



Horizons

Sponsor of the Child and Adult Care Food Program



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

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

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, 2025—June 30, 2026 are:

Meal	Tier 1	Tier 2
Breakfast	\$ 1.70	\$.61
Lunch/Supper	\$ 3.22	\$ 1.94
Snacks	\$.96	\$.26

These rates are effective July 1, 2025 through June 30, 2026. These reimbursement rates updated in July of each year based on a cost of living increase. Find current rates on our website, www.horizonsfoodprogram.org.

WHAT ARE THE HOUSEHOLD SIZE AND INCOME GUIDELINES?

Household Size	Annual Income Level (effective July 1, 2025—June 30, 2026)
1	\$28,953
2	\$39,128
3	\$49,303
4	\$59,478
5	\$69,653
6	\$78,828
7	\$90,003
8	\$100,178
each additional household member	\$10,715

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

HOW DO I KNOW WHAT TIER LEVEL I WILL BE?

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

TIER 1 REIMBURSEMENT

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

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

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

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

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

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

MIXED TIER 1 AND TIER 2 REIMBURSEMENT

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

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

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

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

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

FOSTER CHILDREN

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

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

Foster children usually qualify for Tier 1.

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

TIER 2 REIMBURSEMENT

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

EXPIRATION OF ELIGIBILITY DETERMINATIONS

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

School eligibility determinations expire June 30th every 5 years.

Census eligibility determinations expire June 30th every 5 years.

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

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

Participate annually in a training update.

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

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

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

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

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

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

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

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

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

When claiming meals on a major holiday record "holiday care provided" in the provider calendar within KIDKARE, or e-mail 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.

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					
ATTENDANCE AND ELIGIBILITY DATA Provider Initials:					
Full Name of All Children In Attendance at Time of Visit		Age	Enrollment Form complete	Attendance and Meal Data form complete	Meal Participation
1					
2					
3					
4					
5					
6					
7					
8					
9					
Will any other children be arriving to eat this meal? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who:					
CACFP CHILD ENROLLMENT FORMS		Yes	No	Comments	
Is there a complete and accurate enrollment form for every child enrolled for day care?					
Is there a complete and accurate AMD for every child?					
Have parents been given the Building for the Future information? <input type="checkbox"/> N/A					
Have any parents declined program participation and is accurate documentation on file?					
IFIF has been offered to all infants.					
CIVIL RIGHTS		Yes	No	Comments	
The provider allows all children equal access to child care services regardless of race, color, sex, age, disability or national origin and other protected classes. If "no", explain.					
The provider serves meals to all enrolled children regardless of the child's race, color, sex, age, disability or national origin and other protected classes. If "no", explain.					
The nondiscrimination statement and complaint procedures are included in provider advertisements when referencing admissions and the CACFP.					

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

HEALTH/SAFETY/SANITATION	YES	NO	COMMENTS
The refrigeration units are clean and maintained at required temperatures. _____ 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 alteratives 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 postive/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 _____ Attendance: 106 _____ Tier 1 Attend: 106 Tier 2 Attend: 0 Participated: 7 _____ Tier 1 Part: 7 Tier 2 Part: 0	Errors Pre-Review by _____ Date: _____ Post-Review by _____ Date: _____ (Optional Office Use)	Date Claim Received: 08/31/2012 Checked By: _____ Date Changed: _____ Reasons for change: _____ _____ _____ Date Changed in computer: _____ <input type="checkbox"/> Claim Has Been Paid <input checked="" type="checkbox"/> Claim Submitted to State																																			
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 15%; text-align: center;">Tier 1 Additions / Deduction</th> <th style="width: 15%; text-align: center;">#Disallowed</th> <th style="width: 15%; text-align: center;">Tier 2 Additions / Deduction</th> <th style="width: 15%; text-align: center;">#Disallowed</th> </tr> </thead> <tbody> <tr> <td>Breakfast: 78 _____</td> <td style="text-align: center;">7</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>AM Snacks: 0 _____</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Lunch: 94 _____</td> <td style="text-align: center;">7</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>PM Snacks: 102 _____</td> <td style="text-align: center;">7</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Dinners: 0 _____</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>EV Snacks: 0 _____</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>				Tier 1 Additions / Deduction	#Disallowed	Tier 2 Additions / Deduction	#Disallowed	Breakfast: 78 _____	7	0	0	0	AM Snacks: 0 _____	0	0	0	0	Lunch: 94 _____	7	0	0	0	PM Snacks: 102 _____	7	0	0	0	Dinners: 0 _____	0	0	0	0	EV Snacks: 0 _____	0	0	0	0
	Tier 1 Additions / Deduction	#Disallowed	Tier 2 Additions / Deduction	#Disallowed																																	
Breakfast: 78 _____	7	0	0	0																																	
AM Snacks: 0 _____	0	0	0	0																																	
Lunch: 94 _____	7	0	0	0																																	
PM Snacks: 102 _____	7	0	0	0																																	
Dinners: 0 _____	0	0	0	0																																	
EV Snacks: 0 _____	0	0	0	0																																	

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

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, 2025—June 30, 2026)
1	\$28,953
2	\$39,128
3	\$49,303
4	\$59,478
5	\$69,653
6	\$79,828
7	\$90,003
8	\$100,178
each additional household member	\$10,175

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**
Address: **123 Pretty Road**
City: **Seymour** State: WI Zip Code: 55555
Date of Birth: **10/13/2016** Enrollment Date: **01/01/2018**
Age as of Date Printed: **1y 3m**

Ethnicity: **Hispanic/Latino**
Race: **White**

Withdrawal Date:

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

PARENT INFO:

First Name: **Megan** MI: Last Name: **Abraham**
Address: **123 Pretty Road**
City: **Seymour** State: WI Zip Code: 55555 Email:

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

NORMAL SCHEDULE:

Participating Days: MON TUE WED THU FRI

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

Participating Meals: BRK AMS LUN PMS

Weekend Times:

SCHOOL INFO:

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

SPECIAL INFO:

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

Breastmilk and Iron-Fortified Infant Formula (IFIF)

Infant Formula Form Received: **NO**

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

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

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

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

Dear Parents:

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

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

Parent/Guardian Signature: _____ Date: _____

Provider's Signature: _____

ID#: **6789**

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

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.

.....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 for the child?

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 for the child? 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.



Special Dietary Needs and the CACFP

This handout provides an overview of requirements related to accommodating disability and non-disability special dietary needs requests in the CACFP. For more detailed information, see [Guidance Memorandum 12: Special Dietary Needs](#) (Family Daycare Home Sponsors see [Guidance Memorandum L: 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. For example, digestion impaired by lactose intolerance is a disability regardless of whether consuming milk causes severe distress.

What is a non-disability?

Eating certain foods or eliminating foods from the diet due to a general health concern and/or personal preference. For example, requesting that a participant does not drink cow's milk because of a preference, such as being vegetarian or because of religious preferences, not because the participant has lactose intolerance.

Disability Accommodation Requests

These are requests made because a participant has a physical or mental impairment that substantially limits one or more major life activities that affects their ability to eat food(s) on the regular menu. These requests must be supported by a valid medical statement for a disability when accommodations do not meet CACFP meal pattern requirements.

What is a Valid Medical Statement for a Disability?

A valid written medical statement for a disability must include the following information:

1. Description of the participant's physical or mental impairment that is sufficient to allow the Program operator to understand how it restricts the participant's diet.
2. What must be done to accommodate the impairment (e.g. identify food(s) to be avoided and recommended substitution(s)). *Seek clarification if statement is unclear or lacks sufficient detail so a proper and safe meal can be provided.*

The statement must be completed and signed by a State licensed healthcare professional authorized to write medical prescriptions (in Wisconsin these are physician, physician assistant, nurse practitioner with an APNP certificate, dentist, optometrist, podiatrist) or a registered dietitian.

Examples of an acceptable and not acceptable medical statement for a disability:

- Acceptable: Cal is lactose intolerant and cannot drink milk. Serve almond milk instead. *Signed by Dr. Dan Physician.*
- Not acceptable: Serve Sam almond milk. *Signed by Dr. Dan Physician.*

Meal Accommodations for Disability Requests

When a valid medical statement is provided programs must offer reasonable modifications that effectively accommodate the participant's disability and provide equal opportunity to participate in CACFP. Families cannot be asked to provide the accommodations.

- Accommodations must be made on a case-by-case basis and must be related to the disability or limitation caused by the disability. A program is not required to provide the exact modification requested, however, must work with the family to determine a reasonable modification that effectively accommodates the disability. For example, a program is not required to provide a particular brand name of an item but must offer a substitute that does not contain the specific allergen. A disability may require modifications to more than one meal component.
- Modifications may or may not meet CACFP meal pattern requirements. Meals are reimbursable, even when the CACFP meal pattern is not met.

When a valid medical statement is not provided, programs may choose to accommodate requests related to a disability if the requested modifications can be made while meeting CACFP meal pattern requirements. Such meals are reimbursable.

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

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

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

Yes

No

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

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

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

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

Yes

No

Your program is **required** to make meal modifications

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

When the medical statement for a disability is missing information:

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



Special Dietary Needs and the CACFP

Not a Disability (Non-disability special dietary need request)

These are requests made for personal preferences and generally include eating certain foods or eliminating foods from the diet due to religion, ethnic background, lifestyle preference, such as eating organic or vegetarian, and general health beliefs, or when a request is not supported by a valid written medical statement. These requests must be supported by a written statement.

What is a Valid Written Statement for a Non-Disability Request?

A valid written statement for a non-disability must include the following information:

- Description of the participant's non-disability dietary need / reason for the request.
- What must be done to accommodate the non-disability request, i.e., food(s) to be omitted and allowed substitutions.
- A statement that the family chooses to provide food items (if applicable).

The statement may be completed and signed by a family member (if written statement from the family), healthcare provider (ex. registered nurse, chiropractor), state licensed healthcare professional authorized to write medical prescriptions (physician, physician assistant, nurse practitioner with an APNP certificate, dentist, optometrist, podiatrist) or registered dietitian.

Acceptable documentation includes:

- Written statement from family.
- Information completed on the *DCF Health History and Emergency Care Plan*.
- Medical statement from a healthcare provider (registered nurse or chiropractor).
- Medical statement from a state licensed health care professional authorized to write medical prescriptions (physician, physician assistant, nurse practitioner with an APNP certificate, dentist, optometrist, podiatrist) or registered dietitian that specifies a family's dietary preference, not a disability (e.g., statement indicates participant may drink rice milk per parent lifestyle choice).

Meal Accommodations for Non-Disability Requests

Programs are not required but may choose to accommodate non-disability requests. Families can be asked to provide meal substitutions. Certain criteria must be met for meals served for non-disability requests to be reimbursable.

Meal served for non-disability requests are reimbursable (can be claimed by the program) when:

- Meal/snack includes all required components and all food items served are creditable to the CACFP meal pattern.
- The program provides all meal components or all but one component (family may provide one meal component and the food item must be creditable).

In many cases, programs can easily accommodate non-disability requests with a well-planned menu offering a variety of foods. For example, offer one type of creditable soymilk to accommodate all participants requesting a non-dairy beverage. Or, to accommodate vegetarian participants serve creditable meat alternates such as soy yogurt, nut/seed butters, beans, peas, and lentils, or tofu on a regular schedule.

Meal served for non-disability requests are NOT reimbursable (cannot be claimed by the program) when:

- Meal/snack does not include all required components.
- One or more food items served are not creditable to the CACFP meal pattern.
- The family provides more than component or a non-creditable food item.

Special Dietary Needs Tracking Form

All programs (except School Food Authorities operating the At-Risk Afterschool Program) must complete the Special Dietary Needs Tracking Form for each participant served menu substitutions. This is required to:

- Document accommodations made to meals.
- Demonstrate the program is offering participants with disabilities a modification that effectively accommodates the disability.
- Ensure substitutions for non-disability special dietary requests meet meal pattern requirements.



Special Dietary Needs and the CACFP

Designate Responsible Staff

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

Obtain Appropriate Documentation

- ☐ Special Dietary Needs Tracking Form complete for **each participant** with a disability or non-disability special dietary need request.
- ☐ Disability: Written medical statement for physical or mental impairment that substantially limits one or more major life activities. Must be signed by a State licensed healthcare professional authorized to write medical prescriptions (physician, physician assistant, nurse practitioner with APNP credentials, dentist, optometrist, podiatrist) or a registered dietitian.
- ☐ Non-disability special dietary need: Written statement from family, DCF *Health History and Emergency Care Plan* form, statement from a health care provider, or statement from a licensed health care professional authorized to write medical prescriptions or registered dietitian that specifies a family's dietary preference, not a disability.

Train Staff on Accommodating Disabilities

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

Menu Evaluation

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



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

Name of State Licensed Healthcare Professional/
Registered Dietitian

Title: ☐ Dentist ☐ Physician Assistant
☐ Nurse Practitioner (APNP) ☐ Podiatrist
☐ Optometrist ☐ Registered Dietitian
☐ Physician

Signature of State Licensed Healthcare Professional/
Registered Dietitian



Medical Office Name and Address

Date Signed

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. Medical 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 or a registered dietitian.

The written 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.

The following are State licensed healthcare professionals authorized to write medical prescriptions in Wisconsin: physician, dentist, optometrist, podiatrist, physician assistant, and nurse practitioner with an APNP certificate/credential. If the documentation to support a dietary accommodation has not been signed by one of these State licensed healthcare professionals or a registered dietitian, 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

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 registered dietitian or one of the following State licensed healthcare professionals is on file: physician, physician assistant, nurse practitioner with an APNP certificate/credential, dentist, optometrist, podiatrist.

Section II: Non-disability Special Dietary Need (back of this page) - Complete when:

- A child's family requests meal substitutions for reasons not due to a disability
- A medical statement not valid for a disability is provided. Examples:
 - Statement from a health care professional not identified in *Section 1: Disability* (e.g., nurse without APNP certificate/credentials, chiropractor)
 - Statement from a registered dietitian or State licensed health care professional identified in *Section 1: Disability* that specifies a family's dietary preference (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 of physician, physician assistant, nurse practitioner with an APNP certificate, dentist, optometrist, podiatrist or registered dietitian

ACCOMMODATION(S): Provider must offer reasonable modifications 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 modifications according to the medical statement and supplies the modifications or at least one meal component when the family chooses to supply modification.

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:

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

Is the statement completed and signed by a Registered Dietitian or State licensed healthcare professional authorized to write medical prescriptions?

WI State licensed healthcare professionals authorized to write medical prescriptions are a Physician, Physician Assistant, Nurse Practitioner with APNP certificate, Dentist, Optometrist, Podiatrist

Yes

No
Go to page 2

Does the statement contain **all** the following?

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

Yes

No

The participant is considered to have a **disability**.
Your program must offer a reasonable modification to accommodate the disability.

Work with the family to determine an appropriate modification, based off information from the medical statement. Families may accept the modification or choose to decline and provide their own. Families cannot be required to provide the modification.

Meal(s) do not have to meet meal pattern requirements (ex, non-creditable foods can be served)

Meals can be claimed as long as the program is providing at least one component

Contact family to get a complete medical statement from the Registered Dietitian or State licensed healthcare professional that specifies:

1. The physical or mental impairment (reason for the request)

When a physical or mental impairment is not provided, i.e. the statement is in support of a family preference and not a disability; it is not valid for a disability. For these requests, you must follow **Requirements for Accommodating a Participant with a Non-Disability Special Dietary Need** (on page 2).

AND

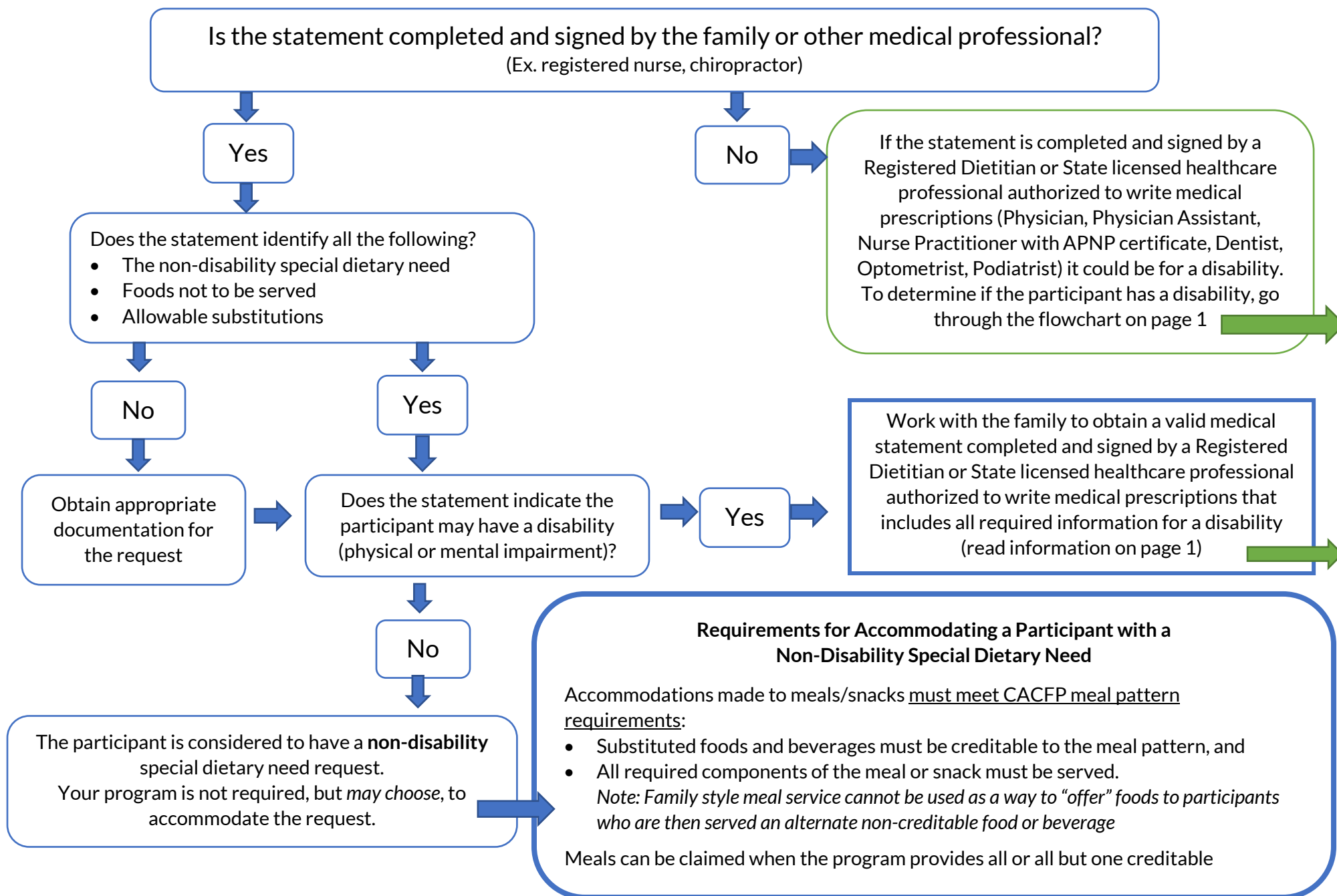
2. Foods to be avoided and/or foods to serve so a proper and safe meal can be provided

While obtaining additional information, follow the portion of the medical statement that is clear to the greatest extent possible (e.g., do not serve foods that contain the allergen). Do not deny/delay a request because the medical statement does not provide sufficient information.

Yes

A complete statement has been obtained.

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





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, vegetables or fruit, and a grain. <i>A meats/meat alternates may be served in place of the entire grains component a maximum of 3 times per week.</i>				
Meal Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18
Fluid Milk <ul style="list-style-type: none"> 1-year olds: Unflavored whole milk 2-5-year-olds: Unflavored 1% or skim 6-18-year-olds: Unflavored or flavored 1% or skim 	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
Vegetables or Fruits <i>(or portions of both)</i> <ul style="list-style-type: none"> Full-strength juice may only be offered to meet the vegetable or fruit requirement at one meal or snack per day 	¼ cup	½ cup	½ cup	½ cup
Grains <ul style="list-style-type: none"> Must be whole grain-rich, enriched, or fortified One serving per day must be whole grain-rich Cereals must contain no more than 6 grams of added sugars per dry ounce Grain-based desserts are not creditable (see Exhibit A: Grains Chart, footnote 3 or 4) 				
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 CACFP Grains Chart 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	⅛ cup	⅛ cup	¼ cup	¼ cup
Meats/Meat Alternates Not required at breakfast but may be served in place of entire grains component a maximum of 3 times per week				
	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 <i>2 ounces = 1-ounce equivalent meats/meat alternates</i>	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
Beans, peas, and lentils	⅛ cup	⅛ cup	¼ cup	¼ cup
Yogurt (regular and soy) - <i>Must contain no more than 12 grams of added sugars per 6 ounces</i>	¼ cup (2 oz)	¼ cup (2 oz)	½ cup (4 oz)	½ cup (4 oz)
Peanut butter, soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp
Peanuts, soy nuts, tree nuts or seeds	½ oz	½ oz	1 oz	1 oz
Surimi	1.5 oz	1.5 oz	3 oz	3 oz
Tempeh	½ oz	½ oz	1 oz	1 oz
Tofu (commercially prepared) <i>2.2 oz. (1/4 cup) must contain at least 5 grams of protein</i>	⅛ cup (1.1 oz)	⅛ cup (1.1 oz)	¼ cup (2.2 oz)	¼ cup (2.2 oz)
Soy products (e.g. soy sausage, veggie burgers) or alternate protein products. <i>Must meet the requirements in Appendix A to Part 226</i>	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				
Meal Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18
Fluid Milk <ul style="list-style-type: none"> 1-year olds: Unflavored whole milk 2-5-year-olds: Unflavored 1% or skim 6-18-year-olds: Unflavored or flavored 1% or skim 	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
Meats/Meat Alternates <div>Amounts below must be served to meet the m/ma serving size requirements</div>				
	1 oz eq =	1 ½ oz eq =	2 oz eq =	2 oz eq =
Lean meat, poultry, or fish	1 oz	1½ oz	2 oz	2 oz
Cheese (natural and processed; soft and hard)	1 oz	1½ oz	2 oz	2 oz
Shredded cheese	(¼ cup)	(3/8 cup)	(½ cup)	(½ cup)
Cottage cheese, ricotta cheese, cheese spread, cheese food 2 ounces = 1-ounce equivalent meats/meat alternates	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
Beans, peas, and lentils	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	1 oz	1½ oz	2 oz	2 oz
Yogurt (regular and soy) - Must contain no more than 12 grams of added 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	1½ 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 Appendix A to Part 226	1 oz	1½ oz	2 oz	2 oz
Vegetables <ul style="list-style-type: none"> Full-strength juice may only be offered to meet the vegetable or fruit requirement at one meal or snack, per day 	⅛ cup	¼ cup	½ cup	½ cup
Fruits <ul style="list-style-type: none"> Full-strength juice may only be offered to meet the vegetable or fruit requirement at one meal or snack, per day A second, different vegetable may be served in place of the entire fruit component. When served, the minimum fruit serving size must be served 	⅛ cup	¼ cup	¼ cup	¼ cup
Grains <ul style="list-style-type: none"> Must be whole grain-rich, enriched, or fortified One serving per day must be whole grain-rich Cereals must contain no more than 6 grams of added sugars per dry ounce Grain-based desserts are not creditable (see Exhibit A: Grains Chart, footnote 3 or 4) 				
Bread	½ oz eq	½ oz eq	1 oz eq	1 oz eq
Bread products, such as biscuits, rolls, or muffins Refer to the CACFP Grains Chart for options and serving sizes	½ oz eq	½ oz eq	1 oz eq	1 oz eq
Rice, pasta, grains, and/or cooked cereals	¼ cup	¼ cup	½ cup	½ cup



CACFP Child Meal Pattern

Must serve the required components and serving sizes

Snack

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

Meal Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18
Fluid Milk <ul style="list-style-type: none"> 1-year olds: Unflavored whole milk 2-5-year-olds: Unflavored 1% or skim 6-18-year-olds: Unflavored or flavored 1% or skim 	½ cup (4 oz)	½ cup (4 oz)	1 cup (8 oz)	1 cup (8 oz)
Meats/Meat Alternates <p style="text-align: right;">Amounts below must be served to meet the m/ma serving size requirements</p>				
	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 equivalent meats/meat alternates	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
Beans, peas, and lentils	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 12 grams of added 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. (¼ 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 Appendix A to Part 226	½ oz	½ oz	1 oz	1 oz
Vegetables*	½ cup	½ cup	¾ cup	¾ cup
Fruits*	½ cup	½ cup	¾ cup	¾ cup
* Full-strength juice may only be offered to meet the vegetable or fruit requirement at one meal or snack, per day				
Grains <ul style="list-style-type: none"> Must be whole grain-rich, enriched, or fortified One serving per day must be whole grain-rich Cereals must contain no more than 6 grams of added sugars per dry ounce Grain-based desserts are not creditable (see Exhibit A: Grains Chart, footnote 3 or 4) 				
Bread	½ oz eq	½ oz eq	1 oz eq	1 oz eq
Bread products, such as biscuits, rolls, crackers, or muffins Refer to the CACFP Grains Chart for options and serving sizes	½ oz eq	½ oz eq	1 oz eq	1 oz eq
Cooked breakfast cereal, cereal grain, rice and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Ready-to-eat breakfast cereal (dry, cold) Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
Granola	⅓ cup	⅓ cup	¼ cup	¼ cup



Menu Checklist

Use this checklist to ensure meals and menus 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, tofu, 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, tofu, etc.)
- ☐ Grain

Creditable Foods and Other Requirements

- ☐ All foods and beverages served are creditable (see [Creditable and Non-creditable Foods Guide](#) or the [USDA Crediting Handbook for the CACFP](#))
- ☐ One grain served each day is whole grain-rich (WGR) (use the [WGR Flow Chart](#) to determine if a grain item is WGR)
- ☐ 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 added sugars per dry ounce (see [Cereal Added Sugar Limits](#))
- ☐ Yogurt contains no more than 12 grams of added sugars per 6 ounces (see [Yogurt Added Sugar Limits](#))
- ☐ Juice is not served at more than one meal or snack per day
- ☐ Menu items are not deep fat fried onsite
- ☐ **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





Menu Checklist

Menu Documentation Requirements

- ☐ A copy of one menu for each meal and/or snack claimed must be on file with monthly claim documents.
The copy saved on file must be the final menu that includes documented meal substitutions and changes.

Menus must include:

- ☐ Dates
- ☐ Type(s) of milk served (fat content by age group and if flavored), for example:
 - ☐ Whole unflavored milk is served to 1-year olds; 1% unflavored milk is served to children ages 2 and older
- ☐ Whole grain-rich (WGR) items notated with WW, WG, WGR (ex. WW Bread, WG Bagels, WGR pasta)
- ☐ Specific names of actual foods served:
 - ☐ Fruits and vegetables (ex. “pears” instead of “fruit”)
 - ☐ Cereal names (ex. “Kix” instead of “cereal”) and WGR notation if cereal is WGR (ex. WG Cheerios)
- ☐ Food items for all required components of the meal/snack, for example:
 - ☐ Instead of listing “WG Tacos” write out “Beef and Cheese Tacos on WG Soft Tortilla” or “Tacos (beef, cheese, and WG soft tortilla)”
- ☐ Documented meal substitutions and changes to show actual foods served at each meal and snack

Product Labels or Other Acceptable Documentation

Product labels or other acceptable documentation are on file for:

- ☐ **Breakfast cereals:** name and brand of item, nutrition facts label, and ingredient list
 - Refer to [Product Labels for Cereal and Yogurt Sugar Limits](#) for more information
- ☐ **Yogurt:** name and brand of item, nutrition facts label
 - Refer to [Product Labels for Cereal and Yogurt Sugar Limits](#) for more information
- ☐ **Whole grain-rich foods (WGR):** product label or other acceptable documentation containing specific information which varies depending on the item and/or method used to determine the item as WGR.
 - Refer to [Documentation for Whole Grain-Rich \(WGR\) Foods](#) for more information
- ☐ **Tofu:** name and brand of item, nutrition facts label
- ☐ **Processed food items*:** Child Nutrition (CN) Label or Product Formulation Statement (PFS)
 - Refer to [Crediting Documentation for Processed Food Items](#) for more information



**Processed food items include (1) commercially prepared combination foods like pizza and chicken nuggets; (2) processed meats/meat alternates like meatballs and summer sausage; and (3) other foods like smoothies, pasta salad with vegetables, and other items that do not have a standard of identity, contain two or more meal components, and/or contain non-creditable ingredients.*

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 for the CACFP.

MAINTAINING PRODUCT LABELS OR OTHER ACCEPTABLE DOCUMENTATION FOR CERTAIN FOODS

Family day care home providers must maintain documentation as specified by their sponsor.

Foods That Require Product Labels / Documentation

A product label or other acceptable documentation must be on file for the following food items to show they meet specific CACFP requirements:

Food Item	CACFP Requirement
Breakfast Cereal and Yogurt	Meet CACFP added sugar limits
Whole Grain-Rich (WGR) Foods	Meet CACFP WGR criteria
Tofu	Contain a certain amount of protein
Processed Food Items (commercially purchased items like combination foods and processed meats/meat alternates)	Item is creditable and contributes to the CACFP meal pattern

Product labels or other acceptable documentation must be kept for each type and brand of item served. This includes items regularly served and items only served once. For example, if one type and brand of whole grain-rich bread is regularly served a product label for this bread must be on file. However, if this bread is not available during a shopping trip and a substitute is purchased and served, the product label for the substitute must also be kept on file.

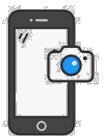
Product Labels or Other Acceptable Documentation to Keep on File

The parts of a product label / documentation that must be kept on file are detailed in these handouts:

- [CACFP Training Spotlight: Documentation for Cereal and Yogurt Added Sugar Limits](#)
- [CACFP Training Spotlight: Documentation for Whole Grain-Rich \(WGR\) Foods](#)
- [CACFP Training Spotlight: Crediting Documentation for Processed Food Items](#)

Taking pictures or making copies of labels?

Photograph or photocopy all required parts of the label that must be kept. Labels that are photographed or photocopied must be visible and legible (not blurry, cut off, or too dark to read).







Organize Product Labels and Other Documentation

Product labels and other documentation must be organized so they are easy to locate. Implement a filing system that works best for your agency and be consistent.

- 1** Identify staff responsible for saving labels and other acceptable documentation. Often this is the person preparing the meals. However, others can be involved in the process, such as the program director, to help and maintain oversight to ensure all labels are being saved.
 - 2** Establish a filing system for how and where labels and other acceptable documentation are maintained.
 - 3** Establish a frequency of checking saved labels and documentation. This may be after every shopping trip or every time a food package is about to be thrown out. Compare items with labels and documentation already on file and save those not on file.
- File by product type in separate file folders or in a binder (if using a binder, place product labels in page protectors or three-hole punch).
 - Label the filing system to easily identify documents.
 - Product labels and other documentation may also be stored electronically. See [Electronic Storage of CACFP Records and Data](#).
 - Keep labels for three Federal Fiscal Years (FFY) plus the current FFY.
 - Keep labels for items currently served in one file. Labels for items no longer served can be moved to another file until they can be discarded after the required time frame.

Best Practices for Organizing Labels and Other Documentation

Below are two best practices for filing product labels and other documentation.

-  Save a copy of the product label / documentation of each item served each month with that month's claim support documentation, i.e., with each month's menus, production records, meal counts, etc.
-  If your agency has cycle menus, maintain product labels / documentation in a master binder by the week of the cycle. For example:
 - Whole grain-rich waffles are served week 1 Monday and week 3 Thursday. File a copy of the waffle's product label behind the week 1 and week 3 tabs.
 - Yogurt is served week 2 Wednesday and week 5 Monday. File a copy of the yogurt's product label behind the week 2 and week 5 tabs.



When this best practice is implemented, the same brand/item must be purchased consistently. If a substitute item is purchased, keep a copy of that item's product label/documentation with that specific month's claim support records.



Sponsoring Organizations

A Sponsoring Organization (SO) operates two or more sites on the CACFP. Agency staff responsible for overseeing the CACFP at its sites are ultimately responsible for ensuring each site meets CACFP requirements, including maintaining product labels and other documentation.

Below are questions to help a SO determine where to maintain product labels and documentation.

- Are menus and foods served the same or different at all sites?
- Does one person order food for all sites or do site staff order food for their own site?
- Do site staff purchase some or all foods at local stores?

Recommendations for how to keep product labels and documentation on file are in the table below. Regardless of who purchases food items how and where product labels and documentation are maintained, agency staff responsible for overseeing the CACFP at all sites are responsible for ensuring food items served meet CACFP requirements.

Menus and Purchasing / Ordering Foods	Where to Keep Product Labels and Documentation
Menus are the same for all sites (the same food items are ordered for and prepared at all sites or meals for all sites are prepared in central kitchen)	Keep one set of labels in one location, such as administrative office or central kitchen
Menus are different for each site and each site purchases/orders food for own site OR Menus are the same but each site purchases/orders different brands/ items for their site	Keep labels at each site OR Keep labels in one location, such as administrative office or central kitchen, and each site must send the administrative office labels for additional items purchased for each site
Menus are the same for all sites and the same food items are ordered for all sites however, each site purchases some items on their own (staff go to the store to pick up bread or other items)	Keep labels at each site (a copy of labels for items all sites serve must be given to the site and the site keeps labels of additional items for site) OR Keep labels in one location, such as administrative office or central kitchen, and each site must send the administrative office labels for additional items purchased for each site



For commercially prepared processed foods (i.e., combination food items and processed meats/meat alternates), the SO must ensure each site knows how much to serve to each participant. This may mean each site has a copy of the Child Nutrition (CN) label or Product Formulation Statement (PFS). Or the SO maintains this documentation at the administrative office and creates an information sheet, that lists the amount of each item to serve to participants in each age group, that is given to sites.



Sample Menus



Week 1

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

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

* Whole, unflavored milk is served to 1 year olds

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

Week 2

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

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

* Whole, unflavored milk is served to 1 year olds

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



Sample Menus

Week 3



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

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

* Whole, unflavored milk is served to 1 year olds

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

Week 4

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

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

* Whole, unflavored milk is served to 1 year olds

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



Sample Menus

Week 5



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

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

* Whole, unflavored milk is served to 1 year olds

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

Week 6

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

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

* Whole, unflavored milk is served to 1 year olds

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



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)

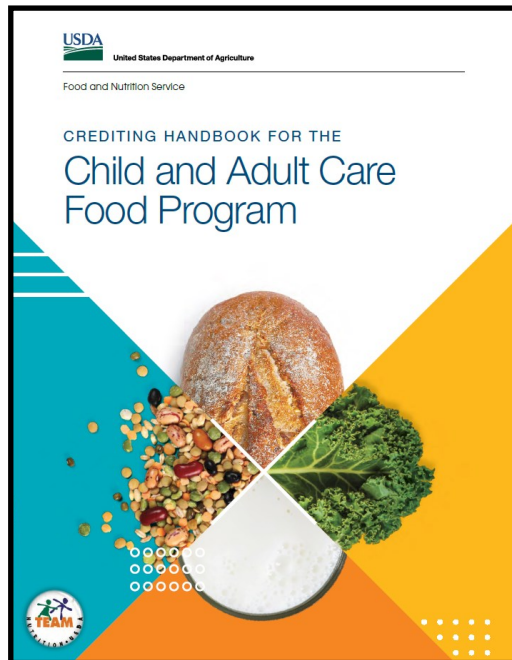
Determine if a food item is creditable in the CACFP by using these resources

*Crediting Handbook for the Child and Adult Care Food Program

*Grains Chart

*Horizons Handbook

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



CACFP Grains Chart		
<small>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.</small>		
	1-5 year old	6-18 year old
Grain Item and Size	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 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 35 g	1 slice or 69 g
French Toast Sticks	2 sticks or 28 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

Rev. 4/2021



Phone: 920-462-4805
Fax: 920-462-4871
Email: horizonsfoodprogram1991@gmail.com
Website: www.horizonsfoodprogram.org

This institution is an equal opportunity provider.

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 section 3 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 the CACFP meal components and includes lists of foods that are creditable and non-creditable to each component. To go to a specific meal component's page, click the link in the "Meal Components" table at the bottom of this page.

Creditable Foods

Creditable foods are foods that may be counted toward meeting CACFP meal pattern requirements for a reimbursable meal or snack. 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

Non-creditable foods are foods that may not be counted toward meeting CACFP meal pattern requirements. However, they may be served as extra foods. Foods listed in this guide do not include all non-creditable foods. Contact your assigned [Consultant](#) with questions regarding specific foods.

For a CACFP meal to be reimbursable, the minimum required amount of each meal component must be served, and foods served must be creditable.

Refer to [CACFP Meal Pattern for 1-18 Year Olds](#) or [CACFP Adult Meal Pattern](#) for serving sizes.

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 in this guide; however, this does not imply product endorsement.

Refer to the [Menu Checklist](#) for information on CACFP meal pattern and menu documentation requirements.

CLICK ON NAME OF MEAL COMPONENT
BELOW TO GO TO THE COMPONENT'S PAGE

[Milk](#)

[Meats/Meat Alternates](#)

[Vegetables](#)

[Fruits](#)

[Grains](#)



Milk



Meal	Milk Requirements
Breakfast, Lunch, Supper	Must be served <i>Optional at supper for adult day care centers only</i>
Snacks	May be served as one of the two components <ul style="list-style-type: none"> 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.).

Fluid milk substitutes nutritionally equivalent to cow's milk can be served ([Creditable Non-Dairy Beverages](#)).

Fluid milk substitutes not nutritionally equivalent to cow's milk (ex. oat milk, almond milk) can only be served to accommodate a disability when a valid medical statement is on file.

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

- | | |
|--|--|
| <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> Lactose-free milk Lactose-reduced milk Non-dairy beverage nutritionally equivalent to cow's milk (see Creditable Non-Dairy Beverages) Smoothies, when containing milk in required amounts Ultra High Temperature (UHT) shelf stable cow's milk, skim or 1% |
|--|--|

Non-Creditable Milk

- | | |
|--|--|
| <ul style="list-style-type: none"> 2% (reduced-fat) milk Almond beverage/milk Cashew beverage/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 | <ul style="list-style-type: none"> Ice cream, Ice milk Imitation milk Oat beverage/milk Powdered milk Pudding Raw milk Rice beverage/milk Reconstituted dry milk Sherbet or sorbet Sour cream Soy beverage/milk not nutritionally equivalent to cow's milk Sweetened condensed milk Yogurt (creditable as meat alternate) |
|--|--|

Meats/Meat Alternates (M/MA)



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

Yogurt (regular and soy) must contain **no more than 12 grams of added sugars per 6 ounces**.

- Use the Nutrition Facts Label and [Yogurt Added Sugar Limits](#) guide to determine if a yogurt is creditable.

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

Beans, peas, and lentils can be served as the meat alternates or vegetables component. One type of beans, peas or lentils may not be served as both a meat alternate and vegetable in the same meal. However, if serving two different types of beans, peas, or lentils one may credit as a meat alternate and the other as a vegetable.

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

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

Creditable Meats/Meat Alternates

- | | |
|--|--|
| <ul style="list-style-type: none"> Beans, peas, and lentils (pinto, kidney, black, lentils, split peas, garbanzo beans (chickpeas), soybeans (canned or dry) Canadian bacon and ham Cheese, natural or processed; Cheese spread; Cheese food; Ricotta Combination foods (ex. chicken nuggets, fish sticks) with CN label or PFS (see page 4) Cottage cheese 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 (beef) Liver, kidney, tripe Nuts and nut butters (peanuts, tree nuts) | <ul style="list-style-type: none"> Pasta made of 100% bean/legume flour(s) Poultry Processed meats/meat alternates with CN label or PFS (see page 4) Sausage (labeled “fresh pork sausage” or “fresh Italian sausage”) 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 with CN label or PFS (see page 4) Surimi seafood, imitation crab and shellfish Tahini (credited as a seed butter) Tempeh Tofu (see page 4 for more information) Yogurt (dairy or soy) – commercial only |
|--|--|

Non-Creditable Meat/Meat Alternates

- | | |
|--|--|
| <ul style="list-style-type: none"> Bacon, bacon-bits, imitation bacon products Beans and peas (green beans, string beans, green peas, snap peas) – these are a vegetable Canned cheese sauce Cheese, powdered (ex. mac and cheese, boxed) Cheese product (Velveeta) Coconut Cream cheese Egg substitutes, and yolks only or whites only Fish, home caught or home pickled Ham hocks, pigs’ feet, neck bones, tail bones Home canned meats, home slaughtered meat Imitation cheese Imitation seafood | <ul style="list-style-type: none"> Nut butter spreads Nutella Potted, pressed, or deviled canned meat (e.g., Spam) Raw fish, sushi (raw seafood and sashimi) Seitan 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) |
|--|--|

Meats/Meat Alternates (M/MA)

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



Processed Food Items

Processed food items are commercially purchased combination foods, processed meats/meat alternates, and other foods like smoothies, pasta salad containing vegetables, and other items that do not have a standard of identify, contain two or more meal components, and/or contain non-creditable ingredients.

Processed food items are **ONLY** creditable with a CN Label or PFS.*

See common items in the table below. *This is not all-inclusive list of foods that require a CN Label or PFS.*

<ul style="list-style-type: none"> Breaded items (e.g., chicken nuggets, fish sticks) Burritos Canned pasta w/ meat Corndogs Dried and semi-dried meat, poultry, and seafood snacks, shelf-stable, such as jerky or summer sausage Egg rolls Falafel Frozen Entrees Kielbasa Lasagna 	<ul style="list-style-type: none"> Liverwurst Macaroni and cheese Meat loaf Meat sauce Meat analogs (breakfast links, textured vegetable protein crumbles, veggie burgers) Meat/poultry sticks (not dried/semi-dried) Meatballs Pasta salad containing meat, vegetables Pepperoni 	<ul style="list-style-type: none"> Pizza Plant based meat alternate food items Polish sausage Pot pie Quiche Ravioli Salami Salisbury Steak Sausage not labeled "fresh pork sausage" / "fresh Italian sausage" Smoothies Soups Soy cheese 	<ul style="list-style-type: none"> Soy products (soy sausage, veggie burgers) Spaghetti with meat sauce Stews Tempeh with other ingredients (i.e., brown rice, sunflower seeds, sesame seeds, flax seed, and/or vegetables) Tofu products (links, sausages) Turkey bacon
--	--	---	--

Processed meats/meat alternates in the table to the right do not require a CN Label or PFS when ingredients are 100% creditable meat ingredients (may contain salt and seasoning). However, if these items contain binders/extenders, fillers, byproducts, or cereals (see below) they are not 100% meat and require a CN label or PFS.*

- Beef patties
- Cooked sausage, includes hot dogs, frankfurters, wieners, franks, furters, Vienna, bologna, garlic bologna, knockwurst, and similar cooked sausages (may or may not be smoked, cured or uncured)

Binders/Extenders

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> Carrageenan Cellulose Gelatin Hydrolyzed oat flour Hydrolyzed milk protein Modified food & vegetable starch | <ul style="list-style-type: none"> Nonfat dry milk Plant proteins Soy flour Soy protein isolate Soy protein concentrate Starch | <ul style="list-style-type: none"> Starchy vegetable flour Texturized vegetable protein (TVP) Wheat gluten Whey Whey protein concentrate |
|--|--|---|

Byproducts

- Glands
- Hearts
- Other organ meats

Fillers

- Breadcrumbs
- Cereals
- Vegetables

Cereals

- Barley
- Corn
- Oats
- Rice
- Wheat

*Child Nutrition (CN) Label or Product Formulation Statement (PFS)

A CN label or PFS provides information on how an item contributes to the meal pattern requirements. A CN Label/PFS must be obtained prior to purchasing and serving/claiming the item. It must be used to determine how much to prepare and serve. Refer to the [Crediting Documentation for Processed Foods](#) for information. If a CN label/PFS cannot be obtained, the item cannot be served as part of a reimbursable meal.

Vegetables



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

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

When serving a second vegetable in place of the fruit component, the two vegetables must be different; i.e., do not serve French fries and roasted sweet potatoes because these are both potatoes. Similarly, do not serve a spinach salad and a mixed greens salad because these are both leafy greens.

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](#).

Commercially purchased foods that contain vegetables like coleslaw, potato salad, pasta salad with vegetables, and other items that do not have a standard of identify, contain two or more meal components, and/or contain non-creditable ingredients are **ONLY** creditable with a CN Label or PFS. See box at the bottom of page 4 for more information.

Creditable Vegetables

- | | |
|--|--|
| <ul style="list-style-type: none"> Avocado Cooked, beans and peas (pinto, kidney, black, lentils, split peas, garbanzo beans (chickpeas) (canned/dry) Dehydrated vegetables (measure when rehydrated) 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) Pasta, made with 100% vegetables, legumes, or vegetable or legume flour Pizza sauce Potatoes, Potato skins | <ul style="list-style-type: none"> 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, fresh (edamame) and 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 |
|--|--|

Non-Creditable Vegetables

- | | |
|--|--|
| <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> Pickle relish Potato chips, potato sticks Raw sprouts Tomato-based sauce on canned pasta and commercial pizza Veggie straws, chips or sticks |
|--|--|

Fruits



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

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.

Commercially purchased foods that contain fruit like smoothies, cranberry sauce, and other items that do not have a standard of identify, contain two or more meal components, and/or contain non-creditable ingredients are **ONLY** creditable with a CN Label or PFS. See box at the bottom of page 4 for more information.

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

Grains



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

Commercially purchased foods that contain grains like pizza, breaded chicken nuggets, pasta salad with vegetables or meats/meat alternates, and other items that do not have a standard of identify, contain two or more meal components, and/or contain non-creditable ingredients are **ONLY** creditable with a CN Label or PFS. See box at the bottom of page 4 for more information.

Whole Grain-Rich (WGR)

At least one serving of grains per day must be whole grain-rich (WGR). WGR foods contain at least 50% whole grains, and the rest of the grain ingredients are enriched, bran, or germ.



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

- To determine if a grain product is WGR, use the [Whole Grain-Rich Flow Chart](#).
- Corn products, such as tortillas and tortilla chips: See [CACFP Training Spotlight: Tortilla Chips and Corn Chips](#) to determine if product is WGR.

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 added sugars per dry ounce**

- Use a cereal's Nutrition Facts label and charts in the [Cereal Added Sugar Limits](#) handout to determine if a cereal meets this requirement and can be served.
- Cereals on any state's WIC list meet this requirement and can be served. See [Cereal Added Sugar Limits](#) for a list of WI WIC cereals.
- 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](#)

Grains

How Much to Serve?

For serving sizes of common creditable grain items, see the CACFP Grains Chart:

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



Creditable Grains

<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • 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

<ul style="list-style-type: none"> • 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 added sugar limits • Chips, grain-based, when not whole grain or enriched • Nut, legume (bean), or seed flour 	<ul style="list-style-type: none"> • 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)

<ul style="list-style-type: none"> • Biscotti, sweet with fruits, chocolate, icing • Bread/breadstick with sweet filling (such as pie filling) • Bread pudding • Brownies • Cakes (coffee cake, pound cake, cupcakes) • Caramel 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 	<ul style="list-style-type: none"> • 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
--	---

SERVING MILK

This handout provides information on serving milk to help programs ensure the correct type and minimum required amount of milk is served to each participant.

Minimum Serving Sizes

The table below lists the CACFP meal pattern minimum required serving sizes for milk. This amount must be served to each participant at breakfast, lunch, and supper, and at snack when milk is served as one of the two components.

Age Group	Breakfast	Lunch/Supper	Snack
1-2 years	½ cup (4 oz)	½ cup (4 oz)	½ cup (4 oz)
3-5 years	¾ cup (6 oz)	¾ cup (6 oz)	½ cup (4 oz)
6-18 years	1 cup (8 oz)	1 cup (8 oz)	1 cup (8 oz)
Adult Participants (Adult Day Care (ADC)) *	1 cup (8 oz)	1 cup (8 oz)	1 cup (8 oz)



* ADC participants only: Milk is optional at supper. Yogurt may be served in place of milk once per day.

Creditable Milk and Required Milk Types

Creditable milk includes regular cow's milk, lactose-reduced, lactose-free, acidified, cultured, cultured buttermilk and goat's milk. Milk must be pasteurized and meet state or local standards. Breastmilk is creditable at any age.

The table below lists the required fat content of milk that must be served to different age groups, and if milk can be flavored.



Age Group	Required
1 year	Unflavored whole milk <i>(Iron-fortified infant formula may be served to children ages 12-13 months to help with the transition to whole milk)</i>
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)

A [creditable non-dairy beverage](#) may be served in place of milk at any time. Non-creditable non-dairy beverages (ex. oat, rice, and almond milk) cannot be served in place of milk unless a valid medical statement for a disability is on file.



Serving Milk at Meals and Snacks

Family Style Dining: When milk is served family style (pitchers of milk are passed around the table and participants serve themselves), enough milk must be put in each pitcher to provide the minimum serving size for each participant seated at the table. Participants determine how much milk they want to take, however, should be encouraged to take the minimum serving size.



Pre-plated meal service: When staff pour milk for participants, the minimum serving size must be poured into each cup.



Tip: Pour the required serving size (ex. 4 oz) into a measuring cup and then pour into the serving cup. Mark where the amount is on the cup. Use as a guide when pouring milk for participants.



8 oz. cup

6 ounces

4 ounces

Using the Correct Cup Size

With both meal service methods used (i.e., pre-plated and family style dining), programs must use a cup large enough to hold the minimum serving size of milk required for each age group. When choosing cup sizes to use, keep in mind that it is not feasible to pour an amount of milk into a cup of the same size (ex. 6 ounces of milk into a 6 oz cup).

Recommended Cup Sizes

- **6 oz. cup:** When serving $\frac{1}{2}$ cup (4 oz) milk
- **8 oz. cup:** When serving $\frac{1}{2}$ cup (4 oz) and $\frac{3}{4}$ cup (6 oz) milk
- **10 and 12 oz. cup:** When serving 1 cup (8 oz) milk



Small Cups (Do Not Use)

Cup sizes too small to hold the required serving amount must not be used. For example, a 3 oz. cup is not large enough to hold any required amount of milk. A 5 oz. cup can only hold $\frac{1}{2}$ cup (4 oz.) of milk if it is filled to almost the top of the cup, which may be difficult for younger participants to manage. Last, as previously stated, it is not feasible to pour an amount of milk into a cup of the same size; therefore a 6 oz. cup, for example, must not be used when the serving size is $\frac{3}{4}$ cup (6 oz.).



Yogurt served in the CACFP must contain **no more than 12 grams of added sugar per 6 ounces**.

Use a yogurt's Nutrition Facts label and the charts below to determine if the yogurt meets this requirement and can be served.



Use the Nutrition Facts label and charts to find yogurt that meets CACFP added sugar limits:

1. On the Nutrition Facts label to find the **Serving Size**, in ounces (oz) or grams (g).
2. Find the **Added Sugars** line. Look at the number of grams (g) next to Added Sugars.
3. In the tables below, under the "Serving Size" column(s), find the serving size identified in Step 1. Then, look at the number of grams in the "Added Sugar Limit" column for that serving size. This is the allowable amount of sugar in grams (g) for that serving size. **If the yogurt has that amount of added sugar, or less, the yogurt meets the added sugar limit and can be served in the CACFP.**

Nutrition Facts	
About 5 servings per container	
Serving size	3/4 cup (170g)
Amount per serving	
Calories	130
% Daily Value*	
Total Fat 0g	0%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 10mg	3%
Sodium 60mg	3%
Total Carbohydrate 17g	6%
Dietary Fiber 0g	0%
Total Sugars 16g	
Incl. 11g Added Sugars	22%
Protein 14g	28%

Serving Size grams (g)	Serving Size ounces (oz)	Added Sugar Limit
28 or 35 g	1 or 1.25 oz	2 grams
43 or 50 g	1.5 or 1.75 oz	3 grams
57 or 64 g	2 or 2.25 oz	4 grams
71 or 78 g	2.5 or 2.75 oz	5 grams
85 or 92 g	3 or 3.25 oz	6 grams
99 or 106 g	3.5 or 3.75 oz	7 grams
113 or 120 g	4 or 4.25 oz	8 grams

Serving Size grams (g)	Serving Size ounces (oz)	Added Sugar Limit
128 or 135 g	4.5 or 4.75 oz	9 grams
142 or 150 g	5 or 5.3 oz	10 grams
156 or 163 g	5.5 or 5.75 oz	11 grams
170 or 177 g	6 or 6.25 oz	12 grams
184 or 191 g	6.5 or 6.75 oz	13 grams
198 or 206 g	7 or 7.25 oz	14 grams
213 or 220 g	7.5 or 7.75 oz	15 grams
221 or 227 g	8 oz	16 grams

Try It Out! Does the yogurt above meet the added sugar limits?

The added sugar limit for 170 g of yogurt is 12 g. This yogurt has 11 g of added sugars. This is less than the limit, so this yogurt meets the added sugar limit and can be served in the CACFP.





Smoothies in the CACFP

Smoothies prepared by the program:

- Milk, fruit, vegetables, fruit/vegetable juice and yogurt can credit in a smoothie
- Milk used in smoothies must meet the federal requirements of fluid milk for each age group
- Pureed fruit and vegetables credit as juice when served in a smoothie
 - Amount based on volume after pureeing, before including in smoothie
 - Juice can only be served at one meal or snack per day, this includes when served in a smoothie
- Yogurt may be regular or soy
 - Yogurt credits as meat/meat alternate, not fluid milk
 - Yogurt must meet the sugar limits of no more than 23 grams of total sugars per 6 ounces
- Grains and other meat/meat alternates (*such as peanut butter or tofu*) do not credit to the meal pattern when served in a smoothie, but may be included to improve flavor and consistency
- All components must be offered in the required quantities to meet the meal pattern requirements
- Smoothies may be served at any meal or snack
 - Breakfast, Lunch and Supper: A smoothie containing milk, fruit/vegetable and yogurt may count towards three meal components
 - Snack: A smoothie containing fruit/vegetable and milk can credit as either juice **or** milk, not both. There must be a separate, second creditable component served in addition to the fruit/vegetable and milk smoothie. Juice may not be served when milk is the only other component.



Recipe for a Creditable Smoothie

Ingredients

4 fluid oz. fat free milk
½ cup blueberry puree, frozen
4 oz. low fat yogurt

Crediting Information

½ cup milk
½ cup fruit juice
1 oz. meat alternate

*Refer to the CACFP meal pattern for required minimum amounts for each age

Commercially-prepared smoothies:

- May credit towards the meat/meat alternate (yogurt only), fruit, vegetable, and milk components
- Must have a Child Nutrition (CN) Label or Product Formulation Statement (PFS) from the manufacturer to credit to the CACFP meal pattern

Probiotic dairy drinks, drinkable yogurt, and yogurt drinks are not creditable.



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
Natural Cheese	American, Cheddar, Colby, Feta, Monterey Jack, Mozzarella, Muenster, Provolone, Parmesan, Swiss	1 oz serving credits as 1 oz eq m/ma
Processed Cheese	Processed American Cheese Processed Cheddar Cheese	1 oz serving credits as 1 oz eq m/ma
Pasteurized Process Cheese	Pasteurized Process American Cheese	1 oz serving credits as 1 oz eq m/ma
Cottage Cheese	Cottage Cheese	2 oz serving (or ¼ cup) credits as 1 oz eq m/ma
Ricotta Cheese	Ricotta Cheese	2 oz serving (or ¼ cup) credits as 1 oz eq m/ma
Cheese Spread <i>(Not creditable for infants)</i>	Cheese Spread Spreadable Cheese Pasteurized Process Cheese Spread	2 oz serving credits as 1 oz eq m/ma
Cheese Food <i>(Not creditable for infants)</i>	Cheese Food Pasteurized Process Cheese Food	2 oz serving credits as 1 oz eq m/ma
Commercial Cheese Sauce	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
Cheese Product	Cheese Product, Pasteurized Prepared Cheese Product
Imitation Cheese	Imitation Cheese, Imitation Pasteurized Process Cheese Food
Cream Cheese / Neufchatel Cheese	Cream Cheese, Neufchatel Cheese, Cream Cheese Spread, Neufchatel Cheese Spread, Whipped Cream Cheese, Whipped Cream Cheese Spread
Cheese Alternative (Plant-Based Cheese)	Vegan Cheese, Soy Cheese, Dairy-Free Cheese, Cheese Alternative
Cheese Powder	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)



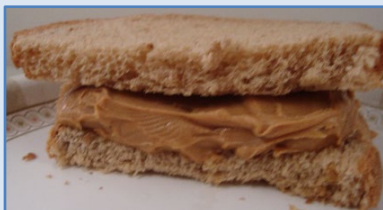
3-5 Year Olds

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

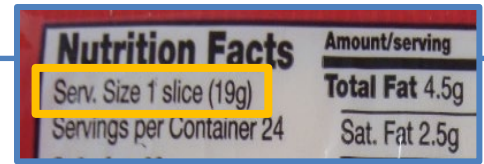
1. Use the Nutrition Facts label to find the Serving Size in grams (g) per cheese slice
2. Find the grams per slice from package in the chart below
3. Determine the # of slices to serve to each child per age group



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

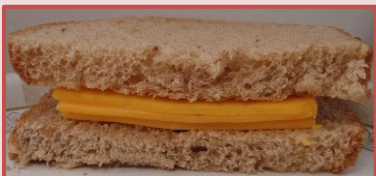
Required Amounts:

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

½ slice bread (min amt)



1 slice bread (2 grain servings)



3-5 Year Olds

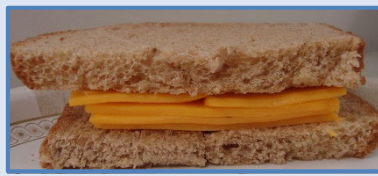
Required Amounts:

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

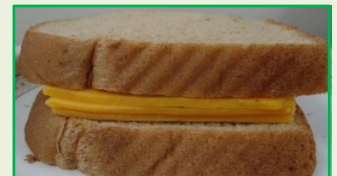
Required Amounts:

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 DOCUMENTATION FOR PROCESSED FOOD ITEMS

Processed food items must have a **Child Nutrition (CN) Label** or a manufacturer's **Product Formulation Statement (PFS)** to demonstrate how the item contributes to the meal pattern requirements. Documentation must be obtained from the manufacturer prior to purchasing, serving, and claiming the food item.

What are Processed Food Items?

Processed food items are commercially purchased items, such as:

- Combination foods like pizza, chicken nuggets, ravioli, soups, and breaded fish sticks.
- Processed meats/meat alternates like Salisbury steak, meatballs, summer sausage, Polish sausage, and plant-based items (ex. soy products, vegetarian patty).
- Other foods like smoothies, pasta salad containing vegetables, and other items that do not have a standard of identity, contain two or more meal components, and/or contain non-creditable ingredients.

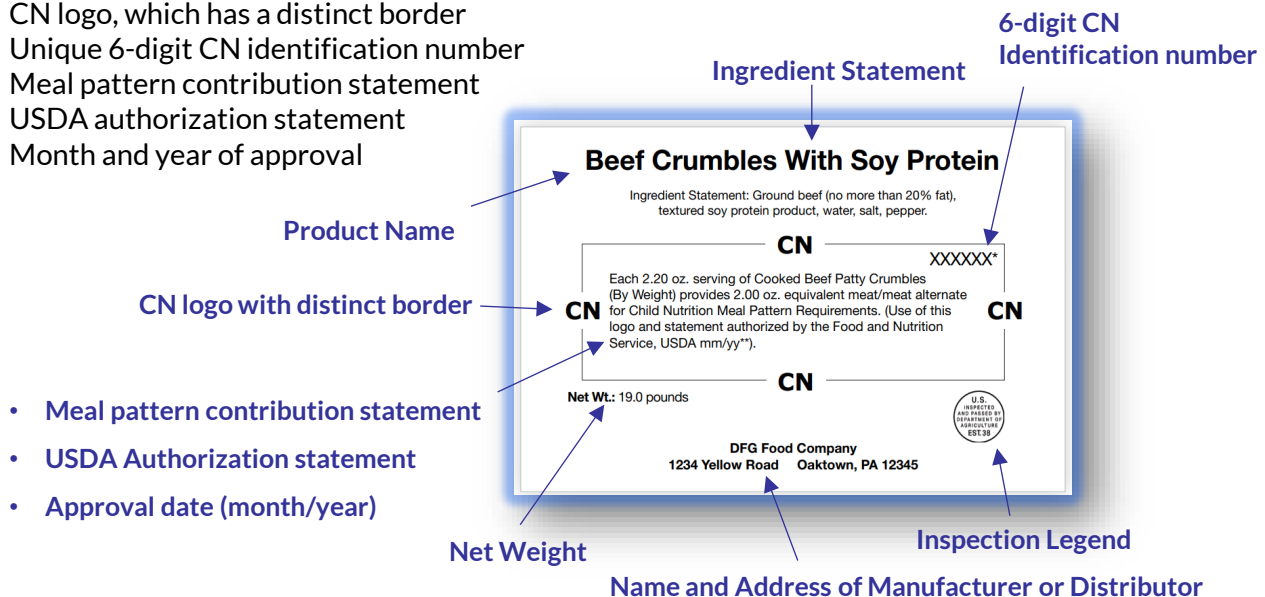
To help determine if a food item requires a CN Label or PFS, look up the item in the [Crediting Handbook for CACFP](#) or in the Meats/Meat Alternates section of the [CACFP Creditable and Non-Creditable Foods Guide](#).

Child Nutrition (CN) Label

A CN Label is an official label from the USDA found on a product that communicates how the product contributes to child nutrition program meal pattern requirements.

A CN labeled product must contain the following on the product packaging:

- Federally required label featuring the product name, inspection legend, ingredient statement, name and address of manufacturer or distributor, and net weight
- CN logo, which has a distinct border
- Unique 6-digit CN identification number
- Meal pattern contribution statement
- USDA authorization statement
- Month and year of approval

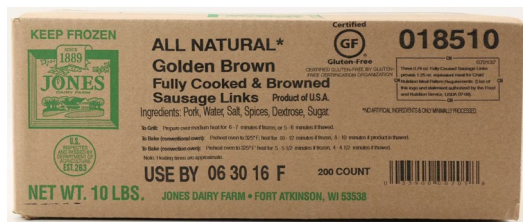




What Is Acceptable Documentation for the CN Label?

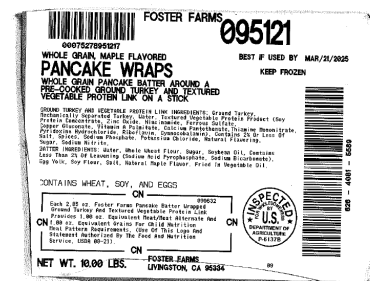
1 Original CN Label from the product package.

- Keep all required parts of the CN Label, as specified on the previous page, from the packaging the processed food item came in.



2 Photocopy or photograph of the CN Label shown attached to the original product package.


- Photocopy or photograph all required parts of the CN Label, as specified on the previous page, from the packaging the processed food came in.
- CN Labels that are photocopied or photographed must be visible and legible.



3 Watermarked CN label and the Bill of Lading (invoice).

- A CN Label is watermarked when it is not attached to the actual product. Manufacturers may provide program operators with a watermarked CN Label during the bidding process. They may also be provided on the manufacturer's website.
- Use of a watermarked CN Label is only acceptable when accompanied by the Bill of Lading (invoice) that contains the product name and CN number to show the item was purchased.





Chicken Wok Company
1234 Kluck Street
Poultry, PA, 12345
123-456-7890

Bill of Lading (Invoice)

Invoice Number: 1234
Date: December 22, 2022

Bill to:
ABC School District
1234 Anystreet
Anytown, CT 01234

Ship to:
ABC School District
1234 Anystreet
Anytown, CT 01234

Item description and code number	Unit	Quantity	Unit price	Amount
Chicken Stir-fry Bowl, CN #000000	each	200	\$1.50	\$300.00
Total:				\$300.00



Product Formulation Statement (PFS)

A PFS is a signed certified document that demonstrates how a product contributes to child nutrition program meal pattern requirements. A PFS must be from the food product manufacturer. To obtain a PFS:

- If purchasing food from a foodservice distributor, ask your representative if they have a PFS for items that require crediting documentation.
- Call the product's manufacturer and request a PFS. Ask to speak to someone familiar with USDA child nutrition programs.

A Product Formulation Statement must include:

- Manufacturer's name on letterhead
- Product name
- Product code number
- Serving/portion size
- Description of creditable ingredient(s)
- Total creditable amount of product per portion
- Crediting claim - how creditable ingredients contribute to the meal pattern requirements
- Signature (handwritten, stamped, or electronic)
- Date

Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (MMA)

Product Name: WO Min Cheese Ranch
Case/Pack/Case Portion Size: 73 / 2.17 oz. servings per case
Code No: 0004070

I. Most Meat Alternate

Description of Creditable Ingredients per Food Buying Guide	Ounces per Portion of Creditable Ingredient	Multiply	Food Buying Guide Yield	Creditable Amount*
Meat/Meat Alternate	0.000	x	1.000	0.000
Meat/Meat Alternate	0.000	x	0.000	0.000
Egg	0.100	x	1.125	0.100
		x		
A. Total Creditable MMA Amount				0.100

* Creditable amount - Ounces per portion of creditable ingredient x FBS yield information

II. Alternate Protein Product (APP)

Description of APP, manufacturer's name, & code number	On Dry: APP per Portion	Multiply	% of Protein As-is**	Divide by: 18***	Creditable Amount***
Wheat Protein Isolate	0.000	x	85.32	= by 18	0.100
Chicken Caseinate	0.000	x	88.00	= by 18	0.100
		x		= by 18	
B. Total Creditable APP Amount					0.200
TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest 1/100)					0.300

**Percent protein as-is as provided on APP documentation
***18 is the percent protein when fully hydrated
***Creditable amount of APP is rounded dry APP's percent protein as-is divided by 18

Total number of servings purchased: 73 / 2.17 oz.
Total oz of meat/meat alternate: 1.00 oz.

I certify that the above is true and accurate when prepared according to instructions. I further certify that my APP used in this product conforms to Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 228, Appendix A)

QA & Regulatory Manager: [Signature]
Title: [Blank]
Date: 12/23/21
Print Name: [Blank]

6000 Jericho Turnpike, Suite 100 East - Syosset, NY 11791 - 516.938.588 Fax: 516.935.1825



Any crediting information received from a manufacturer other than a valid CN Label must be verified by the program operator for accuracy. Use the [Tips for Evaluating a Manufacturer's Product Formulation Statement](#).

Using a CN Label or PFS to Determine How Much to Serve

The meal pattern contribution statement from this sample CN Label identifies:

- Serving size/portion: 5 chicken patty fritters
- Meal pattern contribution:
 - 2.00 oz eq 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

Compare this information to the CACFP meal pattern requirements and calculate 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 eq 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 eq M/MA 4/5 oz eq Grains	✓
6 years & older	2 oz M/MA 1 oz eq Grains	5 fritters	2 oz eq M/MA 1 oz eq Grains	✓



Crediting the Grains Component

When a processed food item contributes to the grains component, the CN Label or PFS will identify if the grain is whole grain-rich.

CN Label: When the product contributes to the grains component and the grains are whole grain-rich, the CN Label will specify the grains contribution as “oz. equivalent grains.” When grains are not whole grain-rich, the CN Label will specify the grains contribution as “oz. equivalent grains (enriched).”

PFS: When grains in the product are whole grain-rich, the PFS will indicate this by the selection of ‘Yes’ to the following statement, “Does this product meet the Whole Grain-Rich Criteria.” A selection of ‘No’ means the grains in the product are enriched grains.

What Is Not a CN Label or PFS?

Nutrition Facts Label



Nutrition Facts	
About 7 servings per container	
Serving size 3 oz. (84g)	
Amount per serving	
Calories	180
Total Fat 8g	10%
Saturated Fat 1.5g	8%
Trans Fat 0g	
Polysaturated Fat 0g	
Monounsaturated Fat 6.5g	
Cholesterol 30mg	18%
Sodium 340mg	15%
Total Carb 28g	4%
Dietary Fiber 0g	0%
Total Sugar 1g	
Includes 1g Added Sugars	2%
Protein 17g	34%
Vitamin D 0mcg	0%
Calcium 0mg	0%
Iron 0.5mg	2%
Potassium 540mg	10%

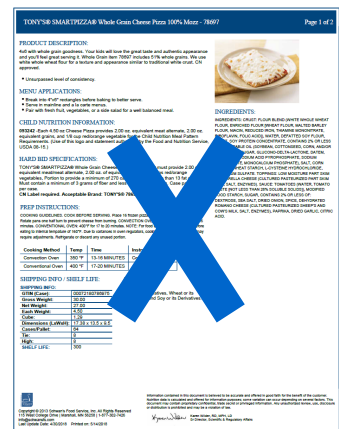
*The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

Ingredients List



Ingredients: WHEAT FLOUR, WATER, SHREDDED LOW-MOISTURE PART-SKIM MOZZARELLA CHEESE (PART-SKIM MILK, CHEESE CULTURE, SALT, ENZYMES), TOMATO PASTE, SPINACH, MUSHROOMS, SALT. CONTAINS LESS THAN 2% OF WHEAT GLUTEN, VEGETABLE OIL (CANOLA OIL AND/OR CORN OIL), WHITE RICE MEAL, SALT, GARLIC, YEAST, BAKING SODA, SODIUM STEAROYL LACTATE, POTASSIUM ALUMINUM PHOSPHATE, DATEM, SPICE, ASCORBIC ACID, YELLOW CORN MEAL. CONTAINS: WHEAT, MILK.

Product Specification Sheet / Product Information Sheet



TONY'S MARZESAR Whole Grain Cheese Pizza 100% Meat - 16001

Page 1 of 1

PRODUCT DESCRIPTION:
This pizza is made with a whole grain crust and is topped with a variety of meats and vegetables. It is a delicious and healthy meal option.

INGREDIENTS:
WHEAT FLOUR, WATER, SHREDDED LOW-MOISTURE PART-SKIM MOZZARELLA CHEESE (PART-SKIM MILK, CHEESE CULTURE, SALT, ENZYMES), TOMATO PASTE, SPINACH, MUSHROOMS, SALT, GARLIC, YEAST, BAKING SODA, SODIUM STEAROYL LACTATE, POTASSIUM ALUMINUM PHOSPHATE, DATEM, SPICE, ASCORBIC ACID, YELLOW CORN MEAL. CONTAINS: WHEAT, MILK.

PREP INSTRUCTIONS:
Preheat oven to 350°F. Bake for 15 minutes. Serve hot.

COOKING METHOD:
Bake in oven at 350°F for 15 minutes.

STORAGE:
Store in a cool, dry place. Use within 6 months.

What if 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 a reimbursable meal comprised of creditable meal components. These items are also not an allowable CACFP expense and must not be charged to CACFP reimbursement.
- **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.**



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."

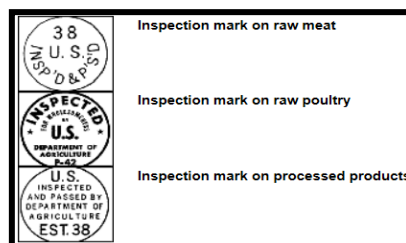


Livestock and Domesticated Poultry

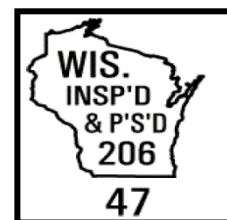
Livestock: cattle, sheep, pigs, goats, and rabbits.
Domesticated poultry: chickens, farm-raised ducks, & geese

- 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.

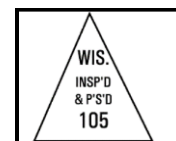
Domesticated or "Farm-raised" game animals and birds: typically raised on a farm or reservation, like alpaca, bison, deer, and ostriches.

- 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.

Vegetarian Meals in the CACFP

This handout provides information on vegetarian meals for programs that accommodate participants requesting a vegetarian diet and/or programs that want to incorporate vegetarian meals as part of the regular menu.



Types of Vegetarian Diets

All vegetarian diets consume plant-based foods including grains, vegetables, fruits, legumes, nuts, and seeds. In addition, the following vegetarian diets consume additional foods:

- Ovo-vegetarian: Eggs
- Lacto-vegetarian: Dairy products
- Lacto-ovo vegetarian: Eggs and dairy products
- Pescatarian: Fish. May or may not consume eggs and dairy products
- Semi-vegetarian: Small amounts of meat, chicken, fish, dairy products, and eggs
- Vegan: Consume only plant-based foods. Animal products are not consumed.

Menu Planning for Vegetarian Meals

Because all types of vegetarian diets eat foods from the vegetable, fruit, and grain components, only the milk and meats/meat alternates (m/ma) components may need adjustments.

- **Milk:** If cow's milk is not a part of the participant's vegetarian diet, a non-dairy beverage nutritionally equivalent to cow's milk can be served as a creditable substitute. Refer to the [Creditable Non-Dairy Beverages](#) handout for a list of creditable non-dairy beverages.
- **Meats/Meat Alternates:** Foods served as a meat alternate must be creditable to the CACFP meal pattern. Refer to the next page for list of creditable meat alternate options.
 - Plant-based, meatless substitutes made with alternate protein products, grain ingredients, vegetables, etc. are only creditable when accompanied by a Child Nutrition (CN) label or a Product Formulation Statement (PFS).





Meat Alternate Options

The table below lists creditable meat alternate foods that contribute to the meat/meat alternate (m/ma) component of the CACFP meal pattern. Refer to the [CACFP Meal Pattern](#) or [CACFP Meal Pattern – ADC](#) for required serving sizes.

Meat Alternate	Additional Information
Alternate Protein Products (APP) (added ingredients in processed m/ma products such as a vegetarian patty)	A Child Nutrition (CN) label or Product Formulation Statement (PFS) from the manufacturer is required for products with APP
Beans, Peas, and Lentils Black Beans, Black Eyed Peas, Kidney Beans, Cannellini Beans, Chickpeas (Garbanzo Beans), Lentils, Lima Beans, Navy Beans, Northern Beans, Pinto Beans, Refried Beans, Soybeans, Split Peas	One type of legume may not be served as both a meat alternate and vegetable in the same meal. If serving two different types of legumes, one may credit as a meat alternate and the other as a vegetable.
Eggs	Only whole eggs are creditable. Egg whites are not creditable without the yolks. Egg yolks are not creditable without the whites. Liquid egg substitutes are not creditable.
Cheese	Refer to Creditable and Non-Creditable Cheeses for a list of creditable and non-creditable cheeses and amounts of creditable cheese that must be served to credit towards the meat/meat alternate component.
Nuts and Seeds, and their Butters Almonds, Peanuts, Cashews, Hazelnuts, Macadamia Nuts, Chestnuts, Pecans, Pine Nuts, Pistachios, Walnuts, Pumpkin Seeds, Sesame Seeds, Sunflower Seeds, Soy Nuts, Tahini (soy nut butter)	Some participants may have nut/seed allergies or intolerances which require meal accommodations to ensure participants are receiving a safe meal. Nuts and seeds can pose a choking hazard for children under four years of age.
Pasta made of 100% bean/legume flour(s)	May not be served as both a meat alternate or vegetable in the same meal. 1/2 cup cooked bean/legume pasta = 2 oz m/ma. Must be served with another 0.25 oz of visible meat alternate (ex. cheese).
Tempeh (Commercially Prepared)	Tempeh with ingredients limited to soybeans or other legumes, water, tempeh culture 2 and for some varieties, vinegar, seasonings, and herbs. Tempeh with other ingredients requires a CN Label or PFS.
Tofu (Commercially Prepared)	2.2 oz (¼ cup) of commercially prepared tofu must contain at least 5 grams of protein
Yogurt (Dairy or Soy) (Commercially Prepared)	No more than 12 g of added sugars per 6 ounces



Meal and Snack Ideas

Meal and snack ideas incorporating meat alternate options are below and on the next 2 pages. Refer to the [CACFP Meal Pattern](#) or [CACFP Meal Pattern – ADC](#) for required amounts to serve.

Breakfast Ideas and Standardized Recipes

A meat/meat alternate may be served in place of the grains component up to 3 times/week.

Monday	Tuesday	Wednesday	Thursday	Friday
Southwest Tofu Scramble Kiwi Milk	Oatmeal Blueberries Milk	Cottage cheese Pineapple Milk	Cheerios Banana Milk	Breakfast burrito Hashbrowns Milk

Southwest Tofu Scramble

Makes 25 ($\frac{3}{4}$ cup) servings
(see recipe for 50 servings)

Crediting Information:

A $\frac{3}{4}$ cup serving (6 fl oz spoodle)
provides 1 oz eq. meat alternate,
1/8 cup vegetable and
0.75 oz eq. grains.

Ingredients:

- 1 lbs and 9 oz of Quinoa
- 1 qt and 2 cups Water
- 1 Tbsp and 1 tsp Olive Oil
- 3 lbs and 8 oz Tofu (firm, crumbled)
- 2 Tbsp Garlic (minced)
- 1 Tbsp Cumin (ground)
- 1 tsp Red pepper flakes (crushed)
- 2 tsp Salt
- $\frac{1}{2}$ tsp Black pepper (ground)
- 2 Tbsp and $\frac{1}{2}$ tsp Turmeric (ground)
- 3 cups Red bell pepper (diced)
- 1 cup and 3 oz Green Onion (diced)



Instructions:

1. Rinse quinoa.
2. Combine quinoa and water in a large, covered pot. Bring to a boil. Reduce heat to low.
3. Simmer uncovered for 10–15 minutes until water is completely absorbed. Fluff. Set aside for step 6.
4. In a large pot, add oil and crumbled tofu. Heat uncovered over medium heat for 2–3 minutes, stirring occasionally.
5. Add garlic, cumin, red pepper flakes, salt, pepper, turmeric, bell peppers, and onions. Heat uncovered over medium heat for 1–2 minutes, stirring constantly.
6. Pour vegetable mixture over quinoa. Stir well to combine.
7. Portion with 6 fl oz spoodle ($\frac{3}{4}$ cup).

Additional Breakfast Recipes to Try:

- Breakfast Burrito with Salsa ([25/50 servings](#))
- Mango Smoothie Bowl ([6 servings](#)) ([25/50 servings](#))
- Maple Baked French Toast Squares ([25/50 servings](#))





Lunch/Supper Ideas and Standardized Recipes

Monday	Tuesday	Wednesday	Thursday	Friday
Tofu stir-fry (tofu and vegetables) Brown rice Pineapple Milk	Bean Tostada (tostada, beans, cheese, lettuce/tomato) Grape halves Milk	Greek Pita (Hummus) Pita Cucumber and tomato Fresh pea pods Milk	Scrambled eggs English muffin Hash browns Blueberries Milk	Nut/seed butter sandwich on whole grain bread Cheese stick Watermelon Broccoli Milk

Bean Tostada

Makes 25 (2 tostadas) servings
(see recipe for 50 servings)

Crediting Information:

2 tostadas provide 2 oz eq. meat alternate, ½ cup vegetable, and 1 oz. eq. grains.

Ingredients:

- 1 #10 can pinto beans, drained, rinsed
- 3 ¾ cup onions, chopped
- 1 ½ cups green bell pepper
- 1 Tablespoon chili powder
- 2 ¼ teaspoon ground cumin
- ¾ teaspoon paprika
- ½ teaspoon salt
- 2 ¼ teaspoon garlic powder
- 1 teaspoon ground black pepper
- 2 cups water
- ¾ cup tomato paste, canned
- 1 ¾ cups cilantro, chopped
- 1 lb. 4 oz. lettuce, shredded
- 1 ½ cups tomatoes, chopped
- 3 ¾ cups cheddar cheese, shredded
- 50 whole-grain yellow corn tostada shells

Instructions:

1. Pour beans, onions, peppers, and spices into a large food processor. Pour water slowly in processor while puréeing on medium speed for 1–2 min until beans have a smooth consistency.
2. Place puréed bean mixture and tomato paste in a large stock pot. Cook over medium heat covered for 15 minutes. Stir occasionally.
3. Heat to 165 °F for at least 15 seconds.
4. Remove from heat and fold in cilantro.
5. For topping: Combine lettuce and tomatoes. Toss lightly. Set mixture aside for step 10.
6. Assembly (2 tostadas per serving):
7. First layer: Using a No. 16 scoop, spread ¼ cup bean mixture on each tostada shell.
8. Second layer: Using a No. 10 scoop, divide equally between two tostadas, 3/8 cup (about 1½ oz) lettuce & tomato mixture on top of bean mixture.
9. Third layer: Using a rounded No. 30 scoop, divide equally between two tostadas, 2 Tbsp ½ tsp (about ½ oz) shredded cheese on top of lettuce and tomato mixture.



Additional Lunch/Supper Recipes to Try:



- Bean Burrito Bowl ([6 servings](#)) ([25/50 servings](#))
- Chinese Style Vegetables with Tofu ([6 servings](#)) ([25/50 servings](#))
- Purple Power Bean Wrap ([6 servings](#)) ([25/50 servings](#))
- Sautéed Tempeh with Vegetables ([6 servings](#)) ([25/50 servings](#))
- Vegetable Chili ([6 servings](#)) ([25/50 servings](#))
- Recipes from DPI's [CACFP Tofu Recipe Guide](#)



Snack Ideas and Standardized Recipes

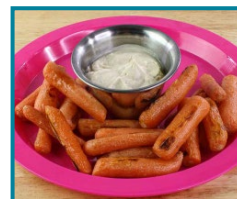
Monday	Tuesday	Wednesday	Thursday	Friday
Cheese cubes Baby tomatoes	Nut/seed butter Apple slices	Hard-boiled egg Toasted bagel	Hummus Baby carrots	Yogurt Strawberries
Pureed beans Toasted pita	Cottage cheese Diced peaches	Baked tofu Banana slices	Grilled cheese sandwich	Pancake topped with nut/seed butter

Baked Carrot Fries with Yogurt-Sunflower Seed Butter Dip

Makes 25 (1/2 cup) servings*
(see recipe for 50 servings)
([6 servings](#))

Crediting Information:

A ½ cup serving of carrots and
2 tablespoons dip provides
½ cup vegetable and
½ oz equivalent meat alternate.



Ingredients:

- 3 ¼ cup and 2 Tbsp Greek yogurt (non-fat, plain)
- ¾ cup and 1Tbsp Sunflower seed butter
- 4 lbs and 7 oz Baby carrots (fresh)
- ½ tsp Salt
- 2 Tbsp Canola oil

Instructions:

1. Preheat oven to 400 °F.
2. In a small bowl, combine yogurt and sunflower seed butter. Use a fork or spatula to mix until smooth. Set aside. Keep cold at 40 °F or lower.
3. In a medium bowl combine carrots, salt, and oil. Toss.
4. Place carrots on a baking sheet in a single layer. Bake for 30 minutes or until lightly brown on the bottom.
5. Serve ½ cup carrot fries (about 6–10) and 2 Tbsp dip (#24 scoop).

Additional Snack Recipes to Try:



- Apples and Almond Butter ([6 servings](#)) ([25/50 servings](#))
- Cheesy Bean Tostada ([6 servings](#)) ([25/50 servings](#))
- Mini Egg Salad Sandwiches ([6 servings](#)) ([25/50 servings](#))
- Mini Graham Crackers and Berry Nut Butter ([6 servings](#)) ([25/50 servings](#))
- Peach and Yogurt Smoothies ([6 servings](#)) ([25/50 servings](#))
- Savory Yogurt-Hummus Dip with Veggies ([6 servings](#)) ([25/50 servings](#))
- Very Berry Parfaits ([6 servings](#)) ([25/50 servings](#))

From [DPI Snack Inspiration](#)

- Cottage Cheese Dip
- Crispy Baked Tofu
- Fruity Dip
- Roasted Chickpeas
- Sheet Pan Eggs
- White Bean Ranch Dip



Menu Planning for Vegetarian Meals

Planning Menus For Participants Who Request A Vegetarian Diet

- Programs are not required but may choose to accommodate participants following a vegetarian diet. A vegetarian diet is generally considered to be a non-disability special dietary need request.
- Modify the regular menu with a few substitutions; an entirely different set of meals and snacks does not have to be prepared.
- Meal substitutions must be creditable to the CACFP meal pattern.
- Families may choose to provide one creditable component of a participant's meal. The program must provide all other meal components with creditable foods to claim the meal for reimbursement.

Incorporate More Vegetarian Meals As Part Of The Regular Menu

- Plan a vegetarian meal once a week, once a day, or more for all participants!
- Do **Meatless Mondays!** Serve meat alternate foods as the meat/meat alternate component at all meals and snacks on Mondays.
- Serve meat alternates in place of the grain component at breakfast up to 3 days per week.
- Serve meat alternate foods at snack.
- Incorporate vegetarian recipes when menu planning.



Handouts in this CACFP Training Spotlight can be found under the following Guidance Memorandums (GM) on the [Guidance Memorandum webpage](https://dpi.wi.gov/community-nutrition/cacfp/guidance-memo) (dpi.wi.gov/community-nutrition/cacfp/guidance-memo):

- [Creditable Non-Dairy Beverages](#): GM 12: Special Dietary Needs (GM L: Special Dietary Needs for FDCH Sponsors)
- [CACFP Meal Pattern](#): GM 12: Meal Requirements 1-18 Years (GM L: Meal Requirements 1-12 Years for FDCH Sponsors)
- [CACFP Meal Pattern – ADC](#): GM 12: Meal Requirements (Adult Care Component)

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.

Fruit and Vegetable Serving Size Guide

This guide provides the amounts of whole fruits and vegetables needed to credit as $\frac{1}{4}$ cup and $\frac{1}{2}$ cup. The “count” number in the Size column is how many pieces of fruit or vegetable fit in a specific-sized box. The smaller the count number, the larger the piece of fruit or vegetable. Measurements in the Size column are the number of inches the fruit is in diameter.

Fruit	Size	1 whole fruit is equal to amount below	Amount to credit as $\frac{1}{4}$ cup	Amount to credit as $\frac{1}{2}$ cup
Apple	100 count (3 $\frac{1}{8}$ inch), large	1 $\frac{1}{4}$ cups	$\frac{1}{5}$ large apple	$\frac{2}{5}$ large apple
	125-138 count (2 $\frac{7}{8}$ - 2 $\frac{3}{4}$ inch), med	1 cup	$\frac{1}{4}$ medium apple	$\frac{1}{2}$ medium apple
	163 count (2 $\frac{1}{2}$ inch), small	$\frac{3}{4}$ cup	$\frac{2}{3}$ small apple	$\frac{2}{3}$ small apple
Apricot	Fresh, medium	$\frac{1}{4}$ cup	1 apricot	2 apricots
Banana	100-120 and 150 count	$\frac{1}{2}$ cup	$\frac{1}{2}$ banana	1 banana
Cantaloupe	Whole, medium	2 $\frac{1}{2}$ cups	$\frac{1}{10}$ cantaloupe	$\frac{1}{5}$ cantaloupe
Cherries	Whole		7 cherries	14 cherries
Clementine	Whole	$\frac{3}{8}$ cup	$\frac{2}{3}$ clementine	1 $\frac{1}{3}$ clementine
Dried Fruit			$\frac{1}{8}$ cup	$\frac{1}{4}$ cup
Grapefruit	27-32 count	1 cup	$\frac{1}{4}$ grapefruit	$\frac{1}{2}$ grapefruit
Grapes	Seedless, whole		7 grapes	14 grapes
	Whole, with seeds		6 grape halves	12 grape halves
Kiwi	33-39 count		1 kiwi	2 kiwis
Nectarine	88-96 count (small, 2 $\frac{1}{4}$ inch)	$\frac{1}{2}$ cup	$\frac{1}{2}$ small nectarine	1 small nectarine
	56-64 count (medium, 2 $\frac{3}{4}$ inch)	$\frac{3}{4}$ cup	$\frac{1}{3}$ medium nectarine	$\frac{2}{3}$ each medium nectarine
Orange	113 and 125 count, large	$\frac{5}{8}$ cup	$\frac{1}{2}$ large orange	1 large orange
	126 and 138 count, medium	$\frac{1}{2}$ cup	$\frac{1}{2}$ medium orange	1 medium orange
Peach	88 or 84 count (small, 2 $\frac{1}{8}$ inch)	$\frac{3}{8}$ cup	$\frac{2}{3}$ small peach	1 $\frac{1}{3}$ small peach
	80 count	$\frac{1}{2}$ cup	$\frac{1}{2}$ peach	1 peach
	64 or 60 count (medium, 2 $\frac{1}{2}$ inch)	$\frac{2}{3}$ cup	$\frac{3}{8}$ medium peach	$\frac{3}{4}$ medium peach
	56 count (large)	$\frac{3}{4}$ cup	$\frac{1}{3}$ large peach	$\frac{2}{3}$ large peach
Pear	150 count, small	$\frac{1}{2}$ cup	$\frac{1}{2}$ small pear	1 small pear
	120 count, medium	$\frac{3}{4}$ cup	$\frac{1}{3}$ medium pear	$\frac{2}{3}$ medium pear
	100 count, large	1 $\frac{1}{4}$ cups	$\frac{1}{4}$ large pear	$\frac{1}{2}$ large pear
Plums	1.5 x 2 inch, small	$\frac{1}{5}$ cup	1 $\frac{1}{4}$ small plum	2 $\frac{1}{2}$ small plum
	2 x 2 inch, medium	$\frac{1}{2}$ cup	$\frac{1}{2}$ medium plum	1 medium plum
	2.5 x 2.5 inch, large	$\frac{5}{8}$ cup	$\frac{1}{2}$ large plum	1 large plum
Tangerine	Medium	$\frac{3}{8}$ cup	$\frac{2}{3}$ medium tangerine	1 $\frac{1}{3}$ medium tangerine
	Large	$\frac{1}{2}$ cup	$\frac{1}{2}$ large tangerine	1 large tangerine

Vegetable	Size	Amount to credit as $\frac{1}{4}$ cup	Amount to credit as $\frac{1}{2}$ cup
Raw leafy greens		$\frac{1}{2}$ cup	1 cup
Cooked leafy greens		$\frac{1}{4}$ cup	$\frac{1}{2}$ cup
Carrots	4 inch x $\frac{1}{2}$ inch sticks	3 sticks	6 sticks
Celery	4 inch x $\frac{1}{2}$ inch sticks	3 sticks	6 sticks
Corn	Medium ear	$\frac{1}{2}$ ear of corn	1 ear of corn
Cucumber	3 inch x $\frac{3}{4}$ inch sticks (pared or unpared)	3 sticks	6 sticks
Potato	120 count (6 ounces by weight)	$\frac{1}{2}$ (6 oz potato)	1 (6 oz potato)
	100 count (8 ounces by weight)	$\frac{1}{3}$ (8 oz potato)	$\frac{2}{3}$ (8 oz potato)
	80 count (10 ounces by weight)	$\frac{1}{4}$ (10 oz potato)	$\frac{1}{2}$ (10 oz potato)
Radish	Fresh, without tops, small	7 radishes	14 radishes
Tomato	Cherry, whole	3 cherry tomatoes	6 cherry tomatoes
	Small or medium, $\frac{1}{8}$ inch thick slices	5 slices	10 slices
	Large, $\frac{1}{8}$ inch thick slices	4 slices	8 slices
Turnip	2 inch x $\frac{1}{2}$ inch sticks	7 sticks	14 sticks
Zucchini (summer squash)	3 inch x $\frac{1}{2}$ inch raw sticks	3 sticks	6 sticks



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



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

CACFP Grains Chart

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

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

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

CACFP Grains Chart

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

What If the Grain Is Different?

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

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

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

DOCUMENTATION FOR WHOLE GRAIN-RICH (WGR) FOODS

This handout provides information on documentation to keep on file to show that a grain item meets CACFP WGR criteria. The type of documentation required depends on the item and/or method used to determine the item as WGR.

For information on organizing documentation, refer to [Maintaining Product Labels or Other Acceptable Documentation for Certain Foods](#).

This handout is not applicable to School Food Authorities operating At-Risk Afterschool using the NSLP meal pattern. Family day care home providers must maintain documentation for whole grain-rich foods as specified by their sponsor.

Bread, Buns, Rolls Labeled 'Whole Wheat,' 'Entire Wheat,' or 'Graham' and Pasta Labeled 'Whole Wheat' (macaroni product, macaroni, spaghetti, or vermicelli)

Only breads, buns, rolls, and pastas with these exact product names conform to an FDA Standard of Identity and can be considered whole grain-rich.



Keep the Following On File

Product label or picture/copy of label (front of the package) that includes the name and brand of product and shows:

- Bread, buns or rolls are labeled "Whole Wheat," "Entire Wheat," or "Graham"
- Pasta is labeled "Whole Wheat"

Products Without a Standard of Identity:

- This method may not be used on products such as crackers, tortillas, bagels, biscuits, and English muffins, etc., even when they are labeled 'whole wheat,' 'entire wheat,' or 'graham.'
- This method may not be used on breads, buns, rolls, and pasta or any other product labeled with other wording such as 'Whole Grain,' 'Contains whole grains,' 'Made with whole grains,' 'Made with whole wheat,' or 'Wheat.'

These items must be verified as WGR with other documentation.

WIC-Approved Whole Grains

(see [Wisconsin WIC Approved Whole Grains](#))

Keep the Following On File

Product label or picture/copy of label (front of the package) that includes the name and brand of product





- “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.”

Product label or picture/copy of label (front of the package) that includes the name and brand of product and the FDA Health Claim

- Breads, buns, rolls, and pasta that does not meet criteria above or on page 1
- Any grain items such as bagels, crackers, waffles, pancakes, muffins, pita bread, English muffins, etc., including those labeled 'Whole Wheat,' 'Whole Grain,' 'Made with whole grains,' 'Made with whole wheat,' or 'Contains whole grains'

- Product label or picture/copy of label that includes:
 - Name and brand of product (front of the package)
 - Ingredients list (ingredients must meet the Rule of 3)
- Product specification sheet that includes the name and brand of item and the Ingredients list (ingredients must meet the Rule of 3)
- *Product Formulation Statement for Documenting Grains* from the manufacturer that includes the Product Name, Manufacturer, and indicates the product meets WGR criteria

INGREDIENTS: WHOLE GRAIN WHEAT FLOUR, SUGAR, SOYBEAN OIL, CORNSTARCH, MALT SYRUP (FROM CORN AND BARLEY), SALT, INVERT SUGAR, LEAVENING (CALCIUM PHOSPHATE AND/OR BAKING SODA), VEGETABLE COLOR (ANNATTO EXTRACT, TURMERIC OLEORESIN).
BHT ADDED TO PACKAGING MATERIAL TO PRESERVE FRESHNESS
CONTAINS: WHEAT.

See [Rule of 3 For Determining Whole Grain-Rich](#)
and the [Grain Ingredients List](#).

[illegible]

Does the product meet the Whole Grain-Rich Criteria: Yes ☒ No ☐



Commercially Purchased Processed Food Items

Examples include combination foods like pizza, breaded chicken nuggets, ravioli, breaded fish sticks and corn dogs.

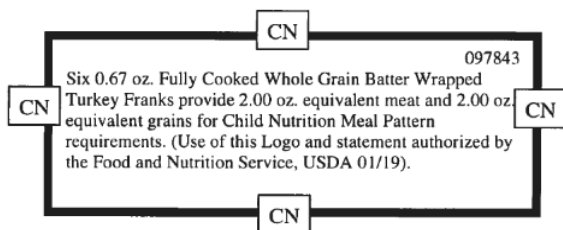
These items may credit towards the grains component and be counted as the WGR item when:

- Child Nutrition (CN) Label indicates the item provides an amount of oz. equivalent grains for Child Nutrition Meal Pattern requirements.
- Product Formulation Statement indicates the item meets WGR criteria.

Keep One of the Following On File

- Child Nutrition (CN) Label stating “oz. eq. grains”
- Product Formulation Statement (PFS) from the manufacturer indicating the item meets WGR criteria

Child Nutrition (CN) Label



Product Formulation Statement

Formulation Statement for Determining Grains in School Meals

Regulation Beginning 07/2013

Crediting Standards Based on Grains of Creditable Grains

School Food Authorities (SFAs) should include a copy of the label from the purchased product package in addition to the following information on standard signed by an official company representative. Grain products may be credited based on previous standards through 07/2013. The new crediting standards for grains (as outlined in Policy Memorandum SP 20-2012) must be used beginning 07/2013. SFAs have the option to choose the crediting method that best fits the specific needs of the menu plan.

Product Name: Early Rich Pasta Casserole Code No.: 0322

Manufacturer: Ball-Peterson Corporation Serving Size: 1/2 cup (114.60g)

How much weight may be used to calculate creditable grain amount?

I. Does the product meet the Whole Grain-Rich Criteria? Yes ☐ No ☒

II. Does the product contain non-creditable grains? Yes ☐ No ☒ How many grams 0.00

III. Use Policy Memorandum SP 20-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program. Exhibit A is a description of the product. Groups A-C: Creditable grains. Group B: Creditable grains. Group C: Creditable grains. Group D: Creditable grains. Group E: Creditable grains. Group F: Creditable grains. Group G: Creditable grains. Group H: Creditable grains. Group I: Creditable grains. Group J: Creditable grains. Group K: Creditable grains. Group L: Creditable grains. Group M: Creditable grains. Group N: Creditable grains. Group O: Creditable grains. Group P: Creditable grains. Group Q: Creditable grains. Group R: Creditable grains. Group S: Creditable grains. Group T: Creditable grains. Group U: Creditable grains. Group V: Creditable grains. Group W: Creditable grains. Group X: Creditable grains. Group Y: Creditable grains. Group Z: Creditable grains.

Description of Creditable Grain Ingredient	Grains of Creditable Grain per 1/2 cup (114.60g)	Grain Standard of Creditable Grain per 1/2 cup (114.60g)	Creditable Amount
Whole wheat flour	12.14	16	2.00
Enriched wheat flour	1.06	16	0.09
Total Creditable Amount			2.09

Footnote: Grains on whole grain meal flour and enriched meal flour. Grains on 100% whole grain meal flour. Please do not use the serving sizes other than grains must be consumed as grain.

Sample grains of creditable grains from the corresponding Group in Exhibit A.

Total Creditable Amount must be creditable down to the nearest quarter of 0.25 oz. Do not round up.

Total weight (per portion) of product is 114.60g.

Total creditable amount of product is 2.09 oz. equivalent.

Locality that the grains information is true and correct and that a 24-hour portion of this product (ready for serving) provides 2.09 oz. equivalent grains. (Further certify that non-creditable grains are not above 0.24 oz. per portion.)

Does the product meet the Whole Grain-Rich Criteria: Yes ☒ No ☐

Homemade Grain Items

Examples include homemade muffins, bread, pancakes, and waffles.

Keep the Following On File

Recipe that identifies all ingredients and grain ingredient amounts by weight or volume. The recipe must show at least 50% of grains are whole grains and the remaining grains are enriched.

Whole Wheat Muffins

Ingredients

- 1 cup flour (all purpose)
- 1 cup whole wheat flour
- 1/2 teaspoon salt
- 2 tsp baking powder
- 1/4 cup brown sugar
- 1 cup milk, low-fat (1%)
- 2 egg
- 1 teaspoon vanilla
- 1/4 cup butter melted
- 1 tablespoon sugar
- 1/2 teaspoon cinnamon





Breakfast Cereals

Ready-to-eat breakfast cereals are WGR when the first ingredient is a whole grain, and the cereal is fortified (vitamins and minerals are listed at the end of the Ingredients list).

Ingredients: Whole Grain Oats, Corn Starch, Sugar, Salt, Tripotassium Phosphate. Vitamin E (mixed tocopherols) Added to Preserve Freshness.

Vitamins and Minerals: Calcium Carbonate, Iron and Zinc (mineral nutrients), Vitamin C (sodium ascorbate), A B Vitamin (niacinamide), Vitamin B₆ (pyridoxine hydrochloride), Vitamin A (palmitate), Vitamin B₁ (thiamin mononitrate), A B Vitamin (folic acid), Vitamin B₁₂, Vitamin D₃.

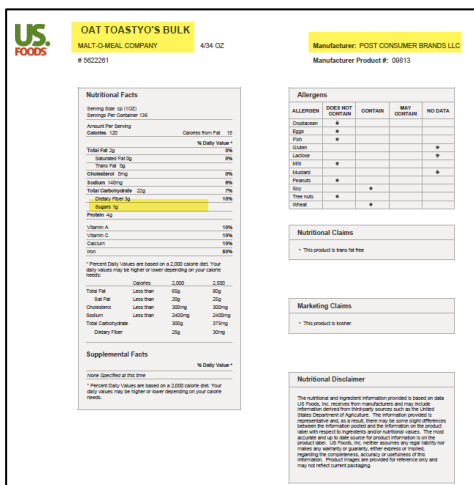
Ready-to-eat breakfast cereals that do not meet the above criteria and instant and hot cereals: The ingredients must meet the Rule of 3. See [Rule of 3 For Determining Whole Grain-Rich](#) and the [Grain Ingredients List](#).

Documentation To Keep On File

Product label or picture/copy of label that includes:

- Name and brand of cereal
- Ingredients list (see 'Requirements' below for more info on determining cereal as WGR)

Other acceptable documentation includes a product specification sheet that includes the name and brand of cereal and the Ingredients list.



Resources linked in this document are posted under Guidance Memorandum 12 (Guidance Memorandum L for FDCH Sponsors) on the [Guidance Memorandum webpage](https://dpi.wi.gov/community-nutrition/cacfp/guidance-memo) (dpi.wi.gov/community-nutrition/cacfp/guidance-memo)

RULE OF 3 FOR DETERMINING WHOLE GRAIN-RICH (WGR)

- Rule of 3 Flowchart
- Examples of Products that are WGR and are not WGR by the Rule of 3
- Flour Blend Ingredients and Nixtamalized Corn Ingredients

The Rule of 3 requires looking at a grain product's ingredient list. A grain is WGR when the:

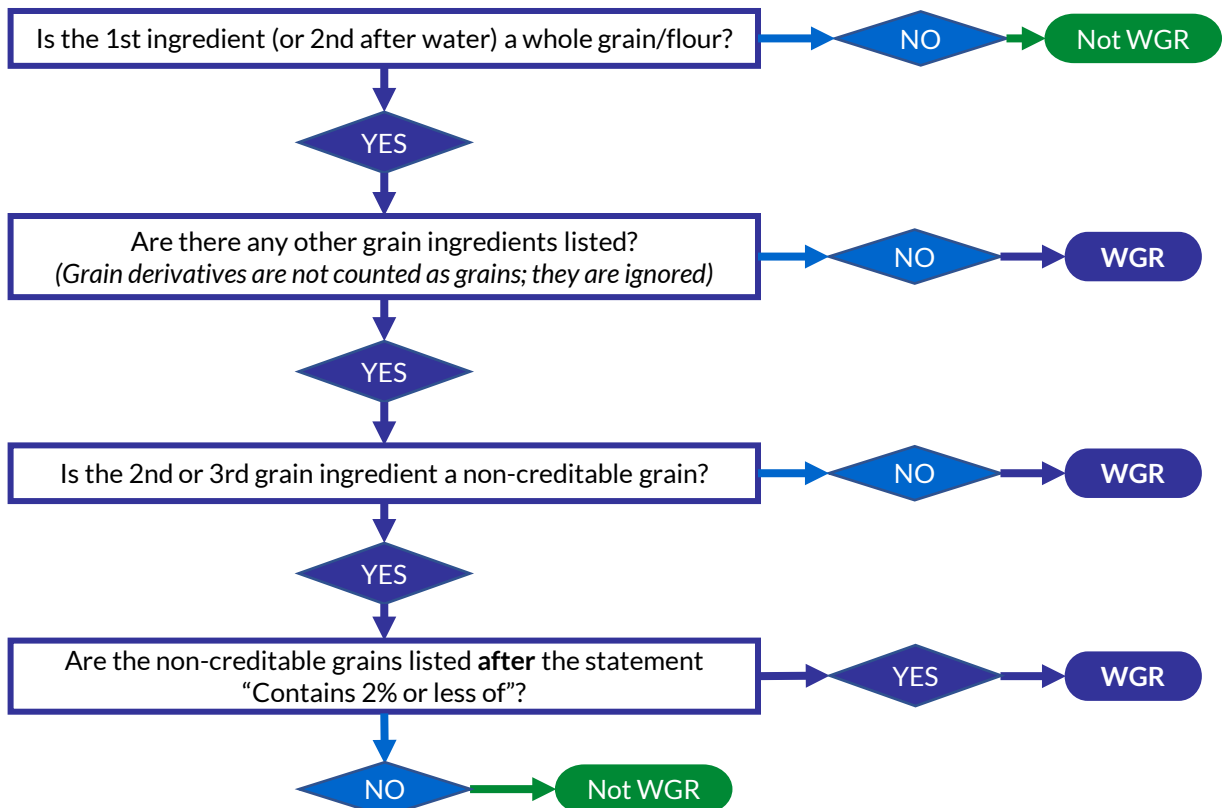
- 1st ingredient (or second after water) is a **whole grain/flour**
- 2nd and 3rd grain ingredients (if any) are a **whole grain/flour, enriched grain/flour, bran, or germ**

A non-creditable grain cannot be one of the first three grain ingredients.

Grain derivatives and ingredients after the "Contains 2% or less of" statement are ignored.

Rule of 3 Flowchart

Use the Rule of 3 Flowchart to determine if a grain product is WGR or not WGR depending on the type of grain ingredients. For a list of grain ingredients, see the [Grain Ingredients List](#).





Examples of Products that are WGR by the Rule of 3

This product is WGR because the 1st ingredient is a whole grain. There are no other grain ingredients.

INGREDIENTS: WHOLE GRAIN WHEAT FLOUR, CANOLA OIL, SUGAR, ~~CORNSTARCH~~, MALT SYRUP (FROM CORN AND BARLEY), REFINER'S SYRUP, SALT, LEAVENING (CALCIUM PHOSPHATE AND BAKING SODA), TOMATO POWDER, SUNDRIED TOMATO POWDER, PAPRIKA, GARLIC POWDER, SPICES (INCLUDES BASIL), ONION POWDER, DRIED RED AND GREEN BELL PEPPERS, YEAST EXTRACT, NATURAL FLAVOR (CONTAINS CELERY), SULFUR DIOXIDE (SULFITES) TO PRESERVE FRESHNESS.

1st ingredient: Whole Grain Wheat Flour (Whole Grain/Flour)
Note: Cornstarch is a grain derivative (ignored)

This product is WGR because the 1st ingredient is a whole grain, the 2nd grain ingredient is a whole grain, and the 3rd grain ingredient is a bran.

INGREDIENTS: WHOLE WHEAT FLOUR, WATER, WHOLE WHEAT, SUGAR, WHEAT GLUTEN, YEAST, WHEAT BRAN, CORNMEAL, SALT, CALCIUM PROPIONATE AND SORBIC ACID (TO PRESERVE FRESHNESS), MONO- AND DIGLYCERIDES, DATEM, CELLULOSE GUM, CITRIC ACID, XANTHAN GUM, MALTODEXTRIN, CORNSTARCH, ALGIN, SOY LECITHIN. R18-121-300621

1st ingredient: Whole Wheat Flour (Whole Grain/Flour)
2nd grain ingredient: Whole Wheat (Whole Grain/Flour)
3rd grain ingredient: Wheat Bran (Bran)
Note: Wheat gluten is a grain derivative (ignored)

This product is WGR because the 1st ingredient is a whole grain, and the 2nd grain ingredient is an enriched grain. There is not a 3rd grain ingredient.

INGREDIENTS: GRAHAM FLOUR (WHOLE GRAIN WHEAT FLOUR), ENRICHED UNBLEACHED FLOUR (WHEAT FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE {VITAMIN B1}, RIBOFLAVIN {VITAMIN B2}, FOLIC ACID), SUGAR, CANOLA OIL, DEXTROSE, HONEY, CALCIUM CARBONATE (SOURCE OF CALCIUM), MALTODEXTRIN, BAKING SODA, SALT, SOY LECITHIN, NATURAL FLAVOR.

1st ingredient: Graham Flour (Whole Grain/Flour)
2nd grain ingredient: Enriched Unbleached Flour (Enriched Grain/Flour)

This product is WGR because the 1st ingredient is a whole grain. There are no other grain ingredients.

INGREDIENTS: BROWN RICE FLOUR, ~~POTATO STARCH~~, SAFFLOWER OIL, SESAME SEEDS, SEA SALT, BLACK SESAME SEEDS, POPPY SEEDS, FLAX SEED.
CONTAINS: SESAME SEED.

1st ingredient: Brown Rice Flour (Whole Grain/Flour)
Note: Potato starch is a grain derivative (ignored)



Examples of Products that are Not WGR by the Rule of 3

This product is not WGR because the 1st ingredient is not a whole grain/flour.

This product is creditable as an enriched grain.

INGREDIENTS: UNBLEACHED ENRICHED FLOUR (WHEAT FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE {VITAMIN B1}, RIBOFLAVIN {VITAMIN B2}, FOLIC ACID), WHOLE GRAIN WHEAT FLOUR, CANOLA OIL, SUGAR, PALM OIL, LEAVENING (CALCIUM PHOSPHATE, BAKING SODA), SALT, HIGH FRUCTOSE CORN SYRUP, SOY LECITHIN.

1st ingredient: Unbleached Enriched Flour (Enriched grain/flour)

This product is not WGR because the 2nd grain ingredient is a non-creditable grain/flour.

This product is creditable as a grain because the first ingredient is whole wheat flour; however, it cannot count as WGR.

INGREDIENTS: WHOLE WHEAT FLOUR, WATER, FARINA, WHEAT GLUTEN, YEAST, SALT, CALCIUM PROPIONATE AND SORBIC ACID (TO PRESERVE FRESHNESS), SUGAR, GRAIN VINEGAR, SODIUM STEAROYL LACTYLATE, NATURAL FLAVOR (CONTAINS MILK), MONO- AND DIGLYCERIDES, ETHOXYLATED MONO- AND DIGLYCERIDES, SOY LECITHIN, SOY, SUCRALOSE, WHEY. R21-047-200045

1st ingredient: Whole Wheat Flour (Whole Grain/Flour)
2nd grain ingredient: Farina (Non-Creditable Grain/Flour)

This product is not WGR because the 1st ingredient is not a whole grain/flour.

This product is not creditable in the CACFP because the corn is not enriched.

Ingredients: Corn, Vegetable Oil (Corn, Canola, and/or Sunflower Oil), and Salt.

1st ingredient: Corn (Non-Creditable Grain/Flour)

This product is not WGR because the 1st ingredient is not a whole grain/flour.

This product is creditable as an enriched grain because there is a sub-listing of nutrients used to enrich the semolina (wheat).

INGREDIENTS: SEMOLINA (WHEAT), NIACIN, FERROUS SULFATE (IRON), THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID.

1st ingredient: Semolina (Non-Creditable Grain/Flour)



Flour Blend Ingredients

It is important to understand flour blends and how they apply to the Rule of 3. A flour blend is when a grain/flour ingredient is listed with parentheses next to it and in the parentheses is a list of ingredients. For example:

Enriched Wheat Flour (Flour, Malted Barley Flour, Iron, Niacin, Thiamin, Riboflavin, Folic Acid)

In the example above, the ingredients in the parentheses make up the enriched wheat flour, they are not separate ingredients.

When applying the Rule of 3, treat flour blends as one ingredient; i.e., the enriched wheat flour in the example is the grain ingredient, not the flour and malted barley in the parentheses.

Flour Blends and the Rule of 3 for Whole Grain-Rich

When a Flour Blend is the 1st Ingredient (or second after water): all ingredients in the parentheses must be whole grains/flours. There cannot be any enriched grains/flours, bran, germ, or non-creditable grains. Here is an example of a whole grain flour blend:

Whole grain flour (whole wheat flour, brown rice flour, whole grain oat flour)

When a Flour Blend is the 2nd and/or 3rd grain ingredient: all ingredients in the parentheses must be creditable, meaning they are a whole grain/flour, enriched grain/flour, bran or germ; vitamins and minerals are allowed. Here is an example of a creditable flour blend:

Flour blend (graham flour, enriched wheat flour, enriched corn flour, wheat bran)

If there are any non-creditable grains/flours, the entire flour blend is a non-creditable grain. Here is an example of a non-creditable flour blend (soy flour and potato flour are non-creditable grains):

Flour blend (graham flour, soy flour, potato flour)

Nixtamalized Corn Ingredients

Corn products, such as tortillas and tortilla chips, with corn ingredients that are nixtamalized are considered whole grain. These ingredients may be identified in the ingredients list as:

- Calcium hydroxide/hydrated lime
- Corn masa / corn masa flour
- Cooked with lime / lime water
- Ground corn treated with lime
- Ground corn with trace of lime
- Lime
- Masa harina
- Trace of lime
- Treated with hydrated lime
- Treated with lime



Ingredients

Organic Masa (Organic Corn, Water, Lime), Organic Sunflower Oil, Organic Corn Oil, Salt

Products that have lime flavoring added are not nixtamalized. If a product has lime flavoring added, you might see words such as "hint of lime," "lime juice", "lime zest", or "lime oil" in the ingredients list.

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.



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

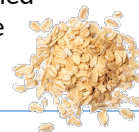
Only the following brands labeled “Whole Wheat” or “100% Whole Wheat” :

- 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

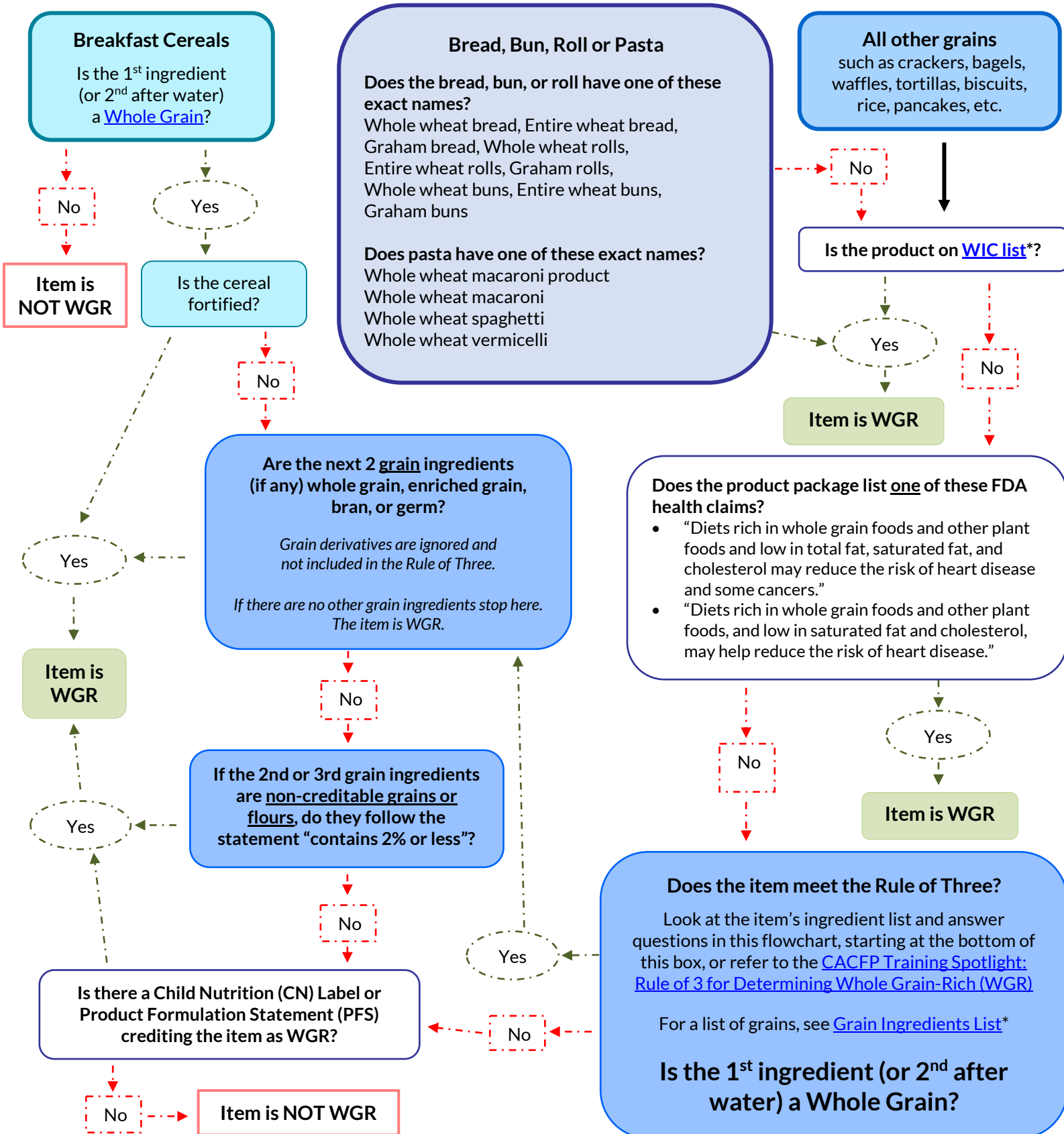
Only the following brands labeled “White Corn” or “Yellow Corn”:

- 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 Grain Item Whole Grain-Rich (WGR) in the CACFP?

Use this flowchart to determine if a grain item is WGR in the CACFP. Start with one of the three boxes at the top of the page, depending on the type of grain item you are determining. For a list of grain ingredients when looking at breakfast cereals and when using the Rule of Three, see the [Grain Ingredients List*](#).



Breakfast cereals served in the CACFP must contain **no more than 6 grams of added sugars per dry ounce.**

- Use a cereal's Nutrition Facts label and the charts below to determine if a cereal meets this requirement and can be served.
- Cereals on any state's WIC list meet this requirement and can be served.



Use the Nutrition Facts label and charts to find cereal that meets CACFP added sugar limits:

1. On the Nutrition Facts label find the **Serving Size**, in grams (g).
2. Find the **Added Sugars** line. Look at the number of grams (g) next to Added Sugars.
3. In the tables below, under the "Serving Size" column, find the serving size identified in Step 1. Then, look at the number of grams in the "Added Sugar Limit" column for that serving size. This is the allowable amount of sugar in grams (g) for that serving size. **If the cereal has that amount of added sugar, or less, the cereal meets the added sugar limit and can be served in the CACFP.**


Nutrition Facts	
about 14 servings per container	
Serving size	1/4 cup dry (33g)
Amount per serving	
Calories	120
% Daily Value*	
Total Fat 1.5g	2%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 180mg	8%
Total Carbohydrate 22g	8%
Dietary Fiber 2g	7%
Total Sugars 2g	
Includes 2g Added Sugars	4%
Protein 5g	

Serving Size grams (g)	Added Sugar Limit
0-2 g	0 grams
3-7 g	1 gram
8-11g	2 grams
12-16 g	3 grams
17-21 g	4 grams
22-25 g	5 grams
26-30 g	6 grams

Serving Size grams (g)	Added Sugar Limit
31-35 g	7 grams
36-40 g	8 grams
41-44 g	9 grams
45-49 g	10 grams
50-54 g	11 grams
55-58 g	12 grams
59-63 g	13 grams

Serving Size grams (g)	Added Sugar Limit
64-68 g	14 grams
69-73 g	15 grams
74-77 g	16 grams
78-82 g	17 grams
83-87 g	18 grams
88-91 g	19 grams
92-96 g	20 grams
97-100 g	21 grams

Wisconsin WIC-Approved Cereals

Cereals below and on the next page meet CACFP added sugar limits. Cereals noted with this grain symbol  are whole grain-rich (WGR). Cereals are also WGR when the first ingredient is a whole grain and the cereal is fortified.

COLD CEREAL: STORE BRANDS / CEREAL TYPES

Only the following store brands: Always Save, Best Choice, Best Yet, Essential Everyday, Food Club, Freedom's Choice, Great Value, Hy-Vee, IGA, Kiggins, Kroger, Market Pantry, Meijer, Our Family, Shoppers Value, That's Smart



Plain 



Plain




Plain




Plain 



Plain frosting only 
Original and bite size

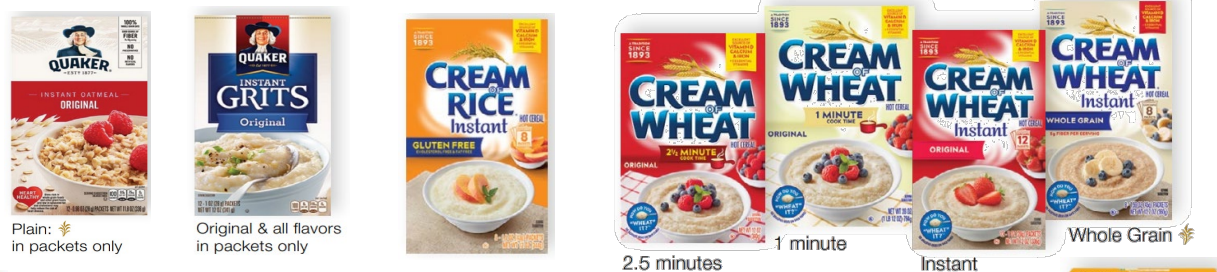
Wisconsin WIC-Approved Cereals

Cereals below meet CACFP added sugar limits. Cereals noted with this grain symbol  are whole grain-rich (WGR). Cereals are also WGR when the first ingredient is a whole grain and the cereal is fortified.

COLD CEREALS



HOT CEREALS



STORE BRANDS / INSTANT OATMEAL PLAIN IN PACKETS ONLY

Only the following store brands:
Best Choice, Best Yet, Essential Everyday, Food Club,
Great Value, Hy-Vee, IGA, Kroger, Meijer, Our Family



Cereal Types

Flakes, Rounds, Puffed, or Granola

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

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

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

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.

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

Tortilla Chips and Corn Chips

Tortilla chips and corn chips must meet certain criteria to be creditable in the Child and Adult Care Food Program (CACFP). They may be whole grain-rich (WGR) or enriched. This handout explains this criteria and includes examples of creditable chips (WGR and enriched) and non-creditable chips.



Whole Grain-Rich Tortilla Chips and Corn Chips

Tortilla chips and corn chips are creditable and whole grain-rich when one of the below are met. Examples of whole grain-rich tortilla chips and corn chips are on page 2.

- 1st ingredient is a **whole grain** (ex. whole corn, whole ground corn) and there are no other grain ingredients.

INGREDIENTS: ORGANIC **WHOLE GROUND CORN**, ORGANIC SUNFLOWER OIL, SEA SALT.

- 1st ingredient is a **whole grain**, and the 2nd and 3rd grain ingredient(s) are **whole** or **enriched**.

INGREDIENTS: **WHOLE CORN**, OIL, **WHOLE WHEAT, BROWN RICE FLOUR**, WHOLE OAT FLOUR, SALT.

- Product is made with **nixtamalized corn (corn treated with lime)**. Look for the following in the ingredients list:

- Calcium hydroxide/hydrated lime
- Corn masa / corn masa flour
- Cooked with lime / lime water
- Ground corn treated with lime
- Ground corn with trace of lime
- Lime
- Masa harina
- Trace of lime
- Treated with hydrated lime
- Treated with lime

INGREDIENTS: **CORN MASA FLOUR**, WATER, VEGETABLE OIL, SEA SALT.

INGREDIENTS: **CORN**, SOYBEAN OIL, SEA SALT, AND **CALCIUM HYDROXIDE (HYDRATED LIME)**.

Products that have lime flavoring added are not nixtamalized. If a product has lime flavoring added, you might see words such as "hint of lime," "lime juice", "lime zest", or "lime oil" in the ingredients list.

- Product is made with corn and includes one of the following **FDA approved whole grain health claims on its packaging**:

- *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.*



Whole Grain-Rich (WGR) Tortilla Chips and Corn Chips

Products on this page are whole grain-rich*. This is not an exhaustive list. Prior to purchasing any product, verify it is creditable using information in this handout.



CALIDAD: CORN TORTILLA CHIPS, ROUND TORTILLA CHIPS, WHITE CORN TORTILLA CHIPS



CHI-CHI'S: STRIPS, ROUNDS, CLASSIC



MISSION: TORTILLA STRIPS, TORTILLA TRIANGLES, TORTILLA ROUNDS, RESTAURANT STYLE THIN & CRISPY, ORGANIC BLUE CORN TORTILLA CHIPS



DONKEY CHIPS: SALTED & UNSALTED



SUN CHIPS: ORIGINAL, CHILI LIME, HARVEST CHEDDAR, FRENCH ONION, GARDEN SALSA



KIRKLAND
TORTILLA STRIPS



LATE JULY: SEA SALT, BLUE CORN, MULTIGRAIN, CHIA & QUINOA, SEA SALT & LIME

Products purchased from a food distributor with brand names Tostitos, Fritos, Aztec, etc. may be WGR. Prior to purchasing a product, verify it is creditable using information in this handout.





Enriched Tortilla Chips and Corn Chips (Can count as the grain component but not whole-grain rich)

Tortilla chips and corn chips are creditable and enriched, not whole-grain rich, when one of the below are met. An example of an enriched tortilla chip is below.

- 1st ingredient is a **whole grain** (ex. whole corn), and the 2nd and 3rd grain ingredient(s) are **non-creditable grains** (ex. corn or corn meal).

INGREDIENTS: WHOLE CORN, CORN, VEGETABLE OIL, SALT

- 1st ingredient is an **enriched corn ingredient**, such as *enriched corn* or *enriched corn flour*.

INGREDIENTS: ENRICHED YELLOW CORN, CORN, VEGETABLE OIL, SALT

- 1st ingredient is a **corn ingredient**, and **nutrients are sub-listed after the corn ingredient**, such as *corn flour (folic acid, riboflavin, niacin, and thiamine)*.

INGREDIENTS: BLUE CORN (FOLIC ACID, RIBOFLAVIN, NIACIN, AND THIAMINE), CANOLA OIL, SALT

This product is enriched. Prior to purchasing any product, verify it is creditable using information in this handout.



TOSTITOS
BAKED



Non-Creditable Tortilla Chips and Corn Chips (Cannot count as the grain component)

Tortilla chips, corn chips or any other snack-type products are not creditable when one of the below are met. Examples of non-creditable tortilla chips, corn chips, and snack-type products are on page 4.

- 1st ingredient is **corn that is not whole, enriched, or nixtamalized**, including corn, blue corn, yellow corn, ground white corn, stone ground corn, organic corn, cornmeal.

INGREDIENTS: GROUND WHITE CORN, VEGETABLE OIL, SEA SALT

INGREDIENTS: CORN, VEGETABLE OIL, SALT

- 1st ingredient is a **non-creditable grain or flour** such as cassava flour, almond flour, tapioca flour, coconut flour, potato starch, potato flour, potato.

INGREDIENTS: CASSAVA BLEND (CASSAVA FLOUR, CASSAVA STARCH), AVOCADO OIL, TAPIOCA FLOUR, COCONUT FLOUR, SALT

INGREDIENTS: POTATO STARCH, POTATO FLOUR, CANOLA OIL, CORN STARCH, SALT



Non-Creditable Tortilla Chips and Corn Chips

Products/brands on this page are not creditable as a grain in the CACFP. If these products are served, they may only be served as an EXTRA item alongside a creditable meal or snack and the cost cannot be charged to the CACFP. This is not an exhaustive list. Prior to purchasing a product, verify it is creditable using information in this handout.



ON THE BORDER: CAFÉ STYLE, CANTINA THINS FIESTA SIZE, FIESTA DIPPIN' CHIPS, HOMESTYLE, ORGANIC TORTILLA ROUNDS BLUE CORN

KIRKLAND
ORGANIC TORTILLA CHIPS



GREAT VALUE: RESTAURANT STYLE WHITE CORN, THIN & CRISPY CANTINA STYLE, BITE SIZE CRISPY ROUNDS (AND MANY OTHER FLAVORS AND STYLES)

SIETE

SANTITAS



GARDEN OF EATIN'

PUFF CORN/CHEESE BALLS: MADE WITH CORNMEAL

VEGGIE STRAWS



TOSTITOS*: BITE SIZE, SCOOPS, CRISPY ROUNDS, SCOOPS MULTIGRAIN, HINT OF LIME

FRITOS*

*Products purchased from a food distributor with brand names Tostitos, Fritos, Aztec, etc. may be WGR. Prior to purchasing a product, verify it is creditable using information in this handout.

Tips for Incorporating Whole Grain-Rich Grains

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

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





New Foods on the CACFP

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

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

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

TEMPEH

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

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

CORN MASA, MASA HARINA, NIXTAMALIZED CORN FLOUR/ CORNMEAL

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

COCONUT

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

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

HOMINY

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

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

POPCORN

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

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

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

PASTA PRODUCTS MADE OF VEGETABLE FLOUR

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

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

SURIMI SEAFOOD

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

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

Offering Water in the USDA Child and Adult Care Food Program

In the Child and Adult Care Food Program (CACFP), centers and homes are required to offer water to children throughout the day. As a best practice, sites are encouraged to make water available to adult participants as well. Water is not a meal component in the CACFP. There is no minimum serving amount for water. However, water may be served:

- Together with meals and snacks
- In between meals and snack
- As requested by the adult or child.



Water and Health

Drinking enough water is important for good health. Drinking water can prevent dehydration, a condition that can cause the body to overheat. It can also help prevent constipation. If fluoridated, drinking water can help prevent dental caries (cavities).

There is no recommendation from the *Dietary Guidelines for Americans* on the amount of plain water children and adults need each day. Children and adults can meet their needs for water through foods and drinks. People may need to drink more water during hot or cold weather and when exercising.



A Note About Infants

Infants usually do not need to drink plain water until they are at least 6 months old. Once an infant has started eating solid foods, small amounts of plain, fluoridated water may be offered to the infant in a cup. Consult with the parents or guardians of older infants regarding whether small amounts of water should be offered.



Meal Planning and Water

In the CACFP, milk is an important meal component. Milk provides important nutrition for both children and adults.



Under the CACFP meal pattern for children, you may not serve water instead of milk at meals. However, water may be served at the table along with the milk.



Under the CACFP meal patterns for children and adults, only two meal components are required at snack. If milk is not offered as one of the two required components, consider offering water with the snack.



Under the CACFP meal pattern for adults, you may serve yogurt in place of milk once per day. In addition, a serving of milk is optional at supper. It is not required that you offer water on these occasions, but you are encouraged to do so.

Making Water Available

You can make water available throughout the day by:

- Placing closed pitchers of water and cups where program participants can reach them. Use pitchers that are small enough for children to lift and pour.
- Putting cups beside a sink, water fountain, or other source of drinking water. Or, pour and offer cups of water to children throughout the day.
- If drinking fountains are too tall for children, use a sturdy stool to allow children to reach them.
- Making class trips to the water fountain after active play.



Note: When self-serve water stations are not recommended, such as during a public health emergency or pandemic, try offering cups of water to children regularly throughout the day. Always follow local health department safety guidelines.



Getting Children Involved

When children help serve water, they can learn about the importance of drinking it. Ask children to wash their hands and then let them:

- Carry cups to tables.
- Pour water into cups (with the help of an adult, for younger children).
- Decorate their own water cups or water bottles.



Note: Some of these activities may not be recommended during a public health emergency or pandemic. Always follow local health department safety guidelines.

Also, consider sharing the Nibbles for Health Newsletter on “Water: It’s a Great Choice” with parents of young children (fns.usda.gov/tn/nibbles). It contains an activity families can do together.



Tip Drink water and kids will too.

See Team Nutrition’s “Summer Foods, Summer Moves” materials for more resources on water (fns.usda.gov/tn/summer-food-summer-moves).



Offer Water Safely

Keep children healthy and safe by:

- Regularly sanitizing water fountains and keeping drinking areas clean.
- Teaching children not to place their mouths on water fountain spouts. Have kids wash their hands after touching the water fountain.
- Cleaning and sanitizing water pitchers, dispensers, and reusable drinking cups after use.
- Keeping clean towels nearby when serving or pouring water.
- Placing rubber mats under spaces where water is offered.



Note: If safe drinking water is not available at your center or child care home, bottled water may be purchased with CACFP funds. Check with your State agency or sponsoring organization for more information.



Common Foods That Cause Choking in Infants and Young Children and How to Modify

Infants and children under the age of 4 are at a high risk of choking while eating. Be familiar with foods that pose higher choking risks and know how to prepare proper foods in the appropriate size, consistency, texture, and shape that will allow infants and young children to eat and swallow easily.

Meal Component	Food Items	How to Modify
Vegetables	<ul style="list-style-type: none"> Small pieces of raw vegetable (raw carrot rounds, baby carrots, string beans, or celery) Raw green peas, cooked or raw whole corn kernels Large, hard pieces of uncooked dried vegetables Whole round or tube-shaped vegetables such as cherry and grape tomatoes 	<ul style="list-style-type: none"> Remove tough skins or peels Cook or steam hard vegetables until soft, then slice lengthwise Cut raw vegetables into small, thin strips or slices Cut cherry and grape tomatoes into lengthwise quarters/halves
Fruits	<ul style="list-style-type: none"> Apples or other hard pieces of raw fruit, especially those with hard pits or seeds Large, hard pieces of uncooked dried fruits Whole pieces of canned fruit Whole round or tube-shaped fruits such as grapes, cherries, berries, melon balls Dried fruit, such as raisins 	<ul style="list-style-type: none"> Remove tough skins or peels Cut into small, thin strips or slices Remove large seeds and pits Choose ripe berries, which are softer and can flatten with a fork Remove membrane from oranges, cut up canned mandarin oranges Cut grapes /cherries lengthwise, then into smaller pieces no larger than ½ inch
Meats/Meat Alternates	<ul style="list-style-type: none"> Tough or large chunks of meat Hot dogs, meat sticks, or sausages (even when cut into round slices) Meat and fish with bones Large chunks of cheese or string cheese Peanuts, tree nuts, or seeds (like sunflower seeds or pumpkin seeds) Chunks or spoonfuls of peanut butter or other nut and seed butters Whole beans 	<ul style="list-style-type: none"> Serve ground meat, poultry, or fish in pieces no more than ½ inch Shred tough or dry meat Remove bones from poultry, meat, and fish Cut cheese into thin slices or short strips, shred, or grate Finely grind peanuts, tree nuts, and seeds Spread a thin layer of nut/seed butters on toast or crackers Cook whole beans well and smash with a fork
Grains	<ul style="list-style-type: none"> Plain wheat germ Whole kernels of cooked rice, barley, wheat Hard crackers that break into sharp pieces Large pieces of soft bread Crackers or breads with nuts and seeds Hard pretzels, pretzel chips Popcorn or tortilla/ corn chips 	<ul style="list-style-type: none"> Grind or mash whole kernels Choose crackers that easily dissolve Cut bread, pita bread, tortillas into thin strips Offer lightly toasted bread to decrease the 'stickiness' Choose items without seeds, nuts, or whole grain kernels
Other Foods and Snacks <i>Items in this row are not creditable in the CACFP.</i>	<ul style="list-style-type: none"> Hard or round candy, lollipops Jelly beans, caramels Gummy candies, gooey/sticky candy Chewy fruit snacks, marshmallows Potato chips or similar snack foods Cookies and granola bars 	<ul style="list-style-type: none"> Do not serve these items

GRAB AND GO LESSON

Choking Prevention

Health and Safety

Purpose: This handout provides choking prevention strategies for child care settings.

Each year, food-related choking incidents account for over 50% of the fatalities in infants and young children (4 years and below) in the United States. Choking occurs when a foreign object is lodged in the throat or airways, blocking airflow.

Infants and young children are at a higher risk of choking because they have underdeveloped airways. Their airways are not fully able to prevent foods from entering the airway when swallowing. Infants and young children are also at a higher risk because they are learning how to chew and swallow. It is vital to prepare and serve foods in the appropriate sizes, shapes, and textures to reduce choking risks.

High-Risk Foods and Characteristics

Any food can be a choking hazard. However, some foods pose a higher risk. Some examples include those with the following characteristics:

- Firm, smooth, or slippery foods that may slide down the throat before chewing:
 - Whole grapes, cherries, berries, melon balls, or cherry or grape tomatoes
 - Whole pieces of canned fruit
 - Hot dog-shaped foods, including sausages, meat sticks, cheese sticks, or miniature hot dogs
 - Peanuts, nuts, and seeds
 - Whole beans
 - Hard or round candy, such as jelly beans (not creditable in the CACFP)
- Large or small, dry, or hard foods that are difficult to chew and easy to swallow whole:
 - Popcorn
 - Hard pretzels
 - Chips or other similar snack foods
 - Small pieces of raw vegetables such as raw carrot rounds, baby carrots, string beans, or celery
 - Apples or other hard pieces of fruit, especially those with hard pits or seeds
 - Cooked or raw whole-kernel corn
 - Raw green peas
 - Plain wheat germ
 - Whole grain kernels such as rice and wheat berries
 - Crackers or breads with seeds, nut pieces, or whole grain kernels
- Sticky or tough foods that do not break apart easily:
 - Peanut butter
 - Dried fruits or vegetables
 - Tough or large pieces of meat
 - Large pieces of cheese or string cheese
 - Marshmallows, chewing gum, chewy fruit snacks, caramels, and gumdrops (not creditable in the CACFP)

GRAB AND GO LESSON

Choking Prevention

Health and Safety

Make Foods Easier to Chew

Changing the shape, size, or texture of some foods will reduce the risk of choking. Most children four years and younger can eat the same foods as older children as long as it is prepared in a way that is easy to chew and swallow.

For example, cut foods for infants into ¼ inch pieces or smaller and ½ inch or smaller for toddlers. Other examples:

- Cook foods until they are soft enough to pierce easily with a fork.
- Cut soft food into thick slices or small pieces, no larger than ½ inch.
- Cut soft round foods, like hot dogs or string cheese, into short strips rather than round pieces.
- Remove all bones from fish, chicken, and meat before cooking.
- Grind meat or other foods that could be tough.
- Cook foods such as carrots and celery until slightly soft, then cut into sticks.
- Mash or puree food.
- Remove seeds and hard pits from fruit.
- Cut grapes, cherries, berries, or melon balls in half lengthwise, then cut even smaller.
- Grate or thinly slice cheese.
- Chop or grind peanuts, nuts, and seeds.
- Use creamy nut butters instead of chunky nut butters.
- Avoid serving foods that are as wide around as a nickel.

Minimize Choking Risk and Increase Safety

During mealtimes, there are several strategies for minimizing the risk of choking in infants and children.

Infants

- Ensure infants are developmentally ready for solid foods.
- Make sure the environment is calm.
- Hold infants when serving a bottle; never prop a bottle in an infant's mouth.
- Avoid applying any teething pain-related medicine around mealtimes as they can pose chewing issues.
- Feed infants at their own pace so that they are not fed too quickly.
- Never leave an infant unattended when eating.
- Avoid feeding an infant when they are laughing, crying, walking, or playing.

Young Children

- Ensure children are sitting upright when eating and are not distracted.
- Sit with children and actively supervise them while they are eating. A choking child may not make any noise, so adults must keep their eyes on them while they are eating.
- Encourage children to eat slowly.
- Serve foods that are age-appropriate for the children in your care. For example, serve shredded carrots and chopped tomatoes instead of baby carrots and cherry tomatoes.
- Do not allow children to eat while walking or running, or during other active times.
- Do not encourage activities in which a child must catch or stuff food in his or her mouth.

GRAB AND GO LESSON

Choking Prevention

Health and Safety

Taking the proper precautions can greatly reduce the risk of choking. Although any food item can be a choking hazard, these strategies can make mealtime a safe time for children. Do your part by serving age-appropriate foods and supervising children while they are eating. For additional information on choking prevention or first aid for choking situations, refer to the USDA's *Infant Feeding Nutrition Guide*.

References

- American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. (2019). 4.5.0.10: Foods that Are Choking Hazards. In Chapter 4: Nutrition and Food Service: 4.5 Meal Service, Seating, and Supervision, *Caring for our children: National health and safety performance standards; guidelines for early care and education programs*. (pp. 192-193). Elk Grove Village, IL: American Academy of Pediatrics; Washington, DC: American Public Health Association.
- Healthy Children.org. (2015, November 15). *Responding to a choking emergency*. <https://www.healthychildren.org/English/health-issues/injuries-emergencies/Pages/Responding-to-a-Choking-Emergency.aspx>
- Healthy Children.org. (2019, September 30). *Choking prevention*. <https://www.healthychildren.org/English/health-issues/injuries-emergencies/Pages/Choking-Prevention.aspx>
- U.S. Department of Agriculture. (2019). *Infant feeding nutrition guide: A guide for use in the Special Supplemental Nutrition Program for Women, Infants, and Children*. <https://wicworks.fns.usda.gov/resources/infant-nutrition-and-feeding-guide>

This project was funded using U.S. Department of Agriculture grant funds. This institution is an equal opportunity provider. USDA is an equal opportunity provider, employer, and lender.

The University of Mississippi is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer.

For more information and the nondiscrimination statement in other languages: <https://www.usda.gov/non-discrimination-statement>

Except as provided below, the text and information in this document may be used freely for non-profit or educational purposes with no cost to the participant for the training, provided the following citation is included. Incorporating these materials into other websites or textbooks or selling them is not permitted.

Suggested Reference Citation:

Institute of Child Nutrition. (2025). *Grab and go lesson: Choking prevention*. University, MS: Author.

The photographs and images in this document may be owned by third parties and used by the University of Mississippi under a licensing agreement. The University cannot, therefore, grant permission to use these images. Please contact helpdesk@theicn.org for more information.



Reducing the Risk of Choking in Young Children at Mealtimes

Children **under the age of 4** are at a high risk of choking while eating. Young children are still learning how to chew food properly, and they often swallow the food whole. Their small airways can become easily blocked.

You can help reduce children's risk of choking when eating by preparing food in certain ways, such as cutting food into small pieces and cooking hard food, like carrots, until it is soft enough to pierce with a fork. **Remember, always supervise children during meals and snacks.**



Prepare Foods So They Are Easy to Chew

You can make eating safer for young children by following the tips below:

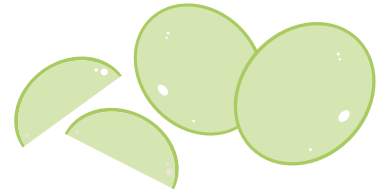
- Cook or steam hard food, like carrots, until it is soft enough to pierce with a fork.
- Remove seeds, pits, and tough skins/peels from fruits and vegetables.
- Finely chop foods into thin slices, strips, or small pieces (no larger than ½ inch), or grate, mash, or puree foods. This is especially important when serving raw fruits and vegetables, as those items may be harder to chew.
- Remove all bones from fish, chicken, and meat before cooking or serving.
- Grind up tough meats and poultry.

Cut Round Foods Into Smaller Pieces

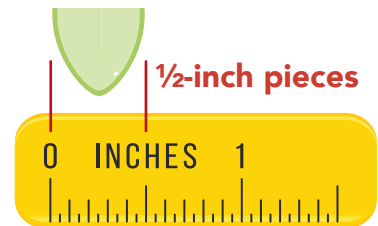
Small round foods such as grapes, cherries, cherry tomatoes, and melon balls are common causes of choking.



Slice these items in half lengthwise.



Then slice into smaller pieces (**no larger than ½ inch**) when serving them to young children.



Avoid Choking Hazards

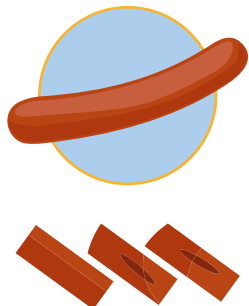
To help prevent choking, do not serve small (marble-sized), sticky, or hard foods that are difficult to chew and easy to swallow whole, including:

- Cheese cubes or blocks. Grate or thinly slice cheese before serving.
- Chewing gum*
- Dried fruit
- Gummy fruit snacks*
- Hard candy, including caramels, cough drops, jelly beans, lollipops, etc.*
- Hard pretzels and pretzel chips
- Ice cubes*
- Marshmallows*
- Nuts and seeds, including breads, crackers, and cereals that contain nuts and seeds
- Popcorn
- Spoonfuls of peanut butter or other nut butters. Spread nut butters thinly on other foods (e.g., toast, crackers, etc.). Serve only creamy, not chunky, nut butters.
- Whole round or tube-shaped foods such as grapes, cherry tomatoes, cherries, raw carrots, sausages, and hot dogs

*Not creditable in the Child Nutrition Programs, including the Child and Adult Care Food Program (CACFP), National School Lunch Program and School Breakfast Program, and Summer Food Service Program.

Cut Tube-shaped Foods Into Smaller Pieces

Cut tube-shaped foods, such as baby carrots, string cheese, hot dogs, etc., into short strips rather than round pieces.



In addition to the foods listed, **avoid serving foods that are as wide around as a nickel**, which is about the size of a young child's throat.



Teach Good Eating Habits

Sit and eat with children at meals and snacks. Remind children to take small bites of food and swallow between bites. Eating together may help you quickly spot a child who might be choking. Other tips to help prevent choking while eating include:

- Only providing foods as part of meals and snacks served at a dining table or high chair. When serving infants, do not prop the bottle up on a pillow or other item for the baby to feed him or herself.
- Allowing plenty of time for meals and snacks.
- Making sure children are sitting upright while eating.
- Reminding children to swallow their food before talking or laughing.
- Modeling safe behavior for children to follow, including eating slowly, taking small bites, and chewing food completely before swallowing.
- Encouraging older children to serve as role models for younger children as well. All children should avoid playing games with food, as that may lead to an increased risk of choking.



For more information, see [FNS.USDA.gov](https://www.fns.usda.gov).

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

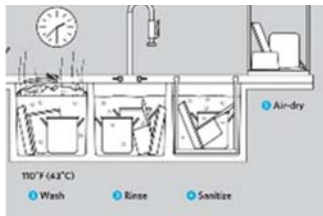
Food preparers must use a hair net or cap to keep hair from coming in contact with food during preparation

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

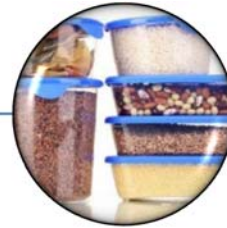


Home-Type Dishwasher

- 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.

Safe Food Storage (created 9/13)

Note: This document was developed for use by the DPI CACFP and DCF Child Care Licensing. The information in this document is intended to provide guidance on the following Group Child Care Licensing Rules under DFC 251.06 (9)(c) 1. and (d)

Dates on packaging:

- If there is an EXPIRATION or USE BY date on the package the food must be used by the EXPIRATION or USE BY date.
- If there is SELL BY date on a package the food must be used within 3 days after the SELL BY date.
- If there is a BEST BY date on the package the food must be used within 7 days after the BEST BY date.
- Canned foods or other packaged foods with a date printed on the can or package that does not include the designation of EXPIRATION, USE BY, SELL BY OR BEST BY must be used by the date indicated on the package or can.
- Best practice standards recommend that food be used by the date on the package, regardless of whether the date is an EXPIRATION, USE BY, SELL BY or BEST BY date.

Condiments, Relishes, Peanut Butter

- Prepared foods intended to be opened and reused such as mustard, ketchup, peanut butter, jelly, salad dressings, mayonnaise and pickles must be stored as indicated on the label and used by the date indicated on the label.

Refrigerating food:

- Leftover food prepared by the center which has not been served shall be dated, refrigerated promptly and used within 36 hours, or frozen immediately for later use.
- Commercially-prepared, ready-to-serve food items where the package/can/container has been opened, but the food was not served may be retained and used within seven days after the food package/can/container was opened. The remaining opened commercially-prepared, ready-to-serve food must be placed in a food-grade plastic, metal or glass container with a tight fitting lid and placed in the refrigerator, unless the manufacturer's original label indicates that no refrigeration is necessary. The container shall be labeled with the contents and the date the food item was opened. **Note:** Commercially-prepared, ready-to-serve food is defined as foods that have been previously prepared by a company that processes or packages food for human consumption and can be served directly from the container with only minimal preparation (such as heating) or no additional preparation.

Freezing food:

- Leftover food prepared by the center which has been frozen and then removed from the freezer shall be dated with the date it was removed from the freezer, and used or discarded within 36 hours.
- Foods with an EXPIRATION, USE BY, SELL BY or BEST BY date may be placed in the freezer to extend the time period when they may be used. The package should be dated with the date the item was placed in the freezer. Once the item has been removed from the freezer it must be dated with the date it was removed, and used or discarded within 36 hours. It is recommended that a program maintain a list of food in the freezer with the date it was placed in the freezer. Food placed in the freezer with the earliest date should be used first.
- It is recommended that food packages placed in the freezer be labeled with permanent marker or freezer tape.

Dating of food items in storage:

It is recommended that all foods be dated with the purchase date and those items with the earliest date be used first. Food kept on storage shelves or in the refrigerator or freezer should be checked and rotated often to insure those items with the earliest date are used first and not pushed to the back of the storage shelf, refrigerator or freezer.

CACFP Food Storage Chart

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

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



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>And, when developmentally ready, one or more items from the following:</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;">AND</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 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>And, when developmentally ready, one or more items from the following:</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;">AND</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 the next page for the **Infant Grains Chart and serving size amounts.

Additional Requirements
<ul style="list-style-type: none"> Breastfed infants who consume less than the minimum required amount of breastmilk per feeding may be served less than the minimum with additional breastmilk offered later if the infant will consume more. Yogurt must contain no more than 12 grams of added sugars per 6 ounces. Grains served at snack must be whole grain-rich, enriched meal, or enriched flour. Breakfast cereals served at snack must contain no more than 6 grams of added sugars per dry ounce.



CACFP Infant Grains Chart

The following grain items are creditable at SNACK only.

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

Bread and Bread-like Items: 1/2 oz eq Required	
Grain Item and Size	1/2 oz eq is about...
Biscuit	1/2 biscuit or 14 g
Bread	1/2 slice or 14 g
Bun or Roll	1/2 bun/roll or 14 g
Corn Muffin	1/2 muffin or 17 g
English Muffin (top and bottom)	1/4 muffin or 14 g
Pancake	1/2 pancake or 17 g
Pita Bread/Round	1/4 pita or 14 g
Tortilla, Soft, Corn (about 5 1/2")	3/4 tortilla or 14 g
Tortilla, Soft, Flour (~ 6")	1/2 tortilla or 14 g
Tortilla, Soft, Flour (~ 8")	1/4 tortilla or 14 g
Waffle	1/2 waffle or 17 g

Crackers and Ready-to-Eat Cereals: 1/4 oz eq Required	
Grain Item and Size	1/4 oz eq is about...
Cereal, Ready-to-Eat: Flakes or Rounds (e.g., o-shaped cereal)	4 Tablespoons (1/4 cup) or 7 g
Cereal, Ready-to-Eat: Puffed (e.g., crispy puffed rice cereal)	5 Tablespoons (1/3 cup) or 7 g
Cracker, Animal (about 1 1/2" x 1")	4 crackers or 7 g
Cracker, Bear-shaped* or Similar, Sweet (about 1" x 1/2")	6 crackers or 7 g
Cracker, Cheese, Square, Savory (about 1" x 1")	5 crackers or 6 g
Cracker, Fish-shaped or Similar, Savory (about 3/4" x 1/2")	11 crackers or 6 g
Cracker, Graham* (about 5" x 2 1/2" full sheet)	1/2 cracker or 7 g
Cracker, Oyster	14 crackers (1/8 cup) or 6 g
Cracker, Round, Savory (about 1 3/4" across)	2 crackers or 6 g
Cracker, Round, Savory, Mini (about 1" across)	4 crackers or 6 g
Cracker, Saltine (about 2" x 2")	2 crackers or 6 g
Cracker, Thin Wheat, Square, Savory (about 1 1/4" x 1 1/4")	3 crackers or 6 g
Cracker, Zwieback*	1 cracker or 6 g

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

Minimize Choking Risks:

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



Developmental Readiness

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

Infant Readiness Guidelines for Solid Foods

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

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



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



Communicate with Parents

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

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

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

Risks of Introducing Solid Foods Too Early

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

Q&A

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

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

Pop Quiz:



True or false:

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

See page 2 for the answer.



Find the Community Nutrition Team here:



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



https://twitter.com/WisDPI_CNT



This institution is an equal opportunity provider.

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 non-creditable foods for the CACFP infant meal pattern.
For questions about foods not on this list, contact your [assigned consultant](#).

INFANT FORMULA

FOOD	CREDITABLE	NON-CREDITABLE (DO NOT SERVE)
Formula	<ul style="list-style-type: none"> ✓ Iron-fortified infant formula (milk-based or soy-based) <ul style="list-style-type: none"> ○ Must be labeled as “iron-fortified,” “infant formula with iron,” or other statement on the front of the package ○ Must contain 1 milligram (mg) or more of iron per 100 calories. Mgs of iron are on the Nutrition Facts Label. ✓ Regulated by FDA ✓ Sold in the United States (includes imported formula) 	<ul style="list-style-type: none"> x Cow’s milk; non-dairy beverages x FDA exempt formula (only creditable when supported with a medical statement for a disability) x Formula purchased outside the United States x Low iron infant formula

INFANT CEREAL AND BABY FOODS

Food	CREDITABLE	NON-CREDITABLE (DO NOT SERVE)
Infant Cereal	<ul style="list-style-type: none"> ✓ Iron-fortified infant cereal (IFIC) ✓ Includes single-grain (ex. rice, wheat, barley, oat) and mixed-grain varieties 	<ul style="list-style-type: none"> x Grain items (i.e., bread, pancakes, waffles, muffins) cannot be served in place of IFIC at breakfast, lunch, and supper x Hot cereals for older children (farina, grits, regular oatmeal, steel cut oats) x Ready-to-eat cereals (ex. Cheerios) x Infant cereal that is not iron-fortified x Infant cereal served in a bottle x Iron-fortified infant cereal that contains fruit, vegetables, and meat alternates such as banana, apple, carrots, and chia seeds x Jarred “wet” infant cereals
Store-Bought Fruits and Vegetables (Baby Food)	<ul style="list-style-type: none"> ✓ Single fruit or vegetable (fruit or vegetable as 1st ingredient) ✓ Mixed fruits and/or vegetables (e.g., squash banana) with a fruit or vegetable as the 1st ingredient ✓ Water, broth, and vitamins may be additional ingredients ✓ Store-bought combination infant foods: <i>Crediting documentation is required. See the last page of this document.</i> 	<ul style="list-style-type: none"> x Baby food desserts such as cobblers, custard, fruit desserts or puddings with fruit
Store-Bought Meats (Baby Food)	<ul style="list-style-type: none"> ✓ Meat or poultry is the first ingredient, gravy and broth are allowable ingredients ✓ Store-bought combination infant foods: <i>Crediting documentation is required. See the last page of this document.</i> 	Meats/meat alternates are not a component at snacks in the CACFP infant meal pattern.

Foods For Infants

TABLE FOODS

FOOD	CREDITABLE	NON-CREDITABLE (DO NOT SERVE)
<p>Meats and Meat Alternates (Table Food)</p> <p><i>May be served in place of iron-fortified infant cereal at breakfast and lunch/supper.</i></p> <p>Not a component at snacks in the CACFP infant meal pattern.</p>	<ul style="list-style-type: none"> ✓ Meats and poultry (beef, pork, lamb, veal, chicken, and turkey) cooked, mashed, pureed, or diced as needed to obtain appropriate texture ✓ Cheese, pasteurized (natural, shredded) ✓ Cottage cheese ✓ Cooked dry beans, peas, and lentils, including black beans, pinto beans, chickpeas, and soybeans (edamame); When served as the meats/meat alternates, it cannot be served and credited as the vegetable in the same meal ✓ Fin fish and shellfish, including salmon, trout, flounder, cod, haddock, perch, tilapia, crab, shrimp, and other fish and shellfish; Must be purchased commercially; Remove any bones or shells and modify the texture as appropriate ✓ Processed meats and poultry such as chicken nuggets, hot dogs, fish sticks, and infant meat and poultry sticks (not dried or semi-dried nor jerky) are allowed but not recommended ✓ Store-bought combination infant foods: <i>Crediting documentation is required. See the last page of this document.</i> ✓ Tofu (commercially prepared; must contain at least 5 grams of protein per 2.2 ounce (¼ cup) by weight) ✓ Tempeh (cook to soften and cut into appropriate size and shape) ✓ Yogurt (regular and soy; no more than 12 grams of added sugars per 6 ounces) ✓ Whole eggs (shell eggs or liquid pasteurized whole eggs) 	<ul style="list-style-type: none"> x Cheese spread & substitutes, cheese food & substitutes, imitation cheese, cream cheese, and cheese product x Egg whites or egg yolks (only whole eggs are creditable) x Fish, home caught: Only creditable if it meets State or local public health policies regarding food safety x Foods deep-fat fried on-site x Green peas (not a meat alternate) x Home-canned meats/meat alternates x Peanut butter, other nut/seed butters x Nuts and seeds x Noncommercial tofu x Soy products and other plant-based meats unless a Child Nutrition (CN) label or Product Formulation Statement (PFS) is on file that credits the item to Child Nutrition Programs x Yogurt products such as frozen yogurt, drinkable or liquid yogurt products, yogurt smoothies, homemade yogurt, yogurt flavored products, yogurt bars, and freeze-dried yogurt snacks (includes yogurt melts)
<p>Whole Fruits and Vegetables (Table Food)</p>	<ul style="list-style-type: none"> ✓ All vegetables and fruits (fresh, frozen, and canned) cooked, mashed, pureed, or diced as needed to obtain appropriate texture ✓ Cooked dry beans, peas, and lentils, including black beans, pinto beans, chickpeas, and soybeans (edamame); When served as the vegetable, it cannot be served and credited as the meats/meat alternates in the same meal ✓ Store-bought combination infant foods: <i>Crediting documentation is required. See the last page of this document.</i> 	<ul style="list-style-type: none"> x Freeze-dried fruit & vegetable snacks x Fruit and vegetable juice, drinks, punch x Fruit or vegetable snacks (e.g., 100% fruit strips or leather, fruit drops, fruit/veg melts or other snack-type products) x Foods deep-fat fried onsite x Home-canned fruits or vegetables



Foods For Infants

GRAINS (CREDITABLE AT SNACK ONLY)

Grains must be made from whole grain or enriched meal or flour or be fortified. A whole grain-rich item is not required for infants.

FOOD	CREDITABLE	NON-CREDITABLE (DO NOT SERVE)
<p>Grains</p> <p><i>Grain items are only creditable at snacks.</i></p> <p>Grains are not a component at breakfast, lunch, or supper in the CACFP infant meal pattern.</p>	<ul style="list-style-type: none"> ✓ Bagels ✓ Biscuits ✓ Breads (strips or small pieces of dry bread or toast) ✓ Cereal, ready-to-eat such as flakes, rounds, and o-shaped cereals <ul style="list-style-type: none"> ○ Choose cereals that dissolve easily in the mouth and do not include nuts, dried fruits, or other hard food items ○ No more than 6 grams of added sugars per dry ounce ✓ Corn muffins, corn bread, small pieces ✓ Crackers, small pieces without seeds, nuts, or whole grain kernels <ul style="list-style-type: none"> ○ Animal crackers, graham crackers, rounds, ovals, squares, Saltines, small fish-shaped ✓ Croissants ✓ English muffins, small pieces ✓ Pancakes and waffles ✓ Pita bread ✓ Pizza crust ✓ Pretzel, soft ✓ Puff cereal snack <ul style="list-style-type: none"> ○ Must be recognizable as a ready-to-eat cereal; it should easily dissolve in an infant's mouth and should not contain nuts, seeds, or hard pieces that can cause choking ○ No more than 6 grams of added sugars per dry ounce ✓ Puff snacks, ex. Gerber Lil' Crunches ✓ Rolls, small pieces ✓ Soft tortillas and soft pita bread, small pieces ✓ Teething crackers, biscuits, and toasts 	<ul style="list-style-type: none"> x Baby grain items that are not made from whole grain or enriched meal or flour, or are not fortified x Cooked grains such as rice, quinoa, and pasta x Grain-based desserts such as cookies, sweet pie crusts, doughnuts, cereal bars, breakfast bars, granola bars, sweet rolls, toaster pastries, cake, and brownies, including baby food varieties of these items x Grain-free items such as grain-free puffs and grain-free crackers x Hot cereals for older children (farina, grits, regular oatmeal, steel cut oats) <p>The following items are creditable foods, however, are not recommended for infants due to choking risks:</p> <ul style="list-style-type: none"> x Cereals that include nuts, dried fruits, or other hard food items x Crackers or breads with seeds, nut pieces, or whole grain kernels such as wheat berries x Popcorn x Pretzels, hard

Foods For Infants

ADDITIONAL INFORMATION

Choking Prevention	<p>Many creditable items are not recommended to be served to infants due to being a choking risk. Be familiar with foods that pose higher choking risks and know how to prepare foods in the appropriate size, consistency, texture, and shape that will allow infants and young children to eat and swallow easily. See Common Foods That Cause Choking in Infants and Young Children and How to Modify and tips below:</p> <ul style="list-style-type: none"> ✓ Avoid serving foods that are as wide around as a nickel ✓ Cut grapes, cherries, berries, melon balls and tomatoes into quarters ✓ Grate or thinly sliced cheese ✓ Cook foods until soft enough to pierce with a fork ✓ Mash, puree or cut soft food into appropriate textures and sizes (i.e. thin slices or small pieces) per each infant's development
Honey and Foods that Contain Honey	<p>Honey and foods that contain honey should never be fed to babies less than one 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.</p>
Store-bought Combination Infant Foods	<p>These items are foods that include a mixture of two or more components, such as meat and vegetables. This is not limited to purees.</p> <p>These foods are creditable only when the following documentation is on file to show the amount of each component in the food item:</p> <ul style="list-style-type: none"> • Information on a food item's product label (ex. the label specifies the item contains 2 Tablespoons fruit and 3 Tablespoons meat) OR • Child Nutrition (CN) Label or Product Formulation Statement <p>Documentation must be maintained on file to support infant meals claimed for the current federal fiscal year plus three federal fiscal years.</p> <p>Additional foods will need to be served if the amount of each component in the food item is not the minimum amount required per the CACFP infant meal pattern and according to the infant's developmental readiness.</p>

SERVING AND CLAIMING INFANT MEALS

This handout provides information on requirements for serving infants in the CACFP, when infant meals can and cannot be claimed, and recording time of service infant meals and snacks.

Infants are defined as children ages birth through eleven months old.



Requirements for Serving Infants in the CACFP

Offer CACFP Benefits to Infants

Programs providing infant care must offer to supply the following to all infants, even when infant meals and snacks are not being claimed for CACFP reimbursement:

- One type of creditable iron-fortified infant formula (IFIF)
- Creditable developmentally-appropriate foods (iron-fortified infant cereal (IFIC), fruits, vegetables, meat/meat alternate, and grains)



Important Reminder: Programs cannot require families to provide IFIF, IFIC, or foods for their infant. However, parents may decline the IFIF, IFIC, and foods offered by the program and provide their own.

Serve Meals that Meet CACFP Infant Meal Pattern Requirements

Meals and snacks must include all required components of the Infant Meal Pattern (according to the infant's developmental readiness) and creditable foods.

Meals and snacks must meet the Infant Meal Pattern

All required meal components in the minimum amounts are served (according to the infant's developmental readiness)

Foods served must be CACFP creditable

What Food Are Creditable?

Refer to [Foods for Infants](#) or [USDA Feeding Infants in the CACFP](#)



Grain items (ex. bread, ready-to-eat cereal, pancakes, waffles, etc.) **are not part of the Breakfast, Lunch, and Supper Infant Meal Pattern.** Infants eating table foods must be served IFIC, a meat/meat alternate, or both at these meals. Grain items can only be served as an extra item.



When to Claim Versus When Not to Claim

The flowcharts below show when infant meals and snacks can and cannot be claimed depending on what the infant is eating and who is supplying the meal and snack components.

Infant Is Drinking Breastmilk and/or Formula Only

The CACFP infant meal pattern encourages serving only breastmilk and/or IFIF until the infant is 6 months.

Meal/snack includes **ONLY** breast milk or IFIF
Includes when mom breastfeeds infant onsite

Claim (regardless of who supplies the IFIF)

Infant Is Developmentally Ready for Solid Foods

When an infant is ready to consume solid foods, including before 6 months, they must be offered to the infant. Creditable foods must be served.

Breakfast / Lunch / Supper

Required: IFIF and/or Breast milk
(includes when mom breastfeeds onsite)

When developmentally ready, offer both of the following components:

- IFIC and/or Meat/meat alternate
- Fruit and/or Vegetable

Program supplies ALL components or ALL but one component (family provides one component)

Claim

Family supplies 2 or more components (or ALL components)

Do Not Claim

Snack

Required: IFIF and/or Breast milk
(includes when mom breastfeeds onsite)

When developmentally ready, offer both of the following components:

- IFIC and/or Grain
- Fruit and/or Vegetable

Program supplies ALL components or ALL but one component (family provides one component)

Claim

Family supplies 2 or more components (or ALL components)

Do Not Claim

Recording Time of Service Infant Meals and Snacks

Record meals and snacks on the [Infant Meal Record](#)*
(Guidance Memorandum 12: Infants / Infant Meal Recordkeeping tab).

For each meal and snack served, record items when they are served to the infant.



* Family daycare home providers must record infant meals as specified by their sponsor.

Sources:

CDC, Choking Hazards <https://www.cdc.gov/infant-toddler-nutrition/foods-and-drinks/choking-hazards.html>

Institute of Child Nutrition, Choking Prevention Grab and Go Lesson https://theicn.org/wpfd_file/choking-prevention/

Institute of Child Nutrition, Mealtime Memo <https://theicn.org/december-2022/>

USDA, Infant Nutrition and Feeding, a Guide for WIC

<https://wicworks.fns.usda.gov/sites/default/files/media/document/infant-feeding-guide.pdf>

USDA, Reducing the Risk of Choking in Young Children at Mealtimes [https://fns-](https://fns-prod.azureedge.us/sites/default/files/resource-files/ReducingRiskofChokinginYoungChildren.pdf)

[prod.azureedge.us/sites/default/files/resource-files/ReducingRiskofChokinginYoungChildren.pdf](https://fns-prod.azureedge.us/sites/default/files/resource-files/ReducingRiskofChokinginYoungChildren.pdf)

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

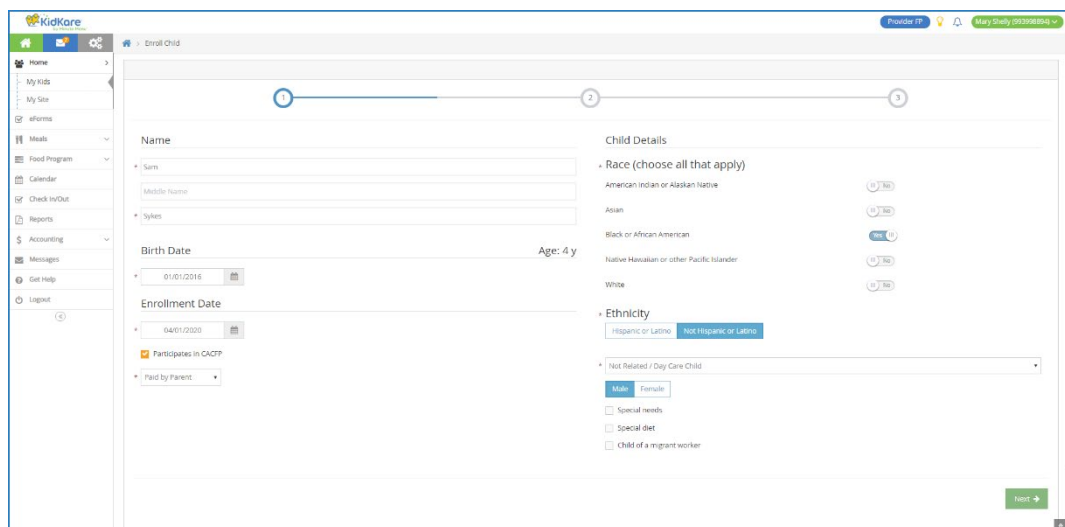
Introduction To KidKare


<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.

Primary Guardian

Would you like to add an existing contact or create a new one?

Existing New

Select existing contact...

Clear

Type to search

CA, State

Marks, John

Back Next

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

KidKare

Enroll Child

Primary Guardian

Would you like to add an existing contact or create a new one?

Existing New

Details

Pick up child Page 100 KidKare Account

First Name

Middle Name

Last Name

Mobile (817) 511-1111

Add another phone type tokyes@anemail.com

Language

SSS Easy-01

North Richland Hills

TX 76180

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 - (408) 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

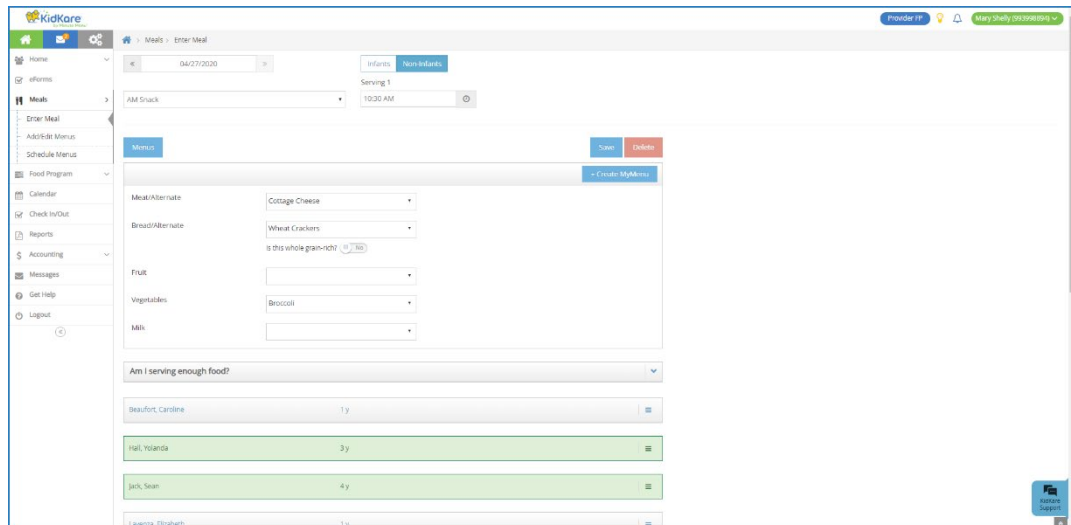
11. If the participant you mark in attendance is 18 years of age or older, the **Adult Meal Pattern Substitutions** section displays for that participant.

- 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

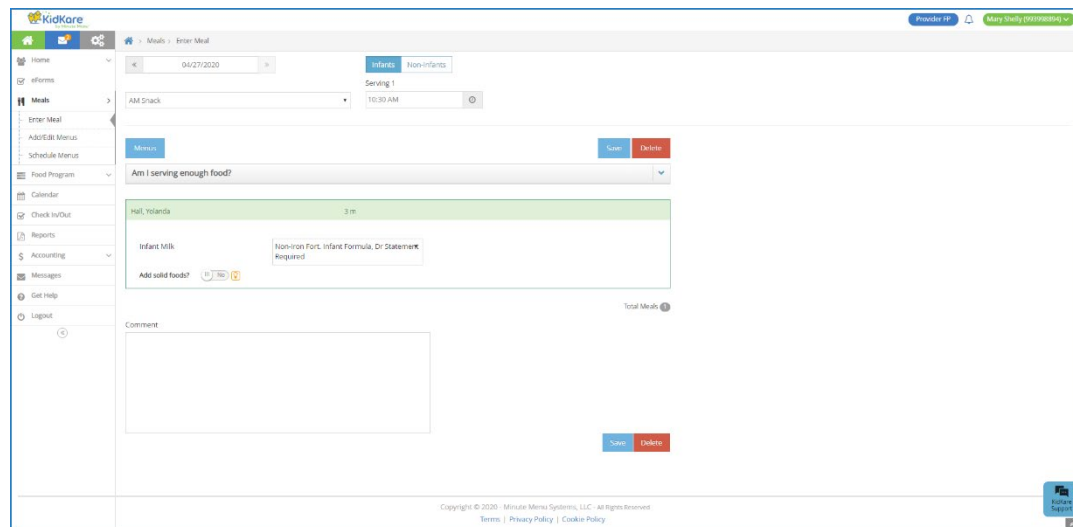
- For the Bread/Alternate component, click  next to **Is This Whole Grain-Rich** to mark the bread/alternate as whole grain rich. The **CACFP meal pattern** requires that you serve at least one whole grain rich food each day.

- 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.

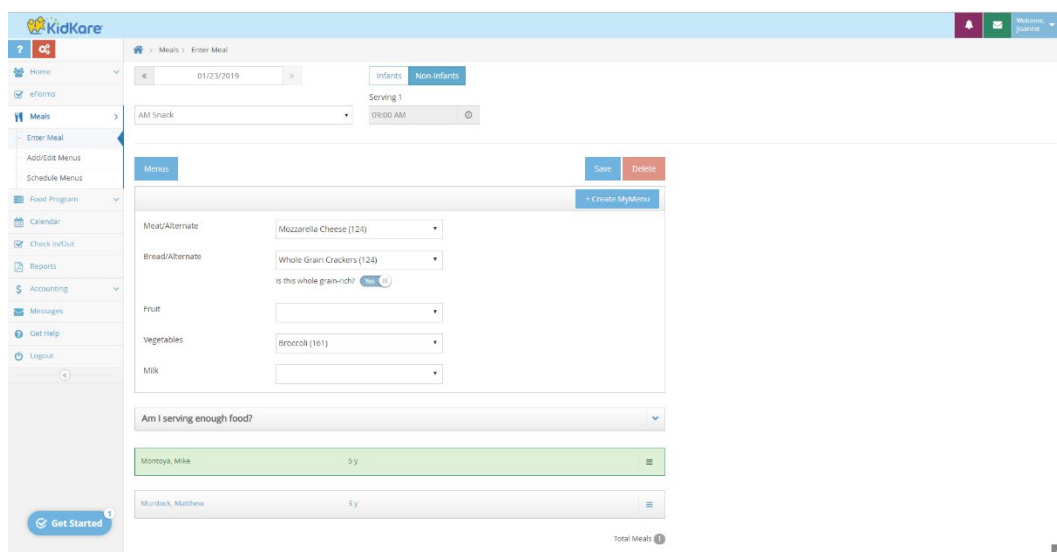
Record Menus for Infants

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

Copyright © 2020 - Minute Menu Systems, LLC - All Rights Reserved
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>