



# Horizons

## Sponsor of the Child and Adult Care Food Program



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*This institution is an equal opportunity provider.*

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

Supplies providers and parents with child nutrition information.

Assures adequate nutrition for children in family child care.

Helps children develop good eating habits.

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

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

Allows providers and parents direct benefit from their tax dollars.

## HOW DOES IT WORK?

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

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

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

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

After evaluating your claim to assure it has met program requirements, Horizons will send you a reimbursement for all eligible meals the Last 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 Last Monday of December your reimbursement is sent to your bank account.

## WHAT ARE THE RATES OF REIMBURSEMENT?

The Tier level reimbursements effective July 1, 2024—June 30, 2025 are:

Meal	Tier 1	Tier 2
Breakfast	\$ 1.66	\$ .60
Lunch/Supper	\$ 3.15	\$ 1.90
Snacks	\$ .93	\$ .26

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. Find current rates on our website, [www.horizonsfoodprogram.org](http://www.horizonsfoodprogram.org).

## WHAT ARE THE HOUSEHOLD SIZE AND INCOME GUIDELINES?

Household Size	Annual Income Level (effective July 1, 2024—June 30, 2025)
1	\$27,861
2	\$37,814
3	\$47,767
4	\$57,720
5	\$67,673
6	\$77,626
7	\$87,579
8	\$97,532
each additional household member	\$9,953

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



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

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

### TIER 1 REIMBURSEMENT

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

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

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

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

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

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

### MIXED TIER 1 AND TIER 2 REIMBURSEMENT

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

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

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

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

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

### FOSTER CHILDREN

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

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

Foster children usually qualify for Tier 1.

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

### TIER 2 REIMBURSEMENT

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

### EXPIRATION OF ELIGIBILITY DETERMINATIONS

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

School eligibility determinations expire June 30th every 5 years.

Census eligibility determinations expire June 30th every 5 years.

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

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

Participate annually in a training update.

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

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

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

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

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

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

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

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

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

When claiming meals on a major holiday record "holiday care provided" in the provider calendar within KIDKARE, or e-mail [horizonsfoodprogram1991@gmail.com](mailto:horizonsfoodprogram1991@gmail.com). Include these holidays New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas.

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

## WHAT WILL YOUR FIELD REPRESENTATIVE DO FOR YOU?

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

Answer your questions and offer technical support.

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

## WHAT WILL HORIZONS UNLIMITED OFFER YOU?

Reimbursement for qualifying meals the first Monday of the month.

Electronic transfer of funds.

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

Support and guidance, including a monthly review of menus. Go to: Reports > Category, select Claim Statement > Select Report, choose Claimed Summary Report > Select month.

Provide training to meet CACFP requirements.

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

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

## WHAT HAPPENS AT A HOME REVIEW?

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

Technical assistance with areas of the CACFP needing improvement.

Offer technical support and guidance.

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

- 1) A Corrective Action Plan (CAP) is developed for you. The Field Representative will outline the plan for correcting the issue on the Home Review Form, the steps necessary to come into compliance, and the date for completion of the CAP.
- 2) If the CAP is not completed by the date indicated, the area of non-compliance will be reviewed with you and another date will be set for completion (second notice). A spot check to see that you are in compliance will happen within 30 days. No further action will be taken unless the non-compliance recurs.
- 3) If the CAP is not completed by the date indicated or a third occurrence of the same infraction occurs within a 24 month period, a letter detailing a formal improvement plan will be sent to you. (third notice)
- 4) If the Improvement Plan is not fully implemented the Horizon Unlimited office may issue a declaration of Seriously Deficient if deemed it is a systemic problem without sufficient effort or ability to comply.

## What happens if I am declared Seriously Deficient?

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

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

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

## What does termination from the Food Program mean?

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

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

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



Name:		Provider #:		Date:	
Type of Review: <input type="checkbox"/> Announced <input type="checkbox"/> Unannounced <input type="checkbox"/> Spot		Time In:		Time Out:	
A copy of the current sponsor/provider agreement is on file at the provider's home. <input type="checkbox"/> Yes <input type="checkbox"/> No					
Licensed <input type="checkbox"/> Yes <input type="checkbox"/> No		Expiration Date:		Capacity:	
Certified <input type="checkbox"/> Yes <input type="checkbox"/> No		Expiration Date:		Capacity:	
Hours of Organized Care:		Days of Approved Care: Su M T W Th F Sa			
Holiday Care <input type="checkbox"/> Yes <input type="checkbox"/> No		Evening Care <input type="checkbox"/> Yes <input type="checkbox"/> No		Weekend Care <input type="checkbox"/> Yes <input type="checkbox"/> No	
Approved Meals: <input type="checkbox"/> Br <input type="checkbox"/> AM <input type="checkbox"/> L <input type="checkbox"/> PM <input type="checkbox"/> S <input type="checkbox"/> Eve					
Record any meal time changes. _____ Br _____ AM _____ L _____ PM _____ S _____ Eve					
<b>ATTENDANCE AND ELIGIBILITY DATA</b> <b>Provider Initials:</b>					
<b>Full Name of All Children In Attendance at Time of Visit</b>		<b>Age</b>	<b>Enrollment Form complete</b>	<b>Attendance and Meal Data form complete</b>	<b>Meal Participation</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
Will any other children be arriving to eat this meal? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who:					
<b>CACFP CHILD ENROLLMENT FORMS</b>		<b>Yes</b>	<b>No</b>	<b>Comments</b>	
Is there a complete and accurate enrollment form for every child enrolled for day care?					
Is there a complete and accurate AMD for every child?					
Have parents been given the Building for the Future information? <input type="checkbox"/> N/A					
Have any parents declined program participation and is accurate documentation on file?					
IFIF has been offered to all infants.					
<b>CIVIL RIGHTS</b>		<b>Yes</b>	<b>No</b>	<b>Comments</b>	
The provider allows all children equal access to child care services regardless of race, color, sex, age, disability or national origin and other protected classes. If "no", explain.					
The provider serves meals to all enrolled children regardless of the child's race, color, sex, age, disability or national origin and other protected classes. If "no", explain.					
The nondiscrimination statement and complaint procedures are included in provider advertisements when referencing admissions and the CACFP.					

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

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

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

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

DAY OF REVIEW - OBSERVATION OF MEAL SERVICE		Provider Initials:	
Meal observed: <input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Eve Snack <input type="checkbox"/> Non-Food			
Ages 1 - 12	Birth - 11 months	Parent Supplied	Provider Supplied
Unflavored 1% for 2+, Whole Milk for 1 yr <input type="checkbox"/> Unflavored skim for 2+, Whole Milk for 1 <input type="checkbox"/> List type of milk for 6+ _____	IFIF or Breast Milk		
Meat	IFIC		
Vegetable	Meat or Meat Alternate		
Fruit/Vegetable	Fruit/Vegetable		
Grain	Grain		



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

5 DAY RECONCILIATION OF MEAL COUNTS			COMMENTS
Yes	No		
		The meal count for the prior 5 days appears reasonable when compared to today's meal count? If "no" explain.	
		The homes enrollment and attendance records seem reasonable. If "no" explain.	
SUMMARY OF FINDINGS			
CAP from previous home visit is corrected. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Brief Description of Finding	Corrective Action Plan (CAP)		CAP Due Date

# Office Error Report

Provider:      Provider State Id:      Claim Month: August 2012      Claim Source: WE      Pay Type: DD

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

Monitor: JV (03)  
Phone: (920)

License Type: L      Dates: 9/16/04 - 12/31/50      Max Capacity: 8      Training Period: OFF

License Notes:

Paperwork Needed:

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

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

Days: 19			Errors		Date Claim Received: 08/31/2012
Attendance: 106			Pre-Review by _____	Date: _____	Checked By: _____
Tier 1 Attend: 106	Tier 2 Attend: 0		Post-Review by _____	Date: _____	Date Changed: _____
Participated: 7			(Optional Office Use)		Reasons for change: _____
Tier 1 Part: 7	Tier 2 Part: 0				_____
Tier 1 Additions / Deduction #Disallowed			Tier 2 Additions / Deduction #Disallowed		
Breakfast: 78		7	0		0
AM Snacks: 0		0	0		0
Lunch: 94		7	0		0
PM Snacks: 102		7	0		0
Dinners: 0		0	0		0
EV Snacks: 0		0	0		0

Date Changed  
in computer: \_\_\_\_\_

☐ Claim Has Been Paid  
☒ Claim Submitted to State

Tier 1 Amt: 395.20      Claim Amount: 395.20  
Tier 2 Amt: 0.00

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

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

\*Totals: B7L7P7

\*ERROR 46 MEAL DISALLOWANCE TOTALS: B7 L7 P7

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



## ENROLL ALL CHILDREN IN CACFP

### How do I enroll children?

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

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

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

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

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

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

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

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

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

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

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

Yes. The CACFP must be offered to all children.

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

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

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

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

**Do I need to offer an IFIF to breastfed babies?**

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

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

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

**When do I send enrollment forms to the Horizons office?**

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

### What if I forget to mail in an enrollment form?

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

### Why is this form necessary?

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

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

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

### Will the parent ever be contacted?

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

### Will enrollment forms ever have to be renewed?

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

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

Call or e-mail the Horizons office. The phone number is 1-920-462-4805. Our e-mail address is [horizonsfoodprogram1991@gmail.com](mailto:horizonsfoodprogram1991@gmail.com)

### Claiming Your Own Children on the CACFP

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

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

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

Household Size	Annual Income Level
(effective July 1, 2024—June 30, 2025)	
1	\$27,861
2	\$37,814
3	\$47,767
4	\$57,720
5	\$67,673
6	\$77,626
7	\$87,579
8	\$97,532
each additional household member	\$9,953

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

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

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

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

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



## Is my foster child eligible?

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

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

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

## What meals can I claim for my own children?

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

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

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

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



Provider: **Kamps-Test Charlene #6789** Phone: (920) 555-5555  
PO Box 10384 Monitor:  
Green Bay WI 54307 Tier: 2

## CHILD ENROLLMENT REPORT

Food Program Sponsoring Agency:  
Horizons Unlimited, Inc.  
225 E. 2nd Street  
Kaukauna WI 54130  
(920) 462-4805

### CHILD INFO:

Status: **Active**

First Name: **Natalie** MI: Last Name: **Abraham**

Ethnicity: **Hispanic/Latino**

Address: **123 Pretty Road**

Race: **White**

City: **Seymour**

State: WI Zip Code: 55555

Date of Birth: **10/13/2016**

Enrollment Date: **01/01/2018**

Withdrawal Date:

Age as of Date Printed: **1y 3m**

Date Enrollment Finalized: **01/17/2018**

### PARENT INFO:

First Name: **Megan**

MI:

Last Name: **Abraham**

Address: **123 Pretty Road**

City: **Seymour**

State: WI Zip Code: 55555

Email:

Phone: Home: (920) 555-5555 Alt: Work: Work Name:

### NORMAL SCHEDULE:

Participating Days: MON TUE WED THU FRI

Weekday Times: 6:45 am - 4:30 pm

Participating Meals: BRK AMS LUN PMS

Weekend Times:

### SCHOOL INFO:

School Type:

School Number:

School Name:

School District:

School Depart/Return Times:

Days Attend:

### SPECIAL INFO:

Participates in CACFP: YES

Relation to Provider: Not Related/Day Care Child

Special Needs: NO

Special Diet: NO

If either are YES, attach a signed medical statement.

### Breastmilk and Iron-Fortified Infant Formula (IFIF)

Infant Formula Form Received: **NO**

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

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

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

Formula:

Formula Offered by Provider:

Food:

Formula Offered by Parent:

Dear Parents:

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

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provider's Signature: \_\_\_\_\_

ID#: **6789**

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

## ACCURATE, COMPLETE, and DAILY RECORDING OF MENUS IS REQUIRED

### How often do I document the meals I serve?

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

### Can I record menus ahead of time?

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

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

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

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

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

## If I make a mistake will you let me know?

Menus 14

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

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

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

No, a claim cannot be changed once received.

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

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

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

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

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

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

## Can this ever be changed?

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

## Would you ever deny approval?

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

## Can I claim meals on holidays?

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

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

Call us at 1-920-462-4805, or e-mail us at [horizonsfoodprogram1991@gmail.com](mailto:horizonsfoodprogram1991@gmail.com).





## .....Children with Special Bi hf]h]cbU` Needs

### When do I have to obtain an 8]Yh#A YX]W` GhUhYa Ybh?

You will inform parents of the meal pattern requirements by giving a copy of the Building for the Future Flyer. If there is a required meal component their child cannot eat, you need to inform the parent a Diet Statement/Medical Statement will be required so you can meet the child's dietary needs as well as claim the meals for reimbursement. We have included a form you to use.

### Who should sign the 8]Yh#A YX]W` GhUhYa Ybh Form?

Depends on the special nutritional need.

### What information should be included on the 8]Yh#A YX]W` GhUhYa Ybh3

Four questions must be answered:

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

### ....What are some examples of when U` 8]Yh#A YX]W` GhUhYa Ybh': cfa` ]g` bYYXYX3

Infants who need low iron or no iron formula, an infant who is no longer receiving iron fortified infant formula, or a children 1 year or older who cannot have gluten.

### What if the parent or recognized medical authority refuses to provide a USDA meal pattern?

If the USDA meal pattern is not being met, the meals served to the child would not be reimbursable.

### What happens if I do not have a USDA meal pattern? I do not serve the substituted foods.

The meals for that child will be disallowed.

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

If the parent does not want their child to have cow's milk, you may serve an approved milk substitute. This request must be done in writing and it should clearly state the name of the approved milk substitute and who will be supplying the milk substitute. Please refer to the Creditable Non-Dairy Beverages (Fluid Milk Substitute) page in the handbook for a complete list of DPI approved milk substitutes.

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

## What is a disability?

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

## What is NOT a disability?

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

## DISABILITY

Supported by a valid written medical statement

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

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

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

### \*Reasonable Modification(s):

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

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

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

### Written Medical Statement:

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

It must include the following information:

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

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

### Examples of Medical Statements

#### ACCEPTABLE:

##### STATEMENT

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

*Dr. Dan Physician*

#### NOT ACCEPTABLE:

##### STATEMENT

Serve Sam almond milk.

*Dr. Dan Physician*

### Disability not supported by a valid medical statement:

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

## NOT A DISABILITY

(Non-disability special dietary need request)

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

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

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

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

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

## Written Statement from Parent/Guardian:

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

## Accommodate requests within the meal pattern:

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

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

## Examples of non-disability special dietary need requests:

Request for a non-creditable beverage

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

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

Request for ethnic, religious, vegetarian reasons

- Programs may choose to supply creditable food(s) and/or a creditable beverage substitute. Meals and snacks can be claimed for reimbursement
- Parents may choose to provide ONE creditable component; the Program must supply all other components with creditable foods. Meals and snacks can be claimed for reimbursement

## Parent Provided Component:

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

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

## Special Dietary Needs Tracking Form:

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



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

**Special Dietary Needs Tracking Form**  
CACFP program staff complete this form

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

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

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

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

Child's Name \_\_\_\_\_ Date form completed \_\_\_\_\_

**Section I: Disability**

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

☐ Participant has a physical or mental impairment that substantially limits one or more major life activities

- ✓ Major life activities include eating, breathing, digestive, and respiratory functions, etc.
- ✓ Most physical and mental impairments will constitute a disability, it does not need to be life threatening
- ✓ Ex. Lactose intolerance is a physical impairment of the digestive function; it does not have to cause severe distress

☐ Attached is a valid written medical statement which includes:

- ✓ Description of impairment (reason for request)
- ✓ How to accommodate the impairment (e.g. food(s) to be avoided and recommended substitution(s))
- ✓ Signature from state licensed healthcare professional (physician, physician assistant, or nurse practitioner (APNP))

☐ List substitution(s)/modification(s) offered by the program that effectively accommodates the disability:

- ✓ Substitutions or modifications offered must accommodate the participant, but do not have to be the exact modification requested

☐ Choose One:

- ☐ Family accepts program's accommodation(s)
- ☐ Family declines program's accommodation(s) and chooses to provide: \_\_\_\_\_

**Claiming Meals Determination**

☐ Claim meals:

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

☐ Do not claim meals:

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

This institution is an equal opportunity provider.



# 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)

☐ Pureed

☐ Ground

☐ Bite-Size Pieces

☐ Other (specify):

### PART 3: SIGNATURE

State Licensed Healthcare Professional's Name

Title:

☐ Physician

☐ Physician Assistant

☐ Optometrist

☐ Podiatrist

☐ Nurse Practitioner (APNP)

☐ 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

Only FDCH providers and sponsors complete this form

Family day care home providers must complete this form for each child served menu substitutions. *Sponsors may assist as needed.* The sponsor and provider must keep this child's form and applicable documents, as specified, on file.

**Section I: Disability (below)** - Complete when a child 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 this page)** - Complete when:

- A child'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)
  - Statement from a licensed health care professional that specifies a family's dietary preference, not a disability (e.g., statement indicates the child may drink rice milk per parent)

## Section I: Disability

Complete this entire page. Check off each box when the action is completed.

Provider's Name: \_\_\_\_\_ Provider Number: \_\_\_\_\_

Child's Name: \_\_\_\_\_

- ☐ This child 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 provider must offer reasonable modification(s) as specified on the medical statement.

- ☐ List substitution(s)/modification(s) offered by the provider: \_\_\_\_\_
- ☐ Choose One. Child's family:
- ☐ Accepts provider's accommodation(s)
  - ☐ Declines provider's accommodation(s) and chooses to supply:

### CLAIMING MEALS

**Claim** meals when the provider:

- ✓ Has made reasonable modification(s) according to the medical statement
- ✓ Supplies modification or family chooses to supply modification. Provider must supply at least one component.

**Do not claim** meals when:

- ✓ Family chooses to supply all foods (the provider is not supplying any components)

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

Comments:

### FDCH Sponsor Use Only

- ☐ Sponsor reviewed written request and completed SDN Tracking Form with provider
- ☐ Sponsor noted claimable meals for verification and monitoring purposes
- ☐ Both sponsor and provider has copy of sponsor-approved SDN Tracking Form on file

Staff Initials:

Approval Date:





## Special Dietary Needs Tracking Form

Only FDCH providers and sponsors complete this form

### Section II: Non-disability Special Dietary Need (SDN) Request

Complete this entire page. Check off each box when the action is completed.

Provider's Name: \_\_\_\_\_ Provider Number: \_\_\_\_\_

Child's Name: \_\_\_\_\_

- ☐ This Child 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 provider 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) supplied by the family:
- ✓ A family may choose to supply one creditable component of a meal or snack
  - ✓ Providers must ensure the food item supplied by the family is creditable
  - ✓ If the family supplies 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 other required meal/snack components are supplied by the provider
- ✓ The family supplies **no more than one creditable** component at a meal/snack

**Do not claim meals when:**

- ✓ The family supplies **more than one component**
- ✓ Non-creditable food(s) or beverage(s) are served (including provider-supplied and family-supplied)

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

Comments: \_\_\_\_\_

#### FDCH Sponsor Use Only

- ☐ Sponsor reviewed written request and completed SDN Tracking Form with provider
- ☐ Sponsor noted claimable meals for verification and monitoring purposes
- ☐ Both sponsor and provider has copy of sponsor-approved SDN Tracking Form on file

Staff Initials: \_\_\_\_\_

Approval Date: \_\_\_\_\_





## 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	



# 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.





# 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





Provider Name \_\_\_\_\_

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

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

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

Provider # \_\_\_\_\_

Month/Year \_\_\_\_\_

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

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

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

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

X	
Signature of Provider	Date

This institution is an equal opportunity provider



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

### How do I enter meals into KIDCARE?

1. Go to Meals> Enter Meals
2. Go to the date the meal is served.
3. Select Non-Infants.
4. Choose the type of meal that is served from the drop-down box.

Example:

breakfast, am snack, lunch, pm snack, etc.

5. Mark the children who are in attendance.
6. Save before leaving the screen.

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

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

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

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

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

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

## Meal Count 19

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

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

### What if I have more children than the letters provide?

Use a second meal count form.

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

No. A submitted claim cannot be changed.

### If I am entering incorrectly will you let me know?

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

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

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

### How often do I enter the meals served?

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



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

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

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

All meals served need to be recorded.

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

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



# Daily Meals Worksheet Report

Date: \_\_\_\_\_

**Breakfast** Meat/Alternate: \_\_\_\_\_  
 Serving Time Bread/Alternate: \_\_\_\_\_  
 1; \_\_\_\_\_ Fruit: \_\_\_\_\_  
 2; \_\_\_\_\_ Vegetables: \_\_\_\_\_  
 Milk: \_\_\_\_\_

**AM Snack** Meat/Alternate: \_\_\_\_\_  
 Serving Time Bread/Alternate: \_\_\_\_\_  
 1; \_\_\_\_\_ Fruit: \_\_\_\_\_  
 2; \_\_\_\_\_ Vegetables: \_\_\_\_\_  
 Milk: \_\_\_\_\_

**Lunch** Meat/Alternate: \_\_\_\_\_  
 Serving Time Bread/Alternate: \_\_\_\_\_  
 1; \_\_\_\_\_ Vegetables: \_\_\_\_\_  
 2; \_\_\_\_\_ Fruit/Vegetable: \_\_\_\_\_  
 Milk: \_\_\_\_\_

**PM Snack** Meat/Alternate: \_\_\_\_\_  
 Serving Time Bread/Alternate: \_\_\_\_\_  
 1; \_\_\_\_\_ Fruit: \_\_\_\_\_  
 2; \_\_\_\_\_ Vegetables: \_\_\_\_\_  
 Milk: \_\_\_\_\_

**Dinner** Meat/Alternate: \_\_\_\_\_  
 Serving Time Bread/Alternate: \_\_\_\_\_  
 1; \_\_\_\_\_ Vegetables: \_\_\_\_\_  
 2; \_\_\_\_\_ Fruit/Vegetable: \_\_\_\_\_  
 Milk: \_\_\_\_\_

**Evening Snack** Meat/Alternate: \_\_\_\_\_  
 Serving Time Bread/Alternate: \_\_\_\_\_  
 1; \_\_\_\_\_ Fruit: \_\_\_\_\_  
 2; \_\_\_\_\_ Vegetables: \_\_\_\_\_  
 Milk: \_\_\_\_\_

## Infants 6-11 Months

**Breakfast** Infant Milk: \_\_\_\_\_  
 Serving Time Meat/Alternate: \_\_\_\_\_  
 1; \_\_\_\_\_ Infant Cereal: \_\_\_\_\_  
 2; \_\_\_\_\_ Fruit: \_\_\_\_\_  
 Vegetables: \_\_\_\_\_

**AM Snack** Infant Milk: \_\_\_\_\_  
 Serving Time Bread/Alternate: \_\_\_\_\_  
 1; \_\_\_\_\_ Infant Cereal: \_\_\_\_\_  
 2; \_\_\_\_\_ Fruit: \_\_\_\_\_  
 Vegetables: \_\_\_\_\_

**Lunch** Infant Milk: \_\_\_\_\_  
 Serving Time Meat/Alternate: \_\_\_\_\_  
 1; \_\_\_\_\_ Infant Cereal: \_\_\_\_\_  
 2; \_\_\_\_\_ Fruit: \_\_\_\_\_  
 Vegetables: \_\_\_\_\_

**PM Snack** Infant Milk: \_\_\_\_\_  
 Serving Time Bread/Alternate: \_\_\_\_\_  
 1; \_\_\_\_\_ Infant Cereal: \_\_\_\_\_  
 2; \_\_\_\_\_ Fruit: \_\_\_\_\_  
 Vegetables: \_\_\_\_\_

**Dinner** Infant Milk: \_\_\_\_\_  
 Serving Time Meat/Alternate: \_\_\_\_\_  
 1; \_\_\_\_\_ Infant Cereal: \_\_\_\_\_  
 2; \_\_\_\_\_ Fruit: \_\_\_\_\_  
 Vegetables: \_\_\_\_\_

**Evening Snack** Infant Milk: \_\_\_\_\_  
 Serving Time Bread/Alternate: \_\_\_\_\_  
 1; \_\_\_\_\_ Infant Cereal: \_\_\_\_\_  
 2; \_\_\_\_\_ Fruit: \_\_\_\_\_  
 Vegetables: \_\_\_\_\_

Name	Age	ATT	BRK	AMS	LUN	PMS	DIN	EVS	IN	OUT	IN	OUT
		<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"/>				



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

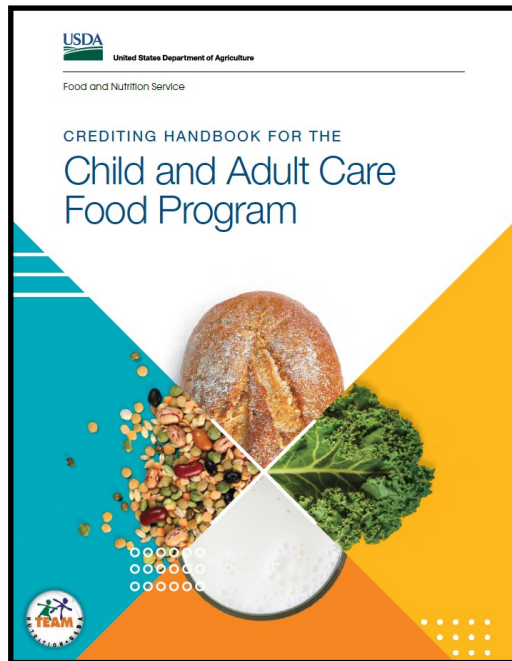
Determine if a food item is creditable in the CACFP by using these resources

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

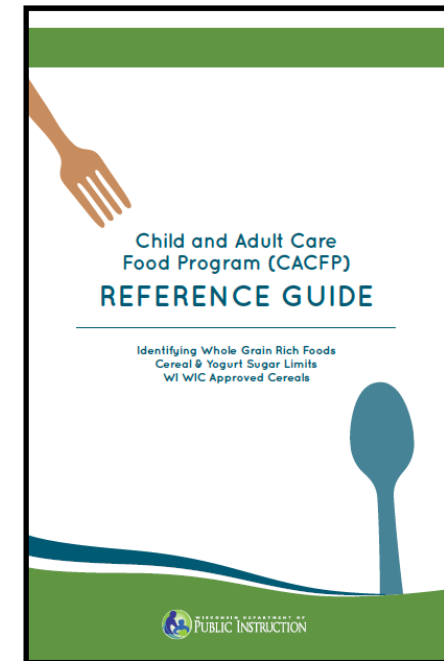
\*Grains Chart

\*CACFP Reference Guide

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



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 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 g
Cracker, Oyster	27 crackers (1/4 cup) or 11 g	54 crackers (1/2 cup) or 22 g
Cracker, Round, Savory (1 1/2" across)	4 crackers or 11 g	7 crackers or 22 g
Cracker, Saltine (2" x 2")	4 crackers or 11 g	8 crackers or 22 g
Cracker, Thin Wheat Square, Savory (1 1/2" x 1 1/2")	6 crackers or 11 g	12 crackers or 22 g
Cracker, Woven Whole Wheat (1 1/2" x 1 1/2")	3 crackers or 11 g	5 crackers or 22 g
Cracker, Zwieback	2 crackers or 11 g	3 crackers or 22 g
Croissant	1/2 croissant or 17 g	1 croissant or 34 g
English Muffin (top and bottom)	1/4 muffin or 14 g	1/2 muffin or 28 g
French Toast	1/2 slice or 25 g	1 slice or 49 g
French Toast Stick	2 sticks or 25 g	4 sticks or 49 g
Grains (barley, bulgur, quinoa, etc.)	1/4 cup cooked or 14 g dry	1/2 cup cooked or 28 g dry
Grits	1/4 cup cooked or 14 g dry	1/2 cup cooked or 28 g dry



All meals claimed for reimbursement must meet the CACFP Meal Pattern regulations. This includes serving foods that are creditable, meeting the meal pattern components and minimum serving sizes. Refer to page 37 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 • If served at snack, juice cannot be served as the other component	

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
<b>Breakfast</b>	May be served in place of the grain component up to three days/week
<b>Lunch and Supper</b>	Must be served
<b>Snacks</b>	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               |  |

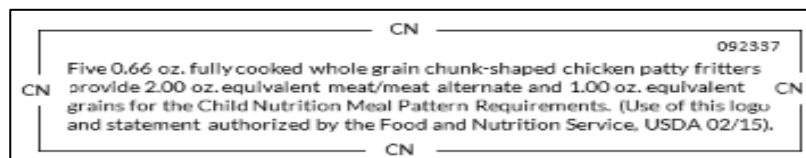
Products with 100% meat ingredients are creditable (may contain salt and seasonings).

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
<b>Breakfast</b>	A vegetable or fruit or portions of each must be served
<b>Lunch and Supper</b>	Must be served, and 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>

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) (1/4 cup dried fruit = 1/2 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



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](#)





# Grain

## 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

- Bagels
- Biscotti, savory
- Biscuits
- Bread
- Bread sticks, hard or soft
- Bread stuffing
- Buns
- Cereal, dry or cooked
- Chips, grain-based (when first ingredient is whole or enriched grain/flour) (Sun Chips, tortilla chips)
- Corn masa, masa harina
- Cornbread, corn muffins, corn pone
- Couscous
- Crackers, sweet or savory (animal, fish-shaped or similar, graham, oyster, saltine, zwieback)
- Crepes
- Croissants
- Crusts or puff pastry of main dish pie or quiche
- Dumplings
- Egg roll skins, won ton wrappers
- English muffins
- Fry bread (cannot deep-fry onsite)
- Grains (e.g., barley, bulgur, millet, rye, wheat)
- Grits, cooked, dry (hominy)
- Kasha (toasted buckwheat groats)
- Melba Toast
- Muffins
- Oats, oatmeal (rolled oats, steel cut, quick-cooking, instant, old fashioned)
- Pancakes
- Pasta (all shapes - macaroni, spaghetti, etc.)
- Pita bread or round
- Pizza crust
- Polenta
- Popcorn
- Pretzels, soft and hard
- Quick breads (banana, carrot, pumpkin, zucchini)
- Quinoa
- Rice (brown, enriched white, wild)
- Rice cakes
- Rolls (dinner, white, whole wheat, potato)
- Scones, savory
- Spoon bread
- Taco, tostada or tortilla shells
- Tortillas (corn or wheat)
- Waffles

## Non-Creditable Grains

- When first ingredient, or second after water, is not whole or enriched grain/flour, bran, or germ
- When sugar is listed before first grain on ingredient list
- Cereals that are not whole grain, enriched, or fortified
- Cereals above sugar limits
- Chips, grain-based, when not whole grain or enriched
- Nut, legume (bean), or seed flour
- Potatoes (creditable as vegetable, not grain)
- Potato chips, potato sticks
- Tapioca
- Tortilla chips when first ingredient, or second after water, is not a whole or enriched grain
- Veggie straws, chips, or sticks, when first ingredient is not a whole or enriched grain

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

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



# 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



**WGR**

No



Yes

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

No



Does the product packaging list one of the following  
FDA health claims?

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

"Diets rich in whole grain foods and other plant foods,  
and low in saturated fat and cholesterol, may help  
reduce the risk of heart disease."

Yes



**WGR**

No



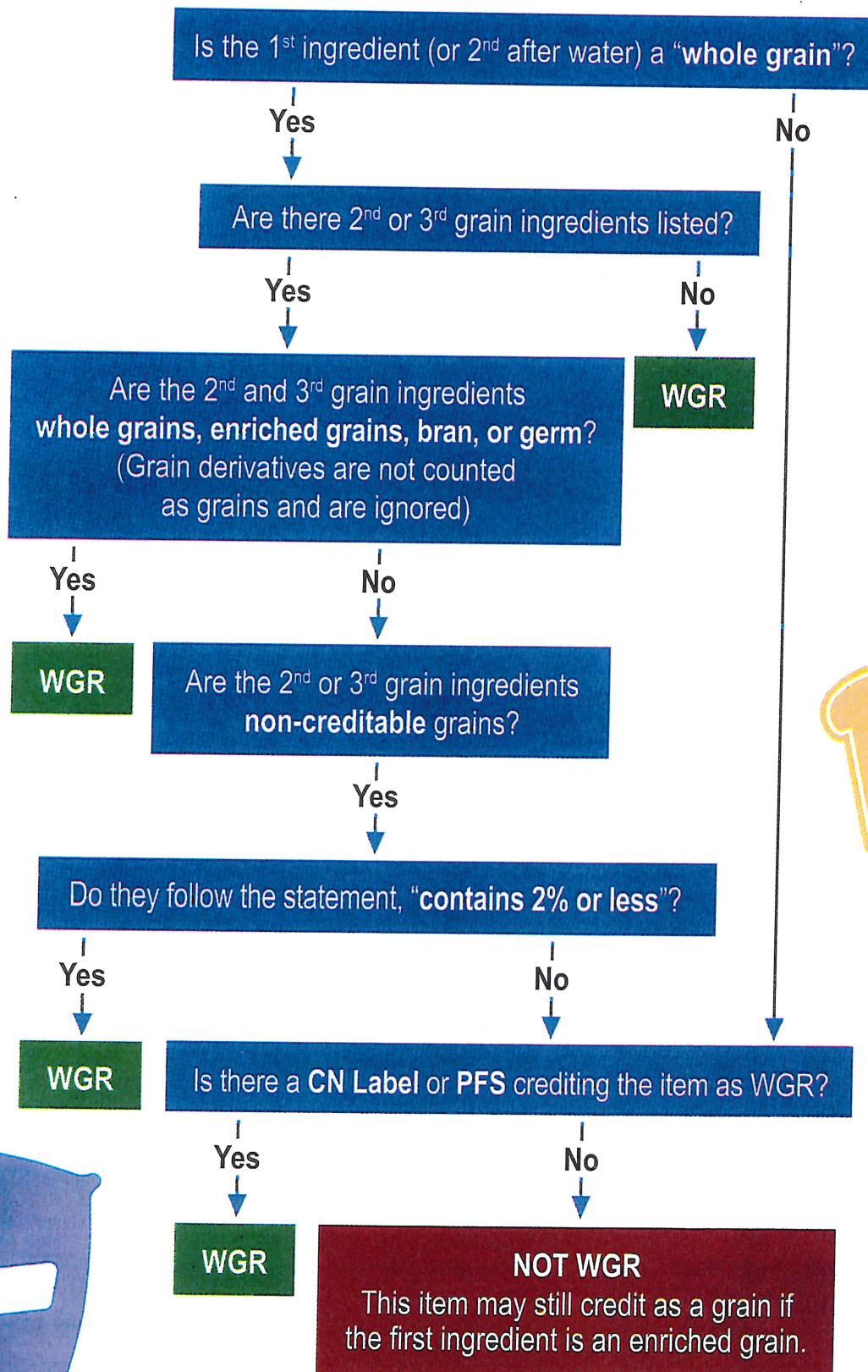
**Use the Rule of Three**  
(Refer to flow chart in middle section)





## Rule of Three

Use the grains list at right when using this flowchart.



## Whole Grains & Flours

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

## Enriched Grains & Flours

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

In addition to the ingredients listed above:

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

## Brans & Germs

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

## Grain Derivatives

*Not counted as grains and are ignored*

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

## Non-Creditable Grains & Flours

*Cannot be one of the first three grain ingredients*

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



## Sugar Limits

This page will be updated as the resource becomes available. Please

### Cereal

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

refer to the FY 25 Training booklet for guidance.

No more than 23 grams of sugar per 6 ounces.

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

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

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

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

# WI WIC Approved Cereals

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

## Cold Cereal

### General Mills

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

### Kellogg's

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

### Malt-O-Meal

Crispy Rice  
Frosted MiniSpooners\*

### Sunbelt Bakery

Simple Granola\*

### Post

Brn 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*) Post

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

### Malt-O-Meal

Chocolate  
Original (*Plain*)  
Original Farina

### 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)



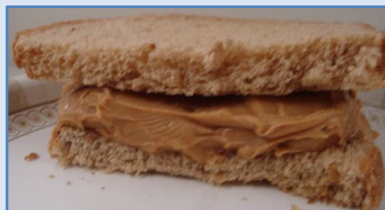
#### 3-5 Year Olds

**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

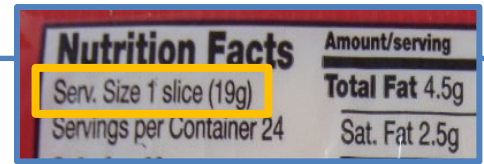
1. Use the Nutrition Facts label to find the Serving Size in grams (g) per cheese slice
2. Find the grams per slice from package in the chart below
3. Determine the # of slices to serve to each child per age group



#### 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

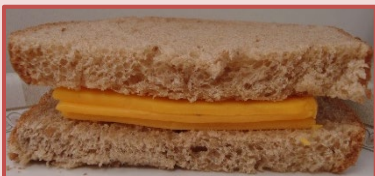
##### Required Amounts:

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

½ slice bread (min amt)



1 slice bread (2 grain servings)



#### 3-5 Year Olds

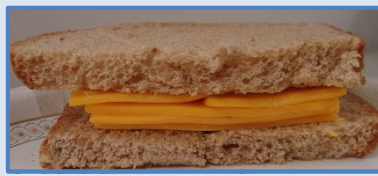
##### Required Amounts:

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

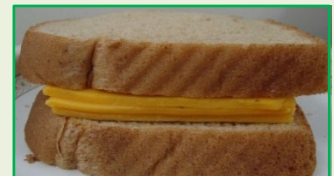
##### Required Amounts:

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.

A sample CN Label is shown on the right.

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

### 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.

A sample PFS is shown on the right.

Manufacturer Name		Product Formulation Statement			
Product Name: <u>Uncooked Breaded Chicken Breast Tenderloins</u>		Code No: <u>020496-0928</u>			
Manufacturer: <u>Tyson Foods, INC</u>		Case/Pack/Count/Portion/Size: <u>/ 3 (1.85 oz.) Pieces</u>			
<b>I. Meat/Meat Alternate</b>					
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.					

### 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	<p>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).</p>	CN
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	<p>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).</p>	CN
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.

 	
<p align="center"><b>Product Formulation Statement for Grains Products</b>  <i>(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.)</i></p>	
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 oz (4 PC)</u> (amount)
<p><b>I. Does the product meet the Whole Grain-Rich Criteria: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b></p>	
<p><b>II. Does the product contain non-creditable grains: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, how many grams: _____</b></p>	
<p><b>III. Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program:</b></p>	

## 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> 30g	<b>31%</b>	<b>Total Carb.</b> 2g	<b>1%</b>
Sat. Fat 0g	0%	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%	

**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."



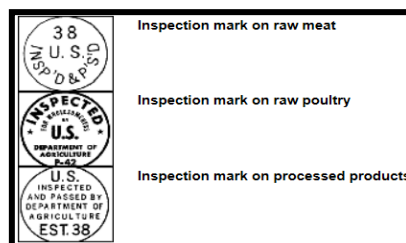
## Livestock and Domesticated Poultry

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

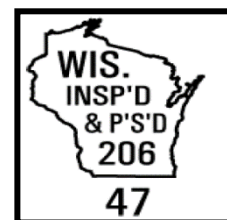
**Domesticated poultry:** chickens, farm-raised ducks, & geese

- 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.](#)



## Wild/Domesticated Game Animals & Birds

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

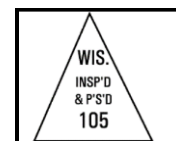
**Domesticated or "Farm-raised" game animals and birds:** typically raised on a farm or reservation, like alpaca, bison, deer, and ostriches.

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

### Triangular U.S. Federal Mark of Inspection



### Triangular WI Mark of Inspection



## Identifying Uninspected Meat

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

NOT FOR SALE NOT FOR SALE  
XYZ Market WIS 000

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

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

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

**Non-licensed Programs**

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

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

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

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

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

**Eggs**

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

**Wisconsin Child Care Licensing Regulations**

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

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

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

**For More Information:**

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

## Meat/Meat Alternates Basics

### Meat

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

### Meat Alternates

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

### Tofu and Soy Products

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

### Yogurt

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

## Beans and Peas (Legumes)

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

## Nuts, Seeds, and Nut Butters

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





## Visual Portion Size Guide: 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





## 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

---

## Grapes



$\frac{1}{4}$  cup



$\frac{1}{2}$  cup



$\frac{3}{4}$  cup

---



## Kiwi



$\frac{1}{4}$  cup



$\frac{1}{2}$  cup



$\frac{3}{4}$  cup

---

## Mandarin Oranges



$\frac{1}{4}$  cup



$\frac{1}{2}$  cup



$\frac{3}{4}$  cup

---



## Melon



$\frac{1}{4}$  cup



$\frac{1}{2}$  cup



$\frac{3}{4}$  cup

---



## Orange Smiles



$\frac{1}{4}$  cup



$\frac{1}{2}$  cup



$\frac{3}{4}$  cup

---

## Diced Peaches



$\frac{1}{4}$  cup



$\frac{1}{2}$  cup



$\frac{3}{4}$  cup

---

## Banana Slices



$\frac{1}{4}$  cup



$\frac{1}{2}$  cup



$\frac{3}{4}$  cup

---



## Pineapple



$\frac{1}{4}$  cup



$\frac{1}{2}$  cup



$\frac{3}{4}$  cup

---

## Strawberries



$\frac{1}{4}$  cup



$\frac{1}{2}$  cup



$\frac{3}{4}$  cup

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# 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



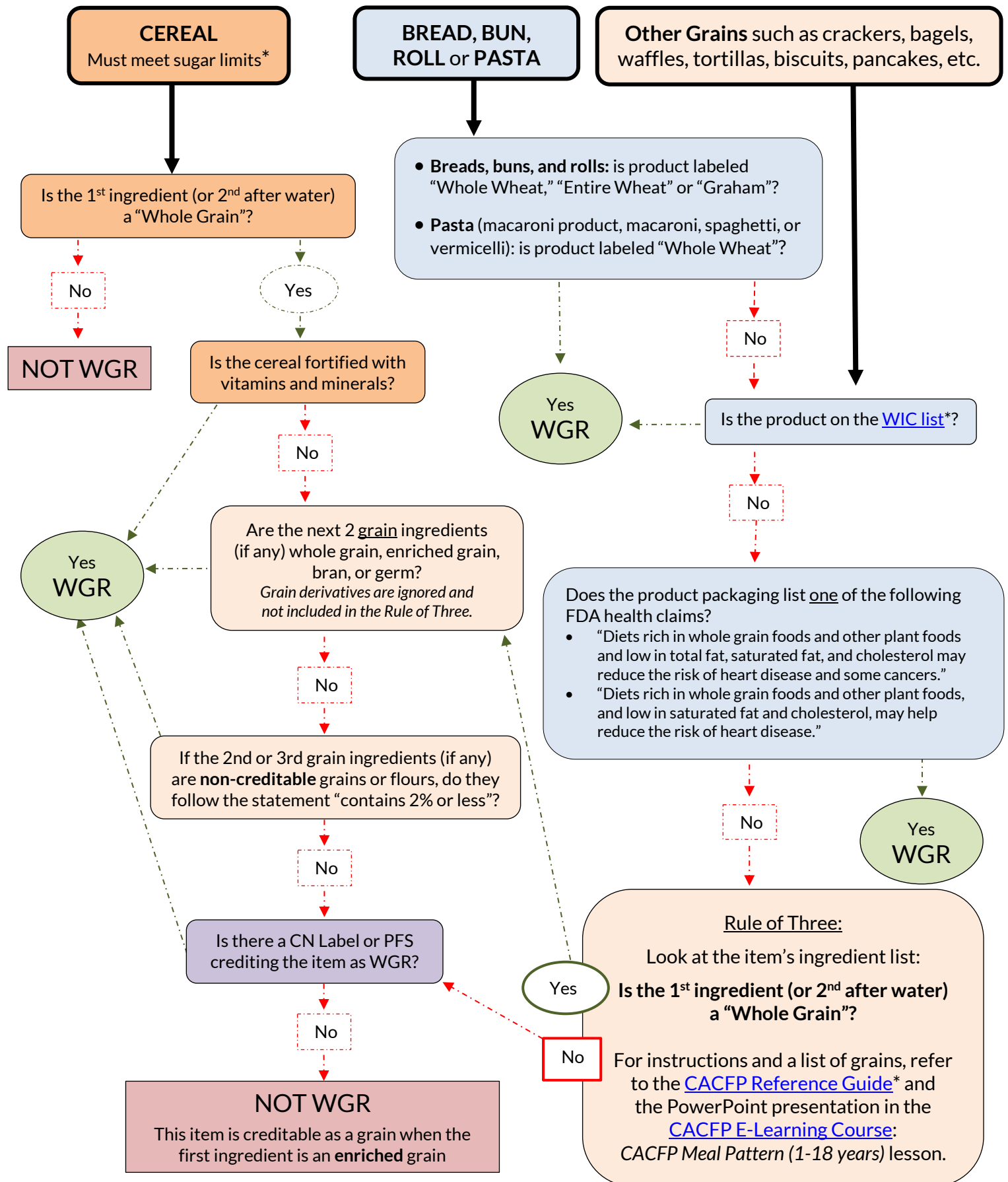
## TORTILLAS / WRAPS WHITE OR YELLOW SOFT CORN

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 1/2" x 1 1/2")	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 1/2 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 1/4" x 1 1/2")	7 pretzels (1/3 cup) or 11 g	14 pretzels (2/3 cup) or 22 g
Pretzel, Hard, Thin-Stick (2 1/2" 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 3/4" 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 1/2")	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

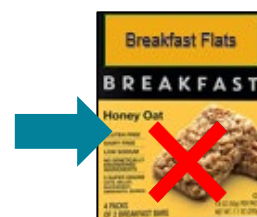
Biscotti, sweet, made with fruits, chocolate, icing	Doughnuts
Bread/breadstick with sweet filling (such as pie filling)	Fig or fruit-filled bars/rolls/cookies
Bread pudding, sweet	Gingerbread
Brownies	Granola bars, grain-fruit bars
Cake (including coffee cake, pound cake, cupcakes)	Ice cream cones
Caramel 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>.*



## 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.



# 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



# 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

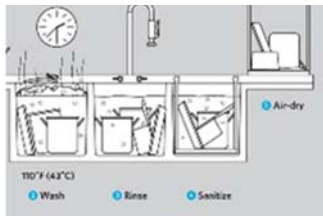
Food preparers must use a hair net or cap to keep hair from coming in contact with food during preparation

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.

## 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







# 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

## 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.*



**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](#)

**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

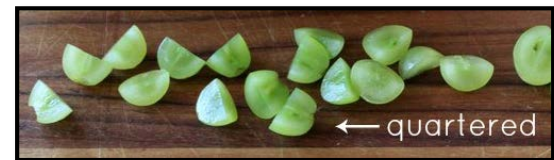
The following are not recommended due to being a choking risk:

- × 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 added sugar (in grams) by the serving size (in grams or ounces):

$$\frac{\text{Added Sugar (grams)}}{\text{Serving Size (grams)}} = \text{Number must be } \mathbf{0.0702 \text{ or less}}$$

When yogurt is in GRAMS:

---

### CEREAL

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

$$\frac{\text{Added Sugar (grams)}}{\text{Serving Size (grams)}} = \text{Number must be } \mathbf{0.212 \text{ or less}}$$





## 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.

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)



Provider Name: \_\_\_\_\_

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

Provider # \_\_\_\_\_

Month/Year \_\_\_\_\_

Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

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

Grains must be whole grain-rich, enriched meals, or enriched flour.

Breakfast

Snack

Lunch

Snack

Dinner

Snack

Calendar Date					
IFIF/Breast Milk					
IFIC, meat, fish, poultry, whole eggs, cooked dry beans or cooked dry peas; OR cheese; OR cottage cheese; OR yogurt; OR combination of above					
Vegetable or Fruit or a combination of both					
IFIF/Breast Milk					
Bread; OR cracker; OR IFIC; or ready to eat cereal					
Vegetable or Fruit or a combination of both					
IFIF/Breast Milk					
IFIC, meat, fish, poultry, whole eggs, cooked dry beans or cooked dry peas; OR cheese; OR cottage cheese; OR yogurt; OR combination of above					
Vegetable or Fruit or a combination of both					
IFIF/Breast Milk					
Bread; OR cracker; OR IFIC; or ready to eat cereal					
Vegetable or Fruit or a combination of both					
IFIF/Breast Milk					
IFIC, meat, fish, poultry, whole eggs, cooked dry beans or cooked dry peas; OR cheese; OR cottage cheese; OR yogurt; OR combination of above					
Vegetable or Fruit or a combination of both					
IFIF/Breast Milk					
Bread; OR cracker; OR IFIC; or ready to eat cereal					
Vegetable or Fruit or a combination of both					

Date \_\_\_\_\_

X





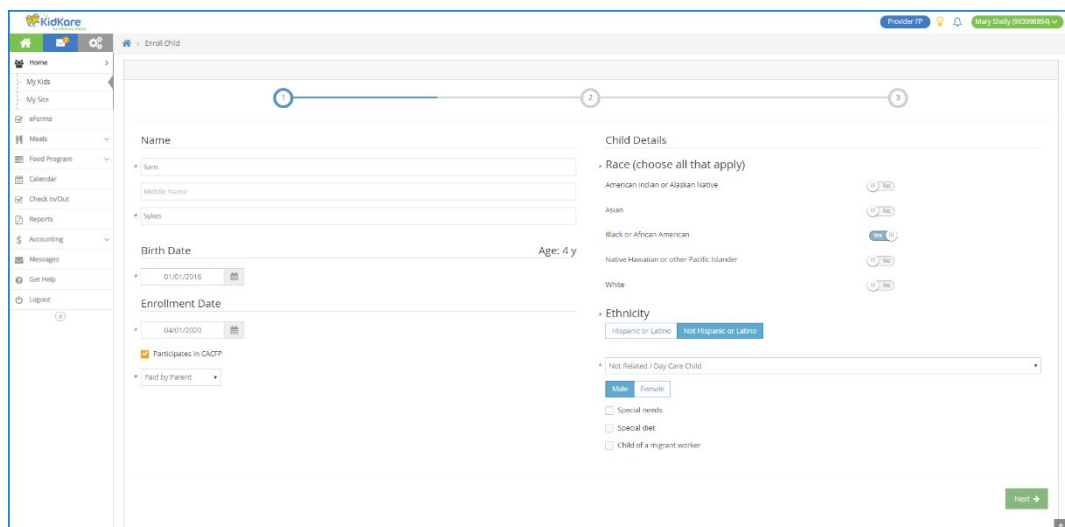
## Introduction To KidKare


<https://knowledge.kidkare.com/homes/introduction-to-kidkare-for-home-providers>

## Enrolling Children into KidKare

- <https://knowledge.kidkare.com/homes/my-children>

1. From the menu to the left, click **Home**.
2. Click **My Children**
3. Click  and select **Add Manually**.
4. In the **Name** section, enter the participant's first, middle, and last name. You must enter at least a first and last name.
5. In the **Birth Date** section, enter the participant's birth date. You can also click  to select the date from a calendar.



6. In the **Enrollment Date** section:
  - a. Select the participant's **enrollment date**. You can also click  to select the date from a calendar.
  - b. Check the **Participates in CACFP** box. This box is checked by default.

- c. Click the **Payment Source** drop-down menu and select **Paid by County/State, Paid by Parent, or No Pay.**
7. In the **Participant Details** section:
  - a. Select the participant's race and ethnicity.
  - b. Click the **Relation to Provider** drop-down menu and select **Not Related/Day Care Child, Own Child, Provider's Foster Child, Related Non-Resident, or Helper's Child.**
  - c. Select the participant's gender.
  - d. Check the following boxes, if they apply:
    - Special Needs
    - Special Diet
    - Participant of a Migrant Worker
8. Click **Next**. The Primary Guardian page opens.
9. Add a primary guardian. You have two options to choose from:
  - Click **Existing** to select a guardian that already exists in KidKare. Then, select the contact.

- Click **New** to add a new guardian and enter their information.

10. Click **Next**. The final enrollment page opens.
11. In the **Days in Care** section, select the days and times the participant is typically in care.

- a. Select the days and in and out times. When entering times,



you can click to select the time with arrows. Once you set the in and out times for the first day of the week, KidKare automatically sets those times for each following day you select.

\* Days in care

Monday >	10:45 AM ⌚	03:00 PM ⌚
Tuesday >	10:45 AM ⌚	03:00 PM ⌚
Wednesday >	10:45 AM ⌚	03:00 PM ⌚
Thursday >	10:45 AM ⌚	03:00 PM ⌚
Friday ^		
Saturday ^		
Sunday ^		



- b. Click next to **Will Pick Up and Drop Off Times Vary** if the participant's in/out times vary each day.



- c. Click next to **Will Days Vary From Week to Week** if the participant's days in care may vary each week.

12. In the **Participating Meals** section, click each meal at which the participant is typically present.

13. In the **School** section, enter the participant's school information, if applicable.

- Click the **Type/Level** drop-down menu and select the school level.
- Click the **Depart** and **Return** boxes and enter the school hours.
- Click the **Name** box and enter the name of the school.

14. Click **Enroll Child** or **Enroll and Print**. The Participant Information page opens and displays the participant's enrollment information. Your food program sponsor must now activate the participant's enrollment.

**KidKare** | Sam Syles | Child Information

**Child Details**

Name: Sam Syles  
DOB: 01/01/2019  
Enrollment date: 04/01/2020  
Participates in CACFP: Y  
Pay source: Paid by Parent  
Race: Black or African American  
Ethnicity: Not Hispanic or Latino  
Gender: M  
Relation to provider: Not Related / Day Care Child  
Is child of migrant worker: N  
Special needs: N  
Special diet: N

**School Details**

School district:  
School name:  
Grade/level:  
Days in school:  
Depart time:  
Return time:

**Tim - Primary Guardian**

Name: Tim Syles  
Phone: Mobile - (817) 111-1111  
Email: tsyles@anemail.com  
Relationship to child: Primary Guardian  
Language: En  
Address: 555 Easy St, North Richland Hills, TX, 76180  
Pick up child: Y  
Pays bills: Y (100%)  
Payment Settings: [Edit](#)

**Attendance Details**

Meals: Breakfast, Lunch, PM Snack  
Will pick up and drop off times vary?: Y  
Will days vary weekly?: N  
Overnight child?: N  
Days in care:  
Mo: 08:00 AM - 05:00 PM  
Tu: 08:00 AM - 05:00 PM  
We: 08:00 AM - 05:00 PM  
Th: 08:00 AM - 05:00 PM  
Fr: 08:00 AM - 05:00 PM

**Immunization**

DTP: Diphtheria, Tetanus, Pertussis vaccine, Oral Polio vaccine  
MMR: Measles, Mumps, Rubella vaccine

**KidKare** | Charles Dickens | Child Information

**Child Details**

Name: Charles Dickens  
DOB: 12/01/2016  
Enrollment date: 01/23/2019  
Participates in CACFP: Y  
Pay source: Paid by Parent  
Race: White  
Ethnicity: NonHispanic  
Gender: M  
Relation to provider: Not Related / Day Care Child  
Is child of migrant worker: N  
Special needs: N  
Special diet: N

**School Details**

School district:  
School name:  
Grade/level:  
Days in school:  
Depart time:  
Return time:

**John - Primary Guardian**

Name: John Dickens  
Phone: Mobile - (409) 123-4567  
Email: jdickens@literaturefather.com  
Relationship to child: Primary Guardian  
Language: En  
Address: 123 S London Way, Sacramento, CA, 94229  
Pick up child: Y  
Pays bills: Y (100%)  
Payment Settings: [Edit](#)

**Attendance Details**


Meals: Lunch, PM Snack  
Will pick up and drop off times vary?: Y  
Will days vary weekly?: N  
Overnight child?: N  
Days in care:  
Mo: 10:45 AM - 03:00 PM  
Tu: 10:45 AM - 03:00 PM  
We: 10:45 AM - 03:00 PM  
Th: 10:45 AM - 03:00 PM

**Immunization**

DTP: Diphtheria, Tetanus, Pertussis vaccine, Oral Polio vaccine


## Recording a Meal in KidKare

- <https://knowledge.kidkare.com/homes/enter-meal>

1. From the menu to the left, click **Meals**.
2. Click **Enter Meal**. The Enter Meal page opens.
3. Select **Non-Infants**.
4. Ensure the correct date is selected at the top of the page.
5. Click the **Select a Meal** drop-down menu and select the meal you are recording (Breakfast, AM Snack, Lunch, PM Snack, Dinner, or Eve. Snack).
6. Click the **Serving 1** box and enter the meal time, if needed. You can also click  and use the arrows to adjust the time. Your food


program sponsor may specify this time. If that is the case, you cannot make changes to this box.

7. Click each **meal component drop-down menu** and select the food items served at this meal. You can start typing a food name to filter to a specific food.

8. For the **Bread/Alternate** component, click  next to **Is This Whole Grain-Rich** to mark the bread/alternate as whole grain rich. The CACFP meal pattern requires that you serve at least one whole grain rich food each day.



**Note:** Your food program sponsor may also have created foods and already marked them as whole grain-rich. When you select such foods, the whole grain-rich slider is automatically set to Yes.

9. Click each participant name to mark them as present for the meal. If you provide two servings of a meal, click the participant's name again to mark them present at both servings. Both 1 and 2 should be highlighted. You can also click the number to indicate the serving at which the participant was present.

10. Click  to the right of a participant's name to indicate that a school-aged participant was present when they should have been in school. Then, choose from the following (you can select multiple items, if needed):

- Sick
- No School
- Present on Holiday


11. If the participant you mark in attendance is 18 years of age or older, the **Adult Meal Pattern Substitutions** section displays for that participant.

- Click  next to **Was yogurt substituted for milk?** if you substituted yogurt for milk at this meal.
- Click  next to **Was milk served to adults?** if milk was served to adults at this meal.

**Notes:** You can only select one option. When you select an option, the other is immediately set to **No**. Milk and yogurt




substitutions are reflected on the Menu Production Record and on the Food Served report.

12. Click  in the **Am I Serving Enough Food** section to view useful tables for the meal. These tables list food components and serving sizes by age group.
13. Click **Create My Menu** to save this menu for future use. Then, enter a name for the menu in the **What is the Name of This Menu** box.
14. Click the **Comments** box and enter any comments about this meal. You can enter up to 500 characters in this box. Note that your sponsor must enable this feature for you.
15. When finished, click **Save**.



Remember that you must have participants checked in before you can record meals. To do so from this page, click a participant's name and then click **Check IN**. Depending on your sponsor's settings, you may be required to provide an In time for participant checked in on this page.


## Recording a Whole Grain in KidKare

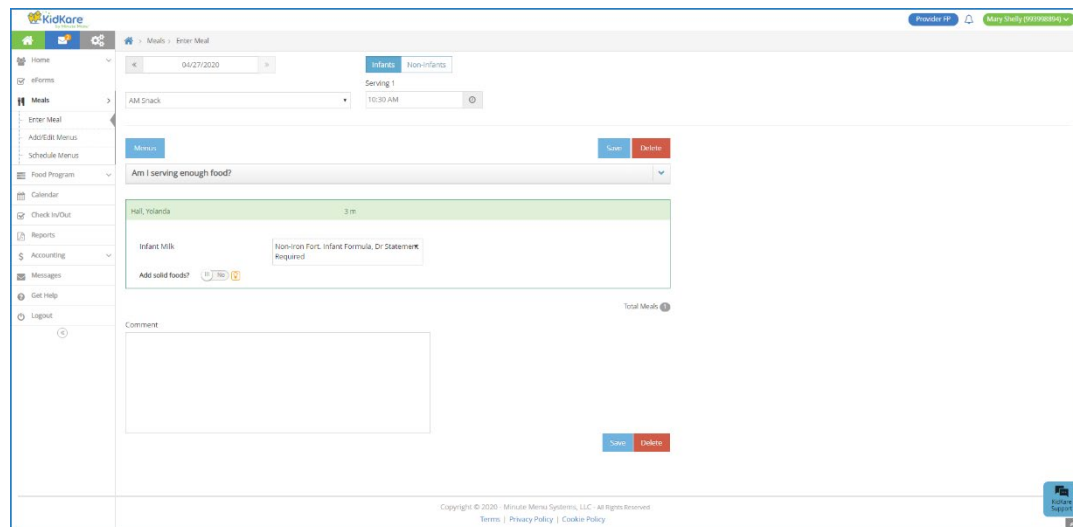
- For the Bread/Alternate component, click  next to **Is This Whole Grain-Rich** to mark the bread/alternate as whole grain rich. The **CACFP meal pattern** requires that you serve at least one whole grain rich food each day.

- Under the [meal pattern guidelines](#), you must serve at least one whole grain-rich food per day. You must also indicate that the food was whole grain-rich when recording menus.
- When you [record meals](#) or [schedule menus](#), you can mark the Bread/Alternate component as whole grain-rich when appropriate. If you select a saved menu template that includes a whole grain-rich food that you marked, the slider retains your settings. For example, if you saved a menu that includes Whole What Bread and set the Is This Whole Grain-Rich slider to Yes, the slider is set to yes when you select the menu on the Enter Meal page.
- Note that your food program sponsor may also have created foods and already marked them as whole grain-rich. When you select such foods, the whole grain-rich slider is automatically set to Yes.

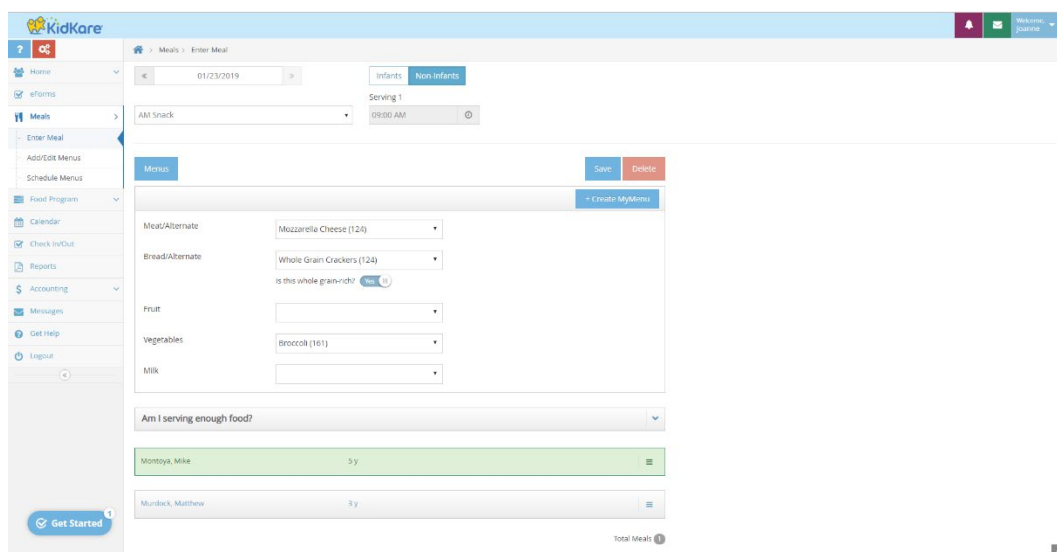
## Record Menus for Infants

1. From the menu to the left, click **Meals**.
2. Click **Enter Meal**. The Enter Meal page opens.
3. Select **Infants**.
4. Ensure the correct date is selected at the top of the page.
5. Click the **Select a Meal** drop-down menu and select the meal you are recording (Breakfast, AM Snack, Lunch, PM Snack, Dinner, or Eve. Snack).
6. Click the **Serving 1** box and enter the meal time, if needed. You can also click  and use the arrows to adjust the time. Your food program sponsor may specify this time. If that is the case, you cannot make changes to this box.
7. Select the infant for whom to record a meal.
8. If the infant is ready for solid foods, click  next to **Add Solid Foods**. When you set this option to Yes and record foods, the infant is marked as developmentally ready as of the current date. This date is written to the child's record. The **Add Solid Foods** option is automatically set to Yes when you record meals for this infant in the future.
9. Click each **meal component drop-down menu** and select the food items served at this meal. You can start typing a food name to filter to a specific food.

10. Click  in the **Am I Serving Enough Food** section to view useful tables for the meal. These tables list food components and serving sizes by age group.
11. Click the **Comments** box and enter any comments about this meal. You can enter up to 500 characters in this box. Note that your sponsor must enable this feature for you.
12. Click **Save**.



- Click each **meal component drop-down menu** and select the food items served at this meal. You can start typing a food name to filter to a specific food.



# Submitting your claim in KidKare

- <https://knowledge.kidkare.com/homes/send-to-sponsor>

1. From the menu to the left, click **Food Program**.
2. Click **Send to Sponsor**. The Send to Sponsor page opens and displays the claim summary for the current month. Note that the **Not Sent to Sponsor** text displays.

KidKare

Provider ID: [ID] Mary Shelly (098894)

Home eForms Meals Food Program Send to Sponsor View Claims Calendar Check In/Out Reports Accounting Messages Get Help Logout

Claim summary April 2020 Not Sent to Sponsor

Meals	
Breakfast	4
AM Snack	3
Lunch	6
PM Snack	5
Dinner	0
Eve. Snack	0

Days with Meals	
Children Claimed	6
Pending Children	0
Total Meals	10

**ATTENTION PROVIDER:** By sending this KidKare claim information to your Sponsor, you certify that you agree to the following: You understand that the menu and attendance information stored in KidKare must be made available immediately for review by any Sponsor or State Agency staff when requested. You certify that the information you enter into KidKare is accurate in all respects and that you have served at least the minimum required quantities to each child by age and served the correct meals to each child. You also understand that this information is provided in connection with the receipt of federal funds and that deliberate misrepresentation may result in state or federal prosecution. 7 C.F.R. 226.18(b)(1)(4) requires the day care home to notify their sponsoring organization in advance whenever they are planning to be out of their office during the meal service period. If this procedure is not followed and an unannounced review is conducted while the children are not present in the day care home, claims for meals that would have been served during the unannounced review will be disallowed.

☐ I agree to the Terms and Conditions

Verify In/Out Send

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Terms | Privacy Policy | Cookie Policy

3. Review the claim summary and check for any possible issues.
4. Click **Verify In/Out** to run the Verify In/Out Times report, if needed. The report opens and automatically filters to the current month. When finished, return to the Send to Sponsor page.

KidKare

Provider ID: [ID] Mary Shelly (098894)

Home eForms Meals Food Program Send to Sponsor View Claims Calendar Check In/Out Reports Accounting Messages Get Help Logout

Verify In/Out times - April 2020

Meals and Attendance Verify In/Out times March 2020 Run Print

Provider Name: Shelley, Mary (098894) April 2020

CHILD NAME	In	Out	PROBLEM
Jack, Sean			No times on date claimed
Shanley, Miles			No times on date claimed
Woodville, Muthrida			No times on date claimed

04/24/2020

CHILD NAME	In	Out	PROBLEM
Jack, Sean			No times on date claimed
Schmitts, Gabby	11:54 AM		Invalid In/Out pair
Shanley, Miles			No times on date claimed
Woodville, Muthrida			No times on date claimed

04/27/2020

CHILD NAME	In	Out	PROBLEM
Beaufort, Candice	10:47 AM		Missing out time
Hall, Yolanda			No times on date claimed
Jack, Sean			No times on date claimed
Lawrence, Elizabeth	10:47 AM		Missing out time
Schmitts, Gabby	10:47 AM		Missing out time
Shanley, Miles			No times on date claimed
Slyden, Sam	10:47 AM		Invalid In/Out pair

5. Check the **I Agree to Terms and Conditions** box.
6. Click **Send**. The text at the top of the page changes to Sent to Sponsor. The date and time you submitted the claim also display.

## Additional tools in KidKare

### Calendar

Learn how to use the calendar to manage events and schedule menus

- [Schedule Menus](#)

You can schedule menus for infants and non-infants in advance on the Meals Calendar. From the menu to the left, click Food Program . Click Calendar . Note that any meals you have already scheduled display on the calendar. Click Schedule Men...

- [Print Scheduled Menus](#)

You can print scheduled menus directly from the Calendars page. Menus print for the age group you've selected on the calendar. For more information about scheduling menus, see Schedule Menus . From the menu to the left, click Calendar . C...

- [Understanding the Calendar](#)

Use the Calendar to document days that you are closed for business, open on holidays, or doing off-site meals. It is important to document this information so your food program sponsor knows when you are closed, serving special meals...

### Reports

- [Understanding Reports](#)

Learn how to print/review the various reports KidKare has to offer.

- |                                |                            |
|--------------------------------|----------------------------|
| • Scheduled Menus              | • Food Served Report       |
| • Enrollment Form              | • Attendance Detail Report |
| • Enrollment Renewal Worksheet | • Tax Report               |

### Accounting

- **Subscribe to KidKare Accounting (additional fee required)**

- <https://help.kidkare.com/help/accounting>