

Child & Adult Care Food Program Manual for Child Care Centers



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Missouri Department of Health & Senior Services

Child & Adult Care Food Program Manual for Child Care Centers

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

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

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

This institution is an equal opportunity provider.

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SECTION 1: Overview of CACFP

CACFP serves nutritious meals and snacks to eligible children who are enrolled for care at participating child care centers. Child Care Centers participating in CACFP must follow program regulations.

- How to Contact the Program
- Training Objectives
- Benefits
- Performance Standards
- Program Integrity
- Management Tools and Resources
- Discovering Problems

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



Contact Us

Training

1. CACFP Training for Child Care Centers will be provided via Webex. To enroll for training, visit the webpage at: www.health.mo.gov/cacfp.
2. Online trainings are available at: www.health.mo.gov/cacfp.

Online trainings include:

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

Training Objectives

- Understand the staff and director responsibilities for the child care center's or sponsoring organization's (SO) 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 how sponsors meet and comply with CACFP performance standards.
- 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.
- Understand Civil Rights compliance requirements.
- 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 child care setting.



Benefits of the Child and Adult Care Food Program

Child and Adult Care Food Program (CACFP) can help your center and the families you serve.

The CACFP is a federal program that provides reimbursements for nutritious meals and snacks to eligible children who are enrolled for care at participating child care centers. CACFP improves the quality of day care and contributes to the wellness, healthy growth, and development of young children in the United States.

CACFP plays a vital role in improving the quality of child care, making it more affordable for the organization. Benefits include:

- Centers may be approved to claim up to two meals (breakfast, lunch, or supper) and one snack (morning, afternoon, or evening) OR two snacks and one meal per enrolled 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 infants and children through age 12 by providing nutritious, well-balanced meals.
- Development of healthy eating habits in children that will last through their lifetime.

KEY POINTS

Key points to remember about CACFP:

- Providing nutritious meals and snacks is the primary goal. The mission of Food and Nutrition Service (FNS) is to provide children and families better access to food and a more healthful diet through its food assistance programs, such as CACFP, and nutrition education efforts in compliance with 7 CFR 226.
- CACFP is a supplementary program; not an entitlement program which requires accurate recordkeeping and program compliance.
- United States Department of Agriculture's (USDA) FNS administers the CACFP at the national level and the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA), is the State Agency (SA) who administers the program in Missouri.
- The DHSS-CFNA 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.

Performance Standards

Financial Viability, Administrative Capability, Program Accountability

The executive director and the board chair or owner of the child care facility or sponsoring organization (SO) and those named as a responsible individual and food program contact must, due to their position in the facility, accept final administrative and financial responsibility for the Child and Adult Care Food Program (CACFP) and ensure that the CACFP is operated with program integrity.

Each new independent facility, SO of two or more facilities, or renewing facility must submit information sufficient to document that it is financially viable, is administratively capable of operating the program in accordance with CACFP regulations, and has internal controls in place to ensure accountability. To document this, any new institution must demonstrate in its application that it is capable of operating in conformance with the CACFP performance standards.

The Department of Health and Senior Services-Community Food and Assistance (DHSS-CFNA) must only approve the applications of those new institutions that meet these performance standards, and must deny the applications of those new institutions that do not meet the standards. In ensuring compliance with these performance standards, the DHSS-CFNA establishes rules and procedures and makes decisions based on information from internal controls at the federal and state level that includes: information obtained during the application process; information from audits and complaints, results of edit checks, claim reviews, monitoring reviews; and notice of civil and criminal action.

Each new independent facility, SO of two or more facilities, or renewing facility must submit information sufficient to document they are operating in accordance 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 continue to pay employees and suppliers during periods of temporary interruptions in CACFP payments and/or to pay debts when fiscal claims have been assessed against the institution, and can document financial viability through audits or financial statements. Sponsors must ensure that CACFP funds are expended and accounted for in accordance with CACFP regulations, 2 CFR 400, and the requirements in FNS Instruction 796-2, rev. 4.
2. The organization must be **Administratively Capable**. The facility must have appropriate and effective management practices in place to provide program benefits to all participants and an adequate number and type of qualified staff to operate the CACFP. An SO of two or more facilities, must document in its management plan that it employs staff sufficient to meet the ratio of monitors to

facilities, taking into account the factors that DHSS-CFNA will consider in determining an SO's staffing needs, as set forth in CACFP regulations. An SO must have program policies and procedures in writing that assign program responsibilities and duties. An SO's policies and procedures must also ensure compliance with civil right requirements.

3. The organization's program must be **Accountable**. The facility must have internal controls and other management systems in effect to ensure fiscal accountability and to ensure that the CACFP will operate in accordance with requirements. To demonstrate program accountability, the institution must document that it meets the following criteria:
 - **Board of Directors** – have adequate oversight of the program by an independent governing board of directors.
 - **Fiscal Accountability** – have a financial system with management controls specified in writing. These written operational policies must assure:
 - Fiscal integrity and accountability for all funds and property received, held, and disbursed.
 - The integrity and accountability of all expenses incurred.
 - Claims will be processed accurately and in a timely manner.
 - Funds and property are properly safeguarded and used.
 - Expenses incurred are for authorized program purposes.
 - A system of safeguards and controls is in place to prevent and detect improper financial activities by employees.
 - **Recordkeeping** - maintains appropriate records to document compliance with CACFP requirements including budgets, accounting records, approved budget amendments, and if an SO, management plans and appropriate records on facility operations.
 - **SO operations** - documentation in the management plan that it will: provide adequate and regular training of SO staff and sponsored facilities, perform monitoring to ensure the sponsored facilities accountably and appropriately operate the program, and have a system in place to ensure that administrative costs do not exceed the regulatory 15 percent limitation.
 - **Meal Service and other operational requirements** - 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. These practices must be documented and must demonstrate the independent center or sponsored facilities will:
 - Provide meals that meet 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 only for eligible meals.

Program Integrity

CACFP regulations define Seriously Deficient (SD) as the status of an institution that has been determined to be non-compliant in one or more aspects in its operation of the program. If institutions are unwilling or incapable of correcting serious problems, the SD process protects program integrity by removing the institution from the program.

The chairman of the Board of Directors as well as the executive director or owner or other person(s) responsible for the Child and Adult Care Food Program (CACFP) operation, noted on the Center and/or Sponsor Info Sheets on the Application/Claims database are considered the “responsible individual(s)” or “responsible principal(s)” of the organization. By virtue of the management position as a “responsible person”, you have administrative and financial responsibility for the oversight, management, and integrity of the CACFP and compliance with applicable regulations.

Should your facility or institution ever be classified as 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 Department of Agriculture’s (USDA) National Disqualified List (NDL). Once on the NDL, the responsible(s) parties named would not be able to work in another organization that participates in the CACFP or in any other Child Nutrition Program for up to seven years.

Management Tools and Resources

Child care facilities and organizations enter into a contract with Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) to participate in the CACFP. The following management tools and resources are available on the Missouri CACFP website at: www.health.mo.gov/cacfp

- CACFP Income Eligibility Guidance for Child Care Centers
- United States Department of Agriculture Food Buying Guide for Child Nutrition Programs
- Crediting Handbook for the Child and Adult Care Food Program
- Child & Adult Care Food Program Manual for Child Care Centers
- “And Justice For All” poster
- Building for the Future flyer and pamphlet
- Missouri WIC Works poster





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 Institutions Indicators of Potential or Existing Problems (RED FLAGS!)



Budget/Claim for Reimbursement

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

Operational Oversight

-  No qualified accountant or an adequate accounting information system.
-  Lack of internal controls (e.g. inadequate separation of duties, position held by family member limits internal control).
-  Related party transactions (e.g. 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.
-  Substantial difference between the number of participants observed at meal time during the monitoring review and the Average Daily Participation (ADP) for the same meal for the review month.
-  Substantial difference between the attendance documented by the Office of Childhood, Child Care Compliance in the "Show Me Child Care Provider Search" and the ADP for the meal claimed when the Office of Childhood, Child Care Compliance specialist was in the facility.

Audits

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

Other

-  Health and safety concerns reported from any source.



SECTION 2: CACFP Records

Child Care Centers participating in CACFP are required to maintain records to verify the meals and snacks served to children meet guidelines and to justify the claim for reimbursement.

- Income Eligibility Forms- See Income Eligibility Guidance for Child Care Centers
- Enrollment Records
- Attendance Records
- Meal Count Records
- Claims

Enrollment Records

Documentation of enrollment is a Child and Adult Care Food Program (CACFP)

requirement. Every child enrolled in care must have an enrollment record on file. The Department of Elementary and Secondary Education-Office of Childhood, Child Care Compliance and the CACFP regulations each require specific enrollment information. Centers have the option of using the combined Child Care Enrollment Form (MO 580-3317) that is approved for both Office of Childhood, Child Care Compliance and CACFP or the CACFP Enrollment Form for Child Care Centers (CACFP-229)*. Regardless of the form used, the original date the participant enrolled for care must be indicated – not the enrollment renewal date.

CACFP enrollment forms must include:

- Date of enrollment.
- Information on child's normal days and hours of care (including holidays).
- Information on the meals the child normally receives while in care.
- An annual update.
- Parent or legal guardian signature and date.

1. The original enrollment form must be signed and dated by the parent verifying that the information is accurate.
2. The shaded CACFP Requirement sections of the joint enrollment form, MO 500-3317, must be updated, dated, and signed by the parent or guardian every year.
3. The MO 500-3317 enrollment form must be kept in the child's individual file and available to the Nutritionist within one hour of arrival for a monitoring review.
4. Enrollment dates listed on enrollment forms are compared to meal count records during a monitoring review. Meals served to children prior to the enrollment date on the signed enrollment form will not be reimbursed.
5. Keep original enrollment records and all CACFP records for three full fiscal years (October 1 through September 30) after the final claim for the fiscal year was submitted and longer if audit findings have not been resolved.
6. Parents or legal guardians may be periodically contacted by the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) staff to verify a child's enrollment and attendance at the center.
7. If the CACFP-229 enrollment form is used, it is recommended it be filed alphabetically with the Income Eligibility Forms (IEF) in a 3-ring binder.

***NOTE:** There is no federal requirement that a center or Sponsoring Organization (SO) use a specific CACFP enrollment form. With DHSS-CFNA approval, an enrollment form

already in use that captures the CACFP required information may be used (CACFP 15-2013, Existing Flexibilities in the CACFP, July 26, 2013).

Ethnic and Racial Information: The CACFP-229 and MO 500-3317 enrollment forms both include a section on Ethnic and Race Information. The participant or guardian is not required to complete this section for participation; however, it is encouraged in order to gather this data in a manner in which the participant or guardian has self-identified and self-reported it.

For Profit Centers: All proprietary Title XX centers must keep records for each month CACFP reimbursement was claimed, documenting that at least 25% of the enrollees or 25% of the licensed capacity, whichever was less, were Title XX beneficiaries [7 CFR 226.15(e)(3); 226.17(b)(4)].

The CACFP-229 and MO 500-3317 enrollment forms are available to print at:
www.health.mo.gov/cacfp - Forms



CHILD CARE ENROLLMENT FORM

FACILITY/PROVIDER NAME	ADMISSION DATE	DISCHARGE DATE
CHILD'S NAME	GENDER	BIRTHDATE
CHILD'S ADDRESS (STREET, CITY, STATE, ZIP CODE)		

IDENTIFYING INFORMATION

PARENT/GUARDIAN NAME	TELEPHONE NUMBER
ADDRESS (STREET, CITY, STATE, ZIP CODE) OR CHECK IF SAME AS CHILD'S ADDRESS <input type="checkbox"/>	
EMAIL ADDRESS	
EMPLOYER OR SCHOOL	WORK/SCHOOL SCHEDULE
EMPLOYER/SCHOOL ADDRESS (STREET, CITY, STATE, ZIP CODE)	WORK TELEPHONE NUMBER
PARENT/GUARDIAN NAME	TELEPHONE NUMBER
ADDRESS (STREET, CITY, STATE, ZIP CODE) OR CHECK IF SAME AS CHILD'S ADDRESS <input type="checkbox"/>	
EMAIL ADDRESS	
EMPLOYER OR SCHOOL	WORK/SCHOOL SCHEDULE
EMPLOYER/SCHOOL ADDRESS (STREET, CITY, STATE, ZIP CODE)	WORK TELEPHONE NUMBER

If you or a member of your immediate family ever served in the U.S. Armed Forces, [click here for more information about military-related services in Missouri](#) or visit www.dese.mo.gov/veterans-services.

EMERGENCY CONTACT AND PERSONS AUTHORIZED TO TAKE CHILD FROM FACILITY OTHER THAN PARENT (AT LEAST ONE EMERGENCY CONTACT IS REQUIRED)

NAME	RELATIONSHIP TO CHILD	TELEPHONE NUMBER(S)
ADDRESS (STREET, CITY, STATE, ZIP CODE)		
NAME	RELATIONSHIP TO CHILD	TELEPHONE NUMBER(S)
ADDRESS (STREET, CITY, STATE, ZIP CODE)		

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

**COMMENTS ON CHILD'S DEVELOPMENT
(PERSONAL DEVELOPMENT, BEHAVIOR, PATTERNS, HABITS, & INDIVIDUAL NEEDS)**

RELATED CHILD

<input type="checkbox"/> Yes <input type="checkbox"/> No	CHILD'S RELATION TO CHILD CARE PROVIDER
--	---

ETHNIC AND RACE INFORMATION (YOU ARE NOT REQUIRED TO ANSWER THIS SECTION)

Are you of Hispanic or Latino origin? Yes No

What is your race? (Select one or more.)	<input type="checkbox"/> American Indian or Alaskan native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or other Pacific Islander	<input type="checkbox"/> White
---	--	-----------------------------------	--	--	-----------------------------------

CHILD'S PROJECTED ATTENDANCE SCHEDULE AND ANY VARIATIONS EXPECTED

CACFP REQUIREMENT

Will child attend: <input type="checkbox"/> Full time <input type="checkbox"/> Part time		When does your child usually arrive each day?	When does your child usually leave each day?	Describe any changes or variations in usual attendance, including shift changes.
Check what days your child will attend.				
Monday	<input type="checkbox"/>	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
Tuesday	<input type="checkbox"/>	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
Wednesday	<input type="checkbox"/>	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
Thursday	<input type="checkbox"/>	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
Friday	<input type="checkbox"/>	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
Saturday	<input type="checkbox"/>	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
Sunday	<input type="checkbox"/>	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	

MEALS YOUR CHILD IS USUALLY GIVEN AT THIS FACILITY

Breakfast Morning snack Lunch Afternoon snack Supper Evening snack None

HOLIDAYS YOUR CHILD IS IN CARE AT THIS FACILITY

<input type="checkbox"/> New Year's Day	<input type="checkbox"/> Easter	<input type="checkbox"/> Labor Day
<input type="checkbox"/> Martin Luther King, Jr.'s Birthday	<input type="checkbox"/> Truman Day	<input type="checkbox"/> Columbus Day
<input type="checkbox"/> Lincoln's Birthday	<input type="checkbox"/> Memorial Day	<input type="checkbox"/> Veterans Day
<input type="checkbox"/> Washington's Birthday	<input type="checkbox"/> Juneteenth	<input type="checkbox"/> Thanksgiving Day
	<input type="checkbox"/> Independence Day	<input type="checkbox"/> Christmas Day

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

I understand that I will be notified at once in the event of an emergency with my child, and I will make arrangements for medical care of my child with the physician or hospital of my choice. If I cannot be reached to make the necessary arrangements, or in a critical emergency requiring medical care, I authorize

_____ (CHILDCARE FACILITY NAME)

to contact the following:

PHYSICIAN OR CLINIC

NAME	TELEPHONE NUMBER
------	------------------

PREFERRED HOSPITAL

NAME	TELEPHONE NUMBER
------	------------------

ACKNOWLEDGMENTS

A	I have received a copy of this facility's policies pertaining to the admission, care, and discharge of children.	PARENT/GUARDIAN INITIALS
B	I have been informed that a copy of the licensing rules for child care home or the licensing rules for group child care homes and centers is available at this facility for review.	PARENT/GUARDIAN INITIALS
C	The provider and I have agreed on a plan for continuing communication regarding my child's development, behavior, and individual needs.	PARENT/GUARDIAN INITIALS
D	When my child is ill, I understand and agree that s/he may not be accepted for care or remain in care.	PARENT/GUARDIAN INITIALS
E	I understand that, before the first day of attendance by my child, I will provide proof of completed age-appropriate immunizations or exemption from immunizations.	PARENT/GUARDIAN INITIALS
F	I <input type="checkbox"/> do <input type="checkbox"/> do not give permission for field trips/excursions. I understand that I will be notified in advance when they are planned.	PARENT/GUARDIAN INITIALS
G	I <input type="checkbox"/> do <input type="checkbox"/> do not give permission for the facility to transport my child.	PARENT/GUARDIAN INITIALS
H	I have been informed and have received a copy of the facility's safe sleep policy when enrolling a child less than one (1) year of age.	PARENT/GUARDIAN INITIALS
I	I have been notified that I may request notice at initial enrollment or at any time thereafter whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed.	PARENT/GUARDIAN INITIALS

PARENT/GUARDIAN SIGNATURE	DATE
---------------------------	------

CACFP REQUIREMENT	FIRST ANNUAL UPDATE	PARENT/GUARDIAN SIGNATURE	DATE
	SECOND ANNUAL UPDATE	PARENT/GUARDIAN SIGNATURE	DATE
	THIRD ANNUAL UPDATE	PARENT/GUARDIAN SIGNATURE	DATE

USDA Nondiscrimination Statement

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, audiotope, 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.

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

This institution is an equal opportunity provider.



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

CENTER'S INFORMATION

NAME OF CHILD CARE CENTER		PHONE NUMBER
CENTER CONTACT PERSON'S NAME	CHILD'S DATE OF ENROLLMENT (FIRST DATE ATTENDING THIS CENTER)	

CHILD'S INFORMATION

CHILD'S FULL NAME		DATE OF BIRTH
PARENT OR GUARDIAN NAME	STREET ADDRESS	
CITY	STATE	ZIP CODE DAYTIME PHONE NUMBER

ETHNIC AND RACE INFORMATION (YOU ARE NOT REQUIRED TO ANSWER THIS SECTION)

ARE YOU OF HISPANIC OR LATINO ORIGIN?
 Yes No

WHAT IS YOUR RACE? (SELECT ONE OR MORE)
 American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

IN THIS COLUMN, CHECK THE DAYS YOUR CHILD USUALLY ATTENDS DAY CARE:	WHAT TIME DOES YOUR CHILD USUALLY ARRIVE EACH DAY? CIRCLE AM OR PM	WHAT TIME DOES YOUR CHILD USUALLY LEAVE EACH DAY? CIRCLE AM OR PM	WRITE ANY COMMENTS, CHANGES OR VARIATIONS IN USUAL ATTENDANCE IN THIS SECTION:
MON	AM PM	AM PM	
TUES	AM PM	AM PM	
WED	AM PM	AM PM	
THURS	AM PM	AM PM	
FRI	AM PM	AM PM	
SAT	AM PM	AM PM	
SUN	AM PM	AM PM	

CHECK WHEN YOUR CHILD IS IN CARE AT THIS CENTER

<input type="checkbox"/> FULL DAY CARE	<input type="checkbox"/> BEFORE SCHOOL CARE	<input type="checkbox"/> EVENING CARE
<input type="checkbox"/> HALF DAY - MORNING	<input type="checkbox"/> AFTER SCHOOL CARE	<input type="checkbox"/> OVERNIGHT CARE
<input type="checkbox"/> HALF DAY - AFTERNOON	<input type="checkbox"/> BEFORE AND AFTER SCHOOL CARE	

CHECK THE MEALS YOUR CHILD IS USUALLY GIVEN AT THIS CENTER

<input type="checkbox"/> BREAKFAST	<input type="checkbox"/> LUNCH	<input type="checkbox"/> SUPPER
<input type="checkbox"/> MORNING SNACK	<input type="checkbox"/> AFTERNOON SNACK	<input type="checkbox"/> EVENING SNACK

CHECK THE HOLIDAYS YOUR CHILD IS IN CARE AT THIS CENTER

<input type="checkbox"/> NEW YEARS DAY	<input type="checkbox"/> TRUMAN DAY	<input type="checkbox"/> COLUMBUS DAY
<input type="checkbox"/> MARTIN LUTHER KING'S BIRTHDAY	<input type="checkbox"/> MEMORIAL DAY	<input type="checkbox"/> VETERAN'S DAY
<input type="checkbox"/> LINCOLN'S BIRTHDAY	<input type="checkbox"/> JUNETEENTH	<input type="checkbox"/> THANKSGIVING DAY
<input type="checkbox"/> WASHINGTON'S BIRTHDAY	<input type="checkbox"/> INDEPENDENCE DAY	<input type="checkbox"/> CHRISTMAS DAY
<input type="checkbox"/> EASTER	<input type="checkbox"/> LABOR DAY	

SIGNATURE OF PARENT OR GUARDIAN	DATE
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NOTE: DEPARTMENT OF HEALTH AND SENIOR SERVICES OFFICIALS OR A SPONSORING ORGANIZATION REPRESENTATIVE MAY CONTACT YOU TO VERIFY INFORMATION.

ANNUAL UPDATES: THE PARENT OR GUARDIAN SIGNING THIS FORM CERTIFIES THAT THE ENROLLMENT INFORMATION IS CORRECT. IF INFORMATION HAS CHANGED, THE PARENT OR GUARDIAN HAS WRITTEN THE APPROPRIATE CHANGES ON THE FORM AND INITIALED THE CHANGE. IF THERE ARE MANY CHANGES, PLEASE COMPLETE A NEW FORM

FIRST ANNUAL UPDATE	PARENT SIGNATURE	DATE
SECOND ANNUAL UPDATE	PARENT SIGNATURE	DATE
THIRD ANNUAL UPDATE	PARENT SIGNATURE	DATE

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

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. **fax:** (833) 256-1665 or (202) 690-7442; or

3. **email:** program.intake@usda.gov

This institution is an equal opportunity provider.

Completing Enrollment Roster

An Enrollment Roster (CACFP-220) is not a required form; however, it may assist the center in tracking new participants and their eligibility category.

- Should be completed on an annual basis.
- List all children enrolled at the center for child care (preferably in alphabetical order by last name).
- Add new children enrolled at the bottom throughout the year.
- Indicate the child's claiming category (free, reduced, or paid).
- Indicate the child's enrollment date.
- Indicate the date when the Income Eligibility Form (IEF) was signed by center personnel.
- Indicate termination date when the child leaves the center.

It is important that this form is “for office use only” since the meal eligibility classification (free, reduce, paid) information must be kept confidential.

ENROLLMENT



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

NAME OF CENTER/FACILITY _____

Page ____ of ____

NO.	PARTICIPANT'S NAME	FREE	REDUCED	PAID	DATE ENROLLED	DATE INCOME STATEMENT SIGNED	DATE TERMINATED

Attendance Records

Record of Daily Attendance is a Child and Adult Care Food Program (CACFP) Requirement.

Accurate daily attendance records (original documentation) of all enrolled participants must be recorded separately from the center's meal count records although they may be maintained on the same form [7 CFR 226.15(e)(2)]. Attendance records cannot be used as a basis for completing the meal count records; however, the daily attendance must support the daily meal count records.

For example: If John Doe is claimed for meals on October 17, the attendance records must indicate that John Doe was in attendance on October 17 during the time each meal is claimed.

Meals served to participants that are not documented on the daily attendance record will not be reimbursed. Centers may document on one of the three types of forms listed below or use an attendance form created by the center with Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) approval.

- Daily Attendance Record (CACFP-213)
- Time In/Time Out Record (CACFP-221) or
- Monthly Attendance Time In/Time Out Record (CACFP-224)

Documentation of Daily Attendance:

- The center may use classroom roll books, parent sign in/out sheets, or attendance sheets to complete attendance records.
- Type or print names alphabetically with last name first (must be legible).
- Take attendance early in the day after most children have arrived.
- Take attendance at the same time each day so it becomes a routine.
- Meal count records may not be used in lieu of attendance records.
- Count the number of children each day and keep a running total of the number of participants in attendance for the monthly claim.
- File completed original attendance records in the monthly folder with other CACFP documents for the claim month.

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

- This form uses one page for each month.
- List all children's names, last name first, alphabetical is recommended.
- Enter month and year on top of form.
- The center may use its own method to record attendance, but some common notations include: X = in attendance and A=absent, etc.
- Total the number of children in daily attendance on the bottom of each form.
- On the last work day of the month: add the daily attendance to arrive at the monthly Grand Total. Add all Grand Total amounts from each attendance record to get the center total attendance for the month. This number is entered on line 6 of the monthly claim once submitted.

Time In / Time Out Records*

Instructions for completing Daily Time In/Time Out Record (CACFP-221):

- One form for each day of the week.
- Enter day of the week.
- Enter calendar date indicating month, day, and year.
- List the enrolled children in alphabetical order by last name (must be legible).
- Indicate the time of arrival in the TIME IN column and the initials of the person who enters the time.
- Indicate the time the child leaves in the TIME OUT column and initial.
- Total the number of hours attended each day.

Instructions for completing Monthly Attendance Time In/Time Out Record (CACFP-224):

- One form for each child.
- Enter child's name.
- Enter month and year.
- Enter the date of the week in the "week of" box.
- Enter the time child arrives to center (IN).
- Enter time child leaves center (OUT).
- Total the number of "hours attended" each day.

It is recommended to maintain original forms in a 3 ring binder separated by each letter of the alphabet or by family last name, new names can be added and old names removed as necessary.

Please note:

The Department of Social Service's Child Care Business Information Solution System (CCBIS) for child care centers will be acceptable documentation for attendance for CACFP records. The CCBIS electronic attendance record must be printed for the month of review.

***Sign-in and sign-out sheets are NOT a Child and Adult Care Food Program (CACFP) requirement; CACFP 15-2013.**



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
TIME IN/TIME OUT RECORD

CENTER NAME _____

DAY OF WEEK _____

DATE _____

NAME (last, first alphabetically)	TIME IN	INITIALS	TIME OUT	INITIALS	HOURS ATTENDED



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MONTHLY ATTENDANCE TIME IN/TIME OUT RECORD

CHILD'S NAME _____ MONTH _____ YEAR _____

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
WEEK OF	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
HOURS ATTENDED										
WEEK OF	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
HOURS ATTENDED										
WEEK OF	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
HOURS ATTENDED										
WEEK OF	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
HOURS ATTENDED										
WEEK OF	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
HOURS ATTENDED										

Meal Count Record

Daily Meal Count Records are a Child and Adult Care Food Program (CACFP)

Requirement. Daily counts of the number of meals served to enrolled children, taken manually at the time of service, must be recorded and maintained by all centers. The meal count records must contain the number of meals served by each meal type (breakfast, lunch, snack, and supper) and by income eligibility category (free, reduced, and paid) in order for a center to accurately consolidate and submit a justifiable monthly claim for reimbursement.

Meal Counting Methods – Retention of original employee documented meal count records are required. The center may choose to enter the original paper and pen or pencil meal counts into an electronic accounting system for ease of consolidation. Each meal must be recorded at the time the meal is served to each participant, which is called “**point of service**” (POS) meal count. Meal count records document the name of each eligible participant and the meal(s) to be claimed for reimbursement on a daily basis. The form also provides confidential coding, such as X, Y, Z, to indicate the participant’s claiming category (free, reduced, or paid).

If a center would like to use an electronic system for both POS meal count and monthly consolidation, prior Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) approval is required to ensure CACFP requirements are met. If an electronic system is implemented, the center must establish a back-up system.

The original source documentation must be retained for three fiscal years plus the current year.

Completing the Meal Count form CACFP-225:

- Enter the center name.
- Enter the calendar “week of” including month, date range, and year.
- Print legibly or type each child’s full name (no nicknames) preferably in alphabetical order by last name.
- Indicate the claiming category for each child under the code box using a code that assures confidentiality such as: **X = Free, Y = Reduced-price, or Z = Paid.**
- For each meal served, place a check mark in the box under the appropriate meal on the meal count form.
- Record the meal as it is served to each child, referred to a **POS** meal count. A total head count or head count by category is not acceptable.
- Calculate the total **free** meals, total **reduced-priced** meals, and total **paid** meals for each meal category across and down. Compare the cross calculations with the down calculations to check for accuracy.

Tip: To help distinguish claiming categories for the purpose of counting, use two colored highlighters. For example: Green = free, Yellow = reduced, and white = paid.

The 5-day Meal Count form (CACFP-225) and the 7-day Meal Count form (CACFP-225A) are available at: www.health.mo.gov/cacfp - Forms.

The Meal Count Consolidation (CACFP-653) is a tool to help consolidate weekly meal counts into a monthly meal count to enter into the monthly claim for reimbursement.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
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 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL COUNT

CENTER		WEEK OF	KEY																	
			B-Breakfast, 1-1 st Snack, L-Lunch, 2-2 nd Snack, S-Supper																	
PARTICIPANT'S NAME	CODE	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			TOTALS			
		DATE	B	L	S	DATE	B	L	S	DATE	B	L	S	DATE	B	L	S	B	L	S
Total Meals Coded X																				
Total Meals Coded Y																				
Total Meals Coded Z																				

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. If you want to add User Access or change current access, when a user is no longer employed, you must submit a Network User Access Request Form (MO 580-1854) available at:

www.health.mo.gov/cacfp - Forms.

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

Basic Claiming Steps are available on the CACFP website under Links to Important Information at www.health.mo.gov/cacfp.

Please read all instructions before entering your first claim.

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 will not 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 Network User Access Request form to request online access for new users.

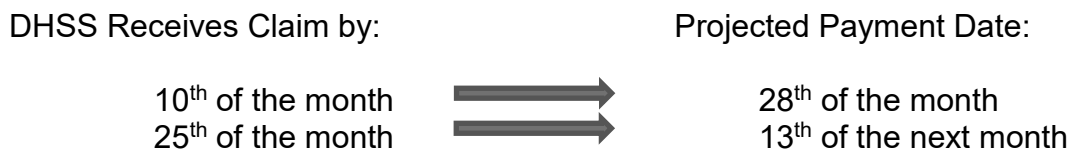
Payment Notes

- 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 4 to 5 business days prior to the electronic funds deposit date. It is the date it was processed and information was 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.

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



DHSS-CFNA cannot guarantee an exact date; this is a projected date only.

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 DHSS-CFNA. **Per CACFP regulations, DHSS-CFNA will provide payment of valid claims within 45 days of receipt.**

60 Day Deadline for CACFP Claims

Month	60 Day Deadline for Original Claims	60 Day Deadline for Original Claims "Leap Year"
October	December 30	
November	January 29	
December	March 1	February 29
January	April 1	March 31
February	April 29	
March	May 30	
April	June 29	
May	July 30	
June	August 29	
July	September 29	
August	October 30	
September	November 29	

Additional Meal Claim Information

- Creditable meals may be claimed for participants, birth through 12 years of age, when enrolled and in attendance each day of operation as follows: two meals and one snack or one meal and two snacks per participant per day. Adults may never be claimed for CACFP meal reimbursement in child care centers.
- Meals or meal components purchased at a fast food establishment or any restaurant may not be claimed for reimbursement. Even with documentation, meals or individual food items, such as pizza, purchased at restaurants or fast food establishments may not be claimed for reimbursement.
- Meals prepared or packed at the center and served off the center grounds, for example a picnic, and supervised by center personnel may be claimed.
- Meals prepared or packed at the center and sent with a participant to eat at another location without the supervision of center 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 (parents of infants are allowed to provide one component).
- SNAP benefits may not be used to purchase food for CACFP.

Meal Service Times and Duration

Reimbursement will only be made for meals served within the center's approved meal times documented on the Center Information Sheet in the CACFP web-based system. Meal times may be changed with CFNA approval. The meals approved for reimbursement are based on the center's licensed hours of operation or hours of actual operation within the licensed hours. This also applies to license exempt centers.

Meal service times for infants are not restricted since infants should be fed “on demand”. Each enrolled participant, birth through age 12 may be claimed for no more than two meals and one snack or two snacks and one meal per child in attendance each day.

When scheduling meal times, the following guidelines will be used for approval:

Breakfast

- The duration of the breakfast meal service may take no longer than two hours from start to finish.
- The breakfast must be served at a time traditionally considered as the normal serving time for breakfast.

Snack

- The duration of the snack service may take no longer than two hours from start to finish.
- A snack may be approved for midmorning, afternoon, or evening.
- A snack may be scheduled no earlier than two hours after the completion of the previous meal or snack.
- The midmorning snack may be served at a time less than two hours following completion of the breakfast meal only in situations where the children served morning snack are totally different children, who arrive at the center too late for the scheduled breakfast.

Lunch

- The duration of the lunch meal service may take no more than two hours from start to finish.
- The lunch must be served at a time traditionally considered as the normal serving time for lunch.
- The lunch may be served no earlier than two hours after the completion of the previous meal or snack.

Supper

- The duration of the supper meal service may take no more than two hours from start to finish.
- The supper meal must be served at a time traditionally considered as the normal serving time for supper.
- The supper may be scheduled no earlier than two hours after the completion of the previous meal or snack.

For Profit Center Claim Procedures

Title XX or Free/Reduced Documentation

For profit centers must document, on a monthly basis, their eligibility to participate in the Child and Adult Care Food Program (CACFP). For profit centers must be able to verify that at least **25% of the enrolled children or licensed capacity (whichever is less) are either Title XX beneficiaries or eligible for free or reduced-price meal reimbursement.** Required documentation is either the monthly Title XX (Family Support Division, FSD) vendor invoices or current Income Eligibility Forms (IEFs). Independent for profit Title XX centers and sponsoring organizations of these centers must submit the number of enrolled children and the number of children receiving Title XX benefits or eligible for free or reduced-priced meals for each month that CACFP reimbursements are claimed.

To evaluate eligibility, the following steps must be taken each month. For reference, the following page is a screenshot of the center claim page that must be completed.

The screenshot is for training purposes only; the actual claim may differ some in appearance.

1. Determine the number of children, including infants, which were enrolled and in attendance at least one day for the claim month. Children in attendance include part-time and drop-in care. All children and infants in attendance must be included in the total regardless of whether they were claimed for a meal.
2. Compare this number (total enrolled children by reimbursement category who attended at least one day) to the licensed capacity of the center. Determine which of the two numbers, total enrollment or licensed capacity, is the smallest. Use the smaller of the two numbers.
3. Determine the number of Family Support Division (FSD, aka Social Services, State vendor, Title XX) eligible children **OR** the number of free and reduced eligible children that were enrolled **and** in attendance at least one day for the claim month. If using the number of Title XX children, count the total number of children listed on the vendor billing for the claim month. Verify that each FSD child reported was in attendance at least one day during the claim month. Enter the total (either the verified Title XX OR free and reduced eligible) in **Field 13 or 14** of the Center Claim.
4. Divide the number of Title XX beneficiaries **OR** free/reduced-price eligible children by the total enrollment or license capacity, whichever is less. If this number is greater than or equal to 0.250, you may submit a claim for reimbursement for that month and check the first certification statement in **Field 15**.
5. If the number is less than 0.250, your center is not eligible for reimbursement for this month. You will check the second certification statement in **Field 15**, and continue the claims submission process. The claim will be submitted to the state with the meal information removed since it will not be paid.

For Example:

ABC Play School has a licensed capacity of 45 children. Records indicate that 50 children were enrolled and in attendance for at least one day during the month of October. Of these 50 children, 12 were FSD beneficiaries. Since 45 (licensed capacity) is smaller than 50 (enrolled and in attendance), 45 is the number used for the calculation. 12 divided by 45 is 0.26 or 26%. Since 0.26 or 26% is greater than 0.25 or 25%, the center is eligible to submit the October claim.

Center Claim

Private-For Profit Child Care Center- Example

Example – Private – For Profit Child Care Center – CCC 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)	45
(4) Total Enrollment	<input type="text" value="50"/>		

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" value="12"/>	(14) <input type="text"/>	26.0

- (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

Exercise Time!!!

Completing the Attendance Record, Meal Count Records and Center Claim

Exercise #1

Daily Attendance:

- Using the Attendance Record on the next page, tally the total daily attendance for each day and calculate the total attendance for the month.
-

Exercise #2

Meal Count Record:

- Using the Meal Count Record, calculate the total free (code X), reduced (code Y) and paid (code Z) meals for each meal category (B for breakfast; L for lunch, etc.) by day and for the week of July 7-11.
-

Exercise #3

Center Claim:

- Use the numbers from Exercise #1 Daily Attendance, and Exercise #2 Meal Count Record above, and the completed meal counts for weeks 2 through 4 to complete the Meal Count Consolidation form and the center claim. Assume that Humpty Dumpty Daycare is a not for profit center.

*Remember, your center's real claim will be filed online!



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGRAM

EXERCISE #1 DAILY ATTENDANCE
MONTH: July 20XX

DAILY ATTENDANCE RECORD

Participant's Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Grand Total	
Horner, Jack	C	C	C	C																													
Lamb, Mary	L	L	L	L																													
Peep, Little Bo	O	O	O	O																													
Piper, Peter	S	S	S	S																													
Porgie, Georgie	E	E	E	E																													
Simon, Simple	D	D	D	D																													
Total Daily Attendance																																	

Enter this number in field (6) of the online claim



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

Exercise 2 Meal Count Record Week #1

CENTER Humpty Dumpty Daycare	WEEK OF July 7-11, 20XX	KEY B-Breakfast, 1-1 st Snack, L-Lunch, 2-2 nd Snack, S-Supper
--	-----------------------------------	--

PARTICIPANT'S NAME	CODE	MONDAY 7/7			TUESDAY 7/8			WEDNESDAY 7/9			THURSDAY 7/10			FRIDAY 7/11			TOTALS		
		DATE			DATE			DATE			DATE			DATE			B	L	S
		B	1	2	B	1	2	B	1	2	B	1	2	B	1	2	B	L	S
Horner, Jack	X	✓		✓	✓		✓					✓		✓					
Lamb, Mary	X	✓	✓	✓	✓		✓		✓	✓		✓		✓	✓				
Peep, Little Bo	Z			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
Piper, Peter	Y	✓		✓	✓		✓		✓	✓		✓		✓					
Porgie, Georgie	Y			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Simon, Simple	Z	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Total Meals Coded X																			
Total Meals Coded Y																			
Total Meals Coded Z																			



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

Exercise 3 - Week 2 Meal Count

CENTER	WEEK OF	KEY
Humpty Dumpty Daycare	July 14-18, 20XX	B-Breakfast, 1-1 st Snack, L-Lunch, 2-2 nd Snack, S-Supper

PARTICIPANT'S NAME	CODE	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			TOTALS		
		DATE 7/14			DATE 7/15			DATE 7/16			DATE 7/17			DATE 7/18			B	L	S
		B	L	S	B	L	S	B	L	S	B	L	S	B	L	S			
Horner, Jack	X		✓		✓	✓		✓	✓		✓	✓		✓	✓		4	5	4
Lamb, Mary	X		✓		✓	✓		✓	✓		✓	✓		✓	✓		4	5	4
Peep, Little Bo	Z	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓		2	4	4	
Piper, Peter	Y		✓		✓	✓		✓	✓		✓	✓		✓	✓		3	5	3
Porgie, Georgie	Y				✓	✓		✓	✓		✓	✓		✓	✓			4	4
Simon, Simple	Z	✓	✓		✓	✓		✓	✓		✓	✓		✓	✓		5	5	
Total Meals Coded X		0	2	2	2	2	2	2	2	2	2	2	2	2	2	2	8	10	8
Total Meals Coded Y		0	1	1	1	2	2	1	2	2	2	2	2	2	2	2	3	9	7
Total Meals Coded Z		2	2	1	1	2	1	2	2	1	2	1	2	1	0	7	9	4	



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

Exercise 3 - Week 3 Meal Count

CENTER Humpty Dumpty Daycare		WEEK OF July 21-25, 20XX		KEY B-Breakfast, 1-1 st Snack, L-Lunch, 2-2 nd Snack, S-Supper
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PARTICIPANT'S NAME	CODE	MONDAY 7/21			TUESDAY 7/22			WEDNESDAY 7/23			THURSDAY 7/24			FRIDAY 7/25			TOTALS			
		B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S	
Horner, Jack	X		✓		✓	✓			✓		✓	✓		✓				3	5	5
Lamb, Mary	X		✓		✓	✓			✓		✓	✓		✓				3	5	5
Peep, Little Bo	Z	✓	✓		✓	✓			✓		✓	✓						3	4	4
Piper, Peter	Y	✓	✓		✓	✓			✓		✓	✓		✓				2	5	4
Porgie, Georgie	Y				✓				✓					✓				4		
Simon, Simple	Z	✓			✓	✓			✓		✓	✓		✓				5	3	
Total Meals Coded X		0	2	2	2	2	2	2	2	2	2	2	2	2	0	2	2	6	10	10
Total Meals Coded Y		1	1	0	1	1	1	1	1	1	1	1	1	1	2	1	1	6	5	4
Total Meals Coded Z		2	1	1	2	2	1	1	1	1	1	2	1	1	1	0	0	8	7	4



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

Exercise 3 - Week 4 Meal Count

CENTER Humpty Dumpty Daycare	WEEK OF July 28-31, 20XX	KEY B-Breakfast, 1-1 st Snack, L-Lunch, 2-2 nd Snack, S-Supper
--	------------------------------------	--

PARTICIPANT'S NAME	CODE	MONDAY 7/28			TUESDAY 7/29			WEDNESDAY 7/30			THURSDAY 7/31			FRIDAY			TOTALS		
		DATE			DATE			DATE			DATE								
		B	L	S	B	L	S	B	L	S	B	L	S	B	L	S			
Horner, Jack	X		✓		✓		✓	✓		✓	✓		✓				3	4	4
Lamb, Mary	X		✓		✓		✓	✓		✓	✓		✓				3	4	4
Peep, Little Bo	Z	✓			✓		✓	✓		✓	✓		✓				4	4	4
Piper, Peter	Y																		
Porgie, Georgie	Y																		
Simon, Simple	Z				✓		✓	✓		✓	✓		✓				3	3	2
Total Meals Coded X		0	2	2	2	2	2	2	2	2	2	2	2				6	8	8
Total Meals Coded Y		0	0	0	0	0	0	0	0	0	0	0	0				0	0	0
Total Meals Coded Z		1	1	1	2	2	2	2	1	2	2	2	2				7	7	6

Example – Private – For Profit Child Care Center – CCC Claim

July 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



SECTION 3: Financial Management

Child Care Centers participating in CACFP must demonstrate fiscal management and nonprofit foodservice.

- Operating Costs
- Administrative Costs
- Purchasing
- Documentation of Nonprofit Foodservice, CACFP-214

Financial Management and Nonprofit Documentation

Meal Reimbursement Information: Meal reimbursement for child care centers is based upon claiming category (free, reduced, or paid). The claiming category is determined by comparing family size and household income data to the income eligibility guidelines. The reimbursement rates are effective from July 1st through June 30th. The reimbursement rate for the breakfast, lunch, and snack meals include the 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 also to assure costs charged to the nonprofit foodservice 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.

The review of the institution's financial management includes a review of all income to and expenses of the organization whether it is an independent (single) center or a sponsoring organization (SO) of multiple facilities. **Organizations and facilities must maintain and retain the required documentation.** Failure to maintain these records may be grounds for the denial of reimbursement.

Nonprofit foodservice 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 and non-food supplies (e.g. napkins, cooking and eating utensils); compensation for food service labor cost; and costs for purchases or services.

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

The Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) will examine original food and milk receipts and invoices to

determine if the 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. 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 1 year old. Unflavored low-fat (1%) or fat-free (skim) milk must be served to children 2 through 5 years old. Unflavored/flavored low-fat (1%) or 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
4 oz. or ½ cup	32 servings	1 through 2 years
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: Centers 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 clean-up 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 Costs include 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 CACFP web-based system for indirect expenses approved for your center. Independent centers are required to update the budget every three fiscal years during the CACFP renewal process. Sponsoring Organizations must submit updated budgets annually. CFNA will provide assistance on what records are needed to support these costs.

Administrative Costs are expenses and allowable costs incurred by an organization in planning, organizing, and managing the food service operation under 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)]. The portion of the administrative costs to be charged to the program may not exceed 15 percent of the meal reimbursements estimated or actually earned during the budget year [(7 CFR 226.16(b)(1)].

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 (Social Services) will be notified when CACFP purchases are made using an EBT card.

Food Sources: To claim reimbursement for meals or snacks, centers 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 foodservice 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** - costs associated with growing food that will be used in the CACFP, either as part of a meal service or for activities related to nutrition education are allowable. These costs may include seeds, fertilizer, labor, plot rental, etc. However, the center must maintain documentation of costs incurred.
- **Food Bank and Food Pantries** - nonprofit, faith-based and public centers may be eligible to purchase food from approved sources with appropriate documentation. Itemized receipts with the agency price, per pound for instance, price extension and food name must be maintained. Contact CFNA to ensure food bank and pantry purchases are creditable.
- **Farmers Market or Roadside Produce stands** - are limited to purchase of fresh and 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.

Refer to the USDA Food Buying Guide for Child Nutrition Programs (FBG); for additional information prior to purchasing items from approved and unapproved sources.

Income and/or Additional Funding: Sources of funding can vary by organization type, size, and structure. In addition to the reimbursement from CACFP, some institutions fund their operation from tuition fees and fund raising activities while others

may have other funding streams generated from activities outside of CACFP. Program income is the gross income generated from activities, local government sources, any center funds used to subsidize the food service program, any income 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 foodservice account and used for only approved costs. Please contact DHSS-CFNA if you need further guidance.

Documentation of Nonprofit Foodservice (CACFP-214): This form may be used to document monthly food service costs and expenses and the amount of labor and indirect costs attributable to the food service.

How to use CACFP-214:

- 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 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 must be calculated.
 - Expendable food service equipment has a durability under two years and costs \$5,000 or less.
 - Non-expendable food service equipment has a durability of two years or more with a cost exceeding \$5,000.
- Add total labor costs, 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 meal income (if applicable), to the program.



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

Correct Example

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

INDIRECT COSTS	AMOUNT	X	PERCENT OF FOODSERVICE USAGE OR PERCENT OF FOODSERVICE SQUARE FOOTAGE	=	SUB TOTALS	GRAND TOTAL SPENT ON CACFP
Waste disposal	\$48.00	X		=	\$48.00	\$1,225.00
Utilities	\$240.00	X	15%	=	\$36.00	
		X		=		\$1,525.00
		X		=		
		X		=		\$84.00
		X		=		
TOTAL INDIRECT COSTS					\$84.00	GRAND TOTAL
						\$2,834.00

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



POSITION TITLE/EMPLOYEE	SALARY PER HOUR	X	HOURS WORKED PER DAY ON FOOD SERVICE	X	DAYS WORKED PER MONTH	CLAIM MONTH	
						=	SUB TOTALS
		X				=	
		X				=	
		X				=	
		X				=	
		X				=	
		X				=	
		X				=	
		X				=	
		X				=	
		X				=	
TOTAL LABOR COST						=	

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



SECTION 4: Training and Civil Rights

Child Care Centers participating in CACFP must provide training to all staff and operate in compliance with Civil Rights regulations.

- Training Requirements
- Training Documentation
- Civil Rights Requirements
- WIC
- Building for the Future
- Ethnic and Racial Data Collection

Training Requirements

Documentation of annual Child and Adult Care Food Program (CACFP) training is required. Independent centers and sponsoring 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 requirements.
- Recordkeeping requirements.
- Meal count procedures.
- 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 Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-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 - Forms.

Online Civil Rights training is also available at: 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
Required TOPICS <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**	Optional Topics: <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.	

*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
 MO 580-1459 (rev 6-15)

CACFP-222

Civil Rights Compliance and 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:

- **Display the “*And Justice For All*” poster** in a prominent location (visible to the public). Please contact our office for additional posters.
- **Collection of Ethnicity and Race Data:** Sponsors are required to collect ethnicity and race 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 ethnicity and race data from other sources in which the respondent has self-identified ethnicity and race such as school databases. Voluntary questions on ethnicity and race are included in **the Income Eligibility Form for Child Care Centers (CACFP-205)**, the **Child Care Enrollment Form (MO 500-3317)**, and the **CACFP Enrollment Form for Child Care Centers (CACFP-229)**.
- **Compile the Ethnic and Racial Data on the Beneficiary Data Report.** Once a year sponsors must compile the ethnic and racial data as completed by the participant or guardian into this one report. This report must be kept on file at the center.
- **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 - Publications.



- **Annual Civil Rights training for CACFP sponsors and staff.** Online training is available on our website at: www.health.mo.gov/cacfp.
- **USDA nondiscrimination statement and civil rights complaint information required on program material directed to the parents or 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 - USDA Nondiscrimination Statement.

- **Discrimination Complaint Filing.** The USDA prohibits discrimination in Child Nutrition Programs (CNPs) based on: race, color, national origin, age, sex (including gender identity and sexual orientation), 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 available to display 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 - Publications.




BENEFICIARY DATA REPORT

A Beneficiary Data Report must be completed once a year to report the ethnic and racial category of participants enrolled in your center. This data is collected via the Enrollment Form or Outreach and Beneficiary Survey completed by the parent/participant. Completion of the data by the parent/participant is voluntary and failure to report will not impact eligibility for meals. A parent/participant may check one or more racial category. Ethnicity and race data must be self-identified and self-reported or reported by a parent/guardian.

NAME OF CENTER/FACILITY

ADDRESS

Ethnic Category	Number of Participants
Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.	
Racial Category	Number of Participants
American Indian or Alaskan Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
Black or African American – A person having origins in any of the black racial groups of Africa.	
Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	
Undeclared – No ethnic or racial category self-identified or self-reported by participant/parent.	
Total Number of Participants	
SIGNATURE OF CENTER REPRESENTATIVE 	DATE

OUTREACH AND BENEFICIARY DATA SURVEY
COMMUNITY FOOD AND NUTRITION ASSISTANCE

<p>The completion of this survey is voluntary. The data collected is used to improve outreach efforts and to ensure compliance with USDA nondiscrimination requirements ONLY. Your participation is voluntary and failure to report will not impact eligibility for meals. Please complete one survey per child in attendance. Names are not needed; this is an anonymous survey.</p>
<p>How did you learn about the program?</p> <p><input type="checkbox"/> Newspaper</p> <p><input type="checkbox"/> School newspaper/letter/flyer</p> <p><input type="checkbox"/> Program website</p> <p><input type="checkbox"/> Other (please specify)</p>
<p>What activities would you like to have available at the site?</p> <p><input type="checkbox"/> Homework assistance</p> <p><input type="checkbox"/> Physical activity</p> <p><input type="checkbox"/> Educational activities</p> <p><input type="checkbox"/> Other (please specify)</p>
<p>What (if any) barriers do you face in participating in the child nutrition program?</p>
<p>Ethnic and Racial Data</p>
<p>Ethnic Category</p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Not Hispanic or Latino</p> <p><input type="checkbox"/> Undeclared</p>
<p>Racial Category (may mark one or more categories)</p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Undeclared</p>

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, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

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

This institution is an equal opportunity provider.



SECTION 5: Monitoring Reviews

Child Care Centers participating in CACFP will be reviewed to monitor compliance to program regulations.

- Types of Reviews
- Materials Needed for a CACFP Monitoring Review
- Appeal Procedure

Monitoring Reviews

The United States Department of Agriculture (USDA) and the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) require independent centers and Sponsoring Organizations (SOs) to maintain complete and accurate original Child and Adult Care Food Program (CACFP) records. DHSS-CFNA is required to ensure centers and the SOs are accountable for all reimbursement received in compliance with program regulations. Each center and SO will be reviewed by DHSS-CFNA at least once every three years in a CACFP monitoring review. A sponsor may be reviewed for compliance at any time.

Program monitoring reviews may or may not be announced in advance. If announced in advance, the sponsor will receive a letter and the review will be conducted within 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 they know they will not be available. Although, according to the Office of Childhood, Child Care Compliance, “another responsible individual shall be designated to be in charge of the facility” in the absence of the director and records must be kept at the physical location for an independent center (during the hours of operation) or at the location noted on the Management Plan for multi-site SOs.

During monitoring reviews, **all original program 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 CACFP records available will result in findings, corrective action and/or overclaims; DHSS-CFNA may disallow up to twelve months of claims for reimbursement the center or SO must repay.*

Centers 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 and ends September 30.

The **Materials Needed for a CACFP Monitoring Review** checklist, on the next page, is provided to help organizations prepare for the review.

Technical Assistance Visit:

DHSS-CFNA wants you to be a success which is why Technical Assistance (TA) visits are offered for new CACFP organizations. After your center has been participating in the CACFP for a few months, it is highly encouraged for you to schedule a TA visit with your district nutritionist. In preparation for your TA visit, you must have submitted at least one claim. TA visits are similar to monitoring reviews, but are conducted as a courtesy to your organization. The purpose of the TA Visit is to review your records and procedures with you for program compliance, answer any program questions you might have, and provide you with the guidance needed to help you be successful with CACFP! A TA visit is not punitive in nature and is strictly meant to help facilitate your organization’s success. This visit can help reduce findings and the need for corrective actions in the future during monitoring reviews.

Materials Needed for a CACFP Monitoring Review

All records must be retained for 3 full fiscal years.

All facilities must retain original records.

Download forms at: www.health.mo.gov/cacfp

- Daily attendance records (CACFP-213) and meal count sheets (CACFP-225 or CACFP-225A).
- Documentation of nonprofit foodservice includes verification of food service expenditures including: food purchase receipts or invoices; labor and indirect costs (CACFP-214), and income to your food program, if applicable.
- Daily dated menus that meet CACFP requirements.
- Documentation of ethnic and race data collected through self-identification and self-reporting method (For example, enrolled sites - IEF/Enrollment, non-enrolled sites-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.
- Recipes for homemade menu items.
- Processed food documentation: Child Nutrition (CN) label or manufacturer's Product Formulation Statement (PFS).
 - Frankfurters/hot dogs, bologna, and other similar products are creditable without a CN label when free of byproducts, cereals, or extenders. Product ingredient list from the original package for these items must be kept on file to document compliance.
 - Documentation to verify that commercial tofu served met protein requirements, such as the product's Nutrition Facts Label (NFL). A CN label or PFS is required for processed tofu products such as links and sausages made from tofu.
- Documentation to verify whole grain-rich requirements are met, such as a product ingredient list.
- Documentation to verify that grains served met the minimum grain oz. eq. required by age. Documentation may include the product's NFL, a CN label, a PFS, or a standardized recipe.
- Documentation to verify breakfast cereals (ready-to-eat, instant, or hot) and yogurt served are within the required sugar limits, such as the product's NFL.
- If meals are catered/vended, a copy of the food service contract, most recent sanitation inspection, and production records for all catered/vended meals.
- Medical food substitution forms (CACFP-227), if applicable.
- Documentation of CACFP training (CACFP-222) conducted by the center management staff, which includes dates, locations, topics, and names of staff participants.
- A copy of the most recent sanitation inspection report conducted by the state or local health department, if applicable.
- "And Justice for All" and "Building for the Future" posters posted in a location visible to the public.
- If a sponsoring organization, documentation of site monitoring visit reports (CACFP-404) for the current and past year.
- Copy of the original contract agreement, along with contract amendments for the sponsor agency, if needed contact central office at 800-733-6251.

Child Care Centers also need original documentation of:

- CACFP enrollment records (CACFP-229) or Office of Child Care/CACFP (MO 500-3317) combined form with original date of enrollment for all children.
- Income Eligibility Form (CACFP-205) signed and dated by parent or guardian and center representative.
- CACFP Parent letter and any additional CACFP information provided to parents.
- "WIC Works" poster posted in a location visible to the public.
- If licensed for infants, individual Infant and Toddler Feeding and Care Plan form (MO 500-3306) and individual infant meal records.
- If contracted to provide care for children enrolled in Early Head Start or Head Start Programs, an official roster from the Head Start Administrative office must be provided to verify eligibility for free meals.
- For profit centers must provide billing invoices for participants who are beneficiaries of Title XX.

Adult Day Care Centers also need original documentation of:

- Income Eligibility Form (CACFP-501) signed and dated by participant or guardian and center representative.
- CACFP enrollment records (CACFP- 635) for all participants.
- An individual plan of care for each functionally impaired participant under 60 years of age.
- For profit centers must provide billing invoices for participants who are beneficiaries of Title XX or XIX.
- CACFP Participant letter and any additional CACFP information provided to participants.

At-Risk Afterschool programs also need original documentation of:

- Enrichment program plans.
- Outreach & Beneficiary Data Survey (CACFP/SFSP-650).
- The most recent fire and sanitation inspection report.

Emergency/Homeless Shelters also need original documentation of:

- Daily resident roster documenting the participant's date of birth, the date the participant entered and left the shelter, and the dates the participant was claimed for meal reimbursement.
- Copy of most recent fire and sanitation inspection report.
- Monthly donated food log.
- Outreach & Beneficiary Data Survey (CACFP/SFSP-650).

Appeal Procedure

The request for administrative review (appeal) of adverse action taken by Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-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 anew or renewing sponsor's application for participation;
- Denial of an application submitted by a sponsoring organization on behalf of a facility;
- Notice of proposed termination of a sponsor's agreement;
- Notice of proposed disqualification of a responsible principal or responsible individual;
- Suspension of a sponsor's participation in the program;
- Denial of all or part of a claim for reimbursement;
- Demand for the remittance of an overpayment;
- Denial by DHSS-CFNA 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 overclaim; and
- 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 hearing officer:

- Hearing (in person); and
- 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 (CACFP). The appeal request must state whether the sponsor/center is requesting a hearing or an abbreviated (written) administrative review and must be submitted in writing to the following address:

Missouri Department of Health & Senior Services
Community Food & 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 DHSS-CFNA, the organization'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 CFNA's receipt of the request for an administrative review [7CFR 22.6(k)].



SECTION 6: Menu Planning and Meal Pattern Requirements

Child Care Centers participating in CACFP must provide meals that meet meal pattern requirements.

- Healthy Meals and Nutrition Environment
- Division of Responsibility
- Family Style Meal Service
- Menu Planning Guidelines
- Five Meal Components
- Meal Pattern Requirement Worksheets
- Food Charts
- Menu Templates

Healthy Meals and Nutrition Environment

The first few years of a child's life are critical years for growth and brain development. It is also a time when children begin forming eating and exercise habits that last a lifetime. Nationwide, nearly 75 percent of children from three to six years of age are in some type of child care, including 56 percent in center based care. Child care centers and family child care homes serve an important role in helping young children develop good eating and physical activity habits.

Children in care settings may receive half or more of their daily nutritional needs while in care. Since these meals and snacks supply such a major portion of a child's total intake, the food and the environment in which the foods are offered impact children's health; not only today but in the future as well.

Child care providers have a major responsibility to provide healthy foods in a supportive environment. Mealtimes can be a time for learning about nutrition, hand washing, table manners, conversation and motor skills, as well as an opportunity to try new foods.

The Dietary Guidelines for Americans (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 offered and available to children upon their request 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. (CACFP 20-2011 Child Nutrition Reauthorization 2010: Water Availability in the Child Care and Adult Care Food program, May 11, 2011)

See Team Nutrition worksheet, **Offering Water in the USDA Child and Adult Care Food Program**, in the Resource section of this manual.



Division of Responsibility

Ellyn Satter is a recognized authority on nutrition and feeding of infants and children. In her book *Child of Mine*, she recommends instead of trying to control and manage your child's eating and weight, parents and care givers need to think in terms of "optimizing". Optimizing means feeding children in the most helpful and supportive way possible by a center honoring the responsibility of providing food and supporting children to observe a "division of responsibility" in feeding.

Child care providers and parents are responsible for the *what, when, and where* of feeding. Children are responsible for the *how much* and *whether* to eat. Fundamental to our job is trusting children to determine how much and whether to eat from what we provide. When we do our job with feeding, children do their job with eating!

As a child care provider, you are responsible for:

- Controlling what foods are offered;
- Making and presenting meals that are tasty and safe to eat;
- Insisting that children show up for meals;
- Teaching children to behave at meals;
- Regulating meal times; and
- Making meal times pleasant.

As a child care provider, you are *not* responsible for:

- How much a child chooses to eat;
- Whether the child decides to eat at all; or
- How the child's body turns out.

Each child knows how much to eat and has a genetic blueprint for growth. Always provide a variety of foods but never force or bribe a child to eat a food. Help children trust their own internal signals of hunger and satisfaction. Allow each child to determine how much to eat or whether to eat or not.

Never make a child clean their plate!

Family Style Meal Service



Family style meal service is a type of meal service that allows children to serve themselves from serving bowls and common platters of food with assistance from supervising adults as needed. Family style meal service allows children to be introduced to new foods, new tastes, and new menus, while developing a positive attitude toward healthy foods, sharing in group eating situation, and developing good eating habits. Family style meal service can increase children's acceptance of offered foods and their willingness to try new foods. This is because they will see other children choosing certain food items and feel a sense of control over choosing foods and how much to take.

Unlike preset meal service methods (unitized meals); family style meals afford some latitude in the initial portion of food that is served. Additional servings of each food are readily available at each table and more can be served at any time. Serving meals family style is optional and may be used in any CACFP setting. If a center chooses to serve meals family style they must comply with the following practices.

1. A sufficient amount of prepared food must be placed on each table to provide the full required portions of each of the food components for all children at the table and to accommodate the supervising adults. Note: meals for program and non-program adults may never be claimed for reimbursement.
2. Children must be allowed to serve the food components themselves, with the exception of fluids (such as milk and juice). During the course of the meal, it is the responsibility of the supervising adults to actively encourage each child serve themselves the full required portion of each food component of the meal pattern.

3. Supervising adults who choose to serve the fluids (including milk and juice) directly to the children must serve the required minimum quantity to each child. For example, children three to five years old must be served six fluid ounces of milk at breakfast, lunch, and supper meals.
4. If the child initially refuses a component or does not take the full portion size required for their age, the supervising adult is responsible for actively encouraging the child to take a trial portion, or offering a second helping of the food component during the course of the meal. However, it is ultimately the child's decision on how much or if they will take a meal component. Never use acceptance or denial of food as a reward or punishment.

In line with the nutritional goals of the CACFP, family style meal service encourages a pleasant eating environment, promotes mealtime as a learning experience by allowing children to serve themselves from common platters of food (with assistance from supervising adults), and provides educational activities that are centered around food.

Even when a complete family style meal service is not possible or practical, it may be useful to offer one component or multiple components in a family style manner. Supervising adults should provide assistance to children as needed when serving foods from communal platters. This practice can help young children develop motor skills and the dexterity and hand strength needed to serve foods.

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. 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.

Follow these guidelines when developing menus:

- Select a form for documenting your daily menus. The menu template is recommended; these forms list the food components required for each meal and snack. A five and seven day version is available at: [http://health.mo.gov/cacfp - Forms](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 or low-fat 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/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>. The **Crediting Handbook for CACFP** is a companion guide to the FBG that contains additional information on creditable foods served in child care centers.



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 or flavored skim or 1% 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. Lunch and supper require that milk be served as a beverage.
- 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 ⅛ 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 ⅛ 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. Cereal 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.
- An m/ma may be used to meet the entire grain component at breakfast a maximum of three times per week.

MILK...

Part of a Healthy Eating Pattern

Drinking milk is an important habit for young children and serving them milk at meals is a CACFP requirement.

Each sip of milk is loaded with essential nutrients needed for growth and development. Milk is high in protein, calcium, potassium, and vitamin D.

Dairy milk delivers more!

- Builds strong bones and teeth
- Contains high-quality protein to help children grow and build strong muscles
- Keeps you fuller between meals and snacks
- Reduces risk of developing type 2 diabetes¹

CACFP Creditable Milk

All of these types of milk are equally wholesome and safe to drink. Whole milk is only creditable for 1 year olds. Low-fat and fat-free milk are only creditable for ages 2 and older. Lactose-free milk is creditable for all ages 1 and older.



Whole Milk



1% Low-Fat Milk



Fat-Free Milk



Lactose-Free Milk

Low-fat and fat-free milk have all the same essential nutrients found in whole milk, but with less fat. No water is added.

Not all 'milk' is the same. Drinks made with nuts, rice, or coconuts often contain little or no protein. Non-dairy beverages that are not nutritionally equivalent to cow's milk are not a creditable replacement for milk in the CACFP.

¹ref: 1 Drouin-Chartier, JP et al., 2016





One Year
Whole Milk
(unflavored)



2-5 Years
1% or Fat-Free
(unflavored)



6 & Older
1% or Fat-Free

The Truth About Dairy Milk

- 1 Milk is an important beverage for nutrients and hydration, even when your child has a cold.
- 2 Milk is a natural, fresh product that comes from cows, traveling from a local dairy farm to your grocery store in about two days.
- 3 In pasteurized milk, natural hormones and bacteria are destroyed or are broken down and do not enter the body.

Don't kids need fat to be healthy? Yes, children ages 12 months through 23 months need fat for brain and nerve growth and development. After age 2, children need less fat in their diet as growth slows significantly.

Isn't whole milk more nutritious than low-fat? Low-fat milk is equally nutritious as whole milk. Key nutrients in milk like vitamin A, vitamin D and calcium are the same or a little higher in 1% and fat-free milk compared to whole milk.

I'm concerned if I offer low-fat milk my kids won't drink it. It is surprising how easily most children make the transition from whole milk to 1% or fat-free. Serving milk very cold may be the key to the transition.

Are soy beverages creditable? Some fortified soy beverages may be creditable and served in the CACFP when the parent has submitted a written request and the soy beverage is nutritionally equivalent to cow's milk.

CACFP in the Know

- For newborn through 11 months, breastmilk and iron-fortified formula are reimbursable. Breastmilk is allowed at any age in the CACFP.
- Between the ages of 12 months and 13 months, iron-fortified formula may be served to children to help with the transition to whole milk.
- Between the ages of 24 months and 25 months, unflavored whole milk and unflavored reduced-fat (2%) milk may be served to help with the transition to fat-free (skim) or low-fat (1%) milk.
- Many non-dairy beverages may only be served when there is a medical statement on file. Contact your sponsoring organization or state agency for more information.
- Flavored milk is not allowed for children 5 years old and younger.
- Lactose-free and organic milk are reimbursable without a written request.



Learn more about healthy eating at HealthyEating.org.



Visit cacfp.org for more helpful tools.

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.

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:
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.**

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

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.

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

WGR¹

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

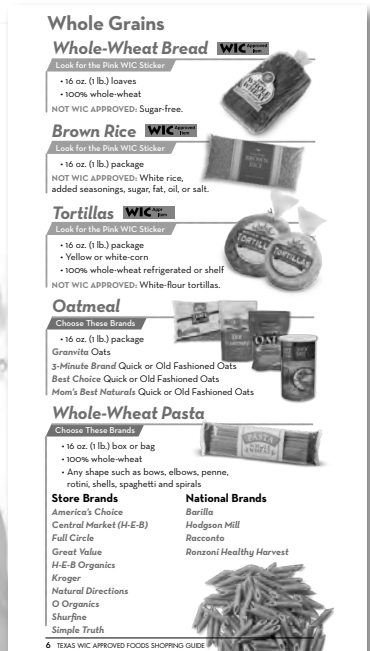
WIC

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.

WGR²



Sample WIC Shopping Guide

Identifying Whole Grain-Rich

#3

FDA STATEMENT

WGR³



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.

WGR⁴

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

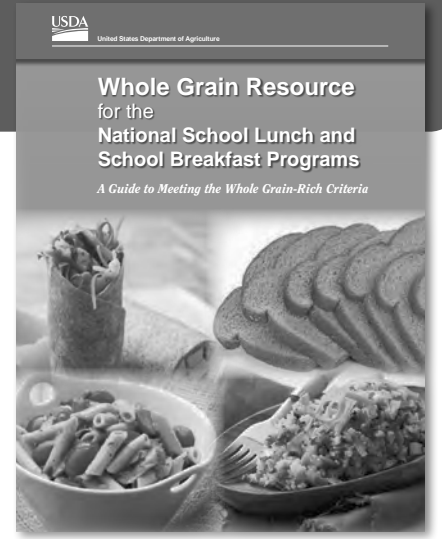


Identifying Whole Grain-Rich

#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.

WGR⁵



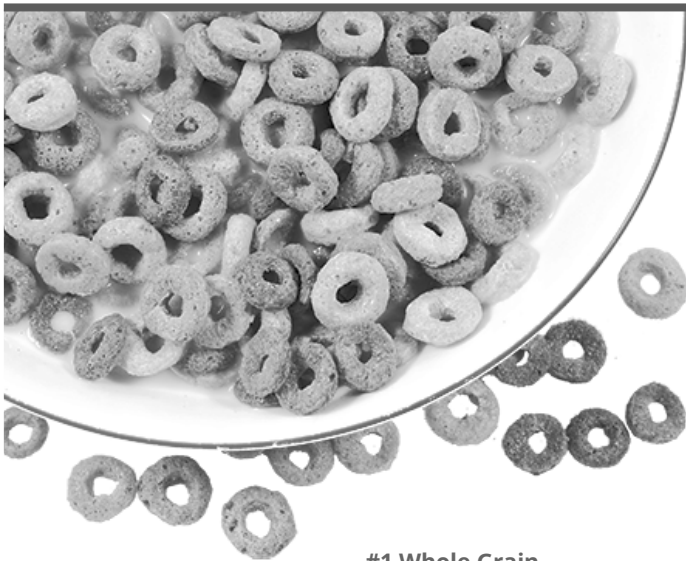
Available to download at cacfp.org and the USDA FNS website.

#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.

WGR⁶

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

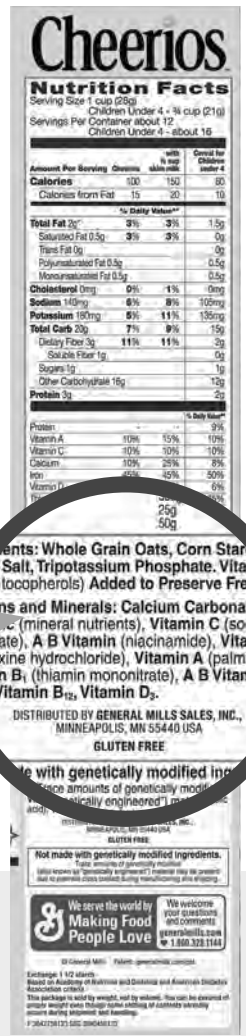


#1 Whole Grain

What about cereal?

WGR^C

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.



Cheerios Nutrition Facts

Amount Per Serving	Cheerios	% Daily Value*	with 1/2 cup (21g)	Percent Daily Values are based on a diet of other people's secrets.
Calories	100	15%	80	
Calories from Fat	15	3%	10	
% Daily Values**				
Total Fat 20g	3%	3%	1.5g	
Saturated Fat 0.5g	1%	1%	0g	
Trans Fat 0g			0g	
Polysaturated Fat 0.5g			0.5g	
Monounsaturated Fat 0.5g			0.5g	
Cholesterol 0mg	0%	1%	0mg	
Sodium 140mg	6%	8%	109mg	
Potassium 190mg	8%	11%	152mg	
Total Carb 20g	7%	9%	15g	
Dietary Fiber 3g	11%	11%	2g	
Soluble Fiber 1g			0g	
Sugars 1g			1g	
Other Carbohydrate 18g			12g	
Protein 3g			2g	

	% Daily Value**
Protein 3g	6%
Vitamin A	10%
Vitamin C	10%
Calcium	8%
Iron	50%
Vitamin B1	8%
Vitamin B2	8%
Vitamin B3	8%
Vitamin B6	8%
Vitamin B12	8%
Vitamin D3	8%

Ingredients: Whole Grain Oats, Corn Starch, Sugar, Salt, Tripotassium Phosphate, Vitamin E (Mixed Tocopherols) Added to Preserve Freshness, Calcium Carbonate, Iron, 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 (niacin), Vitamin B2, Vitamin D3.

DISTRIBUTED BY GENERAL MILLS SALES, INC., MINNEAPOLIS, MN 55440 USA

GLUTEN FREE

Not made with genetically modified ingredients.

Not made with genetically modified ingredients.

Not made with genetically modified ingredients.

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We welcome your questions and comments

1-800-328-1144

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.

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.

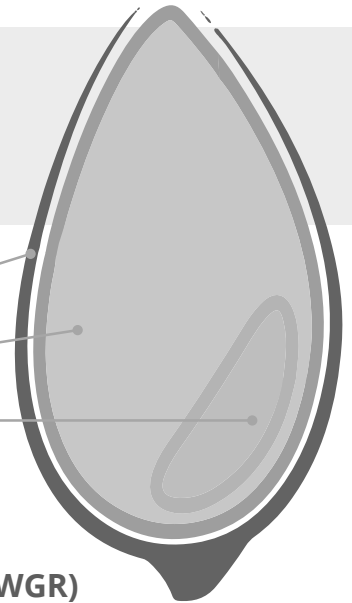
PRIMARY GRAIN INGREDIENT is the first grain ingredient listed in the ingredient statement.

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,¹ Red Quinoa,² Black Quinoa³



Ingredients: Whole Wheat Flour,¹ Enriched Bleached Flour¹ (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, Hydroxylated Soy Lecithin, Soy Flour.



Ingredients: Whole Grain Wheat Flour,¹ 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,¹ Organic Wheat Flour,² 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 WGR⁴
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 WGRᶜ
Not fortified with Vitamins & Minerals.



Visit us at 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.



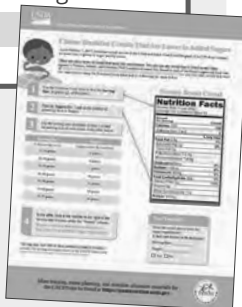
2

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	

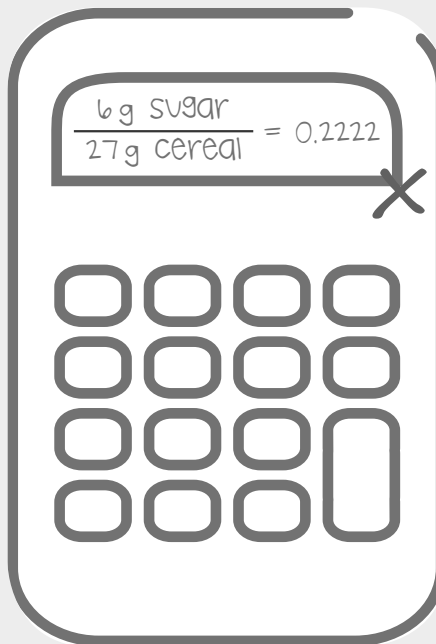


3

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 ≤ 0.212
GRAMS OF CEREAL PER SERVING it is creditable



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

Calcium	25%	25%
Iron	25%	45%
Vitamin D	25%	25%
Thiamin	25%	30%
Riboflavin	25%	35%
Niacin	25%	25%
Vitamin B ₆	25%	25%
Folic Acid	50%	50%
Vitamin B ₁₂	25%	35%
Phosphorus	2%	15%
Magnesium	2%	4%
Zinc	25%	30%

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 B₆ (pyridoxine hydrochloride), Vitamin B₁₂ (methylcobalamin), Vitamin B₁ (thiamin mononitrate), Vitamin A (palmitate), A B Vitamin (folic acid), Vitamin B₂, Vitamin D₃.



© General Mills Patent: generalmills.com/pat
Exchange: 1% Starch
Based on Academy of Nutrition and Dietetics and American Diabetes Association criteria
This package is sold by weight, not by volume. You can be assured of proper weight even though some settling of contents normally occurs during shipment and handling.
F 321580610S S56 348495210S



(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.

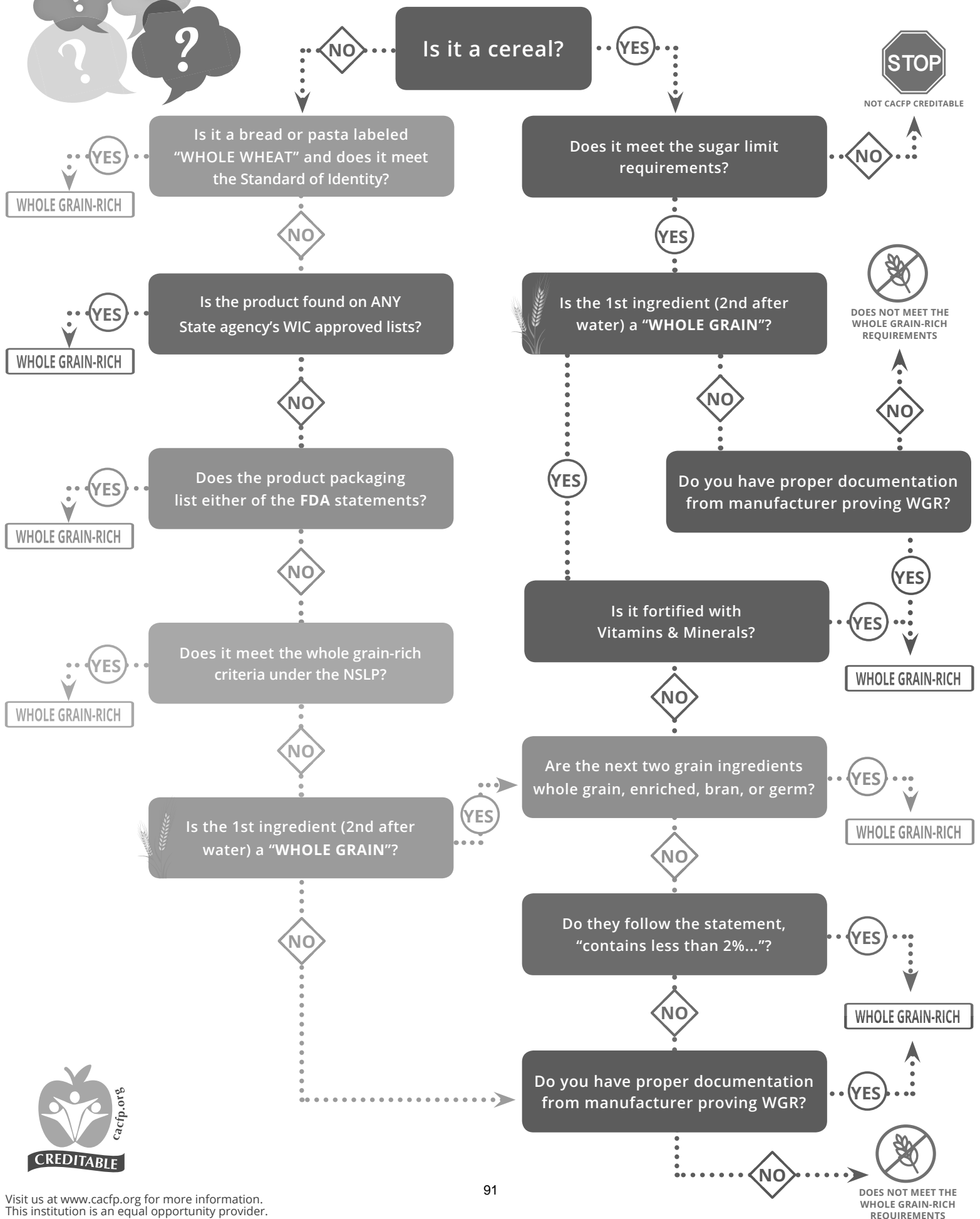
Disclosure: The amount of sugar in a cereal might change. Even if you always buy the same brands and types of cereal, be sure to check the serving size and amount of sugars on the Nutrition Facts label to make sure they match what you have written in the list above. All cereals served must be whole grain-rich,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

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



Identifying Whole Grain-Rich Foods for the Child and Adult Care Food Program Using the Ingredient List

The **ingredient list** is printed on the food packaging of products. This list includes information on flours, grains, and other ingredients that are in the product. On the ingredient list, the ingredients are listed in order of quantity. If a whole grain is listed first, you know there is more of that whole grain than anything else in the food.

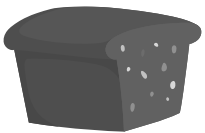
In the United States Department of Agriculture’s Child and Adult Care Food Program (CACFP), you can identify grains that are whole grain-rich by looking at the first three **grain** ingredients that appear on the ingredient list. This method is known as the *Rule of Three*. If the ingredient list does not include three grain ingredients, you only have to look at the grain ingredients that are present. Some whole grain-rich foods may have only one grain ingredient.

In the CACFP, at least one offering of grains per day must be whole grain-rich for children and adults.*

Step-by-Step Guide To Identifying Whole Grain-Rich Foods Using the *Rule of Three*

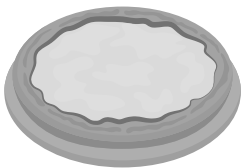


STEP 1 Find the ingredient list



This ingredient list is for **bread**. In this example, you would look at the full ingredient list to determine if the bread is whole grain-rich.

INGREDIENTS: Whole-wheat flour, water, yeast, brown sugar, wheat gluten, contains 2% or less of each of the following: salt, dough conditioners, soybean oil, vinegar, cultured wheat flour, citric acid.



The ingredient list shown here is for a frozen **cheese pizza**. Because pizza is a combination food, the ingredients for all the foods within the cheese pizza, such as the crust, cheese, and sauce, are listed within one ingredient list. In this example, you would look at the ingredients for the crust, to determine if the grain component of this food is whole grain-rich.

INGREDIENTS: Crust: Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.
Shredded mozzarella cheese: Pasteurized part skim milk, cheese cultures, salt, enzymes. **Sauce:** Water, tomato paste, pizza seasoning, modified food starch.

*During the COVID-19 public health emergency, some State agencies may have opted into School Year 2021-2022 meal pattern waivers. Additional information on these waivers is available at: fns.usda.gov/disaster/pandemic/cn-2021-22-waivers-and-flexibilities.



STEP 2 Simplify the ingredient list

Look at the “Disregarded Ingredients” list below. Do not consider these ingredients. Some sound like grains, so it can be helpful to cross them out at the beginning.

Disregarded Ingredients:

- Cellulose fiber
- Corn dextrin
- Corn starch
- Modified food starch
- Rice starch
- Tapioca starch
- Water
- Wheat dextrin
- Wheat gluten
- Wheat starch
- Any ingredients that appear after the phrase, “Contains 2% or less of...” or “Contains less than 2% of...”

INGREDIENTS: Crust: Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, ~~water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.~~

▲ This ingredient list shows some ingredients that can be crossed out to simplify the list.

STEP 3 Look at the first ingredient

If you have a combination food, like a pizza, look at the part of the ingredient list that refers to the grain product. For this food, the grain product is the pizza crust.


Is the first ingredient a whole-grain ingredient?

YES ✓ If the first ingredient is whole-grain and the food is not a ready-to-eat breakfast cereal, **go to Step 4 on page 3.**

YES ✓ If the first ingredient is whole-grain and the food is a ready-to-eat breakfast cereal, **see “Identifying Whole Grain-Rich Breakfast Cereals in the CACFP” on page 7.**

NO X If the first ingredient is not a whole-grain ingredient, then this food is not creditable as a whole grain-rich food in the CACFP using the *Rule of Three*.*

NO X It is possible that the food includes several whole-grain ingredients. When added together, these grains may meet the whole grain-rich requirement. In this case, you would need to request additional information from the manufacturer.

 See the **Whole-Grain Ingredients** chart on page 5 for some common whole grains. Make sure the first grain ingredient is not listed on the **Enriched Grain Ingredients, Bran or Germ Ingredients, or Non-Creditable Grains or Flours** charts on page 6.

INGREDIENTS: Crust: **Whole-wheat flour,** enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, ~~water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.~~

▲ The first grain ingredient is “whole-wheat flour,” which is a whole-grain ingredient.



*This food might be creditable as a grain that is not being served as a whole grain-rich food. See the *Food Buying Guide for Child Nutrition Programs* (<https://foodbuyingguide.fns.usda.gov>) for information on how to determine if an enriched grain is creditable towards the grain component in the CACFP.

STEP 4 Look for the second grain ingredient

Does the food have another grain ingredient?

NO X If the food does not have any other grain ingredients, you can **stop here**. The food is whole grain-rich!

YES ✓ If so, is the second grain ingredient whole-grain, enriched, or bran or germ? Make sure the second grain ingredient is not listed on the “*Non-Creditable Grains or Flours*” chart.

YES ✓ If the second grain ingredient is whole-grain, enriched, or bran or germ, go to Step 5 below.

NO X If the second grain ingredient is **not** whole-grain, enriched, or bran or germ, then this food is not creditable as a whole grain-rich food in the CACFP using the *Rule of Three*.*

INGREDIENTS: Crust: Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, ~~wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.~~

▲ The second grain ingredient is “*enriched wheat flour*,” which is an **enriched grain ingredient**. For information on flour made from more than one grain ingredient, see “*Focus on Flour Blends*” on page 4.

STEP 5 Look for the third grain ingredient

Does the food have a third grain ingredient?

NO X If the food does not have any other grain ingredients, you can **stop here**. The food is whole grain-rich!

YES ✓ If so, is the third grain ingredient whole-grain, enriched, or bran or germ? Make sure the third grain ingredient is not listed on the “*Non-Creditable Grains or Flours*” chart.

YES ✓ If the third grain ingredient is whole-grain, enriched, or bran or germ, then this food is whole grain-rich! If your product has other grain ingredients, such as a fourth grain ingredient, you do not need to consider them.

NO X If the third grain ingredient is not whole-grain, enriched, bran, or germ, then this food is not creditable as a whole grain-rich food in the CACFP using the *Rule of Three*.*

INGREDIENTS: Crust: Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), **wheat bran**, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, ~~wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.~~

▲ The third grain ingredient is “*wheat bran*,” which is a type of **bran**.

✓ This pizza crust is considered whole grain-rich because the first ingredient is **whole-grain**, the second grain ingredient is **enriched**, and the third ingredient is a type of **bran**.

Focus on Flour Blends

You may see an ingredient list that includes a flour blend as an ingredient. The flour blend will be followed by a list of sub-ingredients that make up the flour blend. These sub-ingredients are shown in parenthesis. Treat these flour blends as one grain ingredient when applying the *Rule of Three*.

Find the first ingredient on the ingredient list.

If the first ingredient is a flour blend, all the ingredients in the flour blend must be whole-grain.

You can now proceed with examining the second and third grain ingredients as described on pages 2 and 3.

If the flour blend is the second or third grain ingredient, then the flour blend may be made up of whole grains, enriched grains, bran, and/or germ.



If the flour blend includes any non-creditable flours or grains, then the flour blend is not a creditable grain ingredient.

INGREDIENTS: **Whole grain flour** (whole-wheat flour, brown rice flour, whole grain oat flour), water, **flour blend** (graham flour, enriched wheat flour, enriched corn flour, wheat bran), yeast, salt.

▲ *This is an ingredient list for bread. This bread includes two flour blends: whole grain flour and a flour blend.*

The list of sub-ingredients in parenthesis tells you what grains are in the whole grain flour and the flour blend.

INGREDIENTS: **Whole grain flour** (whole-wheat flour, brown rice flour, whole grain oat flour), water, flour blend (graham flour, enriched wheat flour, enriched corn flour, wheat bran), yeast, salt.

▲ *The whole grain flour is the first ingredient on this ingredient list.*

INGREDIENTS: Whole grain flour (**whole-wheat flour, brown rice flour, whole grain oat flour**), water, flour blend (graham flour, enriched wheat flour, enriched corn flour, wheat bran), yeast, salt.

▲ *The ingredients in the whole grain flour are whole-wheat flour, brown rice flour, and whole grain oat flour.*

All the ingredients in the whole grain flour are whole-grain, so the whole grain flour is considered whole grain-rich.

INGREDIENTS: Whole grain flour (whole-wheat flour, brown rice flour, whole grain oat flour), water, **flour blend** (graham flour, enriched wheat flour, enriched corn flour, wheat bran), yeast, salt.

▲ *The second grain ingredient in this bread is the flour blend.*

INGREDIENTS: Whole grain flour (whole-wheat flour, brown rice flour, whole grain oat flour), water, flour blend (**graham flour, enriched wheat flour, enriched corn flour, wheat bran**), yeast, salt.

▲ *The flour blend contains whole-grain ingredients (graham flour), enriched ingredients (enriched wheat flour, enriched corn flour) and bran (wheat bran).*

This bread does not have a third grain ingredient.

✓ *This bread is considered whole grain-rich because the first ingredient is whole-grain and the second grain ingredient is made from whole-grain, enriched, and bran ingredients.*

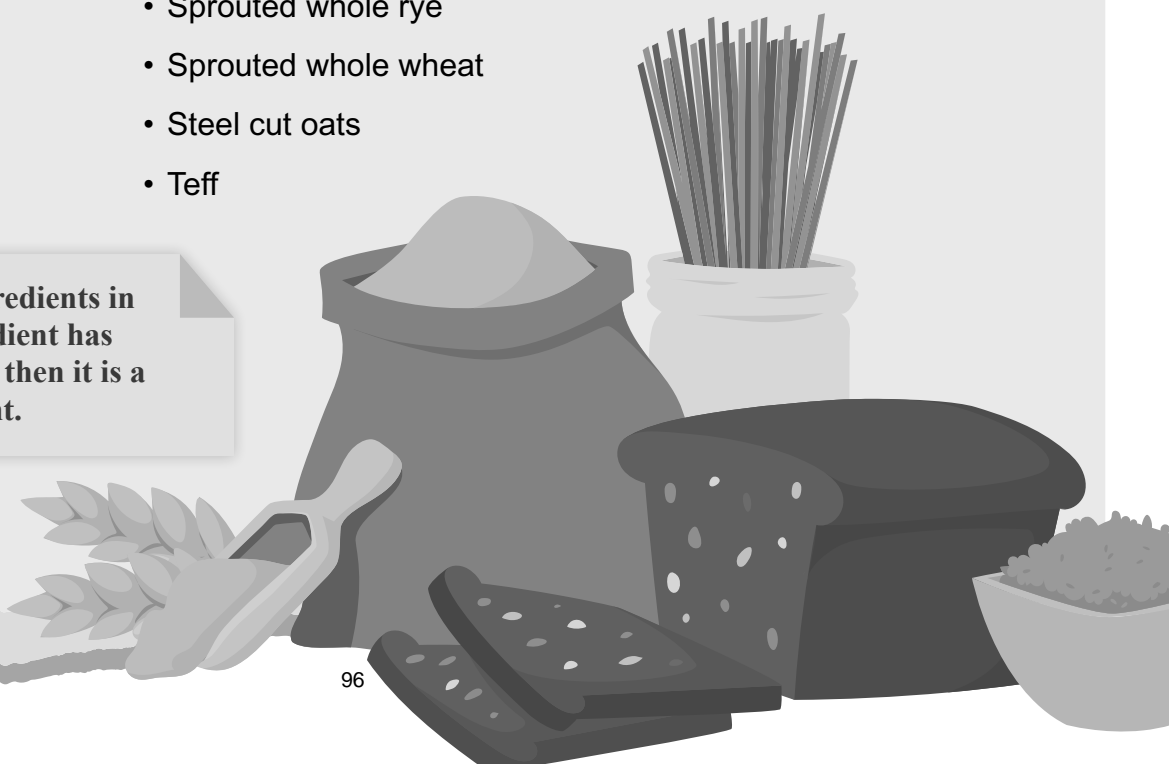
INGREDIENTS: Flour blend (durum flour, bromated flour, brown rice flour), water, salt.

✗ *This flour blend includes two non-creditable flours (durum flour and bromated flour), so the flour blend is not a creditable grain ingredient.*

Whole-Grain Ingredients

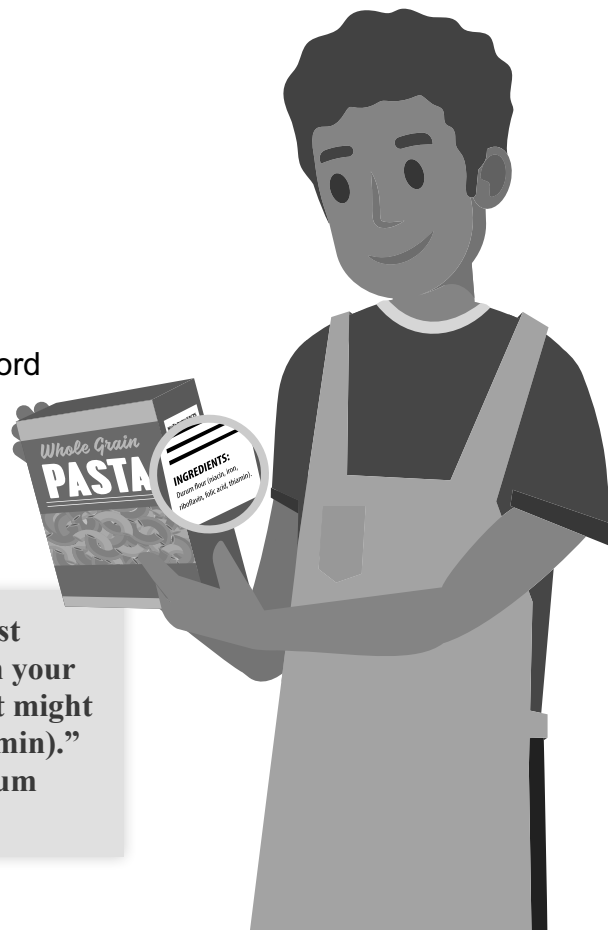
- Amaranth
- Amaranth flour
- Brown rice
- Brown rice flour
- Buckwheat
- Buckwheat flour
- Buckwheat groats
- Bulgur
- Corn masa
- Corn treated with lime
- Cracked wheat
- Crushed wheat
- Dehulled barley
- Dehulled-barley flour
- Entire wheat flour
- Flaked rye
- Flaked wheat
- Graham flour
- Hominy
- Hominy grits
- Instant oatmeal
- Masa harina
- Millet
- Millet flour
- Nixtamalized corn flour/meal
- Oat groats
- Oats/oatmeal
- Old fashioned oats
- Popcorn
- Quick cooking oats
- Quinoa
- Rye berries
- Rye groats
- Sorghum
- Sorghum flour
- Spelt berries
- Sprouted brown rice
- Sprouted buckwheat
- Sprouted einkorn
- Sprouted spelt
- Sprouted wheat
- Sprouted whole rye
- Sprouted whole wheat
- Steel cut oats
- Teff
- Teff flour
- Triticale
- Triticale flour
- Wheat berries
- Wheat groats
- White whole wheat flour
- Whole corn
- Whole durum flour
- Whole grain corn
- Whole grain corn flour
- Whole grain oat flour
- Whole grain spelt flour
- Whole grain wheat
- Whole grain wheat flakes
- Whole grain wheat flour
- Whole rye flour
- Whole wheat flour
- Wild rice
- Wild rice flour

In addition to the ingredients in this chart, if an ingredient has “whole” in front of it, then it is a whole-grain ingredient.



Enriched Grain Ingredients

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



In addition to the ingredients listed above, if the ingredient list states or includes the nutrients used to enrich the flour, then your product has enriched grains. For example, an ingredient list might read: “Durum flour (niacin, iron, riboflavin, folic acid, thiamin).” The nutrients listed in the parenthesis indicate that the durum flour is enriched.

Bran or Germ Ingredients

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

Non-Creditable Grains or Flours

These foods cannot be one of the first three ingredients for whole grain-rich items.

- Barley malt
- Bean or legume flour (such as soy, chickpea, lentil, etc.)
- Bromated flour
- Corn
- Corn fiber
- Degermed corn
- Degerminated corn meal
- Durum flour
- Farina
- Grits
- Malted barley flour
- Nut or seed flour (any kind)
- Oat fiber
- Potato flour
- Rice flour
- Semolina
- Stone ground corn
- Tapioca flour
- Vegetable flour (any kind)
- Wheat flour
- White flour
- Yellow corn flour
- Yellow corn meal

Identifying Whole Grain-Rich Breakfast Cereals in the CACFP



For ready-to-eat breakfast cereals only, if the first ingredient is whole-grain, and the cereal is fortified, then the cereal is whole grain-rich in the CACFP.

Remember to check that the cereal also meets the CACFP sugar limit. For more information on sugar limits for cereal, see “Choose Breakfast Cereals That Are Lower in Sugar” at <https://www.fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp>.

To determine if a ready-to-eat cereal is whole grain-rich:

STEP 1 Look at the first ingredient

Is the first ingredient a whole-grain ingredient?

YES ✓ If the first ingredient is whole-grain, go to Step 2.

NO ✗ If the first ingredient is not a whole grain, then this food is not creditable as a whole-grain-rich food in the CACFP using the *Rule of Three*.*

STEP 2 Look for fortification

Is the cereal fortified?

Look for the words “fortified” on the food package. You can also look at the ingredient list to see if it lists any vitamins and minerals that have been added to the product. Cereals that are not fortified would not have any added vitamins and minerals.

YES ✓ If the cereal is fortified, then this food is whole grain-rich! If your cereal has other grain ingredients, you do not need to consider them. See **Example 1**.

NO ✗ If the cereal has a whole grain as the first ingredient, but is not fortified, then follow the *Rule of Three* instructions on pages 1-3 to look at the second and third grain ingredients. See **Example 2**.

Example 1

INGREDIENTS: Whole grain oat flour¹, corn flour, sugar, salt, tripotassium phosphate, vitamin E. **Vitamins and Minerals**²: calcium carbonate, iron and zinc, vitamin C, vitamin B6, vitamin A, vitamin B12.

- ▲ 1. The first ingredient is “whole grain oat flour,” which is a whole-grain ingredient.
- 2. The presence of “Vitamins and Minerals” on the ingredient list indicates that this cereal is fortified.
- ✓ This breakfast cereal is whole grain-rich because the first ingredient is whole-grain and the cereal is fortified.

Example 2

INGREDIENTS: Whole grain wheat¹, wheat bran³, raisins, oat fiber⁴, sea salt.

- ▲ 1. The first ingredient is “whole grain wheat,” which is a whole-grain ingredient.
- 2. This food is not fortified. There are no vitamins and minerals on the ingredient list. Look at the second and third grain ingredients to see if the cereal is whole grain-rich.
- 3. The second grain ingredient is wheat bran, which is a type of bran.
- 4. The third grain ingredient is oat fiber, which is a non-creditable ingredient.
- ✗ This breakfast cereal is not whole grain-rich using the *Rule of Three* because the third grain ingredient is a non-creditable ingredient.

Try It Out!

Look at the ingredient lists for the grain items below. Use the *Rule of Three* to determine if these items are whole grain-rich. Why or why not?

A



Crackers: Yes No

Why or why not? _____

INGREDIENTS: Whole grain wheat flour, vegetable oil, enriched rye flour, cracked wheat.

B



Bread: Yes No

Why or why not? _____

INGREDIENTS: Flour blend (enriched flour, brown rice flour, whole grain oat flour), water, whole grain flour blend (graham flour, whole grain corn flour), wheat bran, yeast, salt.

C



Ready-to-Eat Cereal:

Yes No

Why or why not? _____

INGREDIENTS: Whole grain corn, corn meal, sugar, corn bran, salt, brown sugar syrup. Vitamins and Minerals: calcium carbonate, iron, zinc, vitamin C, vitamin B6, vitamin B2, vitamin A, vitamin B12.

Answer Key:

A Yes, these crackers are whole grain-rich.

1. The first grain ingredient is whole grain wheat flour, which is a whole-grain ingredient.

2. The second grain ingredient is enriched rye flour, which is an enriched ingredient.

3. The third grain ingredient is cracked wheat, which is a whole-grain ingredient.

B No, the bread is not whole grain-rich.

1. The first ingredient in this bread is a flour blend that contains enriched flour. If the first ingredient is a flour blend, all the grain ingredients in the flour blend must be whole-grain. Enriched flour is not a whole-grain ingredient.

C Yes, this ready-to-eat cereal is whole grain-rich.

1. The first ingredient is whole grain corn, which is a whole-grain ingredient.

2. The presence of "Vitamins and Minerals" on the ingredient list indicates that this cereal is fortified.



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

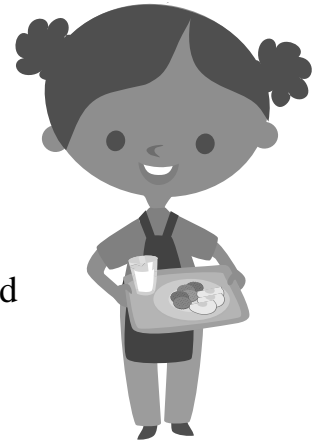
Cereal Brand	Cereal Name	Serving Size	Total Sugars (g)
Healthy Food Company	Nutty Oats	28 grams	5 grams

*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.

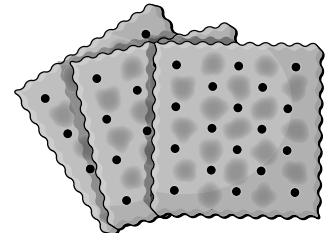


As of October 1, 2017, grain-based desserts no longer count toward the grain component of meals and snacks offered through the Child and Adult Care Food Program (CACFP). This small change helps reduce the amount of added sugars kids eat in child care.

What Are Grain-Based Desserts?

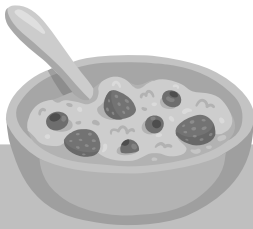
The chart below lists some common grain-based desserts:

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

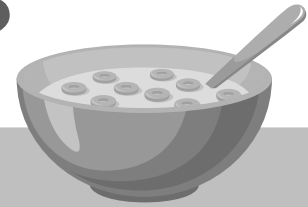


Whole grain-rich and homemade grain-based desserts are also not creditable in the CACFP.





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.”

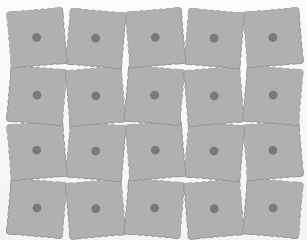
Instead of serving:	Try:	Other Choices:
Doughnuts or cinnamon rolls	Pancakes or waffles topped with sliced fruit	
Marshmallow cereal treat	Whole-grain tortilla chips or fruit	
Cookies	Whole-wheat crackers or graham crackers	
Cake or brownies	Banana bread	
Toaster pastries	Whole-wheat toast	

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

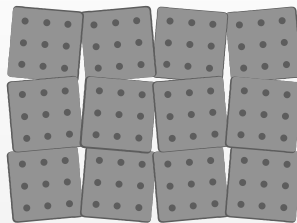
Using Ounce Equivalents for Grains in the Child and Adult Care Food Program

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.

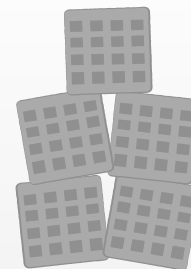
How Much Is 1 Ounce Equivalent?



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...
Pita Bread/Round (whole grain-rich or enriched) at least 56 grams*	1/4 pita or 14 grams
Popcorn	1 1/2 cups or 14 grams
Pretzel, Hard, Mini-Twist (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.

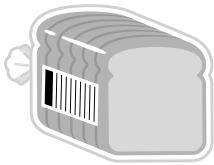
Grains Measuring Chart for the Child and Adult Care Food Program

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



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

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



Using the Nutrition Facts Label

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

- 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
	Serve at Least ½ oz. eq., which equals about...	Serve at Least 1 oz. eq., which equals about...	Serve at Least 2 oz. eq., which equals about...
Pancake at least 34 grams*	½ pancake or 17 grams	1 pancake or 34 grams	2 pancakes or 68 grams

- 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*	
Total Fat 9g	12%
Saturated Fat 1.5g	8%
Trans Fat 0g	

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

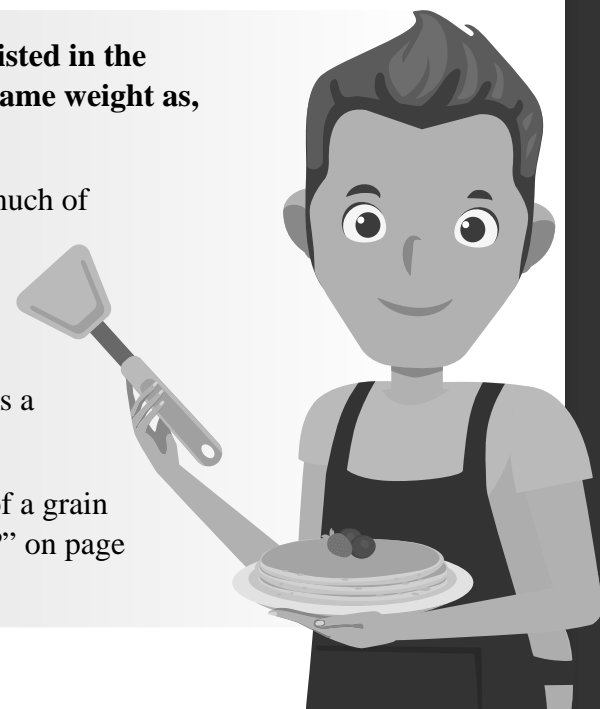
Compare the weight of one item to the minimum weight listed in the Grains Measuring Chart (from Step 1). Is your item the same weight as, or heavier than, the minimum weight?



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



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



Are There Other Menu Planning Considerations?

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

What If My Grain Is Different?

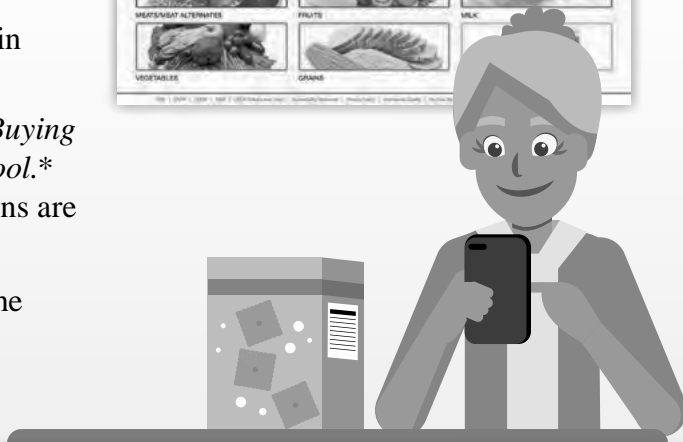
Is the grain item you want to serve:

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

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

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

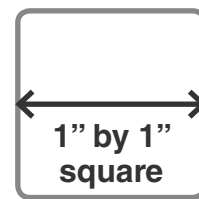
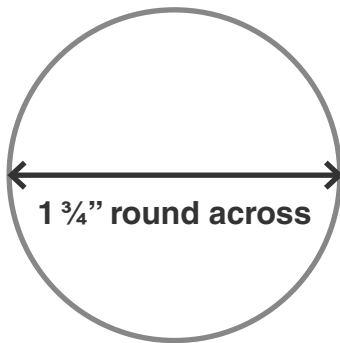
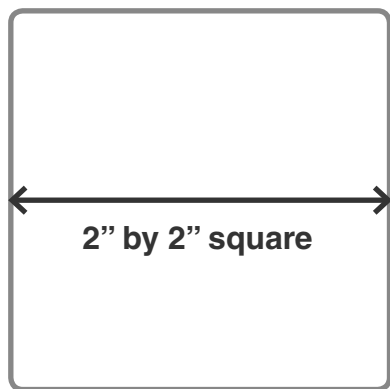
^{*}Available at <https://foodbuyingguide.fns.usda.gov>.



Grains Measuring Tools

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

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



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	2 oz. eq. = 44 gm or 1.6 oz. 1 oz. eq. = 22 gm or 0.8 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	2 oz. eq. = 56 gm or 2.0 oz. 1 oz. eq. = 28 gm or 1.0 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	2 oz. eq. = 68 gm or 2.4 oz. 1 oz. eq. = 34 gm or 1.2 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)	2 oz. eq. = 110 gm or 4.0 oz. 1 oz. eq. = 55 gm or 2.0 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	2 oz. eq. = 138 gm or 4.8 oz. 1 oz. eq. = 69 gm or 2.4 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	2 oz. eq. = 1 cup cooked or 2 ounce (56 gm) dry 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)	2 oz. eq. = 2 cup or 2 ounce for flakes and rounds 1 oz. eq. = 1 cup or 1 ounce for flakes and rounds 2 oz. eq. = 2.5 cups or 2 ounce for puffed cereal 1 oz. eq. = 1.25 cups or 1 ounce for puffed cereal 2 oz. eq. = 1/2 cup or 2 ounce for granola 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.
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Missouri Department of Health & Senior Services

Child & Adult Care Food Program

Breakfast Food Chart for Ages 1-18

Food Components & Food Items ¹	Ages			
	1-2	3-5	6-12	13-18 ² (At-Risk Afterschool Programs and Emergency Shelters)
Fluid Milk³	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.)
Vegetables/Fruits				
Vegetables, fruits or portions of both ⁴	¼ cup	½ cup	½ cup	½ cup
Grains^{5, 6}				
Whole grain-rich or enriched bread; or	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; or	½ oz. eq.	½ oz. eq.	1 oz. eq.	1 oz. eq.
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁷ , cereal grain, pasta; or	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 ⁷				
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.)	
USDA Using Ounce Equivalents for Grains in the CACFP worksheet				

- ¹ Must serve all three 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 Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- ⁵ 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).
- ⁶ 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.
- ⁷ 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

Food Components & Food Items ¹	Ages			
	1-2	3-5	6-12	13-18 ² (At-Risk Afterschool Programs and Emergency Shelters)
Fluid Milk³	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.)
Meat/Meat Alternate				
Lean meat, poultry, fish; or	1 oz.	1½ oz.	2 oz.	2 oz.
Cheese; or	1 oz.	1½ oz.	2 oz.	2 oz.
Large egg; or	½ egg	¾ egg	1 egg	1 egg
Tofu, soy products, alternate protein product ⁴ ; or	1 oz.	1½ oz.	2 oz.	2 oz.
Cooked dry beans, peas; or	¼ cup	⅜ cup	½ cup	½ cup
Yogurt, plain or unflavored unsweetened or sweetened ⁵ or ;	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; or	2 tbsp.	3 tbsp.	4 tbsp.	4 tbsp.
Peanuts, soy nuts, tree nuts, seeds ¹⁰	½ oz. = 50%	¾ oz. = 50%	1 oz. = 50%	1 oz. = 50%
Vegetable^{6, 7}				
Vegetable	⅛ cup	¼ cup	½ cup	½ cup
Fruit^{6, 7}				
Fruit	⅛ cup	¼ cup	¼ cup	¼ cup
Grains⁸				
Whole grain-rich or enriched bread; or	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; or	½ oz. eq.	½ oz. eq.	1 oz. eq.	1 oz. eq.
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁹ , 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)
USDA Using Ounce Equivalents for Grains in the CACFP worksheet				

- 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 & Senior Services

Child & Adult Care Food Program

Snack Food Chart for Ages 1-18

Food Components & Food Items ¹	Ages		
	1-5	6-12	13-18 ² (At-Risk Afterschool Programs and Emergency Shelters)
Fluid Milk³	1 year old: Unflavored whole 2-5 year old: 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.)	1 cup (8 oz.)	1 cup (8 oz.)
Meat/Meat Alternate			
Lean meat, poultry, fish; or	½ oz.	1 oz.	1 oz.
Cheese; or	½ oz.	1 oz.	1 oz.
Large egg; or	½ egg	½ egg	½ egg
Tofu, soy products, alternate protein product ⁴ ; or	½ oz.	1 oz.	1 oz.
Cooked dry beans, peas; or	⅛ cup	¼ cup	¼ cup
Yogurt, plain or unflavored unsweetened or sweetened ⁵ or ;	¼ cup (2 oz.)	½ cup (4 oz.)	½ cup (4 oz.)
Peanut butter, soy nut butter, other nut or seed butter; or	1 tbsp.	2 tbsp.	2 tbsp.
Peanuts, soy nuts, tree nuts, seeds	½ ounce	1 ounce	1 ounce
Vegetable⁶			
Vegetable	½ cup	¾ cup	¾ cup
Fruit⁶			
Fruit	½ cup	¾ cup	¾ cup
Grains⁷			
Whole grain-rich or enriched bread; or	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; or	½ oz. eq.	1 oz. eq.	1 oz. eq.
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁸ , cereal grain, pasta; or	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 ⁸	Flakes or Rounds Granola Puffed Cereal	½ oz. eq. (½ cup, 14 gm.) ½ oz. eq. (⅛ cup, 14 gm.) ½ oz. eq. (¾ cup, 14 gm.)	1 oz. eq. (1 cup, 28 gm.) 1 oz. eq. (¼ cup, 28 gm.) 1 oz. eq. (¼ cup, 28 gm.)
USDA Using Ounce Equivalents for Grains in the CACFP worksheet			

- 1 Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.
- 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 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).
- 8 Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.



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

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

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

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

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)
3 MEAL MENU TEMPLATE (5 DAY)

GOOD EXAMPLE #1					
NAME OF CENTER/FACILITY Love-N-Stuff					
YEAR 20XX WEEK OF June 1 to June 5					
BREAKFAST	DATE 6/1/20XX	DATE 6/2/20XX	DATE 6/3/20XX	DATE 6/4/20XX	DATE 6/5/20XX
Milk	skim milk	skim milk	skim milk	skim milk	skim milk
Vegetable, fruit, or portions of both	applesauce	sliced peaches	orange sections	grape juice	diced pears
Grain Indicate "WG" next to Whole Grain menu items or Meat/Meat alternate (no more than 3 times per week at breakfast only)	WG waffle	oatmeal	WG bagel	Cheerios	biscuit
Other Foods		raisins	cream cheese	whole wheat toast	egg
LUNCH	vegetable beef soup USDA recipe		baked chicken USDA recipe		
Milk	skim milk	skim milk	skim milk	skim milk	skim milk
Meat/Meat Alternates Meat, poultry, or fish or tofu, soy product, or alternate protein products	lean ground beef	beef hot dog (CN)	chicken breast	deli turkey & swiss cheese	fish patty (CN)
Vegetable	broccoli	tater tots	green beans	baby carrots	mixed vegetables
Fruit	pineapple chunks	watermelon cubes	peaches	banana	fruit salad
Grain	cornbread	WG hot dog bun	WG roll	WG bread	WG hamburger bun
Other Foods		mustard, ketchup	ketchup	mustard, mayo	tartar sauce
SNACK AM or PM (Circle) Serve 2 of 5 components					
Milk	cheese quesdilla	skim milk			skim milk
Meat/Meat Alternates	colby cheese	peanut butter		mozzarella cheese stick	
Vegetable			carrot sticks		
Fruit			apple slices	pineapple	banana
Grain	WG floor tortilla	WG bread			
Other Foods	mild salsa	jelly			



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

GOOD EXAMPLE #2					
NAME OF CENTER/FACILITY Love-N-Stuff					
YEAR 20XX WEEK OF June 8 to June 12					
BREAKFAST	DATE 6/8/20XX	DATE 6/9/20XX	DATE 6/10/20XX	DATE 6/11/20XX	DATE 6/12/20XX
Milk	skim milk	skim milk	skim milk	skim milk	skim milk
Vegetable, fruit, or portions of both	orange juice	sliced peaches	pineapple juice	red grapes	cinnamon applesauce
Grain					
Indicate "WG" next to Whole Grain menu items or Meat/Meat alternate ⁵ (no more than 3 times per week at breakfast only)	WG pancakes	WG toast	cream of wheat	WG english muffin	raisin brand cereal
Other Foods	butter, syrup	boiled egg	cinnamon	peanut butter	
LUNCH					
Milk	spaghetti with meat sauce	cheese pizza (HM)		macaroni & cheese (HM)	
Meat/Meat Alternates	skim milk	skim milk	skim milk	skim milk	skim milk
Meat, poultry, or fish or tofu, soy product, or alternate protein products	ground beef	cheese	roast beef	cheese	corn dog (CN)
Vegetable	peas	tossed salad	mashed potatoes	broccoli	baked fries
Fruit	pineapple tidbits	watermelon cubes	peaches	apricots	fruit salad
Grain	whole wheat spaghetti	WG pizza crust	WG roll	macaroni	corndog breading (CN)
Other Foods	garlic bread, spaghetti sauce	salad dressing, pizza sauce	beef gravy	mustard, mayo	ketchup, mustard
SNACK AM or PM (Circle)					
Serve 2 of 5 components					
Milk			skim milk	skim milk	
Meat/Meat Alternates		mozzarella cheese stick			
Vegetable		vanilla yogurt	carrot sticks		
Fruit		strawberries			apple juice
Grain				WG bagel	WG breadstick
Other Foods				strawberry cream cheese	pizza sauce



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

NAME OF CENTER/FACILITY		Bad Apple Day Care				EXERCISE #4 FIND THE ERRORS	
YEAR 20XX WEEK OF June 8 to June 12		DATE 6/8/20XX	DATE 6/9/20XX	DATE 6/10/20XX	DATE 6/11/20XX	DATE 6/12/20XX	
BREAKFAST		DATE 6/8/20XX	DATE 6/9/20XX	DATE 6/10/20XX	DATE 6/11/20XX	DATE 6/12/20XX	
Milk¹		2% milk		1% milk	1% milk	1% milk	
Vegetable, fruit, or portions of both²			pears	100% orange juice		sliced bananas	
Grain³				WG oatmeal	WG Cheerios	sugar puffed wheat cereal***	
Indicate "WG" next to Whole Grain menu items or Meat/Meat alternate ⁵ (no more than 3 times per week at breakfast only)							
Other Foods		scrambled eggs	ham slice				
LUNCH							
Milk¹		1% milk	1% milk	1% milk	1% milk	1% milk	
Meat/Meat Alternates		hot dog (CN)	cheese pizza (HM)	chicken nuggets (CN)	hamburger	peanut butter	
Meat, poultry, fish, tofu, soy product, or alternate protein products							
Vegetable¹¹		pineapple		mashed potatoes	baked beans	baby carrots	
Fruit		oranges	banana	diced pears	sweet potato fries	pineapple chunks	
Grain³		bun	pizza crust (HM)	breadcrumb (CN)		sandwich bread	
Other Foods						jelly	
SNACK AM or PM (Circle)							
Serve 2 of 5 components							
Milk¹							
Meat/Meat Alternates			cheese stick	strawberry yogurt**		whole chocolate milk	
Meat/Meat Alternates							
Vegetable¹¹		carrot sticks					
Fruit		apples			strawberries		
Grain³			pretzels	vanilla wafer	biscuit	blueberry muffin	
Other Foods							

**18 grams of sugar in 6 ounces of yogurt

***Cereal Ingredients: Sugar, wheat, dextrose, honey, contains 2% or less of vegetable oil (hydrogenated or partially hydrogenated soybean), salt, caramel color, soy lecithin, BHT for freshness. 15 grams of sugar in 28 grams of cereal



SECTION 7: Infant Feeding

Child Care Centers participating in CACFP must provide meals that meet meal pattern guidelines to infants enrolled in care.

- Infant Feeding Guidelines
- Creditable Infant Formulas
- Infant Forms
- Meal Components
- Food Chart
- Menu Templates, Birth-5 months and 6-11 months
- Questions & Answers
- Infant and Toddler Resources

Infant Feeding

Infants enrolled for care at a participating Child and Adult Care Food Program (CACFP) child care centers must be offered a meal that complies with the CACFP infant meal pattern requirements (7 CFR 226.20(b)). CACFP regulations define an **enrolled child** as “a child whose parent or guardian has submitted to an institution a signed document which indicated that the child is enrolled in child care” (7 CFR 226.2). A center may not avoid this obligation by stating that the infant is not “enrolled” in the CACFP, or by citing logistical or cost barriers to offering infant meals. Decisions on offering program meals must be based on whether the infant is enrolled for care in a participating CACFP center, not if the infant is enrolled in the CACFP.

Infant Feeding Highlights

- At least one brand of iron-fortified infant formula must be on hand at the center. This is considered the “house” formula and must be offered as a choice. The “house” formula should be one that is used by the majority of infants in care. (Not required for Head Start programs.)
- Every infant must have an individual **Infant and Toddler Feeding and Care Plan** (MO 500-3306) or the **Infant Feeding Preference** form (CACFP-647) to document the breastmilk, formula, and solid food feeding preferences as the infant progresses through the two infant age groups. All infants in care must have this form on file, signed, and dated by parent or guardian and updated as needed.
- Complete a daily individual Infant Meal Record and serve each infant food per the Food Chart for Infants according to age group: birth to 5 months and 6 through 11 months. File Infant Meal Records with other monthly records.
- Infants must be recorded on the daily attendance records, daily meal count records, and be claimed for reimbursement the same as for older children: 2 meals and 1 snack or 2 snacks and 1 meal per infant per day.
- Serve infant meals that meet the minimum requirements by age group listed on the Food Chart for Infants.
- Since infants eat on demand when hungry, record each meal if it contains all the required meal components. The meal components do not have to be served as a unit. Foods served at different times may be grouped together to form a reimbursable meal.
- Meals containing parent or guardian provided expressed breastmilk or creditable infant formula that are served to the infant by the child care provider are eligible for reimbursement, including meals when an infant is only consuming breastmilk or infant formula.

- Centers may claim reimbursement of meals when a mother directly breastfeeds her infant at the center. This includes meals when an infant is only consuming breastmilk.
- When a parent or guardian chooses to provide breastmilk (expressed breastmilk or by directly breastfeeding on site) or a creditable infant formula and the infant is consuming solid foods, the center must supply all the other required food components in order for the meal to be reimbursable.
- Introduce solid foods of appropriate texture and consistency when each infant is developmentally ready. The parent or guardian should update the **Infant and Toddler Feeding and Care Plan** or the **Infant Feeding Preference** as their infant becomes developmentally ready for solid foods.

Creditable Infant Formulas

As part of offering a meal that is compliant with the CACFP infant meal pattern requirements, centers with infants in their care must offer at least one type of iron-fortified infant formula (7 CFR 226.20(b)(2)). The Food and Drug Administration (FDA) defines iron-fortified infant formula as a product “which contains 1 milligram or more of iron in a quantity of product that supplies 100 kilocalories when prepared in accordance with label directions for infant consumption” (21 CFR 107.10(b)(4)(i)). The number of milligrams (mg) of iron per 100 kilocalories (calories) of formula can be found on the Nutrition Facts label of infant formulas.

Formulas classified as Exempt Infant Formulas by FDA may be served as a part of a reimbursable meal if the substitution is supported with a medical statement signed by a licensed physician or a state recognized medical authority. The statement must be submitted and kept on file by the center. Information on FDA Exempt Infant Formula is available on the FDA webpage (<https://www.fda.gov/food/infant-formula-guidance-documents-regulatory-information/exempt-infant-formulas-marketed-united-states-manufacturer-and-category>).

Food and Nutrition Services (FNS) does maintain a list of *Iron-Fortified Infant Formulas That Do Not Require a Medical Statement* due to the continuous development of new or re-formulated infant formula products, keeping an accurate, all-inclusive list is impractical. The following criteria may be used to determine whether or not a formula is eligible for reimbursement without a medical statement:

- Ensure the formula is not a FDA Exempt Infant Formula. An exempt infant formula is labeled for use by infants who have inborn errors of metabolism or low birth weight, or who otherwise have unusual medical or dietary problems defined in 21 CFR 107.3;
- Look for “Infant Formula with Iron” or a similar statement on the front of the formula package. All iron-fortified infant formulas must have this type of statement on the package; and
- The FDA defines iron-fortified infant formula as a product “which contains 1 milligram or more of iron in a quantity of product that supplies 100 kilocalories when prepared in accordance with label directions for infant consumption” (21 CFR 107.10(b)(4)(i)). The number of milligrams (mg) of iron per 100 kilocalories (calories) of formula can be found on the Nutrition Facts Label of infant formulas.

Additionally, to be creditable for reimbursement, infant formula must meet the definition of an infant formula in section 201(z) of the Federal Food, Drug, and Cosmetic Act and meet the requirements for an infant formula under section 412 of the Federal Food, Drug, and Cosmetic Act and the regulations at 21 CFR parts 106 and 107.3.



INFANT AND TODDLER FEEDING AND CARE PLAN

FOR CHILD CARE FACILITY USE

The formula provided by this child care facility is:

CHECK A BOX
 YES
 NO

This child care facility is **participating** in the Child and Adult Care Food Program (CACFP). In order to claim meals and reimbursement, the center must provide infant cereal and other foods when the child is developmentally ready for them.

INSTRUCTIONS (FOR PARENTS)

Please complete for child who is less than 24 months of age. **Update information as needed.** Use a new form or initial/date changes on this form.

CHILD'S NAME	DATE OF BIRTH	DATE ENROLLED
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If you or a member of your immediate family ever served in the U.S. Armed Forces, [click here for more information about militaryrelated services in Missouri](#) or visit www.dese.mo.gov/veterans-services.

FEEDING INFORMATION

TYPE OF FOOD	FEEDING TIME	KINDS OF FOOD	AMOUNT OF FOOD
Breastmilk			
Formula			
Infant Food			
Table Food			

Who is preparing (mixing) the formula? Check all that apply: Parent Caregiver

Does your child have any problems with feedings, such as choking or spitting up?

Yes Explain: _____
 No

Does your child use a pacifier? Yes No

Note: Pacifiers, if used, cannot be hung around an infant's neck. Pacifier mechanisms or pacifiers that attach to infant clothing cannot be used with sleeping infants.

INFANT FEEDING PREFERENCE (under 12 months)

MARK YOUR PREFERENCE (CHECK ALL THAT APPLY).

I will provide breast milk for my infant.

I will nurse my infant at the center at these times: _____

The facility's formula may be used to supplement feedings if necessary: Yes No

If breast milk is unavailable for a feeding, the facility should: _____

I request that the formula provided by the child care facility be served to my infant.

I will provide infant formula for my infant. Name of formula: _____

I request that the child care facility provide solid foods for my infant as s/he is ready for them, and after I have discussed it with child care facility staff. **OR**

I will provide solid foods for my infant.

TODDLER FEEDING PREFERENCE (12 THROUGH 23 MONTHS)

Check all that apply: Spoon Cup Feeds Self Feeding Table or Chair

TYPE OF FOOD	FEEDING TIME	KINDS OF FOOD	AMOUNT OF FOOD
Breastmilk			
Milk			
Table Food			

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/USDAOASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 6329992, 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 mail to U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (833) 256-1665 or (202) 690-7442, or email at program.intake@usda.gov. This institution is an equal opportunity provider.

ARRANGEMENTS FOR SLEEP – Licensing rules require that infants be placed on their back to sleep.

TIME(S) CHILD USUALLY NAPS	LENGTH OF NAP
----------------------------	---------------

ADDITIONAL INSTRUCTIONS RELATED TO SLEEPING:

Note: When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements that differ from those required by rule, the provider must have on file at the facility written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements for such infant. The caregiver(s) must put the infant to sleep in accordance with such written instructions.

My child is 12 months or older, and I give my permission for my child to sleep on a cot.

SIGNATURE OF PARENT/LEGAL GUARDIAN	DATE
------------------------------------	------

DIAPERING INSTRUCTIONS

LIST ANY LOTIONS AND/OR OINTMENTS, ETC. THAT YOU HAVE PROVIDED AND GIVE PERMISSION FOR CAREGIVERS TO USE ON YOUR CHILD:

FOR WET BOWEL MOVEMENT RASH OTHER

I do not want caregivers to use any lotions, powders, ointments, or similar items on my child.

I WILL FURNISH THE FOLLOWING BABY SUPPLIES FOR MY CHILD; CLEARLY LABELED WITH MY CHILD'S NAME:

SPECIAL INSTRUCTIONS FOR CARE (E.G., RESTRICTIONS, ALLERGIES, ETC.):

SIGNATURE OF PARENT/LEGAL GUARDIAN	DATE
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MISSOURI DEPARTMENT OF HEALTH AND SEIONR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
INFANT FEEDING PREFERENCE

INSTRUCTIONS FOR PARENTS

Complete for children less than 12 months of age. Update information as needed and sign below or use a new form.

INFANT'S NAME (FIRST AND LAST NAME)	DATE OF BIRTH	DATE ENROLLED
-------------------------------------	---------------	---------------

The child care center will feed your infant: breastmilk provided by you; formula provided by you; or the following iron-fortified formula purchased by the center. You may also choose to breastfeed your infant at the center.

The iron-fortified formula provided by the child care center is:

INFANT FEEDING PREFERENCE

	DATE:	DATE:
Mark your preference (check all that apply)	Birth to 5 months	6 through 11 months
I will provide expressed breastmilk.	<input type="checkbox"/>	<input type="checkbox"/>
I will breastfeed at the center.	<input type="checkbox"/>	<input type="checkbox"/>
I want the center to provide formula.	<input type="checkbox"/>	<input type="checkbox"/>
I will purchase/provide formula. Name of formula:	<input type="checkbox"/>	<input type="checkbox"/>
I want the center to provide infant cereal and other foods based on CACFP guidelines.		<input type="checkbox"/>
I will provide infant cereal and other foods when developmentally ready.		<input type="checkbox"/>

COMMENTS:

This center is participating in the Child and Adult Care Food Program (CACFP). In order to claim meals for reimbursement, the center must provide infant cereal and other solid foods when your infant is developmentally ready according to the Food Chart – Infants available on our webpage at www.health.mo.gov/cacfp - Forms. Parents or guardians may provide one meal component (including breastmilk or formula) if they chose; however the center must provide all other components in order to claim the infant meal.

SIGNATURE OF PARENT OR LEGAL GUARDIAN	DATE
SIGNATURE OF PARENT OR LEGAL GUARDIAN	DATE

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

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

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

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

This institution is an equal opportunity provider.

Missouri Department of Health & Senior Services
 Child & Adult Care Food Program
 Infant Food Chart

	Food Components & Food Items	Birth through 5 months	6 through 11 months
Breakfast, Lunch, or Supper	Breastmilk ¹ or Iron-fortified formula ²	4-6 fluid oz.	6-8 fluid oz.
	Vegetable or Fruit or both ^{5, 6}		0-2 tablespoons
	Iron-fortified infant cereal ^{2,5, 7} or Meat/Meat Alternate or both		0-1/2 oz. eq. of iron-fortified infant cereal; or 0-4 tablespoons meat, fish, poultry, whole eggs, cooked dry beans or peas; or 0-2 oz. of cheese; or 0-4 oz. by volume of cottage cheese; or 0-4 oz. of yogurt ⁴ ; or a combination
Snack	Breastmilk ¹ or Iron-fortified formula ²	4-6 fluid oz.	2-4 fluid oz.
	Vegetable or Fruit or both ^{5, 6}		0-2 tablespoons
	Iron-fortified infant cereal ^{2, 5, 7} bread/bread-like item or crackers or ready-to-eat cereal ^{3, 7}		0-1/2 oz. eq. of bread/bread items; or 0-1/4 oz. eq. of crackers; or 0-1/2 oz. eq. of iron-fortified infant cereal; or 0-1/4 oz. eq. ready-to-eat cereal
USDA Feeding Infants Using Ounce Equivalents for Grains in the CACFP worksheet			

- ¹ Breastmilk or iron-fortified infant formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.
- ² Infant formula and dry infant cereal must be iron-fortified.
- ³ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce. Ready-to-eat cereal may be served as part of a reimbursable snack.
- ⁴ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- ⁵ A serving of this component is required when the infant is developmentally ready to accept it.
- ⁶ Fruit and vegetable juices must not be served.
- ⁷ A serving of grains must be whole grain-rich, enriched meal, or enriched flour. Iron-fortified infant cereal is the only grain that may count toward a reimbursable breakfast, lunch, or supper. Ready-to-eat cereals, bread/bread-like items, and crackers may be served as part of a reimbursable snack.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
 CHILD AND ADULT CARE FOOD PROGRAM
INDIVIDUAL INFANT MEAL RECORD BIRTH-5 MONTHS (5 DAY)

Infant's Name		Age in months		Date of Birth	
Center/Provider		Breastmilk <input type="checkbox"/> Yes <input type="checkbox"/> No		Claim Month/Year	
Claim only approved meals. Meals claimed <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper					
Requirements	Date / /		Date / /		Date / /
	Amount Eaten	Time	Amount Eaten	Time	Amount Eaten
4-6 fluid ounces of breastmilk or iron fortified formula					
4-6 fluid ounces of breastmilk or iron fortified formula					
4-6 fluid ounces of breastmilk or iron fortified formula					
4-6 fluid ounces of breastmilk or iron fortified formula					
4-6 fluid ounces of breastmilk or iron fortified formula					
4-6 fluid ounces of breastmilk or iron fortified formula					

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)
INDIVIDUAL INFANT MEAL RECORD 6-11 MONTHS (5 DAY)

Infant's Name		Age in months		Date of Birth	
Center/Provider		Formula Type		Claim Month/Year	
List specific foods consumed by this infant. Foods from child menu may be used if infant is developmentally ready.		Breastmilk <input type="checkbox"/> Yes <input type="checkbox"/> No			
Meals claimed <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper					
Requirements		Date	Date	Date	Date
Breakfast		/ /	/ /	/ /	/ /
Iron-fortified formula or breastmilk; AND	6-8 fluid ounces				
Vegetable, fruit, or both; AND	0-2 tablespoons				
Iron-fortified infant cereal, meat, fish, poultry, whole eggs, cooked dry beans, or peas; or	0-1/2 oz. eq.				
cheese; or	0-2 ounces				
cottage cheese; or	0-4 ounces				
yogurt; or	0-4 ounces				
a combination					
Snack					
Iron-fortified formula or breastmilk; AND	2-4 fluid ounces				
Vegetable, fruit, or both; AND	0-2 tablespoons				
Iron-fortified infant cereal; or	0-1/2 oz. eq.				
Ready-to-eat cereal; or	0-1/4 oz. eq.				
Bread or bread-like items; or	0-1/2 oz. eq.				
Crackers	0-1/4 oz. eq.				
Lunch/Supper					
Iron-fortified formula or breastmilk; AND	6-8 fluid ounces				
Vegetable, fruit, or both; AND	0-2 tablespoons				
Iron-fortified infant cereal, meat, fish, poultry, whole eggs, cooked dry beans, or peas; or	0-1/2 oz. eq.				
cheese; or	0-2 ounces				
cottage cheese; or	0-4 ounces				
yogurt; or	0-4 ounces				
a combination					
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)
INDIVIDUAL INFANT MEAL RECORD 6-11 MONTHS (5 DAY)

EXAMPLE

Infant's Name Roy Kent	Age in months 10 months	Date of Birth 8/15/20XX
Center/Provider ABC Preschool	Formula Type Enfamil	Claim Month/Year 6/20XX
List specific foods consumed by this infant. Foods from child menu may be used if infant is developmentally ready.		
Meals claimed <input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Snack <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> Supper		
Requirements	Date	Date
Breakfast	6/6/20XX	6/7/20XX
Iron-fortified formula or breastmilk; AND	breastmilk rice cereal chopped canned peaches	breastmilk barley cereal chopped canned pears
Vegetable, fruit, or both; AND		
Iron-fortified infant cereal, meat, fish, poultry, whole eggs, cooked dry beans, or peas; or		
cheese; or		
cottage cheese; or		
yogurt; or	6/8/20XX	6/9/20XX
a combination		
Snack		
Iron-fortified formula or breastmilk; AND	breastmilk toast strips banana	breastmilk
Vegetable, fruit, or both; AND		
Iron-fortified infant cereal; or		
Ready-to-eat cereal; or		
Bread or bread-like items; or		
Crackers		
Lunch/Supper		
Iron-fortified formula or breastmilk; AND	breastmilk chopped cottage cheese canned peaches	breastmilk chopped hamburger cooked carrots refried beans
Vegetable, fruit, or both; AND		
Iron-fortified infant cereal, meat, fish, poultry, whole eggs, cooked dry beans, or peas; or		
cheese; or		
cottage cheese; or		
yogurt; or	6/10/20XX	6/10/20XX
a combination		
Note: Minimum serving sizes per age group and meal requirements as listed on the Food Charts must be followed for a creditable CACFP meal.		

Infant Feeding: Questions and Answers

Memo [CACFP 02-2018: Feeding Infants and Meal Pattern Requirements in the Child and Adult Food Program; Questions and Answers](#) provides guidance on feeding infants and the infant meal pattern requirements in CACFP. Included below are excerpts from this memorandum.

What does it mean to feed an infant in a way that is “consistent with the infant’s eating habits?”

- Infants do not eat on a strict schedule.
- Watch infants for hunger cues and satiety cues, **not the clock**.
- The quantity of food an infant consumes changes from feeding to feeding or day to day. Be mindful of what an infant eats over the course of the day versus individual feedings.
- As long as all the required food components (i.e., breastmilk and/or infant formula and the solid foods the infant is developmentally ready to accept) are offered over the course of the entire day, they may be counted towards reimbursable meals.

May a parent donate extra formula or food received through the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) to his or her infant’s center or day care home?

- A parent may provide one meal component for their own infant or infants, including infant formula received through WIC. However, parents or guardians cannot donate formula or food they receive from WIC to the center for general use.

Are parents or guardians allowed to provide the majority of the meal components for infants? What components can they provide?

- Parents or guardians may only supply **one component** of a reimbursable meal.
- A parent or guardian may choose to supply breastmilk (expressed/breastfed on site) or a creditable infant formula, even when the infant is only consuming breastmilk or infant formula.
 - If the parent or guardian chooses to supply expressed breastmilk or a creditable infant formula, then the center **must** provide all the other required meal components in order for the meal to be reimbursable.
 - If parent or guardian chooses to provide a solid food component; the center **must** supply all the other required meal components, including iron-fortified infant formula.
 - The parent or guardian may **choose** to provide a meal component; the center may not request or require the parent or guardian to provide the components in order to complete the meal and reduce costs.

What is an “iron-fortified” infant formula?

- The Food and Drug Administration considers an infant formula to be “iron-fortified” if it has 1 milligram of iron or more per 100 kilocalories. Look on the label for “Infant Formula with Iron” or a similar statement or verify with the product’s nutrition facts label.

When an infant receives both breastmilk and formula, is the meal eligible for reimbursement?

- Yes, meals may contain iron-fortified infant formula, breastmilk, or a combination of both.

How should meals be documented when a mother directly breastfeeds her infant on site?

- Centers must document if the infant is served breast milk or infant formula to demonstrate compliance to the meal pattern requirements, but do not have to document the delivery method; therefore, a center can document that breastmilk was offered.
- Other options include documenting, “breastfed” or “mom” on the menu or meal count form.

If an infant does not finish the required minimum serving size of expressed breastmilk or formula given to him or her, is the meal still reimbursable?

- Yes. As long as the infant is offered the minimum serving size the meal is reimbursable.
- Some infants who are regularly breastfed may consume less than the minimum serving size of breastmilk per feeding. In these situations, infants may be offered less than the minimum serving size of breastmilk and additional breastmilk must be offered at a later time if the infant will consume more.

If a physician or state recognized medical authority prescribes whole cow’s milk as a substitute for breastmilk or infant formula for an infant younger than 12 months of age, is the meal reimbursable?

- Yes, if the substitution is supported by a medical statement signed by a state recognized medical authority.

If a mother breastfeeds her 13 month old, or older, child at the center is the meal reimbursable?

- Yes, breastmilk is an allowable substitute for fluid milk for children of any age.

Must a parent submit a written request to substitute breastmilk for fluid milk for children 1 year of age or older? Does it matter if the substituted breastmilk is expressed or breastfed?

- No, a written request is not required. This is true no matter the delivery method.

If a mother breastfeeds her 13 month old, or older, child at the center prior to or after a meal service, which meal is it counted towards?

- Count it towards the meal that was closest to when the mother breastfed the child.

If a 1 year old child is still being breastfed and the mother is only able to provide 2 fluid ounces of expressed breastmilk, can 2 fluid ounces of whole unflavored milk be served as a supplement to meet the minimum milk requirement?

- Yes, but the required minimum fluid milk serving size still must be met.
- Serve whole unflavored milk alongside the breastmilk to make up the difference.
- The two milks do not need to be mixed.

- The center must provide all other components in order for the meal to be reimbursable.

Are meals served to children 12 months and older reimbursable if they contain infant formula?

- Yes, for a period of one month, 12 to 13 months of age, to facilitate the weaning from infant formula to cow's milk.
- Meals containing infant formula served to children 13 months and older are reimbursable when supported by a medical statement signed by state recognized medical authority.

If a parent supplies an infant formula that is not iron-fortified ("low-iron"), would service of this product require a medical statement to be creditable towards a reimbursable infant meal?

- Infant formulas that are not iron-fortified are generally **not** reimbursable in the CACFP.
- Infant formulas that are not iron-fortified may be creditable towards a reimbursable meal if the substitution is supported by a medical statement.

If an infant is just starting to be introduced to solid foods, such as infant cereal, does the center have to serve that solid food at every meal where that component is required?

- Solid foods are introduced gradually, which means that it may be appropriate to serve the solid food only once per day.
- The infant does not need to be offered a solid food component that is part of every meal pattern.

Can solid foods be served to infants younger than 6 months of age?

- Yes. Meals containing solid foods are reimbursable when the infant is developmentally ready to accept them.
- A written note from a parent or guardian stating his or her infant should be served solid foods is recommended.

What documentation is required when solid foods are served prior to 6 months of age?

- Once an infant is developmentally ready for solid foods, the center must indicate on menus what solid foods are being served and the serving size of the food served.
- It is best practice, to obtain a written note from the parents or guardians indicating that solid foods should be served to the infant while in care.
- It is a good practice to check with parents or guardians of all infants to learn about any concerns of possible allergies.

At what age would a monitor expect to see infants being served all the solid food components?

- The American Academy of Pediatrics (AAP) recommends that by 7 or 8 months of age, infants should be consuming solid foods from all food groups.
- Monitors will engage in conversation with center to learn more about the infant's eating habits to determine if meal served is appropriate.

What should a center do if they feel an infant is developmentally ready to start eating solid foods but the infant’s parents or guardians do not want the infant to be introduced to solid foods?

- Center should engage in a conversation with the infant’s parents or guardians about the signs they have seen indicating the infant is ready to start solid foods and ask if they would like solid foods to be served while the infant is in day care.
- If the parent or guardian does not want their infant to be served solid foods while the infant is in care, the center should respect that decision and should not serve the infant solid foods. In this situation, as long as the center continues to serve the infant the required amount of breastmilk or iron-fortified infant formula, then the meals are still reimbursable.

Are tofu and soy yogurt allowed in the infant meal pattern?

- No. Tofu and soy yogurt are not allowed in infant meal pattern.

Is there a whole grain-rich requirement for infants?

- No. The requirement to serve at least one whole grain-rich food per day is only required under the CACFP children and adult meal patterns.

Is there a sugar limit for ready-to-eat cereals served to infants?

- Yes, no more than 6 gm of sugar per dry ounce.
- Ready-to-eat cereal, as developmentally appropriate, are allowed at snack under the infant meal pattern.

Can infant cereal be served in a bottle to infants?

- No. Serving infant cereal in a bottle to infants is not allowed. Neither the infant cereal nor the infant breastmilk or formula in the bottle may be claimed for reimbursement when they are served in the same bottle, unless it is supported by a medical statement.

Are cereals with honey creditable in the infant meal pattern?

- Honey, and foods that contain honey, should never be fed to infants less than 1 year of age. Honey may contain substances that can cause “infant botulism”.

Is yogurt creditable in the infant meal pattern?

- Yes, no more than 23 grams of sugar per 6 ounces.

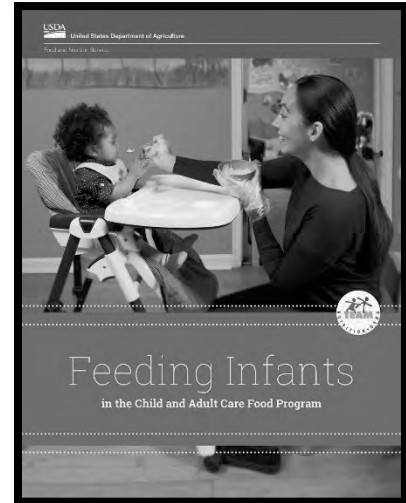
Are commercially prepared mixed or combination infant foods (e.g., infant dinners with vegetables and chicken) reimbursable in the infant meal pattern?

- The AAP recommends introducing single ingredients foods to infants first, one at a time to monitor for allergies.
- When considering food combinations, be sure that the infant has been introduced to all ingredients, that the food is the appropriate texture to prevent choking, and that the food is not high in added sugars, fats, or sodium.
- Some mixed dishes may contain foods that do not credit towards the infant meal pattern, such as rice or pasta.
- Centers should only serve foods with more than one food component to older infants with well-established solid food eating habits.

Infant and Toddler Resources

Feeding Infants in the Child and Adult Care Food Program

Feeding Infants in the Child and Adult Care Food Program (CACFP) guide is a training tool for CACFP operators with infants enrolled at their child care site. It covers topics such as the infant meal pattern, developmental readiness, hunger and fullness signs, handling and storing breastmilk and infant formula, solid foods, what is creditable in the infant meal pattern, and much more. Find parent communication tools, child care provider handouts, practice scenarios, and check your knowledge questions in this guide as well.



Mealtimes with Toddlers in the Child and Adult Care Food Program

The Mealtimes with Toddlers in the Child and Adult Care Food Program (CACFP) resource assist CACFP operators in meeting meal pattern requirements and creating positive mealtime environments for children 1-2 years.

A separate [Mealtimes with Toddlers Family Handout](#) is available for CACFP operators to share information with parents and guardians.


Feeding Infants in the Child and Adult Care Food Program and Mealtimes with Toddlers in the Child and Adult Care Food Program are available in both English and Spanish. You can link to both of these resources from the CACFP website at www.health.mo.gov/cacfp - Resources.

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



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

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



Reminder!

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

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

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

Snack (choose at least one item below)	
Grain Item	Requirements
Bread/Bread-like Items; or	0-½ oz eq
Crackers; or	0-¼ oz eq
Iron-Fortified Infant Cereal; or	0-½ oz eq
Ready-to-Eat Cereal	0-¼ oz eq

For more information on the CACFP infant meal pattern, see the “Feeding Infants in the Child and Adult Care Food Program” guide at TeamNutrition.USDA.gov.

Using the Grains Measuring Charts

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

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

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

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

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

Grains Measuring Chart for the CACFP Infant Meal Pattern

Grain Item and Size

Bread at least 28 grams

Cracker, Saltine (about 2" by 2")

Iron-Fortified Infant Cereal
(single and multigrain)



Reminder!

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



Reminder!

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





BREAD/BREAD-LIKE ITEMS = ½ oz eq



IRON-FORTIFIED INFANT CEREAL = ½ oz eq

Grains Measuring Chart for the CACFP Infant Meal Pattern

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

- ★ Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.
- Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.



CRACKERS = ¼ oz eq



READY-TO-EAT CEREALS = ¼ oz eq

Grains Measuring Chart for the CACFP Infant Meal Pattern

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

- ⬡ Honey should never be fed to babies younger than 1 year.
- Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.

Using the Nutrition Facts Label

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

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

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

Grain Item and Size

Pita Bread/Round at least 56 grams

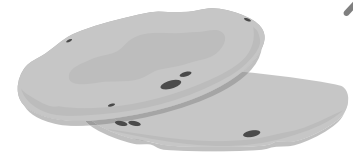
The pita bread/round you are comparing must weigh **at least 56 grams** to use the chart as a guide to the minimum serving amount.

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

Nutrition Facts

6 Servings Per Container

Serving Size 1 Round (57g)



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

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

Grain Item and Size

½ oz eq is about...

Pancake at least 34 grams ½ pancake or 17 grams

Nutrition Facts

4 Servings Per Container

Serving Size 3 Pancakes (117g)

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

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



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

What If My Grain Is Different?

Is the grain item you want to serve:

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

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

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

*Available at foodbuyingguide.fns.usda.gov.

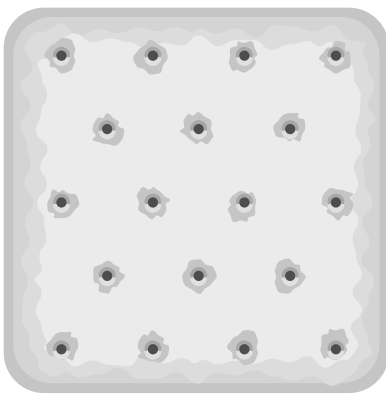
Note: Make sure the food you are entering is creditable for infants. For more information, see “Feeding Infants in the CACFP’s Appendix F: Infant Foods List” at fns.usda.gov/sites/default/files/resource-files/FI_AppendixF.pdf.

Grains Measuring Tools

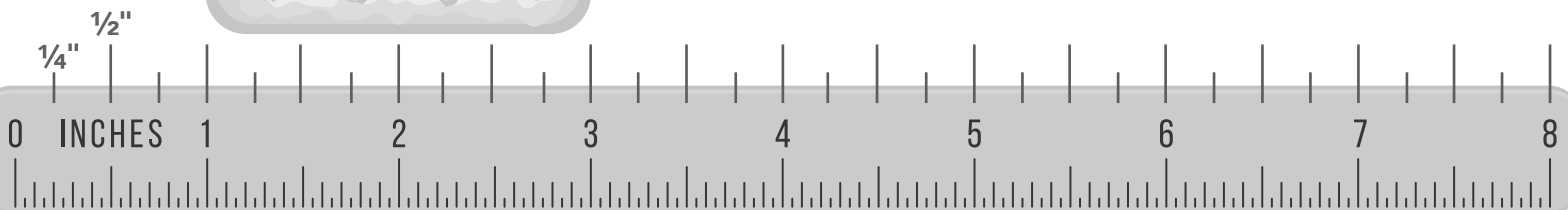
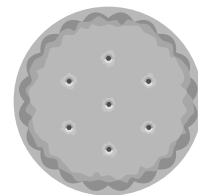
Compare your food to the guides below to see if it is the same size or larger than the item listed on the Grains Measuring Chart.

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

2" by 2"



1" across





SECTION 8: Meal Pattern Substitutions and Processed Food Documentation

Child Care Centers participating in CACFP must provide reasonable modifications to meals and snacks to accommodate disabilities which restrict a participant's diet.

- Food Substitutions and Variations
- Fluid Milk Substitutions
- Medical Statement to Request Special Meals and/or Accommodations
- CN Labels
- Product Formulation Statement

Food Substitutions and Variations

Program regulations require program operators to make reasonable modifications to meals and snacks, including providing special meals at no extra charge, to accommodate disabilities which restrict a participant's diet. In many cases, disabilities can be managed within the Child and Adult Care Food Program (CACFP) meal pattern requirements when a well-planned variety of nutritious foods is available to participants. However, in other cases, the needs of a participant with a disability may involve requests for accommodations that result in the service of meals that do not meet the meal pattern requirements. Program regulations require CACFP operators to provide modifications for participants with disabilities on a case-by-case basis only when requests are supported by a written statement from a state licensed healthcare professional, such as a physician, physician assistant, or nurse practitioner. Meals that do not meet the meal pattern requirements are not eligible for reimbursement unless supported by a medical statement. However, CACFP operators may choose to accommodate requests related to a disability that are not supported by a medical statement if the requested modifications can be accomplished within the meal pattern requirements. Such meals are reimbursable. (Reference CACFP 14-2017)

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 the **Medical Statement to Request Special Meals and/or Accommodations** (CACFP-227) 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 include:

- A description of the participant's physical or mental impairment that is sufficient to allow the program operator to understand how it restricts the participant's diet.
- An explanation of what must be done to accommodate the child's disability.
- The food or foods to be omitted from the participant's diet.
- 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 a center is serving a child with special dietary needs that are not a disability, the parent or 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 it is not required. A written request for a fluid milk substitution may be made by a medical authority or parent or 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.

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.

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

- **8th Continent:** Original
- **Pacific Natural:** All Natural Ultra Original
- **Kikkoman:** Pearl Organic Soymilk Smart Original
- **Wal-Mart Great Value:** Original Soymilk
- **Sunrich Naturals:** Original Soymilk
- **Silk:** Original Soymilk
- **Ripple:** Original, Vanilla, and Chocolate plant-based milk

Note: The Missouri Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-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. Non-dairy beverages served to children 1 through 5 years old must be unflavored due to the higher sugar content of flavored varieties. (Reference: CACFP 17-2016)

Any reasonable parent or 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 a fluid milk substitute.



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

MEDICAL STATEMENT TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS

SPONSOR NAME	SITE NAME, IF DIFFERENT	SITE TELEPHONE NUMBER
NAME OF PARTICIPANT		DATE OF BIRTH
NAME OF PARENT OR GUARDIAN		TELEPHONE NUMBER

Participant has a disability or medical condition and requires a meal substitution or accommodation. CACFP institutions, schools and agencies participating in federal nutrition programs must comply with requests for special meals and any adaptive equipment. **A licensed physician, physician assistant, or nurse practitioner must complete and sign this form.** Food preferences are not an appropriate use of this form. Food preferences may be met with substitutions within the program required meal pattern.

CACFP participant does not have a disability, but is requesting a special accommodation for a fluid milk substitute that meets the nutrient standards for non-dairy beverages offered as milk substitutes. **A parent or guardian may sign this form.** Food preferences are not an appropriate use of this form. CACFP institutions, schools, and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests.

Note: If a milk substitute is requested that does not meet the nutrient standards for non-dairy beverages, this form must be completed and signed by a licensed physician, physician assistant, or nurse practitioner.

Disability or medical condition requiring a special meal or accommodation. (Describe the medical condition that requires a special meal or accommodation, for example: juvenile diabetes, peanut allergy, etc.):

If participant has a disability or medical condition, provide a brief description of participant's major life activity affected by the disability:

Diet prescription and/or accommodation: (Describe in detail to ensure proper implementation - use extra pages as needed, for example: "All foods must be either in liquid or pureed form. Participant cannot consume any solid foods.")

Foods to be omitted and substitutions. List specific foods to be omitted and required substitutions; if needed attach a sheet with additional information.

Foods to be omitted	Substituted Foods

Indicate texture: Regular Chopped Ground Pureed

Adaptive equipment, describe specific equipment required to assist the participant with dining. Examples may include sippy cup, a large handled spoon, wheel-chair accessible furniture, etc.

SIGNATURE OF PREPARER	PRINTED NAME	DATE
SIGNATURE OF MEDICAL AUTHORITY	PRINTED NAME	DATE



MEDICAL STATEMENT TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS

The information on this form should be updated to reflect the current medical and/or nutritional needs of the participant. It is recommended to review the form on an annual basis.

The medical statement should include a description of the participant's physical or mental impairment that is sufficient to allow the program operator to understand how it restricts the participant's diet. It should also include an explanation of what must be done to accommodate the disability. If the medical statement is unclear, or lacks sufficient detail, program operators must obtain appropriate clarification so that a proper and safe meal can be provided.

Definitions.

Disability: a physical or mental impairment which substantially limits one or more "major life activities," a record of such impairment, or regarded as having such impairment.

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

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.

For more information on documentation required, refer to the CACFP program manuals at: www.health.mo.gov/cacfp.

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

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

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

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

This institution is an equal opportunity provider.

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 child care centers 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 USDA’s Child Nutrition (CN) Programs. 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, 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’s Food and Nutrition Service in cooperation with the following agencies: Agriculture Marketing Service, Food Safety and Inspection Service, and National Marine Fisheries Service.

Main dish products which contribute to the meat/meat alternates component of the meal pattern requirements are eligible for a CN label. Examples of these products include beef patties, cheese or meat pizzas, meat or cheese and bean burritos, egg rolls, and breaded fish portions.

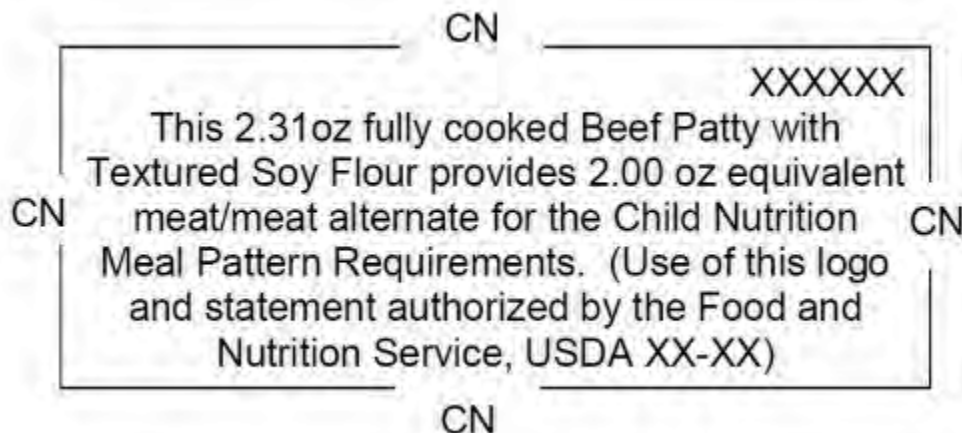
Advantages of using a CN labeled product include:

- A CN label statement clearly identifies the contribution of a product toward the meal pattern requirements. It protects Child Nutrition program operators from exaggerated claims about a product.
- A CN label provides a warranty against audit claims, if the CN labeled product is used according to the manufacturer’s directions.
- CN labels simplify cost comparisons of like products.

CN label product will always contain:

- The CN logo, which has a distinct border;
- The meal pattern contribution statement;
- A unique 6 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.
- Plus the remaining required label features: product name, inspection legend, ingredient statement, signature/address line, and net weight.

A sample CN logo:



Note: The X's in the sample CN Logo are only used to demonstrate the placement of the CN identification number and the final date. If you receive a CN labeled product containing all X's (all zeroes, or non-number symbols) for the CN identification number, the label is not valid. If a CN label is not valid, FNS cannot provide a warranty for its use toward meal pattern requirements.

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.

Acceptable and valid documentation for the CN label includes (CACFP 08-2015 and CACFP 09-2015):

- The original CN label removed from the product carton; or
- A photocopy of the CN label shown attached to the original product carton; or
- 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 Product Formulation Statement 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 USDA's CN labeling website. 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 serving/portion size?
- Do the creditable ingredients listed on the PFS match or have similar description as 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 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: 4.00oz.

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.

Helpful Resources:

USDA's CN Labeling Website includes general background of the CN Labeling Program and provides helpful information for food manufacturers and child nutrition programs. It can be accessed at <https://www.fns.usda.gov/cnlabeling/child-nutrition-cn-labeling-program> or from the **USDA Food Buying Guide for Child Nutrition Programs- Appendix C**.

The CN Label Verification Reporting System can also be accessed from the link and from Appendix C. The system was developed to assist state reviewers, program operators, and the food industry in verifying the status of a CN label and the validity of a CN label. The system produces two reports monthly:

- CN Label Verification Report includes all information pertaining to the valid CN label which includes the crediting information (meal pattern contribution statement); label expiration date; and the manufacturer's establishment number.
- CN Label Manufacturers Report includes contact information for manufacturers that are authorized to produce CN labeled products. This report allows users to link the manufacturer's list from the CN Label Verification Report.



SECTION 9: Procurement, Meal Preparation, and Contracting

Child Care Centers participating in CACFP who plan to purchase meals or services from outside sources must follow procurement procedures.

- Terms
- Methods of Procurement
- Meal Preparation and Contracting for Food Services
- Bid Packets
- Daily Meal Receiving Log
- Meal Communication and Credit Log

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 sponsor 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> - Food Service Management Contracts. These include:

- Bid Packet for Contracts \$250,000.00 or less
- Bid Packet for Contracts greater than \$250,000.00
- Annual Extension for Contracts greater than \$250,000.00
- Sponsor Agreement with a School or Affiliated Organization



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

Date: / / Breakfast <input type="checkbox"/> (3 components; milk, grain and fruit/vegetable, or both) AM Snack <input type="checkbox"/> (2 of 5 components) Lunch <input type="checkbox"/> (5 components) PM Snack <input type="checkbox"/> (2 of 5 components) Supper <input type="checkbox"/> (5 components)	Menu: Meat/Meat Alternate: Vegetable: Fruit: Grain: Other:
---	---

FOOD COMPONENT	AGE GROUP	# OF CHILDREN PER AGE GROUP	SERVING SIZE	AMOUNT NEEDED PER AGE GROUP	TOTAL AMOUNT NEEDED	FOOD BUYING GUIDE PURCHASE UNIT	SERVINGS PER PURCHASE UNIT	# OF PURCHASE UNITS NEEDED	TOTAL AMOUNT USED FOR MEAL SERVICE
MILK	1-2								
	3-5								
	6-18								
MEAT	1-2								
	3-5								
	6-18								
VEGETABLE	1-2								
	3-5								
	6-18								
FRUIT	1-2								
	3-5								
	6-18								
GRAIN	1-2								
	3-5								
	6-18								

Web-based Interactive Food Buying Guide website: <https://foodbuyingguide.fns.usda.gov/>



SECTION 10: Sponsoring Organizations

Sponsoring organizations (SO) oversee the operations of two or more facilities. SOs have additional responsibilities.

- Sponsoring Organization Review Requirements
- Pre-approval Visits
- Five-Day Reconciliation
- Household Contacts
- Sponsored Centers Site Visit Report, CACFP-404

Sponsoring Organization Reviews

Sponsoring Organization Additional Review Requirements

A sponsoring organization (SO) is a Child and Adult Care Food Program (CACFP) contractor responsible for two or more centers. Each SO must provide adequate supervisory and operational personnel for the effective management and monitoring of the program at all centers it sponsors. Each SO must provide pre-approval visits, training, and on-going monitoring to the centers they oversee.

Pre-approval visits: visits to each new child care facility to discuss program benefits and verify that the proposed food service does not exceed the capability of the child care facility.

Training: training on program duties and responsibilities to key staff from all sponsored centers prior to the beginning of program operations. At a minimum, such training must include instruction, appropriate to the level of staff experience and duties, on the program meal patterns, meal counts, claims submission and review procedures, recordkeeping requirements, reimbursement system, and civil rights compliance.

Monitoring Review visits: each facility under the SO's jurisdiction must be monitored for CACFP compliance. The SO must document all reviews and retain in the sponsor location identified in the Management Plan. These monitoring recordkeeping requirement does not apply to independent centers

SO's must conduct three monitoring review visits for each facility every year:

- At least two of the three reviews must be unannounced; however, Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) recommends that all monitoring visits be unannounced.
- At least one unannounced monitoring visit must be conducted during a meal service.
- If a center operates in the evening and/or on weekends or holiday, one review must be conducted each year on weekends, holidays, 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 centers within the first four weeks of program operation.
- All monitoring visits must be documented on form CACFP-404 or a form approved by DHSS-CFNA.
- The sponsor must follow-up with centers noted as having problems during monitoring visits.
- The follow-up visit must be conducted not less than one week after the initial finding and the visit must be documented.

Reconciliation of meal counts:

As part of the monitoring review visits, an SO must examine the meal counts recorded by the sponsored center for five consecutive days during the current and /or prior claiming period. For each day examined, the reviewer will compare meal count records to both attendance and enrollment records to reconcile those numbers to the number of breakfasts, lunches, suppers, and/or snacks recorded on the meal count records to determine if meal counts were accurate. A five-day reconciliation of attendance/enrollment/meal count verification is included on form CACFP-404.

Sponsoring Organization's Household Contact Requirement:

Household contacts, sometimes referred to as parent audits or parent contacts, are required to be made by SOs when a child care center under a SO's jurisdiction is suspected of CACFP mismanagement.

The SO will use the survey form developed by DHSS-CFNA or develop a form of their choosing to collect information from parents. The survey method, mail, phone or email, chosen by the SO to contact parents is up to the SO to determine. It is strongly recommended that parents are informed of the procedure to be used to contact them when the parent completes the child's enrollment form.

Parents should be strongly encouraged to support SO efforts to contact them, as the outcome of the contacts can impact the quality of care provided to their child. Centers shall be required to cooperate in the event of a parent audit. If a parent informs a center that he/she has been contacted by the SO or state or federal officials, the center must encourage the parent to cooperate fully. Any effort on the part of a child care center to interfere in any way with a household contact would be the basis for a declaration of seriously deficient.

To assure a good response to a household contact, the SO shall survey parents as follows:

- 10 or less children enrolled: 100% of parents surveyed.
- 11 to 30 children enrolled: 75% of parents surveyed.
- 31 to 50 children enrolled: 50% of parents surveyed.
- 51 to 100 children enrolled: 25% of parents surveyed.
- 101 or more children enrolled: 20% of parents surveyed.

Efforts made to contact a parent by any means, including phone, must be documented.

SOs shall strive for a 50% response rate on household contacts, particularly for centers that have 20 or fewer children enrolled. If a 50% response rate is not achieved for centers with 20 or fewer children enrolled, the SO must conduct additional follow-up with parents to obtain the necessary responses. Response rates for centers with larger enrollments may be less than 50%, however, a minimum of eight parent responses is required.



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?					

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 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?					
SECTION IV. RECORDS	Yes	No	Previous Finding Yes/No	Corrected Yes/No	COMMENTS
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)?					
SECTION V. INFANT MEALS	Yes	No	Previous Finding Yes/No	Corrected Yes/No	
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
--------------------------------	------------------

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?



SECTION 11: Recordkeeping

Maintaining accurate records is vital to ensure CACFP reimbursement accurately reflects the center's program operations.

- Meal Service Records
- Participant Records
- Financial Management Records
- Training Records
- Other Required Records
- Organizing Records

Recordkeeping Responsibilities

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

CACFP original records, not photocopies, must be maintained on site for independent facilities, be accessible during licensed business hours, and be available for review within one hour of a state representative's arrival. Sponsoring Organizations (SOs) of 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 representative's arrival. Community Food and Nutrition Assistance (CFNA) reviewers will request CACFP records for one month or more and have the authority to disallow up to twelve months of claims. Program records must be retained for three full fiscal years, plus the current year (October 1 through September 30), after the final claim for the fiscal year is submitted and for longer if audit findings have not been closed.

Required Records:

Meal Service Records

- **Daily Meal Count Records CACFP-225**
Daily meal count records are required and must be recorded at the time of service (Point of Service) 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, breakfast, lunch, snack, and supper, daily dated menus are required to verify CACFP meal pattern compliance. The original menu, noting any substitutions, must be retained. Keep the 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 label or manufacturers Product Formulation Statement. File in the binder or envelope for the month.

If the center is licensed to care for infants or provides care for infants, the following forms are required:

- **Individual Infant Meal Record**
Keep the active menu on a clipboard or in a folder. File the menu in the binder or envelope for the month.
- **Infant and Toddler Feeding and Care Plan (ITFCP) or Infant Feeding Preference (IFP) form**
Keep the current ITFCP /IFP form on a clipboard or in a folder with the infants name on it. File in binder or envelope for the month. The ITFCP is a dual Office of Child Care-Child Care Compliance/CACFP form.

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.
- **Enrollment Records**
 - **Office of Child Care-Child Care Compliance/CACFP Child Care Enrollment Form MO 500-3317**
The form must include all requested information and the date of parent's signature. Although not a Child Care Regulation requirement, CACFP required sections must be updated annually. File completed form as directed by the Office of Child Care-Child Care Compliance.
 - **Enrollment Form for Child Care Centers CACFP-229.**
If this form is used, the center is required to also complete the MO 500-3317 Enrollment Form to satisfy Child Care Regulation. The CACFP-229 must be updated annually per CACFP requirements. Keep the current active enrollment form in a binder.
- **Income Eligibility Form for Child Care Centers CACFP-205**
This form is very important as it determines program eligibility and meal reimbursement rates. Give IEFs to all parents/guardians to complete with their enrollment packet and then annually thereafter. New IEFs must be placed with expired IEFs annually. File completed forms alphabetically by last name in a 3-ring binder. Place blank copies in a folder.
- **Parent Letter**
The letter must be given to parents/guardians explaining the center's participation in the CACFP. The letter is revised for each claim year on July 1.

Make sure parents/guardians are given the latest version. Print the letter on the back of the IEF and file the IEF as suggested above.

- **Title XX Documentation - For Profit Centers Only**
Documentation includes Family Support Division 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 and Administrative Costs

- **Operating Costs**
Allowable expenses for the preparation and service of meals and include, but are not limited to: food cost, food service labor, costs for certain non-food supplies, and costs of purchased services.
 - **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.
- **Documentation of Nonprofit Foodservice CACFP-214**
This form must be completed monthly when total food costs are 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 the CACFP required topics. File in folder or notebook.

Other Required Records

- **Original Contract Agreement** along with Amendments for the sponsor agency
- **Beneficiary Data Report CACFP-226**
Documentation of annual completion of this form is required. File in folder or notebook.

➤ **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.
- Production Records CACFP-223 required and meal delivery records, if applicable.
- Evidence that the contractor was obtained using fair and competitive practices.

Sponsoring Organizations (SOs)

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

➤ **Pre-Approval visits** to each new center under an SO.

➤ **Sponsored Centers Site Visit Report** 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 5 working days from the CACFP claim processing date are required.

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 an envelope or binder.

- **Attendance records** or sign in/sign out records.
- **Meal count records** documented at point of service.
- **Menus** - verify that each meal served meets Child and Adult Care Food Program (CACFP) meal pattern requirements.
- If licensed to care for infants, **Infant Meal Records** and **Infant and Toddler Feeding and Care Plan** or **Infant Feeding Preference** forms.

Weekly Duties – Add daily meal counts by free, reduced and paid; keep confidential.

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

- **Consolidate financial records:** Machine generated dated and itemized food and milk receipts; Child Nutrition (CN) labels; itemized non-food program supplies; and program labor costs; documentation of non-profit 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 to determine if you eligible to claim. Submit the claim via CNPweb by the 10th of the month for payment around the 28th or by the 25th for payment around the 13th of the following month.

Yearly Duties – Centers must maintain the original dated records by fiscal year, October 1st through September 30th.

- Current Income Eligibility Forms (IEF) and accompanying parent letter, updated annually.
- Current enrollment forms, updated annually.
- CACFP training documentation all required topics covered at least once a year.
- Requests for Special Meals and/or accommodations.
- Current sanitation and fire inspections.
- Beneficiary data report (ethnicity and race), completed annually.
- Site visit monitoring reports, for Sponsoring Organizations, 3 per year.
- For contracted/catered meals, original contract or agreement and annual renewal with Food Service Management Company.

CACFP Record Retention: 3 fiscal years plus current year

Enrollment Forms & IEF's	<i>For currently enrolled child</i>	<i>For discharged child</i>
Office of Child Care/CACFP Enrollment Forms	Child's individual file	Per Office of Child Care requirements
CACFP Enrollment Forms	3-ring binder, front, in alphabetical order by last name	In back of binder or in a folder
Income Eligibility Forms (signed within current 12 months)	3-ring binder, front, in alphabetical order by last name	In back of binder or in a folder
Income Eligibility Forms (signed more than 12 months prior)	Consolidated with annual files	

Daily dated menus	Monthly: Place in binder or envelope labeled with month and year
Daily dated attendance records	
Dated point of service meal count records; infant meal count each meal once all of the age appropriate components have been served	
Financial records: food service expenses; labor and indirect cost records summarized on the Documentation of Non-Profit Service Form	
Family Support Division vendor invoices (for profit centers only)	
CACFP training documentation	Yearly: Place in binder or envelope labeled with year
Requests of Special Meals and/or Accommodations	
CN labels or Product Formulation Statements	
Beneficiary Data Report	
Vended/catered meal agreement or contracts and annual contract renewals, if applicable	
Site visit monitoring reports, if applicable	
Sanitation and safety inspection	
Parent letter, current fiscal year	Include in enrollment packet



SECTION 12: Resources

There are many resources available to assist centers participating in the CACFP. Some of these resources are on the following pages.

- Online Child Care Resources
- Reducing the Risk of Choking in Young Children at Mealtimes
- Offering Water in the USDA CACFP
- Tips for Family Style Dining
- Meal Pattern Requirement Worksheets – Fluid Milk, Meat/Meat Alternates, Vegetables, Adding Whole Grains, Crediting Single-Serving Packages of Grains, Store-Bought Combination Baby Food

Online Child Care 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

ICN Food Allergy Fact Sheets

Nutrition for Kids

Recipes for Healthy Kids

Team Nutrition

CACFP Meal Pattern Training Worksheets (English and Spanish)

Crediting Tip Sheets in Child Nutrition Programs

Mealtimes with Toddlers in the Child and Adult Care Food Program

Spanish Materials Available for Team Nutrition

Training Resources on Using Ounce Equivalents for Grains

Team Nutrition Quizzes

Feeding Infants in the Child and Adult Care Food Program (English and Spanish)

USDA Child and Adult Care Food Program

USDA Civil Rights

USDA Food Buying Guide

USDA Procuring Local Foods for Child Nutrition Programs Guide

USDA Standardized Recipes

WIC Approved Food List

Reducing the Risk of Choking in Young Children at Mealtimes

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

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



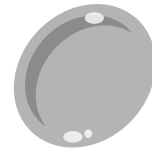
Prepare Foods So They Are Easy to Chew

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

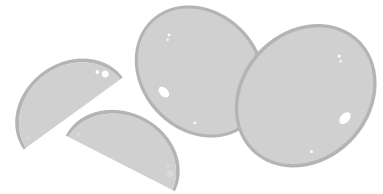
- Cook or steam hard food, like carrots, until it is soft enough to pierce with a fork.
- Remove seeds, pits, and tough skins/peels from fruits and vegetables.
- Finely chop foods into thin slices, strips, or small pieces (no larger than ½ inch), or grate, mash, or puree foods. This is especially important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

Cut Round Foods Into Smaller Pieces

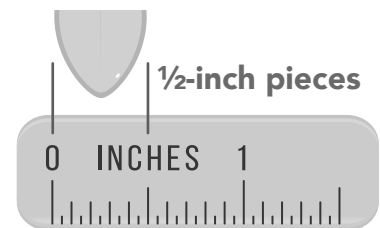
Small round foods such as grapes, cherries, cherry tomatoes, and melon balls are common causes of choking.



Slice these items in half lengthwise.



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



Avoid Choking Hazards

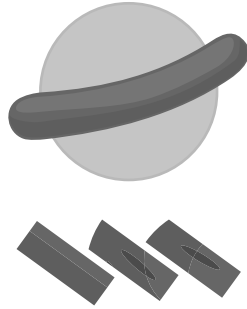
To help prevent choking, do not serve small (marble-sized), sticky, or hard foods that are difficult to chew and easy to swallow whole, including:

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

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

Cut Tube-shaped Foods Into Smaller Pieces

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



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



Teach Good Eating Habits

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

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



Try It Out!

How can you prepare and serve the following foods to reduce the risk of choking?

1 Whole baby carrots

2 Whole grapes

3 Peanut butter

4 Block of cheddar cheese

1. Cut carrots lengthwise into thin strips (not circles). You could also cook carrots until soft, or cut into small pieces no larger than $\frac{1}{2}$ inch.
2. Cut grapes in half lengthwise, then cut into smaller pieces no larger than $\frac{1}{2}$ inch.
3. Spread peanut butter thinly on small pieces of toast, crackers, etc. Do not serve spoonfuls of peanut butter.
4. Grate or thinly slice the cheese. Do not serve cheese cubes.

Answer Key

Offering Water in the USDA Child and Adult Care Food Program

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

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



Water and Health

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

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



A Note About Infants

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



Meal Planning and Water

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

- ✓ Under the CACFP meal pattern for children, you may not serve water instead of milk at meals. However, water may be served at the table along with the milk.
- ✓ Under the CACFP meal patterns for children and adults, only two meal components are required at snack. If milk is not offered as one of the two required components, consider offering water with the snack.
- ✓ Under the CACFP meal pattern for adults, you may serve yogurt in place of milk once per day. In addition, a serving of milk is optional at supper. It is not required that you offer water on these occasions, but you are encouraged to do so.

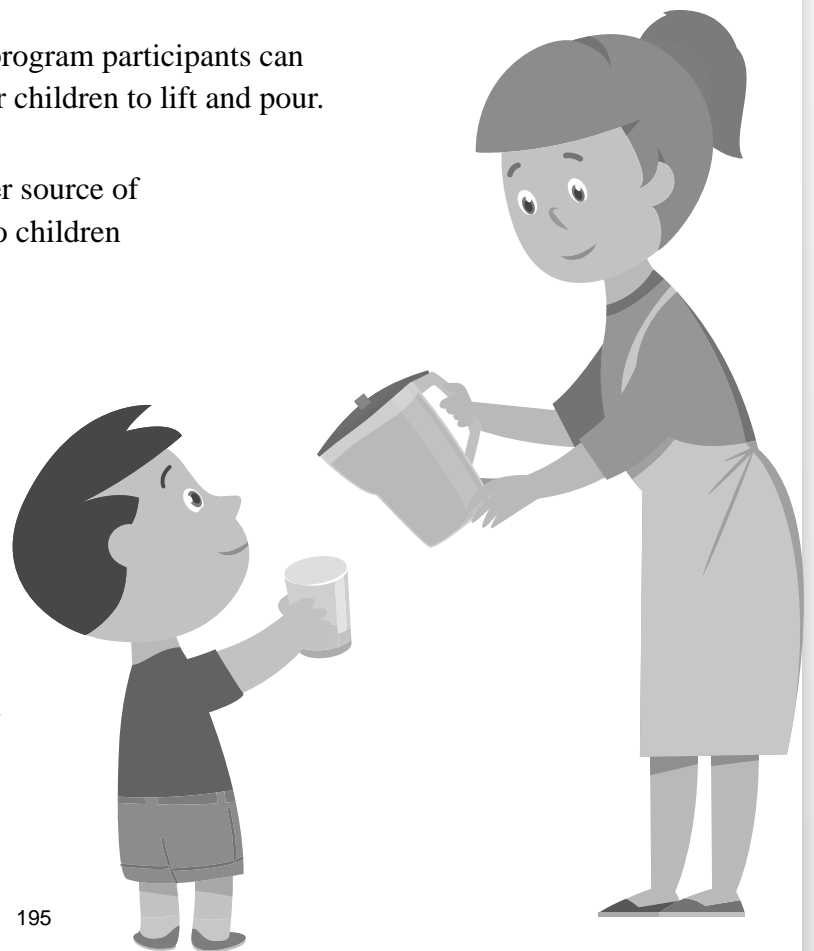
Making Water Available

You can make water available throughout the day by:

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



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



Getting Children Involved

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

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



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

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

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



Tip Drink water and kids will too.



Offer Water Safely

Keep children healthy and safe by:

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



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



Try It Out!

When will you offer water? Fill in the blanks below.

I will offer water to program participants (children or adults):

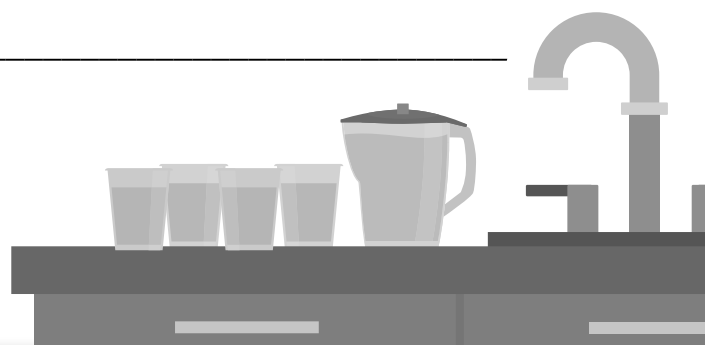
1 (Example) When it is hot outside

2

3

4

5



Answers:

Answers will vary, but responses may include:

2. After milk at breakfast, lunch, or supper

3. After outdoor playtime

4. With snacks when milk is not served

5. Throughout the day



Skipwith Academy

Tips for Family Style Dining

START WITH THE RIGHT EQUIPMENT

When purchasing serving dishes, utensils and other place settings, keep in mind that they need to be kid-friendly and sized for little hands to maneuver.



REMEMBER EACH CHILD'S SKILL LEVEL

when choosing your menu. Finger foods and foods that are easy to navigate with a child-size fork or spoon are easiest to self-serve for younger children.

HAVE MULTIPLE SETS OF UTENSILS and serving spoons in case someone drops one on the floor.

GIVE EACH CHILD A TASK to help set the table. One child can set the plates, one can place the cups and so on. Children have a sense of pride and belonging when they have a contributing role.

OFFER A VARIETY OF FAMILIAR FOODS and don't forget to introduce new foods. Children are more willing to try something new when they serve themselves.



RESERVE EXTRA SERVINGS for second helpings or in case the bowl of food gets contaminated.

PROVIDE A TRASH CAN for children in which to dispose napkins and uneaten food. Provide a tub for them to place dirty dishes after they scrape them off.



KEEP CLEANING SUPPLIES NEARBY Spills will happen. Be patient and use this opportunity as a teaching moment on how to clean-up.

Most importantly, **EAT WITH YOUR CHILDREN**. Children learn from good role models. Sitting with them while everyone eats also allows you to start positive mealtime conversations.

Why You Should Serve Family Style

Family style dining encourages learning and development not only at the table but away from mealtime as well. Children learn independence, social skills, and other important habits that will last them through adulthood.

There are many benefits to serving your meals family style and it is not hard to implement. It may be as easy as putting the minimum serving of food required in serving dishes, placing it on the table and allowing children to serve themselves.

There is a learning curve to this method. However, this approach to mealtime creates a number of healthy habits that are important to the growth and development of children at any age. Children tend to eat more healthy foods if they see their friends try it. They learn skills such as taking turns, sharing and teamwork.

Family style dining opens up opportunities for conversation,

which increases vocabulary, promotes proper use of language and interaction with friends.

There are even more benefits that support healthy growth. Children learn:

- portion sizes for each food group,
- to recognize when they are hungry or satisfied,
- how to identify healthy foods and where they come from, and
- to improve fine motor skills.

Children are not the only ones who benefit. Providers get a better grasp of food costs, get help with mealtime service and, with less food being wasted, they save money.

There's nothing more exciting for children than being able to say, "I did it all by myself!"

- Jennifer from Mechanicsville, VA

Child and Adult Care Food Program Milk Requirements



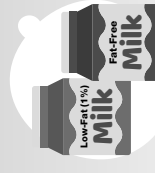
**Newborn through
11 Months**

Breastmilk or Iron-Fortified
Infant Formula



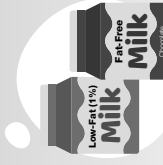
**12 Months through
23 Months**

Unflavored
Whole Milk



**2 Years through
5 Years**

Unflavored Fat-Free or
Low-Fat (1%) Milk



**6 Years
and Older**

Unflavored or
Flavored Fat-Free or
Low-Fat (1%) Milk

Breastmilk is creditable at any age

Transitions



To help program operators gradually introduce different types of milk to children:

- Breastmilk, iron-fortified infant formula, and/or unflavored whole milk may be served to children ages **12 months to 13 months**.
- Breastmilk, unflavored whole, reduced-fat (2%), low-fat (1%), and/or fat-free (skim) milk may be served to children ages **24 months to 25 months**.

Learn more at <https://www.fns.usda.gov/cacfp-training-tools>.

FNS-863 | July 2022

USDA is an equal opportunity provider, employer, and lender.

Adapted from the Maryland State Department of Education's "CACFP Milk Requirements" resource.



Serving Meats and Meat Alternates at Breakfast

Breakfasts in the Child and Adult Care Food Program (CACFP) include milk, vegetables and/or fruits, and grains. You can also serve meats and/or meat alternates instead of grains at breakfast up to 3 times per week. This option gives you more choices for menu planning.

Here's how to include meats or meat alternates as part of a reimbursable breakfast:

- Substitute 1 **ounce equivalent** of meats/meat alternates for 1 ounce equivalent of grains.

Ounce equivalents are a way to measure amounts of food. In the CACFP, 1 ounce equivalent of a meat or meat alternate is equal to 2 tablespoons of peanut butter, ½ of a large egg, or 1 ounce of lean meat, poultry, or fish. If you want to serve meats/meat alternates at breakfast more than 3 days a week, you must offer them as additional foods, which do not count toward a reimbursable breakfast.



A Closer Look at Menu Planning

If you plan to offer a meat or meat alternate at breakfast in place of grains, it must replace the entire required amount of grains. The table below shows the minimum amount of a meat or meat alternate you would need to serve in place of grains at breakfast.

	Ages 1 - 2 years and 3 - 5 years	Ages 6 - 12 years and 13 - 18 years	Adults
Minimum amount of meats/meat alternates required when served instead of grains at breakfast	½ ounce equivalent	1 ounce equivalent	2 ounce equivalents
Meats/Meat Alternates:	is equal to:	is equal to:	is equal to:
Beans or peas (cooked)	⅛ cup	¼ cup	½ cup
Natural or processed cheese	½ ounce	1 ounce	2 ounces
Cottage or ricotta cheese	⅛ cup (1 ounce)	¼ cup (2 ounces)	½ cup (4 ounces)
Eggs	¼ large egg	½ large egg	1 large egg
Lean meat, poultry, or fish	½ ounce	1 ounce	2 ounces
Peanut butter, soy nut butter, or other nut or seed butters	1 tablespoon	2 tablespoons	4 tablespoons
Tofu (store-bought or commercially prepared)	⅛ cup (1.1 ounces) with at least 2.5 grams of protein	¼ cup (2.2 ounces) with at least 5 grams of protein	½ cup (4.4 ounces) with at least 10 grams of protein
Yogurt (including soy yogurt)	¼ cup of yogurt (2 ounces)	½ cup of yogurt (4 ounces)	1 cup of yogurt (8 ounces)

Note: When you serve beans and peas as a vegetable, they cannot also count as a meat alternate in the same meal.

Mix It Up at Breakfast



You can serve a meat or meat alternate as a standalone item, such as eggs, yogurt, cottage cheese, turkey sausage, and ham. As a best practice, choose foods that are lower in saturated fat and sodium. Meats and meat alternates can be served together, such as eggs (a meat alternate) and ham (a meat). Meats and meat alternates can also be served in a dish mixed with other foods, such as apple slices spread with peanut butter, yogurt topped with fruit, or a tofu scramble with vegetables.



Bacon, imitation bacon products, scrapple, and salt pork are not creditable in the CACFP.



Turkey bacon, Canadian bacon, and some types of sausage are creditable only if the product has a Child Nutrition label, or if you have a Product Formulation Statement (PFS) signed by the manufacturer. For more information on crediting foods in the CACFP, please see the *Food Buying Guide for Child Nutrition Programs* at <https://foodbuyingguide.fns.usda.gov>.

For Adult Day Care Only: You can serve 6 ounces of yogurt in place of 8 ounces of milk once per day when yogurt is not served as a meat alternate in the same meal. If you serve yogurt to adults as a meat alternate at breakfast, you must also serve fluid milk.



Try It Out!

Test Yourself

1. Your adult day care center is open 4 days a week. How many times per week may you serve meats and meat alternates in place of grains at breakfast?

2. Your child care home is open 7 days per week. How many times per week may you serve meats and meat alternates in place of grains at breakfast?

3. You want to serve yogurt at breakfast to your 3-5 year olds once per week. If you are serving the yogurt in place of a grain, what's the minimum amount you must serve to this age group to meet the meal pattern requirement?

1. You may serve meats and meat alternates in place of grains up to 3 times per week. All centers and day care homes may serve meats/meat alternates in place of grains at breakfast up to 3 times per week, no matter how many days per week they are open.

2. You may serve meats and meat alternates in place of grains up to 3 times per week. All centers and day care homes may serve meats/meat alternates in place of grains at breakfast up to 3 times per week, no matter how many days per week they are open.

3. If serving yogurt in place of a grain at breakfast, you must serve at least 2 ounces (1/4 cup) of yogurt to the 3-5 year olds to meet the meal pattern requirement.

Answer Key:

Serving Meats and Meat Alternates at Lunch and Supper in the USDA Child and Adult Care Food Program

Meats and meat alternates provide protein, B vitamins, and minerals such as iron, zinc, and magnesium. Protein supports growing muscles in children and helps muscles stay strong in adults. The iron in many meats and meat alternates helps the body carry oxygen within the blood. Some meats and meat alternates, such as nuts, fish, and seafood, also have healthy fats that help support heart and brain health.



Meats and Meat Alternates at Lunch and Supper

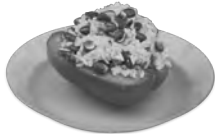
In the Child and Adult Care Food Program (CACFP), meats and/or meat alternates are a required meal component at lunch and supper for child and adult participants. The following examples show how meats and/or meat alternates may be part of lunch and supper menus*.

Example 1



Baked Tilapia Fish Fillets, whole grain-rich roll, whipped sweet potatoes, sliced plums, and fat-free (skim) milk

Example 2



Taco-Seasoned Stuffed Peppers (with meat and beans), salsa, corn muffin, sliced strawberries, and low-fat (1%) milk



Example 3

Baked Tofu Bites, brown rice, gingered carrots, melon, and low-fat (1%) milk



Find USDA standardized recipes featuring meats and meat alternates at theicn.org/cnrb.



Make Every Bite Count!

Serve meats and meat alternates that are lower in saturated fat and sodium (salt) such as:

- Lean meats, poultry, fish, seafood, and eggs;
- Beans, peas, and lentils; and
- Nuts, seeds, and soy products (such as tofu or tempeh);
- Low-fat or fat-free yogurt or cheese.

Offering a variety of meats and meat alternates over the course of the week helps child and adult participants meet their nutritional needs, while limiting saturated fat and sodium. As a CACFP best practice, offer processed meats (such as hot dogs and sausage) no more than once per week.

**During the COVID-19 public health emergency, some State agencies may have opted into School Year 2021-2022 meal pattern waivers. Additional information on these waivers is available at: fns.usda.gov/disaster/pandemic/cn-2021-22-waivers-and-flexibilities.*



Serving Meats and Meat Alternates

The CACFP meal pattern lists the required amounts for meats and/or meat alternates as ounce equivalents (oz eq). Ounce equivalents tell you the amount of meat and/or meat alternate in a portion of food. For example, 1 oz eq is equal to half a large egg, 1 ounce (oz) of cooked lean meat, 4 oz of yogurt, or 1 oz of natural cheese.

The table below lists some meats and meat alternates that you can serve in the CACFP. For information on meats or meat alternates that are not listed in the table, please see the *Food Buying Guide for Child Nutrition Programs* (FBG) at foodbuyingguide.fns.usda.gov. The *Food Buying Guide* also shows yields of meats, meat alternates, and other items after cooking. This can help you determine how much of an ingredient to buy to meet minimum serving amounts.

Minimum Required Amounts at Lunch/Supper

Meats and/or Meat Alternates	Ages 1 through 2	Ages 3 through 5	Ages 6 through 18	Adults
	1 oz eq is equal to:	1½ oz eq is equal to:	2 oz eq is equal to:	2 oz eq is equal to:
Beans, peas, or lentils	¼ cup (4 tablespoons)	⅜ cup (6 tablespoons)	½ cup (8 tablespoons)	½ cup (8 tablespoons)
Cheese, natural or processed	1 oz	1½ oz	2 oz	2 oz
Cottage or ricotta cheese	¼ cup (2 oz)	⅜ cup (3 oz)	½ cup (4 oz)	½ cup (4 oz)
Eggs (whole)	½ large egg	¾ large egg	1 large egg	1 large egg
Fish (cooked, with skin or skinless)	1 oz	1½ oz	2 oz	2 oz
Lean beef, chicken, pork, or turkey (cooked, with skin or skinless)	1 oz	1½ oz	2 oz	2 oz
Nut and seed butters (e.g., peanut butter, sunflower butter, etc.)	2 tablespoons	3 tablespoons	4 tablespoons	4 tablespoons
Nuts and seeds	½ oz = ½ oz eq*	¾ oz = ¾ oz eq*	1 oz = 1 oz eq*	1 oz = 1 oz eq*
Surimi	3 oz	4.4 oz	6 oz	6 oz
Tempeh**	1 oz	1½ oz	2 oz	2 oz
Tofu (store-bought/ commercially prepared)	¼ cup (2.2 oz) with at least 5 grams of protein	⅜ cup (3.3 oz) with at least 7.5 grams of protein	½ cup (4.4 oz) with at least 10 grams of protein	½ cup (4.4 oz) with at least 10 grams of protein
Yogurt*** (including Greek and soy yogurt)	½ cup of yogurt (4 oz)	¾ cup of yogurt (6 oz)	1 cup of yogurt (8 oz)	1 cup of yogurt (8 oz)

For information on serving meats and meat alternates at breakfast, see Team Nutrition’s “Serving Meats and Meat Alternates at Breakfast” at fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp.

*Nuts and seeds may count toward half (½) of the meats and/or meat alternates requirement at lunch and supper. For a reimbursable meal, they must be served with another meat or meat alternate. For example, chopped nuts and yogurt in a parfait may credit toward the meats and/or meat alternates component. Nut and seed butters may credit toward the entire meats and/or meat alternates component at all CACFP meals and snacks.

**Applies to tempeh made with soybeans (or other legumes), tempeh culture, vinegar, seasonings, and herbs only. Tempeh containing other ingredients such as brown rice, seeds, or vegetables will require documentation.

***Yogurts served in the CACFP must contain no more than 23 grams of sugar per 6 ounces. For more information, see Team Nutrition’s “Choose Yogurts That Are Lower in Sugar” at fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp.

Which Meats and Meat Alternates are Creditable?

As shown in the lists below, some foods may not count toward the meats and/or meat alternates component in the CACFP. Other foods may need more documentation, such as a Child Nutrition (CN) label or Product Formulation Statement (PFS) signed by a manufacturer, so you can see how they count toward the meal pattern. Check the *Food Buying Guide*, or contact your State agency or sponsoring organization for more information.

Might Be Creditable

- Beef, chicken, or pork patties
- Canadian bacon
- Chicken nuggets
- Deli/luncheon meats (cold cuts)
- Fish sticks
- Hot dogs
- Jerky (meat, poultry, and seafood)
- Tempeh made with legumes and other foods like rice, seeds, vegetables, etc.
- Turkey bacon
- Vegetable patties/burgers
- Wild game meat (with inspection and approval by State or Federal agency)



Not Creditable

- Bacon
- Cheese products
- Commercial frozen yogurt
- Egg yolks (when not served as part of the whole egg)
- Egg whites (when not served as part of the whole egg)
- Deep-fried foods prepared onsite
- Imitation cheese
- Salt pork
- Scrapple



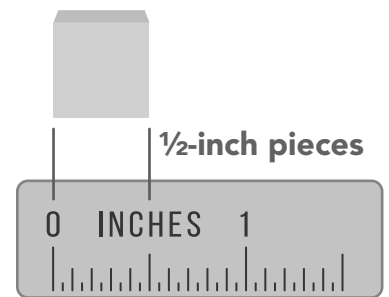
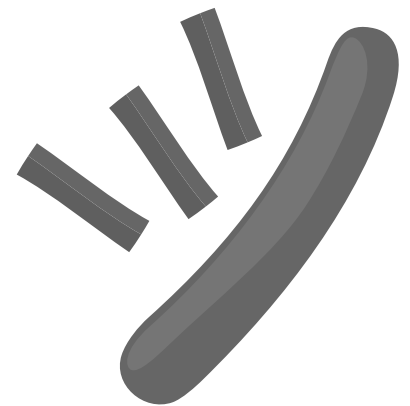
Serving It Safe!

Choking Prevention

Children under the age of 4 are at a high risk of choking while eating. When serving meats and meat alternates to young children, reduce the risk of choking by:

- Grating, mashing, pureeing, or finely chopping items into thin slices, strips, or small pieces that are no larger than a ½ inch. If serving round or tube-shaped foods (e.g., sausages, hot dogs, string cheese, etc.), cut them into short strips instead of round pieces.
- Removing all bones from fish, chicken, and meat before cooking or serving.
- Nuts and seeds are generally not recommended for young children because they present a choking hazard. If serving, nuts and seeds should be finely chopped.
- If serving nut butters, spread them thinly on other foods (e.g., toast, crackers, etc.). Serve only creamy, not chunky, nut butters.

For more information, see USDA's "Reducing the Risk of Choking in Young Children at Mealtimes" at fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp.



Serving It Safe! (continued)

Allergies

Some participants may be allergic to meats or meat alternates, such as fish, shellfish, eggs, nuts, and soybeans. Be sure to discuss any allergies with parents and caregivers and follow proper guidelines to prevent allergic reactions.



Food Safety

It is important to follow safe food handling practices when storing, thawing, preparing, and serving meats and meat alternates. Learn more at [FoodSafety.gov](https://www.foodsafety.gov). Refer to State and local requirements for cooking and storage temperatures.

Best Choices for Fish

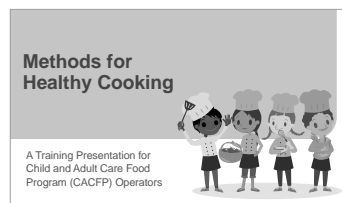
Choose fish that are lower in mercury, such as canned light tuna, salmon, tilapia, cod, flounder, and haddock. For more information, see the U.S. Food and Drug Administration’s “Advice about Eating Fish” at [fda.gov/food/consumers/advice-about-eating-fish](https://www.fda.gov/food/consumers/advice-about-eating-fish). You can also contact your State or local health department or call 1-888-SAFEFOOD (1-888-723-3366) for more information.

Menu Planning Tips

- ✓ Beans, peas, and lentils can be served as either the meat alternate or vegetable component of the meal in the CACFP. You may not credit beans, peas, and lentils as both a meat alternate and a vegetable for the same meal or snack. If you serve two different beans, peas, or lentils at a meal, you may credit one as a meat alternate, and the other as a vegetable, if you serve the minimum creditable amount of each.
- ✓ Pasta made of bean flour(s) must be served with another visible meat or meat alternate, such as cheese or meat, to credit as a meat alternate.
- ✓ In smoothies, yogurt may credit as a meat alternate. Other meats or meat alternates used in smoothies (e.g., nut butter, tofu, etc.) may not credit toward the meats and meat alternates component.
- ✓ **For adult participants only:** When yogurt is served in place of milk, it may not count as a meat alternate at the same meal.

Preparation Methods

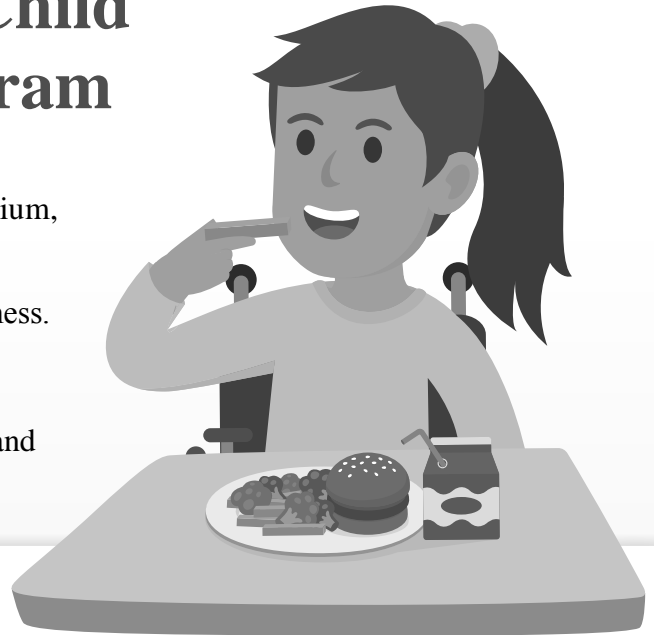
Foods that are deep-fat fried onsite are not creditable in the CACFP. Try cooking methods such as roasting, sautéing, and grilling. For more ideas, see Team Nutrition’s “Methods for Healthy Cooking” worksheet, webinar, and training slides at fns.usda.gov/tn/training-tools-cacfp.



Serving Vegetables in the Child and Adult Care Food Program

Offering vegetables at meals and snacks:

- Helps children and adults get important nutrients like potassium, folate (folic acid), vitamin A, and vitamin C.
- Provides dietary fiber, which contributes to a feeling of fullness.
- Adds color, crunch, and flavor to meals and snacks.
- Helps reduce the risk of certain diseases, like heart disease and Type 2 diabetes, later in life.

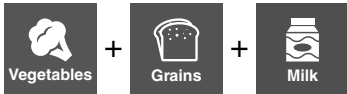


Adding Vegetables to Your CACFP Menu

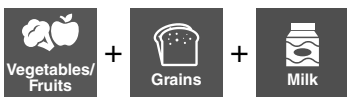
You can serve vegetables as part of a reimbursable breakfast, lunch, supper, or snack in the Child and Adult Care Food Program (CACFP).

Breakfast

Example 1



Example 2



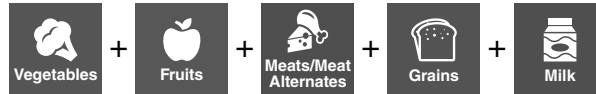
Example 3



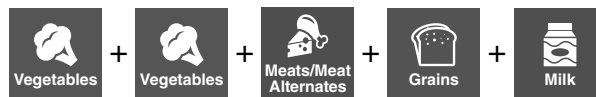
(up to three times per week)

Lunch and Supper

Example 1



Example 2



▲ A second vegetable can be served in place of fruit at lunch and supper.

Snacks

Example 1



Example 2



Example 3



Example 4





Test Your CACFP Vegetable Knowledge!

Does this food count as a vegetable in the CACFP? Mark Yes or No, and then check your answers on page 4.

- | | | | |
|------------------------|--|--------------------------------------|--|
| 1. White Potatoes | <input type="checkbox"/> Yes <input type="checkbox"/> No | 8. Canned Tomatoes (store-bought) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Avocados | <input type="checkbox"/> Yes <input type="checkbox"/> No | 9. Ketchup | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Macaroni and Cheese | <input type="checkbox"/> Yes <input type="checkbox"/> No | 10. Black Beans | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Strawberry Jelly | <input type="checkbox"/> Yes <input type="checkbox"/> No | 11. Rice | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Cornbread | <input type="checkbox"/> Yes <input type="checkbox"/> No | 12. Canned Green Beans (home-canned) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Pumpkin | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 7. Hominy (whole) | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

Meal Planning Considerations

The chart below shows examples of amounts of food needed to credit as $\frac{1}{4}$ -cup and $\frac{1}{2}$ -cup of vegetables in the CACFP. For more information, visit the Food Buying Guide for Child Nutrition Programs at <https://foodbuyingguide.fns.usda.gov>.

Vegetable	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup
Carrot, Baby	3 baby carrots	6 baby carrots
Carrot Stick ($\frac{1}{2}$ " by 4")	3 sticks	6 sticks
Celery Stick ($\frac{1}{2}$ " by 4")	3 sticks	6 sticks
Corn, on cob (about 5" - 6" long)	$\frac{1}{2}$ ear	1 ear
Cucumber Sticks (3" by $\frac{3}{4}$ ")	3 sticks	6 sticks
Leafy Greens (collard greens, kale, spinach, etc.), Cooked	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup
Leafy Greens (kale, lettuce, spinach, etc.), Raw	$\frac{1}{2}$ cup	1 cup
Potato, Sweet (2 $\frac{1}{4}$ " or more in diameter)	$\frac{1}{4}$ sweet potato	$\frac{1}{2}$ sweet potato
Potato, White or Russet (about 6 oz)	$\frac{1}{2}$ potato	1 potato
Tomato, Cherry	3 cherry tomatoes	6 cherry tomatoes
Tomato Slice ($\frac{1}{8}$ " thick)	4-5 slices	8-10 slices



Giving Vegetables Credit: How Vegetables Count in the Child and Adult Care Food Program

- ✓ **Vegetables in amounts** smaller than $\frac{1}{8}$ cup do not credit toward a reimbursable lunch, supper, or snack.
- ✓ **Raw leafy green vegetables** (spinach, kale, collards, and lettuce) credit for half of the amount served. For example, one cup of raw leafy greens credits as $\frac{1}{2}$ cup of vegetables.
1 cup raw spinach = $\frac{1}{2}$ cup of vegetables
- ✓ **Cooked leafy green vegetables** credit for the entire amount served.
1 cup steamed spinach = 1 cup of vegetables
- ✓ **Dried vegetables** credit for twice the amount served. For example:
 $\frac{1}{4}$ cup sun-dried tomatoes = $\frac{1}{2}$ cup of vegetables
- ✓ **Dry beans and peas** (legumes), including black beans, split peas, and lentils, can credit as vegetables or as meat alternates, but cannot credit toward both components in the same meal.
- ✓ **Pureed vegetables** used in smoothies credit as 100 percent vegetable juice. Juice may only be served once per day in the CACFP.
- ✓ **A second, different vegetable** can be served in place of the fruit component at lunch and supper.

Other Considerations

Reduce the risk of choking by:




- Cutting raw vegetables into smaller pieces.
- Cooking raw vegetables until slightly soft.
- Cutting round, soft vegetables like cherry tomatoes into small pieces no larger than one-half inch ($\frac{1}{2}$ ").





Make Fridays Try-Days in the CACFP

Look for vegetables that are grown in your area and have a taste-testing event. Look for recipes, nutrition education resources, and Try Day stickers at: <https://teammnutrition.usda.gov>.

 Spring	 Summer	 Fall	 Winter
Asparagus	Bell Peppers	Brussels Sprouts	Beets
Broccoli	Corn	Cauliflower	Cabbage
Lettuce	Crookneck Squash	Pumpkins	Kale
Spinach	Tomatoes	Sweet Potatoes	Winter Squash

Test Your CACFP Vegetable Knowledge Answers



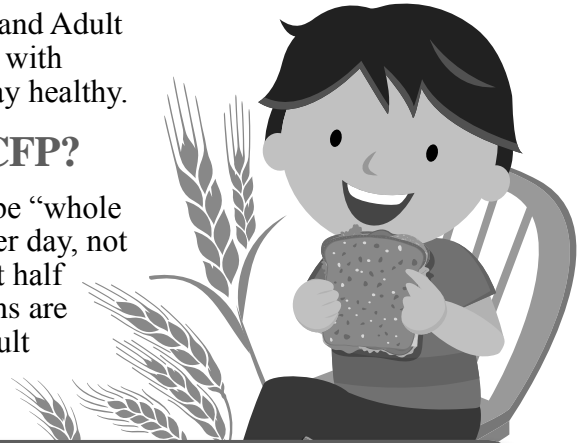
1. White Potatoes: Yes
2. Avocados: Yes
3. Macaroni and Cheese: No
4. Strawberry Jelly: No
5. Cornbread: No
6. Pumpkin: Yes
7. Hominy (whole): Yes
8. Canned Tomatoes (store-bought): Yes
9. Ketchup: No
10. Black Beans: Yes
11. Rice: No
12. Canned Green Beans (home-canned): No

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:

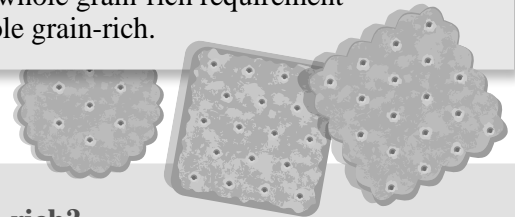
- ✓ You do not have to serve a grain component at snack. But if you do, it must be whole grain-rich.

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

*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



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...
Bagel Chips at least 28 grams or 1 ounce	½ package	1 package	2 packages
Cereal, Ready-to-Eat, All Types** at least 28 grams or 1 ounce	½ package	1 package	2 packages
Corn Chips 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 ½ oz eq , which equals about...	Serve at Least 1 oz eq , which equals about...	Serve at Least 2 oz eq , which equals about...
Crackers, Savory (e.g., cheese, saltines, whole-wheat, etc.) at least 22 grams or 0.8 ounces	½ package	1 package	2 packages
Crackers, Sweet (e.g., animal, graham, etc.) at least 28 grams or 1 ounce	½ package	1 package	2 packages
Croissant at least 34 grams or 1.2 ounces	½ package	1 package	2 packages
Grits, Dry at least 28 grams or 1 ounce	½ package	1 package	2 packages
Muffin, All Types (except corn) at least 55 grams or 2 ounces	½ package	1 package	2 packages
Muffin, Corn at least 34 grams or 1.2 ounces	½ package	1 package	2 packages
Oatmeal, Dry (unflavored or flavored)** at least 28 grams or 1 ounce	½ package	1 package	2 packages
Pita Chips at least 28 grams or 1 ounce	½ package	1 package	2 packages
Pretzels, Hard*** at least 22 grams or 0.8 ounces	½ package	1 package	2 packages
Popcorn*** at least 14 grams or 0.5 ounce	1 package	2 packages	4 packages
Rice Cakes at least 22 grams or 0.8 ounces	½ package	1 package	2 packages
Tortilla Chips 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 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...
Pretzel, Hard 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.

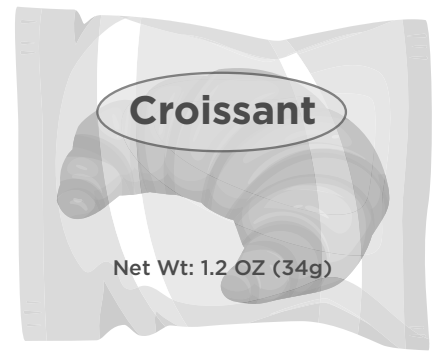
What If My Grain Is Different?

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.
- Use Team Nutrition’s “Calculating Ounce Equivalents for Grains in the CACFP” worksheet available at 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?

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?

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?

Crediting Store-Bought Combination Baby Foods in the Child and Adult Care Food Program



Combination baby foods are foods that include a mixture of two or more foods, such as meat and vegetables. Under certain circumstances, these foods may be counted toward a reimbursable infant meal or snack in the U.S. Department of Agriculture's Child and Adult Care Food Program (CACFP).

Before serving a store-bought combination baby food, check with your State agency or sponsoring organization. It may require you to have the baby food packaging, a Product Formulation Statement, or other form of documentation to show how the food credits toward the CACFP infant meal pattern.

How Much of the Combination Baby Food Needs to be Offered?

In the CACFP infant meal pattern*, amounts of food served at meals and snacks are shown as ranges, such as 0 to 2 tablespoons. This range lets you introduce new foods slowly when the infant is developmentally ready. Once a baby is regularly eating a food, offer the infant the full amount of the food (the uppermost range).

Combination baby foods should be offered only after the infant has been introduced to the individual ingredients in the combination food. For example, before an infant is given a chicken and vegetable combination baby food, the infant should have already been introduced to both chicken and the vegetable individually as single component foods. More information on the introduction of foods is available at fns.usda.gov/tn/feeding-infants-child-and-adult-care-food-program.

Since infants eating combination baby foods have already shown that they are developmentally ready and accepting of each food in the combination baby food, you must ensure that the combination baby food package provides the full, required amount of the food component. If it does not, you must offer more food from that component to meet the full amount of the food.

Remember, this amount must be *offered* to the infant, but the infant does not have to eat all of it.

*For information on the CACFP infant meal pattern, please see the "Feeding Infants in the Child and Adult Care Food Program" guide at fns.usda.gov/tn/feeding-infants-child-and-adult-care-food-program.

Required Amounts of Food Components at Meals and Snacks

Breakfast, Lunch, Supper*

- **Grains/Meats/Meat Alternates:** ½ oz eq (4 tbsp) iron-fortified infant cereal or 4 tbsp meat, fish, poultry, whole eggs, cooked dry beans or peas; or ½ cup (4 oz) yogurt or cottage cheese; or a combination.
- **Vegetables/Fruit:** 2 tbsp vegetable, fruit, or both.

Snack*

- **Grains:** ½ oz eq (4 tbsp) infant cereal, ½ oz eq of bread/bread-like items, ¼ oz eq ready-to-eat breakfast cereal, or ¼ oz eq crackers.
- **Vegetables/Fruit:** 2 tablespoons fruit, vegetable or a combination of both.

*You must also offer a baby breastmilk and/or iron-fortified infant formula at breakfast, lunch, supper, and snack.

How Do I Credit Combination Baby Foods?

Follow the steps below to see how combination baby foods count toward a reimbursable meal or snack.

- 1 Look for the creditable ingredient(s) in the baby food. What component(s) do the ingredient(s) credit toward?

The charts below and on page 3 show some common ingredients that are and are not creditable in the CACFP infant meal pattern. Although there are ingredients that may not be creditable, if there is at least one creditable component, the combination baby food may be offered.

Look for combination baby foods that are made with few or no non-creditable ingredients. This will help ensure the infant gets the nutrition he or she needs for growth and development.

Creditable	
Food Item	Food Component
Beans	Grains/Meats/Meat Alternates or Vegetables/Fruit
Cheese (natural or processed)	Grains/Meats/Meat Alternates
Fin fish and shellfish	Grains/Meats/Meat Alternates
Fruits (not freeze-dried, not juice)	Vegetables/Fruit
Iron-fortified infant cereal*	Grains/Meats/Meat Alternates
Meats (beef, pork)	Grains/Meats/Meat Alternates
Poultry (chicken, turkey)	Grains/Meats/Meat Alternates
Ready-to-Eat Cereal	Grains (creditable at snack only)
Vegetables (not freeze-dried, not juice)	Vegetables/Fruit
Yogurt (not soy yogurt)	Grains/Meats/Meat Alternates

*At snack, iron-fortified infant cereal counts toward the grains component, as there is no required meats/meat alternates component at snack.

For more information on creditable foods in the infant meal pattern, see “Appendix F: Infant Foods List” in the “Feeding Infants in the Child and Adult Care Food Program” guide at fn.usda.gov/tn/feeding-infants-child-and-adult-care-food-program.

Not Creditable

Food Item

Barley	Nuts and seeds
Cooked grains	Nut and seed butters
Dried or powdered cheese*	Oats
Freeze-dried vegetables and fruit (e.g., banana)	Quinoa
Granola	Rice
Macaroni and other pastas	Soy yogurt
Millet	Wheat
Mixed grains	

*According to the Food and Drug Administration, dried or powdered cheese does not meet the definition of "cheese."

2

Does the combination baby food only include ingredients from one food component?

- **Yes.** If the combination baby food only has ingredients from one food component, go to Step 4. You can also see Example #1 (Page 5) on how to credit this food.
- **No.** Go to Step 3.

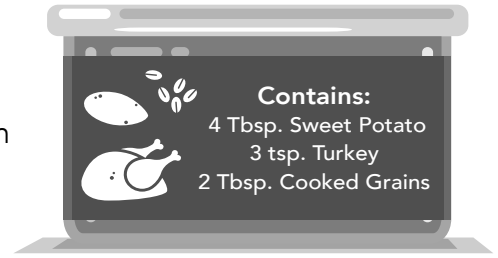


How Do I Credit Combination Baby Foods? (continued)

3

Is the amount of each creditable ingredient listed on the food container as a unit of volume (i.e., cups, tablespoons (tbsp), or teaspoons (tsp), etc.)?

- **Yes.** If the amount of each ingredient is listed as a unit of volume, such as cups, tbsp, tsp, etc., go to Step 4. You can also see Example #2 (Page 5) on how to credit this food.



Ingredients:

65% organic bananas, 30% water, 3% organic oat flour, 1% organic barley flakes, 0.277% organic cinnamon, 0.1% organic lemon juice concentrate.

- **No.** Is the amount of each of the ingredients listed as a percentage of the total weight? If so, you may need to calculate the amount of each ingredient to determine the number of tbsp, tsp, etc., or request more information from the manufacturer. See Example #3 on page 6.

- **No.** If the package does not list the volume or percentage of each creditable ingredient, then you will need more information from the manufacturer, such as a Product Formulation Statement. For more information on a PFS, see fns.usda.gov/sites/default/files/resource-files/manufacturerPFStipsheet.pdf.



4

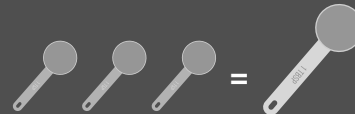
Compare the amount of each food component in the container with the amount required in the CACFP infant meal pattern.

- If the food has more than one ingredient from the same component, add the volume (cups, tbsp, tsp, etc.) of the ingredients together to see the total amount from the food component.
- If the volume (cups, tbsp, tsp, etc.) of ingredients that credit toward a food component is less than the required amount for that food component, additional foods are needed.

Converting to Tablespoons

If the package lists amounts in teaspoons or cups, see the information below for how many tablespoons are in that amount.

3 teaspoons (3 tsp) = 1 tablespoon (tbsp)



$\frac{1}{8}$ cup = 2 tablespoons (tbsp)



$\frac{1}{4}$ cup = 4 tablespoons (tbsp)



Let's Practice

Example 1: Sweet Potato, Apple, & Corn

Step 1. Look for the creditable ingredients. What component(s) do the ingredient(s) credit toward?

The creditable ingredients are sweet potato, apple, and corn. All the ingredients credit toward the vegetables/fruit component.

Step 2. Does the combination baby food only include ingredients from one food component?

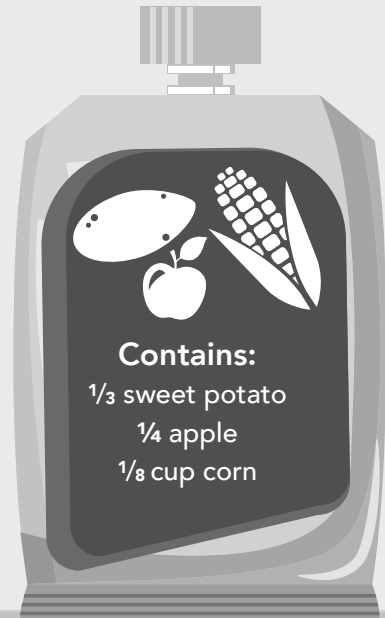
Yes. Sweet potato, apple, and corn are all creditable ingredients from the vegetables/fruit component. There are no other ingredients in this baby food.

Step 3. Is the amount of each creditable ingredient listed on the food container as a unit of volume (i.e., cups, tablespoons (tbsp), or teaspoons (tsp), etc)?

This food only contains ingredients from one food component (vegetables/fruit), so we do not need to know the amount of each ingredient.

Step 4. Compare the amount of each food component in the container with amount required in the CACFP infant meal pattern.

- The infant meal pattern requires that you offer 2 tbsp of vegetables/fruit at CACFP meals and snacks. Because this food only contains ingredients from one food component, you can offer an infant 2 tbsp of this food to fulfill the vegetables/fruit component.



Ingredients: sweet potato puree, apple puree, yellow corn.

Example 2: Turkey & Sweet Potato Dinner

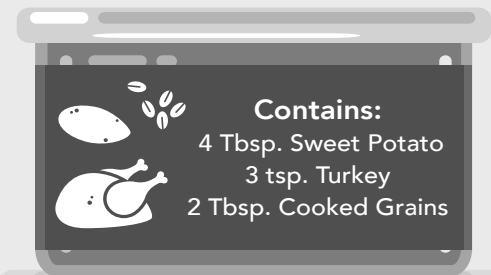
Step 1. Look for the creditable ingredients. What component(s) do the ingredient(s) credit toward?

The creditable ingredients are sweet potato and turkey. Sweet potatoes credit toward the vegetables/fruit component and turkey credits toward the grains/meats/meat alternates component.

This food also contains cooked grains, which are not creditable in the infant meal pattern.

Step 2. Does the combination baby food only include ingredients from one food component?

No. This food has ingredients that credit toward two different food components.



Step 3. Is the amount of each creditable ingredient listed on the food container as a unit of volume (i.e., cups, tablespoons (tbsp), or teaspoons (tsp), etc.)?

Yes. This tub of combination baby food lists 4 tbsp of sweet potatoes and 3 tsp of turkey per container.

Step 4. Compare the amount of each food component in the container with the amount required in the CACFP infant meal pattern.

The infant meal pattern requires that you offer:

- 2 tbsp of vegetables/fruit at CACFP meals and snacks, and
- 4 tbsp grains/meats/meat alternates at breakfast, lunch, and supper.

✓ Because this tub offers 4 tbsp of vegetables/fruit, one tub of this food fulfills the vegetables/fruit component.

⚠ However, this tub only offers 3 tsp (1 tbsp) of meats/meat alternates. You must offer 3 tbsp more of an iron-fortified infant cereal and/or meats/meat alternates to fulfill the full 4 tbsp of the grains/meats/meat alternates component.

Example 3: Granola With Banana and Cinnamon

Step 1. Look for the creditable ingredients. What component(s) do the ingredient(s) credit toward?

The creditable ingredient is banana. Bananas credit toward the vegetables/fruit component.

Step 2. Does the combination baby food only include ingredients from one food component?

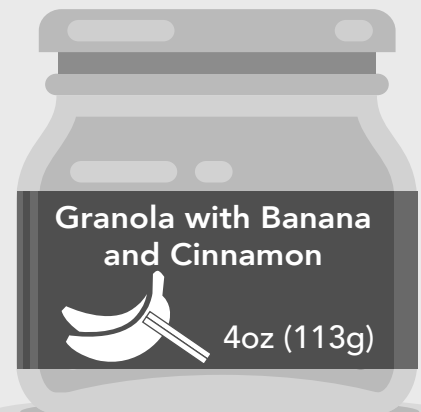
No. The food also contains water, oat flour, barley flakes, and other items that do not credit toward the vegetables/fruit component.

Step 3. Is the amount of each creditable ingredient listed on the food container as a unit of volume (i.e., cups, tablespoons (tbsp), or teaspoons (tsp), etc.)?

No. The amount of each ingredient is listed as a percentage of the total weight.

Step 4. Compare the amount of each food component in the container with amount required in the CACFP infant meal pattern.

Because the jar lists amounts of the ingredients in percentages of the total weight, you will need to use the Food Buying Guide for Child Nutrition Programs (foodbuyingguide.fns.usda.gov) to determine the amount that may be credited toward the meal pattern. Please contact your State agency or sponsoring organization for assistance and documentation requirements. You may also request a Product Formulation Statement (PFS) from the manufacturer that shows the amount of each ingredient in cups, tablespoons (tbsp), or teaspoons (tsp), etc. For more information on a PFS, see fns.usda.gov/sites/default/files/resource-files/manufacturerPFStipsheet.pdf.



Ingredients:

65% organic bananas, 30% water, 3% organic oat flour, 1% organic barley flakes, 0.277% organic cinnamon, 0.1% organic lemon juice concentrate.



SECTION 13: Answer Keys

Answer Keys are on the following pages.

- Exercise 1: Daily Attendance Record
- Exercise 2: Meal Count Record
- Exercise 3: Meal Count Consolidation and Center Claim
- Exercise 4: Bad Apple Day Care Menu

Example – Private – For Profit Child Care Center – CCC Claim

July 20XX

Pending Submission

Original Claim

↓ Bottom of Form

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

(1) Free Enrollment	2	(5) Number of Operating Days	19
(2) Reduced Enrollment	2	(6) Total Attendance for Month	96
(3) Paid Enrollment	2	(7) License Capacity (from Application)	120
(4) Total Enrollment	6		

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

Meal Type	Breakfast	AM Snack	Lunch	PM Snack	Supper	Night Snack
(8) Free	30		37	33		
(9) Reduced	17		21	16		
(10) Paid	29		30	20		
(11) Total Meals	76		88	69		
Average						
(12) Daily Participation	4	0	4.63	3.53	0	0

For-Profit Centers Only

Total TitleXX / XIX Beneficiaries	Free/Reduced-Price Eligible Children	Eligibility %
(13) <input style="width: 50px;" type="text"/>	(14) <input style="width: 50px; text-align: center;" type="text" value="4"/>	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

Answer Key

Exercise 4 - Bad Apple Day Care Menu

Problems with the menu include:

Monday (6/8)

Breakfast- Menu is not creditable because the vegetable/fruit component is missing. 2% milk is not creditable. Scrambled eggs could be served in place of toast as a component or may be served as an 'other' item at breakfast.

Lunch – 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 lunch.

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

Tuesday (6/9)

Breakfast – Menu is not creditable since the milk component is missing. Ham slice was served in place of the bread component.

Lunch – Menu is not creditable since the vegetable component is missing.

Snack – Menu **is** creditable.

Wednesday (6/10)

Breakfast – Menu **is** creditable.

Lunch – 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.

Snack – Menu is not creditable since vanilla wafers are not creditable. Another component must be served. Yogurt meets the sugar limits of 6 ounces containing 0 – 23 grams sugar.

Thursday (6/11)

Breakfast – Menu is not creditable since the vegetable/fruit component is missing.

Lunch – Menu is not creditable since the grain component is missing.

Snack – Menu **is** creditable.

Friday (6/12)

Breakfast – Menu is not creditable since the grain component is over the sugar limits for a ready-to-eat cereal. The cereal also could not be credited as a whole grain item.

Lunch – Menu **is** creditable.

Snack – Menu is not creditable since whole chocolate milk is not creditable. Adults and children six years of age and older may be served flavored fat-free (skim) or low-fat (1%) milk.

Overall: Ensure one whole grain (WG) is served daily. Only Wednesday and Thursday had WG served.

Maintain copies of all WG, yogurt and cereal nutrition facts labels. Meat/Alternates can be served up to three times a week for breakfasts, in place of the grain component.

