boxes that apply and document the name of the formula.

## Step 2

### Recording Meals

Breast milk and/or formula only		When developmentally ready, record foods in applicable columns		
Date	Breast Milk (BM) / Formula (IFIF)	Fruit / Veg	IFIC or Meat/Meat Alternate (M/MA)	RM
10/7	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	<hr/> <i>Specify f/v</i> <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA <hr/> <i>Specify m/ma</i> <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>

In the table, record the date meals are served in the Date column.

For each meal served, record items when they are served to the infant or immediately after.

- When an infant is only drinking breast milk and/or formula, only complete the Breast Milk (BM) / Formula (IFIF) column.
- When the infant is developmentally ready for foods, document food(s) served in the applicable columns.



### Step 3

### Recording Breast Milk (BM) / Formula (IFIF)

BREAKFAST				
Date	Breast Milk (BM) / Formula (IFIF)	Fruit / Veg	IFIC or Meat/Meat Alternate (M/MA)	RM
10/7	<input type="checkbox"/> BM <input checked="" type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input checked="" type="checkbox"/> F	 <hr/> Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA  <hr/> Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	   <input type="checkbox"/>

**At all meals and snacks, breast milk and/or formula must be served. In the Breast Milk (BM) / Formula (IFIF) column:**

- Check the box for breast milk (BM), formula (IFIF), or both, if applicable.
- When an infant's mom breast feeds her infant onsite, check the box for Mom Fed.
- Check the box for Program (P) or Family (F) to identify who supplied the item.

**In this example, the infant was fed formula supplied by the family.**

- The box for IFIF is checked in the Breast Milk (BM) / Formula (IFIF) column.
- The box for F is checked, indicating the formula is family-provided.

## Step 4

### Recording Fruit / Vegetable

BREAKFAST				
Date	Breast Milk (BM) / Formula (IFIF)	Fruit / Veg	IFIC or Meat/Meat Alternate (M/MA)	RM
10/7	<input type="checkbox"/> BM <input checked="" type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input checked="" type="checkbox"/> F	<u>Applesauce</u> Specify f/v <input checked="" type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>

**At all meals and snacks, a fruit and/or vegetable must be served.\***

**In the Fruit / Veg column:**

- Specify the actual fruit and/or vegetable served on the provided line.
- Check the box for Program (P) or Family (F) to identify who supplied item.

**In this example, the infant was fed applesauce supplied by the program.**

- Applesauce is documented in the Fruit/Vegetable column.
- The box for P is checked, indicating the applesauce is supplied by the program.

*\*When developmentally ready.*

## Recording Infant Cereal (IFIC) or Meats/Meat Alternates at Breakfast, Lunch, and Supper

**At Breakfast, Lunch, and Supper, Infant Cereal (IFIC) or a Meat/Meat Alternate (M/MA) must be served.\***

- When infant cereal is served check the box for IFIC.
- When a meat/meat alternate is served, check the box for M/MA and specify the actual food item served on the provided line.
- Check the box for Program (P) or Family (F) to identify who supplied item.

- The box for IFIC is checked in the IFIC or Meat/Meat Alternates (M/MA) column.
- The box for P is checked, indicating the infant cereal is supplied by the program.

*\*When developmentally ready.*

## Step 6

### Recording Infant Cereal (IFIC) or Grains at Snacks

SNACK			
Breast Milk (BM) / Formula (IFIF)	Fruit / Veg	IFIC or Grain	RM
<input type="checkbox"/> BM <input checked="" type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed  <input type="checkbox"/> P <input checked="" type="checkbox"/> F	<u>Pears</u> Specify f/v  <input checked="" type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input checked="" type="checkbox"/> Grain <u>Graham crackers</u> Specify grain  <input checked="" type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>

**At Snacks, Infant Cereal (IFIC) or a Grain must be served.\***

**In the IFIC or Grain column:**

- When infant cereal is served check the box for IFIC.
- When a grain item is served, check the box for Grain and specify the actual food item served on the provided line.
- Check the box for Program (P) or Family (F) to identify who supplied item.

**In this example, the infant was fed graham crackers supplied by the program.**

- The box for Grains is checked and graham crackers are documented in the IFIC or Grain column.
- The box for P is checked, indicating the graham crackers are supplied by the program.

*\*When developmentally ready.*

## Step 7

### Determine if a Meal is Reimbursable

BREAKFAST				
Date	Breast Milk (BM) / Formula (IFIF)	Fruit / Veg	IFIC or Meat/Meat Alternate (M/MA)	RM
10/7	<input type="checkbox"/> BM <input checked="" type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input checked="" type="checkbox"/> F	<u>Applesauce</u> Specify f/v <input checked="" type="checkbox"/> P <input type="checkbox"/> F	<input checked="" type="checkbox"/> IFIC <input type="checkbox"/> M/MA Specify m/ma <input checked="" type="checkbox"/> P <input type="checkbox"/> F	<input checked="" type="checkbox"/>

A meal or snack is reimbursable (can be claimed) when it:

- Includes **all required components** the infant is developmentally ready to eat;
- Contains **creditable foods**; and
- The **program (P) supplies all component(s)** of the meal or snack, **or all but one component**. The family (F) can supply one creditable component of a reimbursable meal or snack.

When a meal/snack has met the above criteria, the box in the **Reimbursable Meals (RM)** column can be checked and record the meal count on the Weekly Attendance and Meal count worksheet. Remember this must be done at the time of service.

In this example, the breakfast includes all required components the infant is developmentally ready to eat, creditable foods, and the program supplies all but one component.

- The meal is reimbursable, therefore, the box in the RM column is checked.



## Step 8

### When a Meal is Not Reimbursable

LUNCH			
Breast Milk (BM) / Formula (IFIF)	Fruit / Veg	IFIC or Meat/Meat Alternate (M/MA)	RM
<input type="checkbox"/> BM <input checked="" type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed  <input type="checkbox"/> P <input checked="" type="checkbox"/> F	<u>Green beans</u> <i>Specify f/v</i>  <input checked="" type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input checked="" type="checkbox"/> M/MA <u>Whole eggs</u> <i>Specify m/ma</i>  <input type="checkbox"/> P <input checked="" type="checkbox"/> F	<input type="checkbox"/>

Do not check the box in the RM column when a meal or snack:

- Is missing all required components the infant is developmentally ready to eat;
- Contains non-creditable foods; and/or
- Includes two or more family (F) supplied components.

In this example, the lunch includes all required components the infant is developmentally ready to eat and creditable foods, however, **the family supplies two components** (formula and the meat/meat alternate).

- The meal is NOT reimbursable, therefore, the box in the RM column is NOT checked. Even though it is not reimbursable you should still be recorded on the Weekly Attendance and Meal Count form at the time of service.

## Step 9

### Total Check Boxes in RM Column

BREAKFAST				LUNCH				SNACK						
Date	Breast Milk (BM) / Formula (IFIF)	Fruit / Veg	IFIC or Meat/Meat Alternate (M/MA)	RM	Breast Milk (BM) / Formula (IFIF)	Fruit / Veg	IFIC or Meat/Meat Alternate (M/MA)	RM	Breast Milk (BM) / Formula (IFIF)	Fruit / Veg	IFIC or Grain	RM		
10/7	<input type="checkbox"/> BM <input checked="" type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input checked="" type="checkbox"/> F	Applesauce Specify f/v <input checked="" type="checkbox"/> P <input type="checkbox"/> F	<input checked="" type="checkbox"/> IFIC <input type="checkbox"/> M/MA Specify m/ma <input checked="" type="checkbox"/> P <input type="checkbox"/> F	<input checked="" type="checkbox"/>	<input type="checkbox"/> BM <input checked="" type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input checked="" type="checkbox"/> F	Green beans Specify f/v <input checked="" type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input checked="" type="checkbox"/> M/MA Whole eggs Specify m/ma <input type="checkbox"/> P <input checked="" type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input checked="" type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input checked="" type="checkbox"/> F	Pears Specify f/v <input checked="" type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input checked="" type="checkbox"/> Grain Graham crackers Specify grain <input checked="" type="checkbox"/> P <input type="checkbox"/> F	<input checked="" type="checkbox"/>		
10/8	<input type="checkbox"/> BM <input checked="" type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input checked="" type="checkbox"/> F	Bananas Specify f/v <input checked="" type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input checked="" type="checkbox"/> M/MA Yogurt Specify m/ma <input checked="" type="checkbox"/> P <input type="checkbox"/> F	<input checked="" type="checkbox"/>	<input type="checkbox"/> BM <input checked="" type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input checked="" type="checkbox"/> F	Carrots Specify f/v <input checked="" type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input checked="" type="checkbox"/> M/MA Tofu Specify m/ma <input type="checkbox"/> P <input checked="" type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input checked="" type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input checked="" type="checkbox"/> F	Peaches Specify f/v <input checked="" type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> Grain Cheerios Specify grain <input checked="" type="checkbox"/> P <input type="checkbox"/> F	<input checked="" type="checkbox"/>		
	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> Grain Specify grain <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>		
	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> Grain Specify grain <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>		
	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> Grain Specify grain <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>		
TOTAL REIMBURSABLE BREAKFASTS:				2	TOTAL REIMBURSABLE LUNCHES:				0	TOTAL REIMBURSABLE SNACKS:				2

- Total checked boxes in each RM column and record totals in the last row.

In this example, this infant was served two (2) reimbursable breakfasts, zero (0) reimbursable lunches, and two (2) reimbursable snacks. These numbers are recorded in the last row at the bottom of the *Infant Meal Record*.





## Infant Meal Record: Instructions

1. **Record date of the meals in Date column.** Use page 2 of record for PM Snack, Supper, and Additional Snack.
2. **For each meal, record item(s) when served or immediately after:**
  - **Breast Milk (BM) / Formula (IFIF):** Check breast milk (BM), formula (IFIF), both, or if mom fed onsite. Check **Program (P)** or **Family (F)** to identify who supplied item. *When infant is developmentally ready for foods, document food(s) served:*
  - **Fruit / Vegetable (Veg):** Specify fruits or vegetables served (ex. pureed carrots, bananas). Check **Program (P)** or **Family (F)** to identify who supplied item.
  - **IFIC or Meat/Meat Alternate (M/MA) (Breakfast, Lunch, Supper):** Check item served. Specify m/ma (ex. eggs). Check **Program (P)** or **Family (F)** to identify who supplied item.
  - **IFIC or Grain (Snack):** Check item served. Specify grain (ex. cracker, muffin). Check **Program (P)** or **Family (F)** to identify who supplied item.
3. **Determine if a meal is reimbursable:** When a meal (1) includes all required components the infant is developmentally ready to eat, (2) contains creditable foods, and (3) the program (P) supplies all components, or all but one component (family (F) supplies only one component), check box in **Reimbursable Meal (RM)** column. Do not check box in RM column when the family (F) supplies two or more components.
4. **Record the reimbursable meal served on the "Weekly Attendance and Meal Count worksheet. This must be done when the meal is served or immediately served.**
5. **Please send Horizons a copy of the Infant Meal Record with your monthly claim.**







# Infant Meal Record

Center Name: \_\_\_\_\_

Infant's Full Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Formula supplied by: ☐ Program ☐ Family ☐ N/A Breast milk

Name of Formula (IFIF): \_\_\_\_\_

## BREAKFAST

## AM SNACK

## LUNCH

Date	(BM) / Formula (IFIF)	Fruit / Veg	IFIC or Meat/Meat Alternate (M/MA)	RM	Breast Milk (BM) / Formula (IFIF)	Fruit / Veg	IFIC or Grain	RM	Breast Milk (BM) / Formula (IFIF)	Fruit / Veg	IFIC or Meat/Meat Alternate (M/MA)	RM		
	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA _____ Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> Grain _____ Specify grain <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA _____ Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>		
	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA _____ Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> Grain _____ Specify grain <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA _____ Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>		
	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA _____ Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> Grain _____ Specify grain <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA _____ Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>		
	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA _____ Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> Grain _____ Specify grain <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA _____ Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>		
	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA _____ Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> Grain _____ Specify grain <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA _____ Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>		
	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA _____ Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> Grain _____ Specify grain <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA _____ Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>		
	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA _____ Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> Grain _____ Specify grain <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA _____ Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>		
	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA _____ Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> Grain _____ Specify grain <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	_____ Specify f/v <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> IFIC <input type="checkbox"/> M/MA _____ Specify m/ma <input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/>		
TOTAL REIMBURSABLE BREAKFASTS:					TOTAL REIMBURSABLE AM SNACKS:					TOTAL REIMBURSABLE LUNCHES:				

\*A maximum of two meals and one snack OR two snacks and one meal may be claimed per infant per day.



# Infant Meal Record

Center Name: \_\_\_\_\_

Infant's Full Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Formula supplied by: ☐ Program ☐ Family ☐ N/A Breast Milk

Name of Formula (IFIF): \_\_\_\_\_

## PM SNACK

## SUPPER

## EVENING SNACK

Date	Breast Milk (BM) / Formula (IFIF)	Fruit / Veg	IFIC or Grain	RM	Breast Milk (BM) / Formula (IFIF)	Fruit / Veg	IFIC or Meat/Meat Alternate (M/MA)	RM	Breast Milk (BM) / Formula (IFIF)	Fruit / Veg	IFIC or Grain	RM
	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	<div>Specify f/v</div> <div><input type="checkbox"/> P <input type="checkbox"/> F</div>	<div><input type="checkbox"/> IFIC <input type="checkbox"/> Grain</div> <div>Specify grain</div> <div><input type="checkbox"/> P <input type="checkbox"/> F</div>	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	<div>Specify f/v</div> <div><input type="checkbox"/> P <input type="checkbox"/> F</div>	<div><input type="checkbox"/> IFIC <input type="checkbox"/> M/MA</div> <div>Specify m/ma</div> <div><input type="checkbox"/> P <input type="checkbox"/> F</div>	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	<div>Specify f/v</div> <div><input type="checkbox"/> P <input type="checkbox"/> F</div>	<div><input type="checkbox"/> IFIC <input type="checkbox"/> Grain</div> <div>Specify grain</div> <div><input type="checkbox"/> P <input type="checkbox"/> F</div>	<input type="checkbox"/>
	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	<div>Specify f/v</div> <div><input type="checkbox"/> P <input type="checkbox"/> F</div>	<div><input type="checkbox"/> IFIC <input type="checkbox"/> Grain</div> <div>Specify grain</div> <div><input type="checkbox"/> P <input type="checkbox"/> F</div>	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	<div>Specify f/v</div> <div><input type="checkbox"/> P <input type="checkbox"/> F</div>	<div><input type="checkbox"/> IFIC <input type="checkbox"/> M/MA</div> <div>Specify m/ma</div> <div><input type="checkbox"/> P <input type="checkbox"/> F</div>	<input type="checkbox"/>	<input type="checkbox"/> BM <input type="checkbox"/> IFIF <input type="checkbox"/> Mom Fed <input type="checkbox"/> P <input type="checkbox"/> F	<div>Specify f/v</div> <div><input type="checkbox"/> P <input type="checkbox"/> F</div>	<div><input type="checkbox"/> IFIC <input type="checkbox"/> Grain</div> <div>Specify grain</div> <div><input type="checkbox"/> P <input type="checkbox"/> F</div>	<input type="checkbox"/>
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TOTAL REIMBURSABLE PM SNACKS:					TOTAL REIMBURSABLE SUPPERS:					TOTAL REIMBURSABLE ADD'L SNACK:		

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

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

*Adapted from the MI Department of Education*



# **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.