



4-C: COMMUNITY COORDINATED CHILD CARE

**Child and Adult Care Food Program
2nd Trimester**

Required Training for Providers & Assistants

**PERMANENT AGREEMENT
&
PRODUCT ANALYSIS / CHILD NUTRITION LABELING**

FY 2011

02/01/11 – 05/31/11

with

Self-Study Unit (receive 2 hrs credit)

**We make it easy! Read the packet,
complete the questionnaire and
send it back to 4-C.**

Keep the packet, it's yours.

We'll send your certificate of completion right to you!

**CACFP PERMANENT AGREEMENT AND
PRODUCT ANALYSIS & CHILD NUTRITION LABELING WORKSHEET**



CACFP's Permanent Agreement



The Child and Adult Care Food Program (CACFP) is a United States Department of Agriculture (USDA) - funded program administered by the Illinois State Board of Education (ISBE), which provides reimbursement for meals served to children ages birth through 12 years enrolled in a day care home.

Day Care Provider Eligibility

To participate in CACFP, a day care home provider must sign an agreement with a sponsoring organization before participating and receiving monies for serving nutritious meals in CACFP.

This agreement is in compliance with the United States Department of Agriculture, Child and Adult Care Food Program regulations 7CFR 226. The terms and conditions of this Agreement may be revised according to Federal Legislation and/or regulatory changes.

Foundation of Your Participation in the CACFP with 4-C



The Permanent Agreement is the foundation of your participation in the CACFP with 4-C: Community Coordinated Child Care. Federal regulations govern what the agreement contains and therefore govern your participation on the CACFP. The terms of the agreement are separated under the rights and responsibilities of the sponsoring organization, which is 4-C and the rights and responsibilities of the provider, which is you.

By having signed this agreement, (which you did when you initially began participating in the CACFP under 4-C's sponsorship and with every revised edition of the agreement), you and 4-C agreed that this is a permanent and binding agreement. Your entire participation on the CACFP is governed by this agreement.

Permanent Agreement Handout

We have included a copy of the current Permanent Agreement. On the next page, in an abbreviated form, we've listed the areas covered under the Sponsor's Rights and Responsibilities and the Provider's Rights and Responsibilities. (And you thought we were *inventing* these things? **Hardly!**) Everything that we ask of you on our program is covered on the Permanent Agreement.



Please note that the permanent agreement handout in this packet is to be used with the test and does NOT need to be signed and returned to us.

**CACFP PERMANENT AGREEMENT AND
PRODUCT ANALYSIS & CHILD NUTRITION LABELING WORKSHEET**

What's Covered Under the Sponsor on the Permanent Agreement

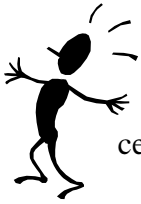
Program regulations governed by CACFP 7 CFR Part 226 in the Federal Register
Program at no cost to provider
Civil Rights
Initial training for new provider
Provider Training
Updates
Supply Provider with Required Forms
Child Enrollment Forms
Claim and Payment
Tiering
Monitoring
Parental Contacts
Corrective Action Plan, Seriously Deficient Process, Termination/Disqualification



What's Covered Under the Provider On the Permanent Agreement

- Number of Agreements
- Civil Rights
 - No discrimination
 - Distribute Building for the Future brochure (clarification from ISBE is that the brochure can be distributed OR displayed)
- Training
- Meal Compliance
 - Menus contain required components
 - No charge for food
 - Offer to provide one type of Iron-fortified formula to infants and the recordkeeping requirement
 - Number of meals you can claim per child per day
 - Approved meals
- Recordkeeping Compliance
 - Child Enrollments
 - Accurate daily menus and attendance
 - Menus contain required components
- Licensing and License-exempt (CCAP providers) compliance
 - Maintain copy of license and alert sponsor to changes
 - License compliance
 - License-exempt Illinois Department of Human Services (IDHS) Child Care Assistance Program (CCAP) compliance
 - License capacity
- Claim Submission
- Advance Notification
- Operational Changes
- Monitoring
- Meal Serving Times
- Claiming Own Children
- Age of eligible children
- Transfers
- Administrative Review (Appeal Hearing) upon termination

**CACFP PERMANENT AGREEMENT AND
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WOW! That just about covers everything, don't you think? Well...not quite everything. There is a *certification clause* at the end of the Permanent Agreement that you signed. Basically, the certification clause states:

- You will comply with the rights and responsibilities in the agreement.
- You are not currently participating with another food program.
- Deliberate misrepresentation may be subject to prosecution.
- CACFP payments are contingent upon availability of federal funds.

Signature, Date and Birthday?

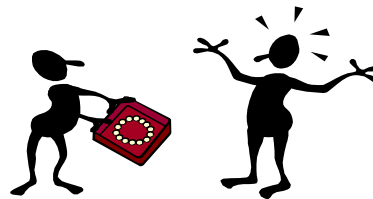
You may notice on the space for your signature, of those things we're



Permanent Agreement under the certification clause and directly above the there is a space for your date of birth. Why do we collect that? It's another one required to do.

Where does that regulation originate? It originated from the interim rule, *Child and Adult Care Food Program Implementing Legislative Reforms to Strengthen Program Integrity*, which was published in the Federal Register on June 27, 2002, requiring all State Agencies to collect the date of birth of the responsible principals and individuals of family day care homes/providers participating in the CACFP. This information is used only in the event that the family day care home/provider is declared seriously deficient by the Sponsoring Organization, terminated from the CACFP for cause, and placed on the USDA National Disqualified List.

(Guess you've figured out by now that we don't need your date of birth to send you a birthday present!)



VOILA! There you have it. That's the Permanent Agreement. In the next pages you'll see a copy of the Permanent Agreement. You should have a signed copy in your Food Program binder.

CACFP PERMANENT AGREEMENT AND PRODUCT ANALYSIS & CHILD NUTRITION LABELING WORKSHEET

Child and Adult Care Food Program SPONSORING ORGANIZATION/PROVIDER PERMANENT AGREEMENT

RIGHTS AND RESPONSIBILITIES OF THE SPONSORING ORGANIZATION

In accordance with Child and Adult Care Food Program (CACFP) regulations, the sponsoring organization agrees to:

1. Comply with provisions of CACFP 7 CFR Part 226.
2. Provide all required administrative services without cost to the provider and accept final administrative and financial responsibility.
3. In the operation of the CACFP, no person will be discriminated against because of race, color, national origin, age, sex, or disability.
4. Conduct and provide pre-approval training to each new day care home. This training includes explaining program benefits, verifying licensure and capacity, providing policies and procedures with sponsor handbook and forms, and enrollment forms.
5. Annually train key staff (the provider and assistant if applicable) regarding CACFP regulations including meal patterns; record keeping requirements; reimbursement process; required forms, such as enrollment forms, menus, meal attendance sheets, and income eligibility applications; and the review process. A sponsor must extend the time of monitoring reviews if training is to be at the day care home. In addition, training must include the sponsor's policies and written procedures.
6. Offer additional training as needed for a minimum of two hours. Training is provided by various methods, such as conferences, group meetings, online training, self-paced curriculum, or one-on-one in-home training that is separate from the monitoring visit.
7. Update the day care home of all CACFP policies and procedures through handbooks, newsletters, or letters.
8. Ensure the *Building for the Future* brochure is provided to all day care home providers and disseminated to parents and guardians of enrolled children.
9. Provide CACFP record keeping forms to each provider; e.g., enrollment, menus, meal attendance, Household Income Eligibility Applications, and program policies and procedural handbooks.
10. Annually collect enrollment forms for all children enrolled for child care in each day care home. This includes enrollment forms for the provider's own children 12 years of age and younger.
11. Require day care home providers to submit their meal records by the 4th day of each month. The 15th of the month is the last day we can accept menus.
12. Determine which day care homes under its sponsorship are eligible as Tier I homes by school data or census data. The sponsoring organization, the Illinois State Board of Education, or USDA Food and Nutrition Service may change the determination if information becomes available indicating a provider is no longer Tier I eligible.
13. Distribute Household Income Eligibility Applications to providers who wish to be eligible for Tier I reimbursement and who wish to claim their own children in the CACFP.
14. Verify provider's household income and other program eligibility benefits for all day care home providers applying for Tier I eligibility.
15. Inform Tier II providers of all their options for receiving reimbursement for meals served to enrolled children.
16. Upon request of a Tier II provider, distribute Household Income Eligibility Applications to households of all children enrolled in the day care home, or the provider may elect to have the sponsoring organization distribute such applications only to households identified as being categorically eligible for Tier I reimbursement.
17. Collect and approve the Household Income Eligibility Applications, upon request of the provider, from parents of enrolled children and determine the eligibility of enrolled children for Tier I or Tier II reimbursement.
18. Keep all household income eligibility information confidential from providers and limit the use of such information to persons directly connected with the administration of the CACFP.
19. Represent the provider for the purpose of participation in the CACFP including the preparation and processing of Illinois State Board of Education reimbursement forms.
20. Evaluate monthly menus and attendance sheets, and other required records to determine allowable reimbursement.
21. Reimburse the Tier I and Tier II providers within five working days from the receipt of state agency reimbursement, the full-food service rate for each allowable meal served to enrolled children in an approved day care home.
22. Disallow meals claimed for reimbursement if the provider's records are incomplete, inaccurate, or missing. Disallow if meals do not meet CACFP meal pattern requirements or if meals are claimed in excess of the authorized Department of Children and Family Services (DCFS) license capacity or Illinois Department of Human Services (IDHS) enrollment. Disallow if more than two meals and one snack or two snacks and one meal are claimed per child per day.
23. By consent from the day care home, the sponsoring organization may incur costs for the provision of program foodstuffs or meals on behalf of the home, and subtract such costs from program reimbursement. This may only occur if approved by the state agency and an addendum to the agreement is completed.
24. The sponsor must not withhold payment to any day care homes, unless the claim is invalid and/or due to the provider submitting a false or erroneous meal count.
25. Review each provider a minimum of three times a year including the additional requirements.
 - At least two of the three reviews must be unannounced. Conduct these reviews during the provider's normal business hours. Ensure monitor shows photo identification when conducting a review.
 - At least two of the three reviews must include the observation of a meal service and one of the reviews must be during an unannounced visit. No more than six months may elapse between each review.
 - At least one review must be made during the day care home's first four weeks of program operation.
 - All reviews must include reconciliation of meal counts for five consecutive days.
 - When monitoring staff discovers conduct or conditions in a home that pose an imminent threat to the health or safety of participating children, they must notify the appropriate State or local licensing authorities and take action consistent with the recommendations and requirements of those authorities.
26. Contact parents/guardians of enrolled children to verify attendance as defined in the Corrective Action Plan guidance.
27. Provide a copy of the seriously deficient procedures and a list of serious deficiencies to the provider.
28. Determine a provider seriously deficient if that provider meets the criteria for serious deficiencies.
29. Conduct unannounced Follow-Up Reviews for reasons including but not limited to Corrective Action Plans, serious deficiencies, and block claiming.
30. Conduct unannounced Follow-Up Review if an adequate Corrective Action Plan is submitted after being determined seriously deficient.
31. Propose to terminate provider if an inadequate written Corrective Action Plan is returned to the sponsor. With the termination letter, include information regarding the provider's right to an appeal and the proper timelines to respond.
32. Terminate a day care home if the home voluntarily terminates its agreement with the sponsor after notification of its serious deficiency.
33. Prohibit the submission of a Site Information Sheet on behalf of a day care home provider if either the provider or its principals have been placed on the National Disqualified List.

CACFP PERMANENT AGREEMENT AND PRODUCT ANALYSIS & CHILD NUTRITION LABELING WORKSHEET

RIGHTS AND RESPONSIBILITIES OF THE PROVIDER

In accordance with Child and Adult Care Food Program regulations, the provider agrees to:

1. Enter into agreement with only one sponsoring organization that is either a public or a private nonprofit organization participating in the CACFP.
2. Ensure the day care home is open to all enrolled children without regard to race, color, national origin, age, sex, or disability.
3. Participate in annual training provided by the sponsoring organization.
4. Prepare and serve meals that meet CACFP meal patterns to enrolled children at no separate charge. The allowable meal types are breakfast, lunch, supper, a.m. snacks, p.m. snacks, and evening snacks.
5. Offer parents of infants at least one type of infant formula when caring for their infant. Collect from the parents a signed statement when the parents choose to supply their own infant formula and infant food.
6. Maintain a copy of the current DCFS day care home license. Continue to provide to sponsors updated license information including changes in license capacity, expiration date, and license number changes.
7. Follow all licensing rules that include caring for no more children than the license capacity states and operating within the hours prescribed on the license. Comply with enrollment requirements and receive funding from the IDHS Child Care Assistance Program.
8. Comply with the record keeping requirements established in Section 226.18(e)(g). Failure to maintain such records shall be grounds for the denial of reimbursement and possibly the grounds for determining the day care home seriously deficient.
9. Make available the CACFP *Building for the Future* brochure provided by the sponsoring organization that details information about the CACFP to all parents of enrolled children.
10. Annually collect and maintain a signed enrollment form from the parent for each child enrolled in child care including the provider's own children. You cannot claim meals if enrollment is not up-to-date or is missing.
11. Maintain accurate daily records of the names of all children served meals by meal type on the meal attendance sheets and menus.
12. Maintain menus that contain all required meal components based on the age of the child(ren) in care.
13. Mail or deliver menus, meal attendance sheets, child enrollment forms, and any additional information within the prescribed timelines set forth by the sponsoring organization. Failure to do so will result in loss of payment for that month.
14. Notify the sponsoring organization, in advance, when the provider will be out of the home during the meal service period. If an unannounced visit is attempted during a meal service period and the provider failed to notify the sponsor in advance of the absence, claims for meals that would have been served during the unannounced visit will be disallowed.
15. Promptly inform the sponsoring organization about any changes related to the day care home including children enrolled in care, changes in meal times, shifts, days of operation, change of address, telephone number, and license issues.
16. Allow the sponsor, Illinois State Board of Education, and other state and federal officials, with a photo identification, the right to announced or unannounced visits to the home to observe the meal service and review records during the hours of operations.
17. Agree to serve meals at the times listed on the CACFP Site Information Sheet as approved by the State agency.
18. Claim no more than two meals and one snack or two snacks and one meal per child per day.
19. Claim only meal types specified and approved on CACFP Site Information Sheet as approved by the State agency.
20. If meals to his/her own children are claimed, provider must document income eligibility by completing a Household Income Eligibility Application. In addition, nonresident children must be in attendance, enrolled, and participating in the CACFP during the time of meal service.
21. Do not claim meals in excess of the authorized license capacity listed on the DCFS day care home or group day care home license.
22. Each licensed facility is only allowed to claim through one sponsoring organization per license.
23. Claim meals served only to enrolled children through 12 years of age or under, children of migrant workers 15 years of age or under, and mentally or physically disabled persons, as defined by the state who are enrolled in an institution or child care facility serving a majority of persons 18 years of age and under.
24. Follow the state agency's policy that restricts the transfer of day care home providers between sponsoring organizations during a fiscal year. Day care home providers are allowed to change sponsoring organizations at the end of the fiscal year (September 30) only if there is a valid reason for the change. The provider must notify their sponsor in writing that they wish to transfer to another organization. This notification must be completed no later than September 10 each fiscal year.
25. Have the opportunity to request an Administrative Review (hearing) if a sponsoring organization issues a Notice of Proposed Termination of the day care home agreement for cause.

The provider and the sponsor agree this is a permanent and binding agreement and can be terminated by either party with written notice for cause or convenience or subject to stipulations by the State agency. Failure to comply with any of the terms of this agreement may result in loss of reimbursement to the provider, which could include suspension and/or termination of the agreement and disqualification of future CACFP participation.

CERTIFICATION - We certify we will comply with the rights and responsibilities outlined in this Agreement. The provider certifies he/she is not participating in the CACFP under any other sponsoring organization. The provider understands this Agreement is for the receipt of federal funds and deliberate misrepresentation may subject him/her to prosecution under applicable state and federal criminal statutes. The provider also understands CACFP payments are contingent upon availability of federal funds.

NAME AND ADDRESS OF PROVIDER (Type or Print)	NAME OF SPONSORING ORGANIZATION (Type or Print) 4-C: COMMUNITY COORDINATED CHILD CARE
DATE OF BIRTH	LICENSE NUMBER
SIGNATURE AND DATE OF PROVIDER	SIGNATURE AND DATE OF SPONSORING ORGANIZATION REPRESENTATIVE

**CACFP PERMANENT AGREEMENT AND
PRODUCT ANALYSIS & CHILD NUTRITION LABELING WORKSHEET**

PRODUCT ANALYSIS & CHILD NUTRITION LABELING

Combination Dishes

Some of the foods you may choose to serve the day care children in your care are what we refer to as “Combination Dishes”. These are commercially prepared combination products (such as ravioli, meat or cheese pizza, potpies, fish sticks, corn dogs, meat burritos and chicken nuggets). They are creditable if they are labeled ‘Child Nutrition’ (CN) or if a product formulation sheet (Manufacturer’s Analysis Sheet) is signed by an official of the manufacturer and is available for review in your files. This sheet must list the following; the amount of meat/meat alternate; and/or the amount of fruit or vegetable; and/or the amount of grain or bread in the product.

It’s recommended that these combination dishes are credited for only one or two meal pattern requirements – just in case a particular child does not care for the dish. For example, if you’re serving lasagna, you might be tempted to record the meal (ground beef?) for the meat/meat alternate; the tomato sauce as a vegetable and the noodles as the grain/bread component. What if the child doesn’t care for lasagna? He or she may well not eat any of the dish and so would not receive a sufficient amount of food for the meal.

What is a Manufacturer’s Analysis Sheet or a Product Analysis Sheet?

Both of these items state the meal component serving size of a product. No two sheets will look the same but will all contain a stated amount of meat/meat alternate, grain/bread, and/or a fruit/vegetable component. The sheets will be signed by an official of the manufacturer – not a salesperson. You can call the toll free ‘800’ number on the packaging to receive the Manufacturer’s Analysis Sheet for that product.

A Product Analysis Sheet can answer if a specific food item is creditable, what food group it can ‘count’ as and tell you how much you need to serve to meet a particular serving size. Questions like: “Can I count the breading on these chicken nuggets or fish sticks as a grain/bread component?”; “Is this frozen pizza have enough meat and cheese on it to count it as a meat requirement?” can be answered with the Product Analysis Sheet. On a Product Analysis Sheet you can get the UPC code, the company name and contact information (like the company’s address and website).

Here are some popular company contacts you may need:

Tyson:	800.233.6332
ConAgra Foods:	402.595.6001 (Banquet, Great Value, Marie Calendar)
Campbell Soup:	846.342.4936 (Pepperidge Farm)
Schwan’s:	www.schwans.com/daycare or www.schwansfoodservice.com

What in the world is a CN Label??

The Child Nutrition Labeling Program is a voluntary federal labeling program for the Child Nutrition Programs (this means there is no federal requirement that anyone makes or purchases CN labeled products). The program is run by the Food and Nutrition Service (FNS) of the United States Department of Agriculture (U.S.D.A.) in cooperation with the following agencies within the U.S.D.A. and the U.S. Dept. of Commerce (U.S.D.C.); Food Safety & Inspection Service, Agriculture Marketing Service and National Marine Fisheries Service. Products that are labeled ‘CN’ are the main dish products which contribute to the meat/meat alternate component of the meal pattern requirements. Some examples include beef patties, cheese or meat pizzas, meat or cheese and bean burritos, egg rolls and breaded fish portions.

**CACFP PERMANENT AGREEMENT AND
PRODUCT ANALYSIS & CHILD NUTRITION LABELING WORKSHEET**

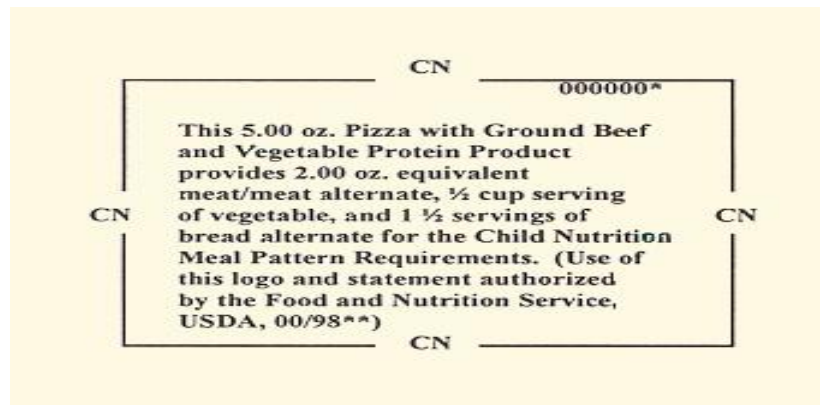
What in the world is a CN Label?? (Continued)

Other items are juice and juice drink products which contain at least 50% full strength juice by volume. This includes such products as grape drink, fruit punch and juice bars.

The advantage of using a CN label is the fact that the statement clearly identifies the contribution of a product toward the meal pattern requirements. It protects people from ‘exaggerated claims’ about a product.

CN labeled products are not necessarily more nutritious! The product is guaranteed to contain a certain quantity of food yet it doesn’t indicate that the quality of food is any different than any non-CN labeled food. Neither does it mean the food is safer to eat or free of pathogen or allergens. CN labeled product costs should be similar. The cost comparison between two meat products should be based on the cost per ounce or pound that contributes to the meal pattern requirements, not on the product cost per ounce or pound.

There are several ways to identify a CN label. The CN logo has a distinct border around the label and a meal pattern contribution statement. It will include a six-digit product identification number, a USDA/FNS authorization statement and a month and year of approval.



You can find CN labeled products at warehouse-type grocery stores and food service companies.

If you can’t find a CN label for a particular product you’d like to serve the children in your care, you can contact the manufacturer and request a Product Analysis Sheet or a Manufacturer’s Analysis Sheet.

Remember, though, there is no federal requirement that anyone make or purchase CN labeled products. If you are serving commercially prepared combination products to be creditable, you do need to have either a CN Label, Product Analysis Sheet or a Manufacturer’s Analysis Sheet.

Breakfast Cereals

Nearly all cereals can be credited on the Food Program. To make sure your choices for breakfast or snack can be credited, cereals must be labeled as “whole grain” (100%); “fortified” or “enriched” - or the ingredient statement must show that the primary grain ingredient is either whole grain, enriched flour or meal, bran, or germ; or the manufacturer’s documentation provides gram amount of creditable grains per serving.

**CACFP PERMANENT AGREEMENT AND
PRODUCT ANALYSIS & CHILD NUTRITION LABELING WORKSHEET**

Serving Pizza?

Commercial pizza crust may be credited using Group B from your Meal Pattern Chart (that should be included in your Food Program binder – see the inside of the 11 x 17 chart under the Grains/Breads section). The flour must be enriched or whole-grain. (Check out your favorite frozen pizza – Jack’s Pizza, Tombstone, most DiGiorno, California Pizza Kitchen, County Market and Mama Cozzi’s are a few brands that DO NOT qualify as they are not enriched/whole grain. Some brands that DO qualify are Freschetta, Red Baron, Tony’s Pizza, Schwan’s, Totino’s and Jeni’s.)

If the brand you like qualifies, here are minimum serving sizes:

Ages 1 – 5 serving size is 0.5 ounces (13 grams)

Ages 6 – 12 serving size is 0.9 ounces (25 grams)

So in this instance, you would multiply how many children you have in each age group to determine if you have adequate pizza on the table. For example, if you have 3 children between the ages of 1 – 5 (3 children x .5 ounces = 1.5 ounces) and 2 children between the ages of 6 – 12 (2 children x .9 ounces = 1.8 ounces), you’d need to have a pizza on the table for the children of at least: 1.5 ounces + 1.8 ounces = 3.30 ounces – for the crust to qualify as your grains/breads component.

Do you count the toppings for your meat or meal alternates? Be careful – if you’re counting cheese, remember it takes 4 ounces of cheese to count as a serving size for a 6 – 12 year old (3 ounces of cheese for a 3 – 5 year old). Watch your labels if you’re counting cheese and/or sausage, etc. Nearly all of the thin crust pizzas DO NOT offer sufficient meat or meat alternates (although you can add substantially more to make serving size).

Practicality of Serving Sizes for Different Ages

Serving peanut butter?

When you’re planning menus, consider the serving size for the age of the child. For example, for a lunch, a 3 – 5 year old child would need a minimum of 3 Tablespoons on a ½ slice of bread to make a sufficient serving size. (Do you think 3 Tablespoons of peanut butter on a ½ slice of bread is a good idea to place in front of a child? Choking hazard should come to mind immediately!) Product Analysis sheets may be taken into consideration for some items in this ruling. In this case, a better idea would be to serve less peanut butter on the bread and serve an additional meat or meat alternate (such as cheese, cottage cheese, yogurt, etc.).

Do you like to serve dessert-type items as part of your menu? Due to the added sugar, we ask that you serve them no more than twice a week.

After you have carefully read the material presented on CACFP Permanent Agreement and the Product Analysis & Child Nutrition Labeling Handout, answer the questions on this quiz (that’s pages 9 - 13) and submit it to 4-C by July 1, 2011. Both you as the provider, and any assistants you may have are required to complete this training.

**CACFP PERMANENT AGREEMENT AND
PRODUCT ANALYSIS & CHILD NUTRITION LABELING WORKSHEET**

Part I of the Permanent Agreement: Rights and Responsibilities of the Sponsoring Organization (4-C)

1. **The sponsor must conduct a monitoring review on each day care home at least**
 - a. twice a year.
 - b. three times a year.
 - c. four times a year.

2. **The sponsor must distribute Household Income Eligibility Applications to providers who wish**
 - a. to be eligible for Tier I rates.
 - b. to be eligible to claim their own children in the CACFP.
 - c. to be eligible to claim their assistant's meals in the CACFP.

3. **The sponsor must ensure that the Building for the Future brochure is provided to all day care providers.**
 - a. True
 - b. False

4. **The official last day to submitting a meal claim to 4-C is**
 - a. the 10th of the month.
 - b. the 21st of the month.
 - c. the 15th of the month.

5. **The sponsor must *verify* income (collect paycheck stubs, federal schedule C tax reports, etc.) for**
 - a. Tier I providers by area (school or census) wanting to claim their own children.
 - b. Tier II providers making application for Tier I rates.
 - c. Tier II providers wanting to claim their own children.

6. **The sponsor *must* conduct unannounced Follow-up visits for the following reasons.**
 - a. Corrective Action Plans
 - b. Serious Deficiencies

7. **Some Tier II providers choose to have their day care parents complete Household Income Eligibility Applications. The sponsor must keep information on Household Income Eligibility Applications gathered from parents confidential.**
 - a. True
 - b. False

8. **The sponsor can withhold payment to a provider for any reason.**
 - a. True
 - b. False

9. **List 3 reasons why a sponsor must disallow a meal on a meal claim.**
 - a. _____
 - b. _____
 - c. _____

Part II: Rights and Responsibilities of the Provider (You)

10. **How many meals/snacks per day per child can a provider claim for reimbursement?**
 - a. No more than 3 meals.
 - b. No more than 2 meals and 1 snack.
 - c. No more than 1 meal and 2 snacks.

**CACFP PERMANENT AGREEMENT AND
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Part II: Rights and Responsibilities of the Provider (You) (Continued)

- 11. If a provider is going to be away during a meal service period, the provider is required to notify the sponsor in advance.**
 - a. True
 - b. False

- 12. If there is a valid reason, providers are allowed to transfer to another sponsoring organization at the end of the fiscal year (October 1 – September 30) if they notify their sponsor in writing by**
 - a. August 31
 - b. October 1
 - c. September 10

- 13. Providers agree to serve meals within time frames listed on their site sheets.**
 - a. True
 - b. False

- 14. During the hours of child care operation, the provider agrees to allow meal services to be observed and records to be reviewed, announced or unannounced by**
 - a. The sponsor
 - b. Illinois State Board of Education
 - c. Any other state or federal official

- 15. Providers are required to complete training by the sponsor.**
 - a. True
 - b. False

- 16. A provider can claim dinner meals for reimbursement even if dinner is not approved by her sponsor.**
 - a. True
 - b. False

- 17. It's a requirement to offer to supply parents of infants at least one type of infant formula when caring for their infant.**
 - a. True
 - b. False

- 18. You may charge parents a separate charge for meals on the food program.**
 - a. True
 - b. False

Cite the number on the Permanent Agreement under Sponsor's Rights and Responsibilities where you found the above answer. _____

- 19. The provider agrees to keep menu/attendance records up-to-date.**
 - a. True
 - b. False

Cite the number on the Permanent Agreement under Sponsor's Rights and Responsibilities where you found the above answer. _____

- 20. List 3 changes related to the day care that need to be promptly reported to the sponsor.**
 - a. _____
 - b. _____
 - c. _____

**CACFP PERMANENT AGREEMENT AND
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21. Every year providers are to collect and maintain a signed enrollment form for each child enrolled, including the provider's own child, and have parents update enrollment forms as needed.
- True
 - False
22. If you have received a Notice of Proposed Termination for cause, you may request an administrative review (appeal hearing).
- True
 - False
23. You have been provided with a copy of the Seriously Deficient procedures and a list of serious deficiencies. What is the name of that document? (Hint: the packet in on colored paper!)
- _____
24. How much milk should a 3 – 5 year old child be served for lunch or dinner?
- $\frac{1}{2}$ cup
 - 1 $\frac{1}{2}$ cups
 - $\frac{3}{4}$ cup
 - no milk is required
25. A typical chicken drumstick with the skin represents how much meat?
- 1 $\frac{1}{2}$ ounces
 - $\frac{1}{2}$ ounce
 - 2 ounces
 - 3 ounces
26. List four examples of commercially prepared combination products.
- _____
 - _____
 - _____
 - _____
27. In order for the commercially prepared combination products to be creditable, what must be present in your home?
- 'Child Nutrition' (CN) Label
 - Product formulation sheet (Manufacturer's/Product Analysis Sheet)
 - One of above
28. Do you really have to keep the labels listed above in your home? (Circle yes or no)
- Yes No
29. True or False. A Manufacturer's/Product Analysis Sheet must be signed by an official of the manufacturer – not a salesperson.
- True
 - False
30. True or False. If a Manufacturer's/Product Analysis Sheet indicates that a food does not meet CN requirements, the food can still be creditable on the Food Program.
- True
 - False
31. What is the average chicken nugget serving size for a 3 – 5 year old?
- 3 chicken nuggets
 - 6 chicken nuggets
 - 8 chicken nuggets

**CACFP PERMANENT AGREEMENT AND
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32. What data would you find on a Manufacturer's/Product Analysis Sheet? (Circle all that apply)

- a. Information about the product
- b. UPC code
- c. company name
- d. contact information (address, website)

33. How many ounces of meat are in a 1/3 cup of cooked ground beef?

- a. 1 ounce
- b. 1 1/2 ounce
- c. 1/2 ounce
- d. 3/4 ounce

34. True or False. When serving fruits or veggies, anything less than 1/8 cup is considered a garnish.

- a. True
- b. False

35. Indicate three possible key words that should be listed for a cereal to be creditable.

36. What is perhaps the easiest way to receive a Manufacturer's/Product Analysis Sheet on a product?

- a. Write the company via 'snail mail'
- b. Phone the 800 number on the packaging

37. List three store brands that have pizza crust that is either enriched or whole-grain which would allow the product to be creditable.

38. What does CN stand for? _____

39. Dessert-type items include cookies, cakes, brownies, even granola bars. How many times should these items be served in a week?

- a. 2 times
- b. 4 times
- c. Unlimited times – the children love them!

40. How do you identify a CN label?

41. True or False. You should expect CN labeled products to cost more.

- a. True
- b. False

**CACFP PERMANENT AGREEMENT AND
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42. True or False. Manufacturers are required to CN label their products.

- a. True
- b. False

43. Lunch serving size for peanut butter (for a 3 – 5 year old) is 3 Tablespoons on a ¼ slice of bread. For a school ager, lunch serving size is 4 Tablespoons on a ½ slice of bread. Both of these represents a choking hazard! What is another way to serve peanut butter for lunch and still offer sufficient protein to the child? (Hint: check your Meal Pattern Chart if need help here!)

The worksheet will be reviewed for accuracy and, if necessary, corrections made. After processing, a certificate for training will be sent to you for two (2) hours of training.

PLEASE SIGN FORM FOR CREDIT _____ **Date** _____

Your Name Here

(If you are an assistant, please print the provider's name here): _____

This training is required for all providers and their assistants and must be returned to 4-C by July 1, 2011.