

CACFP

2024

Required Annual Training

Meal Patterns

Meal Counts

Reimbursement Process & Submission of Claims for Reimbursement

Record Keeping

Civil Rights

Home Visits

Transfer Process

Serious Deficiencies Process

Household Contacts

**Worksheet Due By 5/31/24**

[SECTION I: CACFP MEAL PATTERN FOR CHILDREN 1-12 3](#_Toc33454890)

[***Meal Components*** 3](#_Toc33454891)

[***Breakfast*** 3](#_Toc33454892)

[***Lunch and Supper (Dinner)*** 5](#_Toc33454893)

[***Crediting the Milk Component*** 9](#_Toc33454894)

[***Crediting the Meat and Meat Alternate Component*** 11](#_Toc33454895)

[***Crediting the Vegetable Component*** 15](#_Toc33454896)

[***How Can I Tell If Juice Is 100% Full Strength?*** 17](#_Toc33454897)

[***Crediting the Grain/Bread Component*** 18](#_Toc33454898)

[***Things You Need to Know About Cereal*** 24](#_Toc33454899)

[*What You Need To Know About Breads and Grain*s 25](#_Toc33454900)

[***Methods for Healthy Cooking*** 27](#_Toc33454901)

[SECTION II INFANTS 29](#_Toc33454902)

[SECTION III: MEAL COUNTS√√√ 35](#_Toc33454903)

[SECTION IV: REIMBURSEMENT PROCESS & SUBMISSION OF CLAIMS FOR REIMBURSEMENT 37](#_Toc33454904)

[SECTION V: RECORD RETENTION 40](#_Toc33454905)

[SECTION VI: CIVIL RIGHTS 41](#_Toc33454906)

[SECTION VII: HOME VISITS 43](#_Toc33454907)

[SECTION VIII: TRANSFER PROCESS 45](#_Toc33454908)

[SECTION VIII: SERIOUS DEFICIENCIES PROCESS 45](#_Toc33454909)

[SECTION IX: HOUSEHOLD CONTACTS 49](#_Toc33454910)

[Illinois State Board of Education Child and Adult Care Food Program Infant Solid Food Readiness Form 51](#_Toc33454911)

# 

# SECTION I: CACFP MEAL PATTERN FOR CHILDREN 1-12

***Meal Components***

**What is a Creditable and Non- Creditable Food?**

**Creditable** foods are those foods that may be counted toward meeting the requirements for a reimbursable meal

or snack on the CACFP. **Non-creditable** are other foods that are not creditable toward the meal pattern.

**Meal/Snack**

Major meals on the CACFP are breakfast, lunch and dinner (supper) and snacks include morning snack, afternoon snack, and evening snack. To claim a meal or snack for reimbursement

* you must have an approved meal time for it on your site sheet and the meal or snack must be served within your approved meal service time,
* the meal or snack must contain creditable foods in the proper amounts as outlined in the CACFP meal patterns,
* and you can only claim a maximum of two major meals and one snack **OR** 1 major meal and 2 snacks **per child per day** for reimbursement on your meal claim**.**

**What is Reimbursement?**

Reimbursement is money received from the USDA for serving creditable meals and snacks to eligible participants.

**What is a Component?**

fd01165_A component is a food grouped in a certain category according to the CACFP meal pattern. These are the food components in the CACFP:

* Milk
* Meat or Meat alternate
* Vegetable
* Fruit
* Grains

**Special Things to Remember About Meal Components**

* The CACFP requires specific types of milk be served to different ages groups. **1-year -old children** **require *unflavored WHOLE milk*, children** **age 2 through 5** **require *unflavored 1% or SKIM milk***, and children **6 and older** **require *1% or SKIM unflavored milk*** but may have***flavored skim milk***.
* There is a sugar limit on yogurt and breakfast cereal.
* Juice must be 100% and may be claimed as a fruit or vegetable no more than once a day.
* At least one serving of grains per day must be whole grain-rich and identified as WG.
* Grain-base dessert foods are not creditable bread products for any meal or snack.
* No deep-fat frying is allowed on site.

***Breakfast***

Breakfast has 3 components: milk, vegetable or fruit, bread or grain.

* Fluid Milk
* Vegetable or fruit or a combination of both.
* Grain: a whole grain-rich or enriched bread, or a whole grain-rich or enriched bread product, such as biscuit, roll or muffin, or fortified cooked breakfast cereal, cereal grain, and/or pasta, or whole grain-rich, enriched, or fortified ready-to- eat breakfast cereal.

**You may substitute a meat or meat alternates for the entire grain requirement at breakfast a maximum of 3 times per week.** One ounce of meat is equal to a one ounce -equivalent of grain.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Breakfast**  **(Select all three components for a reimbursable meal)** | | | | |
| **Food Components and Food Items1** | **AGE**  **1 and 2** | **AGE**  **3 through 5** | **AGE**  **6 through 12** | **AGE**  **13-182**  **(**at risk afterschool programs and emergency shelters only) |
| **Fluid milk3** | 4 fluid oz.  ½ cup | 6 fluid oz.  ¾ cup | 8 fluid oz.  1 cup | 8 fluid oz.  1 cup |
| **Vegetables, fruits, or portions of both4** | ¼ cup | ½ cup | ½ cup | ½ cup |
| **Grains/Breads (oz. eq)5,6,7**  Whole grain-rich or enriched bread  Whole grain-rich or enriched bread product, such as biscuit, roll or muffin  Whole grain-rich, enriched, or fortified cooked breakfast cereal8, cereal grain, and/or pasta    Whole grain-rich, enriched, or fortified ready-to-eat breakfast cereal (dry, cold)8,9  Flakes or rounds  Puffed cereal  Granola | 1/2 slice    ½ serving  1/4 c up  ½ cup  ¾ cup  1/8 cup | 1/2 slice  ½ serving  ¼ cup  ½ cup  ¾ cup  1/8 cup | 1 slice  1 serving  ½ cup  1 cup  1 ¼ cup  ¼ cup | 1 slice  1 serving  ½ cup  1 cup  1 ¼ cup  ¼ cup |

1Must serve all three components for a reimbursable meal. Offer versus serve is an option for **at-risk afterschool participants.**

2Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

3Must be unflavored whole milk for children age one. Must be unflavored low fat (1%) or unflavored fat-free (skim) for children 2 through 5 years old. Must be unflavored low fat (1%), unflavored fat-free (skim), or flavored fat-free (skim) milk for children 6 years old and older.

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

5At least one serving per day, across all reimbursable meal services, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

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

7Beginnning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

8Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

9Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereal is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ¾ cup for children ages 6-12.

***Serving Meat and Meat Alternates At Breakfast***

You may serve meat and/or a meat alternate instead of grains at breakfast up to 3 times per week. This option gives you more choices for menu planning. Not sure you know how much of a meat or meat alternate you should serve to replace a grain at breakfast? Follow this guide below.

|  |  |  |
| --- | --- | --- |
| OPTION: Meat for Grain No More Than 3 Times a Week at Breakfast | Ages 1-2 and  3-5 years | Ages 6-12 years |
| **Minimum amount of meat/meat alternates required when served instead of grains at breakfast.** | ½ ounce equivalent | 1 ounce equivalent |
|  | is equal to: | is equal to: |
| **Cooked dried beans or dried peas** | 1/8 cup | ¼ cup |
| **Natural or processed cheese** | ½ ounce | 1 ounce |
| **Cottage or ricotta cheese** | 1/8 cup (1 ounce) | ½ cup (2 ounces) |
| **Whole eggs** | ¼ large egg | ½ large egg |
| **Lean meat, poultry, or fish** | ½ ounce | 1 ounce |
| **Peanut butter, soy nut butter or other nut or seed butters** | 1 tablespoon | 2 tablespoons |
| **Tofu (store-bought)** | 1/8 cup (1.1 ounces) with at least 2.5 grams of protein | ¼ cup (2.2 ounces) with at least 5 grams of protein |
| **Yogurt (including soy yogurt)** | ¼ cup of yogurt (2 ounces) | ½ cup of yogurt (4 ounces) |

***Lunch and Supper (Dinner)***

Lunch or supper has 5 meal components. Lunch or supper must contain:

* Fluid milk as a beverage.
* Meat/meat alternate.
* Vegetable
* Fruit or Vegetable
* Grain or bread, whole grain-rich or enriched

A vegetable may be served to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two *different* kinds of vegetables must be served.

**You may serve 2 vegetables or 1 vegetable and 1 fruit at lunch and supper, but *never* 2 fruits.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lunch and Supper**  **(Select all five components for a reimbursable meal)** | | | | |
| **Food Components and Food Items1** | **AGE**  **1 and 2** | **AGE**  **3 through 5** | **AGE**  **6 through 12** | **AGE**  **13-182**  (at risk afterschool programs and emergency shelter only) |
| **Fluid milk3** | 4 fluid oz.  ½ cup | 6 fluid oz.  ¾ cup | 8 fluid oz.  1 cup | 8 fluid oz.  1 cup |
| **Meat/meat alternates**  Lean meat, poultry, or fish  Tofu, soy product, or alternate protein products4  Cheese  Large Egg  Cooked dry beans or peas  Peanut butter or soy nut butter or other nut or seed butters  Yogurt, plain or flavored unsweetened or sweetened5  The following may be used to meet no more than 50% of the requirement: Peanuts, soy nuts, tree nuts, or as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounce of nuts/seeds = 1 ounce of cooked meat, poultry, or fish) | 1 ounce  1 ounce  1 ounce  1/2  1/4 cup  2 tablespoons  4 ounces or 1/2 cup  1/2 ounce = 50% | 1 ½ ounce  1 ½ ounce  1 ½ ounce  3/4  3/8 cup  3 tablespoons  6 ounces or 3/4 cup  3/4 ounce = 50% | 2 ounce  2 ounce  2 ounce  1  1/2 cup  4 tablespoons  8 ounces or 1 cup  1 ounce =  50% | 2 ounce  2 ounce  2 ounce  1  1/2 cup  4  Tablespoons  8 ounces of  1 cup  1 ounce =  50% |
| **Vegetables6** | 1/8 cup | 1/4 cup | 1/2 cup | 1/2 cup |
| **Fruits6,7** | 1/8 cup | 1/4 cup | 1/4 cup | 1/4 cup |
| **Grains/Breads (oz. eq)8,9**  Whole grain-rich or enriched bread  Whole grain-rich or enriched bread product, such as biscuit, roll or muffin  Whole grain-rich, enriched, or fortified cooked breakfast cereal10, cereal grain, and/or pasta | 1/2 slice  1/2 serving  1/4 cup | 1/2 slice  1/2 serving  1/4 cup | 1 slice  1 serving  1/2 cup | 1 slice  1 serving  1/2 cup |

1Must serve all five components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

2Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

3Must be unflavored whole milk for children age one. Must be unflavored low fat (1%) or unflavored fat-free (skim) for children 2 through 5 years old. Must be unflavored low fat (1%), unflavored fat-free (skim), or flavored fat-free (skim) milk for children 6 years old and older.

4Alternate protein products must meet the requirements in Appendix A to Part 226.

5Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

6Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

7A 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.

8At least one serving per day, across all reimbursable meal services, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

9Beginnning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

10Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

***Portion Sizes***

Consider the serving size of food items when planning meals. Some foods will meet a requirement 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 component. For example, instead of serving 3 tablespoons (1 ½ oz.) of peanut butter to a 3-year-old at lunch, serve 1 tablespoon (1/2 oz.) of peanut butter and 1 ounce of cheese to meet the meat/meat alternate requirement.

***Combination Main Dishes***

You may credit some combination foods for a total of three different meal components:

1. Meat/meat alternate
2. Grains/breads
3. Vegetable or fruit

A combination main dish is a single serving of a food item that contains two or more of the required meal components. An example of a combination main dish is spaghetti. Crediting spaghetti would typically be the noodles, meat, and spaghetti sauce.

 It is *recommended* that a combination main dish be credited for only 1 or 2 meal pattern components, to ensure children do not go hungry when a dish is disliked.

**At lunch or supper (dinner), only one fruit or one vegetable component can be counted in a combination main dish. If the main dish contains a vegetable, then a separate serving of another vegetable or a fruit needs to be served. If the main dish contains a fruit serving, then a separate serving of a vegetable needs to be served.**

**Commercial Combination Dishes**

**Prepackaged combination dishes are creditable only if** (1) the food is CN labeled or (2) you have a product formulation sheet signed by an official of the manufacturer, (not a salesperson) on file stating the amount of meat/meat alternate, fruit/vegetable, and/or grains/breads in the product.

**What are examples of a prepackaged combination food?** Canned beef stew, canned chili, commercial pizza, commercial frozen lasagna, etc. (We would allow a frozen pizza crust as the bread without a CN label or product analysis sheet **IF** the crust is creditable, meaning it is made with enriched or whole-grain meal and/or flour.)

***Snacks***

For snacks choose foods from 2 of the following 5 food components: Fluid milk, Meat/Meat Alternate, Vegetable, Fruit, and Grain/Bread

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Snack**  **(Select two of the five components for a reimbursable meal)** | | | | |
| **Food Components and Food Items1** | **AGE**  **1 and 2** | **AGE**  **3 through 5** | **AGE**  **6 through 12** | **AGE**  **13-182**  (at risk afterschool programs and emergency shelter) |
| **Fluid milk3** | 4 fluid oz. | 6 fluid oz. | 8 fluid oz. | 8 fluid oz. |
| **Meat/meat alternates**  Lean meat, poultry, or fish  Tofu, soy product, or alternate protein products4  Cheese  Large Egg  Cooked dry beans or peas  Peanut butter or soy nut butter or other nut or seed butters  Yogurt, plain or flavored unsweetened or sweetened5  Peanuts, soy nuts, tree nuts, or seeds | 1/2 ounce  1/2 ounce  1/2 ounce  1/2  1/8 cup  1 tablespoons  2 ounces or 1/4 cup  1/2 ounce | 1/2 ounce  1/2 ounce  1/2 ounce  1/2  1/8 cup  1 tablespoons  2 ounces or 1/4 cup  1/2 ounce | 1 ounce  1 ounce  1 ounce  1/2  1/4 cup  2 tablespoons  4 ounces or 1/2 cup  1 ounce | 1 ounce  1 ounce  1 ounce  1/2  1/4 cup  2  tablespoons  4 ounces of  1/2 cup  1 ounce |
| **Vegetable6** | 1/2 cup | 1/2 cup | 3/4 cup | 3/4 cup |
| **Fruit6** | 1/2 cup | 1/2 cup | 3/4 cup | 3/4 cup |
| **Grains/Breads (oz eq)7,8**  Whole grain-rich or enriched bread  Whole grain-rich or enriched bread product, such as biscuit, roll or muffin  Whole grain-rich, enriched, or fortified cooked breakfast cereal9, cereal grain, and/or pasta  Whole grain-rich, enriched, or fortified ready-to-eat breakfast cereal (dry, cold)9,10  Flakes or rounds  Puffed cereal  Granola | 1/2 slice  1/2 serving  1/4 cup  1/2 cup  3/4 cup  1/8 cup | 1/2 slice  1/2 serving  1/4 cup  1/2 cup  3/4 cup  1/8 cup | 1 slice  1 serving  1/2 cup  1 cup  1 ¼ cup  1/4 cup | 1 slice  1 serving  1/2 cup  1 cup  1 ¼ cup  1/4 cup |

1Select two of the five components for a reimbursable snack. Only one of the two components can be a beverage.

2Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

3Must be unflavored whole milk for children age one. Must be unflavored low-fat (1%) or unflavored fat-free (skim) for children 2 through 5 years old. Must be unflavored low-fat (1%), unflavored fat-free (skim), or flavored fat-free (skim) milk for children 6 years old and older.

4Alternate protein products must meet the requirements in Appendix A to Part 226.

5Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

6Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

7At least one serving per day, across all reimbursable meal services, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

8Beginnning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

9Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

10Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereal is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ¾ cup for children ages 6-12.

***Crediting the Milk Component***

Milk is required at breakfast, lunch and supper. Additionally, fluid milk may be served as one of the meal pattern components for snacks. Milk served must be pasteurized fluid milk that meets state and local standards.

**Reimbursable Milk Types**

Reimbursable milks for children 2 years old and older:

* 1% or skim milk
* 1% or skim lactose reduced milk
* 1% of skim lactose free milk
* 1% or skim buttermilk
* 1% or skim acidified milk

Breast milk, instead of fluid milk, is creditable when served to a child 12 months of age and older. A Physician Statement for Meal Accommodations is *not* required.

|  |  |
| --- | --- |
| **1 year olds** | **Unflavored Whole Milk**  (Iron fortified infant formula may be served to children between the ages of 12 months and 13 months to help with the transition to whole milk.) |
| **2 years through 5 years** | **Unflavored fat-free (skim milk)**  **Unflavored low-fat (1% milk)**  *(Unflavored whole milk and unflavored 2% milk may be served to children between the ages of 24 months and 25 months to help with the transition to skim or 1% milk.* |
| **6 years through 12 years** | **Unflavored skim milk**  **Flavored fat-free skim milk**  **Unflavored low-fat 1% milk** |

****

**The Facts on Flavored Milk:**

* Flavored milk cannot be a part of a reimbursable meal or snack for children 5 years old and younger.
* Homemade flavored milk made by adding flavored straws, syrups, and powders to unflavored milk also cannot be part of a reimbursable meal or snack for children 5 years old and younger.
* Flavored milk served to children 6 years old and older currently must be skim milk.

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Effective July 1, 2018, **flavored 1% milk** will also be creditable for children **6 and older**.

**Non-dairy Beverages**

Children who cannot consume cow’s milk for a medical reason or other special dietary needs may be served a non-dairy beverage that is *nutritionally* equivalent to milk. The reasons for request must be one of the following: **intolerance or allergy, vegan diet, religious reason, cultural reason with an explanation or ethical reason with an explanation.**

Being nutritionally equivalent to milk means the non-dairy beverage must meet or exceed the standards for milk for fortification of *calcium, protein, vitamin A, vitamin D, magnesium, phosphorus, potassium, riboflavin and vitamin B-12.*  These are found in the chart below.

|  |  |  |
| --- | --- | --- |
| Nutrient | Amount | Percentage |
| Calcium | 276 mg (milligrams) | 28% |
| Protein | 8 g (grams) | 16% |
| Vitamin A | 500 IU (international units) | 10% |
| Vitamin D | 100 IU | 25% |
| Magnesium | 24 mg | 6% |
| Phosphorus | 222 mg | 22% |
| Potassium | 349 mg | 10% |
| Riboflavin | 0.44 mg | 26% |
| Vitamin B-12 | 1.1 mcg (microgram) | 18% |

If a child has a special dietary need, the parent or guardian must complete a Parent Request for Non-Dairy Milk Substitute (For age 1-12). This form lists two brands of non-dairy milk substitutes known to meet the nutrient standards for cow’s milk so if one of these is the parent’s choice, you do not have to attach the nutrition facts label. However, if the parent chooses a milk substitute not listed on the form, you will need to attach the nutrition facts label of the product to the form to verify the milk substitute meets or exceed the nutrient standards for milk. The chart above is also on the form.

The form must be submitted to NFC for approval. NFC will keep a copy of the form on file and return the original to you to keep on file at your day care. You are not *required* to supply the non-dairy substitution because the request is not due to a disability. You may request the parent supply the non-dairy substitution or supply it yourself and still be reimbursed for the meal. However, we would encourage you to try to meet the dietary needs of these children by offering a milk substitute that meets the requirements.

**GOAT’S MILK**: Since goat’s milk is not automatically creditable as the fluid milk component, it may be creditable as a milk substitute. Goat’s milk must be pasteurized and meet state and local standards. It must also be nutritionally equivalent to cow’s milk so the request by a parent to serve goat’s milk must be accompanied by the Parent Request for Non-Dairy Milk Substitute (for ages 1-12) with the nutrition facts label attached .

*If you need a “Parent Request for Non-Dairy Milk Substitute (Ages 1-12)”, you can request one from the NFC office or from your field rep. Usually, your field rep has this form handy with her when she conducts her home visit.*

***Things You Need to Know About Milk:***

* At breakfast, fluid milk can be served as a beverage, used on cereal, or both.

* Lunch and supper must contain a serving of fluid milk as a beverage.

* Milkmay not be credited for snacks when juice is the only other component served.

* Milk may never be credited when used in the preparation of products such as puddings, cream sauces, and yogurt.
* Because it is not possible to ensure that the quantity of dry milk and water used are adequate to provide the nutritional equivalent of fluid milk, **reconstituted dry milk** is not creditable on the CACFP.

* **Cream, sour cream, cream sauces, and cream cheese** are not creditable as milk.

* **Ice cream, ice milk, sherbet and frozen yogurt** are not creditable as milk.
* Flavored milk is not allowed for children 1 through 5 years old. Syrup, (including zero calorie and sugar-free syrups) cannot be added to unflavored milk because this turns the beverage into flavored milk.

***Crediting the Meat and Meat Alternate Component***

Protein is important for optimal immune function, wound healing, and fluid balance. Meat and meat alternates include lean meat, poultry, fish, tofu, soy product, alternate protein products, cheese, yogurt and soy yogurt, whole eggs, cooked dry beans or peas, or an equivalent quantity of any combination of these foods. Nuts and seeds may fulfill only 1/2 of the meat/meat alternate requirement at lunch and supper.

***Things You Need to Know About Meat and Meat Alternates***

* To be creditable, processed meats, including hot dogs, should be **all-meat**. Processed meats that aren’t all-meat contain fillers and extenders and only the meat portion of the product is creditable. Without a CN label or product analysis from the manufacturer you do not know the actual amount of meat in the product. Meat products without binders/extenders may be fully credited. **For that reason, choose all-meat products, such as all-meat hot dogs.**

|  |
| --- |
| Soy Flour |
| Soy Protein |
| Isolated Soy Protein |
| Starchy Vegetable Flour |
| Dried Milk |
| Calcium Reduced Dried Skim Milk |
| Cereals |

**Binders and**

**Extenders**

* **Fish, non-commercial, home-caught** are not creditable because there is a safety hazard from danger of pollution and contamination.

* **Wild game**, such as venison, squirrel, etc., is not creditable unless inspected and approved by the appropriate State or

Federal Agency

* **Cheese product,**  such as Velveeta,  **Is not**

**creditable on the CACFP.** The label will

clearly say “cheese product”.

* Cooked **dried beans and cooked dried peas** will meet a meat requirement. 1/4 cup of cooked dried beans or dried peas is equal to 1 ounce of meat.
* Cheese labeled as **cheese food or cheese spread** requires twice as much as real cheese to equal a meat requirement. Again, the label will clearly say “cheese food” or “cheese spread”. Two (2) ounces of cheese food or cheese spread = one (1) ounce of meat. In addition, most prepackaged cheese food slices only come in 2/3 oz. slices. That means a 3-year-old at lunch or supper would need 5 slices of cheese food on a grilled cheese sandwich to meet the meat requirement! Either add meat to the grilled cheese sandwich at lunch or supper or save the cheese food slices for a grilled cheese at snack because snack requires smaller servings of meat.
* **Imitation cheese** is not creditable.
* **Powdered cheese** in boxed macaroni and cheese is not creditable as a meat.
* **Whole eggs** are creditable as a meat.
* **Nuts and seeds** will count as a full serving of a meat at snack, but will only meet 1/2 the meat requirement for lunch or supper.
* **Peanut butter, soy nut butter, and other nut/seed butters** are creditable as a meat for lunch, supper and snack. However, the large serving size required at *lunch and supper* may be impractical for small children. Ages 1-2 need 2 tablespoons, ages 3-5 need 3 tablespoons, and ages 6-12 need 4 tablespoons of peanut butter. As you can see, this may be impractical. Try supplementing a peanut butter sandwich with an additional meat such as cheese, cottage cheese, beans, eggs, yogurt or celery stuffed with peanut butter at lunch or supper.
* **Grated Romano and Parmesan cheeses** are creditable as a meat alternate, *but not when used as a garnish or seasoning*.
* Commercial **tofu** is creditable as a meat alternate and comes in a variety of textures, (silken, soft, firm, and extra firm). For crediting purposes, 2.2 ounces (1/4 cup) of commercially prepared tofu, containing at least 5 grams of protein, is creditable as 1 ounce of meat.
* **Tofu links and sausages** are creditable as a meat only with a CN label or a signed product formulation statement from the manufacturer.
* **Pork bacon, imitation bacon/bacon bits** are not creditable as a meat. However, Canadian bacon and turkey bacon are creditable but you must record them as such.
* **Pig’s feet, neck bones, pig tails, and ham hocks** are not creditable because they do not contain sufficient amounts of meat.
* **Nut spreads such as Nutella** are not creditable.
* **Commercial bean, lentil and split pea soup** are creditable as a meat. Three fourths cup of each of these soups will equal 1 1/2 ounces of meat. Commercial soups other than bean, lentil and split pea will not meet a meat requirement.
* **1/4 cup of shredded cheese** equals 1 ounce of meat.
* **Commercial yogurt and soy yogurt** are creditable as a meat and must meet the sugar limit requirement. Homemade yogurt is not creditable.
* **Potted and deviled meats** are not creditable.
* **Imitation crabmeat (surimi)** is creditable.

|  |
| --- |
| **Nutrition Facts**  Serving Size 8 oz (227 g)  Serving about 4 |
| **Amount Per Serving** |
| **Calories** 130 Calories from Fat 20 |
| **% Daily Value\*** |
| **Total Fat** 2g **3%**  Saturated Fat 1.5g **8%**  Trans Fat 0g |
| **Cholesterol** 10mg **3%** |
| **Potassium** 400mg **1%** |
| **Sodium** 160mg **7%** |
| **Total Carbohydrate** 21g **7%**  Dietary Fiber 4g **17%**  Sugars 9g |

***What You Need to Know About Yogurt***

Commercial dairy yogurt and soy yogurt can be plain or flavored, sweetened or unsweetened. ***Homemade yogurt is not creditable.*** Yogurt must have no more than 23 grams of sugar per 6 ounces.

There are many types of yogurt that meet this requirement. It is easy to find them. Follow the steps below using our sample yogurt Nutrition Facts label and the Sugar Limits in the Yogurt chart below the steps.

|  |  |  |
| --- | --- | --- |
| **1** | Find the **Serving Size**, in ounces (oz) or grams (g), on the Nutrition Facts label to the right. **The serving size for this yogurt is 8 oz. or 227 grams.** | |
| **2** | Find the **Sugars** line. The s**ugar amount on our yogurt is 9 grams.** | |
| **3** | Use the table below to find 8 oz in the **Serving Size Ounces (oz)** column. Look at the number to the right of 8 oz. in the “Sugars” column. That number is **31 grams**. | |
| **4** | | According to the chart below, *an 8 oz. serving of yogurt must contain no more than 31 grams of sugar.* **Our sample yogurt only has 9 grams of sugar, so it is a creditable yogurt.** |

**Sugar Limits in Yogurt**

|  |  |  |
| --- | --- | --- |
| **Serving Size**  **Ounces (oz)** | **Serving Size Grams (g)**  (Use when serving size is not listed in ounces.) | **Sugars** |
| **If the serving size is:** | | **Sugars cannot be more than:** |
| **1 oz** | **28 g** | **4 g** |
| **1.25 oz** | **35 g** | **5 g** |
| **1.5 oz** | **43 g** | **6 g** |
| **1.75 oz** | **50 g** | **7 g** |
| **2 oz** | **57 g** | **8 g** |
| **2.25 oz** | **64 g** | **9 g** |
| **2.5 oz** | **71 g** | **10 g** |
| **2.75 oz** | **78 g** | **11 g** |
| **3 oz** | **85 g** | **11 g** |
| **3.25 oz** | **92 g** | **12 g** |
| **3.5 oz** | **99 g** | **13 g** |
| **3.75 oz** | **106 g** | **14 g** |
| **4 oz** | **113 g** | **15 g** |
| **4.25 oz** | **120 g** | **16 g** |
| **4.5 oz** | **128 g** | **17 g** |

|  |  |  |
| --- | --- | --- |
| **Serving Size**  **Ounces (oz)** | **Serving Size Grams (g)**  (Use when serving size is not listed in ounces.) | **Sugars** |
| **If the serving size is:** | | **Sugars cannot be more than:** |
| **4.75 oz** | **135 g** | **18 g** |
| **5 oz** | **142 g** | **19 g** |
| **5.25 oz** | **149 g** | **20 g** |
| **5.3 oz** | **150 g** | **20 g** |
| **5.5 oz** | **156 g** | **21 g** |
| **5.75 oz** | **163 g** | **22 g** |
| **6 oz** | **170 g** | **23 g** |
| **6.25 oz** | **177 g** | **24 g** |
| **6.5 oz** | **184 g** | **25 g** |
| **6.75 oz** | **191 g** | **26 g** |
| **7 oz** | **198 g** | **27 g** |
| **7.25 oz** | **206 g** | **28 g** |
| **7.5 oz** | **213 g** | **29 g** |
| **7.75 oz** | **220 g** | **30 g** |
| **8 oz** | **227 g** | **31 g** |

***What You Need to Know About Tofu***

Tofu is a meat alternate. Tofu must be commercially prepared and meet the following definition: “Tofu is a soybean-derived food. The basic ingredients in tofu are whole soybeans, one or more food-grade coagulants (typically a salt or an acid), and water.” **Non-commercial tofu is not creditable.**

For crediting purposes, 2.2 ounces (1/4 cup) of commercially prepared tofu, containing at least 5 grams of protein is creditable as 1 ounce of meat.

Tofu comes in a variety of textures (for example, silken, soft, firm, and extra firm) and may be served in a variety of ways, including culturally appropriate and traditional dishes. Firm or extra firm tofu in stir-fries, omelets, and miso soup may credit towards the meat alternate component. *For crediting purposes on the food program, 1 pound of tofu with a minimum of 5 grams of protein per 2.2 ounces by weight (37 grams of protein per pound), will provide about seven (7) 1-ounce meat servings.*

*Soft or silken tofu that is used in drinks, (such as smoothies), or other dishes to add texture or improve nutrition, (such as in baked desserts), does NOT count toward the meat alternate component.*

**Tofu Products Such as Links and Sausage**

Meat substitute products such as links and sausages made from tofu are also easily recognizable as meat substitutes and can be included in a meal.

HOWEVER, when considering processed tofu products such as links and sausages made from tofu as meat alternates for a reimbursable meal, the tofu ingredient must contain the required 5 grams of protein. **This is not shown on the product’s Nutrition Facts Label.**

**Because the information on grams of protein in tofu products such as links and sausages is not on the packaging, you will have to find a tofu product that has a CN (child nutrition) label or contact the manufacturer for a product formulation statement in order to serve the product and claim it for reimbursement on the food program.**

***Crediting the Vegetable Component***

Vegetables and fruits are 2 separate food groups.

One serving of fruit or vegetable or a combination of both must be served at breakfast.

A vegetable and a fruit are required at lunch and supper. However, a vegetable may be substituted for the fruit requirement at lunch and supper. When two vegetables are served at lunch or supper, two *different kinds* of vegetables must be served. For example, you can’t serve mashed potatoes and French fries together because they are the same vegetable. **Lunch and supper can contain 1 vegetable and 1 fruit or 2 vegetables, but never 2 fruits.**

The vegetable component is 1 of the 5 food components from which you can choose for snack. Because vegetables and fruits are from separate food groups, you may choose to serve a fruit with a vegetable for a creditable snack.

Things You Need to Know About Vegetable

* The vegetable group and fruit group are separate food groups, except at breakfast where they are combined.
* Any fresh, frozen, canned, or dehydrated vegetable is creditable.
* 100% vegetable juice is creditable. Vegetable juice may not be credited as one of the components of a snack when milk is served as the only other component. Snack cannot be totally fluid.
* **100% juice** may only be served once a day to meet the vegetable or fruit requirement.
* 100% vegetable and fruit juice blend can only count as a vegetable OR a fruit, but not both.
* **A serving of cooked dry beans or cooked dry peas** may be counted as a vegetable or as a meat alternate, but not as both in the same meal.
* Pickled vegetables are creditable.
* Small amounts (less than 1/8 cup) of vegetables, used as garnishes, may not be counted toward the vegetable requirement.

* **Home canned vegetables are not creditable** because of health and safety reasons. (Botulism can be present even when there is no evidence of spoilage.) Home frozen vegetables are creditable. Home dried products are creditable.

* **Homegrown** fresh fruits and vegetables are creditable.
* **Tomatoes and avocados** are both considered vegetables on the food program.

* It takes six 4”x 1/2” **strips of carrots** to make 1/2 cup. It takes about 7 or 8 **baby carrots** to make 1/2 cup.
* 1 cup of raw (uncooked) leafy greens (e.g., lettuce, spinach, etc.) counts as ½ cup of vegetable.
* It takes six 3”x 3/4” **strips of celery** to make a 1/2 cup.

* How much tomato paste, tomato puree or tomato sauce do you need to equal 1/4-cup vegetable for each child at lunch or supper?

**Tomato paste:** 1 tablespoon = 1/4 cup veg.

**Tomato puree:** 2 tablespoons = 1/4 cup veg.

**Tomato sauce:** 4 tablespoons = 1/4 cup veg.

* Hominy (canned) is now creditable as a vegetable.
* These commercial soups; **clam chowder, minestrone, split pea, tomato, tomato with other basic components such as rice or vegetables, vegetables with other basic components such as meat or poultry, will meet a vegetable requirement** for lunch or supper but the serving size may be impractical. Use this formula to figure the correct serving size: 1 cup of reconstituted or ready-to-serve soup = 1/4 cup vegetable.
* It would take 2 cups of soup for ages 1-5 for snack to meet the vegetable requirement. Is that a practical serving size at snack? Probably not. But it would be practical at lunch or supper.
* **Catsup and pickle relish** are not creditable as a vegetable.
* **Vegetables used in muffins or breads** aren’t creditable as a vegetable.
* **Commercial potato chips** are not creditable.
* **Corn chips are not creditable as a vegetable**. If made with whole grain or enriched flour, corn chips would be creditable as a bread.
* Vegetable mixtures where the amounts of the different vegetables are not known, **count only as 1 vegetable**. Examples are commercial peas and carrots or commercial mixed vegetables.
* **Jell-O** is an “other food” and not creditable. If serving Jell-O with vegetable, it’s the vegetable you add to the Jell-O that is creditable. Make sure each serving contains the required amount of vegetable. (Your Jell-O will be more vegetable than Jell-O!) Record the vegetable on your menus, such as “carrots”.

***Crediting the Fruit Component***

Fruits and vegetables are 2 separate food groups.

One serving of fruit or vegetable or a combination of both must be served at breakfast.

A vegetable and a fruit are required at lunch and supper. However, a vegetable may be substituted for the fruit requirement at lunch and supper. **Lunch and supper can contain 1 vegetable and 1 fruit or 2 vegetables, but never 2 fruits.**

The fruit component is 1 of the 5 food components from which you can choose for snack. Because vegetables and fruits are from separate food groups, you may choose to serve a fruit with a vegetable for a creditable snack.

Things You Need to Know About Fruits

* The vegetable group and fruit group are separate food groups, except at breakfast where they are combined.
* Any fresh, frozen, canned, or dried fruit is creditable.
* 100% fruit juice is creditable.
* Fruit juice may not be credited as one of the components of a snack when milk is served as the only other component. Snack cannot be totally fluid.
* **100% juice** may only be served once a day to meet the vegetable or fruit requirement.

* Fruit juice that is labeled as “cocktail”, “beverage” or “drink” is not creditable.
* 100% juice blends are creditable.
* A 100% fruit and vegetable juice blend cannot count as both the fruit and vegetable.
* Pickled fruits are creditable.
* **Home canned fruits are not creditable** because of health and safety reasons. (Botulism can be present even when there is no evidence of spoilage.) Home frozen fruits are creditable. Home dried fruits are creditable.

* **Homegrown** fresh fruits and vegetables are creditable.
* **Fruits used in muffins or breads** aren’t creditable as a fruit.
* **Jam, jelly and fruit butters** are not creditable as a fruit.
* One fourth (¼) cup of dried fruit counts as ½ cup of fruit. That means if you serve ¼ cup of raisins at snack, that ¼ cup of raisins counts as ½ cup of fruit, which is the serving size required for fruit at snack.
* **Jell-O** is an “other food” and not creditable. If serving Jell-O with fruit, it’s the fruit in the Jell-O that’s creditable. Make sure each serving contains the required amount of fruit. (Your Jell-O will be more fruit than Jell-O!) Record the kind of fruit served on your menus.
* The fruit in fruit flavored yogurt is not creditable as a fruit.
* Fruit flavored instant oatmeal, such as peaches and cream, is not creditable as a fruit.
* Coconut is not a fruit.

***How Can I Tell If Juice Is 100% Full Strength?***

The juice label will read as “juice”, “full strength juice”,” single strength juice”,” 100% juice”, “reconstituted juice”,” juice from concentrate”, or “juice concentrate”.

Juice labeled as “cocktail”, “beverage”, or “drink” is *not* 100% juice. The statements “natural” or “organic” or claims of 100% vitamin C do not indicate the juice is 100% strength.

100% ?

**Juice *blends* are creditable.**

Juice blends are a combination of 100% juices. There are cranberry juice blends on the market and they are 100% juice because they contain cranberry juice and with one or more 100% juices. The label on some will read “100% juice”. Other labels may read as “100% juice blend”. Please record cranberry juice blend on your menus as *“100% cranberry juice”* or *“cranberry juice blend”*.

All fruit juices must be pasteurized. For that reason, fresh-squeezed juice is not creditable because it is not pasteurized.

**Remember, pasteurized full-strength juice may only be used to meet the vegetable or fruit reimbursement at one meal, including snack, per day.**

***Crediting the Grain/Bread Component***

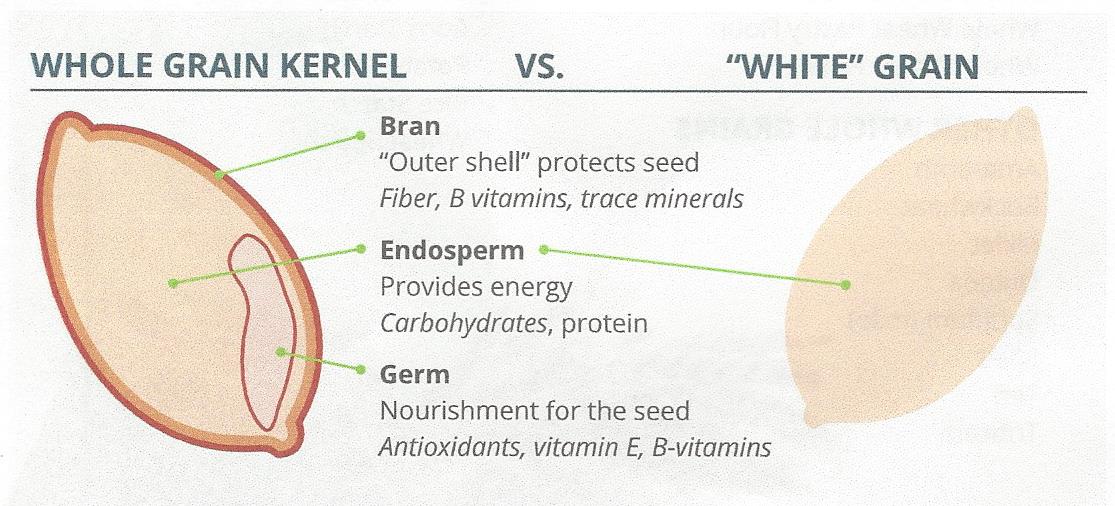
* On the food program, a serving of grains is required for breakfast, lunch and supper. (At breakfast a meat/meat alternate can be substituted for the grain up to a maximum of 3 times a week.) A grain may also be served as 1 of the 2 components of a snack.
* At least one serving of grains each day must be whole grain-rich.
* Grain-based dessert type items are not creditable for any meal/snack.
* Breakfast cereals must contain no more than 6 grams of sugar per dry ounce. (Refer to “Things You Need to Know About Cereal” and the USDA Sugar Limit in Cereal chart on page 19.)

**How to determine a creditable grain/bread on the food program**

**All grain products served in the food program must be made with “enriched” or “whole grain” meal or flour, or bran or germ in order to be creditable.**

All grains start out as whole grains. The grain kernel has three parts: the bran, germ and endosperm. The bran is the protective outer shell and is high in fiber and B vitamins. The germ is the seed for a new plant and contains B vitamins, some protein, minerals and healthy oils. The endosperm contains starch, protein, and some vitamins and minerals. Grains can be processed in two ways.

**Whole Grain Definition –** In a whole grain, the whole kernel is ground up and used in foods. A whole grain contains all three parts of the kernel in their original proportions: bran, endosperm and germ. *Whole grains meet the grain/bread requirement and it meets the “whole grain-rich” once a day requirement.* **The first word in the ingredient list (or the first word after “water”) will say WHOLE or be a whole grain, such as oats, brown rice, etc.**

**

**Enriched Grains –** In an enriched grain, the grain goes through a milling process that removes the bran and germ leaving just the endosperm. The grain is now ***refined****.* This is done to give grains a finer texture and improve their shelf life. Removing the bran and germ removes important nutrients, such as B vitamins. When the nutrients are added back, it is called ***enriched****. Enriched grains meet the grain/bread requirement.*

**TWO WAYS TO IDENTIFY IF A GRAIN/BREAD IS ENRICHED:** 1) The food is labeled as enriched (such as “enriched macaroni product”) OR 2) an enriched grain is listed as the first ingredient on the food’s ingredient list, or listed second after water.

***Identifying Grain Ingredients***

**WHOLE GRAINS**

**(This is not an exclusive list.)**

**NON-CREDITABLE GRAINS**

GRITS

Barley Grits

Corn Grits

Durham Grits

Soy Grits

FLOURS – not enriched

Bromated Flour

Corn Flour

Durum Flour

Malted Barley Flour

Rice Flour

Wheat Flour

White Flour

FLOURS

Legume Flour

Potato Flour

Soy Flour

STARCHES

Corn Starch

Potato Starch

Rice Starch

Wheat Starch

**BARLEY WHEAT**

Dehulled Barley Bromated Whole Wheat Flour

Dehulled Barley Flour Cracked Wheat

Whole Barley Crushed Wheat

Whole Barley Flakes Entire Wheat Flour

Whole Barley Flour Graham Flour

Whole Grain Barley Sprouted Wheat

Whole Grain Barley Flour Sprouted Wheat Berries

Stone Whole Wheat Flour

**CORN**  Toasted Crushed Whole Wheat

Whole Corn Wheat Berries

Whole Corn Flour Whole Bulgur

Whole Cornmeal Whole Durum Flour

Whole Grain Corn Flour Whole Durum Wheat Flour

Whole Grain Grits Whole Grain Bulgur

Whole Ground Corn Whole Grain Wheat

Whole Wheat

**OATS**  Whole Wheat Flour

Oat Groats Whole Wheat Pasta

Oatmeal Whole Wheat Pastry Flour

Rolled Oats Whole Wheat Flakes

Whole Oats

Whole Oat Flour **OTHER WHOLE GRAINS**

Amaranth

**RICE**  Buckwheat

Brown/Wild Rice Millet

Brown/Wild Rice Flour Quinoa

Sorghum (milo)

**RYE**  Spelt

Whole Rye Teff

Rye Berries Triticale

Whole Rye Flour

Whole Rye Flakes

**CREDITABLE GRAINS**

* Any Whole Grain Above
* Enriched Grains *(enriched wheat flour, enriched white flour, enriched durum flour, enriched rye flour, enriched rice flour, enriched corn flour, enriched bromated flour, enriched durum wheat flour, enriched rice)*
* Bran or Germ *(wheat bran, oat bran, corn bran, rice bran, rye bran and wheat germ)*

***At least one serving a day of grains must be whole grain-rich.***

**What is Whole Grain-Rich?**

**Whole Grain-Rich Definition –** Whole grain-rich foods contain 100% whole grains or at least 50% whole grain and the remaining grain ingredients are creditable grains.

**How do you determine if a food is whole grain-rich? Use any of the acceptable ways below.**

**The product is listed on a state agency’s WIC-APPROVED whole grain food list.**



**Look at the PRODUCT LABEL.** *Breads* with the product names listed in the box below are whole grain-rich. (See example to the right)

Whole wheat bread Graham bread

Whole wheat buns Graham rolls

Whole wheat rolls Graham buns

Entire wheat bread Entire wheat buns

Entire wheat rolls

Whole wheat macaroni product

Whole wheat macaroni

Whole wheat spaghetti

Whole wheat vermicelli

*Pastas* with these exact product names are whole grain-rich.

**The product package includes one of the following FDA STATEMENTS:**

**“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.”**

**OR**

**“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.”**

**RULE OF THREE. Read the list of ingredients on the product.** Ingredients are listed in order of weight.

* The first ingredient (second if after water) must be a whole grain, and the next two grain ingredients (if any) must be whole grains, enriched grains, bran, or germ. Refer to page 19 for creditable grains.

**Grain Derivatives**

Wheat gluten

Wheat starch

Wheat dextrin

Corn starch

Corn dextrin

Rice starch

Tapioca starch

Modified food starch

* Disregard any grain derivatives (by-products of grains)
* Any non-creditable grains that follow “2% or less” in the list of ingredients may be disregarded as well.
* Mixed dishes (pizza crust, burritos, etc.) the first grain ingredient must be a whole grain and the second two grains (if any) must be whole grains, enriched grains, bran or germ.

**EXAMPLES USING THE RULE OF THREE TO DETERMINE WHOLE GRAIN-RICH**

**EXAMPLE #1: WG**

1st Ingredient 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], Annotto), 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**

Whole wheat flour (a whole grain) is listed first and the only other grain ingredient is enriched wheat flour (creditable grain). **This product is a whole grain-rich bread.**

**EXAMPLE #2: WG**

1st Ingredient Whole Grain 2nd Grain Ingredient 3rd Grain Ingredient

**INGREDIENTS:** Whole Corn, Sunflower and/or Canola Oil, Whole Wheat, Brown Rice Flour, Whole Oat Flour, Sugar, Salt, Natural Flavor, and Maltodextrin (Made From Corn)

Whole corn (a whole grain) is listed first. The 2nd grain ingredient listed is whole wheat (a whole grain) and the 3rd grain ingredient is brown rice flour (a whole grain).  **This product is a whole grain-rich food.**

**EXAMPLE # 3: CREDITABLE BREAD BUT NOT WG**

1st Ingredient Whole Grain 2nd Grain Ingredient

**INGREDIENTS:** Whole Grain Yellow Corn, High Oleic Canola Oil, Water, Yellow Corn Flour, Salt, Calcium Hydroxide. **MAY CONTAIN TRACES OF WHEAT**

Whole grain yellow corn (a whole grain) is the first ingredient. The 2nd ingredient is yellow corn flour (neither whole nor enriched). **This is not a whole grain-rich product using the Rule of Three. Although the first ingredient is a whole grain (whole grain yellow corn), the next grain ingredient is unenriched yellow corn flour.**  **HOWEVER**, **this item is a creditable bread on the food program, just not a whole grain-rich item**.

**EXAMPLE #4: WG** A commercial pizza ingredient list reads:

1st Ingredient Whole Grain 2nd Grain Ingredient 3rd Grain

**INGREDIENTS:** Mozzarella Cheese, Parmesan Cheese, White Whole Wheat Flour, Brown Rice Flour, Enriched Flour, Non-Fat Milk, Water, Tomato Paste, Yeast.

White whole wheat flour (a whole grain) is the first grain ingredient. Brown rice flour (a whole grain) is the 2nd grain ingredient and the 3rd grain ingredient is enriched flour (creditable grain). **The pizza crust is whole grain-rich because the 1st and 2nd grain ingredients are whole grains and the 3rd grain ingredient is enriched.**

**MANUFACTURER DOCUMENTATION or a STANDARDIZED RECIPE** can also demonstrate that whole grains are the primary grain ingredient by weight.

**Example #1:** When a grain product (such as a bread) has a first ingredient that is *not* whole grain, *the primary ingredients by weight may still be whole grain if there are multiple whole-grain ingredients and the combined weight of those whole grains is more than the weight of the other grain ingredients.*

For example, a bagel’s grain ingredients in order on the list of ingredients are *enriched wheat flour*, *whole wheat flour* and *whole o*ats. The manufacturer sends you documentation that states the enriched wheat flour is 40% of the grain weight, the whole wheat flour is 30% of the grain weight and the whole oats are 30% of the grain weight. The whole wheat and whole oats (both whole grains) combined outweigh the enriched wheat flour. Therefore the bagel is whole grain-rich.

**Example #2:** A recipe for homemade biscuits calls for 2 cups of whole wheat flour and 2 cups of enriched flour. The recipe meets the whole grain-rich requirement because it contains 50% whole grains (whole wheat flour) and the remaining grains are enriched (enriched flour).

**Recordkeeping Compliance for Whole Grain-Rich:** You are required to serve a whole grain-rich item at least once a day every day and you are required to identify the item on your menus. If using paper menus, identify whole grain-rich items on your menus by recording your grain/bread item and circling “WG”, or writing “WG” next to the grain/bread item if served at snack. If you use KidKare online program, when serving a whole grain-rich item, be sure to check the box for whole grains. Use the A Whole Grain bread category for a list of approved WIC whole grain (WG) cereals & other WG bread alternates

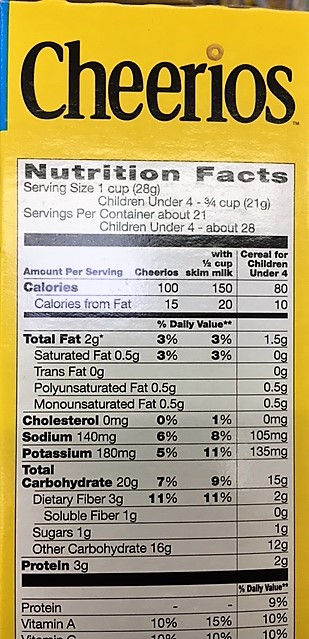


* **You may choose to serve a whole grain-rich item at any meal or snack as long as one grain per day over the course of all the meals and snacks served that day contains a whole grain-rich food.** For example, you may choose to serve oatmeal at breakfast one day and a PBJ on whole wheat bread as part of your lunch on the next day.
* **If a different group of children are at lunch than at breakfast, both meals do not have to contain a whole grain-rich food.** Your only requirement is to serve a whole grain-rich food at one meal or snack every day. The whole grain-rich requirement applies to the day care home, not to each child.
* **If you only serve snacks and you serve a grain/bread at snack** then the grain must be whole grain-rich. The requirement at snack is to serve 2 foods from different food groups. So if you choose *not* to serve a grain at snack, you will still be in compliance because a grain is not required.
* **If you only serve breakfast and snack and a grain is served at both breakfast and snack, but neither of the grains are whole grain-rich,** the snack would be disallowed. This is because the snack is the meal with the lowest reimbursement rate that contains a grain. On the other hand, if a grain is not served at snack and the grain at breakfast is not whole grain-rich, then the breakfast meal would be disallowed. In this situation, the breakfast meal is the meal with the lowest reimbursement rate that contained a grain.

***Things You Need to Know About Cereal***

Breakfast cereals must be whole grain-rich, enriched or fortified. **Breakfast cereal must contain no more than 6 grams of sugar per dry ounce.** This is equal to 21.2 grams of sugar per 100 grams of cereal.

**How can you identify cereals that meet the sugar requirement?**

**Options 1:** Cereals on any State agency’s Women, Infants, and Children (WIC)-approved cereal list meet the CACFP sugar limit.

**Options 2:** Use the chart below from USDA’s “Choose Breakfast Cereals That are Lower in Added Sugars” The chart shows common serving sizes of cereals and the maximum amount of sugars they can contain. If a serving size is 28 grams, it can contain no more than 6 grams of sugar.

**Options 3:** Use the information on the cereal’s Nutrition Facts Label.

* First, find the serving size in grams at the top of the Nutrition Facts Label and the sugars listed towards the middle.
* Next, 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.** (The label on Cheerio's cereal to the right shows the serving size is 28 grams with 1 gram of sugar. 1 gram divided by 28 grams is .035, which means Cheerio’s is below .212, which is well below the sugar limit.

**USDA Sugar Limits in Cereal Chart**

|  |  |
| --- | --- |
| **Serving Size on Nutrition Facts Label** | **Sugars** |
| **If the serving size is:** | **Sugars 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 | 16 grams |
| 78-82 grams | 17 grams |
| 83-87 grams | 18 grams |
| 88-91 grams | 19 grams |
| 92-96 grams | 20 grams |
| 97-100 grams | 21 grams |

## Buns.jpg*What You Need To Know About Breads and Grain*s

* **Grain-Based Dessert foods are not creditable as a grain/bread.** This includes cookies, pie crusts (dessert pie crust, cobblers, fruit turnovers), doughnuts, cereal bars, breakfast bars, granola bars, sweet rolls, sticky buns, cinnamon rolls, Danish pastries, caramel rolls, toaster pastries, cake, coffee cake, brownies, sweet scones, sweet bread pudding and rice pudding.
* **Savory bread puddings and savory scones are** creditable as a bread.
* **Granola** is creditable, but must meet the sugar limit of cereal.
* **Animal crackers and graham crackers in all shapes are creditable.**
* **Shoe string potatoes, popcorn, potato chips** are not creditable.
* **Tortilla chips, corn chips including Sun Chips, Doritos and Fritos, are creditable** as long as the primary grain ingredient is wholegrain and/or enriched flour or meal.
* **Potatoes** are a vegetable and not a bread.

* Since **potato pancakes** only contain a minimal amount of flour, they will not meet a bread requirement.

* **Hominy** in a dried, milled form such as hominy grits is a creditable grain. Whole corn grits and enriched corn grits are also creditable grains. .
* **Corn** is considered a vegetable. However, bread or grain items with whole or enriched corn as the primary grain ingredient are counted as a grain/bread, not a vegetable.
* **Cheetos, cheese puffs, cheese curls, and similar snack foods are not creditable bread items**.

***Grain-Based Desserts are Not Creditable on the CACFP***

These foods are **NOT** creditable breads for meals or snacks: ***cookies, pie crusts (dessert pie crust, cobblers, fruit turnovers), doughnuts, cereal bars, breakfast bars, granola bars, sweet rolls, sticky buns, cinnamon rolls, Danish pastries, caramel rolls, toaster pastries, cake, coffee cake, brownies, sweet scones, sweet bread pudding and rice pudding.***

Grains and breads are grouped together according to like items. Refer to the Grain/Bread Chart on the following page for serving sizes. Look at the 3rd column for the minimum serving size for an item. Serving sizes are ½ serving for ages 1-5 and 1 serving for children age 6 and older. Check the serving size for snack crackers. They are in Group A. One serving of snack crackers is 20 grams (for ages 6-12) and ½ serving is 10 grams (for ages 1-5).

**GRAIN/BREAD GROUPS for Day Care Homes**

**1 serving is for ages 6 and older and ½ serving is for ages 1-5**

|  |  |  |
| --- | --- | --- |
| **GROUP A** | **Ounce Equivalent (Oz Eq) for Group A** | **MINIMUM SERVING SIZE FOR GROUP A** |
| * Breading type coating * Bread sticks - hard * Chow Mein noodles * Savory Crackers – (saltines and snack crackers * Croutons * Pretzels - hard * Stuffing – dry NOTE: weights apply to bread in stuffing. | 1 oz eq = 22 gm or 0.8 oz  ¾ oz eq = 17 gm or 0.6 oz  ½ oz eq = 11 gm or 0.4 oz  ¼ oz eq = 6 gm or 0.2 oz | 1 serving = 20 g or 0.7 oz  ¾ serving = 15 g or 0.5 oz  ½ serving = 10 g or 0.4 oz  ¼ serving = 5 g or 0.2 oz |
| **GROUP B** | **Oz Eq for Group B** | **MINIMUM SERVING SIZE FOR GROUP B** |
| * Bagels or bagel chips * Batter type coating * Biscuits * Breads – all (for example white, wheat, whole wheat, French, Italian) * Buns - (hamburger, hot dog) * Sweet Crackers - graham crackers - all shapes, animal crackers) * Egg roll skins * English muffins * Pita bread * Pizza crust * Pretzels (soft) * Rolls * Tortillas * Tortilla chips * Taco shells | 1 oz eq = 28 gm or 1.0 oz  ¾ oz eq = 21 gm or 0.75 oz  ½ oz eq = 14 gm or 0.5 oz.  ¼ oz eq = 7 gm or 0.25 oz | 1 serving = 25 g or 0.9 oz  ¾ serving = 19 g or 0.7 oz  ½ serving = 13 g or 0.5 oz  ¼ serving = 6 g or 0.2 oz |
| **GROUP C** | **Oz Eq for Group C** | **MINIMUM SERVING SIZE FOR GROUP C** |
| * Cornbread * Corn muffins * Croissants * Pancakes * Pie crust (meat/meat alternate pies) * Waffles | 1 oz eq = 34 gm or 1.2 oz  ¾ oz eq = 26 gm or 0.9 oz  ½ oz eq = 17 gm or 0.6 oz.  ¼ oz eq = 9 gm or 0.3 oz | 1 serving = 31 g or 1.1 oz  ¾ serving = 23 g or 0.8 oz  ½ serving = 16 g or 0.6 oz  ¼ serving = 8 g or 0.3 oz |
| **GROUP D** | **Oz Eq for Group D** | **MINIMUM SERVING SIZE FOR GROUP D** |
| * Muffins, all but corn * Quick breads | 1 oz eq = 34 gm or 1.2 oz  ¾ oz eq = 26 gm or 0.9 oz  ½ oz eq = 17 gm or 0.6 oz.  ¼ oz eq = 9 gm or 0.3 oz | 1 serving = 50 g or 1.8 oz  ¾ serving = 38 g or 1.3 oz  ½ serving = 25 g or 0.9 oz  ¼ serving = 13 g or 0.5 oz |
| **GROUP E** | **Oz Eq for Group E** | **MINIMUM SERVING SIZE FOR GROUP E** |
| * French toast | 1 oz eq = 69 gm or 2.4 oz  ¾ oz eq = 52 gm or 1.8 oz  ½ oz eq = 35 gm or 1.2 oz.  ¼ oz eq = 18 gm or 0.6 oz | 1 serving = 63 g or 2.2 oz  ¾ serving = 47 g or 1.7 oz  ½ serving = 31 g or 1.1 oz  ¼ serving = 16 g or 0.6 oz |
| **GROUP F** |  | **MINIMUM SERVING SIZE FOR GROUP F** |
| *Foods in this group are not applicable for the CACFP for day care homes.* |  | 1 serving = 75 g or 2.7 oz  ¾ serving = 56 g or 2 oz  ½ serving = 38 g or 1.3 oz  ¼ serving = 19 g or 0.7 oz |
| **GROUP G** |  | **MINIMUM SERVING SIZE FOR GROUP G** |
| *Foods in this group are not applicable for the CACFP for day care homes.* |  | 1 serving = 115 g or 4 oz  ¾ serving = 86 g or 3 oz  ½ serving = 58 g or 2 oz  ¼ serving = 29 g or 1 oz |
| **GROUP H** | **Oz Eq for Group H** | **MINIMUM SERVING SIZE FOR GROUP H** |
| * Cereal Grain (barley, quinoa, etc.) * Breakfast cereals (cooked) * Bulgur or cracked wheat * Corn grits * Macaroni (all shapes) * Noodles (all varieties) * Pasta (all shapes) * Ravioli (noodle only) * Rice | 1 oz eq = ½ cup cooked or 1 ounce (28 gm) dry | 1 serving = ½ c. cooked or 25 g or 0.9 oz dry  ¾ serving = 3/8 c. cooked or 19 g or 0.7 oz dry  ½ serving = ¼ c. cooked or 13 g or 0.5 oz dry  ¼ serving = 2 T cooked or 6 g or 0.2 oz dry |
| **GROUP I** | **Oz Eq for Group I** | **MINIMUM SERVING SIZE FOR GROUP I** |
| * Ready to eat breakfast cereal (cold, *dry)* | 1 oz eq = 1 cup or 1 oz. for flakes and rounds.  1 oz eq = 1.25 cups or 1 ounce for puffed cereal  1 oz eq = ¼ cup or 1 ounce for granola | 1 serving = ¾ cup or 1 oz, whichever is less  ½ serving = 1/3 cup or 0.5 oz, whichever is less |

***Methods for Healthy Cooking***

Foods that are deep-fat fried onsite cannot count toward a reimbursable meal in the Child and Adult Care Food Program.

Deep-fat frying means cooking by fully covering (submerging) food in hot oil or other fat.

“Onsite” means at your day care home.

****How a food is cooked can make a difference in how healthy it is. Try some of the cooking methods below instead of deep-fat frying. Cooking with oils instead of butter or lard can be better for heart health.

**Roast, Bake, or Broil: Cooking foods, usually at high heat, in the oven.**

**Saute, Pan Fry, and Stir Fry: Cooking foods with a small amount of hot oil over medium or high heat**

**Grill: Cooking foods by placing them on a pre-heated metal grill or grill pan, with high heat coming from below the food.**

Which foods may be served as part of a reimbursable meal in the CACFP?

|  |  |
| --- | --- |
| FOOD | REIMBURSABLE? |
| Packaged par-fried or flash-fried foods purchased from a grocery story (such as par-fried frozen potatoes) | Yes, if heated onsite by baking, microwaving, or another method that is not deep-fat frying. Compare foods and choose those lower in saturated fats. |
| Fried food from a restaurant or vendor. | Yes, if reheated onsite by baking, microwaving, or another method that is not deep-fat frying. Try to switch to healthier options. |
| Pan-fried foods prepared at the day care home. | Yes, the food is not covered with oil when pan-frying. |
| Deep-fat fried foods prepared at the day care home. | NO |
| Stir-fried or sautéed foods prepared at the day care home. | Yes, the food is not covered with oil when stir-frying or sautéing. |

***Water Availability***

**Requirement for making drinking water available:** 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.

While drinking water must be made available to children during meal times, it is not part of the reimbursable meal and may not be served in lieu of milk. You should not serve young children too much water before and during meal times because it may reduce the amount of food and milk consumed by children.

**How to make water available:** There are a variety of ways in which to make water available, such as having cups available next to the kitchen sink faucet or having water pitchers and cups set out. The simplest way to provide water is to provide a child with water when it is requested.

When a child is thirsty between meals and snacks, offer water. It’s economical and healthy.

**Why water is important:**  Our bodies use water for many things, including:

digestion,

carrying oxygen to our cells,

cellular functions,

fighting off illness through our lymph system,

aiding in body eliminations,

cooling the body and regulating temperature,

aiding in brain functions and mental alertness,

aiding in physical energy and strengthening muscles,

reducing fluid retention,

moistening skin, lips, mouth and other body tissues,

cushioning joints, and

making us feel full.

The best beverage for hydration and proper body function is water. Avoid sweetened drinks as they cause thirst.

# SECTION II INFANTS

**Offering Infant Meals**

All infants enrolled in the food program must be offered meals that comply with the CACFP infant meal pattern requirements. A day care home may not avoid this obligation by stating that the infant is not “enrolled” in the food program. All children attending your day care are required to be enrolled on a Child Registration Form.

**Infant Age Groups**

There are two age groups for infants:

* Birth through 5 months
* 6 months through 11 months

**Notes about the infant meal pattern**

* Meals are reimbursed when a mother comes to day care to breastfeed her infant. This includes meals when an infant is only consuming breast milk.
* Yogurt and whole eggs are allowable meat alternates. 
* Ready-to-eat cereals may be served at snack.
* Requires a vegetable or fruit, or both, be served at all meals for infants 6-11 months old when developmentally ready.
* Juice, cheese food and cheese spread are not allowable.
* Parents/guardians may provide only **one** meal component.

**Creditable Infant Formula**

Day care homes are required to *offer* to supply at least one brand of *iron-fortified infant formula* in their day care. The brand of IFIF you offer to supply in your day care and the parent’s choice to accept or decline is recorded on the Child Registration Form.

**Ways to Identify Iron-Fortified Infant Formula**

Formula must be iron-fortified for an infant.

* Look for “Infant Formula with Iron” or a similar statement on the front of the formula package.
* Or use the Nutrition Facts Label as a guide. An iron-fortified infant formula must have 1 mg of iron or more per 100 calories of formula when prepared in accordance with label directions for consumption.

Make sure the formula is ***not an FDA-exempt* formula**, which is a formula labeled for use by infants who have inborn errors of metabolism or low birth weight, or who otherwise have unusual medical or dietary problems.

If an infant requires an *FDA–exempt* Infant Formula due to a disability, the day care home will need a Physician Statement for Meal Accommodations to be completed by a licensed physician or a State licensed health care professional who is authorized to write medical prescriptions under State law.

**Promote Breastfeeding**

Support mothers who choose to breastfeed their infants by encouraging them to supply breastmilk while their infant is in care.

*Expressed breastmilk may be stored at the day care home in a refrigerator kept at 40 degrees or below for no longer than 72 hours.*

 You may also offer a quiet, private area that is comfortable and sanitary if a mother chooses to breastfeed her infant at your day care.

**Parent Provided Foods**

*Parents or guardians may provide* ***only one*** *of the meal components for infants.*

**Breastmilk or Formula Only -**When the infant is only consuming breastmilk or infant formula, a parent/guardian may supply one of the following and the meal will be reimbursable.

* Expressed breastmilk
* Iron-fortified infant formula (IFIF)
* Chooses to directly breastfeed on-site

**Consuming Solid Foods -** When an infant is ***developmentally ready to consume solid foods*** and the parent/guardian chooses to supply one of the following, the **day care home must provide all the other requirement meal components** in order for the meal to be reimbursable.

* Expressed breastmilk
* Iron-fortified infant formula
* Chooses to directly breastfeed on-site

Likewise, a parent/guardian may choose to provide one solid food component if the infant is developmentally ready to consume solid foods. In this situation, the day care home must provide all the other required meal components, including iron-fortified infant formula, in order for the meal to be reimbursable.

|  |  |
| --- | --- |
| **Major Meals**  **Breakfast, Lunch and Dinner** | |
| **Birth through 5 Months** | **6 through 11 Months** |
| 4-6 fl oz breastmilk or IFIF | 6-8 fl oz breastmilk or IFIF |
| 0-4 Tbsp iron-fortified infant cereal (IFIC), meat, fish, poultry, whole eggs, cooked dry beans or cooked dry peas;  **OR** 0-2 oz of cheese;  **OR** 0-4 oz (volume) of cottage cheese;  **OR** 0-4 oz yogurt;  **OR** a combination of the above |
| 0-2 Tbsp vegetable or fruit, or a combination of both |

**Solid Foods (Complimentary Foods)**

**Introduction of Solid Foods**

The infant age groups delay the introduction of solid foods until 6 months of age as most infants are typically not physically developed to consume solid foods until this time. Six to 8 months of age is a critical window for introducing solid foods to infants. By 7 to 8 months of age, infants should be consuming solid foods from all food groups (vegetables, fruits, grains, protein foods, and dairy).

**Infant Age Groups**

The only requirement for infants from birth through 5 months is breastmilk or IFIF (iron-fortified infant formula).

In the 6 through 11 months age category, the three food groups for infants for all three major meals are the same: breastmilk or IFIF, meat/meat alternate, and vegetable or fruit.

Pay attention to foods beginning with “0” amounts. These foods are only required when the infant is developmentally ready to consume them.

If the infant is not receiving all the required solid foods of a meal, the provider must document discussions with the parent about the foods being offered to the infant on the *I****nfant Solid Food Readiness Form****.* This form must be kept on site. At this point you do not list any solid foods on the infant menu until the infant is receiving all the required meal components . When the infant is receiving all meal components at all meals, the parent then signs and dates the form.

|  |  |
| --- | --- |
| **SNACKS** | |
| **Birth through 5 Months** | **6 through 11 Months** |
| 4-6 fl oz breastmilk or IFIF | 6-8 fl oz breastmilk or IFIF |
| 0 – ½ slice of bread;  **OR** 0-2 crackers;  **OR** 0-4 Tbsp iron-fortified infant cereal (IFIC) or ready-to-eat breakfast cereal |
| 0-2 Tbsp vegetable or fruit, or a combination of both |

To the left is the chart for infant snacks.

There are three groups of food for snacks. Breastmilk or IFIF is required. Pay attention to food groups that begin with “0” amounts. These foods are only required when the infant is developmentally ready for them.

The bread group has several options to choose from; bread, crackers, iron-fortified infant cereal (IFIC) or ready-to-eat cereal. You only have to choose one of these and only when the infant is developmentally ready for these foods.

As with children ages 1 and older, ready-to-eat cereal served to infants must be at or below the sugar limit. Ready-to-eat cereal for infants does not include cooked cereals such as oatmeal or farina (Malt-O-Meal or Cream of Wheat).

**Developmentally Ready**

Infants develop at different rates—meaning some infants may be ready to consume solid foods *before* 6 months of age and others may be ready *after* 6 month of age.

**Signs An Infant is Developmentally Ready for Solid Foods**

**Introduction of solid foods requires good communication between you and the infant’s parents.** Below are signs that an infant may be ready for solid foods. The decision to feed specific foods should be made in consultation with the parents.

Let parents know what and how much their babies eat each day. Consistency between home and the child care setting is essential during the period of rapid change when babies are learning to eat solid foods. Before giving a new food, check with parents to be certain the infant has been offered the food before and has had no reaction to the food.

If the child is allergic to certain food(s) which prevents you from meeting the meal pattern, have a Physician Statement for Meal Accommodations completed by a medical physician. Submit to Nutrition for Children for review. We will make and keep a copy on file in the NFC office and return the original form to you to keep on file at your day care.

* The infant has good head control in a high chair and can sit with support.
* The infant opens his or her mouth when food is within sight or when others are fed. Other signs may be observed such as reaching for food and enthusiasm during the mealtimes.
* The infant can move food from a spoon to his or her throat. The infant draws in their lower lip as a spoon is removed from their mouth.
* The infant keeps food in their mouth and swallows it rather than push it back out on their chin.
* The infant has doubled his or her weight and weighs 13 pounds or more.

**New Foods**

New foods may be introduced one at a time over a few days, and an infant’s eating patterns may change. For example, an infant may eat a cracker one week and not the next.

Babies show disinterest or *fullness* by:

* leaning back,
* turning away,
* pushing the food out of their mouths,
* sealing their lips together,
* playing with the food, and
* pushing the bottle or spoon away.

|  |  |
| --- | --- |
| **Component** | **Summary of Solid Foods for Infants in the 6 Through 11 Month Age Group** |
| **Vegetable**  **And**  **Fruits** | A vegetable, fruit, or a combination of both must be served at all meals and snacks for infants *developmentally ready* to accept them. |
| Juice cannot be served to infants. |
| **Breads/Grains** | Ready-to-eat cereals can be served at snack for infants *developmentally ready* to accept them. Cereals must contain no more than 6 grams of sugar per day ounce, (the same rule for ages 1 and older.)  Sliced bread, crackers or iron-fortified infant cereal are other grain options at snack. Bread, crackers and ready-to-eat cereal must be enriched flour, enriched meal or whole grain-rich. Adult cooked cereals are not creditable for infants. |
| **Meat**  **and Meat**  **Alternates** | Creditable meat/meat alternates for infants are any of the following: iron-fortified infant cereal, meat, fish, poultry, whole egg, cooked dry beans, cooked dry peas, cheese, cottage cheese or yogurt. Yogurt must contain no more than 23 grams of sugar per 6 ounces, (the same rule for ages 1 and older). Soy yogurt is not creditable for an infant. |
| Cheese food, cheese spread cannot be served to infants. |

**Follow the Eating Habits of Infants**

To claim a meal for an infant, all required components of the meal do not have to be served at the same time.

As long as all the required food components are offered during a period of time that is considered the mealtime, the meals may be claimed for reimbursement. Infant meals cannot be disallowed due solely to the fact they are not served within the day care home’s established meal times.

**Record Keeping Requirements:**

* The foods provided for the infant *must be recorded on an infant menu* and the infant *must be listed with meals checked-marked on the attendance portion of the regular menu*.  ***Until the infant is developmentally ready to receive all components for all meals the provider will only record the IFIF or breast milk.***

* On the **Infant Formula Waiver section on the** **Child Registration Form** you must record the brand of iron-fortified formula you offer in your day care when enrolling an infant. (*There is no need to record this on registration forms for children 1 year or older.)* The parent then checks either “Yes” or “No” to indicate they have accepted or declined your offer.

If a Child Registration Form for an infant is received and you have not indicated the brand of iron-fortified infant formula you offer or the parent has not indicated their choice, the form will either be returned to you for the parent to correct *and initial* or the parent will be contacted directly for the information.

* If the parent chooses to supply their own formula, it must be iron-fortified formula in order to receive reimbursement.
* **When an infant in the 6 – 11 month age group is not developmentally ready to consume all components for all meals and snacks claimed, the provider must stay in close communication with the parent about when and what solid foods to introduce. When solid foods are just being introduced and the parent is not yet offering all the required solid foods on the infant menu, you should document when and what foods are being introduced on the Infant Solid Food Readiness Form and have the parent initial. Keep the form on file at the day care. See Page 51 for this form.**

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| --- | --- | --- |
| **Fruit and Vegetable** | **Reimbursable?** | |
| Fruit and mixed fruit, vegetables and mixed vegetables (appropriate consistency for infant)  Fruit or vegetable must be the first ingredient on the label. | **YES** |  |
| Combination dinners are not creditable |  | **NO** |
| Store-bought infant combination meat and vegetable, such as chicken and carrots | **YES** |  |
| Jarred baby cereal with fruit |  | **NO** |
| Pudding or dessert w/fruit as the first ingredient on the label |  | **NO** |
| Fruit or vegetable containing DHA (docosahexaenoic) |  | **NO** |
| Fruit or vegetable juice |  | **NO** |
| **Comments** – Child care providers should carefully read the ingredient listing on commercial baby fruits and vegetables. Some brands of commercial baby fruits and vegetables contain food starch, tapioca, cheese, or rice with water listed as the first ingredient. Remember, if a label states the first ingredient is water, then the product is not creditable. | | |

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| **Meat/Meat Alternate** | **Reimbursable?** | |
| Strained baby food meats (includes meats with gravy) and plain, cooked homemade meats | **YES** |  |
| Whole eggs | **YES** |  |
| Store-bought infant combination meat and vegetables, such as chicken and carrots | **YES** |  |
| Store-bought combination meat dinners, such as turkey and rice |  | **NO** |
| Hot dogs, frankfurters, Vienna sausages | **MAYBE –** Refer to pages 158 and 160 in the Feeding Infants handbook and refer to your license standards. | |
| Sausage –only fresh pork sausage and fresh Italian sausage | **MAYBE –** Refer to page159 in the Feeding Infants handbook and refer to your license standards. | |
| Fish, store-bought, boneless or seafood—canned with bones, breaded or battered | **YES** |  |
| Fish sticks or portions, store-bought | **MAYBE** – Only the fish portion credits toward the meat requirement. Refer to page 158 in the Feeding Infants handbook. | |
| Yogurt – must contain no more than 23 grams of sugar per 6 ounces | **YES** |  |
| Nuts, seeds, and nut and/or seed butters |  | **NO** |
| **Comments** There are a variety of reasons the food products listed above are not creditable: The actual amount of meat in the product is difficult to determine, the manufacturers did not develop the product to be consumed by infants, and/or the products can cause an infant to choke. | | |

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| --- | --- | --- |
| **Infant Cereal** | **Reimbursable?** | |
| Iron-fortified dry cereal formulated for and generally recognized as cereal for infants is routinely mixed with either iron-fortified infant formula or breastmilk prior to eating | **YES** |  |
| Iron-fortified dry infant cereal containing fruit |  | **NO** |
| Commercial jarred baby food cereal that is ready to serve |  | **NO** |
| Ready-to-eat breakfast cereals (cold dry) at snack ONLY and must contain no more than 6 grams of sugar per dry ounce. | **YES** |  |
| Breakfast cereals—oatmeal (cooked) |  | **NO** |
| **Comment** Ready-to-eat breakfast cereal (cold, dry) and cooked cereal (oatmeal and farina) are not considered *iron-fortified, dry infant cereal (IFIC).* | | |

|  |  |  |
| --- | --- | --- |
| **Bread and Crackers** | **Reimbursable?** | |
| Breads: white, wheat, whole wheat, French, Italian, and similar breads | **YES** |  |
| Biscuits, Bagels, English Muffins | **YES** |  |
| Pita bread: white, wheat, whole wheat | **YES** |  |
| Rolls: white, wheat, whole wheat, potato | **YES** |  |
| Crackers: saltines or snack, matzo, animal, graham made without honey (Honey even in baked goods, could possibly contain clostridium botulinum spores, which can cause a type of serious food borne illness in infants.) | **YES** |  |
| Soft tortillas: wheat or corn | **YES** |  |
| Zwieback | **YES** |  |
| Teething biscuits | **YES** |  |
| **Comment** The Grains/Breads for children ages 1 through 12 are not applicable for infants. The only grain/bread products in the Infant Meal Pattern are infant cereal, crusty bread, and cracker-type products. Since infants develop their eating, chewing, and swallowing skills slowly, infants should be gradually introduced to a variety of foods during the first year of life. Not all grain/bread alternates are appropriate for them.  The bread and cracker-type items must be made from whole-grain or enriched meal or flour and suitable for an infant to consume as finger food. None of the products should contain nuts, seeds, or hard pieces of whole-grain kernels.  The above bread items must be prepared in a form suitable for an infant’s development to reduce the chance of choking. The best way to serve breads to infants is to cut it into small, thin strips.  For a complete list of creditable foods for infants, refer to pages 149-171 in the Feeding Infants handbook. | | |

# SECTION III: MEAL COUNTS√√√

An important part of record keeping on the CACFP is taking accurate meal counts, (the attendance portion of your claim). *Who* can you claim for a meal? Who *can’t* you claim for a meal? *When* can you claim a child for a meal? *When* do you *record* meal counts?

**When do you record meal counts?** **Meal counts have to be taken on a daily basis.** You can’t mark ahead of a meal being served nor can you go back and mark meals after the day has passed. The best time to mark meals is as the children are eating or what we call “point of service”. If that’s not possible or too inconvenient, you can mark your attendance at the end of the day, but it must be marked at **least by the end of the day.**

This applies to all providers; those using paper forms and those online. For online providers, you have the option to enter your meal counts and menus at the end of the week. However, if you choose this option, *you must record your meal counts (and menus) daily on* ***Nutrition for Children Daily Meal Worksheet forms*** *and transfer your written menus and meal count to the online program by the end of 7 days. If you do not transfer your written menus to the computer, you will be locked out of the system and unable to claim reimbursement for those days.*

**When can you count a child as having participated in the meal?**

* The child must be present during your approved time for a meal and participating in the meal service.
* The hours and days in day care on the ***child’s registration form*** must reflect they are present for the meals for which they claimed.
* You cannot claim a meal that is *sent home with a child* nor can you claim a meal *sent to school* with a child.
* If you take your day care children to a summer feeding program, you cannot claim those meals for reimbursement.
* Meals must be served *on site* unless you have notified the office you are serving meals away from your day care, such as on a field trip.

**Who can you claim? Who can’t you claim?**

* You may claim meals for children up *through* 12 years of age. You may also claim children of migrant workers up through age 15.
* You may claim a special needs child under 18 years of age if you have submitted a copy of the front page of the IEP for that child, along with a Child Registration Form. On the food program, that child will be counted as part of your license or license-exempt capacity for determining reimbursement.
* You must be providing day care for the children you claim. You cannot claim meals for reimbursement for meals served to children who are visiting with their parents.
* You cannot claim meals for reimbursement for a child prior to the begin date on their child registration form.
* Follow your approved meal times when taking meal counts. **A child’s registration form must reflect they are present during meals for which they are claimed**. Contact the office if you need to change meal times. Or, if meals or days change for a child, make sure the parent completes a new child registration form or print out a new copy of the current enrollment form and have the parent revise it and sign the form. Send a copy to the office.
* **You can only be reimbursed for a maximum of 1 major meal and 2 snacks or 2 major meals and 1 snack per child per day.** Most of the time you feed children more than this but **DO NOT MARK ADDITIONAL MEALS ON THE ATTENDANCE**. We suggest you keep track of additional meals and snacks on the recordkeeping calendar we provide for you each year for tax purposes.
* You can claim meals for your own children or other children who live with you up through the age of 12 if you have an approved household eligibility application, (HEA) and a child registration form on file, and day care children are present and being claimed for the same meal service.
* You can claim meals for your own foster children up through the age of 12 when day care children are present and being claimed for the same meal service if you have a placement letter from the foster agency and a child registration form on file.
* If you have a day care child who is receiving an approved milk-equivalent non-dairy substitute, you can claim reimbursement for that child if there is an approved Parent Request for Non-Dairy Milk Substitute on file.
* If you have a day care child with a dietary restriction, you can claim reimbursement for meals served to that child if an approved Medical Exception Statement signed by a physician is on file and you serve the substitution the doctor has listed.
* If you have any questions, contact the NFC office or your field rep.

# SECTION IV: REIMBURSEMENT PROCESS & SUBMISSION OF CLAIMS FOR REIMBURSEMENT

As a provider, you record your meals and attendance (meal counts) *daily* for a calendar month either using Nutrition for Children paper records or KidKare, Nutrition for Children’s online claiming program. Because forms must be kept daily and you cannot mark children as being present prior to a meal service, you have to wait until after you serve the last meal of the month before you can mail your meal claim to us at Nutrition for Children, Inc., or submit your meal claim online.

**PROCESSING AT NUTRITION FOR CHILDREN**

* You send/submit your meal claim to Nutrition for Children (NFC) by the 5th of the following month. For example, you would send April’s meal claim to Nutrition for Children by May 5th. By submitting your meal claim to us by the 5th of the following month it allows us time to process and submit the *total* meal claim to Illinois State Board of Education (ISBE) according to their deadline.

* NFC processes providers’ meal claims in the order in which they are received.
* After NFC processes each provider’s meal claim, we then submit a claim report for the total provider claims to Illinois State Board of Education (ISBE), according to ISBE’s claim submission schedule. For *most* months, ISBE’s deadline for sponsors is the 3rd Monday of the month. However, when your meal claim is not received by the 5th of the following month, you run the risk of receiving a late payment for the claim.

NOTE: Your meal claim is actually **due** to Nutrition for Children by the 5th of the following month. The USDA accepts late claims up to 60 days after the claim month (a federal regulation), but that will result in a much later payment to you. We do not want claims submitted this late unless due to extenuating circumstances.

**ISBE**

* ISBE receives and processes Nutrition for Children’s total meal claim.
* ISBE *orders* the claim money from the comptroller.

**STATE COMPTROLLER’S OFFICE**

* The comptroller issues the meal money and it is wired to Nutrition for Children’s bank account. This step *normally* occurs within a week after ISBE has ordered the money. However, the comptroller actually has 6 weeks to issue payment.

**NUTRITION FOR CHILDREN ISSUES CHECKS/DIRECT DEPOSITS**

* The day the money is received in NFC’s bank account, we issue your payment.
* If you receive your payment by direct deposit to your checking or savings account, your payment should be in your account the next day. HOWEVER, do not spend the money before you see it in your account!
* If you receive your payment by direct deposit, you will still receive an envelope in the mail containing the

current newsletter, a direct deposit stub and a menu review if applicable.

The newsletter and menu review are ways we inform you of program information and errors you may have made on your meal claim. Please read both! Failure to read either is no excuse for not knowing pertinent information.

**PROCESSING MEAL CLAIMS AT NUTRITION FOR CHILDREN**

What do we look for on your meal claim? These are the major edit checks made to both paper and online forms:

* Tiering information
* children are enrolled on a Child Registration form and the hours and days on the Child Registration form reflect how you have claimed each child for the month
* an approved household eligibility application (HEA) is on file for your own children if you are claiming your own children
* your license capacity or license-exempt capacity
* approved operating days on your site sheet
* approved meal times on your site sheet
* there is a menu for every meal and snack claimed
* documentation in the “call-in” log of closures or meals served away from day care reflect how you have claimed meals
* the meal/snack menu observed and recorded on the home visit review form is the same meal/snack you recorded on your menu (if seen for a home visit during the month)
* the children observed participating in a meal/snack service and recorded on the home visit review form are the same as the children you claimed for the meal/snack (if seen for a home visit during the month),
* maximum number of meals and snacks allowed per child per day (2 major meals and 1 snack **OR** 2 snacks and 1 major meal)
* a Physician Statement for Meal Accommodations or an IEP is on file, if applicable

**Closed or gone during a meal service:**  If you are going to be closed on a particular day (or even for a particular meal service) or serving a meal/snack away from your home, you are ***required*** to contact the NFC office or your field rep ***in advance*** of the event.

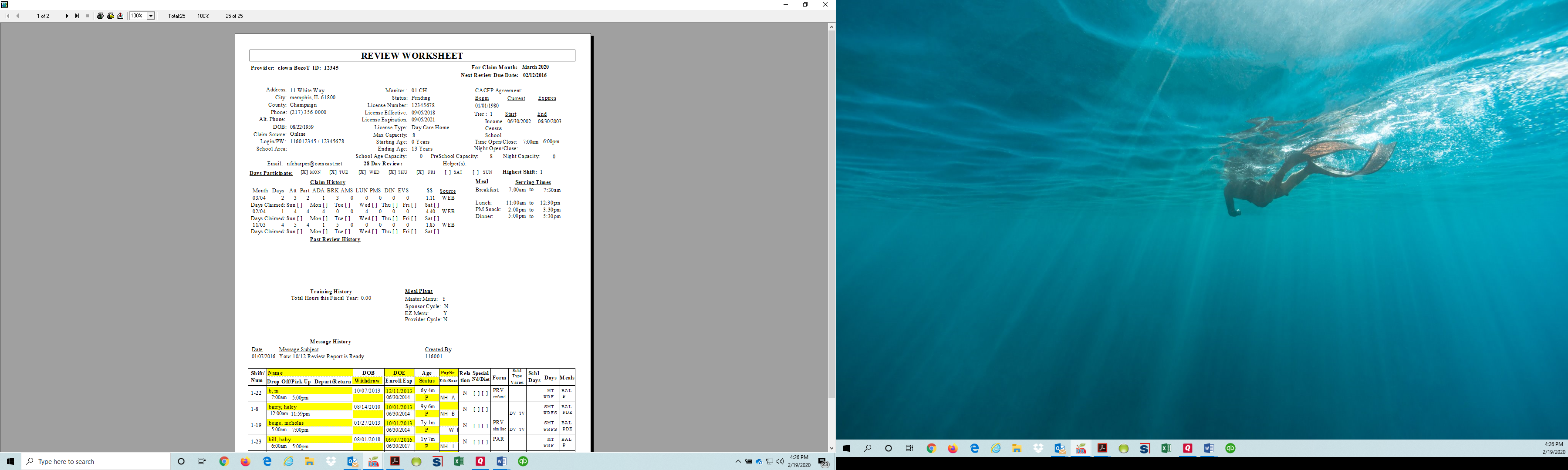
**Change or add days or meal times:**  Your approved operating days of the week and your approved meal times must be current. This means if you are no longer using an approved meal or snack, or changing a time or day you will be serving, you need to contact us as soon as the change is needed. Once we are in a new month, we cannot go back and change meal times, add a meal, or add an operating day for the previous month.

**Where do you find your operating days and current approved meals and times?**

When you first join the food program, you and your field rep discuss days and meals you want approved on your site sheet and set an allotted timeframe for your meals. Those are the days, meals and meal times you will be approved to claim meals for reimbursement on the food program.

Once you are approved to claim on the food program, you will receive what we call a Provider Info Sheet or Review Worksheet that we use at your reviews. (Refer to the partial sample below to locate days of the week and approved meals and meal times.

 You are required to keep days and meal times current. You can either notify your field rep or our office to make changes the days or times you wish to modify.



**Meals must be served within the meal times.**

Breakfast is an approved meal for this provider because there are approved meal times.

If a child arrives at 8 and is served breakfast, this provider would need to contact the NFC office to change her breakfast times because her breakfast ends at 8.

The request to NFC must be made in the month the provider wants to begin claiming these meals or prior to the month.

**Approved Operating Days of the Week**

This provider is approved to claim meals Monday through Friday.

The request to add a day must be made to NFC in the month she knows she will be doing day care wants to begin claiming these meals on these days or prior to the month.

**Meals not approved.**

You can tell this provider doesn’t have AMS (morning snack) or EV (evening snack) approved because she has no meal times for them. That means she can’t claim these snacks for reimbursement unless she notifies the

NFC office with times she wants to serve these snacks.

The request to NFC must be made in the month the provider wants to begin claiming these meals or prior to the month.

Once we make a requested change, we send you an updated Provider Info Sheet. Always keep the Provider Info Sheet with the latest date in the plastic sleeve protector in your NFC notebook, because this is your most current operating information.

# SECTION V: RECORD RETENTION

***Current month and previous 12 months*** **-** You are required to maintain and have on hand for *immediate* review all food program records that support your program activities for the current month, as well as the previous twelve months of operation. Records should include documentation of enrollment, meal counts and menus.

***Remaining 2 years*** – You may store the remaining 2 years of records offsite; however, the records must still be in your control and *accessible within a reasonable amount of time*. If no offsite storage is used, you must retain 3 years of records, onsite, at your day care home. It is important to know if you can’t produce your records for the current month at a home visit because you left your forms elsewhere, it will be a finding and you will lose reimbursement from the beginning of the month up through the previous day of the home visit.

***Current Forms Kept In your NFC Notebook that NFC Field Reps or ISBE Monitors Will Want to View*** - In addition, as always, your NFC Field Rep or ISBE (Illinois State Board of Education) Monitor will ask to see the following forms at home visits, which should be kept in your NFC notebook or in a file that is readily available.

* Original site sheet
* Current Provider Info Sheet (This is the computer generated form we send you as updates are made to your site sheet, such as meal times, license information, hours of operation, etc.)
* Permanent agreement
* Copies of CRF
* Medical Exception Statement (if applicable)
* Parent Request for Non-Dairy Substitute (if applicable)
* Current up-to-date menu/attendance records
* Tier I approval letter (if applicable)
* Approval letter to claim own children (if applicable)
* Training certificates
* Last 3 consecutive trimester home visit reviews

**Record Retention Finding**

Remember, maintaining records is a requirement. If you are seen for a home visit and have not maintained records as explained in this article, this will be cited as a finding and corrective action will be required.

# SECTION VI: CIVIL RIGHTS

**What are civil rights?** Civil rights are the nonpolitical rights of a citizen; the rights of personal liberty guaranteed to U.S. citizens by the 13th and 14th Amendments to the U.S. Constitution and Acts of Congress.

**What is discrimination?** Discrimination is defined as different treatment which makes a distinction of one person or a group of persons from others; intentionally, by neglect, or by actions or lack of actions.

The Child and Adult Care Food Program is a United States Department of Agriculture (USDA) program and therefore federally funded. The USDA statutes and regulations prohibit discrimination in Child Nutrition Programs based on

* Race
* Color
* National origin
* Age
* Disability
* Sex
* Reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA

The groups listed are referred to as protected classes. A protected class is any person or group of people who have characteristics for which discrimination is prohibited based on a law, regulation, or executive order.

**Examples of Discrimination**

**Case #1**

A childcare provider does not provide infant foods and/or formula to infants in their care and *requires* parents to supply these items. ***Is this a civil rights issue?***

**Yes**. All children who attend must be provided equal access to the benefits of the CACFP. Therefore, infant formula and food must be offered to infants and **parents cannot be asked or required to supply these items.** To withhold the program from any eligible age group is *age discrimination*. The parent, however, may ***choose***to provide formula and/or food.

**Case #2**

Children whose first language is Spanish are asked to sit together at a *Spanish-speaking* table. ***Is this a civil rights issue?***

**Yes**. Segregating or separating children who share a particular characteristic into groups would be considered a civil rights issue and discrimination based on the protected class of national origin.

**Case #3**

A family does not want to identify the race or ethnic background of the child on the child registration form. ***What should the provider do?***

The provider should explain to the family that self-identification is voluntary and they are not required to furnish information on the child’s race or ethnicity. The racial/ethnic questions are on the child registration form to help ensure the sponsor and provider are offering the benefits of the CACFP to all eligible persons and that the ethnic/racial data will be kept confidential.

**Case #4**

The provider has observed that the boys tend to eat more than the girls so she places more than a required serving of some foods on the plates for the boys but only gives the girls the required amount of those foods. ***Is this a civil rights issue?***

**Yes**. The provider cannot decide who gets more food on their plates based on the sex of the children.

**Reason for collecting racial and ethnic data**

The data we collect is used to determine how effectively the program is reaching potentially eligible children and where outreach may be needed.

To File a Complaint: You will find the civil rights clause on all our outreach material and forms, newsletters and Facebook. The current civil rights clause is below.

*“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the* [*USDA Program Discrimination Complaint Form*](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf)*, (AD-3027) found online at:* [*http://www.ascr.usda.gov/how-file-program-discrimination-complaint*](http://www.ascr.usda.gov/complaint_filing_cust.html)*, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

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

*This institution is an equal opportunity provider.”*

**Summary**

 The goals of civil rights are:

* equal treatment for all,
* knowledge of rights and responsibilities,
* elimination of illegal barriers that prevent or deter people from receiving benefits,
* and dignity and respect for all.

**Building For The Future Brochure**

As a provider participating on the federally funded program, you are required to make available or display the Building for the Future Brochure, which explains the CACFP to parents, also contains the non-discrimination clause and contact information for filing a complaint. You are required to display this brochure in your day care for parents to read *or* make copies of this brochure to distribute to your parents. You MUST make this brochure available to all parents. Your field rep checks to make sure you have this brochure displayed or available for all parents when she conducts a home visit with you.

# SECTION VII: HOME VISITS

Home visits are an important part of food program participation. As stated in the permanent agreement, we are required to visit your home:

* Within 4 weeks of starting on the food program
* minimum of three times (but may be more) during each fiscal year (October through September)
* All or at least 2 of your home visits will be unannounced and at least one visit through the year will occur at a major meal service (breakfast, lunch or supper)

**Purpose**

Home visits serve two purposes. One is to make sure you *understand all the requirements* of the food program, answering any questions you may have, informing you of program updates, and providing you with training and technical assistance. In addition, we are there to check your operation for *compliance* in meeting all program requirements and regulations.

**What we check at home visits**

* Menus/meal counts are recorded daily
* **Nutrition for Children menu/meal count forms -** At every home visit we will ask to review your program records. We will review the current month’s meal claim (meal count and menus). These records must be maintained on a daily basis, completed at least through the last meal of the previous claiming day.
* **Online menu/meal counts -** If you use the online program, your forms have to be recorded online through the previous claiming day or on a weekly basis. However, if you choose to record your menus/meal counts on a weekly basis, you must record menus and meal counts on Nutrition for Children forms daily. Then transfer the data online at the end of the week to the online program. You must keep these on file until your next review.

If we find you are not recording your menus and meal counts on a daily basis, you will be cited for non-compliance for program regulation that require your menus/meal counts be recorded on a daily basis.

* Record Retention – We will ask if you are maintaining the current 12 months of menus and child registration forms on site and if the previous 3 years are readily accessible.
* Child Registration Forms – We will check to see if you have copies of your Child Registration Forms and all children attending are enrolled.
* 5-day Reconciliation – We will always compare the number of children in your home at the time of the visit to the number of children you claim on a regular basis. The 5-Day Reconciliation is a tool we use to take a”snapshot” of child attendance at the time of the home visit. Your field rep will compare your previous 5 days of attendance to the day of the home visit. If there are fewer than normal children in attendance than the previous 5 days, she will look at more days in the month and ask pertinent questions to explain the lower number of attendance at the time of the review. We might discover one child is served earlier than the approved mealtime. Your field rep will explain on your home visit that your 5-day doesn’t reconcile and will explain how this will be corrected. l

We also use the 5 day reconciliation to make sure that child registration forms correctly reflect the manner in which children are claimed. We will note if any need updating.

If the number of children in attendance at the time of review is drastically different than the number of children normally claimed, and there is no reasonable explanation, your field rep will let you know that we may conduct household contacts for the month after receiving your meal claim. For example, every day you claim all 6 of your day care children for afternoon snack but on the day of the review only 2 children are in attendance for afternoon snack. Your field rep looks at the previous days of the month and all 6 children are claimed for afternoon snack. When your field rep asks where the other children are and you reply you do not know why they are not there, you can expect Nutrition for Children to contact parents of the children who were absent.

* Capacity – Whether licensed or legally license-exempt, we will check to make sure you have no more than your allowed capacity of children present at any given time. Over capacity issues may be reported to the Department of Children and Family Services.
* Plastic Sleeve in NFC Notebook – We will check to see if you have the following documents in the plastic sleeve in your NFC notebook; site sheet, permanent agreement, last 3 consecutive home visit reviews, and where applicable; HEA approval letter, school or census approval letter, Foster approval letter, and CACFP online agreement.
* WIC and Building For the Future – We will check to see if you have displayed the current WIC flyer and the Building For the Future brochure (BFTF). If you choose to distribute either or both to new parents instead of displaying, we will check to see where you keep the original(s).
* Home Visit at Meal Service
  + Meal Compliance - When we conduct a home visit at a meal service, we are required to observe the meal service and note if it meets program requirements. We will observe if children were served all required components, and that enough food was available to meet the minimum required amounts. **If the meal did not meet the program meal requirements, we disallow reimbursement for that meal.** We will also give you suggestions on how to improve the meal service so that you will receive full reimbursement.
  + Children and Meal Observed – We will observe the children eating, listing who was present for the meal on the home visit review and we will record the menu observed on the home visit review.

The children and menu observed at the home visit review will be compared against your meal claim after you submit that month’s meal claim to Nutrition for Children for processing.

* If the menu is determined to be different than what was observed at the home visit review, the meal will be disallowed and you will be cited for non-compliance with program regulations.
* If the children claimed for reimbursement are different than the children recorded as present at the time of the meal observation, the children claimed for reimbursement who were not present at the home visit will be disallowed.

Discrepancies noted in either case will be cited as a finding for non-compliance with regulations.

* Provider Not Home But Substitute/Assistant Present with Children – If you are not home when we come for a home visit, but your assistant is present, we expect your assistant to permit us to conduct the visit the same as if you were there. I**f your substitute/assistant does not have access to your paperwork when you are not home and we are conducting a home visit, meals claimed for reimbursement from the beginning of the month through the previous day of the home visit will be disallowed.**

You will be cited for non-compliance with program regulations. ***If you or your assistant* *refuses to allow us to conduct a home visit*** during day care hours, meals claimed for reimbursement from the beginning of the month through the previous day of the home visit will be disallowed and you will be cited for non-compliance with program regulations.

# SECTION VIII: TRANSFER PROCESS

ISBE’s transfer policy restricts the transfer of a day care home between sponsoring organizations during the fiscal year. Day care home providers are allowed to change food program sponsors at the end of the fiscal year (September 30th) only if there is a valid reason for the change. The provider must notify NFC in writing by September 10th they wish to transfer to another food program sponsor.

# SECTION VIII: SERIOUS DEFICIENCIES PROCESS

Nutrition for Children is federally funded by the Department of Agriculture (USDA) and therefore required to operate in compliance with the federal rules and regulations under the guidance of the Illinois State Board of Education (ISBE). Our job and commitment is to ensure that you follow these regulations and are aware of what constitutes a serious deficiency that could lead to the termination of your Child and Adult Care Program (CACFP) agreement and your placement on the National Disqualified List for seven years.

ISBE developed a Serious Deficiency Process handbook for all Illinois food sponsors to follow. This is to ensure all day care providers participating on the CACFP are treated equally.

**Corrective Action Procedures**

It is our responsibility as a food program sponsor to provide you with sufficient training and technical assistance before you begin participation on the food program and at your required 4-week follow-up visit when you first begin on the program to assure your successful participation on the program.

We continue to provide you with ongoing training via home visits, newsletters and self-study training packets. In addition, we encourage you to contact us at the office or contact your Field Rep any time you have questions. We are here to assist you in whatever way we can to help ensure your successful participation on the program. It is ***your*** responsibility to read all monthly newsletters and each trimester training packet. Although the newsletter posttests are optional and only one training packet is usually designated as a required training, it is to your benefit to complete all newsletter and optional training packet tests to help keep you abreast of program requirements. Not reading training we make available to you is no excuse for not knowing program regulations. Newsletters are sent out monthly with checks and direct deposit stubs.

This program is governed by federal regulations. Any time you are out of compliance with the federal regulations that govern this program, it is a finding that will require a corrective action plan (CAP) on your part. At a first occurrence, we try to make sure you understand the requirement by giving you technical assistance. We discuss a corrective action plan with you. You are expected to follow that corrective action plan. You must submit this corrective action plan to NFC.

* **At a home visit** - If at a home visit we discover a finding that requires corrective action, a corrective action plan will be recorded on the home visit review form and you must initial it to indicate you agree to the corrective action.
* **In the office** - If in the office we discover corrective action is needed, we will notify you in writing of the finding(s) This letter is called Notice of Non-Compliance and Corrective Action. This letter will ask you to submit a corrective action plan to permanently correct your finding and submit your CAP to Nutrition for Children by a certain date. By signing and returning to us, you are agreeing to the corrective action plan as listed in the letter and expected to follow the corrective action plan to permanently correct the finding and prevent it from occurring again.

Below and on the next page are specific examples of findings, (as listed in ISBE’s Serious Deficiency Process), which will lead to a seriously deficient determination *if the finding is not fully and permanently corrected.*  This is not an all-inclusive list.

**Actions**

* Menu and meal participation recorded on the home visit review did not match those recorded on the menu form.
* Meal was not served at the time of review, but claimed all other days.
* At review, field rep was unable to observe all children in attendance during shift changes.
* Inappropriate claiming on holidays.
* Five-day reconciliation results – Fewer than normally claimed or no children present when home visit is conducted but provider’s records show children are attending and claimed every day.
* Paperwork is not up-to-date.
* Meal counts recorded in advance (marking children as present for meals that have not yet been served).
* Substitute/assistant did not have access to paperwork when provider was not at home and review was being conducted.
* Provider not home for attempted monitoring review when provider is supposed to be serving a meal. Provider did not contact the sponsor.
* Provider did not allow field rep to conduct a review.
* Meal observation missed by field rep because the meal was served earlier; provider did not follow meal times listed on site information sheet.
* Provider would not allow (complete) training.
* Recorded attendance shows number of children present is over license capacity (or allowed number of children for license-exempt providers), or number of children observed at monitoring review was over capacity. Assistant not present when number of children present is over capacity.
* Did not inform sponsoring organization of changes in operation such as license revoked, change of address, etc.
* Children’s health or safety is at risk at monitoring review or during any notified circumstances.
* Provider did not provide accurate information on the Household Eligibility Application or on the site sheet.
* Provider’s own children claimed without outside-enrolled children in attendance.
* Menus missing meal component(s) observed at home visit review, inadequate portion sizes, combination foods missing label verification.
* Provider is found to be participating on two different food programs.
* Menu/attendance not available on site at time of home visit.
* The current month’s plus the previous 12 months’ records not on file. Note: The remaining two years of records can be offsite but should be accessible at a reasonable time.
* Current child registration forms are missing or forms missing needed information (special diet, infant formula waiver, etc.).

**If after you have agreed to the corrective action plan, it is discovered sometime in the future you have not permanently corrected the finding, you could be determined to be seriously deficient in your operation of the CACFP.**

**Seriously Deficient**

Below is the list of serious deficiencies listed in federal regulations. Every finding we listed previously falls under one of these deficiencies. (Citations listed at the end of each deficiency are from the Federal Register governing the operation of the CACFP for day care homes). It’s important that you take measures to correct findings when they first occur to avoid being cited again for non-compliance for the same finding and moved to a SD determination.

**List of Serious Deficiencies**

1. Submission of false information on the application (sponsor/provider agreement). 7 CFR Part 226.16(l)(2)(i)
2. Submission of false claims for reimbursement. 7 CFR Part 226.16(l)(2)(ii)
3. Simultaneous participation under more than one sponsoring organization. 7 CFR Part 226.16(l)(2)(iii)
4. Serving meals that do not meet the meal pattern. 7 CFR Part 226.16(l)(2)(iv)
5. Failure to keep required records (meals, attendance, etc.) 7 CFR Part 226.16(l)(2)(v)
6. Conduct or conditions that threaten the health or safety of the children in care, or the public health or safety. 7 CFR Part 226.16(l)(2)(vi)
7. A determination that the provider has been convicted of any activity that occurred during the past seven years and indicated a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity as defined by the agency, or the concealment of such a conviction. 7 CFR Part 226.16(l)(2)(vii)
8. Failure to participate in training. 7 CFR Part 226.16(l)(2)(viii)
9. Any other circumstance related to non-performance under the sponsor/provider agreement as specified by the sponsor or the State agency. 7 CFR Part 226.16(l)(2)(ix) (This refers to your permanent agreement you signed to participate on the food program. It lists all of your rights and responsibilities. If you are out of compliance with any of your responsibilities, it is a finding.)

If you have been cited again for the same finding after agreeing to your initial corrective action plan, you could be deemed SD. Upon making a serious deficiency determination, Nutrition for Children sends you a **Notice of Serious Deficiencies** letter that will include; *a list of the serious deficiencies, allotted time to correct the serious deficiencies, and consequences of failing to respond or fully and permanently correct the serious deficiencies within the allotted timeframe. You will also be notified in the letter that if you decide to just quit the food program, the SD process does not end.* Nutrition for Children is required to follow the SD process and it will result in your termination and disqualification on the food program. Disqualification is nation-wide and lasts 7 years.

**Successful Corrective Action Plan**

If you correct the serious deficiency(ies) within the allotted timeframe, Nutrition for Children will notify you that the determination of serious deficiency has been temporarily deferred.

**Unsuccessful Corrective Action Plan**

If you receive the Notice of Serious Deficiencies letter and (1) you do not submit an acceptable corrective action plan by the due date, or (2) quit after learning you are SD, or (3) submit an acceptable corrective action plan but are found out of compliance later with the same finding, Nutrition for Children will propose to terminate your agreement and disqualify you from participation on the food program for 7 years nation-wide by placement on the National Disqualified List (NDL).

The notice you will receive

* will explain you have an opportunity for an administrative review, (appeal), of the proposed termination and disqualification and will contain the procedures to follow to request an appeal,
* will explain you may continue to participate and be reimbursed for valid meals claimed for reimbursement,
* will explain the termination of the agreement, (your permanent agreement), will result in your termination for cause and disqualification,
* and will inform you if you seek to voluntarily terminate the agreement after receiving this notice, you will be placed on the NDL.

If an Administrative Review (Appeal) is requested, Nutrition for Children will follow ISBE’s Administrative Review (Appeal) procedures for family day care homes. **(See APPENDIX B on page 34 for Administrative Review (Appeal) Process)**.

If the Administrative Review (Appeal) Official (ARO) *overturns* Nutrition for Children’s proposed actions, formal notification will be used to *temporarily defer* the serious deficiency and the provider may continue to participate on the food program.

**Agreement Termination and Disqualification**

Nutrition for Children will immediately terminate the day care home’s agreement and disqualify the provider when the ARO *upholds* Nutrition for Children’s proposed termination and proposed disqualification. At the same time, the Notice of Termination and Disqualification is issued to the provider.

If the provider does not request an Administrative Review, Nutrition for Children will immediately terminate the provider’s agreement and disqualify the home when the opportunity to request the Administrative Review (Appeal) expires. At the same time, the Notice of Termination and Disqualification is issued to the provider.

ISBE will report the name of the terminated and disqualified provider to the federal government thus placing his/her name on the National Disqualified list.

**Program Payments During Serious Deficiency Process**

Nutrition for Children will continue to pay any **valid** claims for reimbursement for eligible meals served until the serious deficiency (ies) is corrected or the day care home’s agreement is terminated, including the period of any Administrative Review (Appeal).

# SECTION IX: HOUSEHOLD CONTACTS

A household contact means a contact made by Nutrition for Children or the state agency to an adult member of a household with a child enrolled in your day care. The purpose is to verify the enrollment and attendance of the child in your day care and the meals the child is receiving.

Nutrition for Children is required by the Illinois State Board of Education to contact parents or guardians when one of more of the following occur:

* Meals counts are inconsistent with attendance.
* A provider claims a large number of weekend, night and/or holiday meals and snacks for reimbursement.
* Prior 5-day meal counts for reimbursement are a great deal higher than the number of children observed in attendance on the day of review.
* As a result of the 5-day reconciliation at the home visit review, a significant number of meals served and claimed do not correspond to the information on the child registration forms.
* Meal claims are often submitted to Nutrition for Children late.

What occurs when Nutrition for Children initiates Household Contacts?

* Nutrition for Children will conduct Household Contacts by phone or mail or both ways. We use the contact information provided by your day care parents on your Child Registration Forms. This is the reason contact information on the Child Registration Forms must always be complete and current.
* If we contact parents by phone, we use a state-approved form. We will log each time we attempt to contact the parent and the results.
* If we contact parents by mail, we use a state-approved memo and questionnaire that will be sent by certified mail. The memo will contain a due date for the form to be returned.
* We will collect and analyze the information received.
* If we determine there is a non-compliance issue, NFC will notify you in writing of the finding(s).
* If a parent does not cooperate with Nutrition for Children or fails to respond, reimbursement will not be provided for the meals claimed for the child or children in question.

*Sources:*

*USDA Meal Pattern for Children 1-12 Years, 13-18*

*USDA Infant Meal Pattern*

*ISBE Required Guidelines for Infant Meals*

*ISBE “Feeding Infants”*

*USDA Team Nutrition “Methods for Healthy Cooking”*

*USDA Memo CACFP 01-2018 “Grain Requirements in the Child and Adult Care Food Program*

*USDA “Serving Meat and Meat Alternates at Breakfast”*

*USDA “Serving Milk in the CACFP”*

*USDA “Choose Breakfast Cereals That Are Lower in Added Sugars”*

*National CACFP Sponsors Association “Identifying Whole Grain-Rich”*

*ISBE “Milk Component”*

*USDA “Chose Yogurts That Are Lower in Added Sugars”*

*USDA Memo CACFP 17-2016 “Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the CACFP”*

*USDA Memo CACFP 21-2016 “Crediting Tofu and Soy Yogurt Products in the School Meal Programs and the CACFP”*

*USDA Memo CACFP 23-2016 “Feeding Infants and Meal Pattern Requirements in the CACFP”*

*USDA Memo CACFP 25-2016 “Vegetable and Fruit Requirements in the CACFP”*

*USDA Memo CACFP 02-2017 “Grain Requirements in the CACFP; Q&A”*

*USDA Memo CACFP 08-2017 “Q&A on the Updated Meal Pattern Requirements for the CACFP”*

*USDA Memo CACFP 09-2017 “Vegetable and Fruit Requirements in the CACFP Q&A”*

*USDA Memo CACFP 16-2017 “Grain-Based Desserts in the CACFP”*

*ICN “CACFP Meal Pattern Requirements Training”*

*University of Minnesota Extension “Building a Healthy Plate: Cooking with Whole Grains”*

*American Dietetic Association “Whole Grains Made Easy”*

*ISBE “Serious Deficiencies Handbook”*

**Meals have to be served within the meal times.** Breakfast is an approved meal for this provider because there are approved meal times. If a child arrives at 8 and is served breakfast, this provider would need to contact the office to change her breakfast times because her breakfast ends at 8.

# Illinois State Board of Education Child and Adult Care Food Program Infant Solid Food Readiness Form

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Today’s Date: Baby’s Birth Date:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Baby’s Name (print first and last): Parent’s Name (print first and last):   
P

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Developmental Indicators\***  *\*These developmental indicators are per* *the American Academy of Pediatrics and the USDA FNS Feeding Infants Guide. The following indicators are included, but not limited to the list below:* | **Less than  5 months**  ***Yes or No*** | **6 months**  ***Yes or No*** | **7 months**  ***Yes or No*** | **Older than  8 months**  ***Yes or No*** |
| 1. **Can the infant sit up with little or no help?**   *(in a high chair or feeding seat with good head control)* |  |  |  |  |
| 1. **Does the infant open his/her mouth when food comes their way?**   *(tracking food on a spoon, reaching for*  *food, eager to be fed)* |  |  |  |  |
| 1. **Can the infant move food from a spoon into their mouth/throat?**   *(swallow without choking or gagging, little or no dribbling)* |  |  |  |  |

**Solid Food Component Offered After Developmentally Ready**

Iron Fortified Infant Cereal and/or Meat/Meat Alternate Date Provider Introduced **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Fruit and/or Vegetable Date Provider Introduced **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

What Iron Fortified Infant Cereal and/or Meat/Meat Alternates have you given your baby?

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

What fruits and vegetables have you given your baby?

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Did your baby’s health care provider tell you that your baby has a food allergy or intolerance? Yes  No

If yes, what food should not be served to your baby? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*\* If a medical statement is on file, you may provide that in lieu of this form for an 8 month old infant who is not yet developmentally ready.*

**Parents must complete, date, and sign the bottom of this form** when both solid food components have been successfully introduced to the infant by the parent or provider. The provider must then start offering and recording all three required components on the infant menus for each meal service.   
(*Refer to the Infant Meal Pattern attached to this form).*  
  
  
My child, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, is developmentally ready for all three required components in the 6-11 month old Infant Meal Pattern for the Child and Adult Care Food Program.

Is there anything else you would like to share about what your baby eats?  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
  
  
  
Parent Signature **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Provider Signature **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*The caregiver/provider for each infant in care should maintain this form as record.*