



CHILD AND ADULT CARE FOOD PROGRAM
(CACFP)

FY2019 REQUIRED TRAINING

2nd TRIMESTER HANDOUT

02/01/19 – 05/31/19

WITH SELF-STUDY UNIT

THIS ANNUAL TRAINING IS REQUIRED FOR
FOOD PROGRAM PARTICIPANTS
AS WELL AS THEIR ASSISTANTS.

Upon correct completion, 2 hours of CACFP credit will be issued for each provider/assistant (submit a separate, completed quiz for each individual).

The quiz is due back into the 4-C office by 07/01/2019.

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 family child care home.

Meal Patterns

Food Groups

Minimum meal pattern requirements are determined by the USDA. The USDA selects food items for use or non-use based on the item’s fat, sugar and salt content and overall nutritive value. Below are the four basic food groups which must be utilized to fulfill the menu pattern requirements of the food program.

- 1) **Fluid Milk** – This includes whole milk, 2% milk, 1% milk, skim milk, or flavored milk made from these types of fluid milk. Buttermilk may also be served. A child may take up to one month to transition from one milk to another.

Required Milk Choices for Each Age

Infant/Child Age	Milk Type:
Infants (under 1 year)	Breast Milk or Iron Fortified Infant Formula (including soy-based)
Children 1 year of age	Whole Milk is required
Children 2 years of age and older	Skim Milk or 1% Milk

Note: Low-fat (1%) or fat-free (skim) flavored milk can be served to 6-12 yr olds

If a parent chooses to have a non-dairy substitute served to their child, a **Parent Request for Non-Dairy Substitute** form is required to be completed and kept on file at the provider’s home as well as the 4-C office.

The provider is not required to provide this non-dairy substitute (the parent would then provide this). This non-dairy substitute is required to meet all of the nutritional minimums as listed in the table below.

Nutrient Table

Nutrient	Amount	% Daily Amount (DV)
Calcium	276 mg	28%
Protein	8g	16%
Vitamin A	500 IU	10%
Vitamin D	100 IU	25%
Magnesium	24 mg	6%
Phosphorus	222 mg	22.2%
Potassium	349 mg	10%
Riboflavin	.44 mg	26%
Vitamin B-12	1.1 mg	26%

Currently, the only soy brands that we are aware of in our geographic area that meet these requirements are: **8th Continent (Original or Vanilla) Soymilk, Pacific Natural Ultra (Original or Vanilla) Soymilk, Silk (Original), and Walmart Great Value (Original) Soymilk.** Where can you find these acceptable milk substitutes?

Pacific Brand Ultra Soymilk (see: <http://www.pacificfoods.com/where-to-buy>) ; **Silk** (see Walmart, Target, etc.); **8th Continent** (see: <http://www.8thcontinent.com/product-finder>); **Walmart Great Value Original Soymilk** (see Walmart.com).
Want to consider other allowable soy alternates? See page 17 of your Food Program binder. Hope this helps!

2. **Breads and Bread Alternates** – These items must be made with enriched flour or whole grain flour – which provides B vitamins, minerals and protein. Whole grain by-products also supply a variety of taste and texture as well as dietary fiber. This includes whole grain, whole grain-rich or enriched breads, cooked grains and enriched pastas. For children one and up, cereals (cooked or dry) may be served at breakfast or snack (NOT at lunch or supper).

At least one whole-grain or whole grain-rich item must be served daily. What’s a whole grain-rich food? It’s a food that contains at least 50% whole grains and any remaining grains are enriched. Check your binder for examples of whole grains!

Refer to your CACFP binder, also, for a more complete list of acceptable breads and bread alternates that can be served. Some of the unacceptable choices are breakfast bars, cookies, cake, potato chips, brownies, hominy, popcorn, pork skins, and tapioca pudding. Breading on processed items can only be served if you have a Child Nutrition label or a Product Analysis sheet to state the meal component serving size of the product.

3). **Meat and Meat Alternates** – These include meat (beef, pork, lamb and veal), poultry, fish, cheese, eggs, peanut butter, dried beans, peas, tofu, and yogurt (plain or flavored – which contain no more than 23 grams of sugar per 6 oz). You can use any of these as a single ingredient or in combination with other foods. These choices provide protein, iron, B vitamins (thiamin, riboflavin and niacin) and other nutrients. A serving of cooked meat is defined as lean meat without bone and fat. A serving of cooked fresh or frozen chicken or turkey includes meat and skin as normally served, excluding the weight of the bone.

A meat or meat alternate must be served at lunch or dinner. A meat may be served at breakfast up to three times a week in place of the bread (this is especially a good idea if peanut butter will be served at lunch or dinner). A meat serving can also be used as one of the components of a snack. Young children enjoy pieces of meat and cheese, peanut butter on crackers or yogurt. Snack time is also an excellent opportunity for introducing unfamiliar meats to young children.

Refer to your CACFP binder for a more complete list of acceptable meats and alternates that can be served. Some of the unacceptable choices are bacon, cream cheese, ox tails, pigs feet, and infant fruit/vegetable dinners (each item must be separate as fruit/vegetable combination meals are not creditable).

If you would like to serve pizza (and count the cheese and other meats), please see the **Serving Pizza?** section on page 4.

4). **Fruits and Vegetables** – These can be fresh, frozen, canned or dried. Veggies and fruits supply vitamins A and C as well as some iron, other vitamins along with minerals and fiber. At breakfast, it's an excellent time to serve foods high in vitamin C such as citrus fruits and juices (oranges or grapefruits). Other good seasonal choices are tomato juice, strawberries or cantaloupe. Dried fruits provide variety in menus and are valuable sources of iron. Snack time is a good time to introduce new veggies and fruits. Remember when serving juice, full-strength 100% juices are required. **Fruit juice may only be served once per day – and only to children age one and up.** See the charts listed previously for serving sizes (the table listing 'Required Serving Sizes for Meals/Snacks'). Small amounts (less than 1/8 cup) of veggies and fruits used for flavorings or as optional ingredients, such as garnishes, should not be counted to meet the veggie/fruit requirement. These small amounts are generally not controlled and no determination can be made of the contribution to the meal. Examples of these would be mushrooms and celery in sauces or casseroles as well as pizza toppings – like green peppers, olives and onions.

Refer to your CACFP binder for a more complete list of acceptable fruits and vegetables that can be served. At lunch and dinner, at least one vegetable must be served. An additional vegetable - or a fruit - also needs to be served. Some of the unacceptable fruits and veggies are ketchup, fruit drinks, jell-o, kool-aid, olives, pickle relish, pop tart filling, popcorn, mustard, fruit roll-ups or fruit pieces. Note that the fruit used in muffins, breads or pancakes do NOT meet the requirements of a fruit serving for any snack or meal – however the muffin or bread does meet the requirement of a bread/bread alternate serving. The fruit added to jell-o is creditable (but make sure you have put in adequate fruit for the number and age of the children you're serving). Popsicles must be 100% juice and are considered a fluid (so for snack, another component must be served that isn't a fluid).

Combination dishes – These are items that contain foods from more than one food group. It is recommended that the dishes be credited for only one or two meal pattern components. This is to ensure children do not go hungry when a dish is disliked. For example, if lasagna were to contribute toward the meat/meat alternate, the fruit/vegetable, and the grains/breads components, and if a child disliked the lasagna, he/she would not receive a sufficient amount of food.

Convenience foods –what the heck are they? They are hot dogs, pizza, corn dogs, ravioli, beef stew, egg rolls, potpies, sticks, meat burritos and chicken nuggets, canned chili, canned soup, spaghetti with meat sauce, etc. They are creditable only if: (1). the food has a CN label or (2); a Product Analysis (sometimes called a Manufacturer's Analysis or Formulation) sheet signed by an official of the manufacturer (not a salesperson) and is on file stating the amount of meat/meat alternate, fruit/vegetable, and/or grains/breads in the product. CN labels as well as Product Analysis sheets tell you exactly how many chicken nuggets, pizza, etc. you need to serve. Review the information to ensure you are offering sufficient amounts of the foods to the children in your care (by the appropriate ages). Where do you get this CN label or Product Analysis sheet? A CN label is on the packaging

(labeled as 'CN' on the borders of the label statement) of items in wholesale stores such as Sam's or Costco, food distributors along with other grocery chains. The Product Analysis sheet is something you need to request from the manufacturer of the product (Just call the 1-800 number on the package.) This information needs to be available for review when you have a home visit by a Child and Adult Care Food Program monitor. If the CN label or a Product Analysis sheet is not available at a monitoring visit, the component will be disallowed which will, in turn, disallow the meal/snack. Once you get the label or sheet and continue to purchase the same product, just keep the paperwork and have it available at monitoring reviews.

Serving Pizza?

If you are serving a commercially made pizza crust, 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 Cozi's are a few brands that DO NOT qualify as they are not enriched or whole grain. Some brands that MAY qualify are Freschetta, Tony's Pizza, Schwan's, Totino's and Jeni's – but do check the ingredients as they may change. In order for the brand you like to qualify for the pizza crust, here are the minimum serving sizes for lunch/dinner (remembering that the crust must be enriched or whole grain, also): Ages 1– 5 serving size is 0.5 ounces (13 grams or Ages 6 – 12 serving size is 0.9 ounces (25 grams)

So, in this example, you would multiply how many children you have in each age group to determine if you have adequate pizza crust on the table. For example, if you have 3 children between the ages of 3 to 5 (3 children x .5 ounces = 1.5 ounces) and 2 children between the ages of 6 to 12 (2 children x .9 ounces = 1.8 ounces), at the minimum, you'd need to have a pizza with at least 3.3 ounces (1.5 ounces + 1.8 ounces) of crust in order for the crust to qualify as a bread alternate.

Then, if you would like to count the toppings for your meat or meat alternates, it's tricky. It takes 2 ounces of cheese to count as a serving size for a 6 to 12 year old (that's 1.5 ounces of cheese for a 3 to 5 year old). Watch your labels - if the label does not indicate how much cheese, sausage, etc. is included on the pizza per ounce, you'll need to get a copy of the CN label or Product Formulation sheet to ensure you are serving adequate amounts of protein. Nearly all of the thin crust pizza DO NOT offer sufficient meat or meat alternates (although you can add more to make the serving size but be prepared to know how many ounces you are adding and how many ounces are serving size).

Portion sizes - Some foods will meet the meal pattern requirements only when very large serving sizes are provided. When large serving sizes are needed, serve a smaller portion and supplement with another food from the same food group. For example, instead of serving 3 tablespoons of peanut butter to a three year old, serve 1 tablespoon of peanut butter and 1 ounce of turkey (or cheese or yogurt, etc.) to meet the meat/meat alternate requirement (3 tablespoons of peanut butter is a choking hazard for a 3 year old!).

Water! As a family child care home participating in the CACFP, it's a requirement that you have water available to children, as nutritionally appropriate. Throughout the day, including at meal times, water should be made available to children to drink upon their request, but does not have to be available for children to self-serve. It is not part of the reimbursable meal and may not be served in lieu of fluid milk.

Children (age 1 – 12) Meals

See attached meal pattern for children (in green) for more information on feeding children ages 1 - 12.

Children's meals should consist of the following: (note: a whole grain-rich component is required at least once a day)

Breakfast: -fluid milk fruit juice, vegetable juice, a fruit or a vegetable
 -enriched, whole grain or whole grain-rich bread/cereal – or a meat/meat alternate up to 3 times a week.

Lunch and Supper: -fluid milk -vegetables -fruits
 -meat or meat alternates -grains (bread or alternates)

Snacks (select 2 of the 5 components): -fluid milk -vegetables -fruits
 -meat or meat alternates -grains (bread or alternates)

Infant (age 0 – 11 months) Meals

See Infant Meal Pattern Chart for more information on feeding children ages 0 – until their 1st birthday (in yellow).

In the CACFP, an infant is considered a child from birth until the child turns one year of age. An infant is required to be served iron-fortified infant formula (including soy-based) or breast milk until his/her first birthday. As a provider, in order to not discriminate against infants, you are required to offer at least one type of iron-fortified infant formula to infants in your care. When enrolling an infant, you'll need to indicate the type of iron-fortified infant formula (including soy-based) you will offer to supply. If the parent/guardian chooses to supply breast milk (by means of expressing the breast milk or coming to your home to breast feed the infant) or another brand of iron-fortified infant formula, please indicate on the enrollment form what kind of formula he/she will offer as well – or the breast milk. You are eligible to receive reimbursement for serving breast milk to an infant in your care if you are feeding the infant yourself – as well as if the parent chooses to come to your home and breast feed her infant while in your care! Once an infant is eight months of age (and developmentally ready), you are required to serve additional components to the infant at breakfast, lunch, dinner and snack. If you believe the child is developmentally ready for solids and the parent/guardian disagrees, consider discussing 'developmentally appropriate' with the parent/guardian. The decision is up to the child's parent/guardian, though.

Once the infant turns one year of age, you have one month to transition him or her to whole milk. A child can actually remain on breast milk indefinitely if that's the parent's wishes.

Required Food Components for Infants – Meal Pattern Chart

Meal	Food Components	AGE	
		Birth Through 5 Months	6 Through 11 Months
Breakfast/ Lunch/ Supper	Breast Milk or Iron Fortified Infant Formula	4-6 fluid ounces	6-8 fluid ounces
		AND	
	Iron Fortified Infant Cereal, Meat, Fish, Poultry, Whole Egg, Cooked dry beans, or Cooked dry peas OR Cheese, OR Cottage Cheese, or Yogurt		0-4 tablespoons
			OR
			0-2 ounces
			0-4 ounces (volume)
			0-4 ounces or ½ cup;
			OR a combination of the above
			AND
	Vegetable or Fruit or a combination of both		0-2 ounces (volume)
Snack	Breast Milk or Iron Fortified Infant Formula	4-6 fluid ounces	2-4 fluid ounces
			AND
	Iron Fortified Infant Cereal or Ready-to-Eat Breakfast Cereal Crackers		0-4 tablespoons
			OR
	Bread		0-2 crackers
		OR	
Vegetable or Fruit or a combination of both		0-1/2 slice	
		AND	
		0-2 tablespoons	

The only requirement for an infant to have is iron fortified infant formula or breast milk until he or she is developmentally ready - or 1 year of age. The decision to begin offering an infant solid foods should be made by the infant's doctor and parent/guardian. When the infant is 6 months old and developmentally ready for solid foods, those foods listed on the Infant Meal Pattern under ages 6 – 11 months may be served to the infant. If a parent brings iron fortified infant formula or breast milk, and the infant is developmentally ready for additional components, you would only be able to receive reimbursement if you, as the provider, provides and serves all of the other components (as the parent may only provide one component). You may puree/grind regular food to the appropriate consistency for infants.

What are the signs for 'developmentally ready'? There is no single, direct signal to determine when an infant is developmentally ready to accept solid foods. An infant's readiness depends on his or her rate of development. The American Academy of Pediatrics provides the following guidelines to help determine when an infant is developmentally ready to accept solid foods:

- The infant is able to sit in a high chair, feeding seat, or infant seat with good head control;
- The infant opens his or her mouth when food comes his or her way. He or she may watch others eat, reach for food, and seem eager to be fed;
- The infant can move food from a spoon into his or her throat; and
- The infant has double his or her birth weight and weighs 13 pounds or more.

Please note: Once the infant is developmentally ready for solid foods, all required components must be offered at all meal/snack sittings (see the Infant meal pattern chart on page 5 for specifics).

For commercially prepared baby food, fruit and mixed fruit, vegetables and mixed vegetables, the fruit or vegetables must be the first ingredient on the jar label. **Combination dinners which list fruit or vegetables as the first ingredient on the label do not qualify as reimbursable.** Puddings or desserts with fruit **do not** qualify as reimbursable. Fruits or vegetables containing DHA (docosahexaenoic) **do not** qualify as reimbursable. Vegetable juices must be 100% vegetable (or sometimes the manufacturers do put fruit in them also – is it 100%?) in order to qualify as reimbursable. Strained baby food meats, cooked eggs and **combination meat dinners all qualify as reimbursable.** Meat sticks or finger sticks, hot dogs, sausage, fish or seafood – canned with bones, breaded or battered, yogurt and nuts, seeds, and nut and/or seed butters all **do not** qualify as reimbursable. Yogurt is only recommended to serve to children under a year of age once they are developmentally ready for it.

Food Allergy / Intolerance vs. Disability

As a provider participating in the CACFP, you are responsible for serving meals and snacks to all eligible children. In order to claim reimbursement for meals and snacks served, you're required to supply components of the CACFP meal pattern. Sometimes a child is not able to consume one or more meal pattern components, or required food or eating modification because of a disability or special dietary need. Depending on the type of disability or special dietary need, you may be required to supply the food substitution or meal modification.

Disability

If the child has an eating or feeding disability that restricts their diet, for example a food allergy that results in severe, life-threatening reactions, a metabolic disease such as PKU, or a physical limitation that requires an eating modification, then it is necessary that you as the provider provide any required substitution or modification. A medical statement signed by a **licensed physician** must be on file (both at the CACFP office and at your home). The statement must identify:

- The child's disability and why it restricts the child's diet
- The major life activity affected by the disability
- The food to be omitted and the food(s) that must be substituted or the modification(s) that must be made.

Under Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, a person with a disability means any person who has a physical or mental impairment which substantially limits one or more major life activities (caring for one's self, eating, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).

Food related diseases and conditions include metabolic diseases such as diabetes or phenylketonuria (PKU); food anaphylaxis (severe food allergy); cancer; heart disease, muscular dystrophy, etc.

Generally children with food allergies or intolerances do not have a disability as defined above and you may, but are not required to, supply food substitutions for them. However, when in a licensed physician's assessment, the food allergies may result in severe, life-threatening reactions, the child's condition would meet the definition of "disability" and the substitutions prescribed by the licensed physician **must** be supplied by you as the provider.

Allergy/Intolerance

If the child has a special medical or dietary need that is not considered a disability, (for example a food intolerance/allergy that is not life-threatening such as lactation intolerance, a strawberry allergy or celiac disease), the child may still be able to consume the full CACFP meal pattern requirements. In this case, the child could be served bananas instead of strawberries or cheese instead of peanut butter. You could then provide the bananas or cheese and be reimbursed for that meal.

Again, if a child has a **disability** requiring that a specific substitute be served, a **Physician's Statement** must be completed and

kept on file at the provider's home and the 4-C office. The specific substitute is then up to the physician's discretion but the food to omit as well as the substitution must be indicated on the statement.

Reimbursement Process, Meal Counts and Claim Submission

As a provider on the CACFP, you are required to enroll each child in your care (as of the first day the child is in your care) and have the parent/guardian sign and date the enrollment (again, effective with the first day in care), and record the foods served, along with the attendance – per child – every day. The program serves children ages birth through 12 years (but children can be served up to age 18 with an appropriate disability and documentation). For children in school, be sure and include what time they leave for school and what time they return – and all meals and snacks you might ever serve them on a day off of school. All meals and snacks need to be under your supervision and care. This means a sack lunch sent to school does not count for reimbursement – but a picnic lunch at the park can be reimbursed.

You choose what days and what meals/snacks you would like to serve – along with the appropriate times. You can look forward to a visit from our staff at least 3 times a year.

If you will be closed on a particular day (or even for a particular meal service) or serving a meal/snack away from your home (such as for a field trip), please remember to contact the 4-C office in advance of the event. If you find you need to change the days of care, the times you serve a meal/snack, or the choices of meals/snacks, please remember to call the 4-C office – prior to the change. If this information is not given to the 4-C office, you may not receive reimbursement for those meals/snacks.

You need to keep one copy of each signed child's enrollment in your home and send another copy into the 4-C office (along with any special diet orders) by the end of the month the child began in your care. If any changes are made to the child's enrollment, please have the parent/guardian initial and date each change and send a copy into the 4-C office as well as keep a copy in your files. If we visit you during the month, we are required to review signed enrollments for all children in your care. Please be sure and get enrollments signed from first day of care.

You may record the meals in advance but you may not record the attendance in advance. Each child – each day – can be claimed a maximum of two meals, one snack **or** two snacks, one meal.

If you are claiming on a holiday (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day), please notify us before the holiday. If you don't, we cannot pay you for the day.

Internet claiming of meals - If you are recording your meals and attendance via the **internet** web-based Minute Menu program, you record meals served and attendance based on the enrollment forms you have completed and turned into the office. You have agreed to record daily (please remember to print out a few 'Daily Meal Worksheets' to have available to record your meals, snacks and attendance should your computer ever be non-functioning!). The only way your menus and attendance are allowable when we visit is by viewing them on the Minute Menu program on your device or on the 'Daily Meal Worksheets' – so please remember to always have some on hand should your electronics be down for any reason.

If you have school-agers in your care, the 4-C office has inputted days off of school per the individual school calendars at the beginning of the current school year. Should the schools close for any reason NOT indicated on the school calendar that we published at the beginning of the school year (for example, for extreme weather, etc.) , please indicate when recording school age children on your menus by marking 'sch out' – by each child/meal affected. The same procedure follows if you have a school-ager in your care if they are mildly ill yet still in your care for a meal/snack by marking 'sick' by each child/meal affected. published at the beginning of the school year (for example, for extreme weather, etc.) , please indicate when recording school age children on your menus by marking 'sch out' – by each child/meal affected. The same procedure follows if you have a school-ager in your care if they are mildly ill yet still in your care for a meal/snack by marking 'sick' by each child/meal affected.

At the end of the month, review your meals and attendance; ensure that you have submitted any new children's enrollments into the 4-C office and click on "Submit Claim" by the 4th of the next month. This will send your month of meals/attendance to the 4th office for processing. **The very last day we can accept menus/paperwork is the 15th of the following month.**

Scannable claiming of meals - If you are recording your meals and attendance via the **scannable** Minute Menu program, you have agreed to record daily. At the end of the month, review your meals served and attendance, ensure that you have submitted any new children's enrollments into the 4-C office and mail out all top copies of the forms to the 4-C office immediately after the last day of the month. **The very last day we can accept menus/paperwork is the 15th of the following month – so if you are recording January menus, they are due into the office by February 15th).**

If you have school-agers in your care, the office has inputted days off of school per the individual school calendars at the beginning of the current school year. Should the schools close for any reason NOT indicated on the school calendar that was published at the beginning of the school year (for example, for extreme weather, etc.), - or if a school- ager may be in your care if he/she is mildly ill, please indicate when recording school age children on your menus by listing all school aged children who attended AM Snack or Lunch meal in your home at the bottom of your Claim Information Form (CIF) you received from the office. Remember also to include the 'Claim Information Form' (once any changes are made and you sign it) with your menu/attendance sheets that you mail to 4-C.

Recordkeeping

As a provider, please know that you are required to enroll all day care children as well as your own children (this includes any children who also reside in your residence) from birth through age 12 years. You are required to send copies of all enrollments (with parent signatures) to the 4-C office as well as keep copies on file at your home.

As a sponsor of the CACFP, 4-C will be conducting a minimum of three home visits per year to your home. You could receive additional visits from IL State Board of Education as well as other state and federal officials. We will supply you with copies of our initial visit, the Permanent Agreement, a Tiering status letter, all monitoring visits, as well as a Building For The Future brochure (this must be posted for the parents to review). Please keep all of these documents, your completed menus and attendance records (if recording on the paper version), along with the children's enrollments, available for our review during home visits in your binder for safe keeping.

You are required to keep CACFP records for a period of three years – plus the current year. Please know that the 4-C office retains them for the same period of time (and you can always get a copy from us if needed).

In summary, there are a few basic recordkeeping rules to remain in compliance with the CACFP:

- Record all meals/snacks and meal counts by midnight of each working day.
- Record daily attendance according to licensing and/or license exempt regulations.
- Contact the 4-C CACFP office prior to the meal/snack service if you will not be home during a meal/snack time.
- Keep your CACFP binder current with all documents available for review (this includes menus, attendance and the Building for the Future brochure).
- If claiming on a holiday, contact the 4-C CACFP office prior to the holiday.
- Be sure & keep 4-C CACFP current with enrollment forms and your choice of meals/snacks along with current times.

Civil Rights Compliance

Civil Rights regulations are intended to ensure that the benefits of the Child Nutrition Programs (CNP) are made available to all eligible persons. This includes:

1. In recruitment and enrollment procedures, making every effort to allow equal participation by all eligible and potentially eligible participants regardless of race, color, national origin, sex, age, or disability.
2. Distributing and classifying the Applications for Free and Reduced-price Meals [*Application Statement of Household Size-Income For the Child and Adult Care Food Program (Child Care Component)*] in a way that is fair to all and does not discriminate based on race, color, national origin, age, sex, or disability.
3. Serving meals in a way that allows equal participation regardless of race, color, national origin, age, sex, or disability.

Discriminatory practices

Discrimination is when an individual or a group of individuals are: denied a benefit or service that others receive, delayed

receiving a benefit or service that others receive, or treated differently than others.

When individuals or groups of individuals in a protected class (race, color, national origin, age, sex or disability) feel they have experienced discrimination based on one or more of the protected classes, the complainants should report the alleged incident(s).

Examples of discriminatory practices include:

refusing the enrollment of an eligible child based on his/her disability;
failing to provide participants with disabilities reasonable accommodations to receive benefits;
serving meals at a place, time, or in a manner that discriminates based on race, color, national origin, sex, age, or disability; selectively distributing *Application Statement of Household Size-Income For the Child and Adult Care Food Program (Child Care Component)* to only some households (For example, distributing *Application Statement of Household Size-Income for the Child and Adult Care Food Program (Child Care Component)* only to those households the Sponsor thinks will qualify for free or reduced-price eligibility); and failing to apply the same eligibility criteria to all provider participants.

Obligation to Offer Infant Meals in the CACFP

All child care providers participating in the Child and Adult Care Food Program (CACFP) must offer meals to all children enrolled for care in their facilities, including infants. A provider may not avoid this obligation by stating that the infants are not “enrolled” in the CACFP, or by citing a logistical or cost barrier to offering infant meals. When an infant is in care during the meal service period, the child care provider must offer the infant meals that comply with program requirements. If an infant is being served iron fortified infant formula or breast milk, the provider can receive reimbursement for the meal/snack. If an infant is being served food in addition to the iron fortified infant formula or breast milk (which is provided by the parent/guardian), the provider will be able to claim the meal if the provider supplies any additional components.

“Building for the Future” Brochure

All providers must inform parents or guardians about the program and its benefits when the children enroll in the child care home. The “Building for the Future” flier serves as the parent notification document. This brochure must be posted in the provider’s home.

Collecting and Reporting Racial/Ethnic Data: Collecting racial and ethnic data is not required as part of the annual renewal process. All racial/ethnic data is confidential and must be stored in a way that protects each participant’s privacy.

Civil Rights Complaints:

All written or verbal complaints alleging discrimination on the basis of race, color, national origin, sex, age, or disability shall be processed within 90 days of receipt. The Director, Office of Civil Rights (OCR), under the Secretary of Agriculture, is responsible for the handling of complaints.



Non-Discrimination Statement:

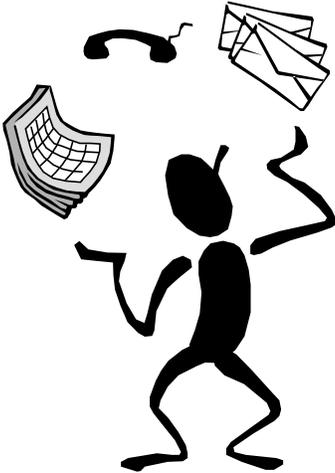
When the CACFP or USDA is mentioned or implied on materials directed to parents, potential participants, or public groups, the non-discrimination statement must be included on the materials. Information that is that mentions the CACFP or USDA meals must include the non-discrimination statement. Examples of informational materials that require this statement include: your child care policies; newsletters that are given to child care families if they reference or imply the CACFP; brochures used to advertise your child care if they reference or imply the CACFP; flyers posted to advertise your child care if they reference or imply the CACFP; and any printed or on line advertising that references or implies the CACFP.

This institution is an equal opportunity provider.



Name: _____ (Please Print) Date: _____

Provider's Name (if you are an assistant) _____ (Please Print)



CACFP FY2019 REQUIRED ANNUAL TRAINING QUIZ

After you have carefully read the CACFP FY2018 Required Annual Training piece, answer the questions on this quiz (that's pages 10-13) and submit them to 4-C for two hours of training credit. The quiz will be reviewed for accuracy and, if necessary, corrections made. After processing, a certificate for 2 hours training will be sent to you. **Be sure to include your name and date above in order to receive credit!**

You are required to complete this training (**assistants** are also required to complete this training – and complete a **separate quiz**). To receive credit, **return the quiz by July 1, 2019** to: 4-C Food Program 155 N 3rd St, Suite 300, DeKalb IL 60115
or FAX to: 815.758.5652 (Attn: Food Program)
or email it to: suew@four-c.org

1. At the minimum, how many times a year does 4-C conduct home visits to all CACFP participants?

2. If your day care will be closed on a particular day (or even just for a certain meal service) or serving a meal/snack away from your home (such as for a field trip), you are required to contact the 4-C office in advance of the event.

True

False

3. List the four food groups that you'll use to fulfill the menu pattern requirements:

4. Once an infant is developmentally ready, breastmilk or formula, and cereal (or crackers/bread), along with a fruit/vegetable are required at snack time.

True

False

5. What type of milk is required for a child age two and up?

6. If you are claiming school-agers for lunch on a day there would typically be school, what do you need to do to ensure you will receive reimbursement for those meals?

7. The official last day to submit a meal claim (and turn in any supporting meal/attendance documents to 4-C) is:

the 10th of the month

the 21st of the month

the 15th of the month

8. Provide examples of nine different meat and meat alternates.

_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Cereals may be served for children (age one and up) at what meal or snack services (see child's meal pattern chart)?

10. Once an infant is receiving additional foods (which means he/she is developmentally ready), list the food components required at breakfast, lunch and dinner

11. As a provider on the CACFP, you are required to provide water to the children in your care if it is requested.

True

False

12. What age children can be served flavored milk?

Age 1-2

Age 3-5

Age 6 -12

13. How often are you required to record your menus and attendance?

14. If a parent comes to your home and breast feeds her infant (who is not yet developmentally ready for additional foods), you may receive reimbursement for those meals.

True

False

15. If you are claiming school agers for lunch on a day there would typically be school, what do you need to do to ensure you will receive reimbursement for those meals?

16. If you are claiming menus and attendance on a major holiday, what are you required to do before the holiday arrives?

17. For children age one and up, how many different food groups need to be represented at a snack?

18. In our geographic area, list the four current non-dairy milk substitutes you may serve (with a completed parent/guardian's written request) which meet the percentage of nine essential nutrients as milk.

19. Infant fruit/vegetable combinations meals are creditable.

True

False

20. List four examples of convenience foods.

21. In order to receive credit for convenience foods, documentation is required stating the amount of meat/meat alternate, fruit/vegetable, and/or grains/breads in the product. At monitoring visits, we will ask to see this documentation. What are the two types of documentation which is allowable?

22. Where can you find these documents?

23. You may record food choices in advance.

True

False

24. How many times a day is a provider required to serve a whole grain or whole grain-rich food?

25. Snack time is an excellent opportunity for introducing unfamiliar meats to young children.

True

False

26. If a child has a food intolerance or allergy to milk, what steps does the provider need to take to be able to claim meals that require milk?

27. The only time you can count the breading for reimbursement on a convenience type food (remember: processed items such as chicken nuggets) is when:

28. When adding (or deleting) a meal or snack to your schedule, or changing a time or day you will be serving meals, you need to call the 4-C office prior to the change.

True

False

29. You may be reimbursed for serving an infant (which is a child up to one year of age) yogurt.

True

False

30. In order for bread and bread alternates to be reimbursed, these items must be made with what type of flour?

 or

31. A provider is required to offer infants meals/snacks that comply with the program requirements. You cannot ‘opt out’ of providing meals/snacks for an infant.

True False

32. You are required to enroll all day care children – as well as any children residing at your residence - from the first day of care on (through age 12). Parent signatures are required on these forms.

True False

33. How many years are you required to keep your CACFP records?

34. List the 3 required components you need to serve at breakfast for a one year old child.

35. There is a transition period for moving a 1 year old child from formula/breast milk to whole milk as well as a 2 year old from whole milk to 1% or skim milk. What is the time period?

36. You may record attendance prior to serving a snack.

True False

37. Where is it recommended that you keep all of your current documents (copies of prior visits, the Permanent Agreement, a Tiering status letter and any paper copies of menus and attendance you have) for easy access when a monitoring review occurs?

38. For providers claiming on the internet: If your electronics are not operating, what is the only other allowable way to record your menus and attendance:

39. What is the required serving size of peanut butter for a 3 year old child for lunch or supper (see the child’s meal pattern chart)?

40. List the four developmentally readiness indicators for serving infants solid foods:

Remember, this training is required and must be returned to 4-C by July 1, 2019. For credit, each assistant must complete and submit their own quiz. Please print your name on page 10 and return pages 10 – 13.