

# *Welcome*

## to the Child Nutrition Program of Southern California

When you call the office with a program question, please have your handbook available to reference.

When your question is answered, please write the answer in the appropriate section of your handbook.

Please take a minute to record your Field Representative's name and your provider number in the space below.

My Field Representative is: \_\_\_\_\_

I received my Program Training on: \_\_\_\_\_

My Provider ID number is: \_\_\_\_\_

My Login to claim online is: \_\_\_\_\_

My Password to claim online is: \_\_\_\_\_

My hours of Operation and Meal Times, at the time of my Program Training date above, are:

Hours of Operation:

Meal Times:

**Open:** \_\_\_\_\_

**B:** \_\_\_\_\_

**PS:** \_\_\_\_\_

**Close:** \_\_\_\_\_

**AS:** \_\_\_\_\_

**D:** \_\_\_\_\_

**L:** \_\_\_\_\_

**ES:** \_\_\_\_\_

If you are unable to turn in a copy of your Family Day Care License or Military Certificate today, please contact our office at 619.465.4500 or toll free 800.233.8107 when you receive your Family Day Care License or Military Certificate and ask for further instruction.

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

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

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

**mail:**

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

**fax:**

(833) 256-1665 or (202) 690-7442;

**email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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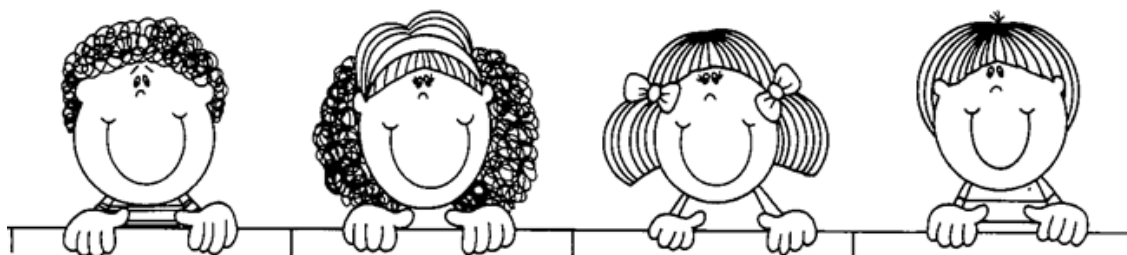
## WHO WE ARE

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The Child Nutrition Program of Southern California (CNPSC) is a non-profit agency and was incorporated in March 1981. We have been a sponsor of the USDA Child & Adult Care Food Program (Child Care Component) since 1981. 70% of our Team Members have previously operated Family Child Care businesses.

Joining our USDA Child & Adult Care Food Program (Child Care Component) will give you the knowledge, experience and support needed to promote healthy nutrition, safe food handling, and will assist you in operating a successful Child Care Home. The parents/guardians of the children in your care will appreciate the fact that you are concerned about the nutrition and health of their children.

“Nutrition is an important part of good health and is also an important part of an exceptional Family Child Care home. Children require well-balanced meals in order to meet their daily energy needs and to help them build strong bodies and minds.”



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## PHONE NUMBERS AND ADDRESS

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### PHONE NUMBERS

Office: 619.465.4500  
Toll free 800.233.8107  
Fax: 619.465.2698

### OFFICE HOURS AND LOCATION

Our office hours are 9 a.m. to 4:30 p.m. Monday through Friday.

Telephone hours are 9 a.m. to 12 noon and 1 p.m. to 4:30 p.m.  
Please leave a message if you receive our voice mail so we can return your call.

Our office is located in the Allied Plaza Office Building at:

Child Nutrition Program of Southern California  
7777 Alvarado Rd., Suite 422  
La Mesa, Ca 91942

Enrollments, Claims, etc. can be hand delivered to our office (Suite 422) during the Allied Plaza Office Building hours. If our office is closed, forms can be slipped under our office door on the 4th floor, Suite 422.

The Allied Plaza Office Building is open:  
Monday – Friday 7 a.m. - 6:30 p.m. and Saturday 8 a.m. - 11:30 a.m.  
Closed on Saturday afternoon, Sunday and Holidays.

### CHECK INFORMATION LINE

**619.465.2696** is the phone number of the Child Nutrition Program of Southern California Check Information line. The Check Information line is a recorded message of items of importance to providers.

### OUR WEB ADDRESS IS

[www.cnpSC.com](http://www.cnpSC.com)

### OUR EMAIL ADDRESS IS

[cnp@cnpSC.com](mailto:cnp@cnpSC.com)

### KIDKARE WEB ADDRESS (FOR ONLINE CLAIMING) IS

[www.KidKare.com](http://www.KidKare.com)

**You can also “like” us on Facebook**

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## REIMBURSEMENT RATES

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### WHAT ARE THE REIMBURSEMENT AMOUNTS?

Federal Reimbursement rates are determined by USDA and are the same for all Child & Adult Care Food Programs nationwide. For this year's current rates, please see the insert in your handbook.

### REIMBURSEMENT RELEASE DATES – ORIGINAL RUN (*Claims received on time*)

*Child Nutrition Program of Southern California follows the reimbursement procedures required by USDA and California Department of Education, Nutrition Services Division for all sponsors of the Child & Adult Care Food Program. Claims received after the 5th of the month go into the late run. Late run reimbursement can be received approximately 4 weeks after the original run funds are received.*

<u>Claim Month</u>	<u>Usual Release</u>	<u>Claim Month</u>	<u>Usual Release</u>
January	<u>Month</u>	July	<u>Month</u>
February	<b>March</b>	August	<b>September</b>
March	<b>April</b>	September	<b>October</b>
April	<b>May</b>	October	<b>November</b>
May	<b>June</b>	November	<b>December</b>
June	<b>July</b>	December	<b>January</b>
	<b>August</b>		<b>February</b>

### GENERAL PROGRAM REQUIREMENTS

1. Providers must agree to follow all USDA requirements for the Child & Adult Care Food Program.
2. Providers must record attendance and meals on a daily basis per the instructions in this handbook. Attendance and Menus will be checked at each site review. **No reimbursement will be made for meals served prior to the Site Review if the Attendance and Menus are not up-to-date, complete and available for review by the Field Representative.**
3. Providers are required by USDA regulations to retain (keep) all their Child & Adult Care Food Program records, Child Enrollments, Monthly Claims, Payments, etc. for 3 years plus the current fiscal year (October—September). If you are claiming online using Minute Menu you should print two copies of the Child Enrollments, have the Parent/Guardian sign both copies, mail one to the office and retain one for your records. If claiming online your monthly claim will be saved online along with your payment records. If claiming using the Scannable Forms, the Child Enrollment and the Child and Infant Menus have copies attached to each form, remove these copy and keep for your records. Your monthly checks will have a payment stub attached which should also be retained (kept).

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## GENERAL PROGRAM REQUIREMENTS - continued

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4. Providers must always be within the license capacity stated on their Family Day Care Home License.
5. Infants (0 - 11 months) are eligible for the Child & Adult Care Food Program (CACFP). **Providers are required by federal and state law to offer the Child Nutrition Program to all infants under 1 year. Only the parent/guardian may choose to decline the CACFP.**
6. Children must be under thirteen (13) years of age to participate in the CACFP; unless physically or mentally disabled and under eighteen (18) years of age (Doctor's verification required).
7. **ENROLLING CHILDREN—All children must have a completed Enrollment Form on file in the office to participate in the Child & Adult Care Food Program. The Enrollment Form or Enrollment Report must be completed (by the provider or parent/guardian), verified and dated by the parent/guardian either *prior to or on* the child's first day claimed on the Child & Adult Care Food Program. If the Enrollment Form is dated after the child's first day claimed on the Child & Adult Care Food Program the date of enrollment will be changed to the date the parent/guardian signed the Enrollment Form.**
8. Providers may claim their own children and/or foster children if:
  - a. They meet the eligibility requirements (see definition and requirements of “**own children**” on page 5)
  - b. The provider's own children and/or foster children are under the age of thirteen (13); unless physically or mentally disabled and under eighteen (18) years of age (Doctor's verification required).
  - c. They are serving and claiming at least one day care child at the same meal.
  - d. You must complete an Eligibility Application if you wish to claim your “own children” (children living in your home) for meal reimbursement. If you are eligible, you may claim meals served to your “own children” only when other nonresidential children are present, eating, and the same meal is claimed for your own child(ren).



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## GENERAL PROGRAM REQUIREMENTS - continued

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### DEFINITION OF "OWN CHILDREN" MAY INCLUDE:

1. Own children living in the provider's home under the age of 13 years.
2. Foster children living in the provider's home under the age of 13 years.
3. Grandchildren living in the provider's home under the age of 13 years
4. Any other child living in the provider's home under the age of 13 years.

### REQUIREMENTS FOR CLAIMING "OWN CHILDREN":

1. A current approved Eligibility Application must be on file.
2. Own children must be under the age of 13 years (see above).
3. The provider must be serving and claiming at least one day care child (between 0 and 13 years old) at the same meal.

If you have any questions, please call our office at 619.465.4500 or 800.233.8107.

### 9. The Provider **must**:

- a. Purchase
- b. Prepare
- c. Offer
- d. Encourage
- e. Supervise the meal

**All foods served and claimed on the Child & Adult Care Food Program (including infant formulas supplied by the provider or the parent) must be allowable on the Child & Adult Care Food Program and must be manufactured and purchased in the United States.**

Packed snacks or lunches for school are not reimbursable. Foods given to children to finish eating after leaving the family day care home are not reimbursable.

Restaurant food is **not** reimbursable, whether eaten at the restaurant or taken home. Example: McDonald's, Subway, Pizza Hut, Denny's, Chuck E Cheese, etc.

A picnic lunch or snack that you have prepared is reimbursable if you are there to supervise. Providers are required to notify sponsors in advance of intended absences from the home during meal service periods.

### 10. The Provider may claim a maximum of:

- a. Two (2) major meals and one (1) snack per child per day if served  
or
- b. One (1) major meal and two (2) snacks per child per day if served

### 11. The Provider must serve meals within the state agency's time policy:

- a. A minimum of two (2) hours shall elapse between the beginning of one meal service and the beginning of another meal service when supplements (snacks) are served.

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## GENERAL PROGRAM REQUIREMENTS - continued

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- b. If a supplement (snack) is not served between major meals (breakfast, lunch or supper) a minimum of three (3) hours shall elapse between the servings of major meals.
  - c. Meals must be served during periods normally considered appropriate for breakfast, lunch, and supper. Breakfast before 9 a.m., lunch between 11:00 a.m. and 1:30 p.m., and supper (dinner) between 4:00 p.m. and 7:00 p.m.
  - d. The type of meal served must follow the meal pattern appropriate for the time meals served.
  - e. Infants up to one (1) year of age may be served meals at times consistent with the infant's eating patterns.
12. **Child Nutrition Program of Southern California does not reimburse for any meals served to children in care on weekends (Saturday and Sunday) or the following major holidays because it is very difficult to do the USDA required Site Reviews on these days.** You may be able to claim these meals as a business expense when you do your taxes. Contact your tax consultant and/or Redleaf Press ([www.redleafinstitute.org](http://www.redleafinstitute.org) for more tax information).

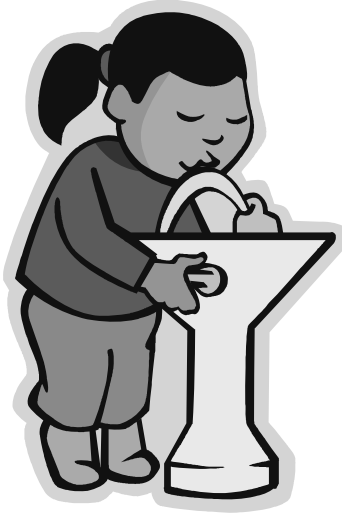
**Major Holidays are:**

New Year's Day (January)  
Memorial Day (May)  
4<sup>th</sup> of July (July)  
Labor Day (September)  
Thanksgiving Day (November)  
Christmas Day (December)

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## Child & Adult Care Food Program Water Requirements

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The *Healthy, Hunger-Free Kids Act of 2010* also includes a water provision for the Child and Adult Care Food Program (CACFP). The provision requires child care centers, family child care homes, at-risk afterschool programs, and shelters participating in CACFP to make drinking water available upon request to children.

### **TIPS FOR SERVING AND INCREASING THE AVAILABILITY OF WATER**

- Display child size water pitchers with cups for easy access.
- Place cups beside the water fountain or the appropriate sink for easy accessibility.
- When children request water, distribute straws. Children often have fun when using straws.
- Send home literature to parents pertaining to water and availability.
- Teach children how to use pitchers to serve themselves.
- Offer mini sliced lemons, limes, or oranges to add flavor to water.
- Serve water chilled.
- Set an example for children by drinking water when thirsty.
- Remember to avoid serving children too much water before and during mealtimes. Too much water can lead to a feeling of fullness and reduce the amount of food and milk consumed.

# Small Family Child Care Home Capacity

**4 infants ONLY**  
(under 2 years of age)

(or)



**6 children**  
**no more than 3 infants**  
(under 2 years of age)



**7 children**

(or)

**8 children**

- no more than 2 infants (under 2 years of age)
  - 1 school age child
    - One child at least age 6
- (or)
- One child attending kindergarten

- no more than 2 infants (under 2 years of age)
- 2 school age children
  - One child at least age 6
  - One child attending kindergarten



**Landlord permission required**

**Parent notification required**



# Large Family Child Care Home Capacity

## 12 children

- no more than 4 infants (under 2 years of age)



## Qualified assistant (per licensing regulations)



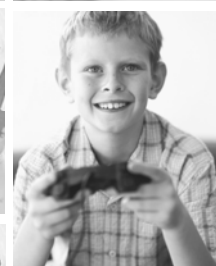
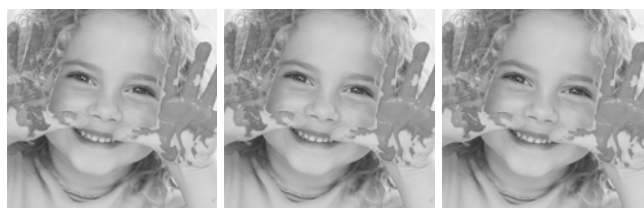
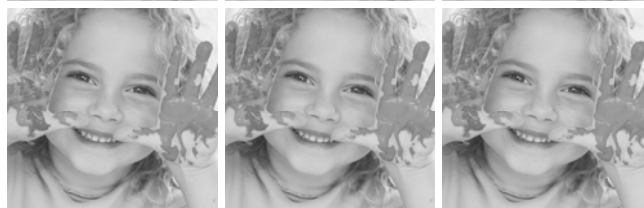
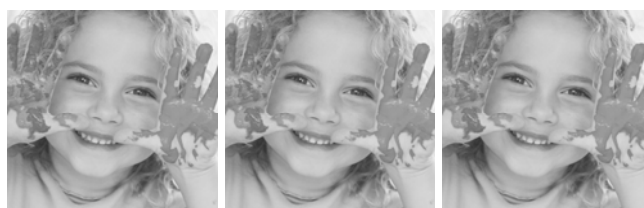
## 13 children

(or)

## 14 children

- no more than 3 infants (under 2 years of age)
  - 1 school age child
    - One child at least age 6
- (or)
- One child attending kindergarten

- no more than 3 infants (under 2 years of age)
- 2 school age children
  - One child at least age 6
  - One child attending kindergarten



Qualified assistant  
(per licensing regulations)

Landlord permission required

Parent notification required

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## *Four Program Policies your Field Representative is asking of you...*

*Do my Menu and Meal Counts daily (before 12 midnight if using Scannable forms and before 10 p.m. if claiming online)*

*Call the office in advance if I will be away from my home during a scheduled meal time, no children in care, closed for a day, on vacation, etc.*

*Feed the children at the scheduled meal times and according to the USDA Meal Patterns for Infants and Children*

*Stay within my State License or Military Certificate Capacity*

*If you follow  
these four simple Program Policies  
you stand a very good chance of never being  
found Out of Compliance!*



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## SAFETY AND SANITATION CHECK LIST

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- ☑ 1. Is the Provider's home clean and neat?
- ☑ 2. Are all cleaning supplies or poisons in a locked or secure area?
- ☑ 3. Are all stairways gated?
- ☑ 4. Are all electrical cords out of children's reach and not hanging across doorways?
- ☑ 5. Are swimming pools, spas, hot tubs, fish ponds, and any other similar body of water covered or fenced?
- ☑ 6. Are toys and play equipment safe, clean and age appropriate?
- ☑ 7. Are children and provider washing their hands before preparing food and eating meals?
- ☑ 8. Are children and/or infants eating at age appropriate furniture during meal times?
- ☑ 9. Baby walkers, bouncers, or jumpers are not allowed to be used during child care business hours.
- ☑ 10. Assistant/Helpers must be present when licensing regulations require.
- ☑ 11. Children should never be forced to finish their meals.
- ☑ 12. Breast Milk or prepared bottles supplied by the Parent must be labeled with the Child's name and date expressed or prepared.



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## PROGRAM POLICIES

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### 1. DEADLINES

- a. To be in the original check run your Monthly Claim must be in our office on or before the fifth (5th) of the following month. **Example:** January claim must in our office on or before February 5th.
- b. Monthly Claims received after the fifth (5th) day of the month go into the late run. The absolute last day to turn in monthly claims is the fifteenth (15th) day of the month following the month being claimed. **Example:** January late claim must be in our office on or before February 15th.
- c. No payment will be made for claims received after the fifteenth (15th) day of the month following the month being claimed.
- d. Enrollment Reports/Forms must be received in our office within five (5) working days of the child's first date claimed on the Child & Adult Care Food Program.

### 2. REIMBURSEMENT PAYMENTS

- a. Reimbursement payments will be issued as soon as funds are received from the California State Department of Education.
- b. Stop payment for lost checks cannot be issued until the tenth (10th) working day following the mailing of checks.
- c. Checks can not be picked up at our office.
- d. For check information, please call the Information line at 619.465.2696.

### 3. SITE REVIEWS

- a. **All providers are required to have a minimum of three (3) Site Reviews during each consecutive 12-month period to review the meal service and program records.** At least two (2) of the Site Review must be unannounced, with at least one (1) of the unannounced Site Review to include a meal service observation. The first Site Review shall occur within the new provider's first four (4) weeks of operation and no more than six (6) months may elapse between Site Reviews.
- b. Additional Site Reviews may be made if it appears that a provider needs additional help with program requirements.



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## PROGRAM POLICIES - continued

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- c. Additional Site Reviews are required per federal and state regulations for Seriously Deficient determinations.
- d. Assistants/Helpers must be approved by Community Care Licensing. Assistants/Helpers left alone with the children must be 18 years or older. Assistants/Helpers left alone with the children must know where the claim forms (scannable or online) are kept, allow the Field Representative (Site Monitor) to conduct a Site Review, and be able to participate in a Site Review.
- e. Your claim will be checked at each Site Review. No reimbursement will be made for meals served prior to the Site Review if the claim is not up-to-date, complete and available for review by a Field Representative. USDA regulations require sponsors to follow the seriously deficient process (outlined in your Permanent Agreement) when the provider is not up to date with their claim.

### 4. HOUSEHOLD CONTACT LETTERS

We are required by USDA Child & Adult Care Food Program and the State of California Department of Education regulations to have a Household Contact Policy.

**Household Contact Letters will be mailed to the parent/ guardian of the children in care when a provider is claiming perfect attendance (never any absences), claiming every dinner or a discrepancy is found between the meal count claimed and a Site Review Report.**

The most common discrepancy is when a provider is claiming the maximum capacity (6-8, or 12-14 children depending on license capacity) Monday-Friday, every month, and on the day of the site review the usual 6-8 or 12-14 children were not in care. Household Contact Letters will be mailed to the parent/guardian of the children in care to verify their days and hours of care.

If there is a difference in the information provided by the parent/guardian and the provider, the provider will be contacted to help clarify the matter in question.

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## SERVING FAMILY STYLE

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1. Foods are placed in serving dishes on the table. There must be enough food to meet minimum portion requirements for all of the children present at the meal.
2. It allows children to serve themselves when practical.
3. The children may choose to take a small portion of food, knowing that the food will still be available if they would like a second serving.
4. Children feel more in control to judge their hunger and fullness throughout the meal, knowing more food is within easy reach.
5. All the foods, including the milk required at breakfast, lunch and dinner is left on the table until the children are finished.
6. Serving family style helps the children learn and practice table manners.



### MINIMUM PORTION REQUIREMENTS

If the provider is not serving family style, the minimum portion requirements as listed on the meal patterns chart must be placed on the child's plate. All foods in the meal, including milk (for breakfast, lunch & dinner) or juice if served at snack are to be given to the child at the same time.

### FOOD PREPARATION & ADDITIONAL REQUIREMENTS

Deep-fat frying, cooking by submerging in hot oil or other fat, **IS NOT ALLOWED**

The use of food and beverage as a reward or punishment **IS NOT ALLOWED**

# MEAL PATTERN FOR INFANTS

FOOD COMPONENTS		0-5 Months Amounts	6-11 Months
BREAKFAST	1) Breast Milk or Iron-Fortified Infant Formula (a) (b)	4-6 oz.	6-8 oz.
	2) Vegetable and/or Fruit (e) (f)		0-2 Tbsp.
	3) Infant Cereal or Meat Alternate or Combination Infant Cereal (b) <b>OR</b> Meat, Fish, Poultry, Whole Egg, Cooked Dry Beans or Peas Cheese Cottage Cheese Yogurt (must be milk based for infants) (g) Or a combination of the above (e)		0-4 Tbsp.  0-4 Tbsp. 0-2 oz. 0-4 oz. 0-4 oz.
LUNCH/DINNER	1) Breast Milk or Iron-Fortified Infant Formula (a) (b)	4-6 oz.	6-8 oz.
	2) Vegetable and/or Fruit (e) (f)		0-2 Tbsp.
	3) Infant Cereal or Meat Alternate or Combination Infant Cereal (b) <b>OR</b> Meat, Fish, Poultry, Whole Egg, Cooked Dry Beans or Peas Cheese Cottage Cheese Yogurt (must be milk based for infants) (g) Or a combination of the above (e)		0-4 Tbsp.  0-4 Tbsp. 0-2 oz. 0-4 oz. 0-4 oz.
AM or PM SNACK	1) Breast Milk or Iron-Fortified Infant Formula (a) (b)	4-6 oz.	2-4 oz.
	2) Vegetable and/or Fruit (e) (f)		0-2 Tbsp.
	3) Grains Infant Cereal (b) (c) Bread (c) Crackers (c) Ready-to-eat Breakfast Cereal (c) (d) (e)		0-4 Tbsp. 0-1/2 slice 0-2 crackers 0-4 Tbsp.

- (a) Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.
- (b) Infant formula and dry infant cereal must be iron-fortified.
- (c) A serving of grains must be whole grain-rich, enriched meal, or enriched flour.
- (d) Breakfast 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).
- (e) A serving of this component is required when the infant is developmentally ready to accept it.
- (f) Fruit and vegetable juices must not be served.
- (g) Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

## Handling of Prepared Infant Formula or Breast Milk Provided by the Infant's Parent/Guardian

If the parent provides breast milk or prepared infant formula, they must:

- ◆ Label the bottles or containers with the infant's name, the date and time the breast milk was expressed or the infant formula was prepared.
- ◆ Carry the bottles or containers to the Provider's home in a cooler with an ice pack to keep it at a cold temperature.

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## FEEDING INFANTS 0 THROUGH 11 MONTHS

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### INFANT FORMULA/ BREAST MILK

Breast milk brought to the daycare home is reimbursable. Breastfeeding at the daycare home is also reimbursable. If the parent provides breast milk or prepared infant formula, they must label the bottles or containers with the infant's name, the date the breast milk was expressed or the date the infant formula was prepared.

Providers caring for infants 0 through 11 months of age must offer at least one type of iron-fortified infant formula regulated by the Food and Drug Administration to the infant's parent.

If the infant formula provided by the provider is not the same as the infant formula preferred by the parent or the parent is supplying breast milk, the infant's parent may choose to decline the offered infant formula and supply breastmilk or an allowable infant formula of their choice. Meals are reimbursable when the parent supplies the breastmilk, breastfeeds at the daycare home or supplies the allowable formula.

Soy-based, low lactose and lactose-free formulas that are iron-fortified and regulated by the Food and Drug Administration are creditable in the CACFP.

If an infant is drinking an infant formula that is:

- Not iron-fortified

- Not regulated by the Food and Drug Administration

- Or a FDA exempt infant formula (special formulas for babies who have special dietary needs)

The provider must call our office and ask for a Medical Statement form. The medical statement form is given to the parent to take to the child's health care provider to be completed and mailed to our office. The provider is to follow and serve the recommended suggestion by the child's health care provider.

Allowable infant formulas must be purchased in the United States. Infant formulas purchased or manufactured in another country are not an allowable infant formula.

Infants from birth through 5 months: breast milk or iron fortified infant formula is the only required component.

Infants 6 months through 11 months: breast milk or iron fortified formula are required at all meals including snack. Solid foods are gradually introduced as developmentally appropriate. A fruit or vegetable is required at snack along with the breast milk or iron fortified infant formula when the infant is developmentally ready.

CACFP allows a transition time of 1 month (from the date an infant turns 12 months to the time the child turns 13 months of age) to help babies get used to unflavored whole milk.

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## FEEDING INFANTS 0 THROUGH 11 MONTHS - continued

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### INFANT FOODS

The provider should consult with the parent in making decisions to introduce solid foods. If the parent/guardian indicates that the infant is not ready to eat solid foods, the provider would continue to offer the infant the required amount of breastmilk or iron fortified infant formula. The infant meal is still reimbursable if solid foods are not served because the infant is not developmentally ready for solid foods, per the infant's parent/guardian.

The provider should introduce new food items one at a time. Allow 3-5 days between each new food. Serve appropriate textures in small amounts and observe infant closely for any reaction to new food items. Do not add sugar, salt, fat, or spices to food. Do not use baby food jars as a serving dish. Remove the amount of food needed and place in a dish. Store unused opened baby food jars in the refrigerator and use as soon as possible, at least by one to two days.

### IRON FORTIFIED INFANT CEREAL

Infant cereal is defined as an iron-fortified dry cereal specially formulated for and generally recognized as cereal for infants that are routinely mixed with breastmilk or iron-fortified infant formula.

Infant cereal may not be served in a bottle unless it has been prescribed by the infant's health care provider and a medical statement is on file.

Infant cereal containing fruit and commercially jarred baby food cereals which are "wet", not dry, are not reimbursable.

### READY TO EAT CEREALS

Ready to eat cereals including flakes, rounds and o-shaped cereals that older babies can pick up and eat, are allowable as a snack only. The cereal must not contain more than 6 grams of sugar per dry ounce of cereal. Some ready to eat cereals may be a choking hazard. Choose cereals that dissolve easily in the mouth and do not include nuts, dried fruits, or other hard food items.

### BREADS AND CRACKERS

Small pieces of breads and crackers may credit towards a snack under the infant meal pattern. The first ingredient must be enriched flours or whole grain.

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## FEEDING INFANTS 0 THROUGH 11 MONTHS - continued

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### FRUITS AND VEGETABLES

Fruits and vegetables are a great source of nutrients, such as fiber and vitamin C, which promote healthy growth and development.

Fruits and vegetables can be fresh, frozen, or canned, and prepared to the right texture for the baby. Choose frozen vegetables and fruits without added salt, sauces, or fat; canned fruits without added sugar or syrup; and canned vegetables without added salt.

Jarred infant fruit and vegetables may be served. You can also puree, mash or cut up your own fruits and vegetables.

Infant food pouches are reimbursable and should be served to the infant with a spoon. Infants can easily choke when sucking from an infant food pouch.

At snack a fruit or vegetable is required to be served in addition of the breastmilk or formula when the infant is developmentally ready.

Juice is not allowed for infants 0 through 11 months.

Infant desserts are not reimbursable.

Home canned foods are not reimbursable.

Home prepared carrots, spinach, beets, turnips, or collard greens should not be served to infants under 6 months of age.

### INFANT MEAT AND MEAT ALTERNATES

Meat and poultry, including beef, pork, lamb, veal, chicken and turkey are creditable. Store bought baby food meats made with broth or gravy are also creditable. Iron-fortified infant cereals, meats and poultry are good first foods for babies because they provide iron and zinc.

Both Fish and Shellfish purchased from a commercial source may be offered to infants when developmentally ready. These include salmon, trout, flounder, cod, haddock, perch, tilapia, crab, shrimp and other fish and shellfish. After cooking, separate any remaining bone, skin and pieces of fat. Cut the meat, poultry, shellfish, or fish into small pieces and puree, mash, or finely chop until you get the right texture. Add cooking liquid or water until you get the desired thickness.

The U.S. Food and Drug Administration and the Dietary Guidelines for Americans recommend that pregnant women and young children avoid eating fish that typically have higher mercury levels. These include: shark, swordfish, king mackerel, tilefish, bigeye tuna, orange roughy, and marlin

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## FEEDING INFANTS 0 THROUGH 11 MONTHS - continued

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Meat Alternates that are creditable for infants are:

- Whole egg
- Cooked dry beans and peas (if using canned beans it is recommended to drain the liquid and rinse the beans with water before pureeing or mashing. This helps rinse off some of the sodium (salt).
- Pasteurized Cheese
- Cottage Cheese
- Milk based yogurt (no more than 23 grams of sugar per 6 ounces)
- Iron fortified infant cereal may also be served as a meat alternate because it is iron fortified.

### INFANT FOODS NOT REIMBURSABLE AND NOT RECOMMENDED

- ✖ Cheese labeled cheese food, cheese product or cheese spread
- ✖ Commercially prepared infant desserts and grain based desserts such as cookies, pies, doughnuts, cereal and granola type bars, cake, brownies, etc. These foods are high in saturated fats and added sugars.
- ✖ Processed meats and poultry such as: luncheon meats, hot dogs (frankfurters), infant meat and poultry sticks (hot dried or semi-dried, like jerky), chicken nuggets, fish sticks, and sausages. They are higher in sodium than other meat products and may cause choking.
- ✖ Honey (including cooked or baked in products, such as Honey Graham Crackers) should not be given to infants under 1 year of age. Honey may contain bacteria that can cause infant botulism.
- ✖ Infant cereal containing fruit and commercially jarred baby cereal which are “wet” not dry
- ✖ Infant formula and infant foods purchased or manufactured outside of the United States
- ✖ Juice (fruit and vegetable)
- ✖ Nuts, seeds, nut and or seed butters (peanut butter, cashew butter etc.)
- ✖ Raisins
- ✖ Soy Yogurt
- ✖ Tofu



## For Child Care Providers: Making Foods Safer for Baby

Babies and young children are at the highest risk of choking on food. They remain at high risk until they have more teeth and are better able to chew and swallow. Young children die from choking more than any other home accident. You can help make eating safer for babies and young children.

### Prepare Foods So They Are Easy To Chew

- Grind up tough meats.
- Cook or steam food until it is soft.
- Puree, mash, or finely chop foods into small pieces (no larger than ½ inch) or thin slices or strips (lengthwise).
- Remove all bones from fish, chicken, and meat before cooking or serving.
- Remove seeds, pits, tough skins, and peels from fruits and vegetables.



*Always prepare foods so they are easy to chew.*

### Avoid serving small, sticky, or hard foods that are difficult to chew and easy to swallow whole. These foods are not creditable for infants in the CACFP.

- Popcorn
- Nuts and seeds (including breads, crackers, and ready-to-eat cereals that contain nuts and seeds)
- Hard candy
- Chunks of peanut butter and other nut butters
- Marshmallows
- Chewing gum



*Older baby eating small pieces of bread at snack.*

A handout from *Feeding Infants in the Child and Adult Care Food Program*

<https://teamnutrition.usda.gov> • FNS 786J • March 2019

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# MEAL PATTERN FOR OLDER CHILDREN

	FOOD COMPONENTS	1-2 Years Amt	3-5 Years Amt	6-12 Years Amt
BREAKFAST	1) Fluid Milk (a)	1/2 cup	3/4 cup	1 cup
	2) Vegetable or Fruit (b)	1/4 cup	1/2 cup	1/2 cup
	3) Grains (d) (e) - <b>Whole Grain or Enriched</b> Bread Biscuit/Roll/Muffin/Cornbread Cooked Cereal, pasta, noodle products, or cereal grains (f) Cold Dry Cereal - Flakes or rounds (f) Cold Dry Cereal - Puffed cereal (f) Cold Dry Cereal - Granola (f)	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 1/4 cup 1/4 cup
LUNCH/DINNER	1) Fluid Milk (a)	1/2 cup	3/4 cup	1 cup
	2) Vegetable (b)	1/8 cup	1/4 cup	1/2 cup
	3) Fruit (b) (c)	1/8 cup	1/4 cup	1/4 cup
	4) Grains (d) - <b>Whole Grain or Enriched</b> Bread Biscuit/Roll/Muffin/Cornbread Cooked Cereal, pasta, noodle products, or cereal grains (f)	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
	5) Meat/Meat Alternate Lean Meat/Poultry/Fish Cheese Cottage Cheese Large Egg Cooked Dry Beans or Peas (i) Peanut Butter or Nut/Seed Butters (g) Peanuts, soynuts, tree nuts, roasted peas, or seeds (g) Tofu Yogurt (i) (j)	1 oz. 1 oz. 1/4 cup or 2 oz. 1/2 egg 1/4 cup 2 Tbsp. 1/2 oz. = 50% 1 oz. 1/2 cup	1 1/2 oz. 1 1/2 oz. 3/8 cup or 3 oz. 3/4 egg 3/8 cup 3 Tbsp. 3/4 oz. = 50% 1 1/2 oz. 3/4 cup	2 oz. 2 oz. 1/2 cup or 4 oz 1 egg 1/2 cup 4 Tbsp. 1 oz. = 50% 2 oz. 1 cup
AM or PM SNACK (select two of these five components)	1) Fluid Milk (a)	1/2 cup	1/2 cup	1 cup
	2) Vegetable (b)	1/2 cup	1/2 cup	3/4 cup
	3) Fruit (b)	1/2 cup	1/2 cup	3/4 cup
	4) Grains (d) - <b>Whole Grain or Enriched</b> Bread Biscuit/Roll/Muffin/Cornbread Cooked Cereal, pasta, noodle products, or cereal grains (f) Cold Dry Cereal - Flakes or rounds (f) Cold Dry Cereal - Puffed cereal (f) Cold Dry Cereal - Granola (f)	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 1/4 cup 1/4 cup
	5) Meat/Meat Alternate Lean Meat/Poultry/Fish Cheese Cottage Cheese Large Egg Cooked Dry Beans or Peas (h) Peanut Butter or Nut/Seed Butters Peanuts, soynuts, tree nuts, roasted peas, or seeds Tofu Yogurt (i) (j)	1/2 oz. 1/2 oz. 1/8 cup or 1 oz. 1/2 egg 1/8 cup 1 Tbsp. 1/2 oz. 1/2 oz. 1/4 cup	1/2 oz. 1/2 oz. 1/8 cup or 1 oz. 1/2 egg 1/8 cup 1 Tbsp. 1/2 oz. 1/2 oz. 1/4 cup	1 oz. 1 oz. 1/4 cup or 2 oz. 1/2 egg 1/4 cup 2 Tbsp. 1 oz. 1 oz. 1/2 cup

- Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.
- Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
- At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.
- Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.
- Breakfast 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).
- No more than 50% of the requirements shall be met with peanut butter, other nut or seed butters, nuts or seeds. Peanut butter, other nut or seed butters, nuts or seeds shall be combined with another meat/meat alternative to fulfill the requirements. For purpose of determining combinations—1 oz of nuts or seeds is equal to 1 oz cooked lean meat, poultry, or fish
- In the same meal service, dried beans or dried peas may be used as a meat alternative or as a vegetable; however, such use does not satisfy the requirement for both components. Roasted peas may be used as a meat alternative or fruit/vegetable for snacks.
- Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- Commercially added fruit or nuts in flavored yogurt do not fulfill the fruit or meat alternative component.

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## FEEDING CHILDREN 1-12 YEARS OF AGE

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### MILK

Specific amounts of milk must be served as a beverage at breakfast, lunch and dinner. Milk may also be served at snacks. Milk served must be pasteurized fluid dairy milk that meets State and local standards. Milk provides many nutrients, including protein, calcium, vitamin B-6, vitamin D, vitamin B-12 and magnesium.

The following milks are reimbursable as milk on CACFP

Whole milk is required for children one year to 23 months old

1% Low-fat milk, Non-fat milk or skim milk is required for children 2 years and older

Lactose-reduced milk is allowable milk

Whole lactose-reduced milk is required for children one year to 23 months old

1% low-fat milk, Non-fat milk or skim milk is required for 2 years and older

Goat's Milk is allowable and it must be pasteurized

Whole goat milk is required for children one year to 23 months

1% low-fat, non-fat or skim goat's milk is required for 2 years and older

### SOY MILK

A parent may request soy milk in place of milk. The soy milk must be nutritionally equivalent to milk. The provider must call our office and request a "Parent Request for a Fluid Milk Substitution" form that the parent must complete and sign. The form will list soymilks that are allowable on CACFP.

If a child is unable to drink any of the allowable milks due to milk intolerance or allergies, the provider must call our office and ask for a Medical Statement form. The child's physician will complete the form and recommend a substitute.

The following products **are not** reimbursable on CACFP unless a Medical Statement is on file for the child:

Rice milk

Almond Milk

All sweetened milks per California Community Care Licensing (AB 2084)

Unpasteurized milk

Flax, coconut or other milk substitutes

Powdered milk

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## FEEDING CHILDREN 1-12 YEARS OF AGE - continued

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### BREADS AND BREAD ALTERNATES

Whole grain or enriched breads and bread products provide iron and B vitamins. Whole grains are also good sources of folate, magnesium, zinc and fiber. The fiber found in whole grains aids in digestion and may reduce the risk of some cancers.

The first ingredient for all breads and bread alternates such as crackers, tortillas, pancakes, pasta, rice or home-made breads and muffins must be whole-grain or enriched flour to meet the bread requirement on CACFP.

A bread or bread alternate is required to be served at Breakfast, lunch and dinner. A bread or bread alternate may also be served at snacks.

A meat or meat alternate can be served at breakfast up to 3 times a week in place of the bread requirement at breakfast only.

A whole grain rich food must be served at one meal each day the provider is claiming. Whole grain-rich foods are filled with vitamins, minerals, fiber and other nutrients that help kids and adults stay healthy. Whole grain-rich is 100% whole grain or 50% whole grain with the remaining grains being enriched, bran or germ. The provider may select the meal she would like to serve the whole grain rich food. To receive credit for the whole-grain rich food the provider is required to document which food is the whole-grain rich on her menus. The fact sheets for whole grain-rich are included in the handbook to help the provider select whole-grain rich foods.

### BREAKFAST CEREALS

Cereals can be an important source of iron and fiber for children. Breakfast cereals served in the CACFP must be low in sugar and contain no more than 6 grams of sugar per dry ounce. Whole grain, enriched or fortified cereal may be served alone or in combination with bread to meet the bread/bread alternate requirement. There are many types of cereals that will meet the above requirements. It is easy to find the allowable cereals using the fact sheet included.

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## FEEDING CHILDREN 1-12 YEARS OF AGE - continued

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### WHOLE GRAIN-RICH FOOD ITEM CRITERIA

To be considered a whole grain-rich food item in the CACFP, a product must meet one of the following criteria:

1. The product is included as a whole grain or whole-grain rich food on the authorized WIC Food List shopping guide. Access California's list at <http://bit.ly/2pzTcfO>.
2. The product is a bread or pasta labeled "whole wheat" **with one of the exact products** name that conform to the FDA standard of identity statements for whole wheat on the label:

*Bread:* Whole wheat bread, graham bread, entire wheat bread, whole wheat rolls, graham rolls, entire wheat rolls, whole wheat buns, graham buns, entire wheat buns.

*Pasta:* whole wheat macaroni product, whole wheat macaroni, whole wheat spaghetti and whole wheat vermicelli.

3. The product meets the rule of 3 requirements. The first ingredient or second after water must be whole grain and the next two grain ingredients (if any) must be whole grains, enriched grains, bran or germ.

For breakfast cereals: if the first grain ingredient is a whole grain and the cereal is fortified, the product meets the whole grain rich criteria. The cereal must also contain no more than 6 grams of sugar per dry ounce.

### Whole Grains Can Be as Easy as One Serving a Day...



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## FEEDING CHILDREN 1-12 YEARS OF AGE - continued

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### MEAT AND MEAT ALTERNATES

One or more of the following foods must be served as the main dish at lunch and supper:

- Cooked meat, poultry or fish
- Cheese, egg
- Legumes, cooked dry beans, or peas
- Beans (excludes green beans which are allowed as a vegetable)
- Peanut butter, other nut butters, nuts, seeds (excludes acorns & chestnuts)
- Yogurt, soy yogurt
- Commercially prepared tofu

A serving of cooked meat is defined as lean meat without bone.

When cooked dry beans, lentils, or peas are counted as part of the meat alternate requirement, they cannot be counted towards meeting the vegetable requirement.

All meat and meat alternates must be USDA inspected. Fish or wild game that has been personally caught is not allowable on CACFP.

Commercially prepared tofu must be easily recognized as a meat substitute. Commercial tofu must contain 5 grams of protein per 2.2 ounces (1/4 cup) to equal 1 ounce of meat alternate.

#### Allowable cheeses are:

American	Cottage	Muenster
Brie	Feta	Provolone
Camembert	Havarti	Ricotta
Cheddar	Monterey Jack	Swiss
Colby	Mozzarella	

Cheeses **that are** not reimbursable:

Cheese product	Powdered cheese in boxed Mac & Cheese products
Cheese food	Velveeta Cheese
Cream cheese	
Imitation cheese	

#### Peanut butter, other nut butters, nuts and seeds

Serving peanut butter, other nut butters, nuts or seeds at lunch and dinner can only count towards 50% (1/2) of the meat/meat alternate requirement. The provider will need to serve and document on the menu another meat/meat alternate at lunch and/or dinner to fulfill the meat/meat alternate requirement.

Example:

Peanut butter and cheese	Peanut butter and chicken	Peanut butter and yogurt
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## FEEDING CHILDREN 1-12 YEARS OF AGE - continued

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### COMMERCIALLY PREPARED FOODS

Commercially prepared food such as taquitos, lasagna, macaroni & cheese, pizza, fish sticks and chicken nuggets are not reimbursable on CACFP. Home made products are allowable because the provider ensures the required amounts are added to the dish they are preparing.

Fish sticks and chicken nuggets can be reimbursable if the package has a CN label on it. An example of the CN label is shown on the “What is a “CN” Label fact sheet.

The quantity on the CN label must be prepared and available to the children at the meal. Providers must have the original CN label package available to show their field representative at each site review. Products with a CN label where the required amounts are not reasonable for the age of the children in care are not reimbursable.

### DAIRY YOGURT AND SOY YOGURT

Dairy and soy yogurt are reimbursable and may be used to meet the meat alternate requirement only.

Soy yogurt is not reimbursable for children under 1 year.

Yogurt served must not have more than 23 grams of sugar per 6 ounces. There are many types of yogurt that meet this requirement. **See enclosed Fact Sheet.**

Commercially added fruit or other flavoring does not satisfy any other required component.

Yogurt applies only to commercially prepared dairy or soy yogurt (home-made yogurt is not reimbursable).

### LUNCHEON MEATS, HOT DOGS AND SAUSAGES

Only processed luncheon meats, hot dogs and sausages that do not have any binders and/or extenders and are 100% meat can be claimed on CACFP. Fact sheet are included to help the provider select reimbursable meats and serve the correct amounts per USDA requirements.

Processed luncheon meats, hot dogs and sausages are usually high in fat, nitrates and sodium. These foods are not the best choice for children and should only be served occasionally.

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## FEEDING CHILDREN 1-12 YEARS OF AGE - continued

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### VEGETABLES AND FRUITS

Fresh, frozen and canned vegetables and fruits are reimbursable on CACFP. Canned vegetables and fruits are usually very high in sugar and sodium. It is best to select canned vegetables that are low in sodium and fruits packed in juice or water.

One serving of a fruit or vegetable is required at breakfast.

Two different servings of vegetable and fruit are required at lunch and dinner. Providers can choose to serve two vegetables at lunch and dinner. (*Two fruits **are not** allowed to be served at lunch and dinner to fulfill the requirement*).

A serving of fresh, frozen, or canned vegetables is drained vegetables (without juices or water).

Lettuce and tomato count as one vegetable serving at meals. The provider must serve a second vegetable or fruit at lunch and dinner to meet the vegetable/fruit requirement.

Combination vegetables or fruits that are packaged together or are served in one dish count as one food component. Examples are: mixed vegetables, frozen peas & carrots, vegetable salads, fruit salads and fruit cocktail.

Potatoes and corn are reimbursable as a vegetable on CACFP.

Onions, mushrooms, green peppers, etc. used to flavor foods are considered garnishes and are not a complete food component. Vegetables on a home-made pizza do not count as a food component because there are not enough of them to fulfill the vegetable requirement.

**Juice can only be served at one meal per day.** Juices must be 100% full strength (without added sugar or water) and pasteurized. 100% frozen juice is allowable because you are adding the water back in that was taken out during processing. The provider may choose to serve juice at a breakfast or a snack (but not both in the same day). When selecting a Juice read the label carefully. 100% Natural or 100% Vitamin C does not mean the juice is 100%.

Home-canned fruits or vegetables cannot be served to children on CACFP.

Raw sprouts, including alfalfa, clover, radish and bean sprouts (such as mung bean and soy bean sprouts) cannot be served to children on CACFP because of the potential for food borne illness.

# ACCEPTABLE BREAD AND BREAD ALTERNATIVES

(The first ingredient of all bread and bread alternatives must be enriched flours or whole grains)

At least one serving of grains per day must be whole grain rich

	1 - 5 years	6 - 12 years
Animal crackers	6 crackers	12 crackers
Bagel	1/2 bagel	1 bagel
Biscuits	1 biscuit	2 biscuits
Boston brown bread	1/2 serving	1 serving*
Bulgur, cracked wheat	1/4 cup	1/2 cup
Bread sticks	1 1/2 sticks	3 sticks
Buns	1/2 bun	1 bun
Cheese nips/Cheeze-its	16 crackers	32 crackers
Club Cracker	3 crackers	6 crackers
Cornbread	1 2"x2" square	2 2"x2" square
Dumplings	1/2 dumpling	1 dumpling
English muffins	1/2 muffin	1 muffin
French bread	1/2 slice	1 slice
Goldfish crackers	28 crackers	55 crackers
Graham crackers	1 1/2 crackers	3 crackers
Hush puppies	1/2 serving*	1 serving*
Melba Toast	1 1/2 pieces	5 pieces
Muffins	1/2 muffin	1 muffin
Oyster crackers	16 crackers	32 crackers
Pancakes	1/2 pancake	1 pancake
Pasta	1/4 cup	1/2 cup
Pie crust (for meat pies only)	1/2 serving*	1 serving*
Pizza crust (thick)	2"x3" piece	3"x4" piece
Pizza crust (thin)	2"x4" piece	4"x4" piece
Pretzels (soft)	1 pretzel	2 pretzels
Pretzels, sticks (hard)	19 pretzel sticks	35 pretzel sticks
Pretzels, twists (hard)	7 pretzel twists	12 pretzel twists
Pumpernickel bread	1/2 slice	1 slice
Quinoa	1/2 serving*	1 serving*
Raisin bread	1/2 slice	1 slice
Rice	1/4 cup	1/2 cup
Rice cakes	1 1/2 rice cakes	3 rice cakes
Ritz crackers	4 crackers	8 crackers
Rolls (dinner)	1 roll	2 rolls
Rye bread	1/2 slice	1 slice
Saltine crackers	4 crackers	8 crackers
Soda crackers	1 1/2 crackers	3 crackers
Stuffing (bread-type, must be home made only)	1/6 cup	1/3 cup
Teddy Grahams	12 crackers	24 crackers
Tortillas (corn/enriched flour)	1 tortilla	2 tortillas
Triscuit crackers	4 crackers	8 crackers
Turnover crust (meat turnovers only)	1/2 serving*	1 serving*
Waffles	1/2 waffle	1 waffle
Wheat thin crackers	12 crackers	24 crackers
White/whole wheat bread	1/2 slice	1 slice

\*The Child & Adult Care Food Program regulations do not specifically state the dimensions of a "serving size" for these products. When preparing the item from a recipe, the serving size suggested by the recipe may be used. If the item is a convenience product, the serving size can be determined from the package information.



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## YOU CAN HELP PREVENT CHOKING

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Always watch or sit with children during meals and snacks. Young children, ages 1 through 3 especially, are at risk of choking on food and remain at risk until they can chew and swallow better by about age 4.

**Watch children during meals and snacks to make sure they:**

Sit quietly. Eat slowly. Chew food well before swallowing. Eat small portions and take only one bite at a time. Finish swallowing before leaving the table.

**Fix table foods so they are easy to chew:**

Cut foods into small pieces or thin slices. Cut round foods, like hot dogs, lengthwise into thin strips. Remove all bones from fish, chicken, and meat. Cook food, such as carrots or celery, until slightly soft. Then cut into sticks. Remove seeds and pits from fruit. Spread peanut butter thinly.

Foods that are popular with young children are often the ones that have caused choking.

**Foods that may cause choking are:**

<b>Firm, smooth, or slippery foods that slide down the throat</b>	<b>Small, dry, or hard foods that are difficult to chew and easy to swallow whole</b>	<b>Sticky or tough foods that do not break apart easily and are hard to remove from the airway</b>
peanuts nuts cherries with pits large pieces of fruit whole grapes hot dogs hard candy peas ice cubes	granola nuts & seeds popcorn potato chips corn chips pretzels small pieces of raw carrots, celery, or other raw hard veggies	raisins chunks of meat dried fruit marshmallows chewing gum spoonfuls or chunks of peanut butter or other nut/seed butter

*Building Blocks for Fun and Healthy Meals*

# ALLOWABLE CEREALS

## Nutrition Facts

Serving Size 1 cup (30g)  
Servings Per Container About 9

Amount Per Serving	Cheerios	With ½ cup skim milk
Calories	110	150
Calories from Fat	15	20

	% Daily Value**	
<b>Total Fat 2g*</b>	<b>3%</b>	<b>3%</b>
Saturated Fat 0g	0%	2%
Polyunsaturated Fat 0g		
Monounsaturated Fat 0.5g		

Cholesterol 0mg	0%	1%
Sodium 280mg	12%	14%
Potassium 90mg	3%	8%
<b>Total Carbohydrate 23g</b>	<b>8%</b>	<b>10%</b>
Dietary Fiber 3g	11%	11%
Soluble Fiber 1g		
Sugars 1g		
Other Carbohydrate 19g		

<b>Protein 3g</b>		
Vitamin A	25%	30%
Vitamin C	25%	25%
Calcium	4%	20%
Iron	45%	45%
Vitamin D	10%	25%
Thiamin	25%	30%
Riboflavin	25%	30%
Niacin	25%	25%
Vitamin B6	25%	25%
Folic Acid	25%	25%
Phosphorus	10%	25%
Magnesium	8%	10%
Zinc	25%	30%
Copper	4%	4%

\* Amount in Cereal. A serving of cereal plus skim milk provides 2g fat (0.5 saturated fat), less than 5mg cholesterol, 350mg sodium, 290mg potassium, 29g carbohydrate (7g sugars) and 7g protein.

\*\* Percent Daily Values based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

	Calories:	2,000	2,500
Total Fat	Less than	65g	80g
Saturated Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Potassium		3,500mg	3,500mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

(1.)

Breakfast cereal served in the Child and Adult Care Food Program (CACFP) **must contain no more than 6 grams of sugar per dry ounce.**

1. Use the **Nutrition Facts** label to find the **Serving Size**, in grams (g), of the cereal.
2. Find the **Sugars** line. Look at the number of grams (g) next to Sugars
3. Use the serving size identified in Step 1 to find the serving size of your cereal in the table below.

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

(2.)

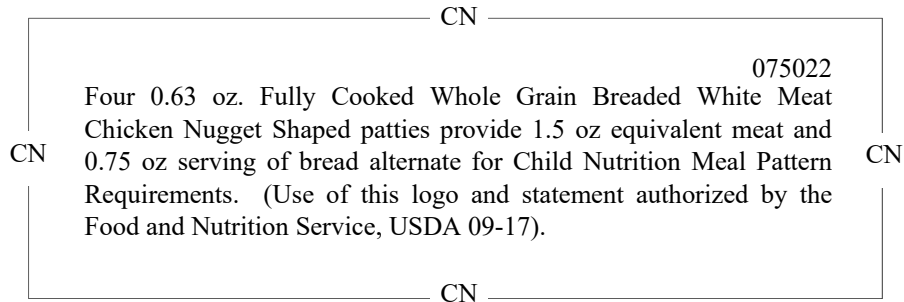
4. In the table, look at the number to the right of the serving size amount, under the “Sugars” column. **If your cereal has that amount of sugar, or less, your cereal meets the sugar requirement**

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## WHAT IS A “CN” LABEL?

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**What is a CN Label?** It is documentation for main dish combination products that are commercially processed. It states the amount of each meal component that is found in each serving.



**Why do I need it?** You didn't make the product from scratch so you don't know if it contains sufficient quantities of meat/meat alternate, grains/breads, and vegetables/fruits to meet the meal pattern requirements.

1. You must choose products with CN labels that have realistic portion sizes for the children in your care. Remember that these foods are high in fat and sodium. Providers must have the original CN Label package available to show their Field Representative at each Site Review
2. **It is recommended that you serve these foods no more than twice a week.**
3. When selecting a brand, you must look for the CN label and read the information on the package before purchasing the product.
4. **You must read the CN label as you are required to cook and serve the amount for the number and ages of children in your care.**
5. **You should not use products with CN labels when the serving size on the CN label is not realistic for the ages of the children in care (for example ~ 7 nuggets for a 3 year old).**
6. Go to our website, **cnpssc.com** > Go to **Resources** > Go to **Links you might want to check out** and open the “Calculator for Child Nutrition (CN) Labels” for more info.
7. Making your own healthy chicken nuggets or fish sticks are a far better choice! Check online for some great, healthier recipes. A great website with child friendly recipes is: Kids Eat Right. [www.eatright.org/kids](http://www.eatright.org/kids)



## WHAT'S IN MY SANDWICH...?

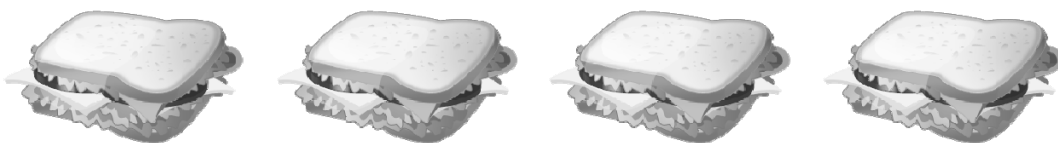
Did you know that most deli meats including hotdogs (whether bought by the pound in the deli section or pre-packaged in the refrigerated section of your grocery store) are not allowable on the Child & Adult Care Food Program?

It's a little scary reading the ingredients label on deli meats (really processed meat products)! Who knew that most deli meats are not 100% meat and have binders, extenders and by products which makes them non-reimbursable for Child & Adult Care Food Program? Binders and extenders hold processed meats together and may aid in retaining product moisture.

<p><b>Examples of Binders and Extenders</b></p> <ul style="list-style-type: none"> <li>• Carrageenan (a byproduct of algae or seaweed)</li> <li>• Cereal, cereal flours, bread crumbs</li> <li>• Starchy vegetable flour</li> <li>• Dried milk</li> <li>• Calcium reduced dried skim milk</li> <li>• Soy protein concentrate, soy flour</li> <li>• Isolated soy protein, milk protein</li> <li>• Sodium caseinate</li> <li>• Dry or dried whey</li> <li>• Food legumes (beans, peas, lentils)</li> <li>• Roots and tubers</li> </ul>	<p><b>Examples of Binders and Extenders (continued)</b></p> <ul style="list-style-type: none"> <li>• Polysaccharides</li> <li>• Gelatin, wheat gluten, tapioca</li> </ul> <p><b>Examples of By Products</b></p> <ul style="list-style-type: none"> <li>• Stomachs and snouts</li> <li>• Tripe</li> <li>• Hearts</li> <li>• Tongues, lips</li> <li>• Fats, fatty tissue</li> <li>• Spleen</li> </ul>
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What to do...what to do...what to serve?

- Canned tuna or canned chicken sandwiches
- Egg sandwiches
- Cheese sandwiches
- Peanut or Nut butter sandwiches (remember to serve the other required 2<sup>nd</sup> meat/meat alternative).
- Turkey Ham (Cured Turkey Thigh Meat) is allowable because it is a "standardized" product – meaning that every manufacturer has the same amount of lean meat in the product; **although processed Turkey Ham is usually very high in fat and sodium (salt) and is not the best choice.**
- **Or make your own fresh and healthy (and less expensive) sandwich meats**
  - ♦ buy turkey or chicken breast...think real turkey sandwiches (like sandwiches made the day after Thanksgiving.... mmmmm).
  - ♦ cook in crock pot, roast, or bake in oven to 170 degrees
  - ♦ slice with knife or meat slicer and you're ready to make healthier sandwiches
- Or, as many of you do, serve healthy meals that do not include sandwiches



## MEATS THAT HAVE WATER ADDED

Serving sizes for meats that have added water are different than meats without added water. Below is a list of allowable meats that have added water and their correct serving size per age group.

### CANNED CHICKEN IN WATER WITHOUT ANY ADDED INGREDIENTS

1.2 oz. unheated drained chicken provides 1 oz. cooked poultry	approximately 2 ½ Tablespoons for 1-2 yrs. old equals 1 oz. meat
1.8 oz. unheated drained chicken provides 1 ½ oz. cooked poultry	approximately 3 ½ Tablespoons for 3-5 yrs. old equals 1 ½ oz. meat
2.4 oz. unheated drained chicken provides 2 oz. cooked poultry	approximately 5 Tablespoons for 6-12 yrs. old equals 2 oz. meat

### CANNED HAM

1.2 oz. unheated meat provides 1 oz. lean meat  
 1.8 oz. unheated meat provides 1 ½ oz. lean meat  
 2.4 oz. unheated meat provides 2 oz. lean meat

### TURKEY HAM SLICED LUNCH MEAT

1.4 oz. serving provides 1 oz. cooked turkey  
 2.1 oz. serving provides 1 ½ oz. cooked turkey  
 2.4 oz. serving provides 2 oz. cooked turkey

= 1 ½ slices for 1-2 yrs. olds for lunch or dinner  
 = 2 slices for 3-5 yrs. olds for lunch or dinner  
 = 2 ¾ slices for 6-12 yrs. olds for lunch or dinner

### TURKEY HAM 15% ADDED INGREDIENTS

1.7 oz. serving provides 1 oz. cooked turkey  
 2.1 oz. serving provides 1 ½ oz. cooked turkey  
 2.14 oz. serving provides 2 oz. cooked turkey

the provider will have to weigh the turkey ham that they slice or cut up to serve the correct portion sizes for the age groups eating the meal

### CANNED TUNA IN WATER WITHOUT ANY ADDED INGREDIENTS

1 oz. drained tuna equals 1 oz. tuna  
 1 ½ oz. drained tuna equal 1 ½ oz. tuna  
 2 oz. drained tuna equal 2 oz. tuna

approximately 2 ½ Tablespoons for 1-2 yrs. old equal 1 oz. tuna
approximately 3 ½ Tablespoons for 3-5 yrs. old equal 1 ½ oz. tuna
approximately 5 Tablespoons for 6-12 yrs. old equal 2 oz. tuna

**PLEASE NOTE:** If serving a turkey ham and cheese sandwich and using the correct bread requirement may be too big or thick for a small child to bite into, or could become a choking hazard. You can always serve the cheese slices on the plate instead of inside the sandwich. Or you can serve the meat and cheese, cut up and on the plate, and serve the bread or bread alternate by itself.

**BEST PRACTICE** is to use only the required bread amount for a sandwich for the children. Serving too much of one requirement, such as bread, may prevent a child from eating the other required meal components. They may be too full to eat other foods, so the meal that is eaten is not as nutritious as the meal you planned based on the meal patterns.

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## NON-REIMBURSABLE FOODS

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These foods **do not** meet requirements for the CACFP food components. If you have any questions about a food, please call the office.

- ♦ Acorns, chestnuts
- ♦ Bacon
- ♦ Banana chips
- ♦ Bread stuffing (commercially prepared, e.g., *StoveTop*)
- ♦ Candies
- ♦ Grain based desert items; Cakes, Brownies, Pies, Gingerbread, and any other dessert item
- ♦ Can soups, can macaroni products (*Spaghetti-Os*, *Ravioli*, etc.)
- ♦ Cereals containing *NutraSweet*, *Splenda*, etc.
- ♦ Cheese labeled “Cheese Food”. “Cheese Product” and “Cheese Spread”, such as *Velveeta*
- ♦ Cheese—home-made
- ♦ Chips (taco, potato, corn, cheese puffs, etc.)
- ♦ Chocolate dairy drink
- ♦ Commercially prepared foods (tacquitos, lasagna, macaroni & cheese, pizza, fish sticks, breaded or battered fish or seafood products, corn dogs, chicken nuggets, etc.) without a Child Nutrition (CN) label.
- ♦ Corn grits (un-enriched)
- ♦ *Craisins*
- ♦ Cream cheese
- ♦ Deep fried foods
- ♦ Egg Rolls
- ♦ Evaporated milk
- ♦ Fish products made with minced fish
- ♦ Gelatin (*Jell-O*)
- ♦ Granola bars, Cereal bars and other processed snacks (*Nutrigrain Bars*, *Kudos*, etc.)
- ♦ *Hi-C*, *Kool-Aid*, and any other drink that is not a 100% full strength pasteurized juice such as *Ocean Spray Cranberry Juice Cocktail Drink*, other cocktail drinks or fruit nectars
- ♦ Home canned food or Home prepared juices cannot be served to day care children
- ♦ Ice cream
- ♦ Jelly, jam, and preserves
- ♦ Juices that are homemade or juices that are not 100% full strength and pasteurized
- ♦ Lemons, lemonade, limes, limeade
- ♦ Lumpia
- ♦ Meat/meat products not inspected by USDA
- ♦ Pickle relish
- ♦ Pie crust for dessert items such as apple pie, peach pie, pumpkin, etc.
- ♦ Pop tarts
- ♦ Puddings
- ♦ Powdered Milk
- ♦ Raw Sprouts, including alfalfa, clover, radish, and bean sprouts (mung bean and soy bean sprouts). For health reasons, Raw Sprouts must not be served to children.
- ♦ Snack type commercially prepared products (Party Mix, Chex Mix, Trail Mix, etc.)
- ♦ *Top Ramen*, *Cup of Noodles*, or similar type products
- ♦ Yogurt (homemade)