

**Child and Adult Care Food Program**  
**Manual**  
**for**  
**At-Risk Afterschool Care Centers**  
**and**  
**Outside School Hours Care Centers**



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Bureau of Community Food and Nutrition Assistance  
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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/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

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# Introduction and Training

## How to Contact the Program

For questions about the Child and Adult Care Food Program (CACFP), requests for technical assistance, or instructions on how to schedule training, please contact:

**Missouri Department of Health and Senior Services  
Community and Public Health  
Community Food and Nutrition Assistance**

P.O. Box 570  
930 Wildwood Drive  
Jefferson City, MO 65102

1-800-733-6251

1-573-751-6269

Fax: 573-526-3679

Email: [cacfp@health.mo.gov](mailto:cacfp@health.mo.gov)



## Training

1. Training for the At-Risk Afterschool Care Program and the Outside School Hours Program will be provided in-person or via Webex. Contact CFNA to register.
2. Online trainings are available at: [www.health.mo.gov/cacfp](http://www.health.mo.gov/cacfp).

**Online trainings include:**

- Civil Rights
- CACFP Meal Pattern
- CACFP Infant Meal Pattern
- CORE (CACFP Operational Resources & Education)

# Benefits of the Child and Adult Care Food Program

**The Child and Adult Care Food Program (CACFP) can help your afterschool centers and the families you serve.**

Afterschool care centers provide a much needed service to their communities. They give children a safe place to go after school and nutritious food that gives them the energy they need to concentrate on homework and join their friends in physical, educational, and social activities. The Food and Nutrition Services (FNS) acknowledges the dedication and commitment of sponsors and centers ensuring that the meals claimed for reimbursement meet the CACFP requirements, and that meal time is pleasant, nutritious, and a sociable experience for the children in their care. At-Risk Afterschool Care Centers and Outside School Hours Care Centers serve an important role in helping children develop good eating and physical activity habits.

The CACFP plays a vital role in improving the quality of organized afterschool programs, making it more affordable for the organization. Benefits include:

- Centers may be approved to claim up to one meal and one snack per participant in attendance each day.
- Training and technical assistance is available on nutrition, foodservice operations, program management, nutrition education, and recordkeeping.
- Improved health and well-being of children through age 18 by providing nutritious, well-balanced meals.
- Development of good eating habits in children that will last through their lifetime.

## **Key points to remember about the CACFP:**

- The primary goal is to provide nutritious meals and snacks.
- The CACFP is a supplementary program.
- The CACFP is a federally funded program through the United States Department of Agriculture (USDA), and is administered by the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA).
- The CACFP is regulated by Congress and the USDA.
- The DHSS-CFNA will conduct CACFP monitoring reviews at all participating independent centers and sponsoring organizations pursuant to 7 CFR 226.



# Training Objectives

- Understand the responsibilities of your afterschool center, the staff, and center supervisor for participation in the Child and Adult Care Food Program (CACFP).
- Understand the responsibilities of the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) in administering the CACFP.
- Understand the importance of accurate recordkeeping and its role in verifying the center's claims for reimbursement.
- Identify the records that must be maintained by center staff to meet regulatory requirements. Explain the procedures for completing each record.
- Use the meal pattern requirements and menu planning process to create nutritious and creditable meals.
- Explain how to use the United States Department of Agriculture Food Buying Guide (FBG) for Child Nutrition Programs and the Crediting Handbook for the CACFP to assist with menu planning.
- Explain the importance of good nutrition in the at-risk setting.





# Management Accountability and Control

The owner of the afterschool program or sponsoring organization must accept final administrative and financial responsibility for management of an effective Child and Adult Care Food Program (CACFP) that is operated with program integrity. The Community Food and Nutrition Assistance (CFNA) establishes rules and procedures and makes decisions regarding an institution's ability to operate the program. The CFNA bases these decisions on information from internal controls at the federal and state levels that include: information obtained during the application process; information from audits and complaints; results of edit checks; reviews and monitoring; and civil and criminal action.

Each new sponsoring organization (SO) must demonstrate they are operating in conformance with the CACFP Performance Standards – Viability, Capability, and Accountability (VCA) outlined in 7 CFR 226.6(b)(1):

1. The organization must be **Financially Viable**. The facility must have a budget and demonstrate it has adequate financial resources to operate the CACFP on a daily basis, has adequate sources of funds to withstand temporary interruptions in CACFP payments and/or fiscal claims against the facility, and can document financial viability through audits or financial statements.
2. The organization must be **Administratively Capable**. The facility must have appropriate and effective management practices in effect to provide program benefits to all participants and adequate number and type of qualified staff to operate the CACFP.
3. The organization's program must be **Accountable**. The facility must have internal controls and other management systems in effect to ensure the CACFP will operate in accordance with requirements:
  - **Board of Directors**-must have adequate oversight of the program by its governing board.
  - **Fiscal Accountability**-must detail the management controls in writing.
  - **Recordkeeping**-must maintain appropriate records to document compliance with program requirements including budgets, accounting records, approved budget amendments, and if an SO, management plans and appropriate records on facility operations.
  - **SO operations**-must include documentation in the management plan that will provide adequate training, perform monitoring, and ensure that administrative costs do not exceed the regulatory limit.
  - **Meal Service and other operational requirements**-must follow the practices that result in the operation of the program in accordance with the meal service, recordkeeping, and other operational requirements of the federal regulations. The practices must be documented and must demonstrate the independent center or sponsored facilities will:
    - Provide meals that meet the CACFP meal pattern requirements.
    - Comply with licensure or approved requirements.
    - Have food service that complies with applicable state and local health and sanitation requirements.
    - Comply with civil rights requirements.
    - Maintain complete and appropriate records on file.
    - Submit claim reimbursement for eligible meals.

# Program Integrity

The Executive Director, Chairman of the Board of Directors or Owner, Center Director or person responsible for the Child and Adult Care Food Program (CACFP) operation, as noted on the Center and/or Sponsor Information Sheets on the application/claims database are considered the “responsible individual(s)” of the organization. By virtue of your management position as a responsible individual, you have administrative and financial responsibility for the oversight, management, and integrity of the CACFP and compliance with applicable regulations.

Should your institution ever be classified as Seriously Deficient (SD) and terminated due to mismanagement of the CACFP, the name(s) of the “responsible principal(s)” and “responsible individual(s)” will be placed on the United States Agriculture’s National Disqualified List (NDL). Once on the NDL, the “responsible(s)” named would not be able to work in another organization that participates in the CACFP or in any other Child Nutrition Program (CNP) for up to seven years.

## Management Tools and Resources

### Sponsor Contract with CFNA

Afterschool sponsors enter into a contract with the CFNA to participate in the CACFP. The following management tools and resources are available on the CACFP website at: <http://health.mo.gov/cacfp>.

- Child and Adult Care Food Program Manual for At-Risk Afterschool Care Centers and Outside School Hours Care Centers.
- “And Justice For All” poster.
- Vendor Input/ACH-EFT Application (Direct Deposit Form).
- United States Department of Agriculture Food Buying Guide for Child Nutrition Programs.
- Crediting Handbook for the Child and Adult Care Food Program.
- Missouri WIC Works poster.
- Building for the Future flyer and pamphlet.



# Sponsor Agreements

Afterschool sponsors may be affiliated or unaffiliated with the centers/sites that provide the afterschool program. A sponsor of unaffiliated centers must enter into a formal agreement with the centers conducting the afterschool program activities. A sponsor of affiliated centers is not required to enter into a formal agreement; however, if an at-risk afterschool care program is operating at a location they do not own, such as a school, they must enter into an agreement with the site owner, manager, or school contact to use that location.

## **Unaffiliated Sponsoring Organization Agreements**

Afterschool sponsors who do not own the afterschool program and do not provide the enrichment portion of the program must enter into an agreement with afterschool centers for the centers to participate in the CACFP. Two examples of the agreement, one for Self Prep and one for Meals Provided by Sponsor, are provided in this manual. You may use one of the state agreement forms or develop one of your own as long as it contains all of the required information.

## **Affiliated Sponsoring Organization Agreements**

Afterschool sponsors who provide the meal and enrichment activity portion of the program but do not own the location where the program is held are required to have an agreement with the site at which they are providing the meals and enrichment activity.

The afterschool sponsor must sign an agreement with the property owner, manager, or school contact to provide permission to disperse meals at this location. An example of that agreement follows the two unaffiliated agreements.



**AGREEMENT BETWEEN UNAFFILIATED SPONSORING ORGANIZATION AND CHILD/ADULT CARE CENTER OR AT-RISK AFTERSCHOOL CENTER (SELF PREP)**

**INSTRUCTIONS:** An original and a copy of this Agreement must be completed and signed by the sponsoring organization (SO) and the child care center/adult day care center/afterschool or at-risk center/site. The SO must retain the original and return a copy to the facility.

SPONSORING ORGANIZATION NAME, ADDRESS, AND CACFP CONTRACT NO.	CENTER/SITE OWNER NAME, ADDRESS AND BIRTHDATE
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This Agreement is entered into between the above named SO and center/site owner. This Agreement specifies the rights and responsibilities of the SO and the center/site as participants in the DHSS CACFP.

**RIGHTS AND RESPONSIBILITIES OF THE SPONSORING ORGANIZATION**

1. In accordance with CACFP regulations, the SO agrees to accept financial and administrative responsibility for management and oversight of the CACFP. The SO agrees to:
  - a. Train center/site staff before they begin participating in the CACFP.
  - b. Offer additional training sessions scheduled at a time and place convenient to their center/sites and personnel not less than annually.
  - c. Respond to a center/site's request for technical assistance.
  - d. Provide CACFP record keeping forms to the center/site.
  - e. Distribute reimbursement to the center/site within five working days after the SO has received payment from DHSS.
  - f. Assure that all meals claimed for reimbursement are served to eligible participants without regard to race, color, national origin, age, sex, or disability and that all meals meet the meal requirements in the CACFP regulations.
  - g. Perform monitoring visits at least three times a year to ensure program regulation compliance.
2. The SO, DHSS, the U.S. Department of Agriculture (USDA), and other state and federal officials have the right to make announced or unannounced reviews of the center/site's operations and to have access to its meal service and records during its normal hours of operations. Anyone making such reviews must show photo identification.
3. The SO or the center/site may terminate this Agreement to participate in the CACFP for cause or convenience with 30 days written notice.
4. Fees charged to the center/site for CACFP administrative services shall not exceed \_\_\_\_\_ per (month/year) and must be itemized by activity.
5. The SO will reimburse the center/site for meals served using the current CACFP reimbursement rates.
6. The SO agrees to inform the facility owner of the option to participate as an independent center/site contractor directly in the CACFP.
7. A center/site owner is prohibited from transferring to another SO or voluntarily terminating from the CACFP when the current SO has identified a seriously deficient problem(s) that needs corrective action and is not corrected to the satisfaction of the current SO. The current SO shall notify the DHSS CFNA when a serious deficiency is initially identified and a date when the serious deficiency has been corrected to its satisfaction and the center/site is in good standing.
8. The sponsor shall provide adequate supervisory and operational personnel for the management and monitoring of the CACFP to assure successful operation by the center/site and the sponsor.

**We CERTIFY that the center/site is not participating in the CACFP under any other SO or as an independent center/site. WE FURTHER CERTIFY that all of the above information is true and correct to the best of our knowledge, and that we will comply with the rights and responsibilities outlined in the Agreement. We understand that this information is being given in connection with the receipt of federal funds; that Department officials may, for cause, verify information; and that deliberate misrepresentation may subject us to prosecution under applicable state and federal criminal statutes.**

**RIGHTS AND RESPONSIBILITIES OF THE CENTER/SITE**

1. Centers/Sites are required to keep record of:
  - a. Daily records of the children/adults in attendance and the number of meals, by type (breakfast, lunch, supper, and snacks), served to enrolled children/adults. Only one meal per child/adult may be claimed at each meal service.
  - b. Daily records indicating the number of meals, by type, served to adults performing labor necessary to the food service (cannot claim).
  - c. Copies of invoices, receipts, or other records as needed to show operating costs.
  - d. Copies of daily dated menus.

**In addition**, child care centers are required to keep record of:

  - e. Documentation of the enrollment of each child/adult, if applicable.
  - f. Documentation on family-size and income information used to determine eligibility for free or reduced-price meals for each child/adult reported as being in either need category, if applicable.
2. The center/site staff must attend at least one training session as required by the SO each year.
3. The center/site must allow representatives from the SO, DHSS, USDA, and other state and federal officials access to the center/site for the purpose of reviewing the CACFP operations. This will be done several times a year and will primarily be unannounced.
4. Child care center owners must tell the SO, without delay, the names of any participants added to or dropped from the enrollment for care, or if there are any changes in the center's license or approved status, if applicable.
5. The center/site must submit the meal count, attendance and menu records to the SO by the \_\_\_\_\_ day of each week/month. Failure to do so may result in loss of payment for that claim month.
6. Centers/sites must serve meals that meet the CACFP requirements for the ages of children/adults being served.
7. Centers may not claim more than two meals and one snack or one meal and two snacks per child in attendance per day. At-Risk Afterschool sites may not claim more than one meal and one snack per child in attendance per day. Meals must be served at no separate charge to enrolled children.
8. Child care centers will not receive reimbursement for meals served to children who are over 12 years of age or adult staff. Meals served to children of migrant workers age 15 years and under and disabled persons 18 years of age and under may be claimed when enrolled in a center for care. At-Risk Afterschool sites will not receive reimbursement for meals served to children over 18 unless disabled and enrolled in an accredited school program.
9. The center/site owner or the SO may end this Agreement to participate in the CACFP for cause or convenience by giving 30 days written notice.
10. The center/site must serve meals to all children without regard to race, color, national origin, sex, disability, or age.
11. Child care centers must furnish all eligible children/adults who are enrolled for care in its facility, including infants, access to CACFP meals. Even though an infant's parent or guardian may decline what is offered, and supply the infant's formula instead, the facility must offer the infant a meal that complies with program requirements, if applicable
12. The center/site may apply to the DHSS as an independent center/site upon termination of this Agreement.

**I understand that this child/adult care center/site can participate in the CACFP as an independent center/site but I choose to be sponsored by the above organization and I will comply with the rights and responsibilities outlined in this Agreement. I understand that this information is being given in connection with the receipt of federal funds.**

**TO BE COMPLETED BY SPONSORING ORGANIZATION**

STARTING DATE	THIS CENTER HAS BEEN APPROVED TO SERVE THE FOLLOWING MEALS:					
	<input type="checkbox"/> Breakfast	<input type="checkbox"/> A.M. Snack	<input type="checkbox"/> Lunch	<input type="checkbox"/> P.M. Snack	<input type="checkbox"/> Supper	<input type="checkbox"/> Evening Snack
REPRESENTATIVE OF SPONSORING ORGANIZATION SIGNATURE	DATE	PROVIDER'S SIGNATURE	DATE			



**AGREEMENT BETWEEN UNAFFILIATED SPONSORING ORGANIZATION AND CHILD/ADULT CARE CENTER OR AT-RISK AFTERSCHOOL CENTER (MEALS PROVIDED BY SPONSOR)**

**INSTRUCTIONS:** An original and a copy of this Agreement must be completed and signed by the sponsoring organization (SO) and the child care center/adult day care center/afterschool or at-risk center/site. The SO must retain the original and return a copy to the facility.

SPONSORING ORGANIZATION NAME, ADDRESS, AND CACFP CONTRACT NO.	CENTER/SITE OWNER NAME, ADDRESS AND BIRTHDATE
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  - a. Train center/site staff before they begin participating in the CACFP.
  - b. Offer additional training sessions scheduled at a time and place convenient to their center/sites and personnel not less than annually.
  - c. Respond to a center/site's request for technical assistance.
  - d. Provide CACFP record keeping forms to the center/site.
  - e. Assure that all meals claimed for reimbursement are served to eligible participants without regard to race, color, national origin, age, sex, or disability and that all meals meet the meal requirements in the CACFP regulations.
  - f. Perform monitoring visits at least three times a year to ensure Program regulation compliance.
2. The SO, DHSS, the U.S. Department of Agriculture (USDA), and other state and federal officials have the right to make announced or unannounced reviews of the center/site's operations and to have access to its meal service and records during its normal hours of operations. Anyone making such reviews must show photo identification.
3. The SO or the center/site may terminate this Agreement to participate in the CACFP for cause or convenience with 30 days written notice.
4. Fees charged to the center/site for CACFP administrative services shall not exceed \_\_\_\_\_ per (month/year) and must be itemized by activity.
5. The SO will reimburse the center/site for meals served using the current CACFP reimbursement rates.
6. The SO agrees to inform the facility owner of the option to participate as an independent center/site contractor directly in the CACFP.
7. A center/site owner is prohibited from transferring to another SO or voluntarily terminating from the CACFP when the current SO has identified a seriously deficient problem(s) that needs corrective action and is not corrected to the satisfaction of the current SO. The current SO shall notify the DHSS-CFNA when a serious deficiency is initially identified and a date when the serious deficiency has been corrected to its satisfaction and the center/site is in good standing.
8. The sponsor shall provide adequate supervisory and operational personnel for the management and monitoring of the CACFP to assure successful operation by the center/site and the sponsor.

**We CERTIFY that the center/site is not participating in the CACFP under any other SO or as an independent center/site. WE FURTHER CERTIFY that all of the above information is true and correct to the best of our knowledge, and that we will comply with the rights and responsibilities outlined in the Agreement. We understand that this information is being given in connection with the receipt of federal funds; that Department officials may, for cause, verify information; and that deliberate misrepresentation may subject us to prosecution under applicable state and federal criminal statutes.**

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  - b. Daily records indicating the number of meals, by type, served to adults performing labor necessary to the food service (cannot claim).
  - c. Copies of daily dated menus.

In addition, child care centers are required to keep record of:

  - d. Documentation of the enrollment of each child/adult, if applicable.
  - e. Documentation on family-size and income information used to determine eligibility for free or reduced-price meals for each child/adult reported as being in either need category, if applicable.
2. The center/site staff must attend at least one training session as required by the SO each year.
3. The center/site must allow representatives from the SO, DHSS, USDA, and other state and federal officials access to the center/site for the purpose of reviewing the CACFP operations. This will be done several times a year and will primarily be unannounced.
4. Child care center owners must tell the SO, without delay, the names of any participants added to or dropped from the enrollment for care, or if there are any changes in the center's license or approved status, if applicable.
5. The center/site must submit the meal count, attendance and menu records to the SO by the \_\_\_\_\_ day of each week/month. Failure to do so may result in loss of payment for that claim month.
6. Centers/sites must serve meals that meet the CACFP requirements for the ages of children/adults being served.
7. Centers may not claim more than two meals and one snack or one meal and two snacks per child in attendance per day. At-Risk Afterschool sites may not claim more than one meal and one snack per child in attendance per day. Meals must be served at no separate charge to enrolled children.
8. Child care centers will not receive reimbursement for meals served to children who are over 12 years of age or adult staff. Meals served to children of migrant workers age 15 years and under and disabled persons 18 years of age and under may be claimed when enrolled in a center for care. At-Risk Afterschool sites will not receive reimbursement for meals served to children over 18 unless disabled and enrolled in an accredited school program.
9. The center/site owner or the SO may end this Agreement to participate in the CACFP for cause or convenience by giving 30 days written notice.
10. The center/site must serve meals to all children without regard to race, color, national origin, sex, disability, or age.
11. Child care centers must furnish all eligible children/adults who are enrolled for care in its facility, including infants, access to CACFP meals. Even though an infant's parent or guardian may decline what is offered, and supply the infant's formula instead, the facility must offer the infant a meal that complies with program requirements, if applicable.
12. The center/site may apply to the DHSS as an independent center/site upon termination of this Agreement.

**I understand that this child/adult care center/site can participate in the CACFP as an independent center/site but I choose to be sponsored by the above organization and I will comply with the rights and responsibilities outlined in this Agreement. I understand that this information is being given in connection with the receipt of federal funds.**

**TO BE COMPLETED BY SPONSORING ORGANIZATION**

STARTING DATE	THIS CENTER HAS BEEN APPROVED TO SERVE THE FOLLOWING MEALS:		
	<input type="checkbox"/> Breakfast <input type="checkbox"/> A.M. Snack <input type="checkbox"/> Lunch <input type="checkbox"/> P.M. Snack <input type="checkbox"/> Supper <input type="checkbox"/> Evening Snack		
REPRESENTATIVE OF SPONSORING ORGANIZATION SIGNATURE	DATE	PROVIDER'S SIGNATURE	DATE

NAME OF THE SPONSOR REQUESTING TO USE THE SITE FOR MEAL SERVICE:	
NAME OF SITE:	
ADDRESS OF SITE:	
NAME AND TITLE OF THE SITE'S OWNER/PROPERTY MANAGER/SCHOOL CONTACT:	
OWNER/PROPERTY MANAGER/SCHOOL CONTACT'S TELEPHONE NUMBER:	
<p>THE SPONSOR NAMED ABOVE AGREES TO:</p> <ul style="list-style-type: none"> <li>➤ Serve meals to children 18 years of age and under, or persons 19 and over who are mentally or physically disabled and participating in a public or private nonprofit school program for the mentally or physically disabled.</li> <li>➤ Ensure attendance is taken and an enrichment activity is provided.</li> <li>➤ Serve meals that meet the minimum meal pattern requirements.</li> <li>➤ Provide staff that have been trained on all required topics to ensure there is adequate supervision of the site during the meal service.</li> <li>➤ Monitor the site according to regulations and address any problems/issues found during meal service.</li> <li>➤ Follow all safety and sanitation guidelines when preparing and serving meals, and maintain the site by removing all garbage and waste to the proper receptacles or by removing all trash from the site.</li> <li>➤ Adhere to the Sponsor and Owner/Property Manager/School Contact's signed Site Agreement.</li> <li>➤ Sponsor must notify the Owner/Property Manager/School Contact if the Sponsor is not able to comply with the above agreement.</li> <li>➤ The Owner/Property Manager/School Contact may terminate the agreement with the Sponsor for failure to comply with the items listed on this agreement, but must give _____ days' notice for termination.</li> </ul> <p>The Site Property Owner/Manager agrees that the Sponsor may use this location to serve At-Risk Afterschool meals.</p>	
SIGNATURES:	
OWNER/PROPERTY MANAGER/SCHOOL CONTACT OF THE SITE	DATE
CACFP SPONSOR REPRESENTATIVE	DATE





**MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES**  
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)  
**SPONSOR/SITE AGREEMENT FOR THE AT-RISK AFTERSCHOOL PROGRAM**



NAME OF THE SPONSOR REQUESTING TO USE THE SITE FOR MEAL SERVICE:	
NAME OF SITE:	
ADDRESS OF SITE:	
NAME AND TITLE OF THE SITE'S OWNER/PROPERTY MANAGER/SCHOOL CONTACT:	
OWNER/PROPERTY MANAGER/SCHOOL CONTACT'S TELEPHONE NUMBER:	
<p>THE SPONSOR NAMED ABOVE AGREES TO:</p> <ul style="list-style-type: none"> <li>➤ Serve meals to children 18 years of age and under, or persons 19 and over who are mentally or physically disabled and participating in a public or private nonprofit school program for the mentally or physically disabled.</li> <li>➤ Ensure attendance is taken and an enrichment activity is provided.</li> <li>➤ Serve meals that meet the minimum meal pattern requirements.</li> <li>➤ Provide staff that have been trained on all required topics to ensure there is adequate supervision of the site during the meal service.</li> <li>➤ Monitor the site according to regulations and address any problems/issues found during meal service.</li> <li>➤ Follow all safety and sanitation guidelines when preparing and serving meals, and maintain the site by removing all garbage and waste to the proper receptacles or by removing all trash from the site.</li> <li>➤ Adhere to the Sponsor and Owner/Property Manager/School Contact's signed Site Agreement.</li> <li>➤ Sponsor must notify the Owner/Property Manager/School Contact if the Sponsor is not able to comply with the above agreement.</li> <li>➤ The Owner/Property Manager/School Contact may terminate the agreement with the Sponsor for failure to comply with the items listed on this agreement, but must give _____ days' notice for termination.</li> </ul> <p>The Site Property Owner/Manager agrees that the Sponsor may use this location to serve At-Risk Afterschool meals.</p>	
SIGNATURES:	
OWNER/PROPERTY MANAGER/SCHOOL CONTACT OF THE SITE	DATE
CACFP SPONSOR REPRESENTATIVE	DATE

# Discovering Problems





The following is a management assessment tool that describes some of the more common indicators of program mismanagement identified through federal and state level internal controls.

## Child and Adult Care Food Program (CACFP) Institutions Indicators of Potential or Existing Problems



### Budget/Claim for Reimbursement

-  Year-to-date claims do not reflect approved budget.
-  Questionable or potentially fraudulent meal claiming practice (meals claimed when facility is closed).

### Operational Oversight

-  No qualified accountant or an adequate accounting information system.
-  Lack of internal controls (inadequate separation of duties, position held by family member limits internal control).
-  Related party transactions (when director or family member is the owner of the catering company used for contracted meals or owner of rented property housing the CACFP facility).
-  Absentee management.

### Audits

-  Required audits or monitoring reviews are not performed by the sponsor.
-  Management/Board of Directors does not follow up on corrective action taken.

### Other

-  Health and safety concerns reported from any source.

# Eligibility Requirements

## Program Eligibility

To be eligible to participate in the At-Risk Afterschool meals component of the Child and Adult Care Food Program (CACFP), an At-Risk Afterschool program must:

- Be organized, primarily to provide care for children after school and, with the Community Food and Nutrition Assistance (CFNA) approval, on weekends, holidays or school vacations during the regular school year.
- Provide organized regularly scheduled education or enrichment activities, in a structured and supervised environment.
- Be located in an attendance area of a school where at least 50 percent or more of the enrolled students are eligible for free or reduced-price meals.

**Activities:** The programs must provide educational or enrichment activities that are open to all children in an organized, structured, and supervised environment. Although there are no specific requirements for the type of educational or enrichment activities that a program can offer, examples include but are not limited to arts and crafts, homework assistance, life skills, computers, tutoring, and organized fitness activities. There is no requirement that all children receiving meals participate in the offered activities. Institutions may contract with another organization to provide enrichment or educational activities for the afterschool program. However, the sponsor or independent center must retain administrative and fiscal responsibility for the meal service.

**Athletic Programs:** Organized athletic programs that only participate in the interscholastic or community level competitive sports, for example, youth sports leagues such as “Babe Ruth” and “Pop Warner” baseball leagues, community soccer and football leagues, area swim teams, etc., may not be approved as sponsors or independent in the program. However, students who are part of school sports teams and clubs can receive afterschool snacks or meals as part of a broad, overarching educational or enrichment program, but the program cannot be limited to a sports team.

**Weekends, Holidays, and Vacations:** The CACFP At-Risk Afterschool meals and snacks may be reimbursed if they are served on weekends or holidays including vacation periods, for example spring break, during the regular school year only and may be served at any time of day when approved by CFNA. Enrichment activities must be provided during these times.

**Summer Food Service Programs:** The CACFP institutions currently in good standing are well positioned to offer summer meals. Although CACFP At-Risk Afterschool meals may not be served during the summer months, these organizations may be eligible to serve meals through the Summer Food Service Program (SFSP). The Food and Nutrition Service (FNS) encourages participation in both programs so as to establish a year-round presence in the communities in which they serve.

Both organizations and communities benefit when meals are offered to children in low income communities year-round by participating in both At-Risk Afterschool meals and the SFSP. Organizations benefit from having the ability to hire year-round staff, a continuous flow of reimbursements providing additional financial stability, and recognition in the community as a stable source of resources. Communities benefit by having a partner that provides year-round nutrition services for children and brings increased federal funds into the local economy.

## **Organization Eligibility**

At-Risk Afterschool programs that meet the above requirements must be operated by an eligible organization to receive reimbursement. Eligible organizations must meet state and local licensing or health and safety standards and be operated by one of the following:

- Public agencies such as school or city governments.
- Tax-exempt nonprofit organizations.
- For profit centers that meet the requirements described below.
- Are currently participating in another federal program requiring nonprofit status [7CFR 226.17a(a)(iv)].

## **For Profit Centers**

A for profit child care center may receive reimbursement for the At-Risk Afterschool meals component of the CACFP if it meets the program eligibility requirements discussed above and is eligible to participate in the CACFP through its traditional child care center. As with the CACFP child care component, this means at least 25 percent of the children served by the for profit center through its traditional child care components are:

- Eligible for free or reduced-price meals based on their family income; or
- Receive benefits under title XX of the Social Security Act and the center receives compensation under title XX.

This 25 percent threshold is based on the center's enrollment or the licensed capacity, whichever is less. It is calculated during the calendar month preceding application for program participation. In addition, in order to claim reimbursement in any calendar month, the center must meet the 25 percent threshold in that month (for more information see definition of a for profit center in 7 CFR 226.2).

In determining a for profit center's eligibility for At-Risk Afterschool meals reimbursement, only the enrollment and/or licensed capacity of the traditional child care component of the center may be considered in calculating whether the center meets the 25 percent criterion.

**Example:** A for profit child care center is located in a school attendance area where more than 50 percent of the children are eligible for free or reduced-price meals. This for profit center has 32 preschool children enrolled for care, and also operates an afterschool program for school age children. The center would be able to claim reimbursement through the CACFP for meals served under the traditional child care component and for afterschool snacks, in any month in which at least eight of the 32 preschool children are eligible for free or reduced-price meals or are title XX recipients. The school age children who only participate in the afterschool programs cannot be used in the calculation.

## **Traditional Child Care Centers**

While the At-Risk component of the CACFP is primarily geared towards non-traditional child care centers such as drop-in afterschool programs, traditional child care centers already participating in the CACFP may participate. In this situation, children would attend the center after their school day or on weekends, holidays, or school vacation. Children who do not attend school would continue to participate in the traditional CACFP meal service provided by the center, even during the afterschool hours.

The centers operating both the traditional and At-Risk components of the CACFP may only claim a total of two meals and one snack or one meal and two snacks, per child, per day including the afterschool snack or meal [7 CFR 226.17a(k)].

## **Schools**

Many afterschool programs are operated by school food authorities at school sites. There are existing USDA policies in place to streamline At-Risk Afterschool meal participation for school food authorities.

A school that operates longer than the traditional school day may be eligible for afterschool meal reimbursement, provided that it operates at least one hour longer than the minimum number of school day hours required for the comparable grade levels by the local education agency in which the school is located. In such instances, the snack or supper may be served during school hours.

## **Other Programs**

Generally, afterschool programs that serve only residential children (with the exception of homeless shelters) are not eligible to participate in the CACFP. However, a residential facility may be eligible to serve At-Risk Afterschool meals if it has nonresidential care programs and these programs offer afterschool education and enrichment programs for nonresidential children.

## **Area Eligibility**

As noted above, to be eligible to participate in the At-Risk Afterschool meals component of the CACFP, a program must be located in an eligible area. This means that the site must be located in the attendance area of a public elementary, middle, or high school where at least 50 percent of the students are eligible for free or reduced-price meals under the National School Lunch Program (NSLP). This is referred to as area eligibility. State agencies have current area eligibility data for all public schools to help determine if a site is area eligible. For area eligibility information, go to: <https://dese.mo.gov/financial-admin-services/food-nutrition-services/statistics>.

Area eligibility determinations must be based on the total number of children approved for free or reduced-price school meals for the preceding October, or another month designated by the NSLP agency. The CFNA has the discretion to use school data from a more recent month in the school year to establish eligibility for an otherwise ineligible location. In both cases, the site's area eligibility determination made under the CACFP is valid for five years.

If an afterschool program is not area eligible, it may qualify to participate in the CACFP as Outside School Hours Care Center (OSHCC). OSHCC's, like At-Risk Afterschool Centers (ASCS), provide organized nonresidential child care services to children during hours outside of school. Refer to the OSHCC and ASCS program comparison chart.

## **Participant Eligibility**

At-Risk Afterschool programs may claim reimbursement only for meals and snacks served to children who participate in an approved afterschool program and who are age 18 or under at the start of the school year. Reimbursement also may be claimed for participants who turn age 19 during the school year. Programs may be either drop-in or enrolled. There is no requirement

that all children receiving meals participate in the scheduled activities, but children should remain on site while consuming food.

Federal law has no minimum age for at-risk program participants. Meals and snacks served to children who are enrolled in preschool, Even Start, Head Start, etc., and who are participating in an eligible afterschool program are eligible for reimbursement. There is no requirement that an At-Risk Afterschool program must serve the full age range of eligible children. For example, a program could operate at a high school and only serve high school age students.

### **Licensing, Health, and Safety Requirements**

**Determining Applicable Status:** In order to participate in the CACFP (ASCS or OSHCC) an institution must be either licensed or be determined exempt from licensure. The Missouri Department of Elementary and Secondary Education, Office of Childhood-Child Care Compliance makes the license determination. Each center must also meet Missouri or local public health and safety standards. Health and safety standards differ across the state and depend in part on the type of facility involved and on local health and safety ordinances. Each license exempt site shall submit a sanitation and fire inspection at renewal that is no more than a year old.

**School Participation in CACFP:** School owned afterschool programs are automatically exempt from licensure. Schools that participate in the NSLP or the School Breakfast Program (SBP) are required to obtain a minimum of two food safety inspections per the NSLP and the SBP regulations. Therefore, schools that participate in the NSLP or the SBP and as ASCS/OSHCC in the CACFP do not have to meet any additional health and safety standards.

**Summer Food Service Program Health and Safety Inspections:** Where the state or local health and safety inspection standards for the ASCS/OSHCC and the SFSP sites are the same, CACFP may accept documentation of a current inspection obtained by an SFSP sponsor pursuant to SFSP regulations as long as the current SFSP inspection has not expired or been revoked.

**Public Programs:** At-Risk Afterschool programs are those owned or operated by city, county, or state governmental entities. Public programs must be licensed or license-exempt and must meet health and safety standards.



**Outside School Hours Care Centers (OSHCC)  
and  
At-Risk Afterschool Care Centers (ASCS)  
Comparison Chart**

The chart below highlights the differences between two components of the Child and Adult Care Food Program that provides reimbursement for meals served.

*Reference: USDA 2017 At-Risk Afterschool Meals Guide*

<b>Requirements</b>	<b>OSHCC</b>	<b>ASCS</b>
<b>Eligible Facilities</b>	Public, private nonprofit or qualifying for profit centers. 7 CFR 226.19(a)	Public, private nonprofit or qualifying for profit centers. 7 CFR 226.17a(a)
<b>Licensing</b>	Licensing not required unless there is a state or local requirement for licensing. If there is no state or local requirement for licensing, then centers must meet state or local health and safety standards. 7 CFR 226.6(d). Must contact SCCR for determination.	Licensing not required unless there is a state or local requirement for licensing. If there is no state or local requirement for licensing, then centers must meet state or local health and safety standards. 7 CFR 226.6(d). Must contact SCCR for determination.
<b>Determination of Reimbursement*</b>	Program may operate in any area. Individual free and reduced-price applications are collected to determine level of reimbursement. 7 CFR 226.19(b)(7)(i)	Program must be located in a geographic area served by a school in which 50 percent or more of the children enrolled are eligible for free or reduced-price meals. All meals and snacks are reimbursed at the free rate. 7 CFR 226.17a(i)
<b>Age of Participants*</b>	12 years of age and under, children age 15 and under who are children of migrant workers, and persons of any age who meet the definition of "persons with disabilities". 7 CFR 226.19(b)(3)	School aged children through age 18 (or 19 if the individual turns 19 during the school year) and persons of any age who meet the definition of "persons with disabilities". 7 CFR 226.17a(c)
<b>Type of Meals Eligible for Reimbursement*</b>	Breakfast, snack, and supper. Lunch may be served during school vacations during the regular school year. 7 CFR 226.19(b)(4)	Snack and supper. Breakfast or lunch may be served in lieu of supper on weekends, holidays or during school vacations during the school year. 7 CFR 226.17a(k)
<b>Number of Reimbursable Meals*</b>	Maximum of two meals and one snack or two snacks and one meal per child per day. 7 CFR 226.19(b)(5)	Maximum of one snack and one meal per child per day. 7 CFR 226.17a(k)
<b>Meal Pattern*</b>	CACFP meal pattern. 7 CFR 226.20(c)	CACFP meal pattern. 7 CFR 226.20(c)
<b>Meal Service Periods*</b>	School days, weekends, and holidays; no weekend only programs. 7 CFR 226.19(b)(4)	School days, weekends and holidays during the regular school year. 7 CFR 226.17a(b)
<b>Time Restrictions for Meal Service*</b>	None.	Meals must be served after school, except on weekends and holidays when meals may be served at any time of day as approved by the State agency.* 7 CFR 226.17a(m)

\*Community Food and Nutrition Assistance meal time restriction for At-Risk requires a minimum of 30 minutes between the end of one meal or snack to the beginning of the next meal or snack service.

# Attendance Records

**Documentation of Daily Attendance is a Child and Adult Care Food Program (CACFP) requirement** – Original documentation of daily attendance records must be maintained for each At-Risk participant. Accurate attendance records are very important for the submission of the monthly claim for reimbursement.

The attendance records cannot be used as a basis for completing the meal count records; however, the attendance records must support the meal count records. For example, the October 17 meal count cannot exceed the total number of participants documented in attendance on October 17. For CACFP compliance, the site may choose to use the Daily Attendance Record (CACFP-213) for documentation of attendance.

Documentation of Daily Attendance Guidelines:

- The center may use daily rosters; sign in/out sheets; program roll books, or other methods which results in accurate recording of daily attendance.
- Optional – type or print names alphabetically, last name first, information must be legible
- Require participants to sign in as they arrive; or if staff takes attendance, do so the same time each day so it becomes routine. If attendance is only based on participant provided attendance documentation, the full name must be legible.
- Count the number of children each day. Keep a running total of participants in attendance for the monthly claim.
- Keep the original completed Attendance Records in a monthly folder with other CACFP documents for the claim month.

Instructions for completing the Daily Attendance Record (CACFP-213):

- This is a one page form for each month.
- Enter the month and year on the heading.
- Either have the staff list each participant's name in alphabetical order by the last name or have each participant legibly enter their complete name.
- The center may use its own method to record attendance but some common notations are: X=in attendance and A=absent.
- Total the number of children in attendance on the bottom of the form.
- On the last work day of each month; add the total daily attendance to get your monthly grand total. If more than one form is used, total all forms together to calculate the grand total sum. This number is entered on line six when the monthly claim is submitted.

Enrollment records are not required for the At-Risk programs. Participation in an At-Risk Afterschool program is permitted on either a drop-in or enrolled basis.







# Meal Count Record

**Completing the At-Risk Daily Meal Count Record is required.** Each monthly claim for reimbursement must be supported by the daily dated meal count records for each meal and snack served during the month. The meal count form for the Summer Food Service Program cannot be used to document service for the At-Risk program. The form is available in 150 and 300 count and can be located at: [www.health.mo.gov/cacfp](http://www.health.mo.gov/cacfp) - Forms.

Instructions for completing the At-Risk Daily Meal Count Record:

- Name of Program: enter the name of the At-Risk program.
- Date of Service: enter the complete date for which the meal count is being completed.
- Meal Served: mark the box for snack or supper.
- Meal: mark the box for prepared or delivered.
- Meal Service Time: enter the time the meal was served.
- Total Meals Available: count and record the total meals available, this number could differ from the number delivered if a meal is damaged, note the discrepancy.
- Meal Tally: as meals are served to participants, cross through each consecutive number.
- Adult Meal Tally: after all children have been served, cross through the number for each adult meal served. Adults are age 19 and older and may not be claimed for reimbursement.
- Total # of Meals Served to Eligible Participants: enter the total number of meals served to individuals 18 and under from the meal tally section, reimbursement may also be claimed for an individual who turns 19 during the school year.
- Total # of Meals Served to Adults: enter the total number of meals served to adults from the adult meal tally section.
- Total # of Leftover Meals: enter the number of meals left over after service.
- Signature of Afterschool Program Representative and Date: enter signature and date of signature by program representative.

Use a separate form for each meal served.



# Meal Count Record

**Completing the At-Risk Daily Meal Count Record is required.** Each monthly claim for reimbursement must be supported by the daily dated meal count records for each meal and snack served during the month. The meal count form for the Summer Food Service Program cannot be used to document service for the At-Risk program. The form is available in 150 and 300 count and can be located at: [www.health.mo.gov/cacfp](http://www.health.mo.gov/cacfp) - Forms.

Instructions for completing the At-Risk Daily Meal Count Record:

- Name of Program: enter the name of the At-Risk program.
- Date of Service: enter the complete date for which the meal count is being completed.
- Meal Served: mark the box for snack or supper.
- Meal: mark the box for prepared or delivered.
- Total Meals Delivered/Prepared
- Delivery Temperature
- Meal Service Time: enter the time the meal was served.
- Total Meals Available: count and record the total meals available, this number could differ from the number delivered if a meal is damaged, note the discrepancy.
- Meal Tally: as meals are served to participants, cross through each consecutive number.
- Adult Meal Tally: after all children have been served, cross through the number for each adult meal served. Adults are age 19 and older and may not be claimed for reimbursement.
- Total # of Meals Served to Eligible Participants: enter the total number of meals served to individuals 18 and under from the meal tally section, reimbursement may also be claimed for an individual who turns 19 during the school year.
- Total # of Meals Served to Adults: enter the total number of meals served to adults from the adult meal tally section.
- Total # of Leftover Meals: enter the number of meals left over after service.
- Signature of Afterschool Program Representative and Date: enter signature and date of signature by program representative.

Use a separate form for each meal served.





MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)  
**DAILY MEAL COUNT RECORD FOR AT-RISK AFTERSCHOOL**

Name of Program:														
Date of Service:    /    /														
Meal Served: <input type="checkbox"/> Snack <input type="checkbox"/> Supper							Meal: <input type="checkbox"/> Prepared <input type="checkbox"/> Delivered							
Total Meals Delivered/Prepared							Delivery Temperature							
Meal Service Time:							Total Meals Available:							
<b>Meal Tally – cross off a number as each meal is served</b>														
1	11	21	31	41	51	61	71	81	91	101	111	121	131	141
2	12	22	32	42	52	62	72	82	92	102	112	122	132	142
3	13	23	33	43	53	63	73	83	93	103	113	123	133	143
4	14	24	34	44	54	64	74	84	94	104	114	124	134	144
5	15	25	35	45	55	65	75	85	95	105	115	125	135	145
6	16	26	36	46	56	66	76	86	96	106	116	126	136	146
7	17	27	37	47	57	67	77	87	97	107	117	127	137	147
8	18	28	38	48	58	68	78	88	98	108	118	128	138	148
9	19	29	39	49	59	69	79	89	99	109	119	129	139	149
10	20	30	40	50	60	70	80	90	100	110	120	130	140	150
<b>Adult Meal Tally</b>														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Total # of Meals Served to Eligible Participants:														
Total # of Meals Served to Adults:														
Total # of Leftover Meals:														
Signature of Afterschool Program Representative: _____ Date: _____														



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)  
**DAILY MEAL COUNT RECORD FOR AT-RISK AFTERSCHOOL**

Name of Program:														
Date of Service:    /    /														
Meal Served: <input type="checkbox"/> Snack <input type="checkbox"/> Supper							Meal: <input type="checkbox"/> Prepared <input type="checkbox"/> Delivered							
Total Meals Delivered/Prepared							Delivery Temperature							
Meal Service Time:							Total Meals Available:							
<b>Meal Tally – cross off a number as each meal is served</b>														
1	21	41	61	81	101	121	141	161	181	201	221	241	261	281
2	22	42	62	82	102	122	142	162	182	202	222	242	262	282
3	23	43	63	83	103	123	143	163	183	203	223	243	263	283
4	24	44	64	84	104	124	144	164	184	204	224	244	264	284
5	25	45	65	85	105	125	145	165	185	205	225	245	265	285
6	26	46	66	86	106	126	146	166	186	206	226	246	266	286
7	27	47	67	87	107	127	147	167	187	207	227	247	267	287
8	28	48	68	88	108	128	148	168	188	208	228	248	268	288
9	29	49	69	89	109	129	149	169	189	209	229	249	269	289
10	30	50	70	90	110	130	150	170	190	210	230	250	270	290
11	31	51	71	91	111	131	151	171	191	211	231	251	271	291
12	32	52	72	92	112	132	152	172	192	212	232	252	272	292
13	33	53	73	93	113	133	153	173	193	213	233	253	273	293
14	34	54	74	94	114	134	154	174	194	214	234	254	274	294
15	35	55	75	95	115	135	155	175	195	215	235	255	275	295
16	36	56	76	96	116	136	156	176	196	216	236	256	276	296
17	37	57	77	97	117	137	157	177	197	217	237	257	277	297
18	38	58	78	98	118	138	158	178	198	218	238	258	278	298
19	39	59	79	99	119	139	159	179	199	219	239	259	279	299
20	40	60	80	100	120	140	160	180	200	220	240	260	280	300
<b>Adult Meal Tally</b>														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Total # of Meals Served to Eligible Participants:														
Total # of Meals Served to Adults:														
Total # of Leftover Meals:														
Signature of Afterschool Program Representative:										Date:				

# Claim for Reimbursement

Claims for meal reimbursement are filed via the internet at:

<https://dhssweb04.dhss.mo.gov/cnp/Login.asp>.

Each user of the Child and Adult Care Food Program (CACFP) web-based system must have a personal user ID and password, referred to as User Access. User IDs and passwords may not be shared. It is recommended that two key people from each center have access to submit claims and make system changes. To add User Access or change current access, when a user is no longer employed, you must submit a *CACFP Network User Access Request Form*, MO 580-1854E, available at: [www.health.mo.gov/cacfp](http://www.health.mo.gov/cacfp) - Forms.

*In this web-based system, each independent center is considered a sponsor of one center!*

## Basic Claiming Steps

Please read all instructions before entering your first claim.

**Make sure to follow each step of the instructions. Two separate online forms must be completed each month. If the sponsor claim is not in “pending approval” status, the claim has not submitted!**

1. Enter the web address: <https://dhssweb04.dhss.mo.gov/cnp/Login.asp>.
2. Enter your personal user ID and password and click “Login”.
3. Click on the orange puzzle piece that says “Child and Adult Care Food Program”.
4. This page includes announcements and program information.
5. Click “Continue” at the bottom of the page.
6. Choose the correct program year; the program fiscal year begins October 1<sup>st</sup>.
7. Click the “Claims” tab.
8. Click “Add” to the right of the appropriate month.
9. This is your Sponsor level claim. To activate the claim, scroll to the bottom and click “Save”. **Do not checkmark the certification statement at this time.**
10. You now see the Sponsor Claim Summary with zeros.
11. Scroll to the bottom and click “Here” in the lower left corner to return to the Sponsor Summary Sheet.
12. Click the yellow folder with a plus sign, to the left of the month you are claiming. The folder opens and the name of the center appears below the words “Sponsor Claim”.
13. Click “Add” on the same line as name of your center.
14. Enter the claim information and click “Save”. (See instructions for center claim in the next section.)
15. Click “Here” in lower left corner of the Post Confirmation Sheet.
16. If there are errors detected, click “Edit” by the center’s name to make corrections.
  - a. On the claim, the errors will be highlighted in red.
  - b. Correct all errors.
  - c. Save the claim again. Repeat until the Post Confirmation Sheet shows the center’s claim as “Complete”. Even though the page says complete, you are not finished yet!
  - d. If you get the error message below, this means your license information needs to be updated under the application tab. Update fields 38 and 39. After you update those fields, make sure to put it in the pending approval status. You will not be

able to finish submitting your claim until the update gets approved in our office. This could take at least one business day.

Section 1 - Validation Errors		
Field No.	Severity	Description
7	1	The Claim Date must fall between the License Effective Date and Expiration Date. If the center's license has been renewed, revise the Center Info Sheet and update the License Expiration Date, and submit it for state approval. Once approved, re-submit the claim. The License Expiration Date (3/31/2015) expired before the Claim Date (4/1/2015).

17. When you are finished entering the center claim and it is in "Complete" Status, click "Here" to return to the Sponsor Summary page. *(Remember, even though the page says the center claim is "Complete", you are not finished yet!)*
18. This page will show the center claim is "Complete", but the sponsor claim is "Pending Submission". Click "Edit" by the Sponsor Claim for that month.
19. Scroll down to field 34, read and check mark the certification statement at the bottom of the sponsor level claim and submit the sponsor claim by clicking "Save". Do not enter a dollar amount into the FDCH Administrative Costs field.
20. Make sure the sponsor level claim is in "Pending Approval" status.
21. Return often to the Sponsor Summary Claims page to see when the claim has been "Approved and Paid". This could take up to two and a half weeks. NOTE: *Claims may be returned to the Sponsor for corrections. If the claim is returned, an e-mail is also sent to the e-mail address listed. Make sure to keep e-mail addresses updated.*

### Instructions for Center Claim

- Fields 1-3:** enter the number of participants enrolled in the center during this claim period by income group, free, reduced, and paid.
- Field 4:** add free, reduced, and paid enrollment numbers and enter total enrollment.
- Field 5:** enter the number of days you served meals to participants this month, do not include holidays or other days the center was closed.
- Field 6:** figure total attendance by adding the daily center attendance for all operating days
- Field 7:** this information fills in automatically from the application.
- Field 8-10:** enter the total number of meals by income category, free, reduced, and paid, and meal type actually served to participants in the center.
- Field 11:** enter the sum for each meal type claimed.
- Field 12:** this field will calculate information automatically.
- Field 13 or 14:** complete only if center is for profit, enter the number of eligible Title XX or Title XIX participants or the total number of free and reduced-price eligible participants in this center.
- Field 15:** for profit centers check appropriate certification statement then click "Save".

### Tips for Moving in the Web-Based System

- Do not use the "Back" button; use the menu in the orange section at the top left of the screen, or use the "breadcrumb trail", (orange bar) to navigate from screen to screen.
- Each time you save the claim, no matter if it has errors, it is saved on the server and will be there if you need to leave or log off and come back.
- Use the "Tab" key to navigate from field to field or use your cursor to click into the field you want to complete. Try not to use the "Enter" key; if you do, the claim will save in error status.
- If you are in "View" mode, changes won't be saved. If you want to make changes, make sure you are in "Edit" or "Revise" mode.

- Claims are saved at the site level or center level before saving a sponsor level or “umbrella” claim.
- Revisions can only be filed after the original or previous revision is in “Paid” status.

### User Notes

- Click the “Users” tab to view individuals who have access to submit application and claim information for your organization.
- User Access IDs and passwords are assigned to individuals and are not to be shared.
- Inform the state office immediately if an individual with access is leaving your organization so their access can be revoked.
- Submit a CACFP Network User Access Request form to request online access for new users.

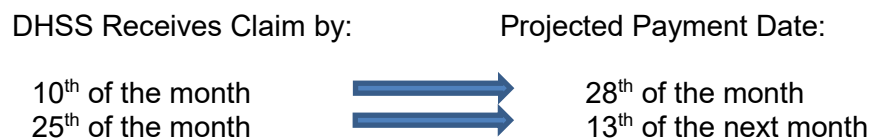
### Payment Notes

- Click “Payments” tab to view upcoming and past payments for CACFP claims.
- If a claim has been approved, but not yet processed for payment, the payment information will show in the Open Balance Transactions section. All other payments are shown in the next section.
- When checking the payments, the processed date shown is approximately four to five business days prior to the electronic funds deposit date. It is the date it was processed and information is sent to the State of Missouri payment system.
- Deductions, if any, made from claim reimbursements due to downward revisions are reflected in the information under the “Payments” tab only, not in the estimates shown in the “Claims” tab.

### Filing a Claim for Reimbursement

- A center has 60 calendar days from the end of the claim month to file a claim for reimbursement. It is not the last day of the month, it is 60 calendar days. If a claim is filed online late, the center may not be paid for that month.
- Submit the completed claim online after you have reviewed your entries and are satisfied that the claim is completed accurately. The system has built-in checks that should decrease the chance of the claim being submitted with errors.
- You cannot enter a claim before the first day of the next month. For example, an October claim cannot be entered until November 1<sup>st</sup>.

The Department of Health and Senior Services (DHSS) processes claims on the 10<sup>th</sup> of each month for payment by check or automatic deposit by around the 28<sup>th</sup> of the month. A second processing for claims is done on the 25<sup>th</sup> of the month for claims received the 11<sup>th</sup> through the 25<sup>th</sup>. The second payment is made the 13<sup>th</sup> of the following month.



CACFP payments are typically direct deposited. This avoids payment delays and lost checks. If you have not received your payment within 15 days of the projected payment date, please



contact the DHSS. Per CACFP regulations, DHSS will provide payment of valid claims within 45 calendar days of receipt.

### **Additional Meal Claim Information**

- Creditable meals may be claimed for participants through 18 years of age when enrolled and in attendance each day of operation as follows: one meal and/or one snack per participant per day.
- Adults should not be claimed for CACFP meal reimbursement in At-Risk centers unless the adult is a mentally or physically disabled person, as defined by the state, who is enrolled in an agency or a child care facility serving a majority of persons 18 years of age and younger.
- There may be a fee for the care provided or tuition charged but there can be no separate charge for the food service.
- Meals or meal components purchased at a fast food establishment or any restaurant may not be claimed for reimbursement.
- Meals prepared or packed at the site and served off the site grounds, for example a field trip, and supervised by site personnel may be claimed.
- Meals prepared or packed at the site and sent with a participant to eat at another location without the supervision of site personnel are not eligible to be claimed for CACFP reimbursement.
- Food items provided by parents or other unapproved food sources cannot be counted as fulfilling any of the CACFP required meal or snack components.

### **Meal Service Times and Duration\***

There are no federal requirements regarding the timing of the meal service except that meal times shall be reasonable. However, DHSS-CFNA requires a minimum of one hour between the end of one meal or snack and the beginning of the next meal or snack. In addition, there is no federally mandated time limit between the end of school and the service of a meal or snack. Also, there are no requirements for the order of the meal and snack service but the service of a meal or snack must occur during the operation of the schools afterschool care program. On school days, afterschool snack and/or supper meals may be served at any time after the children's school day has officially ended and the snack or supper can be served in any order.

### **Type of Meals Eligible for Reimbursement**

At-Risk centers may serve up to one snack and one meal per child per day. This could be any meal and you may serve a different meal to different groups of children. For example, a site could serve lunch and a snack to children who attend half-day kindergarten and then serve a snack and supper to older children who attend a full day of school.

**Snack** - May be approved for after school or after early supper service.

**Supper** - Supper may be approved for after school or after early snack service.

**Weekends, Holidays, and Vacations** - With DHSS-CFNA approval, meals, breakfast or lunch, and snacks may be served in lieu of supper on weekends, holidays, or during school vacation periods during the regular school year only. The facility may vary which meal and/or snack will be served; however, may only claim a maximum of one snack and one meal per child per day.

\*Outside School Hours Care Center (OSHCC) requirements are different; refer to the OSHCC and At-Risk comparison chart.

Center Claim

After School Program - Example

Example – ASCS Claim

April 20XX  
Pending Submission  
Original Claim

↓ Bottom of Form

Center Operating and Enrollment Data (Must reflect the claiming period)

(1) Free Enrollment	<input type="text"/>	(5) Number of Operating Days	<input type="text"/>
(2) Reduced Enrollment	<input type="text"/>	(6) Total Attendance for Month	<input type="text"/>
(3) Paid Enrollment	<input type="text"/>	(7) License Capacity (from Application)	120
(4) Total Enrollment	<input type="text"/>		

Meal Count Data (A) (B) (C) (D) (E) (F)

Meal Type	Breakfast	AM Snack	Lunch	PM Snack	Supper	Night Snack
(8) Free	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(9) Reduced	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(10) Paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(11) Total Meals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average						
(12) Daily Participation	0	0	0	0	0	0

For Profit Centers Only

Total TitleXX / XIX Beneficiaries	Free/Reduced-Price Eligible Children	Eligibility %
(13) <input type="text"/>	(14) <input type="text"/>	0.0

- (15)  This organization certifies that 25% of the enrollment or licensed capacity (whichever is less) are Title XX Beneficiaries or Free/Reduced-Priced Eligible Children for sites being claimed.
- This organization realizes that the Center does not meet the 25% Eligibility for For Profit Centers, and that this claim will not be reimbursed and no meals will be reported. **Note: Once this button is checked and the claim has been submitted, the claim can only be modified by a state agency representative.**

Created By: Date Created: Modified By: Date Modified:

Top of Form

# Fiscal Management and Nonprofit Documentation

**Meal Reimbursement Information:** The At-Risk Afterschool programs are reimbursed at the free meal rate. The reimbursement rates are effective from July 1<sup>st</sup> through June 30<sup>th</sup>. The reimbursement rate for the supper meal (or lunch, if approved to serve on weekends, holidays, and school breaks during the school year) includes the United States Department of Agriculture (USDA) established cash-in-lieu of commodity rate. The current meal reimbursement rates are located on the Child and Adult Care Food Program (CACFP) website under Rates located at: <http://health.mo.gov/cacfp>.

**Fiscal Management:** The purpose of the financial management review is to verify all financial information related to the nonprofit meal service. The purpose is to assure costs charged to the nonprofit food service are used to meet CACFP meal requirements and that costs claimed for reimbursement under CACFP are allowable, meaning they are necessary and reasonable for the effective and efficient operation of the food service.

**Nonprofit food service** operations must account for all income attributable to the food service including CACFP reimbursement. “Nonprofit food service is defined as food service operations conducted by the institution principally for the benefit of enrolled participants, from which all of the program reimbursement funds are used solely for the operations of improvement of such food service.” Reference: December 2013 USDA-FNS *Monitoring Handbook for State Agencies*.

**Operating Costs** represent allowable expenses incurred by the institution for the preparation and service of meals under CACFP. Allowable operating costs include, but are not limited to: food costs and non-food supplies (napkins, utensils); compensation for food service labor cost; and costs for purchases/services.

**Food Costs** are expenditures for the food used in all meals under the CACFP. Original itemized food and milk records/receipts must be maintained to support monthly claims for reimbursement and to document nonprofit food service operations. Receipts must be machine generated, dated, itemized, and legible. If meals are provided by a caterer or food service management company, the center must maintain original expense documentation of catered meals as well as any incidental food and non-food purchases.

The Community Food and Nutrition Assistance (CFNA) will examine original food and milk receipts and invoices to determine if the sponsor/center purchased adequate amounts of food and milk to meet the minimum meal pattern requirements and that the receipts support the menu for the review month. Key food items of interest that are easily tracked through the monitoring review process are perishables such as bread, milk, and fresh produce. Food items, perishables in particular, must be purchased or delivered on a regular basis due to their limited shelf life. Receipts should verify purchase of menu items prior to the date the menu items are on the daily dated menu.

**Fluid milk is a required meal component at breakfast, lunch, and supper meals.** Program regulations require that at least the minimum amount of all components be served to allow the meals to be claimed for reimbursement. Unflavored whole milk must be served to children one year old. Unflavored low-fat (1%) or fat-free (skim) milk must be served to children 2 through 5 years old; unflavored low-fat (1%) or unflavored/flavored fat-free (skim) milk must be served to

children 6 years old and older and adults. Document the type of milk served on the menu. Inadequate milk purchase amounts and non-compliant milk purchase types will result in meal disallowances at CACFP monitoring reviews.

Milk purchase requirements for breakfast, lunch, and supper are as follows:

Amount	Servings per Gallon	Age of Participants
6 oz. or ¾ cup	21 servings	3 through 5 years
8 oz. or 1 cup	16 servings	6 years and older

**Food Service Labor Costs:** Sites must document the cost of food service labor needed for the operation of the CACFP. This may include wages, salaries, employee benefits, and the share of taxes paid by the independent center necessary to perform the following tasks: menu planning and purchasing, meal preparation, serving, and cleanup of program meals; supervision of day- to-day food service operations including supervision of children during the meal service, and on site preparation of daily program meal service records.

**Non-Food Supply Cost** includes small kitchen equipment, paper goods, such as napkins and straws, and cleaning supplies used directly for the food service operation. Itemized receipts must be kept on file as documentation.

**Purchased Services – Indirect Costs** are items such as prorated utilities (shared services), equipment rental, rental of facilities, and minor repairs. Refer to the Sponsor’s Budget tab on the Application/Claims database for indirect expenses approved for your organization. Sponsors of only one At-Risk site are required to update the budget every three fiscal years during the CACFP renewal process. Sponsoring Organizations (SO) must submit updated budgets annually. The CFNA will provide assistance on what records are needed to support these costs.

**Administrative Costs** are expenses, allowable costs, incurred by an institution in planning, organizing, and managing the food services operation under the CACFP. These costs may include labor for management, fringe benefits, traveling, and other costs necessary to manage and implement the program [FNS Instruction 796-2, Rev. 4 (VII D 2)].

**Miscellaneous Food Purchasing Information**

CACFP food purchased with a Supplemental Nutrition Assistance Program (SNAP, formerly called Food Stamps) electronic benefit transfer (EBT) card is not allowed and demonstrates a lack of business integrity. SNAP regulation program violations consist of having intentionally used, presented, transferred, acquired, received, possessed, or trafficked authorization cards. The Family Support Division (FSD) (Social Services) will be notified when CACFP purchases are made using an EBT card.

**Food Sources:** To claim reimbursement for meals or snacks, sponsors must supply all of the CACFP meal components and the food must originate from a source in compliance with Missouri Food Code laws. These traditional (approved) food sources include food purchased from food service distributors, supermarket chains, convenience stores, local grocers, and other retail stores selling food and non-food items in compliance with Missouri Food Code laws. Some examples of non-traditional (approved) food sources that may be used as part of a reimbursable meal include but are not limited to:

- Center Gardens - Food that is grown from seed or plant can be harvested and used for meals claimed in the CACFP. These costs may include seeds, fertilizer, labor, plot rental, etc.; however, the center must maintain documentation of costs incurred.
- Farmers Market or Roadside Produce stands – These costs purchases are limited to fresh (not packaged), unprepared (whole, uncut) locally grown fruits, vegetables, in-shell nuts, and fresh herb sprigs. Garden donations of fresh produce grown in gardens other than the center garden may be used as part of a reimbursable meal and include these same items.

**Unapproved food sources** – foods such as home canned, packaged or butchered, unless inspected by United States Department of Agriculture (USDA), cannot be used in the CACFP.

**Income/Funds:** Sources of funding can vary by organization type, size, and structure. In addition to the reimbursement from the CACFP, some institutions fund their operation from tuition fees and fund raising activities, while others may have funding streams generated from activities outside of the CACFP. Program income is the gross income generated from activities supported by the CACFP. Income sources include all monies received from state, federal, or local government sources; any center funds used to subsidize the food service program; any payments for adult meals, and any other income including loans and donations to the food program. Regardless of the source, all income must be maintained in the nonprofit food service account and used for only approved costs. Refer to your budget on the Application/Claims database for other income sources or contact CFNA for guidance.

**Documentation of Nonprofit Foodservice** form (CACFP-214) documents monthly food service costs, the amount of labor, and indirect costs attributable to the food service.

- Compare the total amount of food cost expenditures to the CACFP monthly reimbursement. If the food cost expenditures for the month are greater than the monthly CACFP reimbursement, the center does not need to document other operating costs. If the food costs for the month are less than the monthly CACFP reimbursement, the center must document food service labor costs (+ non-food supplies, if needed) on form CACFP-214.
  - NOTE: The total food, non-food, and labor costs total typically exceeds the reimbursement and no further action needs to be taken; however, if the food costs + labor costs + non-food costs are less than the monthly CACFP reimbursement, then expendable and non-expendable food service equipment costs must be calculated. Expendable food service equipment has a durability under two years and costs \$500 or less. Non-expendable food service equipment has a durability of two years or more with a cost exceeding \$500.
- Add total labor cost, total food costs, non-food costs, and total indirect costs (if applicable) on CACFP-214 to get the “Grand Total” sum. Compare this amount to the monthly CACFP reimbursement plus income to the program (if applicable).





MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

**DOCUMENTATION OF NONPROFIT FOODSERVICE**

FACILITY NAME						CLAIM MONTH	
POSITION TITLE/EMPLOYEE	SALARY PER HOUR	X	HOURS WORKED PER DAY ON FOODSERVICE	X	DAYS WORKED PER MONTH	=	SUB TOTALS
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
<b>TOTAL LABOR COST</b>						=	

INDIRECT COSTS	AMOUNT	X	PERCENT OF FOODSERVICE USEAGE OR PERCENT OF FOODSERVICE SQUARE FOOTAGE	=	SUB TOTALS		GRAND TOTAL SPENT ON CACFP
		X		=		TOTAL FOOD COSTS (MAINTAIN RECEIPTS)	
		X		=		TOTAL NON-FOOD COSTS (MAINTAIN RECEIPTS)	
		X		=		TOTAL LABOR COSTS	
		X		=		TOTAL INDIRECT COSTS (IF APPLICABLE)	
<b>TOTAL INDIRECT COSTS</b>				=		<b>GRAND TOTAL</b>	



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)  
**DOCUMENTATION OF NONPROFIT FOODSERVICE**

FACILITY NAME						CLAIM MONTH	
POSITION TITLE/EMPLOYEE	SALARY PER HOUR	X	HOURS WORKED PER DAY ON FOODSERVICE	X	DAYS WORKED PER MONTH	=	SUB TOTALS
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
<b>TOTAL LABOR COST</b>						=	

INDIRECT COSTS	AMOUNT	X	PERCENT OF FOODSERVICE USEAGE OR PERCENT OF FOODSERVICE SQUARE FOOTAGE	=	SUB TOTALS		GRAND TOTAL SPENT ON CACFP
		X		=		TOTAL FOOD COSTS (MAINTAIN RECEIPTS)	
		X		=		TOTAL NON-FOOD COSTS (MAINTAIN RECEIPTS)	
		X		=		TOTAL LABOR COSTS	
		X		=		TOTAL INDIRECT COSTS (IF APPLICABLE)	
<b>TOTAL INDIRECT COSTS</b>					=		<b>GRAND TOTAL</b>



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

**DOCUMENTATION OF NONPROFIT FOODSERVICE**

**Example - Correct**

FACILITY NAME ANN'S ANGELS DAY CARE CENTER						CLAIM MONTH MARCH CLAIM \$2,450.10	
POSITION TITLE/EMPLOYEE	SALARY PER HOUR	X	HOURS WORKED PER DAY ON FOODSERVICE	X	DAYS WORKED PER MONTH	=	SUB TOTALS
<i>Center Director</i>	\$10.00 / hour	X	1 hour / day = \$10.00	X	20 days / month	=	\$200.00
<i>Teacher Aide</i>	\$8.50 / hour	X	2.5 hours / day = \$21.25	X	20 days / month	=	\$425.00
<i>Cook</i>	\$7.50 / hour	X	6 hours / day = \$45.00	X	20 days / month	=	\$900.00
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
<b>TOTAL LABOR COST</b>						=	\$1,525.00

INDIRECT COSTS	AMOUNT	X	PERCENT OF FOODSERVICE USEAGE OR PERCENT OF FOODSERVICE SQUARE FOOTAGE	=	SUB TOTALS		GRAND TOTAL SPENT ON CACFP
<i>Waste disposal</i>	\$48.00	X		=	\$48.00	TOTAL FOOD COSTS (MAINTAIN RECEIPTS)	\$1, 225.00
<i>Utilities</i>	\$240.00	X	15%	=	\$36.00	TOTAL NON-FOOD COSTS (MAINTAIN RECEIPTS)	
		X		=		TOTAL LABOR COSTS	\$1,525.00
		X		=		TOTAL INDIRECT COSTS (IF APPLICABLE)	\$84.00
<b>TOTAL INDIRECT COSTS</b>				=	\$84.00	<b>GRAND TOTAL</b>	<b>\$2834.00</b>



# Training Requirements

**Documentation of annual Child and Adult Care Food Program (CACFP) training is required.** Independent centers and sponsor organizations are responsible for annual program training of staff and must include instruction, appropriate to the level of staff experience and duties, on the following (CACFP) **required** topics:

- The CACFP meal pattern.
- Meal count procedures.
- Recordkeeping requirements.
- Reimbursement system.
- Claim submission and review procedures.
- Adherence with Civil Rights requirements.

Reference: [7 CFR 226.15(e)(14) and FNS Instruction 113-1, XI].

This training is in addition to the orientation training provided by Community Food and Nutrition Assistance (CFNA). Your training can be formal or informal; however, it must be documented and per 7 CFR 226.15(e)(12) include:

- The training session dates.
- The training location.
- The CACFP topics presented.
- The names of each staff member trained (legible, printed names) and position/title.

The Annual CACFP Training Documentation form (CACFP-222) may be used to document your CACFP training or you may develop a form to include the training requirements. The CACFP-222 is located at: [www.health.mo.gov/cacfp](http://www.health.mo.gov/cacfp) - Forms.

Online Civil Rights training is also available at: [www.health.mo.gov/cacfp](http://www.health.mo.gov/cacfp).





MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)  
**ANNUAL CACFP TRAINING DOCUMENTATION**

DATE (MONTH/DAY/YEAR)	TRAINING LENGTH
TRAINING LOCATION	
TRAINER NAME	TITLE / POSITION
<b>Required TOPICS</b> <input type="checkbox"/> Meal Pattern Requirements* <input type="checkbox"/> Recordkeeping Requirements* <input type="checkbox"/> Meal Count Records (point of service)* <input type="checkbox"/> Reimbursement System* <input type="checkbox"/> Claim Submission & Review Procedures* <input type="checkbox"/> Civil Rights Training**	<b>Optional Topics:</b> <input type="checkbox"/> Daily Attendance Records <input type="checkbox"/> Creditable Foods <input type="checkbox"/> Child Nutrition <input type="checkbox"/> Fostering Healthy Eating Habits <input type="checkbox"/> Infant Feeding (if applicable) <input type="checkbox"/> Menus _____ <input type="checkbox"/> Other _____

**Participant Sign-In Log**

Full Name and Position	Center/Location
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

MO 580-1459 (rev 6-15)

CACFP-222

\*REQUIRED TRAINING TOPICS per Federal Regulation 7 CFR 226.15(e)(14). Training must include instruction, appropriate to the level of staff experience and duties, on Program requirements. Attach a copy of the training outline or lesson plan to this form, if applicable.

\*\*Adherence with Civil Rights Requirements per FNS Instruction 113-1, XI

# Civil Rights Compliance & Other Requirements

All institutions participating in the Child and Adult Care Food Program (CACFP) are required to comply with the following civil rights obligations and to provide information as follows:

- **Collection of Race and Ethnicity Data:** Sponsors are required to collect race and ethnicity data once a year for the CACFP. Visual observation and identification is not an allowable practice to use to collect the data. The preferred method is self-identification and self-reporting. CACFP sponsors should explain the importance of this data to participants as they encourage them to self-identify and self-report. CACFP sponsors may also obtain race or ethnicity data from other sources in which the respondent has self-identified race or ethnicity such as school databases.
- **Display the “*And Justice For All*” poster** in a prominent location (visible to the public). Please contact our office for additional posters.
- **Display “*Building for the Future*” flyer in a prominent location or “*Building for the Future*” pamphlet.** This pamphlet explains the CACFP, who is eligible, the kinds of meals served, and types of centers that serve the meals. Both are available at: [www.health.mo.gov/cacfp](http://www.health.mo.gov/cacfp) - Publications.



- **Annual Civil Rights training for CACFP sponsors and staff.** Online training is available on our website at: [www.health.mo.gov/cacfp](http://www.health.mo.gov/cacfp).
- **USDA nondiscrimination statement and civil rights complaint information required on Program material directed to the parents/guardians.** If the center has a parent handbook or a policy booklet which indicates that the center is participating in the CACFP, the nondiscrimination statement and procedure for filing a complaint must be included and is available at: [www.health.mo.gov/cacfp](http://www.health.mo.gov/cacfp) - USDA Nondiscrimination Statement.
- **Discrimination Complaint Filing.** The USDA prohibits discrimination in Child Nutrition Programs (CNPs) based on: race, color, national origin, age, sex, disability, and religion. If you believe you experienced discrimination when participating in a USDA program, you may file a complaint. Civil rights complaint filing information is located at: <https://www.usda.gov/oascr/complaint-resolution>

- Forward complaints of alleged discrimination to the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA). All complaints of discrimination, written or verbal, including anonymous complaints, must be forwarded to the DHSS-CFNA within four days of receipt. Provide all available information and details. The toll-free number is 800-733-6251.
- **WIC Program Information.** “Missouri WIC Works” outreach poster is not required, but can also be displayed in your center to share the benefits of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) with parents and guardians. The poster is located at: [www.health.mo.gov/cacfp](http://www.health.mo.gov/cacfp) - Publications.

# Monitoring Reviews

## State Reviews

The federal and state regulations require At-Risk Afterschool programs to maintain complete and accurate original Child and Adult Care Food Program (CACFP) records. The United States Department of Agriculture (USDA) requires program participants to account for each dollar they receive in meal reimbursement. The Department of Health and Senior Services (DHSS) is required to ensure that centers are accountable for all money they receive and are in compliance with program regulations. A Community Food and Nutrition Assistance (CFNA) representative will review each At-Risk Afterschool program, every three years or more frequently to conduct fiscal and meal service monitoring.

Program monitoring reviews may or may not be announced in advance. If announced in advance, the sponsor will receive a letter by email and the review should be conducted the week specified in the letter. For unannounced reviews, no advance notification will be given. The center may contact our office (800-733-6251) if there are days that they know they will not be available; however, another responsible individual shall be designated to be in charge of the facility in the absence of the site director.

During monitoring reviews, all program original records must be maintained on location and made available for review within one hour of arrival by state and/or federal officials. Failure to have the CACFP records available will result in findings, corrective action, and/or overclaims; the CFNA may disallow up to twelve months of claims for reimbursement that the center or Sponsoring Organizations (SO) must repay. At-Risk programs must maintain all required original records, not copies, on file for a period of three full fiscal years after the final claim for reimbursement for the fiscal year was submitted or longer if audit findings have not been resolved. The federal fiscal year begins October 1<sup>st</sup> and ends September 30<sup>th</sup>.

The CACFP Monitoring Review Checklist is provided to help sponsors prepare for the review.

## Sponsoring Organization Reviews

An SO is a CACFP contractor responsible for two or more centers.

SO Additional Review Requirements – At-Risk Afterschool sponsors must conduct three monitoring reviews\*\* for each facility each year:

- At least two of the three reviews must be unannounced; however it is recommended that all are unannounced.
- At least one of the unannounced reviews must be conducted during a meal service.
- When a site operates in the evening and/or on weekends, or holidays, one review must be conducted each year on a weekend, holiday, or during the supper meal when claiming meals under these conditions.
- No more than six months may lapse between monitoring visits.
- The SO must review all new sites within the first four weeks of operation.
- All monitoring visits must be documented. The Sponsored Centers Site Visit Report form (CACFP- 404) may be used to document reviews.
- The sponsor must follow up when problems are noted during the review.
- The follow-up visit must be conducted not less than one week after the initial finding and the visit must be documented.

\*\*Sponsors that operate Summer Food Service Program (SFSP) and CACFP At-Risk meals may follow the CACFP monitoring schedule year round. If sponsors choose to follow the

CACFP monitoring schedule year round, one of the three annual reviews must occur during the summer. The review for SFSP requirements includes the review of a meal service and the review must be unannounced. The two reviews for CACFP requirements must occur during the school year, at least one must include the review of a meal service, and at least one must be unannounced.



## Materials Needed for Monitoring Review At-Risk

All records must be retained for 3 full fiscal years.

All facilities must retain original records.

Download forms at: [www.health.mo.gov/cacfp](http://www.health.mo.gov/cacfp)

- Daily dated attendance records (CACFP-213).
- Daily dated menus that meet Child and Adult Care Food Program (CACFP) requirements.
- Daily dated meal count record tally for At-Risk Afterschool.
- Structured and regularly scheduled education or enrichment activities.
- Documentation of nonprofit foodservice includes verification of income to your food program and food service expenditures including: food and milk purchase receipts, food service labor documentation, and indirect costs (CACFP-214).
- Annual CACFP training documentation of all required topics conducted by the center management staff, which includes dates, locations, topics, and names of staff participants (CACFP-222).
- Current sanitation inspection report conducted by the state or local health department, if applicable.
- The most recent fire inspection report.
- "And Justice For All" poster placed in a location visible to the public and CACFP information that is provided to parents in a prominent location.
- Documentation of ethnic and race data collected through self-identification and self-reporting method (For example, non-enrolled sites may use the Outreach & Beneficiary Data Survey (CACFP/SFSP-650). Compile data on Beneficiary Data Report (CACFP-226) or Sponsored Centers Site Visit Report (CACFP 404) if a sponsoring organization. Other forms may be approved by DHSS-CFNA to collect ethnic and race data through self-identification and self-reporting methods.
- Commercially processed food documentation: Child Nutrition (CN) labels and/or manufacturer's Product Formulation Statement (PFS) documentation to verify the food portion and meal pattern contribution.
- Documentation to verify the whole grain-rich requirement is met, such as the grain product ingredient list.
- Documentation to verify that grains served meet the minimum grain oz. eq. required by age. Documentation may include the product's Nutrition Facts Label (NFL), a CN label, a PFS, or a standardized recipe.
- Documentation to verify breakfast cereal (ready-to-eat, instant, hot cereals) and yogurt served are within the required sugar limits, such as the product's NFL.
- Catered/vended meal required records: food service contract, current sanitation inspection, and production records for all catered meals (CACFP-223).
- Medical food substitution forms, if applicable (CACFP-227).
- Current Child Care License issued by the Office of Childhood, Child Care Compliance, if applicable.
- Documentation of site monitoring visit reports (CACFP-404).
- Enrichment program plans.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)  
**SPONSORED CENTERS SITE VISIT REPORT - REVIEW BY SPONSOR**

SECTION I. GENERAL INFORMATION			
NAME OF CENTER		DATE	<input type="checkbox"/> Announced <input type="checkbox"/> Unannounced
NAME OF SO REVIEWER		TIME OF ARRIVAL	TIME OF DEPARTURE
LICENSE NUMBER	LICENSE VALID? <input type="checkbox"/> Yes <input type="checkbox"/> No	CENTER HOURS OF OPERATION	

SECTION II. MEAL OBSERVATION	COMMENTS
MEAL OBSERVED <input type="checkbox"/> Breakfast <input type="checkbox"/> Snack <input type="checkbox"/> Lunch <input type="checkbox"/> Supper	
MILK (SPECIFY TYPE)	
MEAT/MEAT ALTERNATE	
VEGETABLE	
FRUIT*	
GRAINS	
OTHER	
*Vegetable component can replace fruit component.	

	Yes	No	Previous Finding Yes/No	Corrected Yes/No	COMMENTS
Did meal meet CACFP meal pattern requirements?					
Did serving sizes appear adequate?					
Was food served at appropriate temperature? (hot foods 135 degrees or above & cold foods at 41 degrees or less)					
Did participants wash hands before eating?					
Was meal served at time stated on application?					
Was meal count recorded at point of service?					
Was a meal modification or substitution provided?					
Are high fat, processed meats limited to one serving per week?					
Is juice (fruit/vegetable) served at no more than one meal or snack per day?					
Did breakfast cereal served meet sugar limits (no more than 6 grams per dry oz.)?					
Did yogurt served meet sugar limits (no more than 23 grams per 6 oz.)?					
Are creditable grains served (no grain-based desserts)?					
Is a whole grain-rich item served at one snack or meal per day (at minimum)?					
Do menus offer a variety of colors, flavors, textures, shapes, temperatures, and include familiar and new foods?					



<b>SECTION III. SANITATION</b>	<b>Yes</b>	<b>No</b>	<b>Previous Finding Yes/No</b>	<b>Corrected Yes/No</b>	<b>COMMENTS</b>
Is food properly labeled, dated, and covered in refrigeration and dry storage areas?					Report any imminent health/safety threats to local sanitarian, Office of Childhood or CA/N hotline 800-392-3738
Is food stored at least 6" off floor in dry storage area?					
Are refrigerator & freezer units clean & operating properly?					
Are dishes and tables properly washed and sanitized?					
Are cleaning supplies stored away from food and out of the reach of participants?					
Did food preparer maintain good personal hygiene and wash hands prior to meal preparation and service?					
Did the kitchen and all equipment appear clean?					
<b>SECTION IV. RECORDS</b>	<b>Yes</b>	<b>No</b>	<b>Previous Finding Yes/No</b>	<b>Corrected Yes/No</b>	<b>COMMENTS</b>
Is there a current CACFP enrollment record for each participant? (Not required for Outside School Hours Centers, At-Risk Afterschool Care Centers, or Emergency Shelters.)					
Are CACFP enrollment records updated annually? (Not required for Outside School Hours Centers, At-Risk Afterschool Care Centers, or Emergency Shelters.)					
Are daily attendance records complete and on file at the center?					
Are accurate meal count records complete and on file at the center?					
Are there daily dated menus to demonstrate compliance with the CACFP meal pattern?					
Is there documentation to verify whole grain-rich items?					
Is there documentation to verify sugar amounts in cereal and yogurt?					
Is there a CN or PFS for all commercially prepared meat/meat alternates?					
Is there medical documentation for meal modifications or substitutions?					
Are there food purchase receipts to support the menu and to document nonprofit food service?					
Is there documentation to verify that at least 25 percent of enrolled participants or licensed capacity (whichever is less) are Title XIX/XX beneficiaries or were eligible for free or reduced-price meals in the claim month for which CACFP meals are claimed (if center is for profit)?					
<b>SECTION V. INFANT MEALS</b>	<b>Yes</b>	<b>No</b>	<b>Previous Finding Yes/No</b>	<b>Corrected Yes/No</b>	
Is there an Infant and Toddler Feeding and Care Plan for each infant (Birth-11 months)?					
Is there an accurate Infant Meal Record (menu) for each infant?					
Are all required infant meal components offered by the center?					

**SECTION VI. CIVIL RIGHTS**

Indicate the number of participants in attendance who are of Hispanic or Latino origin (self-identified and self-reported):

INDICATE THE ETHNIC AND RACIAL MAKEUP OF THE CENTER. DATA MUST BE FROM A SOURCE IN WHICH THE RESPONDENT HAS SELF-IDENTIFIED AND SELF-REPORTED ETHNICITY AND RACE.	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or other Pacific Islander	White	Undeclared

SOURCE:

Is the poster "And Justice For All" posted in a prominent location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Are all meals served equally to all participants regardless of race, color, sex (including gender identity and sexual orientation), age, disability, and national origin?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

**SECTION VII. FINDINGS**

**LAST REVIEW:** List any required changes from the last review and describe corrective action taken to address:

HAVE PREVIOUS FINDINGS BEEN CORRECTED?  
 Yes  No, explain:

DATE OF LAST REVIEW BY SPONSOR	NAME OF REVIEWER
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**THIS REVIEW:**

**Good management practices observed:**

**Findings & Recommendations:**

**Corrective Action Plan required to address changes:**

SPONSOR REVIEWER SIGNATURE	TITLE	DATE
----------------------------	-------	------

CENTER REPRESENTATIVE SIGNATURE	TITLE	DATE
---------------------------------	-------	------

NAME OF CENTER:

**FIVE-DAY RECONCILIATION OF ATTENDANCE / ENROLLMENT / MEAL COUNT VERIFICATION**

**Instructions:**

1. Choose five consecutive operating days from the meal count record for current or prior claiming period.
2. For this five-day period, gather records of: meal counts, current enrollment forms, and attendance.
3. Identify the number of participants in attendance during the five-day period.
4. Compare total meal counts to daily attendance to ensure that meal counts for each approved meal type did not exceed the number of participants in attendance on any day.
5. Compare total enrollment, in centers where enrollment forms are required, to daily attendance to ensure that the number of participants in attendance did not exceed the number of participants enrolled.
6. If meal counts cannot be reconciled with enrollment or attendance data, determine the source of the error and appropriate corrective action.
7. If necessary, take further steps, such as initiating a household contact or an additional unannounced visit, to determine whether corrective action and disallowance of meals or establishment of an over-claim are warranted. Reconciliation of the records of individual participants, by name, is another option for monitors to choose in determining the source of errors when meal counts cannot be reconciled with enrollment or attendance data.

FIVE-DAY PERIOD SELECTED:

TOTAL ENROLLMENT (IF APPLICABLE):

DATE REVIEWED	TOTAL # OF PARTICIPANTS IN ATTENDANCE	TOTAL # OF MEALS CLAIMED DURING FIVE-DAY PERIOD (COMPLETE FOR ALL MEAL TYPES CLAIMED)					
		BREAKFAST	AM SNACK	LUNCH	PM SNACK	SUPPER	NIGHT SNACK

DO MEAL COUNTS RECONCILE WITH ENROLLMENT DATA (IF APPLICABLE)?

Yes  No

DO MEAL COUNTS RECONCILE WITH ATTENDANCE DATA?

Yes  No

ARE MEAL COUNTS ON THESE FIVE DAYS CONSISTENT WITH THE MEAL COUNT ON DAY OF REVIEW?

Yes  No

ARE MEAL COUNTS ON THESE FIVE DAYS CONSISTENT WITH CLAIM AVERAGE?

Yes  No

IF MEAL COUNTS DO NOT MATCH ATTENDANCE AND ENROLLMENT (IF APPLICABLE), HOW IS PROBLEM RECONCILED?



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)  
**SPONSORED CENTERS SITE VISIT REPORT – REVIEW BY SPONSOR**

SECTION I. GENERAL INFORMATION							
Name of Center		Date		<input type="checkbox"/> Announced <input type="checkbox"/> Unannounced			
SO Reviewer		Time of arrival		Time of departure			
License number		License expiration date		Center hours of operation			
SECTION II. MEAL OBSERVATION			COMMENTS				
Meal Observed							
Meat/Meat Alt _____							
Fruit/Vegetable _____							
Fruit/Vegetable _____							
Grains/Bread _____							
Milk (1% or Skim OR Disallowances _____)							
Other _____							
			Yes	No	Previous Finding Yes/No	Corrected Yes/No	COMMENTS
Did meal meet requirements?							
Did serving sizes appear adequate?							
Was food served at appropriate temperature? (hot foods 135 degrees+ & cold food at 41 degrees or less)							
Did children wash hands before eating?							
Was meal served at time stated on application?							
Was meal count recorded at point of service?							
Are meal substitutions recorded on menus?							
Are preserved, processed and higher fat meats limited to one serving/week?							
Are sweets limited to no more than two times/week?							
Do menus offer a variety of colors, flavors, textures, shapes, temperatures, familiar and new foods?							
SECTION III. SANITATION			Yes	No	Previous Finding Yes/No	Corrected Yes/No	COMMENTS
Is food properly labeled, dated, and covered in refrigeration and dry storage areas?							Report any imminent health/safety threats to local sanitarian, Office of Childhood or CA/N hotline 800-392-3738
Is food stored at least 6" off floor in dry storage area?							
Are refrigerator & freezer units clean & operating properly?							
Are dishes and tables properly washed and sanitized?							
Are cleaning supplies stored away from food and out of the reach of children?							
Did food preparer maintain good personal hygiene and wash hands prior to meal preparation and service?							
Did the kitchen and all equipment appear clean?							

SECTION IV. RECORDS		Yes	No	Previous Finding Yes/No	Corrected Yes/No	COMMENTS	
Current CACFP enrollment records for all participants							
Enrollment records are updated annually							
Daily attendance records							
Accurate meal count records							
Daily dated menus							
All food purchase receipts							
Verification of 25% Title XX or Free/Reduced (if center is for profit)							
SECTION V. INFANT MEALS		Yes	No	Previous Finding Yes/No	Corrected Yes/No	N/A	COMMENTS
Is there an Infant Feeding Preference form for each infant (Birth-11 months)?							
Is there an accurate Infant Meal Record (menu) for each infant?							
Are all required infant meal components offered by the center?							
SECTION VI. CIVIL RIGHTS							
INDICATE THE RACIAL AND ETHNIC MAKEUP OF THE CENTER. DATA MUST BE FROM A SOURCE IN WHICH THE RESPONDENT HAS SELF-IDENTIFIED OR SELF-REPORTED RACE OR ETHNICITY.	Black or African American	White	American Indian or Alaska Native	Asian	Native Hawaiian or other Pacific Islander	Undeclared	
Within the above racial categories, indicate how many are of Hispanic or Latino ethnicity. _____						Yes	No
Is the poster "And Justice For All" posted in a conspicuous place?							
Are all meals served equally to all participants regardless of race, color, sex, age, disability and national origin?							
SECTION VII. FINDINGS							
<b>LAST REVIEW:</b> List any required changes from the last review and describe corrective action taken to address:							
Have previous Findings been corrected? _____							
Date of last review by sponsor _____				Who did review? _____			
<b>THIS REVIEW:</b> Good management practices observed:							
<b>Findings &amp; Recommendations:</b>							
Corrective Action Plan required to address changes?							

SPONSOR REVIEWER SIGNATURE	TITLE	DATE
CENTER SIGNATURE	TITLE	DATE

Name of Center \_\_\_\_\_

5 DAY RECONCILIATION OF ATTENDANCE / ENROLLMENT / MEAL COUNT VERIFICATION*				
PARTICIPANT'S NAME (FROM MEAL COUNT)	ENROLLMENT DATE	MEALS CLAIMED PER ENROLLMENT RECORD	DAYS IN ATTENDANCE PER ENROLLMENT	ENROLLED AND IN ATTENDANCE WHEN CLAIMED
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
DATES REVIEWED	MEAL TYPE REVIEWED	TOTAL # FROM MEAL COUNT	Are meal counts on these 5 days consistent with meal count on day of review? YES _____ NO _____	
1.			Are meal counts on these 5 days consistent with claim average? YES _____ NO _____	
2.				
3.				
4.				
5.				

\*RANDOM VERIFICATION THAT PARTICIPANTS LISTED WERE ENROLLED AND IN ATTENDANCE WHEN MEALS ARE CLAIMED. MUST REVIEW AT LEAST 10% OF ENROLLMENT (OR AT LEAST 5 PARTICIPANTS IF LESS THAN 50 ENROLLED)

If meal counts do not match attendance, how is problem reconciled? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Sponsor Appeal Procedure

If an action taken by Community Food and Nutrition Assistance (CFNA) is appealable, the CFNA will include the following appeal procedures with the review letter.

The request for administrative review (appeal) of adverse action taken by the CFNA must be submitted in writing no later than **15 calendar days** after the date the notice of action is received. Actions which may be appealed are those that affect your participation or claim for reimbursement including, but not limited to:

- Denial of an institution's application for participation.
- Denial of an application submitted by a sponsoring organization on behalf of a facility.
- Notice of proposed termination of the participation of an institution or facility.
- Notice of proposed disqualification of a responsible principal or responsible individual.
- Suspension of an institution's contract.
- Denial of all or part of a claim for reimbursement.
- Demand for the remittance of an overpayment.
- Denial by the Department of Health and Senior Services to forward to the Food and Nutrition Service an exception request by the institution or sponsoring organization for payment of a late claim or a request for an upward adjustment to a claim, or demand for remittance of an over claim.
- Any other action of the state agency affecting an institution's participation or its claim for reimbursement.

There are two types of appeals which are conducted before a duly appointed administrative hearings officer:

- Hearing (in person).
- Abbreviated administrative (written) review.

Instructions on how to appeal are included in all correspondence concerning any actions taken by the Child and Adult Care Food Program. The appeal request must state whether the sponsor/center is requesting a hearing or an abbreviated administrative review and must be submitted in writing to the address below.

Missouri Department of Health and Senior Services  
Community Food and Nutrition Assistance  
P.O. Box 570  
Jefferson City, MO 65102

Fax 573-526-3679

Appeals submitted according to policy are then held by the administrative review official. The official must inform the CFNA, the institution's executive director, the chairman of the board of directors, and the responsible principals or responsible individuals of the administrative review's outcome within 60 days of the CFNA's receipt of the request for an administrative review.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER  
Services provided on a nondiscriminatory basis.

# Site Appeal Procedure

Sponsoring Organizations must develop their own appeal procedures for review findings they give to their own sites. Community Food and Nutrition Assistance will not hear appeals from sponsored sites for findings given by the sponsor. Sponsors should inform sites of their appeal rights and instructions on how to appeal when giving fiscal findings. Appeals should be submitted to an impartial party, such as the sponsoring organization's board of directors.





# Healthy Meals and Nutrition Environment

At-Risk Afterschool centers provide a much needed service to their communities. They give children a safe place to go after school and nutritious food that gives them the energy they need to concentrate on homework and join their friends in physical, educational, and social activities. At-Risk Afterschool centers and Outside School Hours Care Centers (OSHCC) serve an important role in helping young children develop good eating and physical activity habits.

The Child and Adult Care Food Program (CACFP) meal pattern requires At-Risk Afterschool centers to serve meals that meet the nutritional needs of children and are consistent with the Dietary Guidelines for Americans (DGAs), and are appetizing. Meal pattern requirements assist the menu planner in providing well-balanced meals and snacks that provide the appropriate amount of energy and nutrients a child needs during critical stages of growth. The At-Risk Afterschool meal pattern lists the requirements for children 6 to 12 years old. Children 13 to 18 must be served the minimum or larger than those portions specified for ages 6 to 12.

The DGAs are jointly issued and updated every five years by the United States Department of Agriculture and the Department of Health and Human Services. They are designed for policymakers and nutrition and health professionals. The aim of the DGAs is to promote health and prevent disease. The DGAs provide four overarching guidelines that encourage healthy eating patterns at each stage of life and recognize that individuals will need to make shifts in their food and beverage choices to achieve a healthy pattern.

The DGAs Key Recommendations call for Americans to 1) follow a healthy eating pattern at every stage of life; 2) customize and enjoy nutrient-dense food and beverage choices to reflect personal preferences, cultural traditions, and budgetary considerations; 3) focus on meeting food group needs with nutrient-dense foods and beverages, and stay within calorie limits; and 4) limit food and beverages higher in added sugars, saturated fat, and sodium, and limit alcoholic beverages. The *Dietary Guidelines for Americans* is available at: <https://www.dietaryguidelines.gov/>.

The recommendations in the DGAs are transitioned into consumer messages through MyPlate. MyPlate serves as a template for balance, variety, and moderation. MyPlate is not a special diet for individuals with specific health conditions. Individuals with a chronic health condition should consult with a health care provider to determine what dietary pattern is appropriate for them. MyPlate resources and tools are available at: <https://www.choosemyplate.gov/>.

## Water Availability

Drinking water must be made available to children throughout the day, including at meal times. While water must be made available to children during meals, it is not part of the reimbursable meals and cannot be served in lieu of milk. Water can be made available to children in a variety of ways, including simply providing water to a child when it is requested. Contact the CACFP for questions pertaining to this requirement. (CACFP 20-2011 Child Nutrition Reauthorization 2010: Water Availability in the CACFP, May 11, 2011)

# Menu Planning Guidelines

The Child and Adult Care Food Program (CACFP) Meal Pattern Requirements, the Crediting Handbook for the CACFP, and United States Department of Agriculture (USDA) Food Buying Guide (FBG) for Child Nutrition Program assure that children participating in the CACFP are served foods that supply the nutrients they need. Afterschool center menus have a major influence in the development of children's eating habits. It is important that menus help establish patterns for healthy eating.

## These guidelines may help children to develop healthy eating habits:

- Select a form for documenting your daily menus. The At-Risk Snack & Supper Menu Template is recommended; this form lists the food components required for each meal and snack. A five and seven day version is available at: <http://health.mo.gov/cacfp - Forms>.
- Choose the type of menu format you will use; two to three week cycle menu format is recommended. A cycle menu is a set of menus that are repeated in the same order for a period of time, typically two, three, or four weeks. Cycle menus provide variety by offering different foods and/or different food combinations each day during the cycle.
- When there are substitutions from the planned menu, mark through the original menu item and enter the substitution. The original daily dated menu that notes substitutions must be kept with the monthly records and retained for three years plus current year.
- Know the cooking abilities of the person(s) preparing the meals. Review the menu and recipes with the cook and provide training as necessary. Select or develop standardized recipes for menu items.
- Plan menu items based on the equipment available in the center's kitchen.
- Include all food components in at least the minimum portions sizes required for reimbursement. It is usually easiest to start by planning the main dish or entrée.
- Plan menus that keep the nutritional needs of children in focus. Be sure to include a good source of iron and Vitamins A and C.
  - Iron sources include: asparagus, lima beans, sweet potatoes, squash, vegetable juice, turkey, tuna, apricots, cherries, dried fruit, dried peas, eggs, meat, and green beans.
  - Vitamin A sources include: apricots, cantaloupe, cherries, plums, egg yolk, asparagus, broccoli, carrots, kale, peas, and sweet potatoes.
  - Vitamin C sources include: citrus fruit and juice, broccoli, asparagus, brussel sprouts, cauliflower, snow pears, peppers (green and red), cantaloupe, honeydew melon, mango, papaya, kiwi, and strawberries.
- Limit high fat and sodium meats to no more than one time per week. This includes but not limited to: hot dogs, sausage, lunchmeat, and processed meats.
- Grain-based desserts do not count toward the grain requirement with the exception of sweet crackers, which includes graham crackers of all shapes and animal crackers.
- Specify the type of fruit, juice, or vegetables on your menus to assure a variety of food is served and to document the nutritional value of the meal.
- Specify the type of cereal and yogurt to ensure sugar requirements are met. Maintain documentation with the CACFP records.
- Make sure the meals look and taste good. Introduce new foods along with familiar foods that children already like.
- Include foods that are different shapes: round, square, rectangular; and different colors: yellow, orange, red, and green.

- Combine foods that have different textures: soft, crunchy, crisp, creamy, and smooth; and different taste: sweet, sour, tart, salty, spicy, and mild.
- Consider the different ethnic and cultural food habits and preferences of children.
- Fat-free or low-fat milk is required at each meal for participants two years of age and older. Milk served to one year olds must be unflavored whole milk. Serve breastmilk or iron-fortified infant formula to infants through 11 months of age. Flavored fat-free milk may be served to participants six years old or older. Document the type of milk served on the menu. This includes listing the fat content (whole, low-fat, 1%, fat-free, or skim) and if the milk is flavored.
- Use fats and oils sparingly in food preparation and limit the use of salt and high sodium foods.

**Standardized Recipes:** A standardized recipe is one that has been tried several times using the same method and equipment. A standardized recipe produces consistency in product quality and yield the same number of servings every time it is used as long as the same procedures, equipment, and ingredients are used. Because standardized recipes specify exact amounts of ingredients, it is easier to manage the cost and storage of foods. A link to the USDA Standardized Recipes is available on the CACFP website at: <http://health.mo.gov/cacfp>.

**The USDA FBG for Child Nutrition Programs is available as an interactive web-based tool, as a mobile app, and as a downloadable PDF.** USDA resources help you determine the right amount of food and appropriate type of food to purchase for your program. These resources aid in determining the specific meal contribution each food makes towards the meal pattern requirements, as well as providing information on recipe analysis. **The FBG, Web-based Interactive FBG, The FBG Mobile App, and The FBG Calculator** are available online at: <https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>.



# Five Meal Components

## **Milk**

Unflavored whole milk must be served to 1 year old children; unflavored skim or 1% milk must be served to children 2 through 5 years of age; unflavored skim or 1% milk or flavored skim milk can be served to children 6 years and older including adults.

### **Specifics:**

- Must be pasteurized fluid milk.
- Is a required component at breakfast, lunch, and supper.
- Milk may be served as a beverage, on cereal or used for some of both at breakfast and snack.
- Milk used in cooking is not creditable.
- Infants birth through 11 months must be provided breastmilk, including breastfed on site, or iron-fortified infant formula.
- Milk may not be served for snack when juice is served as the second component.

## **Meat/Meat Alternate (m/ma)**

Includes lean meat, poultry, fish, cheese, egg, cooked dry beans/peas, nuts and seeds and their butters, tofu, alternate protein products, and yogurt - creditable at lunch, supper, and snack. An m/ma may replace the grain component at breakfast a maximum of 3 times per week.

### **Specifics:**

- Required at lunch and supper as main dish.
- Nut and seed butters can be used to meet all of m/ma at lunch/supper. Nuts and seeds may be used to meet full m/ma requirements at snack, or up to 50% of the m/ma requirement at lunch or supper.
- Tofu, yogurt, and soy yogurts (that meet the sugar limit of 23 gm per 6 oz., maintain documentation) may be used to meet the m/ma alternate component.
- Yogurt credits as 4 oz. = 1 oz. m/ma.
- A combination food served as a main dish may be credited as the m/ma plus up to 2 other meal components (3 total) provided each component meets the minimum meal pattern requirement.
- Limit serving processed meats (lunch meat, cold cuts, hot dogs, and sausage products) to no more than one serving per week is recommended.
- Commercially processed food must have processed food documentation (CN label, product formulation statement) to be creditable.
- No more than 2 different m/ma items are creditable at 1 meal.
- May be served in place of the entire grain component at breakfast a maximum of 3 times per week. One ounce of m/ma equivalent to 1 ounce of grain (exception - see above regarding yogurt serving size to credit as 1 oz. of m/ma).

**Vegetable**

Includes fresh, frozen, or canned vegetables, and full-strength vegetable juice.

**Specifics:**

- Cooked dry beans and peas may credit as either a vegetable or as a meat alternate, but not as both in the same meal.
- One cup of raw leafy greens counts as ½ cup of vegetables.
- One serving of either a fruit OR a vegetable or both is required at breakfast.
- A vegetable may be used to meet the entire fruit requirement at lunch/supper.
- When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
- Pasteurized full-strength 100% juice may only be used to meet the vegetable requirement at one meal, including snack, per day.
- The minimum creditable serving size for vegetables is ⅓ cup.

**Fruit**

Includes fresh, frozen, dried, canned fruit, and full-strength fruit juice.

**Specifics:**

- Fruits may be served fresh, frozen, canned, dried or as 100% pasteurized fruit juice.
- One serving of either a fruit OR a vegetable or both is required at breakfast.
- ¼ cup of dried fruit counts as ½ cup of fruit.
- Pasteurized full-strength 100% juice may only be used to meet the fruit requirement at one meal, including snack, per day.
- Juice may not be served at snack when milk is served as a component.
- Combinations such as fruit cocktail may be credited to meet one of the two required components at lunch or supper.
- One serving of fruit can be replaced with a vegetable at lunch/supper.
- The minimum creditable serving size for fruits is ⅓ cup.

**Grains**

Includes whole grain-rich or enriched bread, bread products; or whole grain-rich, enriched or fortified cereal grain, cooked pasta or noodle products, or breakfast cereal; or any combination of these foods.

**Specifics:**

- Required at breakfast, lunch, and supper.
- At least 1 grain per day must be whole grain (WG) rich (maintain documentation). (Whole grain-rich foods are those that contain 100% whole grains or at least 50% whole grains and the remaining grains in the food are enriched.)
- Ready-to-eat cereal may be served at breakfast and snack only and must contain no more than 6 gm of sugar per dry ounce (maintain documentation).
- Grain-based desserts do not count toward the grain requirement, with the exception of sweet crackers, which includes graham crackers of all shapes and animal crackers.
- A m/ma may be used to meet the entire grain component at breakfast a maximum of three times per week.



# Serving Milk in the CACFP



Use the information below to see what kind of milk to serve in the Child and Adult Care Program (CACFP) to those in your care.

## Newborn through 11 months old

- ✓ Breastmilk
- ✓ Iron-fortified formula

*Breastmilk is allowed at any age in the CACFP.*

## 12 months through 23 months (1 year through 1 year and 11 months)

- ✓ Unflavored whole milk

*Iron-fortified formula may be served to children between the ages of 12 months to 13 months to help with the transition to whole milk.*

## 2 years through 5 years (up to 6th birthday)

- ✓ Unflavored fat-free (skim) milk
- ✓ Unflavored low-fat (1%) milk

*Unflavored whole milk and unflavored reduced-fat (2%) milk may be served to children between the ages of 24 and 25 months to help with the transition to fat-free (skim) or low-fat (1%) milk.*

## 6 through 12 years, 13 through 18 years, and adults

- ✓ Unflavored fat-free (skim) milk
- ✓ Flavored fat-free (skim) milk
- ✓ Unflavored low-fat (1%) milk

*Non-dairy beverages may be served in place of cow's milk when a participant has a special dietary need. Please contact your Sponsoring Organization or State agency for more information.*

## For Adult Participants:

Yogurt may be served in place of milk once per day.

A serving of milk is optional at supper.

## The Facts on Flavored Milk:

Flavored milk cannot be part of a reimbursable meal or snack for children 5 years old and younger.

Homemade flavored milk made by adding flavored straws, syrups, and powders to unflavored milk also cannot be part of a reimbursable meal or snack for children 5 years old and younger.

Flavored milk served to children 6 years old and older and to adults must be fat-free (skim) or low-fat (1%).



# Try It Out!

## Milk Matters!



Use the information on this worksheet to answer the questions below.

1. Maya is a 1-year-old at your family child care home and eats lunch at the same time as Darrick, who is 2 years old. What type(s) of milk may you serve each child?

Maya's Age:

Type(s) of Milk:

Darrick's Age:

Type(s) of Milk:

2. Olivia is a 5½-year-old who attends your family child care home. What kind(s) of milk may you serve her in the CACFP?

Olivia's Age:

Types of Milk:

3. At your adult day care center, you want to serve yogurt at breakfast and again that same day, during lunch. Both times, yogurt would be served in place of milk. Is this allowed? Why or why not?

**Answer Key:**

1. **Maya's age:** 1 year. **Type(s) of Milk:** Because Maya is 1 year old, she may be served unflavored whole milk in the CACFP. If she is younger than 1 year and 1 month (13 months), she may also be served iron-fortified formula. There is a 1-month transition period to help children adjust to whole milk between the ages of 12 months and 13 months.

**Darrick's age:** 2 years. **Type(s) of Milk:** Because Darrick is 2 years old, he may be served unflavored fat-free (skim) milk or unflavored low-fat (1%) milk. If he is younger than 2 years 1 month (25 months), he may also be served unflavored whole milk, and unflavored reduced-fat (2%) milk. There is a 1-month transition period when the child turns 2 to help him or her adjust from whole milk to fat-free (skim) or low-fat (1%) milk.

2. **Olivia's Age:** 5 ½ years. **Type(s) of milk:** Because Olivia falls into the 2- through 5-year-old age group, she can be served unflavored fat-free (skim) milk and unflavored low-fat (1%) milk.

3. No, you are not allowed to serve yogurt instead of milk at breakfast AND at lunch. You are only allowed to serve yogurt instead of milk at one meal per day to adult participants. If you are serving yogurt as a meat alternate, you may not serve yogurt in place of milk at the same meal.

“Adapted from U.S. Department of Agriculture, Team Nutrition. USDA does not endorse any products, services, or organizations. Provided by DHSS.”

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# Choose Yogurts That Are Lower in Sugar

All yogurts served in the Child and Adult Care Food Program (CACFP) must not have more than **23 grams of sugar** per 6 ounces.

There are many types of yogurt that meet this sugar limit. It is easy to find them by using the Nutrition Facts label and following the steps below.



**1** Use the Nutrition Facts label to find the **Serving Size**, in ounces (oz) or grams (g), of the yogurt.

**2** Find the **Total Sugars** line. Look at the number of grams (g) next to Total Sugars.

**3** Use the serving size identified in Step 1 to find the serving size of the yogurt in the table below.

<b>Nutrition Facts</b>	
4 servings per container	
<b>Serving size 8 oz (227g)</b>	
<b>Amount per serving</b>	
<b>Calories</b>	<b>130</b>
<b>% Daily Value*</b>	
<b>Total Fat</b> 2g	<b>3%</b>
Saturated Fat 1.5g	<b>8%</b>
<i>Trans Fat</i> 0g	
<b>Cholesterol</b> 10mg	<b>3%</b>
<b>Sodium</b> 160mg	<b>7%</b>
<b>Total Carbohydrate</b> 21g	<b>7%</b>
Dietary Fiber 4g	<b>17%</b>
<b>Total Sugars</b> 9g	
Includes 0g Added Sugars <b>0%</b>	
<b>Protein</b> 10g	
Vitamin D 2mcg	10%
Calcium 257mg	20%
Iron 0mg	0%
Potassium 344mg	8%

Serving Size* Ounces (oz)	Serving Size Grams (g) <small>(Use when the serving size is not listed in ounces)</small>	Total Sugars Grams (g)
If the serving size is:	If the serving size is:	Total sugars must not be more than:
2.25 oz	64 g	9 g
3.5 oz	99 g	13 g
4 oz	113 g	15 g
5.3 oz	150 g	20 g
6 oz	170 g	23 g
8 oz	227 g	31 g

**4** In the table, look at the number to the right of the serving size amount, under the "Total Sugars" column.  
**If the yogurt has that amount of sugar, or less, the yogurt meets the sugar limit.**

**TIP:** If the serving size says "one container," check the front of the package to see how many ounces or grams are in the container.

**Test Yourself:**

Does the yogurt above meet the sugar limit?  
*(Check your answer on the next page)*

Serving Size: \_\_\_\_\_

Total Sugars: \_\_\_\_\_

Yes     No



\*Serving sizes here refer to those commonly found for store-bought yogurts. Homemade yogurt is not creditable in the CACFP.







# Try It Out!



Use the “Sugar Limits in Yogurt” table below to help find yogurts you can serve at your site. Write down your favorite brands and other information in the “Yogurts To Serve in the CACFP” list. You can use this as a shopping list when buying yogurts to serve in your program.

## Sugar Limits in Yogurt

Serving Size Ounces (oz)	Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Total Sugars Grams (g)	Serving Size Ounces (oz)	Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Total Sugars Grams (g)
If the serving size is:	If the serving size is:	Total sugars must not be more than:	If the serving size is:	If the serving size is:	Total sugars must not be more than:
1 oz	28 g	4 g	4.75 oz	135 g	18 g
1.25 oz	35 g	5 g	5 oz	142 g	19 g
1.5 oz	43 g	6 g	5.25 oz	149 g	20 g
1.75 oz	50 g	7 g	5.3 oz	150 g	20 g
2 oz	57 g	8 g	5.5 oz	156 g	21 g
2.25 oz	64 g	9 g	5.75 oz	163 g	22 g
2.5 oz	71 g	10 g	6 oz	170 g	23 g
2.75 oz	78 g	11 g	6.25 oz	177 g	24 g
3 oz	85 g	11 g	6.5 oz	184 g	25 g
3.25 oz	92 g	12 g	6.75 oz	191 g	26 g
3.5 oz	99 g	13 g	7 oz	198 g	27 g
3.75 oz	106 g	14 g	7.25 oz	206 g	28 g
4 oz	113 g	15 g	7.5 oz	213 g	29 g
4.25 oz	120 g	16 g	7.75 oz	220 g	30 g
4.5 oz	128 g	17 g	8 oz	227 g	31 g

## Yogurts To Serve in the CACFP\*

Yogurt Brand	Flavor	Serving Size (oz or g)	Total Sugars (g):
<i>Yummy Yogurt</i>	<i>Vanilla</i>	<i>6 oz</i>	<i>13</i>

\*The amount of sugar in a yogurt might change. Even if you always buy the same brands and flavors of yogurt, be sure to check the serving size and amount of total sugars on the Nutrition Facts label to make sure they match what you have written in the list above.

**Answer to “Test Yourself” activity on page 1:** This yogurt has 9 grams of total sugars per 8 ounces (227 grams). The maximum amount of total sugars allowed in 8 ounces of yogurt is 31 grams. 9 is less than 31, so this yogurt meets the sugar limit.

# Adding Whole Grains to Your Child and Adult Care Food Program Menu

Whole grain-rich foods are an important part of your menu in the Child and Adult Care Food Program (CACFP). Foods that are whole grain-rich are filled with vitamins, minerals, fiber, and other nutrients that help kids and adults stay healthy.

## How often do I have to serve whole grains in the CACFP?

Each day, at least one of the grain components of a meal or snack must be “whole grain-rich.” Whole grain-rich food items must be offered at least once per day, not once per meal/snack. In the CACFP, whole grain-rich means that at least half the grain ingredients in a food are whole grains, and any remaining grains are enriched grains, bran, or germ. This is required for CACFP child and adult meal patterns only. There is no whole grain-rich requirement for infants.



### If you serve meals and snacks to the same group of children or adults during the day:

- ✓ Serve whole grain-rich items for the grain component at one of the meals or snack each day.

### If you serve meals and snacks to different groups of children or adults during the same day (for example, morning and afternoon sessions):

- ✓ Serve whole grain-rich items for the grain component to one of the groups of children or adults each day.

### If you serve only snacks:

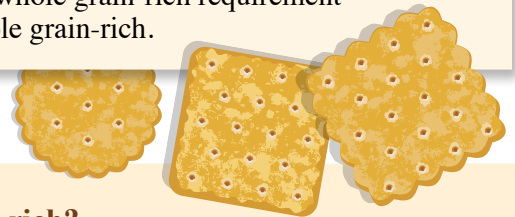
- ✓ You do not have to serve a grain component at snack. But if you do, it must be whole grain-rich.

### If you serve only breakfast and want to serve a meat or meat alternate:

- ✓ You do not need to serve a grain, because you are replacing the grain component with a meat or meat alternate. You may do this up to three times per week. On the days when a meat or meat alternate is not served, you must serve whole grain-rich items for the grain component. If you decide to serve a grain as an “extra” food that does not count toward the CACFP meal pattern requirements, then the grain does not have to be whole grain-rich.

### If your at-risk afterschool site or adult day care serves breakfast, lunch, or supper using Offer Versus Serve:

- ✓ All grain items offered at the meal you wish to count towards the whole grain-rich requirement must be whole grain-rich.



### Can I serve a grain-based dessert if it is whole grain-rich?

- ✗ Grain-based desserts, even those made with whole grains, cannot count towards the grain component of a CACFP meal or snack. There are many other tasty whole grain-rich foods that you can add to your menus.

## What are some ways to serve whole grain-rich foods at meals and snacks?

The requirement is that whole grain-rich food items must be offered at least once per day. But, you may choose to offer whole grain-rich food items more often. Check out these easy ways to serve whole grain-rich foods:

Breakfast	Lunch/Supper	Snacks
<ul style="list-style-type: none"> <li><input type="checkbox"/> Oatmeal*</li> <li><input type="checkbox"/> Whole Grain-Rich Pancakes or Waffles</li> <li><input type="checkbox"/> Toast Made with Whole-Wheat Bread</li> <li><input type="checkbox"/> Whole Grain-Rich English Muffin, Bagel, or Biscuit</li> <li><input type="checkbox"/> Whole Grain-Rich Muffin</li> <li><input type="checkbox"/> Whole Grain-Rich Cereal*</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Whole-Wheat Macaroni or Spaghetti</li> <li><input type="checkbox"/> Brown Rice</li> <li><input type="checkbox"/> Quinoa</li> <li><input type="checkbox"/> Bulgur</li> <li><input type="checkbox"/> Wild Rice</li> <li><input type="checkbox"/> Whole-Wheat Bun or Roll</li> <li><input type="checkbox"/> Whole Grain-Rich Pizza Crust</li> <li><input type="checkbox"/> Whole Grain-Rich Tortilla</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Whole Grain-Rich Crackers</li> <li><input type="checkbox"/> Whole Grain-Rich Pita Triangles</li> <li><input type="checkbox"/> Whole Grain-Rich Cereal Mix*</li> <li><input type="checkbox"/> Whole Grain-Rich Pretzels</li> <li><input type="checkbox"/> Rice Cakes Made with Brown Rice</li> <li><input type="checkbox"/> Whole Grain-Rich Banana Bread</li> <li><input type="checkbox"/> Whole Grain-Rich Chips</li> </ul>

\*Cereal must meet CACFP sugar limits.

## How can I share information about whole grain-rich foods on my menu?

Some easy ways CACFP providers are highlighting whole grains on their menus include:



Writing “whole wheat” or “WW” in front of an item on the menu, such as “whole-wheat bread” or “WW bread.”

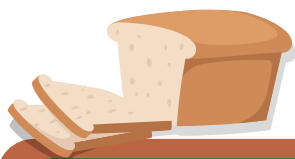


Adding a fun grain icon or picture next to whole grain-rich foods.



Placing a check in a checkbox to show that a food is whole grain-rich.

There are no Federal CACFP requirements that you label which foods are whole grain-rich on your menu. Check with your State agency or sponsoring organization to see what they require. Highlighting whole grain-rich foods on your menu communicates to families how you are providing nutritious foods to their loved ones. Families may see this as a sign of the quality of meals and snacks you are offering.



## Try It Out!

Look at the menus for three CACFP sites below. Which menus meet the CACFP requirement for whole grain-rich?

### Menu 1

Served at a child care center that serves one group of children in the morning and another in the afternoon

**Breakfast:** Chopped strawberries, whole grain-rich waffles, 1% milk

**Lunch:** Baked chicken, 1% milk, broccoli, orange wedges, white rice

**Snack:** Apple slices and string cheese

### Menu 2

Served at an at-risk afterschool center that only serves snack

**Snack:** Enriched pretzels and hummus (bean dip)

**Answer Key:** Menus 1 and 3 meet the CACFP requirement for whole grain-rich. Menu 2 does not meet the CACFP meal pattern requirement for whole grain-rich. Because the center only serves snacks, any grains served at snack must be whole grain-rich. The pretzels in this snack are enriched, not whole grain-rich, so this snack does not meet the requirement.

### Menu 3

Served at an at-risk afterschool center that only serves snack

**Snack:** Celery sticks and sunflower seed butter



# Identifying Whole Grain-Rich

The USDA CACFP requires that at least one serving of grains each day contains a whole grain-rich component. Foods that meet the whole grain-rich criteria are foods that contain at least 50% whole grains and the remaining grains in the food are enriched, or are 100% whole grain.

Here are a few ways to help identify if a product is whole grain-rich. As long as the product meets **AT LEAST ONE OF THESE SIX METHODS**, described below, it is considered whole grain-rich.

## #1 FOOD IS LABELED WHOLE WHEAT & MEETS FDA'S STANDARD OF IDENTITY

WGR<sup>1</sup>

Certain bread and pasta products specifically labeled "Whole Wheat" on the package and which conform to an FDA Standard of Identity can be considered whole grain-rich.

An **FDA STANDARD OF IDENTITY** is a set of rules for what a certain product must contain or may contain to legally be labeled with that product name.

**ONLY** breads and pastas with these exact product names conform to FDA's Standard of Identity and can be considered whole grain-rich using this method:

### BREADS

- whole wheat bread
- entire wheat bread
- graham bread
- whole wheat rolls
- entire wheat rolls
- graham rolls
- whole wheat buns
- entire wheat buns
- graham buns

### PASTAS

- whole wheat macaroni
- whole wheat spaghetti
- whole wheat vermicelli
- whole wheat macaroni product



**NOTE:** Manufacturers may label their food with similar terms to FDA's Standard of Identity. Watch for terms such as, "whole grain," "made with whole grain," "made with whole wheat," or "contains whole grains." These terms do not indicate an FDA Standard of Identity for whole wheat products.

## #2 FOOD IS FOUND ON ANY STATE AGENCY'S WIC-APPROVED WHOLE GRAIN FOOD LIST

# WIC

Women • Infants • Children

The product is found on **ANY** State agency's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)-approved whole grain food list. Any grain product found on a State agency's WIC-approved whole grain food list meets CACFP whole grain-rich criteria.

**NOTE:** Complete product guides identifying all WIC creditable food products can be found on State agency websites.

WGR<sup>2</sup>



**Whole Grains**

**Whole-Wheat Bread** **WIC<sup>TM</sup>**

Look for the Pink WIC Sticker

- 16 oz. (1 lb.) loaves
- 100% whole-wheat

**NOT WIC APPROVED:** Sugar-free.

**Brown Rice** **WIC<sup>TM</sup>**

Look for the Pink WIC Sticker

- 16 oz. (1 lb.) package

**NOT WIC APPROVED:** White rice, added seasonings, sugar, fat, oil, or salt.

**Tortillas** **WIC<sup>TM</sup>**

Look for the Pink WIC Sticker

- 16 oz. (1 lb.) package
- Yellow or white-corn
- 100% whole-wheat refrigerated or shelf

**NOT WIC APPROVED:** White-flour tortillas.

**Oatmeal**

Choose These Brands

- 16 oz. (1 lb.) box or bag
- Yellow or white-corn
- 100% whole-wheat refrigerated or shelf

**NOT WIC APPROVED:** White-flour tortillas.

**Whole-Wheat Pasta**

Choose These Brands

- 16 oz. (1 lb.) box or bag
- 100% whole-wheat
- Any shape such as bows, elbows, penne, rotini, shells, spaghetti and spirals

**Store Brands**

- America's Choice
- Central Market (H-E-B)
- Full Circle
- Great Value
- H-E-B Organics
- Kroger
- Natural Directions
- O Organics
- Sharfline
- Simple Truth

**National Brands**

- Barilla
- Hodgson Mill
- Raccontio
- Ronzoni Healthy Harvest

6 TEXAS WIC APPROVED FOODS SHOPPING GUIDE

Sample WIC Shopping Guide

# Identifying Whole Grain-Rich

#3

## FDA STATEMENT



One of the following FDA statements is included on the labeling:

*"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."*

FNS is allowing the FDA whole grain health claims to be sufficient documentation to demonstrate compliance with the whole grain-rich criteria in the CACFP, **ONLY**.



#4

## RULE OF THREE

The first ingredient (second if after water) must be whole grain, and the next two grain ingredients (if any) must be whole grains, enriched grains, bran, or germ. Any grain derivatives may be disregarded. Any non-creditable grain ingredients that are labeled 2% or less are considered insignificant and may also be disregarded.

(reference NCA's Identifying Grain Ingredients for list of creditable grains)

#1 Whole Grain      2nd Grain Ingredient

**INGREDIENTS:** Whole Wheat Flour, Enriched Wheat Flour (Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Vegetable Oils (Canola And/ Or Sunflower), Cheddar Cheese ([Cultured Milk, Salt, Enzymes], Annatto), Salt, Contains 2 Percent Or Less Of: Yeast Extract, Natural Flavor, Paprika, Spices (Celery), Baking Soda, Monocalcium Phosphate, Dehydrated Onions, Annatto Extract For Color.  
**CONTAINS: WHEAT, MILK**

There is no 3rd grain ingredient.

WGR<sup>4</sup>

## DISREGARDED INGREDIENTS

Disregarded ingredients may be ignored, as these ingredients are not included in the rule of three. Grains that can be disregarded are either:

1. Any grain derivatives, such as wheat gluten, wheat starch, wheat dextrin, corn starch, corn dextrin, rice starch, tapioca starch, or modified food starch.
2. Any grain ingredients that are listed as "less than 2%..." of the product weight.

#1 Whole Grain

Grain Derivative

**INGREDIENTS** Whole Wheat Flour, Filtered Water, Vital Wheat Gluten, Brown Sugar. Contains 2% Or Less Of The Following: Wheat Fiber, Cultured Wheat Starch, Vinegar, Inulin, Yeast, Oat Fiber, Soybean Oil, Salt, Soy Lecithin, Barley Malt Powder, Enzyme Blend (Wheat Flour, Dextrose, Natural Enzymes), Ascorbic Acid.

Listed after "Less than 2%..." statement

68

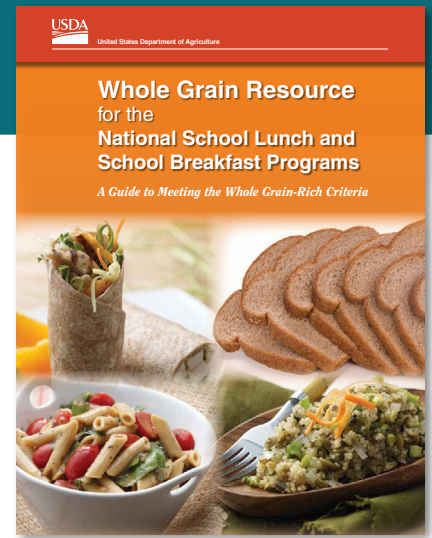


# Identifying Whole Grain-Rich

## #5 FOOD MEETS THE WHOLE GRAIN-RICH CRITERIA UNDER THE NSLP

Use of the National School Lunch Program whole grain-rich criteria may ease menu planning and purchasing for at-risk afterschool or CACFP child care programs. The NSLP whole grain-rich criteria apply for all grain products with the exception of grain-based desserts, which are not creditable under CACFP.

WGR<sup>5</sup>



Available to download at [cacfp.org](http://cacfp.org) and the USDA FNS website.

## #6 MANUFACTURER DOCUMENTATION OR STANDARDIZED RECIPE

Proper documentation from a manufacturer or a standardized recipe can also demonstrate that whole grains are the primary grain ingredient by weight.

WGR<sup>6</sup>

This guide is meant to be used to identify CACFP Creditable **WHOLE GRAIN-RICH** products.



## What about cereal?

WGR<sup>C</sup>

If a ready-to-eat breakfast cereal has a whole grain as the first ingredient (or second after water), and it is fortified, it also meets the whole grain-rich criteria.

#1 Whole Grain

**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.

Fortified



### Don't forget...

Not only does a ready-to-eat breakfast cereal have to meet the above criteria but it also has to meet the sugar limits in order to be creditable in the first place.

**Cheerios**  
**Nutrition Facts**  
 Serving Size 1 cup (28g) Children Under 4 - 3/4 cup (21g)  
 Servings Per Container about 12 Children Under 4 - about 16

Amount Per Serving	Cheerios	with skim milk	Cal for Children under 4
<b>Calories</b>	100	150	80
Calories from Fat	15	20	10
<b>% Daily Value**</b>			
<b>Total Fat</b> 2g <sup>†</sup>	3%	3%	1.5g
Saturated Fat 0.5g	3%	3%	0g
Trans Fat 0g			0g
Polysaturated Fat 0.5g			0.5g
Monosaturated Fat 0.5g			0.5g
<b>Cholesterol</b> 0mg	0%	1%	0mg
<b>Sodium</b> 140mg	6%	8%	105mg
<b>Potassium</b> 180mg	8%	11%	135mg
<b>Total Carb</b> 20g	7%	9%	15g
Dietary Fiber 3g	11%	11%	0g
Soluble Fiber 1g			1g
Sugars 1g			1g
Other Carbohydrate 15g			12g
<b>Protein</b> 3g			2g
<b>% Daily Value**</b>			
Protein			9%
Vitamin A	10%	15%	10%
Vitamin C	10%	10%	10%
Calcium	10%	25%	8%
Iron	45%	45%	50%
Vitamin D			6%
Vitamin B1			25%
Vitamin B6			25%
Vitamin B12			50%
Vitamin D3			25%

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

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© General Mills. Patent: generalmills.com/patent  
 Exchange: 1 1/2 stars  
 Based on Academy of Nutrition and Dietetics and American Diabetes Association criteria  
 This package is sealed by weight, not by volume. You can be assured of proper weight even though some settling of contents normally occurs during shipment and handling.  
 #3842756123 SSS 3880456123

# GRAINS 101



**BRAN** is the seed husk or outer coating of cereal grains such as wheat, rye, and oats. The bran can be mechanically removed from the flour or meal by sifting or bolting.

**CREDITABLE GRAINS** represents all of the grain ingredients in a product that are creditable towards the grains component; they include whole grains or enriched meal and/or flour.

**ENRICHED** means that the product conforms to the U.S. Food and Drug Administration's, (FDA) Standard of Identity for levels of iron, thiamin, riboflavin, niacin, and folic acid. The terms "enriched," "fortified," or similar terms indicate the addition of one or more vitamins or minerals or protein to a food, unless an applicable Federal regulation requires the use of specific words or statements.

**FLOUR** is the product derived by finely grinding and bolting (sifting) wheat or other grains. Flour may be made from all grains (wheat, rye, corn, etc.).



**GERM** is the vitamin-rich embryo of the grain kernel. The germ can be separated before milling for use as a cereal or food supplement.

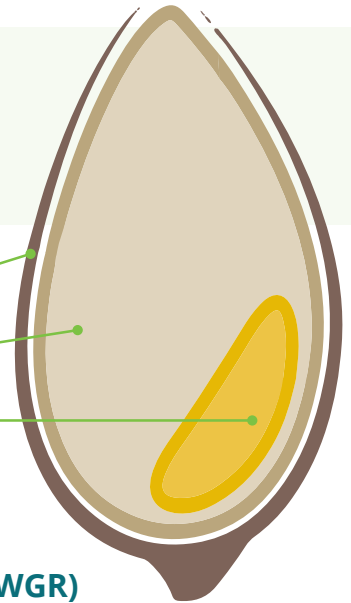
**PRIMARY GRAIN INGREDIENT** is the first grain ingredient listed in the ingredient statement.

**WHOLE GRAIN** contains all parts of the grain kernel which includes the bran, germ and endosperm.

**Bran**  
"Outer shell" protects seed  
Fiber, B vitamins, trace minerals

**Endosperm**  
Provides energy  
Carbohydrates, protein

**Germ**  
Nourishment for the seed  
Antioxidants, vitamin E, B-vitamins



## WHOLE GRAIN-RICH (WGR)

is the term designated by USDA Food and Nutrition Service (FNS) to indicate that the grain components in a product are at least 50 percent whole grain, with the remaining grains being enriched. This term only refers to FNS criteria for meeting the grain requirements for CACFP.

## Identifying Whole Grain-Rich



# Identifying Grain Ingredients

## WHOLE GRAINS

### CORN

- Whole Corn
- Whole Grain Corn
- Whole Grain Corn Flour

### OATS

- Instant Oatmeal
- Oat Groats
- Old Fashion Oats
- Quick Cooking Oats
- Steel Cut Oats
- Whole Grain Oat Flour

### RICE

- Brown Rice
- Sprouted Brown Rice
- Wild Rice

### RYE

- Rye Groats
- Sprouted Whole Rye
- Whole Rye Flour

### WHEAT

- Bulgur
- Cracked Wheat
- Graham Flour
- Sprouted Whole Wheat
- Wheat Berries
- Wheat Groats
- Whole Durum Flour
- Whole Grain Wheat Flakes
- Whole Wheat Flour

### OTHER WHOLE GRAINS

- Amaranth
- Amaranth Flour
- Buckwheat
- Buckwheat Flour
- Buckwheat Groats
- Millet
- Millet Flour
- Quinoa
- Sorghum
- Sorghum Flour
- Spelt Berries
- Sprouted Buckwheat
- Sprouted Einkorn
- Sprouted Spelt
- Teff
- Teff Flour
- Triticale
- Triticale Flour
- Whole Einkorn Berries
- Whole Grain Einkorn Flour
- Whole Grain Spelt Flour

## CREDITABLE GRAINS

- Any Whole Grain Above
- Enriched Grains
- Bran or Germ  
*Creditable in CACFP, SFSP & afterschool snacks only.*

*These ingredients are not whole nor enriched and cannot be one of the first 3 ingredients when identifying whole grain-rich products.*

### NON-CREDITABLE GRAINS

- Barley Malt
- Corn
- Corn Fiber
- Degerminated Corn Meal
- Farina
- Oat Fiber
- Semolina
- Yellow Corn Meal

### NON-CREDITABLE FLOURS

- not enriched*
- Any Bean Flour
  - Any Nut Flour
  - Bromated Flour
  - Durum Flour
  - Malted Barley Flour
  - Potato Flour
  - Rice Flour
  - Wheat Flour
  - White Flour
  - Yellow Corn Flour



## DISREGARDED INGREDIENTS

Disregarded ingredients may be ignored, as these ingredients are not included in the rule of three. Grains that can be disregarded are either:

1. Any grain ingredients that are listed as "less than 2%..." of the product weight.
2. Any grain derivatives, such as wheat gluten, wheat starch, wheat dextrin, corn starch, corn dextrin, rice starch, tapioca starch, or modified food starch.

*Please note that this list is not meant to be exhaustive, and there may be other items that qualify, or are not creditable, that are not listed above. Check with your sponsor and/or state agency.*



# Identifying Whole Grain-Rich

# In the Aisles

## FOOD IS LABELED AS "WHOLE WHEAT" AND MEETS FDA STANDARD OF IDENTITY



### RULE OF THREE

The first ingredient (second after water) must be whole grain, and the next two grain ingredients (if any) must be whole grains, enriched grains, bran, or germ.



**Ingredients:** White Quinoa,<sup>1</sup> Red Quinoa,<sup>2</sup> Black Quinoa<sup>3</sup>



**Ingredients:** Whole Wheat Flour,<sup>1</sup> Enriched Bleached Flour,<sup>2</sup> Bleached Wheat Flour, Niacin, Reduced Iron, Thiamin Mononitrate, Riboflavin, Folic Acid, Leavening (Sodium Bicarbonate, Sodium Aluminum Phosphate, Monocalcium Phosphate), Brown Sugar, Sugar, Dried Molasses, Salt, Wheat Germ,<sup>3</sup> Hydroxylated Soy Lecithin, Soy Flour.



**Ingredients:** Whole Grain Wheat Flour,<sup>1</sup> Canola Oil, Sugar, Corn Starch Malt Syrup (From Corn And Barley), Salt, Refiner's Syrup, Leavening (Calcium Phosphate And Baking Soda). Bht Added To Packaging Material To Preserve Freshness.  
2\* considered disregarded



**Ingredients:** Organic Whole Wheat Flour,<sup>1</sup> Organic Wheat Flour,<sup>2</sup> Organic Vegetable Oil (Organic Expeller Pressed Sunflower Oil and Organic Expeller Pressed Palm Fruit Oil), Organic Whole Flax Flour, Organic honey, Organic Whole Oat flour, Organic Sesame Seeds, Organic Evaporated Cane Syrup...

**DOES NOT MEET WGR<sup>4</sup>**  
2nd grain is not whole or enriched.

### CEREAL 1st grain ingredient must be whole grain and cereal is fortified with Vitamins & Minerals.



**Ingredients:** Whole Grain Wheat, Sugar, Contains 2% or Less of Brown Rice Syrup, Gelatin, BHT for Freshness.

**Vitamins and Minerals:** Reduced Iron, Niacinamide, Vitamin B6 (Pyridoxine Hydrochloride), Vitamin B2 (Riboflavin), Vitamin B1 (Thiamin Hydrochloride), Zinc Oxide, Folic Acid, Vitamin B12.



**Ingredients:** Whole Grain Wheat, Corn, Sugar, Whole Grain Rolled Oats, Brown Sugar, Rice, Canola Oil, Wheat Flour, Malted Barley Flour, Corn Syrup, Salt, Whey (from Milk), Malted Corn and Barley Syrup, Honey, Caramel Color, Natural and Artificial Flavor, Annatto Extract (Color), BHT Added to Packaging Material to Preserve Product Freshness.

**Vitamins and Minerals:** Reduced Iron, Niacinamide, Vitamin B6, Vitamin A Palmitate, Riboflavin (Vitamin B2), Thiamin Mononitrate (Vitamin B1), Zinc Oxide (Source of Zinc), Folic Acid, Vitamin B12, Vitamin D3.



**Ingredients:** Whole Grain Corn, Corn Meal, Sugar, Canola Oil, Salt, Brown Sugar Syrup, Tricalcium Phosphate, Vegetable and Fruit Juice Color, Baking Soda, Citric Acid, Natural Flavor. 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 B1 (Thiamin Mononitrate), Vitamin A (Palmitate), Vitamin B2 (Riboflavin), a B Vitamin (Folic Acid), Vitamin B12, Vitamin D3.



**Ingredients:** Whole Grain Oats\*, Cane Sugar\*, Sunflower Oil\*, Rice\*, Whole Grain Quinoa\*, Whole Grain Spelt\*, Kamut Brand Khorasan Wheat\*, Molasses\*, Sea Salt, Cinnamon\*, Natural Flavor\*. Vitamin E (Mixed Tocopherols) Added to Preserve Freshness.\*Organic.

**DOES NOT MEET WGR<sup>c</sup>**  
Not fortified with Vitamins & Minerals.



Visit us at [www.cacfp.org](http://www.cacfp.org) for more information. This institution is an equal opportunity provider.

\* These products may meet another standard for identifying whole grain-rich but do not in the section noted.



# Identifying Cereal Sugar Limits



Here are three ways to determine if a breakfast cereal is within the CACFP sugar limit. As long as a breakfast cereal meets the sugar limit using **AT LEAST ONE OF THESE METHODS** described below, it is considered within the sugar limit.



## 1 WIC

Women • Infants • Children

Use your State agency's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) approved breakfast cereal list.

**Product Example:**  
Dora the Explorer

\* confirm with your states WIC approved cereal list.



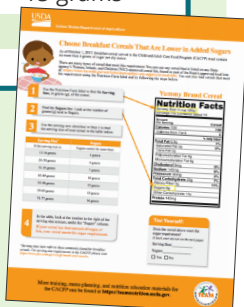
## 2

Use USDA's Team Nutrition training worksheet "Choose Breakfast Cereals That Are Low in Added Sugar."

The worksheet includes a chart with common breakfast cereal serving sizes and the maximum amount of sugar the breakfast cereal may contain per serving.

### ALLOWABLE SUGAR LIMITS

SERVING SIZE	SUGARS
If the serving size is:	cannot be more than:
8-11 grams	2 grams
12-16 grams	3 grams
17-21 grams	4 grams
22-25 grams	5 grams
26-30 grams	6 grams ✓
31-35 grams	7 grams
36-40 grams	8 grams
41-44 grams	9 grams
45-49 grams	10 grams
50-54 grams	11 grams
55-58 grams	12 grams
59-63 grams	13 grams
64-68 grams	14 grams
69-73 grams	15 grams
74-77 grams	
78-82 grams	

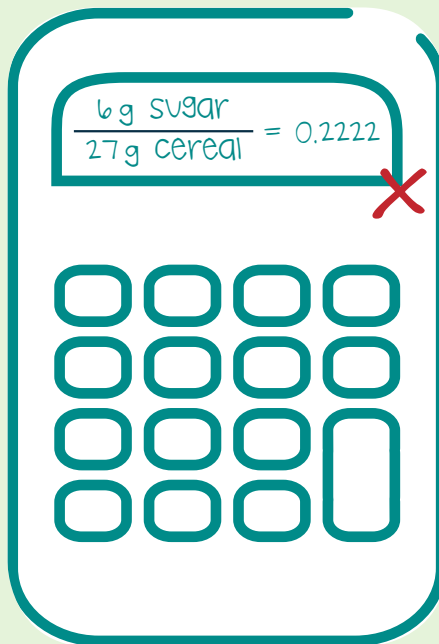


## 3

Use the Nutrition Facts label on the breakfast cereal packaging to calculate the sugar content per dry ounce.

- 1) Find the serving size in grams at the top of the label and the sugars listed towards the middle.
- 2) Divide the total sugars by the serving size in grams.

If the answer is equal to or less than 0.212, then the cereal is within the required sugar limit and may be creditable in CACFP.



**GRAMS OF SUGAR PER SERVING** if  $\leq 0.212$   
**GRAMS OF CEREAL PER SERVING** it is creditable



Amount Per Serving	Dora the Explorer
<b>Calories</b>	100
<b>Total Carbohydrate</b> 23g	<b>8%</b>
Dietary Fiber 3g	<b>11%</b>
<b>Sugars</b> 6g	
Other Carbohydrate 14g	
<b>Protein</b> 1g	

Calories	2,000	45%
Iron	18mg	25%
Vitamin D	25%	30%
Thiamin	25%	35%
Riboflavin	25%	25%
Niacin	25%	25%
Vitamin B <sub>6</sub>	25%	25%
Folic Acid	50%	50%
Vitamin B <sub>12</sub>	25%	35%
Phosphorus	2%	15%
Magnesium	2%	4%
Zinc	25%	30%

\* Amount in cereal. A serving of cereal plus skim milk provides 1.5g total fat, less than 5mg cholesterol, 220mg sodium, 260mg potassium, 29g total carbohydrate (12g sugars), and 6g protein.  
\*\* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:  
Calories 2,000 80g  
Less than 20g 25g  
Cholesterol 300mg 300mg  
Sodium 2,400mg 2,400mg  
Potassium 3,500mg 3,500mg  
Total Carbohydrate 300g 375g  
Dietary Fiber 25g 30g

**Ingredients:** Whole Grain Corn, Corn Meal, Sugar, Corn Bran, Corn Syrup, Canola Oil, Salt, Cinnamon, Baking Soda, 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 B<sub>6</sub> (pyridoxine hydrochloride), Vitamin B<sub>12</sub> (cobalamin), Vitamin B<sub>1</sub> (thiamin mononitrate), Vitamin A (palmitate), A B Vitamin (folic acid), Vitamin B<sub>2</sub>, Vitamin D<sub>3</sub>.

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(https://www.fns.usda.gov/tv/cacfp-meal-pattern-training-tools)



**Product Example:** Dora the Explorer meets one of the three methods, therefore, this product is CACFP creditable.

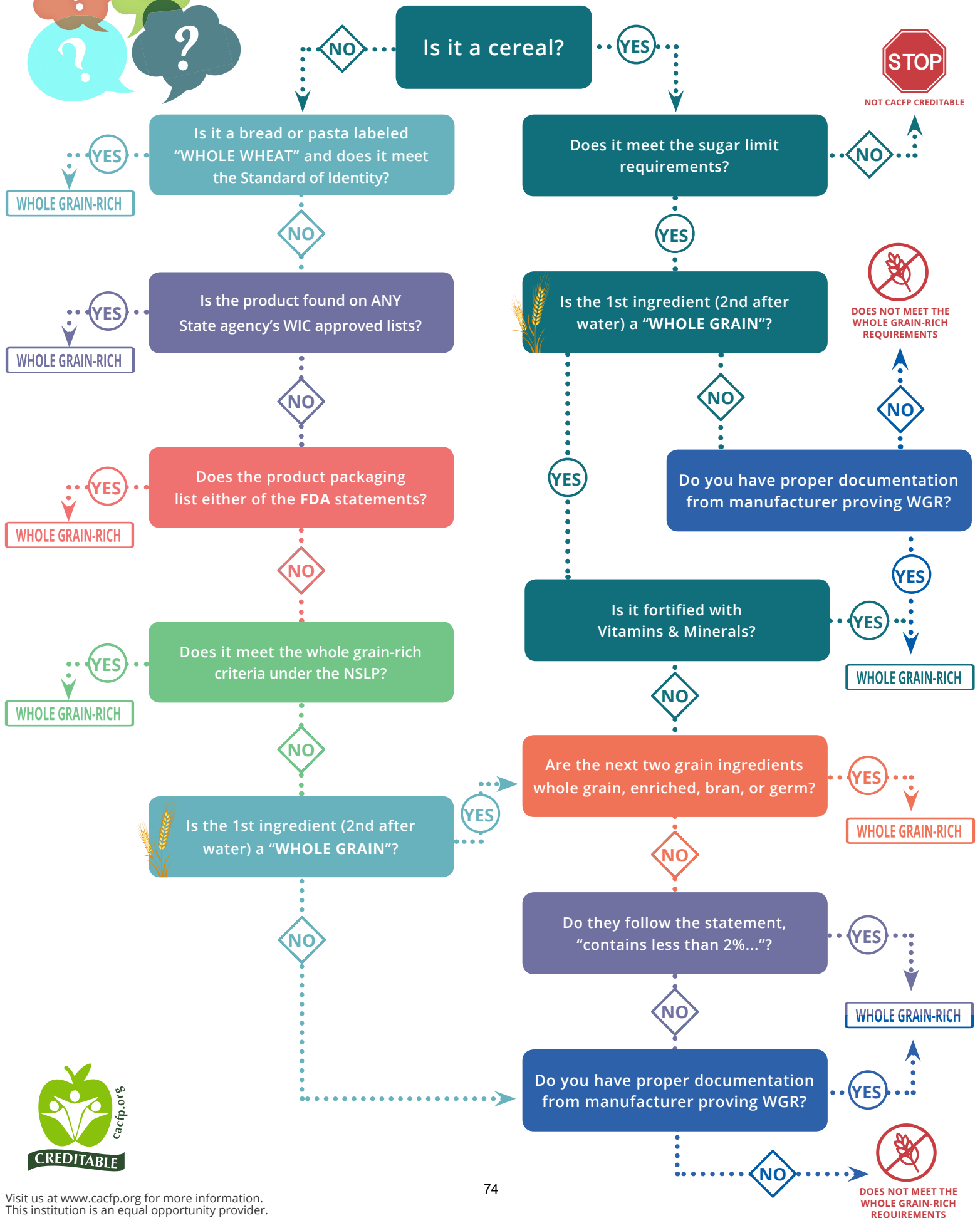
*Disclosure: The amount of sugar in a cereal might change. Even if you always buy the same brands and types of cereal, be sure to check the serving size and amount of sugars on the Nutrition Facts label to make sure they match what you have written in the list above. All cereals served must be whole grain-rich, enriched or fortified.*

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Page 7

# Wondering if your food is **WHOLE GRAIN-RICH**?





## Choose Breakfast Cereals That Are Lower in Sugar

All breakfast cereals served in the Child and Adult Care Food Program (CACFP) must not have more than **6 grams of sugar** per dry ounce.

There are many types of cereal that meet this sugar limit. You can use any cereal that is listed on any State agency's Women, Infants, and Children (WIC)-approved cereal list. You can also find cereals that meet the sugar limit by using the Nutrition Facts label and following the steps below:

**1** Use the Nutrition Facts label to find the **Serving Size**, in grams (g), of the cereal.

**2** Find the **Total Sugars** line. Look at the number of grams (g) next to Total Sugars.

**3** Use the serving size identified in Step 1 to find the serving size of the cereal in the table below.

Serving Size*	Total Sugars
If the serving size is:	Total sugars must not be more than:
12-16 grams	3 grams
26-30 grams	6 grams
31-35 grams	7 grams
45-49 grams	10 grams
55-58 grams	12 grams
59-63 grams	13 grams
74-77 grams	16 grams

**4** In the table, look at the number to the right of the serving size amount, under the "Total Sugars" column.

**If the cereal has that amount of sugar, or less, the cereal meets the sugar limit.**

\*Serving sizes here refer to those commonly found for breakfast cereals.

### Yummy Brand Cereal

Nutrition Facts	
15 servings per container	
<b>Serving size</b> ¾ cup (30g)	
<b>Amount per serving</b>	
<b>Calories</b>	<b>100</b>
<b>% Daily Value*</b>	
<b>Total Fat</b> 0.5g	<b>1%</b>
Saturated Fat 0g	<b>0%</b>
Trans Fat 0g	
<b>Cholesterol</b> 0mg	<b>0%</b>
<b>Sodium</b> 140mg	<b>6%</b>
<b>Total Carbohydrate</b> 22g	<b>7%</b>
Dietary Fiber 3g	<b>11%</b>
<b>Total Sugars</b> 5g	
Includes 4g Added Sugars	<b>8%</b>
<b>Protein</b> 3g	

### Test Yourself:

Does the cereal above meet the sugar limit?  
(Check your answer on the next page)

Serving Size: \_\_\_\_\_

Total Sugars: \_\_\_\_\_

Yes  No

# Try It Out!



Use the “Sugar Limits in Cereal” table below to help find cereals you can serve at your site. Write down your favorite brands and other information in the “Cereals To Serve in the CACFP” list. You can use this as a shopping list when buying cereals to serve in your program.

## Sugar Limits in Cereal

Serving Size	Total Sugars	Serving Size	Total Sugars
If the serving size is:	Total sugars must not be more than:	If the serving size is:	Total sugars must not be more than:
0-2 grams	0 grams	50-54 grams	11 grams
3-7 grams	1 gram	55-58 grams	12 grams
8-11 grams	2 grams	59-63 grams	13 grams
12-16 grams	3 grams	64-68 grams	14 grams
17-21 grams	4 grams	69-73 grams	15 grams
22-25 grams	5 grams	74-77 grams	16 grams
26-30 grams	6 grams	78-82 grams	17 grams
31-35 grams	7 grams	83-87 grams	18 grams
36-40 grams	8 grams	88-91 grams	19 grams
41-44 grams	9 grams	92-96 grams	20 grams
45-49 grams	10 grams	97-100 grams	21 grams

## Cereals To Serve in the CACFP\*

Cereal Brand	Cereal Name	Serving Size	Total Sugars (g)
Healthy Food Company	Nutty Oats	28 grams	5 grams

\*The amount of sugar in a cereal might change. Even if you always buy the same brands and types of cereal, be sure to check the serving size and amount of total sugars on the Nutrition Facts label to make sure they match what you have written in the list above. All cereals served must be whole grain-rich, enriched, or fortified.

**Answer to “Test Yourself” activity on page 1:** *The cereal has 5 grams of total sugars per 30 grams. The maximum amount of total sugars allowed for 30 grams of cereal is 6 grams. 5 is less than 6, so this cereal meets the sugar limit.*

# Grain-Based Desserts in the Child and Adult Care Food Program

Kids need the vitamins, minerals, and other nutrients in foods such as fruits, vegetables, whole grains, low-fat dairy, and lean protein foods. Too often, kids are filling up on foods high in added sugars and low in nutrients.

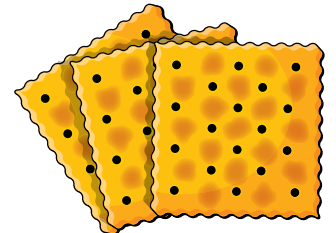


As of October 1, 2017, grain-based desserts no longer count toward the grain component of meals and snacks offered through the Child and Adult Care Food Program (CACFP). This small change helps reduce the amount of added sugars kids eat in child care.

## What Are Grain-Based Desserts?

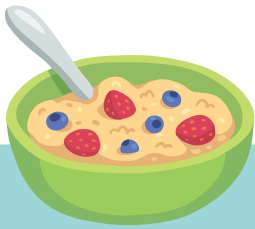
The chart below lists some common grain-based desserts:

Grain-Based Desserts (Not Reimbursable in the CACFP):	Not Grain-Based Desserts (Reimbursable in the CACFP):
<ul style="list-style-type: none"> <li>• Brownies</li> <li>• Cakes, including coffee cake and cupcakes</li> <li>• Cereal bars, breakfast bars, and granola bars</li> <li>• Cookies, including vanilla wafers</li> <li>• Doughnuts, any kind</li> <li>• Fig rolls/bars/cookies and other fruit-filled rolls/bars/cookies</li> <li>• Gingerbread</li> <li>• Ice cream cones</li> <li>• Marshmallow cereal treats</li> <li>• Pie crusts of dessert pies, cobblers, and fruit turnovers</li> <li>• Sweet bread puddings</li> <li>• Sweet biscotti, such as those made with fruits, chocolate, icing, etc.</li> <li>• Sweet croissants, such as chocolate-filled</li> <li>• Sweet pita chips, such as cinnamon-sugar flavored</li> <li>• Sweet rice puddings</li> <li>• Sweet scones, such as those made with fruits, icing, etc.</li> <li>• Sweet rolls, such as cinnamon rolls</li> <li>• Toaster pastries</li> </ul>	<ul style="list-style-type: none"> <li>• Banana bread, zucchini bread, and other quick breads</li> <li>• Cereals that meet the sugar limit and are whole grain-rich, enriched, and/or fortified</li> <li>• Cornbread</li> <li>• Crackers, all types</li> <li>• French Toast</li> <li>• Muffins</li> <li>• Pancakes</li> <li>• Pie crusts of savory pies, such as vegetable pot pie and quiche</li> <li>• Plain croissants</li> <li>• Plain or savory pita chips</li> <li>• Savory biscotti, such as those made with cheese, vegetables, herbs, etc.</li> <li>• Savory bread puddings, such as those made with cheese, vegetables, herbs, etc.</li> <li>• Savory rice puddings, such as those made with cheese, vegetables, etc.</li> <li>• Savory scones, such as those made with cheese, vegetables, herbs, etc.</li> <li>• Teething biscuits, crackers, and toasts</li> <li>• Tortillas and tortilla chips</li> <li>• Waffles</li> </ul>



**Whole grain-rich and homemade grain-based desserts are also not creditable in the CACFP.**





# Still Too Sweet?



- Even if a food is not listed as a grain-based dessert, it can still be high in added sugars. As a best practice, compare grains and choose those that are lower in sugars. For instance, the amount of added sugars in a muffin can vary from recipe to recipe. Some muffins are as sweet as cupcakes and include ingredients such as candy and chocolate pieces or cinnamon-sugar toppings.
- Look for alternatives to sweet toppings (such as syrups, honey, and cinnamon sugars). For example, try topping pancakes with fruits instead of syrup. Starting these practices early helps kids develop healthy habits.

## Try It Out!

1. Think about some grain-based desserts that you used to serve. Add them to the “Instead of serving” column on the left.
2. What are some other foods you can serve instead? Add them to the “Try” column in the middle.
3. Think of other foods you could substitute for the examples listed below. Add them to the right column under “Other Choices.”

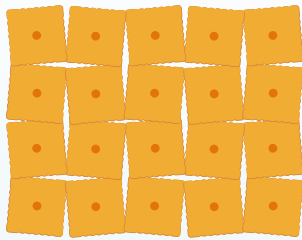
<b>Instead of serving:</b>	<b>Try:</b>	<b>Other Choices:</b>
Doughnuts or cinnamon rolls	Pancakes or waffles topped with sliced fruit	
Marshmallow cereal treat	Whole-grain tortilla chips or fruit	
Cookies	Whole-wheat crackers or graham crackers	
Cake or brownies	Banana bread	
Toaster pastries	Whole-wheat toast	

**Use your “Try” and “Other Choices” lists to help you plan new menus at your site!**

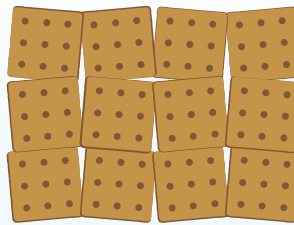
# Using Ounce Equivalents for Grains in the Child and Adult Care Food Program

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

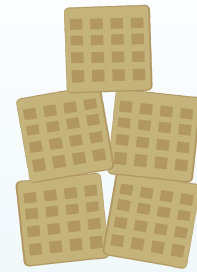
## How Much Is 1 Ounce Equivalent?



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



**12 thin wheat crackers**  
(1 1/4" by 1 1/4") = 1 oz. eq.



**5 woven whole-wheat crackers**  
(1 1/2" by 1 1/2") = 1 oz. eq.

## Using the Grains Measuring Chart

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

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

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

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

**Lists a size** for the grain, such as *about 1 1/4" by 1 1/2"*, then check if the item is the same size, or larger than, this amount. See page 6.

Grain Item and Size	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack
	Serve at Least 1/2 oz. eq., which equals about...
<b>Pita Bread/Round</b> (whole grain-rich or enriched) at least 56 grams*	1/4 pita or 14 grams
<b>Popcorn</b>	1 1/2 cups or 14 grams
<b>Pretzel, Hard, Mini-Twist</b> (about 1 1/4" by 1 1/2")**	7 twists or 11 grams



# Grains Measuring Chart for the Child and Adult Care Food Program



## Grain Item and Size

## Age Group and Meal

**1- through 5-year-olds**  
at Breakfast, Lunch,  
Supper, Snack

**6- through 18-year-olds**  
at Breakfast, Lunch,  
Supper, Snack  
**Adults** at Snack only

**Adults** at Breakfast,  
Lunch, Supper

**Serve at Least**  
**½ oz. eq.**, which equals  
about...

**Serve at Least**  
**1 oz. eq.**, which equals  
about...

**Serve at Least**  
**2 oz. eq.**, which  
equals about...

**Bagel** (entire bagel)  
at least 56 grams\*

¼ bagel or 14 grams

½ bagel or 28 grams

1 bagel or 56 grams

**Bagel, Mini** (entire bagel)  
at least 28 grams\*

½ bagel or 14 grams

1 bagel or 28 grams

2 bagels or 56 grams

**Biscuit** at least 28 grams\*

½ biscuit or 14 grams

1 biscuit or 28 grams

2 biscuits or 56 grams

**Bread** (whole grain-rich or  
enriched) at least 28 grams\*

½ slice or 14 grams

1 slice or 28 grams

2 slices or 56 grams

**Bun or Roll** (entire bun  
or roll) at least 28 grams\*

½ bun/roll or 14 grams

1 bun/roll or 28 grams

2 buns/rolls or 56 grams

**Cereal Grains** (barley,  
bulgur, quinoa, etc.)

¼ cup cooked or  
14 grams dry

½ cup cooked or  
28 grams dry

1 cup cooked or  
56 grams dry

**Cereal, Ready-to-Eat:**  
**Flakes or Rounds**

½ cup or 14 grams

1 cup or 28 grams

2 cups or 56 grams

**Cereal, Ready-to-Eat:**  
**Granola**

⅓ cup or 14 grams

¼ cup or 28 grams

½ cup or 56 grams

**Cereal, Ready-to-Eat:**  
**Puffed**

¾ cup or 14 grams

1 ¼ cup or 28 grams

2 ½ cups or 56 grams

**Corn Muffin**  
at least 34 grams\*

½ muffin or 17 grams

1 muffin or 34 grams

2 muffins or 68 grams

**Cracker, Animal**  
(about 1 ½" by 1")\*\*

8 crackers or 14 grams

15 crackers or 28 grams

30 crackers (~1 cup)  
or 56 grams

**Cracker, Bear-Shaped,  
Sweet** (about 1" by ½")\*\*

12 crackers (~¼ cup)  
or 14 grams

24 crackers (~½ cup)  
or 28 grams

48 crackers (~1 cup)  
or 56 grams

**Cracker, Cheese, Square,  
Savory** (about 1" by 1")\*\*

10 crackers or 11 grams

20 crackers (~⅓ cup)  
or 22 grams

40 crackers (~⅔ cup)  
or 44 grams

**Cracker, Fish-Shaped  
or Similar, Savory**  
(about ¾" by ½")\*\*

21 crackers (~¼ cup)  
or 11 grams

41 crackers (~½ cup)  
or 22 grams

81 crackers (~1 cup)  
or 44 grams



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

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

# Grains Measuring Chart for the Child and Adult Care Food Program



## Grain Item and Size

## Age Group and Meal

**1- through 5-year-olds**  
at Breakfast, Lunch,  
Supper, Snack

**6- through 18-year-olds**  
at Breakfast, Lunch,  
Supper, Snack  
**Adults** at Snack only

**Adults** at Breakfast,  
Lunch, Supper

**Serve at Least**  
**½ oz. eq.**, which equals  
about...

**Serve at Least**  
**1 oz. eq.**, which equals  
about...

**Serve at Least**  
**2 oz. eq.**, which equals  
about...

**Cracker, Graham**  
(about 5" by 2 ½")\*\*

1 cracker or 14 grams

2 crackers or 28 grams

4 crackers or 56 grams

**Cracker, Round, Savory**  
(about 1 ¾" across)\*\*

4 crackers or 11 grams

7 crackers or 22 grams

14 crackers or 44 grams

**Cracker, Saltine**  
(about 2" by 2")\*\*

4 crackers or 11 grams

8 crackers or 22 grams

16 crackers or 44 grams

**Cracker, Thin Wheat,  
Square, Savory**  
(about 1 ¼" by 1 ¼")\*\*

6 crackers or 11 grams

12 crackers or 22 grams

23 crackers or 44 grams

**Cracker, Woven Whole-  
Wheat, Square, Savory**  
(about 1 ½" by 1 ½")\*\*

3 crackers or 11 grams

5 crackers or 22 grams

10 crackers or 44 grams

**Croissant**  
at least 34 grams\*

½ croissant or 17 grams

1 croissant or 34 grams

2 croissants or 68 grams

**English Muffin** (top and  
bottom) at least 56 grams\*

¼ muffin or 14 grams

½ muffin or 28 grams

1 muffin or 56 grams

**French Toast Stick**  
at least 18 grams\*

2 sticks or 35 grams

4 sticks or 69 grams

8 sticks or 138 grams

**Grits**

¼ cup cooked or  
14 grams dry

½ cup cooked or  
28 grams dry

1 cup cooked or  
56 grams dry

**Melba Toast**  
(about 3 ½" by 1 ½")\*\*

2 pieces or 11 grams

5 pieces or 22 grams

8 pieces or 44 grams

**Muffin and Quick Bread**  
(banana, etc.)  
at least 55 grams\*

½ muffin/slice or  
28 grams

1 muffin/slice or  
55 grams

2 muffins/slices or  
110 grams

**Oatmeal**

¼ cup cooked or  
14 grams dry

½ cup cooked or  
28 grams dry

1 cup cooked or  
56 grams dry

**Pancake**  
at least 34 grams\*

½ pancake or 17 grams

1 pancake or 34 grams

2 pancakes or 68 grams



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

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

# Grains Measuring Chart for the Child and Adult Care Food Program



## Grain Item and Size

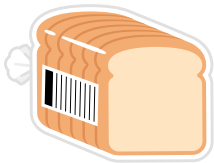
## Age Group and Meal

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



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

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



## Using the Nutrition Facts Label

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

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

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

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

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

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

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

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

### Brand P Pancakes

#### Nutrition Facts

4 servings per container  
Serving size **3 Pancakes** (117g)

Amount per serving  
**Calories** **280**

	% Daily Value*	
<b>Total Fat</b> 9g		<b>12%</b>
Saturated Fat 1.5g		<b>8%</b>
Trans Fat 0g		

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

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



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



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



## Are There Other Menu Planning Considerations?

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

## What If My Grain Is Different?

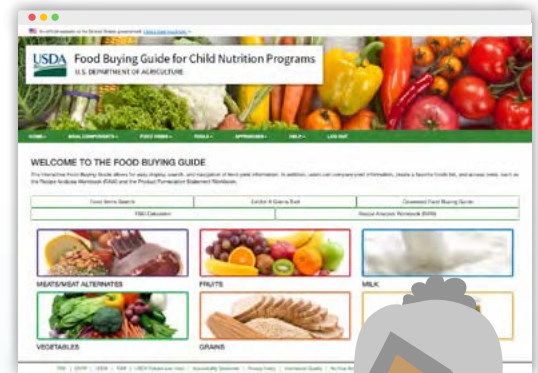
Is the grain item you want to serve:

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

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

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

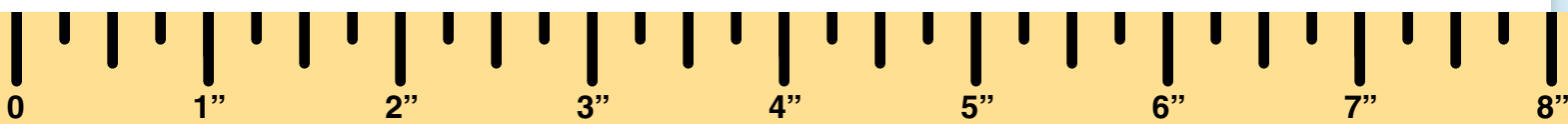
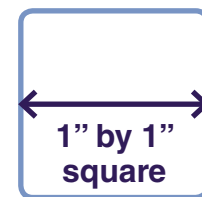
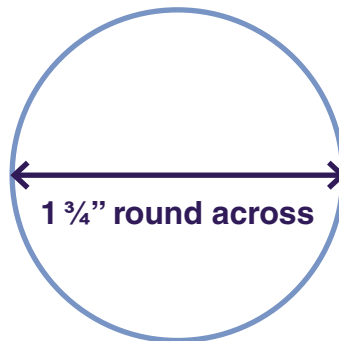
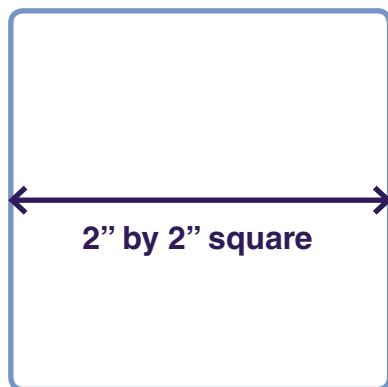
<sup>\*</sup>Available at <https://foodbuyingguide.fns.usda.gov>.



## Grains Measuring Tools

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

**Guides appear as actual size when this worksheet is printed at 100% on standard 8 1/2" by 11" paper.**



# Crediting Single-Serving Packages of Grains in the Child and Adult Care Food Program

Child and Adult Care Food Program (CACFP) operators may serve single-serving or snack-sized packages of grain items, such as breakfast cereals or whole grain crackers to meet grains requirements at snacks and meals.

In the CACFP, the minimum required amounts for grains are listed in the meal pattern as ounce equivalents (oz eq). Ounce equivalents tell you the amount of grains in a portion of food.



## How Much is 1 Ounce Equivalent?

0.8 ounce (22 grams)  
of **Cheese Crackers**



= 1 oz eq of grains

1 ounce (28 grams)  
of **Toasted O's Cereal**



= 1 oz eq of grains

2 ounces (55 grams)  
of **Blueberry Muffin**




= 1 oz eq of grains

# Using the Grains Measuring Chart for Single-Serving Packages

To see how many single-serving packages of grains are needed to meet CACFP meal pattern requirements, follow the steps below:

- 1** Look at the Grains Measuring Chart for Single-Serving Packages on pages 2-3 and find the item you are serving under the “Grain Item and Package Weight” column. Grain items are listed in alphabetical order. If the item is not listed, see “What If My Grain is Different?” on page 5.
- 2** Each item on the chart lists a minimum package weight by the name of the item. Look at the package you are serving and find its weight listed on the Nutrition Facts label or on the front of the package. Check that the package weighs the same as, or more than, the weight listed on the chart (see page 4).
- 3** Look at the chart and find the column for the age group of your participants and the meal or snack you are serving. This column lists the number of packages you need to serve to meet the CACFP meal pattern requirement for grains. You may serve more than this amount.

Grains Measuring Chart for Single-Serving Packages			
Grain Item and Package Weight*	Child and Adult Care Food Program Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack  Adults at Snack	Adults at Breakfast, Lunch, Supper
	Serve at Least ½ oz eq, which equals about...	Serve at Least 1 oz eq, which equals about...	Serve at Least 2 oz eq, which equals about...
 <p><b>Bagel Chips</b> at least 28 grams or 1 ounce</p>	½ package	1 package	2 packages
<b>Cereal, Ready-to-Eat, All Types**</b> at least 28 grams or 1 ounce	½ package	1 package	2 packages
<b>Corn Chips</b> at least 28 grams or 1 ounce	½ package	1 package	2 packages

\*Check that the package you want to serve weighs this amount, or more. See “Finding the Weight of Single-Serving Packages” on page 4 for more information.

\*\*Must contain 6 grams of sugar or less per dry ounce.

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

## Grains Measuring Chart for Single-Serving Packages

Grain Item and Package Weight*	Child and Adult Care Food Program Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack  Adults at Snack	Adults at Breakfast, Lunch, Supper
	Serve at Least <b>½ oz eq</b> , which equals about...	Serve at Least <b>1 oz eq</b> , which equals about...	Serve at Least <b>2 oz eq</b> , which equals about...
<b>Crackers, Savory</b> (e.g., cheese, saltines, whole-wheat, etc.) at least 22 grams or 0.8 ounces	½ package	1 package	2 packages
<b>Crackers, Sweet</b> (e.g., animal, graham, etc.) at least 28 grams or 1 ounce	½ package	1 package	2 packages
<b>Croissant</b> at least 34 grams or 1.2 ounces	½ package	1 package	2 packages
<b>Grits, Dry</b> at least 28 grams or 1 ounce	½ package	1 package	2 packages
<b>Muffin, All Types</b> (except corn) at least 55 grams or 2 ounces	½ package	1 package	2 packages
<b>Muffin, Corn</b> at least 34 grams or 1.2 ounces	½ package	1 package	2 packages
<b>Oatmeal, Dry</b> (unflavored or flavored)** at least 28 grams or 1 ounce	½ package	1 package	2 packages
<b>Pita Chips</b> at least 28 grams or 1 ounce	½ package	1 package	2 packages
<b>Pretzels, Hard***</b> at least 22 grams or 0.8 ounces	½ package	1 package	2 packages
<b>Popcorn***</b> at least 14 grams or 0.5 ounce	1 package	2 packages	4 packages
<b>Rice Cakes</b> at least 22 grams or 0.8 ounces	½ package	1 package	2 packages
<b>Tortilla Chips</b> at least 28 grams or 1 ounce	½ package	1 package	2 packages

\*Check that the package you want to serve weighs this amount, or more. See “Finding the Weight of Single-Serving Packages” on page 4 for more information.

\*\*Must contain 6 grams of sugar or less per dry ounce.

\*\*\*Choking hazard for children under the age of 4.

**All grains served in the CACFP must be whole grain-rich, enriched, or fortified.**



# Finding the Weight of Single-Serving Packages

All items in the Grains Measuring Chart list weights by the name of the item. Follow the steps below to see if the package of grains you want to serve meets the minimum weight listed in the chart.

1. Find the grain item and the package weight in the Grains Measuring Chart.

For example, a package of hard pretzels must weigh at least 22 grams or 0.8 ounces.

Grain Item and Package Weight*	Child and Adult Care Food Program Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack <b>Adults</b> at Snack	<b>Adults</b> at Breakfast, Lunch, Supper
	Serve at Least ½ oz eq, which equals about...	Serve at Least 1 oz eq, which equals about...	Serve at Least 2 oz eq, which equals about...
<b>Pretzel, Hard</b> at least 22 grams or 0.8 ounces	½ package	1 package	2 packages

2. Look at the Nutrition Facts label of the item you are serving. Find the serving size and make sure that it is listed as "1 package" or other similar wording. If the serving size is not listed as 1 package, look for the weight of one package on the front of the package, as shown in the picture below. If the weight of one package is shown on the front of the package, go to Step 4. If the serving size is not 1 package, and the weight of the package is not on the front of the package, see "What If My Grain Is Different?" on page 5.



3. Find the weight of one package. In this example, one package of **Brand P Hard Pretzels** weighs 28 grams.



If the weight of one package is not written on the Nutrition Facts label, look for the weight on the front of the package.

4. Compare the weight of one package to the weight listed in the Grains Measuring Chart. Is this package weight the same as, or heavier than, the weight listed in the Grains Measuring Chart?

**Yes:** Use the Grains Measuring Chart to see how many packages you need to serve to meet CACFP meal pattern requirements.

In this example, a package of hard pretzels must weigh at least 22 grams or 0.8 ounces to use the Grains Measuring Chart. Because 1 package of Brand P hard pretzels weighs 28 grams, you may use the row for "Pretzels, Hard" in the chart to see how many packages of Brand P hard pretzels are needed to meet CACFP meal pattern requirements.

**No:** Use another method to determine how many packages you need to serve to meet CACFP meal pattern requirements. See "What if My Grain Is Different?" on page 5.

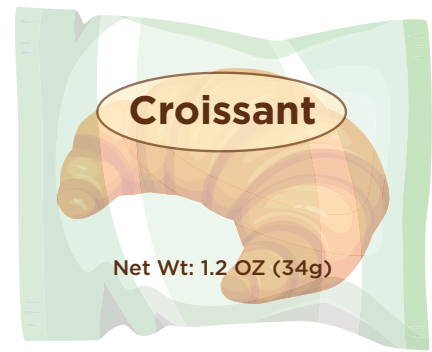
## What If My Grain Is Different?

If the package of grains you are serving:

- is lighter in weight than the item listed in the Grains Measuring Chart, or
- does not list the weight of one package, or
- is not listed on the Grains Measuring Chart,

you will need to use another method to determine how many packages are needed to meet CACFP meal pattern requirements. To do this, you could:

- Use the “Food Buying Guide for Child Nutrition Programs (FBG) Exhibit A Grains Tool” available at [foodbuyingguide.fns.usda.gov](http://foodbuyingguide.fns.usda.gov).
- Use Team Nutrition’s “Calculating Ounce Equivalents for Grains in the CACFP” worksheet available at [TeamNutrition.USDA.gov](http://TeamNutrition.USDA.gov).
- Contact your State agency or sponsoring organization for assistance.



## Are There Other Menu Planning Considerations?

If you serve a package that weighs more than what is listed on the Grains Measuring Chart, then you might serve more grains than required by the CACFP meal pattern. The serving amounts listed in the meal pattern are minimums, so you are allowed to serve more than that amount. However, the tools described under “What If My Grain Is Different?” can also help you determine how much of an item is needed to meet the meal pattern requirements without serving more than what is required. Work with your vendors to purchase single-serving packages of grains that provide the right amount for your participants.

### Answer Key:

See “Try It Out!” practice questions on page 6.

1. You should serve each child at least half (1/2) of a corn muffin. Because each corn muffin weighs 1.2 ounces (34 grams), you may use the row for “Muffin, Corn” in the Grains Measuring Chart (Page 3) to see how many muffins to serve each child.
2. You should serve each participant 2 boxes of Brand B bran flakes cereal. Because one box of this cereal weighs 1 ounce, you may use the row for “Cereal, Ready-to-Eat, All Types” in the Grains Measuring Chart (Page 2) to see how many boxes to serve each participant. You may also serve each participant 1 box of Brand B bran flakes, and serve 1 oz eq of another grain item.
3. No, you should not use the Grains Measuring Chart to see how many bags of Brand S savory crackers to serve. A package of savory crackers must weigh at least 0.8 ounces or 22 grams in order to use the chart. One bag of Brand S savory crackers weighs 0.75 ounces. Because 0.75 ounces is less than 0.8 ounces, you must use another method to see how many packages of Brand S savory crackers to serve.

# Try It Out!

Use the information in this worksheet to answer the questions below.  
See page 5 for the Answer Key.

**1** You want to serve individually wrapped corn muffins at lunch to 3-year-olds. Each corn muffin weighs 1.2 ounces (34 grams). How many corn muffins should you serve each child to meet the minimum amount of grains required at lunch in the CACFP?

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**2** Your adult day care wants to offer single-serving boxes of ready-to-eat cereal at breakfast. One box of Brand B bran flakes weighs 1 ounce (28 grams). How many boxes of bran flakes should you serve each participant to meet the minimum amount of grains required at breakfast?

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**3** Your at-risk afterschool program wants to serve single-serving bags of Brand S savory crackers at snack to 10-year-olds. One single-serving bag of Brand S savory crackers weighs 0.75 ounces (21 grams). Should you use the Grains Measuring Chart to determine how many bags of Brand S savory crackers to serve? Why or why not?

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# Grain Requirements for the Child and Adult Care Food Program

Group A	Ounce Equivalent (oz. eq.) for Group A
Bread type coating Bread sticks (hard) Chow Mein noodles Savory Crackers (saltines and snack crackers) Croutons Pretzels (hard) Stuffing (dry) Note: weights apply to bread in stuffing	1 oz. eq. = 22 gm or 0.8 oz. 3/4 oz. eq. = 17 gm or 0.6 oz. 1/2 oz. eq. = 11 gm or 0.4 oz. 1/4 oz. eq. = 6 gm or 0.2 oz.
Group B	Ounce Equivalent (oz. eq.) for Group B
Bagels Batter type coating Biscuits Breads - all (for example sliced, French, Italian) Buns (hamburger and hot dog) Sweet Crackers (graham crackers - all shapes, animal crackers) Egg roll skins English muffins Pita bread Pizza crust Pretzels (soft) Rolls Tortillas Tortilla chips Taco shells	1 oz. eq. = 28 gm or 1.0 oz. 3/4 oz. eq. = 21 gm or 0.75 oz. 1/2 oz. eq. = 14 gm or 0.5 oz. 1/4 oz. eq. = 7 gm or 0.25 oz.
Group C	Ounce Equivalent (oz. eq.) for Group C
Cornbread Corn muffins Croissants Pancakes Pie crust (meats/meat alternate pie crust only) Waffles	1 oz. eq. = 34 gm or 1.2 oz. 3/4 oz. eq. = 26 gm or 0.9 oz. 1/2 oz. eq. = 17 gm or 0.6 oz. 1/4 oz. eq. = 9 gm or 0.3 oz.
Group D	Ounce Equivalent (oz. eq.) for Group D
Muffins (all, except corn)	1 oz. eq. = 55 gm or 2.0 oz. 3/4 oz. eq. = 42 gm or 1.5 oz. 1/2 oz. eq. = 28 gm or 1.0 oz. 1/4 oz. eq. = 14 gm or 0.5 oz.
Group E	Ounce Equivalent (oz. eq.) for Group E
French toast	1 oz. eq. = 69 gm or 2.4 oz. 3/4 oz. eq. = 52 gm or 1.8 oz. 1/2 oz. eq. = 35 gm or 1.2 oz. 1/4 oz. eq. = 18 gm or 0.6 oz.
Group H	Ounce Equivalent (oz. eq.) for Group H
Cereal Grains (barley, quinoa, etc.) Breakfast cereals (cooked) Bulgur or cracked wheat Macaroni (all shapes) Noodles (all varieties) Pasta (all shapes) Ravioli (noodle only) Rice	1 oz. eq. = 1/2 cup cooked or 1 ounce (28 gm) dry
Group I	Ounce Equivalent (oz. eq.) for Group I
Ready to eat breakfast cereal (cold, dry)	1 oz. eq. = 1 cup or 1 ounce for flakes and rounds 1 oz. eq. = 1.25 cups or 1 ounce for puffed cereal 1 oz. eq. = 1/4 cup or 1 ounce for granola

\*\*\* Groups F & G not included, not reimbursable on the CACFP \*\*\*

**“Adapted from USDA Exhibit A: Grain Requirements for Child Nutrition Programs.  
USDA does not endorse any products, services, or organizations. Provided by DHSS.”**  
USDA is an equal opportunity provider, employer, and lender.

**Missouri Department of Health & Senior Services**  
**Child & Adult Care Food Program**  
**At-Risk Afterschool Program Food Chart for Ages 6-18**

Food Components & Food Items <sup>1</sup>		Snack <sup>2</sup>	Supper
<b>Fluid Milk</b>			
Unflavored low-fat (1%) or Unflavored/flavored fat-free (skim)		1 cup (8 oz.)	1 cup (8 oz.)
<b>Meat/Meat Alternate<sup>7</sup></b>			
Lean meat , poultry, fish; <b>or</b>		1 oz.	2 oz.
Cheese; <b>or</b>		1 oz.	2 oz.
Eggs; <b>or</b>		½ large egg	1 large egg
Tofu, soy products, alternate protein product; <b>or</b>		1 oz.	2 oz.
Cooked dry beans, peas; <b>or</b>		¼ cup	½ cup
Yogurt <sup>4</sup> ; <b>or</b>		½ cup (4 oz.)	1 cup (8 oz.)
Peanut, soy nut, other nut or seed butters; <b>or</b>		2 tablespoons	4 tablespoons
Peanuts, soy nuts, tree nuts, seeds <sup>9</sup> ;		1 oz.	1 oz. = 50%
<b>Vegetable<sup>3</sup></b>			
Vegetable		¾ cup	½ cup
<b>Fruit<sup>3, 5</sup></b>			
Fruit		¾ cup	¼ cup
<b>Grains<sup>6</sup></b>			
Whole grain-rich or enriched bread; <b>or</b>		1 oz. eq. (28 gm.)	1 oz. eq. (28 gm.)
Whole grain-rich or enriched bread product, such as biscuit, roll, muffin; <b>or</b>		1 oz. eq.	1 oz. eq.
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>8</sup> , cereal grain, pasta; <b>or</b>		1 oz. eq. (½ cup-cooked, 28 gm.-dry)	1 oz. eq. (½ cup-cooked, 28 gm.-dry)
Whole grain-rich, enriched or fortified ready-to-eat cereal <sup>8</sup>	Flakes or Rounds Granola Puffed Cereal	1 oz. eq. (1 cup, 28 gm.) 1 oz. eq. (¼ cup, 28 gm.) 1 oz. eq. (1 ¼ cup, 28 gm.)	Ready-to-eat cereal is not reimbursable at supper.
*** <a href="#">USDA Using Ounce Equivalents for Grains in the CACFP worksheet</a> ***			

1. Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
2. Select 2 of the 5 components for a reimbursable snack. Only one of the two components may be a beverage.
3. Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
4. Yogurt may be plain or flavored, unsweetened or sweetened, but must contain no more than 23 grams of total sugars per 6 ounces.
5. A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served. Fruit cannot be used to meet the vegetable requirement.
6. All grains must be made with whole grain or enriched meal or flour. At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement with the exception of sweet crackers (e.g., graham crackers of any shape and animal crackers).
7. Alternate protein products must meet the requirements in Appendix A to Part 226.
8. Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.
9. Nuts and seeds may be used to meet no more than 50% of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the supper requirement.

Offer versus serve is an option for At-Risk Afterschool participants.

For breakfast or lunch served on weekends or holidays, please refer to the corresponding food chart available at: [www.health.mo.gov/cacfp](http://www.health.mo.gov/cacfp)

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CACFP November 2021

**Missouri Department of Health & Senior Services**

Child & Adult Care Food Program

Breakfast Food Chart for Ages 1-18

**At-Risk Afterschool Weekends and Holidays**

Food Components & Food Items <sup>1</sup>	Ages			
	1-2	3-5	6-12	13-18 <sup>2</sup> (At-Risk Afterschool Programs and Emergency Shelters)
<b>Fluid Milk<sup>3</sup></b>	1 year old: Unflavored Whole, 2 year old: Unflavored low-fat (1%) or Unflavored fat-free (skim)	Unflavored low-fat (1%) or Unflavored fat-free (skim)	Unflavored low-fat (1%) or Unflavored/flavored fat-free (skim)	Unflavored low-fat (1%) or Unflavored/flavored fat-free (skim)
Milk	½ cup (4 oz.)	¾ cup (6 oz.)	1 cup (8 oz.)	1 cup (8 oz.)
<b>Vegetables/Fruits</b>				
Vegetables, fruits or portions of both <sup>4</sup>	¼ cup	½ cup	½ cup	½ cup
<b>Grains<sup>5, 6</sup></b>				
Whole grain-rich or enriched bread; <b>or</b>	½ oz. eq. (14 gm.)	½ oz. eq. (14 gm.)	1 oz. eq. (28 gm.)	1 oz. eq. (28 gm.)
Whole grain-rich or enriched bread product, such as biscuit, roll, muffin; <b>or</b>	½ oz. eq.	½ oz. eq.	1 oz. eq.	1 oz. eq.
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>7</sup> , cereal grain, pasta; <b>or</b>	½ oz. eq. (¼ cup-cooked, 14 gm.-dry)	½ oz. eq. (¼ cup-cooked, 14 gm.-dry)	1 oz. eq. (½ cup-cooked, 28 gm.-dry)	1 oz. eq. (½ cup-cooked, 28 gm.-dry)
Whole grain-rich, enriched or fortified ready-to-eat cereal <sup>7</sup>				
Flakes or Rounds	½ oz. eq. (½ cup, 14 gm.)		1 oz. eq. (1 cup, 28 gm.)	
Granola	½ oz. eq. (⅛ cup, 14 gm.)		1 oz. eq. (¼ cup, 28 gm.)	
Puffed Cereal	½ oz. eq. (¾ cup, 14 gm.)		1 oz. eq. (1¼ cup, 28 gm.)	
*** <a href="#">USDA Using Ounce Equivalents for Grains in the CACFP worksheet</a> ***				

<sup>1</sup> Must serve all three components for a reimbursable meal.

<sup>2</sup> Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs for At-Risk Afterschool Programs and Emergency Shelters.

<sup>3</sup> Must be unflavored whole milk for children age one. Must be unflavored fat-free (skim) or unflavored low-fat (1%) milk for children two through five years old. Must be unflavored fat-free (skim), unflavored low-fat (1%), or flavored fat-free (skim) milk for children six years old and older.

<sup>4</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

<sup>5</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grain component with the exception of sweet crackers (e.g., graham crackers of any shape and animal crackers).

<sup>6</sup> Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.

<sup>7</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.

**Missouri Department of Health & Senior Services**  
**Child & Adult Care Food Program**  
**Lunch & Supper Food Chart for Ages 1-18**  
**At-Risk Afterschool Weekends and Holidays**

Food Components & Food Items <sup>1</sup>	Ages			
	1-2	3-5	6-12	13-18 <sup>2</sup> (At-Risk Afterschool Programs and Emergency Shelters)
<b>Fluid Milk<sup>3</sup></b>	1 year old: Unflavored Whole, 2 year old: Unflavored low-fat (1%) or Unflavored fat-free (skim)	Unflavored low-fat (1%) or Unflavored fat-free (skim)	Unflavored low-fat (1%) or Unflavored/flavored fat-free (skim)	Unflavored low-fat (1%) or Unflavored/flavored fat-free (skim)
Milk	½ cup (4 oz.)	¾ cup (6 oz.)	1 cup (8 oz.)	1 cup (8 oz.)
<b>Meat/Meat Alternate</b>				
Lean meat, poultry, fish; <b>or</b>	1 oz.	1½ oz.	2 oz.	2 oz.
Cheese; <b>or</b>	1 oz.	1½ oz.	2 oz.	2 oz.
Large egg; <b>or</b>	½ egg	¾ egg	1 egg	1 egg
Tofu, soy products, alternate protein product <sup>4</sup> ; <b>or</b>	1 oz.	1½ oz.	2 oz.	2 oz.
Cooked dry beans, peas; <b>or</b>	¼ cup	⅜ cup	½ cup	½ cup
Yogurt, plain or unflavored unsweetened or sweetened <sup>5</sup> <b>or</b> ;	½ cup (4 oz.)	¾ cup (6 oz.)	1 cup (8 oz.)	1 cup (8 oz.)
Peanut butter, soy nut butter, other nut or seed butter; <b>or</b>	2 tbsp.	3 tbsp.	4 tbsp.	4 tbsp.
Peanuts, soy nuts, tree nuts, seeds <sup>10</sup>	½ oz. = 50%	¾ oz. = 50%	1 oz. = 50%	1 oz. = 50%
<b>Vegetable<sup>6, 7</sup></b>				
Vegetable	⅛ cup	¼ cup	½ cup	½ cup
<b>Fruit<sup>6, 7</sup></b>				
Fruit	⅛ cup	¼ cup	¼ cup	¼ cup
<b>Grains<sup>8</sup></b>				
Whole grain-rich or enriched bread; <b>or</b>	½ oz. eq. (14 gm.)	½ oz. eq. (14 gm.)	1 oz. eq. (28 gm.)	1 oz. eq. (28 gm.)
Whole grain-rich or enriched bread product, such as biscuit, roll, muffin; <b>or</b>	½ oz. eq.	½ oz. eq.	1 oz. eq.	1 oz. eq.
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>9</sup> , cereal grain, or pasta	½ oz. eq. (¼ cup-cooked, 14 gm.-dry)	½ oz. eq. (¼ cup-cooked, 14 gm.-dry)	1 oz. eq. (½ cup-cooked, 28 gm.-dry)	1 oz. eq. (½ cup-cooked, 28 gm.-dry)
*** <a href="#">USDA Using Ounce Equivalents for Grains in the CACFP worksheet</a> ***				

- 1 Must serve all five components for a reimbursable meal.
- 2 Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs for At-Risk Afterschool Programs and Emergency Shelters.
- 3 Must be unflavored whole milk for children age one. Must be unflavored fat-free (skim) or unflavored low-fat (1%) milk for children two through five years old. Must be unflavored fat-free (skim), unflavored low-fat (1%), or flavored fat-free (skim) milk for children six years old and older.
- 4 Alternate protein products must meet the requirements in Appendix A to Part 226.
- 5 Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- 6 Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- 7 A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
- 8 At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grain component with the exception of sweet crackers (e.g., graham crackers of any shape and animal crackers).
- 9 Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.
- 10 Nuts and seeds may be used to meet no more than 50% of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch/supper requirement.





MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)  
**AT-RISK SNACK & SUPPER MENU TEMPLATE (7 DAY)**

NAME OF CENTER/FACILITY							
YEAR	WEEK OF						
	DATE	DATE	DATE	DATE	DATE	DATE	DATE
<b>SNACK PM Serve 2 of 5</b>							
<b>Milk</b>							
<b>Meat/Meat Alternates</b>							
<b>Vegetable</b>							
<b>Fruit</b>							
<b>Grain</b>							
<b>Other Foods</b>							
<b>SUPPER</b>							
<b>Milk</b>							
<b>Meat/Meat Alternates</b>							
<b>Vegetable</b>							
<b>Fruit</b>							
<b>Grain</b>							
<b>Other Foods</b>							

**Note:** Minimum serving sizes per age group and meal requirements as listed on the Food Charts must be followed for a creditable **CACFP** meal.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)  
**AT-RISK SNACK & SUPPER MENU TEMPLATE (5 DAY)**

NAME OF CENTER/FACILITY					
YEAR	WEEK OF				
	DATE	DATE	DATE	DATE	DATE
<b>SNACK PM Serve 2 of 5</b>					
<b>Milk</b>					
<b>Meat/Meat Alternates</b>					
<b>Vegetable</b>					
<b>Fruit</b>					
<b>Grain</b>					
<b>Other Foods</b>					
<b>SUPPER</b>					
<b>Milk</b>					
<b>Meat/Meat Alternates</b>					
<b>Vegetable</b>					
<b>Fruit</b>					
<b>Grain</b>					
<b>Other Foods</b>					

**Note:** Minimum serving sizes per age group and meal requirements as listed on the Food Charts must be followed for a creditable **CACFP** meal.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)  
**AT-RISK SNACK & SUPPER MENU TEMPLATE (7 DAY)**

**EXAMPLE**

NAME OF CENTER/FACILITY Love_N_Staff							
YEAR 20XX WEEK OF June1 to June7							
	DATE 6/1	DATE 6/2	DATE 6/3	DATE 6/4	DATE 6/5	DATE 6/6	DATE 6/7
<b>SNACK PM Serve 2 of 5</b>	cheese quesdilla						
<b>Milk</b>		skim milk			skim milk		skim milk
<b>Meat/Meat Alternates</b>	colby cheese	peanut butter		mozzarella cheese stick	yogurt		
<b>Vegetable</b>			carrot sticks				carrots
<b>Fruit</b>			apple slices	pineapple	banana	strawberries	
<b>Grain</b>	WG flour tortilla	WG bread				biscuit	
<b>Other Foods</b>	mild salsa						
<b>SUPPER</b>	vegetable beef soup USDA recipe		baked chicken USDA recipe			cheese pizza (HM)	
<b>Milk</b>	skim milk	skim milk	skim milk	skim milk	skim milk	skim milk	skim milk
<b>Meat/Meat Alternates</b>	lean ground beef	beef hot dog	chicken breast	deli turkey & swiss cheese	fish patty (CN)	cheese	roast beef
<b>Vegetable</b>	broccoli	tater tots	green beans	baby carrots	mixed vegetables	tossed salad	mashed potatoes
<b>Fruit</b>	pineapple chunks	watermelon cubes	peaches	banana	fruit salad	watermelon cubes	peaches
<b>Grain</b>	cornbread	WG hot dog bun	WG roll	WG bread	WG hamburger bun	WG pizza crust	WG roll
<b>Other Foods</b>		mustard/ketchup	ketchup	mustard/mayo	tartar sauce	salad dressing/pizza sauce	beef gravy

**Note:** Minimum serving sizes per age group and meal requirements as listed on the Food Charts must be followed for a creditable **CACFP** meal.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)  
**5 MEAL MENU TEMPLATE (5 DAY)**

NAME OF CENTER/FACILITY					
YEAR		WEEK OF			
<b>BREAKFAST</b>	DATE / /	DATE / /	DATE / /	DATE / /	DATE / /
Milk					
Vegetable, fruit, or portions of both					
Grain Indicate "WG" next to Whole Grain menu items or Meat/Meat alternate <sup>5</sup> (no more than 3 times per week at breakfast only)					
Other Foods					
<b>SNACK AM Serve 2 of 5</b>					
Milk					
Meat/Meat Alternates					
Vegetable					
Fruit					
Grain					
Other Foods					
<b>LUNCH</b>					
Milk					
Meat/Meat Alternates Meat, poultry, or fish or tofu, soy product, or alternate protein products					
Vegetable					
Fruit					
Grain					
Other Foods					

<b>SNACK PM Serve 2 of 5</b>					
<b>Milk</b>					
<b>Meat/Meat Alternates</b>					
<b>Vegetable</b>					
<b>Fruit</b>					
<b>Grain</b>					
<b>Other Foods</b>					
<b>SUPPER</b>					
<b>Milk</b>					
<b>Meat/Meat Alternates</b> Meat, poultry, or fish or tofu, soy product, or alternate protein products					
<b>Vegetable</b>					
<b>Fruit</b>					
<b>Grain</b>					
<b>Other Foods</b>					

**Note:** Minimum serving sizes per age group and meal requirements as listed on the Food Charts must be followed for a creditable **CACFP** meal.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)  
**AT-RISK SNACK & SUPPER MENU TEMPLATE (5 DAY)**

**Exercise: Find the Errors.**

NAME OF CENTER/FACILITY Afterschool Food & Fun					
YEAR 20XX WEEK OF June 1 to June 5					
	DATE 6/1	DATE 6/2	DATE 6/3	DATE 6/4	DATE 6/5
<b>SNACK PM Serve 2 of 5</b>					
<b>Milk</b>					whole chocolate milk
<b>Meat/Meat Alternates</b>		cheese stick	strawberry yogurt		
<b>Vegetable</b>	carrot sticks				
<b>Fruit</b>	apples			strawberries	
<b>Grain</b>		pretzels	vanilla wafer	WG biscuit	blueberry muffin
<b>Other Foods</b>					
<b>SUPPER</b>					
<b>Milk</b>	1% milk	1% milk	1% milk	1% milk	1% milk
<b>Meat/Meat Alternates</b>	hot dog (CN)	cheese pizza (HM)	chicken nuggets (CN)	hamburger	peanut butter
<b>Vegetable</b>			mashed potatoes	baked beans, sweet potato fries	baby carrots
<b>Fruit</b>	oranges, pineapple	banana	diced pears		pineapple chunks
<b>Grain</b>	bun	WG pizza crust (HM)	breeding (CN)		sandwich bread
<b>Other Foods</b>					jelly

**Note:** Minimum serving sizes per age group and meal requirements as listed on the Food Charts must be followed for a creditable **CACFP** meal.

# Offer Versus Serve in the Child and Adult Care Food Program



If your site serves meals to at-risk afterschool or adult participants in the Child and Adult Care Food Program (CACFP), you may use a type of meal service called Offer Versus Serve (OVS). OVS allows children and adults to decline some of the food offered in a reimbursable breakfast, lunch, or supper. OVS may not be used at snacks or in other CACFP settings. OVS can help reduce food waste and give children and adults more choices.

## Understanding OVS: Know the Terms

- **Food component**—the name of a **group** of foods in a reimbursable meal. **Food components** include milk, vegetables, fruits, grains, and meat and meat alternates. At breakfast only, vegetables and fruits are one combined component. This means you can serve vegetables, fruits, or a combination of both to meet this requirement.
- **Food item**—foods that are part of a **food component**. For example, broccoli is a **food item** in the vegetables **food component**.

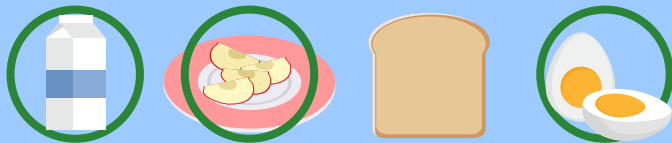
## How to Use OVS at Meals

### OVS at Breakfast

1. Offer these 3 **food components** at breakfast:
  - Milk
  - Vegetables and/or Fruits
  - Grains
2. Offer at least 4 different **food items** at breakfast, at least 1 from each **food component** above. The 4th food item can come from the vegetables or fruits, grains, or meat/meat alternates component.
3. Ask the child or adult to **choose at least 3** different **food items**.

### OVS at Lunch and Supper

1. Offer these 5 **food components** at lunch and supper:
  - Milk\*
  - Vegetables
  - Fruits
  - Grains
  - Meat and meat alternates
2. Offer at least one **food item** from each component.
3. Ask the child or adult to choose **food items** from **3 or more food components**.



**Note:** The 4th food item can be selected as well.



**Note:** The child or adult can select food from all 5 components. Foods from **at least 3 components** are needed for a reimbursable meal.

**\*For Adult Participants Only:** Milk is optional at supper. If milk is not offered, the adult still needs to select food items from 3 different food components to have a reimbursable meal.

## Tips About Food Items

- All food items offered at breakfast, lunch, and supper must be different food items. For example, while apple slices and applesauce are two forms of apples, they are considered the same food item. Likewise, oranges and orange juice are the same food item.
- The full minimum serving size of a food item must be taken in order for it to count towards a reimbursable meal.



## Try It Out!

Use the information on this worksheet to answer the questions below.

1. Your adult day care center uses OVS at breakfast and offers low-fat (1%) milk, apple slices, oatmeal, and bananas. Karen is a participant who chooses milk, oatmeal, and apple slices, and took the full minimum serving size of each item. Is Karen's breakfast reimbursable? Why or why not?

2. Your at-risk afterschool site uses OVS at supper and offers non-fat (skim) milk, roasted turkey, roasted broccoli, steamed carrots, fruit salad, and whole-wheat rolls. David is a participant who chooses the turkey, broccoli, and carrots, and took the full minimum serving size of each item. Is this supper reimbursable? Why or why not?

3. Your at-risk afterschool site uses OVS at supper, and offers tuna salad, sliced tomatoes, peaches, pita bread, and low-fat (1%) milk. Your participant Anna would like all the food offered, but only wants half of the minimum serving size of each food. Would this supper be reimbursable? Why or why not?

**Answer Key:**

1. Yes, Karen's breakfast is reimbursable. For OVS at breakfast, the operator is required to offer at least 4 food items that include: 1 item from the milk component (low-fat (1%) milk), 1 item from the vegetable/fruits component (apple slices), 1 item from the grains component (oatmeal), and 1 additional food item from grains, meat/meat alternates, or vegetables/fruit component (bananas). To make a reimbursable breakfast, a participant must choose 3 or more of the items offered, and must take at least the full minimum serving size of each item. Because Karen chose 3 of the items offered (milk, oatmeal, and apple slices), and took the full minimum serving size of each item, this breakfast is reimbursable.

2. No, David's supper is not reimbursable. For OVS at supper for at-risk afterschool sites, the operator is required to offer at least 1 food item from the following 5 components: milk (non-fat (skim) milk), meat and meat alternates (roasted turkey), vegetables (roasted broccoli and steamed carrots), fruits (fruit salad), and grains (whole-wheat rolls). In all cases, the participant must choose food items from at least 3 different components in order to make a reimbursable supper, and must take at least the minimum serving size of each. Because the roasted broccoli and the steamed carrots are both in the vegetables component, David's supper only has 2 components (meat/meat alternates and vegetables) and needs food from another component to make up a reimbursable supper. He should add the minimum serving size of fruit salad, whole-wheat rolls, and/or milk, to make a reimbursable supper.

3. If Anna takes only half of the minimum serving size of each food offered, her supper would not be reimbursable. The full minimum serving size of items from at least three different components must be taken in order to make up a reimbursable supper.



# Offer Versus Serve Meal Service Option

Regulation permits the use of Offer Versus Serve (OVS) meal service option for At-Risk Afterschool programs. OVS is allowable for breakfast, lunch, and supper. OVS is not allowed at snack.

OVS is an approach to menu planning and meal service where participants are offered all of the components of the meal pattern, but are not required to take all of them. OVS can help teach children to make choices and is a way to decrease food waste because participants choose only those foods they wish to eat. A School Food Authority (SFA) may choose to follow the National School Lunch Program (NSLP) and School Breakfast Program (SBP) meal pattern, including the OVS requirements, or the Child and Adult Care Food Program (CACFP) meal pattern.

Assistance with meal selection may be necessary in order to provide well-balanced meals. Participants are not required to decline foods that are offered but may do so if they choose. OVS is not considered appropriate for preschool children participating in At-Risk Afterschool programs as it may interfere with program nutrition goals and the center's efforts to introduce new foods to children.

The centers must notify the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) for approval to use OVS. The center's option to participate in OVS must be noted on their application. This includes an SFA following the OVS requirements for the NSLP and/or SBP. The DHSS-CFNA must also be notified if the center changes the OVS option.

## OVS at Breakfast

The CACFP breakfast meal pattern requires three food components to be offered: milk, fruits and vegetables, and grains. As a reminder, fruit and vegetables are one combined component in the breakfast meal patterns.

When using OVS at breakfast, at least the following four food items, in the required minimum serving sizes, must be offered:

- A serving of milk.
- A food item from the fruit and vegetable component.
- A food item from the grains component.
- A food item from the meat/meat alternate component or one additional item from the fruit and vegetable component or grains component.

All the food items offered must be different from each other. For example, while a flake cereal, such as bran flakes with raisins, and a puff cereal, such as puffed rice cereal, are two types of cereals that are not identical, they are the same food item.



## **OVS at Lunch or Supper**

The CACFP lunch and supper meal patterns requires all five food components to be offered: milk, meat/meat alternates, vegetable, fruits, and grains.

When using OVS at lunch or supper, at least one food item from each of the five food components, in the required minimum serving sizes, required at lunch and supper must be offered:

- A serving of milk.
- A food item from the meat/meat alternate component.
- A food item from the vegetable component.
- A food item from the fruit component.
- A food item from the grains component.

Unlike OVS at breakfast, at lunch or supper meals, a child must take at least three food components, rather than three items, to ensure the child takes an adequately nutritious meal. A child must select at least the minimum required serving size of the components for them to be counted. It is the child's choice to select or decline a food component. At-Risk Afterschool programs may not specify what food components a child must select.

Adequate food and milk purchases will be verified at the CACFP monitoring reviews in compliance with the OVS meal option. The center must demonstrate that they offer all program meal components in the regulatory amounts. If the center is ordering milk based on previous consumption patterns, they should have a plan on how to ensure that enough milk will be provided should the demand increase for any given day of operation.

The amount of milk purchased should correlate with the food preference of participants that routinely choose to drink milk in the eight ounce (1/2 pint) minimum serving size offered. It is the responsibility of program personnel to offer milk as a beverage choice to participants according to the At-Risk Afterschool Food Chart. The At-Risk Afterschool program should document daily portions served to justify that adequate milk is purchased for the number of participants who choose to drink milk. There are 16 eight ounce servings per one gallon of milk.



# Share Tables

Sponsors must provide reimbursable meals that meet the CACFP meal pattern requirements; however, children may not always want to consume certain food or beverage items included in their meal. Using “share tables” is a strategy that sponsors of At-Risk Afterschool Care Programs may utilize to encourage the consumption of nutritious foods while reducing waste.

At-Risk Afterschool Care Program sponsors may create a sharing table or stations where children may return whole items that they choose not to eat. Unopened, unused, whole food items left on a share table are then available to other children who may want additional helpings. Other children may take food from share table, if they want additional helpings.

- Sponsors must check that “share tables” are in compliance with state and local health and safety codes first.

**At-Risk Afterschool Program sponsors must follow food safety requirements when choosing to include share tables in their meal service!**

**Sponsor must establish guidelines for use of share table or stations:**

- ✓ Must follow federal, state, and local health safety codes.
- ✓ Must establish clear guidelines for food components that may and may not be shared or reused as part of a reimbursable meal.
  - ✓ Must be unopened prepackaged items, unused, whole items.
  - ✓ Leftover, unopened cartons of milk may be left on share table, but must be held at 41 degrees Fahrenheit or below.
- ✓ Must supervise the share table at all times to ensure compliance with food safety requirements.
- ✓ Promote the share table to children and families and provide guidelines.
  - ✓ Display signage outlining share table “rules”.



# Food Substitutions and Variations

Regulation and guidance requires program operators to provide reasonable accommodations for children whose disability restricts their diet, for all meals and snacks, when supported by a medical statement signed by a licensed physician or a state licensed health care professional who is authorized to write medical prescriptions under state law.

## Medical Statement Requirements

In order to claim a meal that does not conform to the regulatory meal pattern, there must be a medical reason or a special dietary need and a signed statement on file. Use of CACFP-227 Medical Statement to Request Special Meals and/or Accommodations is recommended; however, an equivalent form provided by a medical authority which documents the requirements is acceptable.

## Disability

When a child has a disability that affects food the child can consume, the parent or guardian must provide a medical statement form signed by a medical authority. The statement must be kept on file, handled confidentially and describe:

- The participant's disability and an explanation of why the disability restricts the participants diet;
- The major life activity affected by the disability;
- The food or foods to be omitted from the participants diet; and
- The appropriate food substitutions.

Child care centers participating in the CACFP are required to make substitutions or modifications to the meal pattern when a disability restricts the diet. Substitutions must be made only when supported by a written statement signed by a recognized medical authority.

**Note:** Reimbursement for meals served with documented food substitutions are claimed at the same reimbursement rate as meals which meet the meal pattern. The center may not charge for the substituted food item, substitutions that exceed program reimbursement are at the center's expense.

## Special Dietary Need

If an institution is serving a child with special dietary needs that are not a disability, the parent/guardian may request substitutions by submitting an accurately completed Medical Statement to Request Special Meals and/or Accommodations form, signed by a recognized medical authority, listing the foods to be omitted and appropriate substitutions. Substitutions may be made on a case-by-case basis, at the discretion of the center, for a participant who is unable to consume a food item because of a non-disability medical or other special dietary need.

## Fluid Milk (Non Dairy) Substitutions

Milk substitutions that are made due to special dietary needs that are not a disability, must be nutritionally equivalent to fluid milk, even when accompanied by a medical statement. The facility may make such substitutions at its discretion, but not required. A written request for a fluid milk substitution must be made by a medical authority, parent/guardian and must identify the medical or other special dietary need that restricts the diet of the child. Fluid milk substitutes must contain all nutrients in the minimum quantities specified to be considered nutritionally equivalent to fluid cow's milk.

### Fluid Milk Substitute - Minimum Nutrient Requirements

Nutrient	Per one (1) cup 8 ounces
Calcium	276 mg.
Protein	8 gm.
Vitamin A	500 IU.
Vitamin D	100 IU.
Magnesium	24 mg.
Phosphorus	222 mg.
Potassium	349 mg.
Riboflavin	0.44 mg.
Vitamin B-12	1.1 mcg.

#### Non-Dairy Beverages that meet USDA Substitution criteria per eight fluid ounces include:

- **8<sup>th</sup> Continent:** Original, Vanilla, and Light Chocolate Soymilk.
- **Pacific Natural:** All Natural Ultra Original and Vanilla Soymilk.
- **Kikkomon:** Pearl Organic Soymilk Smart Original, Creamy Vanilla and Chocolate.
- **Wal-Mart Great Value:** Original Soymilk.
- **Sunrich Naturals:** Original and Vanilla Soymilk.
- **Silk:** Original Soymilk.
- **Ripple:** Original, Vanilla, and Chocolate plant-based milk.

\*Non-dairy beverages served to children one to five years of age must be unflavored.

Note: CFNA does not endorse the companies or products listed. This list is not all inclusive. Read the nutrition facts panel or contact the manufacturer to ensure that product formulations are current.

Any reasonable parent/guardian written request for a non-dairy milk substitution could be accepted at the discretion of the center, as described above, without providing a medical statement. As an example, if a parent has a child who follows a vegan diet, the parent can submit a written request to the child's caretaker asking that soy milk be served in lieu of cow's milk. The written request must identify the medical or other special dietary need that restricts the diet of the child. Non-dairy milk substitutions are at the option and expense of the facility. Other examples that may be considered a reasonable written request would be for religious, cultural or ethical reasons. However, a request which only states that a child "does not like milk" would not be a reasonable request for fluid milk substitute. A medical statement is required for non-dairy substitutions due to a disability that do not meet the nutritional standards of cow's milk as described above.

For additional information, Sections 7.4A and 7.4B in the At-Risk Afterschool Program Policy Manual; FNS Instruction 783-2, Rev. 2 *Meal Substitutions for Medical or Other Special Dietary Reasons and Memorandum SP 13-2015, CACFP 13-2015, SFSP 15-2015, Statement Supporting Accommodations for Children with Disabilities in Child Nutrition Programs.*



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
COMMUNITY FOOD and NUTRITION ASSISTANCE (CFNA)  
CHILD and ADULT CARE FOOD PROGRAM (CACFP)  
**INSTRUCTIONS for COMPLETING CACFP-227**

**REQUEST for SPECIAL MEALS AND/OR ACCOMMODATIONS**

1. **Center/School/Agency:** Print the name of the center, school or agency that is providing the form to the parent/guardian.
2. **Site:** Print the name of the site where meals will be served (e.g., child care center, school site community center, etc.)
3. **Site Telephone Number:** Print the telephone number of site where meal will be served. See #2.
4. **Name of Participant:** Print the name of the child or adult participant to whom the information pertains.
5. **Age of Participant:** Print the participant Date of Birth.
6. **Name of Parent or Guardian:** Print the name of the person requesting the participant's medical statement.
7. **Telephone Number:** Print the telephone number of parent or guardian.
8. **Check One:** Check (✓) a box to indicate whether participant has a disability or does not have a disability.
9. **Disability or Medical Condition Requiring a Special Meal or Accommodation:** Describe the medical condition that requires a special meal or accommodation (e.g., juvenile diabetes, peanut allergy, etc.)
10. **If Participant has a Disability, Provide a Brief Description of Participant's Major Life Activity Affected by the Disability:** Describe how physical or medical condition affects disability. For example: "Allergy to peanuts causes a life-threatening reaction affecting the respiratory system."
11. **Diet Prescription and/or Accommodation:** Describe a specific diet or accommodation that has been prescribed by a physician, or describe diet modification requested for a non-disabling condition. For example: "All foods must be either in liquid or pureed form. Participant cannot consume any solid foods."
12. **Indicate Texture:** Check (✓) a box to indicate the type of texture of food that is required. If the participant does not need any modification, check "Regular".
13. **A. Foods to Be Omitted:** List specific foods that must be omitted. For example, "exclude fluid milk."  
**B. Foods to Be Substituted:** List specific foods to include in the diet. For example, "calcium fortified juice."
14. **Adaptive Equipment:** Describe specific equipment required to assist the participant with dining. (Examples may include a "sippy" cup, a large handled spoon, wheel-chair accessible furniture, etc.)
15. **Signature of Preparer:** Signature of person completing form.
16. **Printed Name:** Print name of person completing form.
17. **Telephone Number:** Telephone number of person completing form.
18. **Date:** Date preparer signed form.
19. **Signature of Medical Authority:** Signature of medical authority requesting the special meal or accommodation.
20. **Printed Name:** Print name of medical authority.
21. **Telephone Number:** Telephone number of medical authority.
22. **Date:** Date medical authority signed form.

The Americans with Disabilities Act Amendment Act defines a "disability," in part, as a physical or mental impairment that substantially limits a major life activity or major bodily function of an individual.

**(For additional information on the definition of disability, please refer to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008)**

Information regarding the ADAAA, which expanded the definition of disability, can be found at:  
<http://www.law.georgetown.edu/archiveada/documents/ComparisonofADAandADAAA.pdf>

For more information, refer to the subject information in the Program specific Policy and Procedure Manual at:  
[www.health.mo.gov/cacfp](http://www.health.mo.gov/cacfp)

## MEDICAL STATEMENT TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS

1. SPONSOR Name	2. Site Name, if different from #1.	3. Site Telephone Number	
4. Name of Participant		5. Date of Birth	
6. Name of Parent or Guardian		7. Telephone Number	
<b>8. Check One:</b> <input type="checkbox"/> Participant has a disability or a medical condition and <i>requires</i> a special meal or accommodation. (Refer to instructions.) CACFP, schools and agencies participating in federal nutrition programs must comply with requests for special meals and any adaptive equipment. <b>A licensed physician must sign this form.</b> <input type="checkbox"/> Participant does not have a disability, but is requesting a special meal or accommodation due to food intolerance(s) or other medical reasons. Food preferences are not an appropriate use of this form. CACFP, schools and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests. <b>A licensed physician, physician's assistant, or nurse practitioner must sign this form.</b> <input type="checkbox"/> Participant does not have a disability, but is requesting a special accommodation for a <b>fluid milk substitute</b> that meets the nutrient standards for non-dairy beverages offered as milk substitutes. Food preferences are not an appropriate use of this form. CACFP, schools and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests. <b>A licensed physician, physician's assistant, nurse practitioner or parent or guardian may sign this form.</b>			
9. Disability or medical condition requiring a special meal or accommodation:			
10. If participant has a disability, provide a brief description of participant's major life activity affected by the disability:			
11. Diet prescription and/or accommodation: <i>(please describe in detail to ensure proper implementation-use extra pages as needed)</i>			
<b>12. Foods to be omitted and substitutions: <i>(please list specific foods to be omitted and required substitution; attach a sheet with additional information as needed)</i></b>			
<b>A. Foods To Be Omitted</b>		<b>B. Foods to be Substituted</b>	
<b>13. Indicate texture:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Chopped <input type="checkbox"/> Ground <input type="checkbox"/> Pureed			
14. Adaptive Equipment:			
15. Signature of Preparer*	16. Printed Name	17. Telephone Number	18. Date
19. Signature of Medical Authority*	20. Printed Name	21. Telephone Number	22. Date

\* Physician's signature is required for participants with a disability. For participants without a disability, a licensed physician, physician's assistant, or nurse practitioner must sign the form. Parent/legal guardian signature is acceptable for fluid milk substitution for a child with special medical or dietary needs other than a disability. The information on this form should be updated to reflect the current medical and/or nutritional needs of the participant.

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/ad-3027.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; (2) Fax: (202) 690-7442; or (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## Mini-List of Non-Creditable Foods

The foods listed below are non-creditable in the Child and Adult Care Food Program (CACFP) because they do not meet the requirement as a component in the meal pattern. Non-creditable foods cannot be counted toward meeting the requirements for a reimbursable meal. The alphabetical list is not all-inclusive. Use of a product brand name is not an endorsement but is used for clarity. Refer to the *Crediting Handbook for the CACFP* and *USDA's Food Buying Guide for Child Nutrition Programs* for a comprehensive list of creditable and non-creditable food.

Acorns	Fig bars	Marshmallow cereal bars
Bacon	Food with artificial	Marshmallows
BBQ sauce	sweeteners	Milk, imitation
Breakfast bars	Fruit drinks	Molasses
Cakes	Fruit punch	Mustard or mayonnaise
Candy	Fruit leather, commercial	Nectar
Carob	Fruit roll-ups	Neufchatel cheese
Catsup	Fruit snacks	Non-fat dry milk
Certified raw milk	Fruit spreads	Nut or seed meal/flour
Cheese, imitation	Frozen yogurt	Oxtails
Cheese powder in boxed	Fudgsicles	Pickle relish
macaroni & cheese	Funyuns	Pig's feet
Cheese products	Gatorade	Pork skins
Chestnuts	Gelatin	Potato chips
Chili sauce	Goat's milk	Potted meats
Chitterlings	Granola bars	Powdered cheese
Chocolate bars	Half & Half	Pringles
Chocolate covered raisins	Ham hocks	Pudding
Cookies	Hawaiian Punch	Pudding pops
Cracker Jacks	Hi-C	Puffed cheese snacks
Cranberry juice cocktail	Home-canned foods	Reconstituted non-fat dry
Cream	Home-butchered foods	milk
Cream cheese	Honey	Sherbet or sorbet
Cream soups	Hot chocolate with water	Shoe string potatoes
Cream sauces	Ice cream	Soft drinks
Custard	Iced tea	Sour cream
Dairy substitutes	Infant dinners, commercial	Syrup
Dairy whip	Imitation cheese	Tang
Drinkable yogurt (most)	Imitation bacon bits	Tapioca
Eggnog made with raw	Jam, jelly, preserves	Toaster pastries
eggs	Jell-O	Vanilla wafers
Egg substitutes	Kool-Aid	Velveeta cheese product
Evaporated milk	Lemonade	
Fiddle Faddle	Low-iron infant formula	



# Commercially Processed Food Documentation

Some centers choose to purchase commercially processed meat/meat alternate (m/ma) products rather than prepare these main dish items on site which are commonly referred to as “homemade” or “cooked from scratch”. Some reasons a center may purchase these convenience items is due to the lack of skilled labor or inadequate kitchen preparation equipment. The quality of commercially processed foods varies greatly from manufacturer to manufacturer and from product to product. Because the meal pattern contribution for commercially processed foods cannot be verified, all At-Risk Afterschool sites are required to maintain documentation to verify the meal pattern contribution to the Child and Adult Care Food Program (CACFP).

Fact sheets, food specification sheets and product labels formerly provided a way for food manufacturers to communicate with program operators about how their products may contribute to the meal pattern requirements for meals served under the United States Department of Agriculture (USDA) Child Nutrition Programs (CNP). Complaints to the Food and Nutrition Service (FNS) about inaccurate or misleading product literature, product labels, and fact sheets have become common.

As a result, the USDA released two Policy Memos on March 11, 2015 [CACFP 08-2015 and CACFP 09-2015], detailing two types of acceptable documentation approved to verify meal pattern compliance: **Child Nutrition (CN) label or manufacturer’s product formulation statement (PFS)**. **NOTE: Center product analysis method to document the amount of meat/meat alternate is no longer acceptable.**

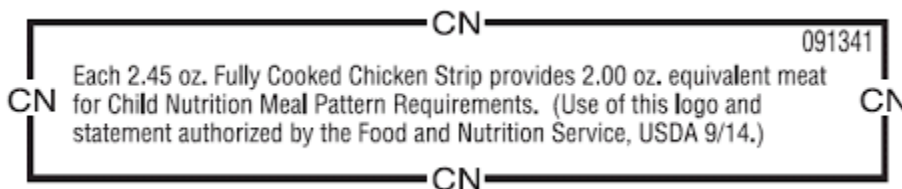
## **Type #1 CN label:**

The Child Nutrition Labeling Program is administered by USDA, FNS in cooperation with the following agencies: Agriculture Marketing Service, Food Safety and Inspection Service, and National Marine Fisheries Service. **The CN label is the gold standard for verifying the crediting of menu items and provides a warranty against audit claims when the product is used according to the manufacturer’s instructions.**

A CN label statement clearly identifies the contribution of a product toward the meal pattern requirements; how the purchased product contributes to the meat/meat alternate; and any other components such as vegetables, fruit, or grain in frozen products such as: breaded beef patties, breaded chicken nuggets, breaded fish sticks, pork tenderloin/fritter, pizza, burrito, BBQ rib patty, egg rolls, and canned or frozen ravioli.

## **The CN label product will always contain:**

- The CN logo, which has a distinct border;
- The meal pattern contribution statement;
- A unique six-digit product identification number assigned by USDA/FNS appearing in the upper right hand corner of the CN label
- The USDA/FNS authorization statement;
- The month and year of the final approval.



**Per Policy Memos CACFP 08-2015 and CACFP 09-2015, acceptable and valid documentation for the CN label includes:**

- The original CN label removed from the product carton.
- A photocopy of the CN label shown attached to the original product carton.
- A photograph of the CN label shown attached to the original product carton.
- CN labels that are photocopied or photographed must be visible and legible.

NOTE: If none of the required documentation is available, program operators may provide the bill of lading or invoice containing the product name and a hard or electronic copy of the CN label with a watermark displaying the product name and CN number provided by the vendor. A CN label with a watermark is used when the CN logo and contribution statement are used on product information other than the actual product carton and is presented as a separate document. Manufacturers may provide schools (not common for CACFP providers) with a CN Label with a watermark during the bidding process. Original CN labels on product cartons will not have a watermark.

**Type #2 Product Formulation Statement (PFS):**

The PFS should only be requested when reviewing a processed product without a CN label. PFSs are written and provided by individual manufacturers and are not commonly seen in CACFP facilities. *It is the facility's responsibility to request and verify that the processed food documentation is accurate prior to purchasing processed products.* PFS templates for each meal component are available on the CN labeling website at: <https://www.fns.usda.gov/cn/labeling-program>. Manufacturers may use PFS templates as a guide to help develop a PFS; however, they are not required to use the same format as the USDA's template, but they must present the same information on their company letterhead. It should be noted that a PFS does not provide any warranty against audit claims. Unlike CN labels, a PFS that claims a meal pattern contribution is not a guarantee of USDA meal pattern compliance and can be disputed during a CACFP monitoring review.

**The answer to each of the following questions should be yes:**

- Is the PFS on signed company letterhead? The signature can be handwritten, stamped, or electronic.
- Does the PFS include product name, product code number, and a serving/portion size?
- Do the creditable ingredients listed on the PFS match or have similar description to the ingredients listed on the product label? For example, if the PFS lists ground beef, not more than 20% fat, the product label should also list ground beef, not more than 20% fat.
- Do the creditable ingredients listed on the PFS match or have a similar description to a food item listed in the USDA Food Buying Guide for Child Nutrition Programs?
- If the product is a meat/meat alternate, does it contain an Alternate Protein Product (APP) such as soy concentrate? If yes, does the manufacturer provide supporting documentation that meets USDA APP requirements?
- Does the PFS demonstrate how creditable ingredients contribute toward the meal pattern requirements?
- Are the manufacturer's calculations correct and verified?

**The PFS should include:**

- Weight of raw portion; percent of raw meat or poultry; percent of fat of raw meat.
- Weight of an APP, if applicable; percent of an APP on an as-is basis for the as-purchased product; certification that an APP meets the USDA, FNS requirements.
- Product's total creditable amount of product per portion towards the meal pattern.
- Certification statement that the PFS is an accurate verification of meal pattern compliance.
- Original signature and title of company official and date.

**Product Formulation Statement (PFS) – *Approved Example:***

**XYZ Burrito Factory (Manufacturer's Letterhead)**

Effective Date: August 23, 2021 Product No. 9999

Total weight of precooked product: 4.00 oz.

Total of raw meat: 0.650 oz.

Percent of fat of raw meat: Not to exceed 30%

Weight of dry Volume per Portion (VPP): 0.094 oz.

Weight of liquid used to hydrate APP: 0.176 oz.

Percent of Protein in dry APP: 52%

Weight of raw meat and hydrated APP: 0.920

Type of APP used: XX Flour: \_\_\_\_\_ Isolate: \_\_\_\_\_

Weight of other ingredients: 1.005 oz.

Weight of pinto beans: 0.325 oz. Factored Wt. 0.503

Weight of cheese: none

Weight of cooked meat with APP: 0.64 oz.

Total weight of filling: 2.25 oz.

Total weight of enriched flour tortilla: 1.75 oz. 1.59 serving

I certify the above information is true and correct and that the product (ready for serving) contributes 1.14 ounces of equivalent meat/meat alternative toward the meal pattern when prepared according to direction. I understand that the above named product will be used as a meal component for which Federal reimbursement will be claimed, and that records are available to support the information indicated above. The APP used conforms to Food and Nutrition Service regulations. This product formulation will supersede all previously issued sheets.

SUGGESTED BID SPECIFICATIONS: \_\_\_\_\_ cases – Red Chili Beef, Bean and Chicken Burrito, 4.00 oz. Each, unfried, packed 3/24 count. Must meet 1.00 ounces of meat/meat/alternate and 1.50 bread servings.

\_\_\_\_\_James Smith\_\_\_\_\_Director of Manufacturing

**James Smith**

**Title**

XYZ Burrito Factory

August 23, 2021

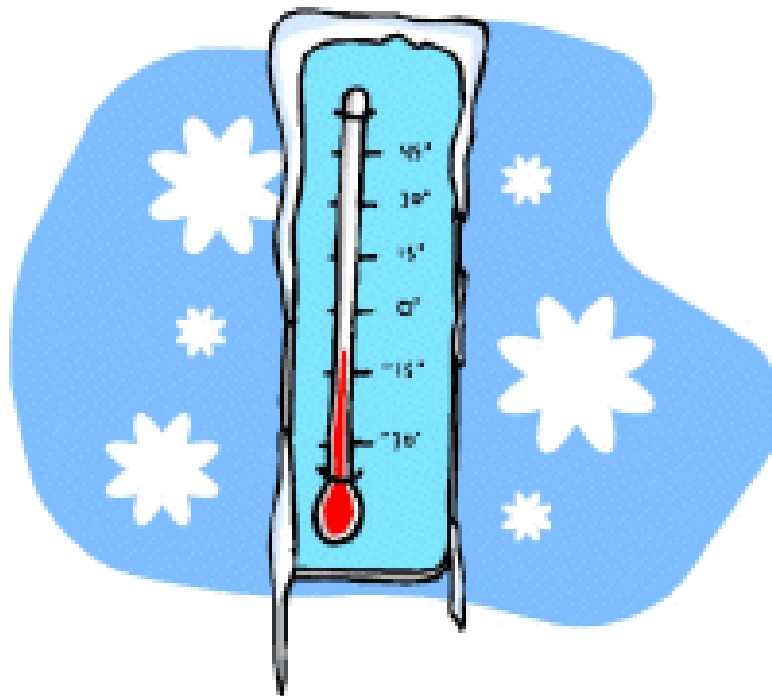
All documentation regarding processed foods must be maintained in the center files. If no information is available at the time of a monitoring review, meals containing the processed foods may be disallowed.

**Example of Product Formulation Statement that is Not Acceptable:**

<u>CN COSMIC SMOOTHIES</u>			
Each 4 fl.oz. portion of Cosmic Fruit Juice Smoothie provides the equivalent of 1/2 cup (4 fluid ounces) which equals 1 fruit serving towards the Child Nutrition Meal Pattern Requirements.			
Description	Serving Size	Meal Pattern Contribution	Fruit Servings
Cosmic Strawberry Banana	12 fl. oz.	1.5 cups	3
Cosmic Mango	12 fl. oz.	1.5 cups	3
Cosmic Berry	12 fl. oz.	1.5 cups	3
Tom Bell, President <i>Tom Bell</i>			

**Center Product Analysis**

This method to document the amount of meat/meat alternate is no longer acceptable. During CACFP monitoring review, meal disallowance may be made when a center is not in compliance with approved processed food documentation requirements.



# Procurement of Goods and Services

Sponsors participating in the Child and Adult Care Food Program (CACFP) who plan to purchase meals or services from outside sources must follow proper procedures in purchasing these services.

All procurement of food, supplies, goods, and other services with program funds must comply with procurement standards in 7 CFR 226.22, 2 CFR 200.317-326, and Food and Nutrition Services (FNS) Instruction 796-2, Rev. 4. These standards ensure that such materials and services are obtained for the program efficiently and economically and in compliance with applicable laws and executive orders.

## Important Terms

- **Bid** means an offer to perform for a fixed price, in accordance with the specifications and conditions set forth in an invitation for bids.
- **Food Service Management Company (FSMC)** Under the CACFP, an FSMC means an organization other than a public or private nonprofit school, with which a sponsor may contract for preparing and, unless otherwise provided for, delivering meals, with or without milk for use in the Program (7 CFR 226.2).
- **Procurement** means the process of obtaining goods and/or services in accordance with applicable rules and regulations.
- **School Food Authority (SFA)** means the governing body which is responsible for the administration of one or more schools, and has legal authority to operate the National School Lunch Program (NSLP) or School Breakfast Program (SBP) therein or be otherwise approved by FNS to operate the program.
- **Vendor** means a merchandiser of complete meals, meal components, or raw materials.

## Methods of Procurement

- **Micro-purchases** are those purchases that do not exceed \$10,000 per transaction. These purchases can be awarded without soliciting competitive quotations if the price is considered reasonable based on research, experience, purchase history, or other information and maintains related documentation on file. The sponsor should also equitably distribute purchases among qualified suppliers rather than buying all supplies from one source.
- **Small purchases** are those between \$10,000 and \$250,000 per transaction. These purchases can be made using informal methods, such as price or rate quotations for securing products or services. The methods used must ensure free and open competition. The sponsor must contact at least three reputable companies to obtain price quotations on the meals they plan to serve. This information must be documented.
- **Large purchases or Competitive Sealed Bids:** When purchases are estimated to exceed the small purchase threshold of \$250,000, a sponsor must conduct a price

analysis and follow a formal competitive sealed bid process. Bids are publicly solicited from two or more responsible bidders and a bid opening evaluation must be completed by the Department of Health and Senior Services, Community Food and Nutrition Assistance (DHSS-CFNA). Competitive sealed bid procedures include preparing the invitation for bid, publicly announcing not less than 14 days before bids are opened, notifying the DHSS-CFNA of the time and place at least 14 days before bid opening, publicly opening all bids, and submitting selected bid to the DHSS- CFNA prior to accepting the bid.

# Meal Preparation and Contracting for Food Services

The best method of meal preparation will depend upon factors such as the type of menu desired, the availability of food service equipment, space and personnel, and the budget of the organization.

## Meal Preparation Methods

- **On Site:** On Site preparation, commonly called “self-prep”, is the most commonly used food service method. The meals are prepared at the same physical location where they are served. This is the most economical method when the center has a kitchen, sufficient food preparation equipment, and available staff. The sponsor will follow the basic recordkeeping requirements of the Child and Adult Care Food Program (CACFP).

All or part of the food may be prepared on site and the remainder purchased by the sponsor from an outside source, such as a school, hospital, commercial vendor, or farmers market. The Food and Nutrition Service (FNS) Instruction 796-2, Rev. 4 provides guidance for funding food grown by and used in the child care center’s meals. This option offers education opportunities and may decrease food costs.

- **Central Kitchens:** Meals are prepared in a kitchen at one of the sponsor’s physical locations or sites by the sponsor’s employees and delivered to another one or more of the sponsor’s sites. The sponsor will follow the basic recordkeeping requirements of the CACFP plus daily meal delivery tickets, where applicable. Contact the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) for specific requirements for your circumstances.
- **Vended:** Meals are purchased from a School, a Food Service Management Company (FSMC), or a Commercial vendor. This includes a FSMC that operates within a school.
  - **Purchasing from a School:** Meals may be purchased from a public or private nonprofit school that participates in the National School Lunch Program (NSLP) or the School Breakfast Program (SBP), either in bulk or as individual packaged units. An independent center that receives meals from a school must enter into a written agreement with that school or district. An example of this type of agreement is when a school provides meals to a Head Start center.

This annual agreement must contain the basic provisions of the program requirements, non-competitive bid process. A sponsor may use the **Sponsor Agreement with a School or Affiliated Organization to Furnish Food Service for the CACFP** located on the CACFP website. Federal regulations exempt organizations from having to competitively bid for catered meals when those meals are purchased through schools participating in the NSLP or SBP. Signing an agreement with a school to provide meals does not relieve the independent center of its program responsibilities for monitoring and recordkeeping. Additional recordkeeping is required when a sponsor obtains meals from a school; recordkeeping requirements are listed below.

- **Purchasing from another Department within the Organization:** Organizations who receive meal services obtained through a competitive process by another department of the same organization, such as a university child care center whose meal services are provided by the campus dining hall or campus student union, may also use a non-competitive process to obtain CACFP meals. Such organizations may sign an agreement with the food service caterer contracted by the organization to provide meals for the entire organization. This type of situation is common in large organizations such as hospitals, nursing homes, schools, governmental entities, and universities where food services are centralized. As long as the meals provided to the centralized food service were obtained through a competitive manner within a formal bid process, those same services may be used by the CACFP organization. A sponsor may use the **Sponsor Agreement with a School or Affiliated Organization to Furnish Food Service for the CACFP** located on the CACFP website when obtaining meals in this manner.
- **Purchasing from a Food Service Management Company:** Food service management companies are organizations that prepare and deliver meals. An independent center that purchases meals from an FSMC must enter into a written contract with the company. The bid prototypes and CACFP guidance on meeting procurement standards are located on the CACFP website. Signing a contract with an FSMC does not relieve the center of its program responsibilities for monitoring and recordkeeping. Regulations require that a copy of the contract be submitted to DHSS-CFNA before the beginning of program operations under the contract; and all bids totaling over \$250,000 shall be submitted for state agency approval before the sponsor accepts and signs any contract. In addition, all bids shall be submitted to the state agency for approval before accepting a bid which exceeds the lowest bid. DHSS-CFNA shall respond to any request for approval within ten working days of receipt (7 CFR 226.21).
- **Purchasing from a Commercial Vendor:** Commercial vendors are public organizations, hospitals, college cafeterias, etc., private commercial enterprises, caterers, or individuals that provide non-food items or individual food items but not complete meals. An independent center that purchases from a commercial vendor must enter into a written contract with the vendor following the guidelines for the formal or informal competitive bid process, depending on annual meal expenditures.

**Additional recordkeeping is required when a CACFP sponsor obtains meals from a school.** The school or school district that provides meals to sponsors under an agreement must provide the following documentation to the CACFP contractor on a weekly or no less than a monthly basis:

- Food costs to substantiate the reimbursement.
- Daily dated menus using a minimum of a two week menu cycle.
- Daily meal delivery tickets to verify the amount of food and/or number of meals provided to the center.
- Production records.



**In addition to the records required under the agreement**, the commercial vendor must provide the following documentation to the CACFP sponsor on a daily, weekly, or no more than a monthly basis:

- Documentation of paid invoices to verify contractual accountability.
- Meals per labor hour recordkeeping to document staff allocation.

**Federal regulations prohibit sponsors from contracting out the management responsibilities of the CACFP**, including but not limited to:

- Ordering meals.
- Maintaining program records.
- Submitting claims for meal reimbursement.
- Training and monitoring.
- Determining eligibility for free or reduced-price meals.

The sponsor must monitor the conditions set forth in the food service contract and compliance with CACFP requirements. The DHSS-CFNA will not intervene in contract disputes.

It is the responsibility of the sponsor to monitor the requirements of the agreement for compliance with the CACFP requirements. First occurrence meal disallowances will be taken at the CACFP monitoring reviews in the following instances when:

- There is no or inadequate processed food documentation, such as CN labels.
- There are no production records.
- The production records indicate that the caterer did not provide enough food to meet the minimum portion requirement.

A Daily Vended Meal Receiving Log and a Vended Meal Communication and Credit Log is available in this manual for sponsors to document the date and time food was received at the center, food temperatures, and any problems with the foods received.

The procedures for the informal and formal bid processes are available on the CACFP website at: <http://health.mo.gov/cacfp>.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

**PRODUCTION RECORD-LUNCH/SUPPER**

<b>MENU FOR DATE:</b> /    /  MEAT/MEAT ALTERNATE  FRUIT  VEGETABLE  GRAIN  MILK  OTHER	<b>NUMBER PLANNED FOR:</b>  AGE 1 & 2  AGE 3 – 5  AGE 6-18  AMOUNT NEEDED = # OF SERVINGS NEEDED DIVIDED BY SERVINGS PER PURCHASE UNIT
---	---

COMPONENT REQUIREMENTS	FOOD ITEMS USED FACTOR	# OF SERVINGS NEEDED	PURCHASE UNIT	SERVINGS PER PURCHASE UNIT	AMOUNT NEEDED	AMOUNT USED
	AGE					
MEAT/MEAT ALTERNATE	1-2      x 1 =      +					
	3-5      x 1.5 =      +					
	6-18     x 2 =      +=					
FRUIT	1-2      x 1 =      +					
	3-5      x 2 =      +					
	6-18     x 2 =      +=					
VEGETABLE	1-2      x 1 =      +					
	3-5      x 2 =      +					
	6-18     x 4 =      +=					
GRAIN	1-2      x 1 =      +					
	3-5      x 1 =      +					
	6-18     x 2 =      +=					
FLUID MILK	USE # OF SERVINGS FROM MEAT/MEAT ALTERNATE					
OTHER						

**Note:** Minimum serving sizes per age group and meal requirements as listed on the Food Charts must be followed for a creditable CACFP meal.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

**PRODUCTION RECORD-SNACK**

<input type="checkbox"/> AM <input type="checkbox"/> PM SNACK MENU FOR DATE:    /    /  MEAT/MEAT ALTERNATE  FRUIT  VEGETABLE  GRAIN  MILK	<b>NUMBER PLANNED FOR:</b>  AGE 1 & 2  AGE 3 – 5  AGE 6-18  AMOUNT NEEDED = # OF SERVINGS NEEDED DIVIDED BY SERVINGS PER PURCHASE UNIT
--	---

COMPONENT REQUIREMENTS	FOOD ITEMS USED FACTOR	# OF SERVINGS NEEDED	PURCHASE UNIT	SERVINGS PER PURCHASE UNIT	AMOUNT NEEDED	AMOUNT USED
	AGE					
<b>SELECT 2 OF THE 5 COMPONENTS</b>						
MEAT/MEAT ALTERNATE	1-2	x 1 =	+			
	3-5	x 1 =	+			
	6-18	x 2 =	+=			
FRUIT	1-2	x 1 =	+			
	3-5	x 1 =	+			
	6-18	x 1.5 =	+=			
VEGETABLE	1-2	x 1 =	+			
	3-5	x 1 =	+			
	6-18	x 1.5 =	+=			
GRAIN	1-2	x 1 =	+			
	3-5	x 1 =	+			
	6-18	x 2 =	+=			
FLUID MILK	1-2	x 1 =	+			
	3-5	x 1 =	+			
	6-18	x 2 =	+=			

**Note:** Minimum serving sizes per age group and meal requirements as listed on the Food Charts must be followed for a creditable CACFP meal.





# Recordkeeping

Maintaining accurate records is vital to making sure the Child and Adult Care Food Program (CACFP) reimbursement accurately reflects the center's program operations. The CACFP forms are available under Forms at: <http://health.mo.gov/cacfp>

## Record Retention

The CACFP original records, not photocopies must be maintained on site, for independent facilities; be assessable during licensed business hours and be available for review within one hour of a state representatives arrival. Sponsoring Organizations (SO), two or more facilities, must maintain original records during licensed business hours at the location identified in the Management Plan and be available for review within one hour of a state representatives arrival. The CFNA reviewers will request the CACFP records for one month or more and have the authority to disallow up to twelve months of claims. The program records must be retained for three full fiscal years, October 1<sup>st</sup> through September 30<sup>th</sup>, after the final claim for the fiscal year was submitted and for longer if audit findings have not been closed.

## Meal Service Records

- **Daily Meal Count Records CACFP-225**  
The daily meal count tally records are required for each meal and snack the center is approved to claim for reimbursement. Keep current month records on a clipboard or in a binder. File these records with the daily attendance records. File completed records in a binder or envelope labeled with month and year.
- **Daily Menu Records**  
For each approved meal; snack and supper or breakfast and lunch (if applicable) daily dated menus are required to verify that the CACFP meal pattern requirements are in compliance. The original menu noting any substitutions must be retained. Use of the At-Risk Snack & Supper Menu template is recommended but not required. Keep current active menu on a clipboard or in a folder. When completed, file the menu in the binder or envelope for the month.
- **Requests for Special Meals and Accommodations CACFP-227**  
Required when food substitutions are necessary and authorized by a medical authority for children with a diagnosed disability and with medical or special dietary needs. Keep confidential and place in individual child's file.
- **Commercially Processed Food Documentation**  
If your center uses commercially processed foods, documentation of meal pattern contributions is required to include: Child Nutrition (CN) label or manufacturers Product Formulation Statement (PFS). File in the binder or envelope for the month.
- **Additional Meal Requirements**  
A center must maintain documentation to verify the whole grain-rich requirement is met. This may include the grain product's ingredient label. A center must maintain documentation to verify that cereal and yogurt served are within the required sugar limits. This may include the product's nutrition facts label.

## Participant Records

- **Daily Attendance Records CACFP-213; Monthly Time In/Time Out Record CACFP-224; or Time In/Time Out Record CACFP-221**

A daily attendance record of each child is required for completing reimbursement claims. Keep current month attendance record on a clipboard or in a binder. File completed monthly records in a binder or envelope labeled with month and year.

- **Income Eligibility Form** for Outside School Hours Centers only
  
- **Title XX Documentation** For Profit Centers Only  
Documentation includes Family Support Division (FSD) vendor invoices, a copy of the contract with FSD for vendor children and an enrollment roster with names of vendor children marked. File in folder or binder.

## **Records Pertaining to Financial Management**

- **Administrative Costs**  
Costs incurred by the sponsor for activities relating to planning, organizing, and administering the program. Administrative costs may include:
  - Labor costs.
  - Office costs.
  - Transportation costs.
  
- **Operating Costs**  
Costs incurred by the sponsor for preparing and serving meals to eligible children.
  - **Food Costs**  
Are expenditures for the food used in all meals. Original, intact, and legible, itemized food and milk receipts and invoices for food service supply purchases must be kept to verify that CACFP funds are used to support the food service. Handwritten receipts are not acceptable. File in folder or envelope labeled with month and year.
  - **Food Service Labor Costs**  
Independent centers must document.
  - **Non-food Supplies**  
Non-food supplies used in the preparation and service of meals such as napkins, trays, and utensils.
  
- **Documentation of Nonprofit Foodservice CACFP-214**  
This form must be completed monthly when total costs less than the CACFP claim. Place in folder or envelope labeled with month and year.

## **Training Records**

- **CACFP Annual Training Documentation CACFP-222**  
Documentation of annual CACFP training for the center staff is required. Use of the CACFP form is not required but training must include CACFP required topics. File in folder or notebook.

## **Other Required Records**

- **Documentation of race and ethnicity** data is required annually. This data must be self-identified and self-reported. This data may be documented on the Sponsor Centers Site Visit Report (CACFP-404) for SOs.
- **Sanitation and Fire inspection Records**

File in folder or notebook.

➤ **Catered or Vended Meals**, if applicable

Sponsor must maintain:

- Food service management company contract or agreement,
- Current state or local health certification, and
- Production Records CACFP-223 required and meal delivery records, if applicable.
- Daily record of snack and/or meals prepared or delivered for each meal service.
- Evidence that the contractor was obtained using fair and competitive practices.
- Business License of contractor procured through formal bid procedures greater than \$250,000.00.

### **Sponsoring Organizations**

Contractors responsible for two or more centers, either under the sponsor's jurisdiction (affiliated) or under the corporate umbrella (unaffiliated) are required to maintain:

➤ **Site Visit Monitoring Reports** CACFP-404

Each SO must monitor every center for program compliance at least three times per year in compliance with regulation.

➤ **Disbursements** unaffiliated centers only

Documentation of the dates and amount of reimbursement disbursed to each facility within five working days from the CACFP claim processing date.



# Organizing Records

## Suggested items to help you stay organized:

3-ring binders  
3-hole punch  
Clipboards  
Colored highlighters  
File folders  
File box or cabinet  
12 large envelopes, one for each month

**Daily Duties** - Complete these records daily and maintain on a clipboard or in a folder. At the end of each month file the original dated records with monthly records in envelope or binder.

- **Attendance records** or sign in/sign out records.
- **Dated meal count records** documented.
- **Dated menus**, verify that each meal served meets Child and Adult Care Food Program (CACFP) meal pattern requirements.
- **Food Production Records**, required for centers using a caterer or contract food service management company.
- **Commercially processed food documentation.**

**Monthly Duties** – retain these legible and intact original dated records:

- **Consolidate financial records:** Machine generated dated and itemized food and milk receipts; CN labels; itemized non-food program supplies; and program labor cost; documentation of nonprofit foodservice.
- **Prepare and submit the claim for reimbursement:** consolidate and determine total attendance; consolidate meal counts and determine total number of each meal. For profit centers calculate if eligible to claim. Submit claim via CNPweb by the 10<sup>th</sup> of the month for payment around the 28<sup>th</sup>; or by the 25<sup>th</sup> for payment around the 13<sup>th</sup> of the month.

**Yearly Duties** – centers must maintain the original dated records by fiscal year, October 1<sup>st</sup> through September 30<sup>th</sup>.

- CACFP training documentation, all required topics covered at least once a year.
- Medical food substitution records.
- Current sanitation and fire inspections.
- Documentation of racial/ethnic data completed annually, self-identified and self-reported.
- Site visit monitoring reports, for Sponsoring Organizations, three per year.
- For contracted/catered meals, original contract or agreement and annual renewal with Food Service Management Company.
- Child care license, if applicable.
- Enrichment program documentation.
- Current Income Eligibility Forms for Outside School Hours Centers only.

All required records must be maintained on location during licensed hours of business and available within one hour of arrival by state officials. CACFP records must be retained for three fiscal years, October 1<sup>st</sup> through September 30<sup>th</sup>.

# **At-Risk Afterschool and Outside School Hours Care Center Resources**

The internet has a vast amount of information that can assist child care providers with their food service operation and with education of staff and children. Below are some resource recommendations, you can find all of the links on our webpage at:

<http://health.mo.gov/cacfp>

**A Flash of Food Safety**

**Childhood Obesity Prevention Toolkit for Rural Communities**

**Choose My Plate**

**DHSS Food Safety**

**Eatright.org**

**Farm to Child Care**

**Food Safety**

**Institute of Child Nutrition**

**Nutrition for Kids**

**Recipes for Healthy Kids**

**Team Nutrition**

**CACFP Meal Pattern Training Worksheets (English and Spanish)**

**Spanish Materials Available for Team Nutrition**

**Training Resources on Using Ounce Equivalents for Grains**

**USDA Child and Adult Care Food Program**

**USDA Civil Rights**

**USDA Food Buying Guide**

**USDA Food Buying Guide Interactive Web-Based Tool**

**USDA Food Buying Guide Mobile App**

**USDA Food Buying Guide Training-recorded webinars and training modules**

**USDA Food Buying Guide downloadable PDF**

**USDA Standardized Recipes**

**WIC Approved Food List**

# Answer Key

## Bad Apple At-Risk Menu

Problems with the menu include:

### Monday (6/1)

**Snack** – Menu is creditable. A fruit and a vegetable may be served as the two required components at snack. Ensure full portions are served.

**Supper** – Menu is not creditable since two fruits are being served. Only one fruit or fruit juice and one vegetable OR two vegetables can be served at supper.

### Tuesday (6/2)

**Snack** – Menu **is** creditable.

**Supper** – Menu is not creditable since the meal needs the vegetable component.

### Wednesday (6/3)

**Snack** – Menu is not creditable since vanilla wafers are not creditable. Another component must be served. Yogurt must not have more than 23 grams of sugar per six ounces.

**Supper** – Menu *may* be creditable if the CN label or manufacturer's product statement credits the breading on the chicken nugget as a grain in addition to the meat/meat alternate contribution. Menu lacks variety as items are same color and texture.

### Thursday (6/4)

**Snack** – Menu **is** creditable.

**Supper** – Menu is not creditable since the grain component is missing.

### Friday (6/5)

**Snack** – Menu is not creditable since whole chocolate milk is not creditable. For adults and children six years of age and older, flavored fat-free (skim) or unflavored fat-free (skim) or low-fat (1%) milk can be served.

**Supper** – Menu **is** creditable.

**Overall:** Ensure one whole grain-rich (WG) is served daily. Only Tuesday and Thursday had WG served.

Maintain copies of all WG, yogurt and cereal nutrition facts labels.