

# **PROVIDER ANNUAL TRAINING 2021**

## **REVIEW OF PROGRAM POLICIES**

Child & Adult Care Food Program (CACFP) regulations require Sponsors to provide training and review of Program Policies with Providers participating on the Child & Adult Care Food Program annually. The subjects listed below are not all inclusive of the Program Policies but are those which are questioned most frequently.

### **I have received training and understand the following:**

Child & Adult Care Food Program Meal Patterns

Meal Count and menu records must be completed daily (before midnight if using Scannable forms and before 10 p.m. if claiming online). Also see Permanent Agreement in your Handbook.

Child Meal Requirements – see Handbook

Infant Meal Requirements – see Handbook

Claiming own/foster/residential children – see Handbook

No charge to parents – see Permanent Agreement in your Handbook

License capacity – see Handbook

Meal Time Policy – see Permanent Agreement in your Handbook

Notifying office in advance when away from home during meal service times – see Handbook

Seriously Deficient Process – see Handbook

Four Program Policies your Field Representative is asking of you, Program Policies at a Glance, Seriously Deficient Process, Civil Rights, Obligation to Offer and Reimbursement of Infant Meals, Building for the Future, Claim Submission/ Reimbursement/ Review Procedures, Compliance Check List, Safety and Sanitation Check List, Family Child Care Home Capacity, Documenting School Out Days, Monthly Claim Information Sheet (MCIS), Enrolling Children, How to Update Child Enrollment Information, New Meal Patterns for Older Children and Infants, Serving Family Style, What is a "CN" Label, Food for Thought, What's in my sandwich..., Creditable and Not Creditable Cheeses, Creditable and Not Creditable Lunch Meats, Be a fit kid, I Want to Grow Up Healthy So Please..., Facts About WIC, WIC Income Guideline Table, Make Water Available Throughout the Day.

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**Child Nutrition Program of Southern California**

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# UPDATED CHILD AND ADULT CARE FOOD PROGRAM MEAL PATTERNS:

# CHILD AND ADULT MEALS



USDA recently revised the CACFP meal patterns to ensure children and adults have access to healthy, balanced meals throughout the day. Under the updated child and adult meal patterns, meals served will include a greater variety of vegetables and fruit, more whole grains, and less added sugar and saturated fat. The changes made to the meal patterns are based on the Dietary Guidelines for Americans, scientific recommendations from the National Academy of Medicine, and stakeholder input. CACFP centers and day care homes must comply with the updated meal patterns by October 1, 2017.

## Updated Child and Adult Meal Patterns



### Greater Variety of Vegetables and Fruits

- The combined fruit and vegetable component is now a separate vegetable component and a separate fruit component; and
- Juice is limited to once per day.



### More Whole Grains

- At least one serving of grains per day must be whole grain-rich;
- Grain-based desserts no longer count towards the grain component.



### More Protein Options

- Meat and meat alternates may be served in place of the entire grains component at breakfast a maximum of three times per week; and
- Tofu counts as a meat alternate.



### Age Appropriate Meals

- A new age group to address the needs of older children 13 through 18 years old.



### Less Added Sugar

- Yogurt must contain no more than 23 grams of sugar per 6 ounces; and
- Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.



## Making Every Sip Count

- Unflavored whole milk must be served to 1 year olds; unflavored low-fat or fat-free milk must be served to children 2 through 5 years old; and unflavored low-fat, unflavored fat-free, or flavored fat-free milk must be served to children 6 years old and older and adults;
- Non-dairy milk substitutes that are nutritionally equivalent to milk may be served in place of milk to children or adults with medical or special dietary needs; and
- Yogurt may be served in place of milk once per day for adults only.



## Additional Improvements

- Extends offer versus serve to at-risk afterschool programs; and
- Frying is not allowed as a way of preparing foods on-site.

## Breakfast Meal Patterns

	Ages 1-2		Ages 3-5		Ages 6-12 & 13-18		Adults	
	Previous	Updated	Previous	Updated	Previous	Updated	Previous	Updated
<b>Milk</b>	½ cup	½ cup	¾ cup	¾ cup	1 cup	1 cup	1 cup	1 cup
<b>Vegetables, fruit, or both</b>	¼ cup	¼ cup	½ cup	½ cup	½ cup	½ cup	½ cup	½ cup
<b>Grains</b>	½ serving	½ oz eq*	½ serving	½ oz eq*	1 serving	1 oz eq*	2 servings	2 oz eq*

\*Meat and meat alternates may be used to substitute the entire grains component a maximum of three times per week.  
Oz eq = ounce equivalents

## Lunch and Supper Meal Patterns

	Ages 1-2		Ages 3-5		Ages 6-12 & 13-18		Adults	
	Previous	Updated	Previous	Updated	Previous	Updated	Previous	Updated
<b>Milk</b>	½ cup	½ cup	¾ cup	¾ cup	1 cup	1 cup	1 cup	1 cup*
<b>Meat and meat alternates</b>	1 oz	1 oz	1 ½ oz	1 ½ oz	2 oz	2 oz	2 oz	2 oz
<b>Vegetables</b>	¼ cup	⅛ cup	½ cup	¼ cup	¾ cup	½ cup	1 cup	½ cup
<b>Fruits</b>		⅛ cup		¼ cup		¼ cup		½ cup
<b>Grains</b>	½ serving	½ oz eq	½ serving	½ oz eq	1 serving	1 oz eq	2 servings	2 oz eq

\*A serving of milk is not required at supper meals for adults  
Oz eq = ounce equivalents

## Snack Meal Patterns

	Ages 1-2		Ages 3-5		Ages 6-12 & 13-18		Adults	
	Previous	Updated	Previous	Updated	Previous	Updated	Previous	Updated
<b>Milk</b>	½ cup	½ cup	½ cup	½ cup	1 cup	1 cup	1 cup	1 cup
<b>Meat and meat alternates</b>	½ oz	½ oz	½ oz	½ oz	1 oz	1 oz	1 oz	1 oz
<b>Vegetables</b>	½ cup	½ cup	½ cup	½ cup	¾ cup	¾ cup	½ cup	½ cup
<b>Fruit</b>		½ cup		½ cup		¾ cup		½ cup
<b>Grains</b>	½ serving	½ oz eq	½ serving	½ oz eq	1 serving	1oz eq	1 servings	1 oz eq

Select 2 of the 5 components for snack.  
Oz eq = ounce equivalents

Note: All serving sizes are minimum quantities of the food components that are required to be served.

# UPDATED CHILD AND ADULT CARE FOOD PROGRAM MEAL PATTERNS: INFANT MEALS



USDA recently revised the CACFP meal patterns to ensure children and adults have access to healthy, balanced meals throughout the day. The changes to the infant meal pattern support breastfeeding and the consumption of vegetables and fruit without added sugars. These changes are based on the scientific recommendations from the National Academy of Medicine, the American Academy of Pediatrics and stakeholder input. CACFP centers and day care homes must comply with the updated meal patterns by October 1, 2017.

## UPDATED INFANT MEAL PATTERN:



### Encourage and Support Breastfeeding:

- Providers may receive reimbursement for meals when a breastfeeding mother comes to the day care center or home and directly breastfeeds her infant; and
- Only breastmilk and infant formula are served to infants 0 through 5 month olds.



### Developmentally Appropriate Meals:

- Two age groups, instead of three: 0 through 5 month olds and 6 through 11 month olds; and
- Solid foods are gradually introduced around 6 months of age, as developmentally appropriate.

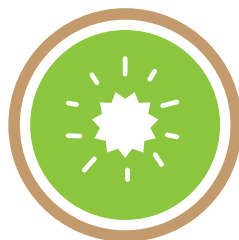
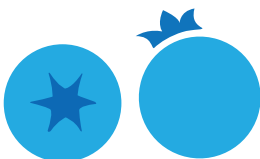


### More Nutritious Meals:

- Requires a vegetable or fruit, or both, to be served at snack for infants 6 through 11 months old;
- No longer allows juice or cheese food or cheese spread to be served; and
- Allows ready-to-eat cereals at snack.

## Learn More

For more information on infant development and nutrition, check out the [USDA Team Nutrition's Feeding Infants Guide](#).



## PREVIOUS AND UPDATED INFANT MEAL PATTERNS: LETS COMPARE

	PREVIOUS			UPDATED	
	0-3 Months	4-7 Months	8-11 MONTHS	0-5 MONTHS	6-11 MONTHS
<b>Breakfast</b>	4-6 fl oz breastmilk or formula	4-8 fl oz breastmilk or formula  0-3 tbsp infant cereal	6-8 fl oz breastmilk or formula  2-4 tbsp infant cereal  1-4 tbsp vegetable, fruit or both	4-6 fl oz breastmilk or formula	6-8 fl oz breastmilk or formula  0-4 tbsp infant cereal, meat, fish, poultry, whole eggs, cooked dry beans or peas; or 0-2 oz cheese; or 0-4 oz (volume) cottage cheese; or 0-4 oz yogurt; or a combination*  0-2 tbsp vegetable, fruit or both*
<b>Lunch or Supper</b>	4-6 fl oz breastmilk or formula	4-8 fl oz breastmilk or formula  0-3 tbsp infant cereal  0-3 tbsp vegetable, fruit or both	6-8 fl oz breastmilk or formula  2-4 tbsp infant cereal; and/or 1-4 tbsp meat, fish, poultry, egg yolk, cooked dry beans or peas; or ½ -2oz cheese; or 1-4 oz (volume) cottage cheese; or 1-4 oz (weight) cheese food or cheese spread; or a combination  1-4 tbsp vegetable, fruit or both	4-6 fl oz breastmilk or formula	6-8 fl oz breast milk or formula  0-4 tbsp infant cereal, meat, fish, poultry, whole egg, cooked dry beans or peas; or 0-2 oz cheese; or 0-4 oz (volume) cottage cheese; or 0-4 oz yogurt; or a combination*  0-2 tbsp vegetable, fruit or both*
<b>Snack</b>	4-6 fl oz breastmilk or formula	4-6 fl oz breastmilk or formula	2-4 fl oz breastmilk, formula, or fruit juice  0-½ bread slice or 0-2 crackers	4-6 fl oz breastmilk or formula	2-4 fl oz breastmilk or formula  0-½ bread slice; or 0-2 crackers; or 0-4 tbsp infant cereal or ready-to-eat cereal*  0-2 tbsp vegetable, fruit or both*

\*Required when infant is developmentally ready.

All serving sizes are minimum quantities of the food components that are required to be served.

## Choose Yogurts That Are Lower in Added Sugars

As of October 1, 2017, yogurt served in the Child and Adult Care Food Program (CACFP) must not have more than 23 grams of sugar per 6 ounces.

There are many types of yogurt that meet this requirement. It is easy to find them by using the Nutrition Facts label and following the steps below.



1

Use the Nutrition Facts Label to find the **Serving Size**, in ounces (oz) or grams (g), of the yogurt.

2

Find the **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 yogurt in the table below.

Serving Size* Ounces (oz)	Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Sugars Grams (g)
If the serving size is:		Sugars must not be more than:
2.25 oz	64 g	9 g
3.5 oz	99 g	13 g
4 oz	113 g	15 g
5.3 oz	150 g	20 g
6 oz	170 g	23 g
8 oz	227 g	31 g

4

In the table, look at the number to the right of the serving size amount, under the "Sugars" column.

**If your yogurt has that amount of sugar, or less, the yogurt meets the sugar requirement.**

Nutrition Facts	
Serving Size 8 oz (227g)	
Servings about 4	
Amount Per Serving	
<b>Calories</b> 130	Calories from Fat 20
% Daily Value*	
<b>Total Fat</b> 2g	<b>3%</b>
Saturated Fat 1.5g	<b>8%</b>
Trans Fat 0g	
<b>Cholesterol</b> 10mg	<b>3%</b>
<b>Potassium</b> 400mg	<b>1%</b>
<b>Sodium</b> 160mg	<b>7%</b>
<b>Total Carbohydrate</b> 21g	<b>7%</b>
Dietary Fiber 4g	<b>17%</b>
<b>Sugars</b> 9g	
<b>Protein</b> 10g	
Vitamin A 6%	Vitamin C 4%
Calcium 35%	Iron 0%
Vitamin D 6%	

**TIP:** If the serving size says "one container," check the front of the package to see how many ounces or grams are in the container.

### Test Yourself:

Does the yogurt above meet the sugar requirement?  
(Check your answer on the next page)

Serving Size: \_\_\_\_\_

Sugars : \_\_\_\_\_

☐ Yes ☐ No



\*Serving sizes here refer to those commonly found for store-bought yogurts. Homemade yogurt is not creditable in the CACFP. For serving size requirements of yogurt in the CACFP, please visit <https://www.fns.usda.gov/cacfp/meals-and-snacks>.

More training, menu planning, and nutrition education materials for the CACFP can be found at <https://teamnutrition.usda.gov>.





# Try It Out!

Use the “Sugar Limits in Yogurt” table below to help find yogurts you can serve at your site. Write down your favorite brands and other information in the “Yogurts To Serve in the CACFP” list. You can use this as a shopping list when buying yogurts to serve in your program.



## Sugar Limits in Yogurt

Serving Size Ounces (oz)	Sugars Limit Grams (g) (Use when the serving size is not listed in ounces)	Sugars	Serving Size Ounces (oz)	Sugars Limit Grams (g) (Use when the serving size is not listed in ounces)	Sugars
If the serving size is:		Sugars must not be more than:	If the serving size is:		Sugars must not be more than:
1 oz	28 g	4 g	4.75 oz	135 g	18 g
1.25 oz	35 g	5 g	5 oz	142 g	19 g
1.5 oz	43 g	6 g	5.25 oz	149 g	20 g
1.75 oz	50 g	7 g	5.3 oz	150 g	20 g
2 oz	57 g	8 g	5.5 oz	156 g	21 g
2.25 oz	64 g	9 g	5.75 oz	163 g	22 g
2.5 oz	71 g	10 g	6 oz	170 g	23 g
2.75 oz	78 g	11 g	6.25 oz	177 g	24 g
3 oz	85 g	11 g	6.5 oz	184 g	25 g
3.25 oz	92 g	12 g	6.75 oz	191 g	26 g
3.5 oz	99 g	13 g	7 oz	198 g	27 g
3.75 oz	106 g	14 g	7.25 oz	206 g	28 g
4 oz	113 g	15 g	7.5 oz	213 g	29 g
4.25 oz	120 g	16 g	7.75 oz	220 g	30 g
4.5 oz	128 g	17 g	8 oz	227 g	31 g

## Yogurts To Serve in the CACFP\*

Yogurt Brand	Flavor	Serving Size (oz or g)	Sugars (g):
Yummy Yogurt	Vanilla	6 oz	13

\*The amount of sugar in a yogurt might change. Even if you always buy the same brands and flavors of yogurt, be sure to check the serving size and amount of sugars on the Nutrition Facts label to make sure they match what you have written in the list above.

**Answer to “Test Yourself” activity on page 1:** This yogurt has 9 grams of sugar per 8 ounces (227 grams). The maximum amount of sugar allowed in 8 ounces of yogurt is 31 grams. 9 is less than 31, so this yogurt is creditable.

## Choose Breakfast Cereals That Are Lower in Added Sugars

As of October 1, 2017, breakfast cereal served in the Child and Adult Care Food Program (CACFP) must contain no more than 6 grams of sugar per dry ounce.

There are many types of cereal that meet this requirement. You can use any cereal that is listed on any sState agency's Women, Infants, and Children (WIC)-approved cereal list, found as part of the State's approved food lists at: <https://www.fns.usda.gov/wic/links-state-agency-wic-approved-food-lists>. You can also find cereals that meet the requirement using the Nutrition Facts label and by following the steps below:



**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

**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.**

*\*Serving sizes here refer to those commonly found for breakfast cereals. For serving size requirements in the CACFP, please visit <https://www.fns.usda.gov/cacfp/meals-and-snacks>.*

### Yummy Brand Cereal

#### Nutrition Facts

Serving Size $\frac{3}{4}$ cup (30g)		
Servings Per Container about 15		
Amount Per Serving	Cereal	with 1% cup skim milk
<b>Calories</b> 100	<b>100</b>	<b>140</b>
Calories from Fat 5	5	5
<b>% Daily Value*</b>		
<b>Total Fat</b> 0.5g	<b>1%</b>	<b>1%</b>
Saturated Fat 0g	<b>0%</b>	<b>0%</b>
Trans Fat 0g		
Polyunsaturated Fat 0g		
Monounsaturated Fat 0g		
<b>Cholesterol</b> 0mg	<b>0%</b>	<b>1%</b>
<b>Sodium</b> 140mg	<b>6%</b>	<b>9%</b>
<b>Potassium</b> 90mg	<b>3%</b>	<b>8%</b>
<b>Total Carbohydrate</b> 22g	<b>7%</b>	<b>9%</b>
Dietary Fiber 3g	<b>11%</b>	<b>11%</b>
<b>Sugars</b> 5g		
Other Carbohydrate 14g		
<b>Protein</b> 140mg		

#### Test Yourself:

Does the cereal above meet the sugar requirement?  
(Check your answer on the next page)

Serving Size: \_\_\_\_\_

Sugars: \_\_\_\_\_

☐ Yes ☐ No



# Try It Out!



Use the “Sugar Limits in Cereal” table below to help find cereals you can serve at your site. Write down your favorite brands and other information in the “Cereals To Serve in the CACFP” list. You can use this as a shopping list when buying cereals to serve in your program.



## Sugar Limits in Cereal

Serving Size	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

Serving Size	Sugars
If the serving size is:	Sugars cannot be more than:
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

## Cereals To Serve in the CACFP\*

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

\*The amount of sugar in a cereal might change. Even if you always buy the same brands and types of cereal, be sure to check the serving size and amount of sugars on the Nutrition Facts label to make sure they match what you have written in the list above.

**Answer to “Test Yourself” activity on page 1:** The cereal has 5 grams of sugar per 30 grams. The maximum amount of sugar allowed for 30 grams of cereal is 6 grams. 5 is less than 6, so this cereal is creditable.



# Serving Milk in the CACFP

Use the information below to see what kind of milk to serve in the Child and Adult Care Program (CACFP) to those in your care.



## Newborn through 11 months old

- ✓ Breastmilk
- ✓ Iron-fortified formula

*Breastmilk is allowed at any age in CACFP.*

## 12 months through 23 months (1 year through 1 year and 11 months)

- ✓ Unflavored whole milk

*Iron-fortified formula may be served to children between the ages of 12 months to 13 months to help with the transition to whole milk.*

## 2 years through 5 years (up to 6th birthday)

- ✓ Unflavored fat-free (skim) milk
- ✓ Unflavored low-fat (1%) milk

*Unflavored whole milk and unflavored reduced-fat (2%) milk may be served to children between the ages of 24 and 25 months to help with the transition to fat-free (skim) or low-fat (1%) milk.*

## 6 through 12 years, 13 through 18 years, and adults

- ✓ Unflavored fat-free (skim) milk
- ✓ Flavored fat-free (skim) milk
- ✓ Unflavored low-fat (1%) milk

*Non-dairy beverages may be served in place of cow's milk when a participant has a special dietary need. Please contact your Sponsoring Organization or State agency for more information.*

## For Adult Participants:

Yogurt may be served in place of milk once per day.

A serving of milk is optional at supper.

## The Facts on Flavored Milk:

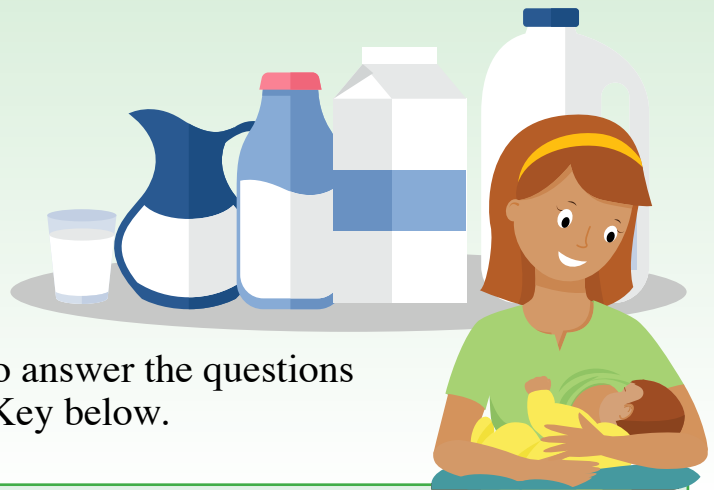
Flavored milk cannot be part of a reimbursable meal or snack for children 5 years old and younger.

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 and adults must be fat-free (skim).

# Try It Out!

## Milk Matters!



Use the information on the front of the page to answer the questions below. Check your answers with the Answer Key below.

1. Maya is a 1-year-old at your family child care home and eats lunch at the same time as Darrick, who is 2 years old. What type(s) of milk may you serve each child?

Maya's Age:  
Type(s) of Milk:

Darrick's Age:  
Type(s) of Milk:

2. Olivia is a 5½-year-old who attends your family child care home. What kind(s) of milk may you serve her in the CACFP?

Olivia's Age:  
Types of Milk:

3. At your adult day care center, you want to serve yogurt at breakfast and again that same day, during lunch. Both times, yogurt would be served in place of milk. Is this allowed? Why or why not?

**Answer Key:**

1. **Maya's age:** 1 year. **Type(s) of Milk:** Because Maya is 1 year old, she can only be served unflavored whole milk in CACFP. If she is younger than 1 year and 1 month (13 months), she can also be served iron-fortified formula. There is a 1-month transition period to help children adjust to whole milk between the ages of 12 months and 13 months.
- Darrick's age:** 2 years. **Type(s) of Milk:** Because Darrick is 2 years old, he can be served unflavored fat-free (skim) milk or unflavored low-fat (1%) milk. If he is younger than 2 years 1-month (25 months), he can also be served unflavored whole milk, and unflavored reduced-fat (2%) milk. There is a 1 month transition period when the child turns 2 to help him or her adjust from whole milk to fat-free (skim) or low-fat (1%) milk.
2. **Olivia's Age:** 5 ½ years. **Type(s) of milk:** Because Olivia falls into the 2- through 5-year-old age group, she can be served unflavored fat-free (skim) milk and unflavored low-fat (1%) milk.
3. No, you are not allowed to serve yogurt instead of milk at breakfast AND at lunch. You are only allowed to serve yogurt instead of milk at one meal per day at adult day care centers only. If you are serving yogurt as the meat/meat alternate, you may not serve yogurt as the milk substitute at the same meal. You may serve yogurt at breakfast.

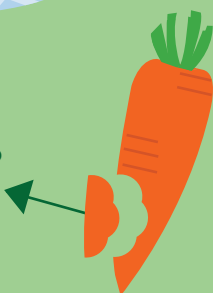
# Growing a Healthier Future With the CACFP

Every day, more than 4 million children get meals and snacks through USDA's Child and Adult Care Food Program (CACFP). Thanks to recent updates to the CACFP meal patterns, you now have even more opportunities to help kids get the nutrition they need to **learn, grow, and play**.



## Fueling Up With Veggies

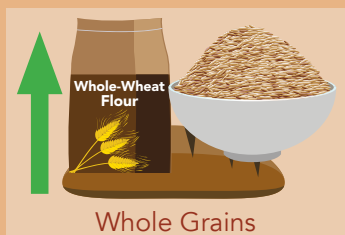
Fewer than 10% of 4- to 8-year-olds eat enough vegetables.



Vegetables and fruits are now two separate components at lunch, supper, and snack. This means you can serve vegetables and fruits more often and help kids develop a taste for healthy foods from the start.

## Starting Kids Early With Whole Grains

Kids ages 1 to 13 years old eat up to **twice the amount** of refined grains that they should, but not enough whole grains.



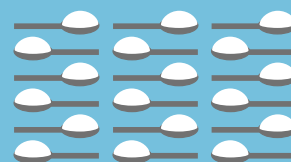
Whole Grains



Refined Grains

Now kids are more likely to get whole grain-rich\* foods at least **once a day**. Whole grains give kids vitamins, minerals, and fiber to help them be strong and healthy.

## Lowering Added Sugars



On average, kids 9 to 13 years old eat between 17 to 22 teaspoons of added sugars every day.

By limiting sugar in yogurts and cereals, and not counting cookies, cakes and other grain-based desserts toward the grains requirements, meals served in CACFP will give kids the chance to try—and like—new, healthy foods.



## Baby Talk: Updates to the Infant Meal Patterns

The updated infant meal patterns support the health of CACFP's youngest participants by:

- Reimbursing meals when moms breastfeed onsite
- Including a wider variety of foods for babies to try during their first year of life



\*Whole grain-rich foods are foods containing 100% whole grains or that contain at least 50% whole grains and the remaining grains in the food are enriched.

Sources:

<https://health.gov/dietaryguidelines/2015/>

[https://epi.grants.cancer.gov/diet/usualintakes/pop/2007-10/table\\_a06.html](https://epi.grants.cancer.gov/diet/usualintakes/pop/2007-10/table_a06.html)

[https://epi.grants.cancer.gov/diet/usualintakes/pop/2007-10/table\\_a40.html](https://epi.grants.cancer.gov/diet/usualintakes/pop/2007-10/table_a40.html)



Food and Nutrition Service  
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<https://teamnutrition.usda.gov>

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# CHILD AND ADULT CARE FOOD PROGRAM: BEST PRACTICES

The updated CACFP meal patterns lay the foundation for a healthy eating pattern for children and adults in care. USDA also developed optional best practices that build on the meal patterns and highlight areas where centers and day care homes may take additional steps to further improve the nutritional quality of the meals they serve. The best practices reflect recommendations from the Dietary Guidelines for Americans and the National Academy of Medicine to further help increase participants' consumption of vegetables, fruits, and whole grains, and reduce the consumption of added sugars and saturated fats.

## CACFP Best Practices

USDA highly encourages centers and day care homes to implement these best practices in order to ensure children and adults are getting the optimal benefit from the meals they receive while in care:



### Infants

- Support mothers who choose to breastfeed their infants by encouraging mothers to supply breastmilk for their infants while in day care and offer a quiet, private area that is comfortable and sanitary for mothers who come to the center or day care home to breastfeed.



### Vegetables and Fruit

- Make at least 1 of the 2 required components of a snack a vegetable or a fruit.
- Serve a variety of fruits and choose whole fruits (fresh, canned, dried, or frozen) more often than juice.
- Provide at least one serving each of dark green vegetables, red and orange vegetables, beans and peas (legumes), starchy vegetables, and other vegetables once per week.



### Grains

- Provide at least two servings of whole grain-rich grains per day.



### Meat and Meat Alternates

- Serve only lean meats, nuts, and legumes.
- Limit serving processed meats to no more than one serving per week.
- Serve only natural cheeses and choose low-fat or reduced fat-cheeses.



### Milk

- Serve only unflavored milk to all participants. If flavored milk is served to children 6 years old and older, or adults, use the Nutrition Facts Label to select and serve flavored milk that contains no more than 22 grams of sugar per 8 fluid ounces, or the flavored milk with the lowest amount of sugar if flavored milk within this sugar limit is not available.
- Serve water as a beverage when serving yogurt in place of milk for adults.

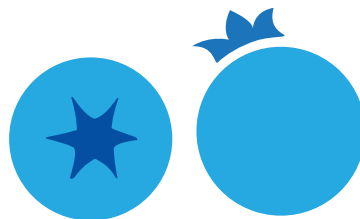
## Additional Best Practices

- Incorporate seasonal and locally produced foods into meals.
- Limit serving purchased pre-fried foods to no more than one serving per week.
- Avoid serving non-creditable foods that are sources of added sugars, such as sweet toppings (e.g., honey, jam, syrup), mix-in ingredients sold with yogurt (e.g., honey, candy, or cookie pieces), and sugar sweetened beverages (e.g., fruit drinks or sodas).
- Adult day care centers should offer and make water available to adults upon their request, throughout the day.

## Resources

Find useful tips and strategies to help you incorporate the best practices into your every day meal service:

- **Nutrition and Wellness Tips for Young Children:** Child care providers can use these tips to incorporate key recommendations and best practices into their menus and daily schedules.
- **Feeding Infants:** This guide presents information on infant development, nutrition for infants, breastfeeding and formula feeding, feeding solid foods, sanitary food preparation, safe food handling, and much more!
- **Healthy Meals Resource System:** CACFP centers and day care homes will find more menu planning tools, recipe ideas, and additional tips and ideas to help implement the updated meal patterns and best practices, such as hosting taste tests to help introduce and get children excited about new foods and menus.
- **Team Nutrition Resource Library:** Visit the Team Nutrition Resource Library for free nutrition education materials to further reinforce and complement the nutrition messages taught by serving healthful foods.
- **MyPlate:** Resources found on the MyPlate website can help CACFP centers and day care homes identify healthier options to ensure menu choices contain the most nutrients children need to grow.
- **ICN Education and Training Resources:** The Institute of Child Nutrition's resources provide education and training opportunities to help provide nutritious meals in CACFP homes and day care settings.





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



# Identifying Whole Grains

Whole grains consist of the entire cereal grain seed or kernel. The kernel has three parts—the bran, the germ, and the endosperm. Usually the kernel is cracked, crushed, or flaked during the milling process. If the finished product retains the same relative proportions of bran, germ, and endosperm as the original grain, it is considered a whole grain.

When looking for whole grain-rich foods, there are some key terms to remember to ensure you purchase just what you need.

- The word whole listed before a grain, for example, whole corn.
- The words berries and groats are also used to designate whole grains, for example, wheat berries, or oat groats.
- Rolled oats and oatmeal (including old-fashioned, quick-cooking, and instant oatmeal).

Whole Grains	NON-Whole Grains
<ul style="list-style-type: none"><li>• Amaranth</li><li>• Cracked Wheat</li><li>• Crushed Wheat</li><li>• Whole Wheat Flour</li><li>• Graham Flour</li><li>• Entire-Wheat Flour</li><li>• Bromated Whole Wheat Flour</li><li>• Millet Flakes</li><li>• Whole Durum Wheat Flour</li><li>• Quinoa</li><li>• Brown Rice, Wild Rice</li><li>• Bulgur</li><li>• Whole Grain Barley</li><li>• Whole Specialty Grains</li><li>• Whole Wheat Pasta, such as Macaroni, Spaghetti, Vermicelli, or Whole Grain Noodles</li><li>• Soba Noodles (with whole buckwheat flour as primary ingredient)</li></ul>	<ul style="list-style-type: none"><li>• All-Purpose Flour</li><li>• Bread Flour</li><li>• Bromated Flour</li><li>• Cake Flour</li><li>• Corn Grits</li><li>• Degerminated Corn Meal</li><li>• Durum Flour</li><li>• Enriched Flour</li><li>• Enriched Rice</li><li>• Enriched Self-Rising Flour</li><li>• Enriched Wheat Flour</li><li>• Farina</li><li>• Instantized Flour</li><li>• Long-Grain White Rice</li><li>• Pearled (also called pearl) Barley</li><li>• Phosphated Flour</li><li>• Rice Flour</li><li>• Self-Rising Flour</li><li>• Self-Rising Wheat Flour</li><li>• Unbleached Flour</li><li>• White Flour</li></ul>



# MEAL PATTERN FOR OLDER CHILDREN

	FOOD COMPONENTS	1-2 Years Amounts	3-5 Years Amounts	6-12 Years Amounts
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	1/2 slice	1/2 slice	1 slice
	Biscuit/Roll/Muffin/Cornbread	1/2 serving	1/2 serving	1 serving
	Cooked Cereal, pasta, noodle products, or cereal grains (f)	1/4 cup	1/4 cup	1/2 cup
LUNCH/DINNER	Cold Dry Cereal - Flakes or rounds (f)	1/2 cup	1/2 cup	1 cup
	Cold Dry Cereal - Puffed cereal (f)	3/4 cup	3/4 cup	1 1/4 cup
	Cold Dry Cereal - Granola (f)	1/8 cup	1/8 cup	1/4 cup
	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	1/2 slice	1/2 slice	1 slice
	Biscuit/Roll/Muffin/Cornbread	1/2 serving	1/2 serving	1 serving
	Cooked Cereal, pasta, noodle products, or cereal grains (f)	1/4 cup	1/4 cup	1/2 cup
	5) Meat/Meat Alternate			
	Lean Meat/Poultry/Fish	1 oz.	1 1/2 oz.	2 oz.
	Cheese	1 oz.	1 1/2 oz.	2 oz.
	Cottage Cheese	1/4 cup or 2 oz.	3/8 cup or 3 oz.	1/2 cup or 4 oz
AM or PM SNACK (select two of these five components)	Large Egg	1/2 egg	3/4 egg	1 egg
	Cooked Dry Beans or Peas (i)	1/4 cup	3/8 cup	1/2 cup
	Peanut Butter or Nut/Seed Butters (g)	2 Tbsp.	3 Tbsp.	4 Tbsp.
	Peanuts, soynuts, tree nuts, roasted peas, or seeds (g)	1/2 oz. = 50%	3/4 oz. = 50%	1 oz. = 50%
	Tofu	1 oz.	1 1/2 oz.	2 oz.
	Yogurt (i) (j)	1/2 cup	3/4 cup	1 cup
	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	1/2 slice	1/2 slice	1 slice
	Biscuit/Roll/Muffin/Cornbread	1/2 serving	1/2 serving	1 serving
	Cooked Cereal, pasta, noodle products, or cereal grains (f)	1/4 cup	1/4 cup	1/2 cup
	Cold Dry Cereal - Flakes or rounds (f)	1/2 cup	1/2 cup	1 cup
	Cold Dry Cereal - Puffed cereal (f)	3/4 cup	3/4 cup	1 1/4 cup
	Cold Dry Cereal - Granola (f)	1/8 cup	1/8 cup	1/4 cup
	5) Meat/Meat Alternate			
	Lean Meat/Poultry/Fish	1/2 oz.	1/2 oz.	1 oz.
	Cheese	1/2 oz.	1/2 oz.	1 oz.
	Cottage Cheese	1/8 cup or 1 oz.	1/8 cup or 1 oz.	1/4 cup or 2 oz.
	Large Egg	1/2 egg	1/2 egg	1/2 egg
	Cooked Dry Beans or Peas (h)	1/8 cup	1/8 cup	1/4 cup
	Peanut Butter or Nut/Seed Butters	1 Tbsp.	1 Tbsp.	2 Tbsp.
	Peanuts, soynuts, tree nuts, roasted peas, or seeds	1/2 oz.	1/2 oz.	1 oz.
	Tofu	1/2 oz.	1/2 oz.	1 oz.
	Yogurt (i) (j)	1/4 cup	1/4 cup	1/2 cup

- (a) 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.
- (b) Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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).
- (g) 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
- (h) 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.
- (i) Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- (j) Commercially added fruit or nuts in flavored yogurt do not fulfill the fruit or meat alternative component.

# MEAL PATTERN FOR INFANTS

	FOOD COMPONENTS	0-5 Months Amounts	6-11 Months Amounts
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.

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

- 1. Do my Menu and Meal Counts daily (before 12 midnight)*
- 2. 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.*
- 3. Feed the children at the scheduled meal times and according to the USDA Meal Patterns for Infants and Children*
- 4. 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 Seriously Deficient!*



# Program Policies at a Glance

1. **YOUR MENUS AND MEAL COUNT RECORDS MUST BE COMPLETED DAILY (before 12 Midnight)! ALL FORMS MUST BE UP TO DATE AND AVAILABLE FOR REVIEW BY YOUR SPONSOR REPRESENTATIVE OR A STATE AND/OR FEDERAL REPRESENTATIVE AT ALL TIMES.** Menus and/or Meal Counts not recorded up to the day before a Site Review will be disallowed and you will be found Seriously Deficient.
2. Never complete your Meal Count Record in advance.
3. Providers may claim a maximum of either two main meals and one snack, or two snacks and one main meal per day, per child. You may choose to serve only the meals and snacks you are claiming, or you may serve all meals and snacks to different groups of children, remembering to claim only two meals and one snack or two snacks and one meal for each child.
4. Provider's "own" children (own, foster, or other children residing in the Provider's home) may be claimed for reimbursement if eligibility guidelines have been met. "Own" children must eat with the children in care and be part of your child care program in order to be claimed for meals. Snacks or meals eaten by Provider's "own" eligible children can only be claimed for reimbursement when non-resident children are present and eating the same meal at the same time.
5. Providers must offer the Child & Adult Care Food Program (CACFP) to all children, birth through 12 years of age, in their care; only the parent/guardian may decline the program. Providers may not charge parents/guardians for any meals served to children in care when those meals are being reimbursed by Child & Adult Care Food Program (CACFP). **There must be an Enrollment Form on file for all children in care, even those that are not participating.** The completed Enrollment Form or Enrollment Report (if claiming online) must be received in the office within five (5) days of the child's first day of care.
6. Providers must be within their license capacity at all times. Community Care Licensing or Camp Pendleton Family Child Care Program (if living on Camp Pendleton) will be notified if the Provider is found to be out of compliance. The Provider will be found Seriously Deficient and the Seriously Deficient Process will be started. Meals served to children in excess of license capacity will not be reimbursed.
7. Meals must be served at "normal" times. For example: Breakfast must be served before 9 a.m., Lunch between 11:00 a.m. and 1:30 p.m., and Dinner between 4:00 p.m. and 7:00 p.m. Snacks may be served between main meals if at least two (2) hours are between the main meal and the snacks. For example: breakfast is served at 8:00 a.m., A.M. Snack at 10:00 a.m., Lunch at 12:00 p.m., PM Snack at 3:00 p.m., and Dinner at 5:30 p.m. If Snack is not served between main meals there must be at least three (3) hours between the main meals.
8. Providers caring for infants, birth through 11 months of age must offer at least one Iron Fortified Infant Formula if the parent is not supplying breast milk. If the parent/guardian chooses to decline the Provider's Iron Fortified Infant Formula and supply their own, the parent/guardian must supply an Iron Fortified Infant Formula; please call the office to verify the formula you are using is reimbursable. If the formula is not allowable a Medical Statement (CACFP form only) must be completed by the infant's physician and is required before reimbursement can be made.

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9. When an infant is developmentally ready for solid foods (Iron Fortified Infant Cereal, fruits, vegetables, and meats appropriate for infants) the Provider is required to supply the solid foods to allow reimbursement of the infant's meals.
10. The Provider must record all foods accurately either on the scannable (bubble) forms, or online claiming. Foods served and observed during a Site Review must be recorded and must match what is documented on the Site Review Report. If the foods recorded by the Provider do not match what was recorded by the Field Representative at a Site Review the meal will be disallowed for all children claimed during that meal.
11. During a Site Review your Field Representative will observe that the food preparation and manner in which food is served is sanitary and safe. The Field Representative will observe the child care and food preparation areas and will note any safety issues, including whether the Provider washes her/his hands before preparing the food. The Field Representative will also observe how children are served and if they wash their hands before eating. The Field Representative may discuss safety/sanitation issues in the home with the Provider. If there is a violation, Community Care Licensing or Camp Pendleton Child Care Program (if living on Camp Pendleton) may be contacted depending on the severity.
12. The Provider is 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 program 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 records 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 this copy and keep for your records. Your monthly checks will have a payment stub attached which should also be retained (kept). Your Field Representative will ask to see your records to make sure that you are following the USDA regulations.
13. USDA regulations require that the Provider contact the office in advance when they will be away during a meal time (field trip, appointments, etc). Contacting the office avoids the chance that the Field Representative could arrive for an Unannounced Site Review and find no one at home. Meals normally claimed during that meal time would be disallowed if the Provider has not contacted the office in advance. The Provider will be found Seriously Deficient and the Seriously Deficient Process would be started. It is also very helpful to notify the office if you are not going to be claiming meals due to day off, vacation, etc.
14. It is the Provider's responsibility to document exceptions for claiming A.M. snacks or lunches for school age children. **A. M. snacks and lunches claimed for school age children without a documented reason will be disallowed.**

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# Seriously Deficient Process

**A Provider will be found Seriously Deficient if (but not limited to):**

- The Provider's Menus and/or Meal Counts were not up to date (even for one meal).
- The Provider was over license capacity as stated on her/his Family Child Care License or Military Child Care Certificate.
- The Provider did not notify the office in advance when not home for a meal service. The Provider may not state at a Site Review that she/he was not planning on claiming as it is impossible to verify that the Provider's Menus and Meal Counts just weren't up to date.
- There are Safety and Sanitation issues (See Compliance Check List).

**The Serious Deficiency Process is as follows:**

## **SERIOUS DEFICIENCY WARNING LETTER (ONE TIME ONLY)**

1. A, one time only, Warning letter is issued to the Provider when the Provider's Menus and/or Meal Counts are not up to date for 1 or 2 days or the Provider did not notify the office in advance when not home at a meal service time.
2. Technical assistance (reviewing program requirements) is conducted during a Site Review.
3. A Follow-up Site Review may be required.

## **NOTICE OF SERIOUS DEFICIENCY DETERMINATION**

1. A Notice of Serious Deficiency Determination Letter is issued to the Provider when Menus and Meal Counts are not up to date for 3 or more days or if the Provider is over license capacity at the Site Review or if the Provider has previously received a Serious Deficiency Warning Letter (see above).
2. A written Corrective Action Plan from the Provider is required. The Provider must understand that the Corrective Action Plan she/he is writing is explaining how the Provider will fully and permanently (forever and ever) correct the Serious Deficiency issue.
3. If the written Corrective Action Plan is approved a Successful Corrective Action, Temporary Deferment of Serious Deficiency Letter is issued to the Provider.
4. A follow-up Site Review is required to determine that the Provider has permanently (forever and ever) corrected the Seriously Deficient issue.
5. Copies of all letters are sent to the Department of Social Services, Nutrition Services Division, Program Integrity Unit.

## **NOTICE OF PROPOSED TERMINATION AND PROPOSED DISQUALIFICATION**

1. If it is determined that the Provider has not fully and permanently (forever and ever) corrected a prior Serious Deficiency issue a Notice of Proposed Termination and Proposed Disqualification letter is issued to the Provider including a procedure and appeals process for the Provider.
2. The Provider may request an Appeal Hearing if it is felt that the Serious Deficiency findings are incorrect. The Hearing Official will review all documentation submitted by the Sponsor and the Provider to make a decision.
3. If the Hearing Official upholds the Sponsor's determination, a Termination and Disqualification letter will be mailed to the Provider.
4. The Provider will be terminated for cause, and placed on the National Disqualified List for seven (7) years by the Department of Social Services, Nutrition Services Division, Program Integrity Unit. The Provider will not be able to join any Child & Adult Care Food Program in any of the United States for seven (7) years.

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# CIVIL RIGHTS

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.

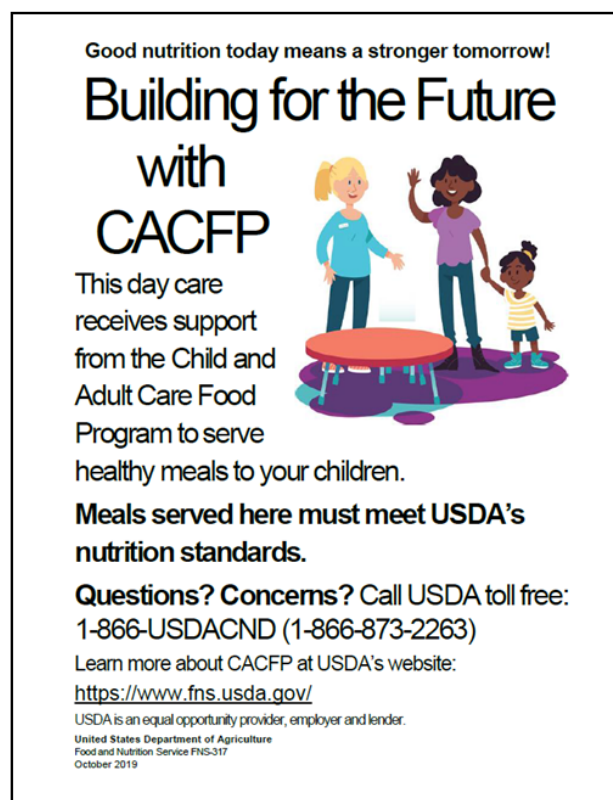
# OBLIGATION TO OFFER AND REIMBURSEMENT OF INFANT MEALS

Child care providers participating in the CACFP must offer program meals to all eligible children enrolled in their center or day care home. Program regulations define an enrolled child as “a child whose parent or guardian has submitted to an institution a signed document which indicated that the child is enrolled in child care”. A provider may not avoid this obligation by stating that the infant is not enrolled in the CACFP, or by citing logistical or cost barriers to offering infant meals. Child care providers must base their decisions to offer program meals on whether the child is enrolled for care, not if the child is enrolled in the CACFP.

As long as an infant is in care during the meal service period, the provider must offer the infant a meal that complies with program requirements. An infant’s parents or guardians may, at their discretion, decline the offered infant formula and supply expressed breast milk or another creditable infant formula for infant consumption. To receive reimbursement, the child care provider must serve and feed the infant a developmentally appropriate meal. Meals served to infants not developmentally ready for food that contain only breast milk and/or iron-fortified infant formula (provided by parents or guardians) are reimbursable.

## BUILDING FOR THE FUTURE

The Building for the Future poster found in your handbook must be posted in your daycare home for parents to see.





# CLAIM SUBMISSION / REIMBURSEMENT / REVIEW PROCEDURES

## 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 be 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 Forms/Reports 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. CHECKS

- a. Reimbursement checks will be mailed as soon as the check is received from the Department of Social Services covering the reimbursement period.
- b. Late run checks will be mailed when the office receives the check from the State covering that period.
- c. Stop payment for lost checks cannot be issued until the tenth (10th) working day following the mailing of checks.
- d. Checks can not be picked up at our office.
- e. For check information, please call the Information line at 619.465.2696.

## 3. ENROLLMENT FORMS

- a. An Enrollment Form or Enrollment Report (if claiming online) must be completed by the provider or parent, verified, signed and dated by the child's parent/guardian *prior to* or on the first day the child is claimed on the Child & Adult Care Food Program. **If the Enrollment Form or Enrollment Report 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/Report.**
- b. The completed Enrollment Form or Enrollment Report (if claiming online) must be received in the office within five (5) days of the child's first day of care.

#### 4. POSTAGE

We do not accept postage due mail.

#### 5. MONTHLY CLAIM INFORMATION SHEET (MCIS)

- a. To drop a child from the program, complete the withdrawn section of the Monthly Claim Information Sheet, write in the child's last day of care, the child's # and name and **mail with your monthly claim at the end of the month**. Providers who claim online can withdraw children in KidKare.
- b. To add children to our program, please complete an Enrollment Form and mail to our office within 5 days of the child's start date on the Child Nutrition Program of Southern California. Remember to write their name on your CIF so that you know what number you assigned that child.
- c. A change in your address can be made only with a new day care license.
- d. A change in your license capacity can only be made with a new day care license.
- e. A change in meals or days claimed for children can only be made by submitting an updated Enrollment Form.

#### 6. 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 Reviews 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.
- 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 forms will be checked at each Site Review. No reimbursement will be made for meals served prior to the Site Review if the claim forms are not up-to-date, complete and available for review by a Field Representative. USDA regulations require sponsors to follow the seriously deficient process (attached to the agreement form) when the provider is not up to date with their claim forms.

# COMPLIANCE CHECK LIST



## ☒ COMPLETE PAPERWORK DAILY

USDA regulations require providers to complete their paperwork (manual forms **or** online) on a daily basis. Though Menus may be prepared in advance for planning and shopping purposes, the Meal Count Record (Attendance) must be completed daily (at point of service or at least by the end of the day). **Field Representatives must disallow meals for any days that are incomplete or not available at the time of the Site Review.** If paperwork is incomplete or not available at the time of the Site Review, the provider will be found Seriously Deficient and the Seriously Deficiency Process will be started. The Provider risks possible termination from the Child Care Food Program. If terminated, these providers are placed on a National Disqualified List and disqualified from participating on the Child Care Food Program with any sponsor for 7 years.



## ☒ CALL THE OFFICE IF AWAY DURING A MEAL TIME

USDA regulations require that the provider contact the office in advance when they will be away during a meal time. Contacting the office avoids the chance that the Field Representative could arrive for an Unannounced Site Review and find no one at home. Meals normally claimed during that time would then be disallowed if the provider has not contacted the office in advance. The provider would be found Serious Deficient and the Serious Deficiency Process would be started. The Provider risks possible termination from the Child Care Food Program. If terminated, these providers are placed on a National Disqualified List and disqualified from participating on the Child Care Food Program with any sponsor for 7 years.

## ☒ SITE REVIEWS

USDA regulations require that we conduct a Site Review in your home a minimum of three (3) times a year to review the meal service and program records. **At least two (2) of the Site Reviews must be unannounced with at least one of the unannounced Site Reviews to include a meal service observation.** Our program pretty much does all unannounced Site Reviews!



## ☒ MEAL SERVICE TIMES

Meals must be served at "normal" times. For example: Breakfast must be served before 9 a.m., Lunch between 11:00 a.m. and 1:30 p.m., and Dinner between 4:00 p.m. and 7:00 p.m. Snacks may be served between main meals if at least two (2) hours are between the main meal and the snacks. For example: breakfast is served at 8:00 a.m., A.M. Snack at 10:00 a.m., Lunch at 12:00 p.m., PM Snack at 3:00 p.m., and Dinner at 5:30 p.m. If Snack is not served between main meals there must be at least three (3) hours between the main meals.

☒ **CLAIM ONLY CHILDREN IN CARE**

Meals can only be claimed for children who are in care at the time the meal is served. Meals cannot be claimed if a child was not in attendance, took the meal with them to school or took the meal with them if they left your care with the parent.



☒ **ALTERING PAPERWORK**

During a Site Review your Field Representative documents the children in care, the meal she observes and reviews your current month's claim. You may not alter the current claim to add in children or meals up to that date.

☒ **CURRENT CLAIM REVIEW**

During a Site Review the Field Representative reviews your current month's claim. If she observes that children consistently claimed throughout the month, but on the day of the Site Review many of the children are not in attendance, this will necessitate further investigation. Additional Site Reviews will be done until all children claimed are verified (seen) at a Site Review. The Parent/Guardian of the children in care are normally contacted by phone or letter to verify their children's attendance.

☒ **LICENSE REQUIREMENTS**

During a Site Review your Field Representative may ask to view your license. In addition she will also count the number of children by age that you have present. If during the Site review you are not within your license capacity, your Field Representative will document that information and Community Care Licensing will be notified. The provider will also be found Serious Deficient and the Serious Deficiency Process will be started if not within license capacity or your license is not available. The Provider risks possible termination from the Child Care Food Program. If terminated, these providers are placed on a National Disqualified List and disqualified from participating on the Child Care Food Program with any sponsor for 7 years.

☒ **SAFETY & SANITATION**

At the time of a Site Review the Field Representative will observe that the food preparation and manner in which food is served is sanitary and safe. She will observe how the children are served and if they wash their hands before eating. She may discuss any safety/sanitation issues with you. If there is a violation Community Care Licensing may be contacted before the day's end. See next page for Safety & Sanitation Check List.



# Safety and Sanitation Check List

- ☒ 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.



# Small Family Child Care Home Capacity

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



**(or)**

**6 children; no more than 3**  
**infants**



**7 children**

**(or)**

**8 children**

- no more than 2 infants

- 1 school age child

- One child at least age 6

**(or)**

- One child attending kindergarten

- no more than 2 infants

- 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

- 14 years of age or older



## 13 children

(or)

## 14 children

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

- no more than 3 infants
- 2 school age children
  - One child at least age 6
  - One child attending kindergarten



Qualified assistant

Landlord permission required

Parent notification required

# ENROLLING CHILDREN

**All children in care must have a completed Enrollment Form or Enrollment Report (if claiming online) on file in the office to participate in the Child & Adult Care Food Program.** If the parent of the child chooses not to participate, or the provider's own children do not qualify in the Child & Adult Care Food Program, the Non-Participating bubble in Section 12 would be bubbled in. Enrollment Forms or Enrollment Reports (if claiming online) **The Enrollment Form or Enrollment Report must be completed (by the provider or parent), 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 or Enrollment Report 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/Report.

**The completed Enrollment Form or Enrollment Report (if claiming online) must be received in the office within five (5) days of the child's first day of care.**

## PLEASE REVIEW THE ENROLLMENT SECTIONS BEFORE MAILING

### Child's Schedule

When supplying Times in Care, ask the parent/guardian what the earliest and latest *possible* times in care *could* be and bubble accordingly. Bubble in all *possible* Days in Care. Bubble in all meals that *could* be served during the child's times in care. If the child attends school, bubble in their full time hours in this section to accommodate for the days the child will be in your care full time (sick days, school holidays, summer breaks, intersession, etc.) **Do not bubble in TIMES VARY and DAYS VARY. YOU WILL ONLY BE REIMBURSED FOR THE TIMES, DAYS AND MEALS THAT ARE BUBBLED.**

### Infants

If the child is an infant (defined as under 1 year of age), you must complete the questions in Section 7. First, bubble the question, "is the child under 1 yr. old?" Next, write the complete name of the infant formula you, the provider, offer. Then bubble in who is supplying the infant formula and the solid foods when the infant is developmentally ready for infant foods. If the Parent/Guardian chooses to supply the infant formula, the complete name of the infant formula must also be written. Example: Enfamil Gentlease, Similac Advance, Gerber Good Start Gentle, Enfamil Infant.

### School Info

**School Type:** Bubble only one type of school; choose the one that best defines the type of school the child attends. "School" is a traditional (September through June) school. If the child attends kindergarten and the school is also traditional or year round **only bubble the type of Kindergarten( AM, PM, All Day) the child attends.** If the child is a toddler or preschooler not attending any type of school you will not complete this section.

**School Times:** Bubble in the time the child leaves for school and returns from school whether or not they leave from your house. **Days:** Bubble in the days the child attends school.



# How to Update (Change) Child Enrollment Information

## When claiming online

Print the existing Child Enrollment for the child: From the "My Kids" screen click on the child's icon > then click on "Enrollment Form" beneath the child's icon/picture.

1. Print the child's Enrollment
2. With a pen, line out the incorrect information and write in the changes.
3. If updating drop off and pick up times, write in the earliest possible drop off and the latest possible pick up times for the child.
4. If updating days in care: write in all possible days and all possible meals for the child (within the drop off and pick up times).
5. The child's parent/guardian must review, sign and date the day they are reviewing and signing the Child Enrollment
6. Mail the updated, completed Child Enrollment to our office within 5 days.

## When using the Scannable (bubble) Child Enrollments

Complete a new Scannable (bubble) Child Enrollment, using a #2 pencil. **All section must be completed even if you are just making a change in one of the areas.** Remember:

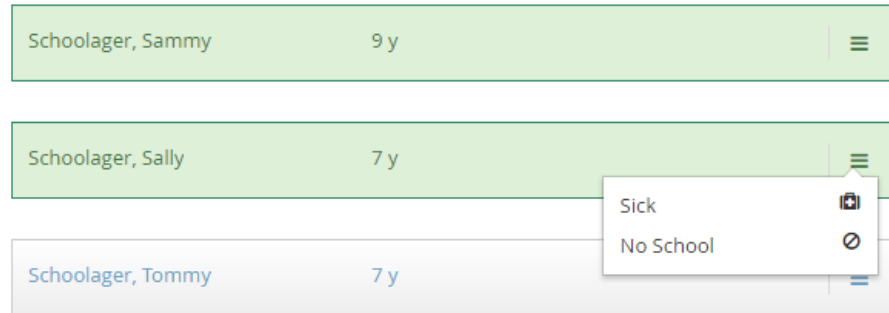
1. If updating any information, bubble the Re-enrollment/Update bubble below Part 2. Remember to use the most current Enrollment date in Part 3 (check your most current Child Information Form (CIF) that you receive each month with your check for the Date of Enrollment (DOE)).
2. If updating drop off and pick up times, bubble in the earliest possible drop off time and the latest possible pick up time for the child.
3. If updating days and/or meals, bubble in all possible days and all possible meals (with in the drop off and pick up time) for the child.
4. The child's parent/guardian must review, sign and date the day they are reviewing and signing the Child Enrollment.
5. Mail the updated, completed Child Enrollment to our office within 5 days.

<b>Provider:</b> GoodProvider Terry #0012 111 Demo St Demo CA 11111		<b>Phone:</b> (555) 555-1212 <b>Monitor:</b> Tier: 2		<b>CHILD ENROLLMENT REPORT</b>		<b>Food Program Sponsoring Agency:</b> Child Nutrition Program of Southern California 7777 Alvarado Road, Suite 422 La Mesa CA 91942 (619) 465-2995	
<b>CHILD INFO:</b> Child #: 18 Status: Pending First Name: Sammy M: S Last Name: Schoolager Address: 732 Anywhere Ave. City: Anytown State: CA Zip Code: 91111 Date of Birth: 02/15/2007 Enrollment Date: 01/13/2014 Age as of Date Printed: 7y 5m				Ethnicity: Race: Sex: Male Withdrawal Date:			
<b>PARENT INFO:</b> First Name: Samantha M: S Last Name: Schoolager Address: 732 Anywhere Ave. City: Anytown State: CA Zip Code: 91111 Phone Home: (111) 111-1111 Alt: (222) 222-2222 Work: (333) 333-3333 Work Name: Yesterday's Child				Payment Source:			
<b>NORMAL SCHEDULE:</b> Participating Days: MON TUE WED THU FRI SAT Participating Meals: BRK AMS LUN PMN DIN Weekday Times: 5:00 am - 8:00 pm Weekend Times:							
<b>SCHOOL INFO:</b> School Type: School Age School Name: Wonderschool School District: School District School Hours/Return Times: 9:00 am - 3:00 pm Days Attend: MON TUE WED THU FRI							
<b>SPECIAL INFO:</b> Participates in CACFP: YES Special Needs: NO Special Diet: NO If either are YES, attach a signed medical statement.							
<b>Breastmilk and Iron-Fortified Infant Formula (BIF)</b> Your provider is required to offer Iron-Fortified Infant Formula (BIF) to your infant and must inform you of the brand offered. It is your choice whether or not to use this formula based on your preference and your infant's needs. You may choose to supply breastmilk or formula for your infant. If you accept the formula offered by the provider, you give your permission for the formula to be used for your infant by the facility staff. You may be required to provide sufficient sterilized bottles each day for your child's use. If it is required, the bottles must be labeled with your child's name and be taken home daily. If you choose to supply breastmilk for your infant, write "Parent Supplies Breastmilk or BIF" on this form. If you refuse the provider's formula and choose to supply formula for your infant, you must write the brand of formula you will be supplying in the space provided on this form and write "Parent Supplies Breastmilk or BIF" on this form. If the formula you provide is too low in fat, too low in protein, or a specialty formula, a medical statement is required. When your infant is four months old or older and is developmentally ready for baby food, your provider is required to offer additional, supplemental foods in compliance with the infant meal pattern as required by 7CFR225.20. These foods will include iron-fortified infant cereal, fruits, vegetables, meats, and most alternatives, when developmentally appropriate for your child. You have the option of supplying these supplemental foods and refusing the provider's supplemental foods. Note to parents who receive formula through the WIC program: Your infant is eligible to receive formula from this child care facility as well as from the WIC program. It is your decision which formula you want your infant to use when in child care.							
Formula Offered by Provider: _____ Formula Offered by Parent: _____							
Dear Parents: Your provider has chosen to join the Child and Adult Care Food Program (CACFP). This program extends the National School Lunch program to children in family and group child care homes. The USDA has guidelines that your provider has agreed to follow. Under the regulations of the CACFP, your provider may NOT charge you a separate fee for meals that are claimed for reimbursement, and they must supply all of the components needed to meet the requirements. In an effort to improve our Program, we periodically contact parents to provide input and to verify attendance of their children in this child care home. I have verified that the above information is correct, and I have received a copy of this completed form and the Building For The Future Flyer.							
Parent/Guardian Signature: _____ Date: _____				IDE: 0012			
<small>The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, marital status, political beliefs, marital status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (This at published notice will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a>, or at any USDA office, or call (800) 625-6992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax to (202) 696-7442 or email at <a href="mailto:program.adjudication@aphis.usda.gov">program.adjudication@aphis.usda.gov</a>. Individuals who are denied based on hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Specially). USDA is an equal opportunity provider and employer.</small>							

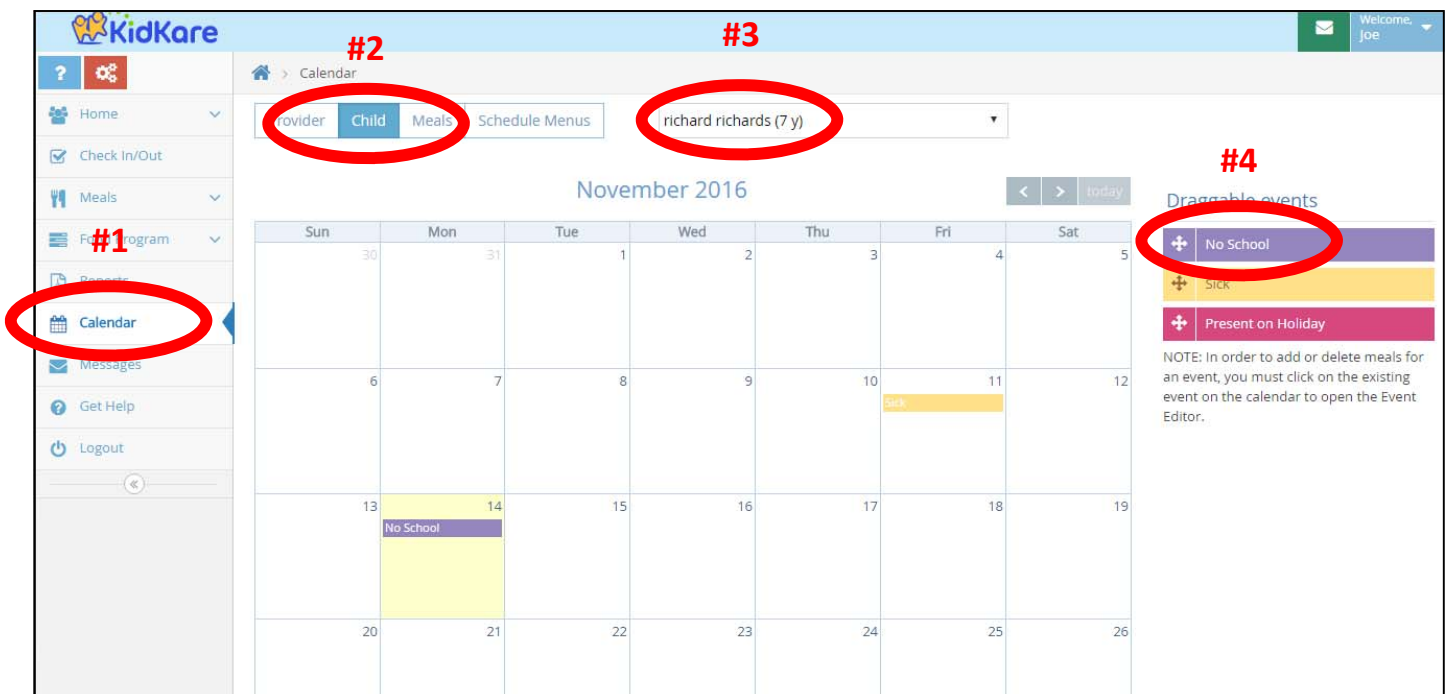
<b>PROVIDER'S NAME (PRINT):</b>		<b>ENROLLMENT FORM</b>		<b>USER2 PENCIL ONLY</b>	
<b>1. PROVIDER'S NAME (PRINT):</b>		<b>2. CHILD'S BIRTHDATE:</b>		<b>3. ENROLLMENT DATE:</b>	
<b>4. CHILD'S NUMBER:</b>		<b>5. CHILD'S NAME:</b>		<b>6. CHILD'S SCHEDULE:</b>	
<b>7. INFANTS:</b>		<b>8. ETHNICITY:</b>		<b>9. PAY SOURCE:</b>	
<b>10. RACE:</b>		<b>11. ALL PARENT PHONE:</b>		<b>12. SCHOOL INFO:</b>	
<b>13. SPECIAL NEEDS:</b>		<b>14. ADDITIONAL INFORMATION:</b>		<b>15. DAYS IN SCHOOL:</b>	
<b>Additional information may be written in the notes section on the back of this form</b>					
Parent/Guardian Signature: _____ Date: _____					
City: _____ State: _____ Zip: _____ Alt. Phone: ( ) _____					
Parent/Guardian Signature: _____ Date: _____					
Please note, by signing above you indicate that you have reviewed the information on the back of this form & the Building For The Future Information					

# Documenting School Out Days using KidKare

Document school out days for all school-age children (6 years +) and children attending Kindergarten, Preschool, and Head Start (away from the provider's home). If you serve a child on a weekday while the child would normally be in school, there is usually a reason for it. Perhaps school is out for winter, spring, or summer break. Or maybe it's an in service day. Or perhaps the child is sick, staying home from school but still attending your child care. If a child is home sick, select the "Sick" icon from the menu to the right of the child's name when recording your meals. If a child's school was out that day, select the "No School" icon from the menu to the right of the child's name when recording your meals.



Or, You can use the Child's Calendar to enter this school out information ahead of time, if you like. **#1** Click on "Calendar" from the menu, **#2** select the "Child" filter, **#3** select the child, **#4** drag the "No School" label to each day the child will not be attending school



# Documenting School Out Days on the MCIS (Scannable)

Document school out days for all school-age children (6 years +) and children attending Kindergarten, Preschool, and Head Start (away from the provider's home). If you serve a child on a weekday while the child would normally be in school, there is usually a reason for it. Perhaps school is out for winter, spring, or summer break. Or maybe it's an in service day. Or perhaps the child is sick, staying home from school but still attending your child care. If the child is sick, fill in the Date, Child's # and Name then check the Sick box. If a child's school was out for the day, fill in the Date, Child's # and Name then check the School Break/Holiday box.

CHILD NUTRITION PROGRAM OF SOUTHERN CALIFORNIA MONTHLY CLAIM INFORMATION SHEET <i>This form must be submitted with your monthly claim. Reimbursement will not be made for exceptions if received after your claim is submitted.</i>							
3/2017	0012	Terry Goodprovider	619-222-1234				
Claim Month/Year	Provider ID#	Provider Name	Provider Phone #				
<b>WITHDRAW THE FOLLOWING CHILDREN (they are no longer in my care) : ***If needed, use a second form***</b>							
Last Day Claimed	Child's #	Child's Name					
<b>LIST SCHOOL AGE CHILDREN (INCLUDING CHILDREN WHO ATTEND PRESCHOOL) WHO WERE CLAIMED FOR AN A.M. SNACK OR LUNCH DURING THIS MONTH'S CLAIM: ***If needed, use a second form***</b>							
All Dates (example: 6/11-6/11 or if individual days 6/25, 6/30)	Child's #	Child's Name	Off Track	Min Day	Sick	School break/holiday	Other
Mix day - Weds 06 - 5/17 thru 5/25	2	CANNON	<input type="checkbox"/> off track <input checked="" type="checkbox"/> minimum day <input type="checkbox"/> sick <input type="checkbox"/> school break/holiday <input type="checkbox"/> other (explain) _____				SPRING BREAK
06 - 5/17 thru 5/25	3	COLLINS	<input type="checkbox"/> off track <input type="checkbox"/> minimum day <input type="checkbox"/> sick <input checked="" type="checkbox"/> school break/holiday <input type="checkbox"/> other (explain) _____				SPRING BREAK
5/17 - Sick 06 - 5/17 thru 5/25	4	JANE	<input type="checkbox"/> off track <input type="checkbox"/> minimum day <input checked="" type="checkbox"/> sick <input type="checkbox"/> school break/holiday <input type="checkbox"/> other (explain) _____				SPRING BREAK
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# SERVING FAMILY STYLE

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.



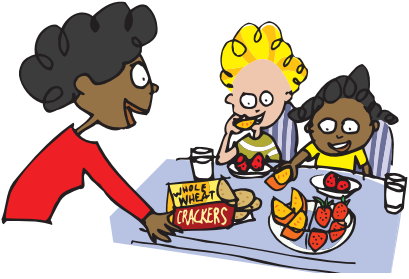


# Make Water Available Throughout the Day



## Nutrition and Wellness Tips for Young Children: Provider Handbook for the Child and Adult Care Food Program

**When children are thirsty between meals and snacks, water is the best beverage choice.** The amount of water needed will vary among young children, and increase on hot summer days, during physical activity, and on dry winter days. You can help by making safe drinking water **freely accessible\*** to children throughout the day. Drinking water can:



- **Keep children hydrated and healthy.**
- **Help build and maintain strong teeth, if water includes fluoride.**
- **Help rinse food from teeth and reduce acid in the mouth, both of which contribute to dental cavities.**
- **Help children develop a habit of drinking water that they will keep for life.**

### How and When Should Water Be Made Available?

- ▶ **CACFP standards require providers to make water freely accessible\* throughout the day.** Water must also be available to drink upon children's request.
- ▶ **Make water available during meals and snack time.** While drinking water must be made available to children during meal times, it does not have to be served alongside the meal. Water is not part of the reimbursable meal and may *not* be served instead of fluid milk.
- ▶ **Some children who drink too much liquid right before a meal may feel too full to eat.** If children drink normal amounts of water before meals, it likely will not affect their appetite and hunger levels. You should keep this in mind when deciding how much water to offer a child right before meals.
- ▶ **Replace other high-calorie, sweetened beverages** that are served outside of meal times with plain, unflavored, noncarbonated water.
- ▶ **Serve fluoridated tap water.** Many community tap water supplies contain fluoride. Most bottled water is not fluoridated. Bottled water is not necessarily safer than regular tap water, and it's more expensive.

\* **"Freely accessible"** can mean allowing children to access water from a water fountain whenever they are thirsty.

*Or, you can make clean, small pitchers of water and single-use paper cups available in the classrooms and on the playgrounds, or make paper cups available next to the kitchen sink.*

**Allow children to serve themselves water** when they are thirsty, or provide water to a child when he or she requests it.



*Water is an excellent beverage choice at snack time, along with your two other reimbursable meal components.*

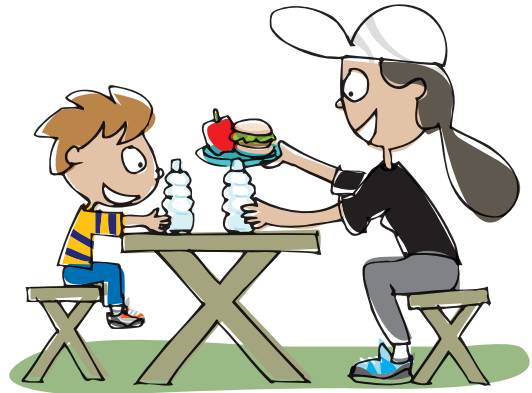


## How can I offer more water and fewer sweetened drinks?

Most children 2 years and older drink beverages with too many added sugars. These extra calories from added sugars make it harder for children to maintain a healthy weight as they grow.

Water is calorie-free, so drinking water during the day can reduce the total number of calories consumed. Water also satisfies thirst and keeps children well-hydrated. Try these simple tips:

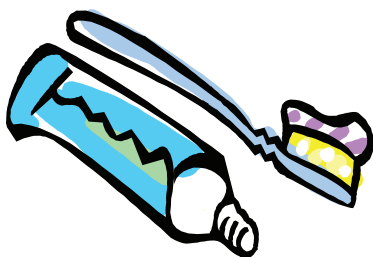
- ▶ **Serve plain, unflavored, noncarbonated water** instead of fruit-flavored drinks, soda, fruit nectars, sports drinks, or other sweetened drinks.
- ▶ **Be sure to have water available** when children are playing outdoors or doing other physical activity.
- ▶ **Let water be the only choice** when children are thirsty outside of meal and snack times.



## How can I help encourage kids to drink water instead of sweetened drinks?

When children taste sugar and sweet flavors often, they learn to prefer these sweet flavors more and more. Offering beverages without added sugars can help children learn to like foods and beverages that are not as sweet. Here are some ways to get kids excited about drinking water:

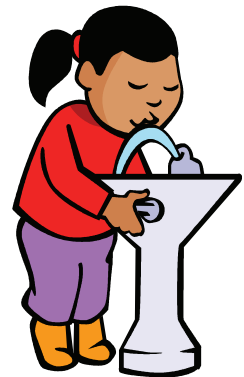
- ▶ **Prepare pitchers of water together.** Children learn about drinking water when they help. Young children can help bring paper cups to the table, and children 4 years and older can pour water into pitchers.
- ▶ **Drink water and kids will too.** They learn from watching you. <http://www.choosemyplate.gov/preschoolers/daily-food-plans/about-beverages.html>



- ▶ **Encourage good dental hygiene.** Explain that when sugar is in contact with teeth, it can contribute to cavities. To reduce sugar in the mouth and lower cavity risk, have children drink fluoridated water and floss and brush teeth with fluoride toothpaste. If children do not brush their teeth after eating, they should be offered water to drink to help rinse food from their mouth.
- ▶ **Send the message home.** Share the *Nibbles for Health* take-home newsletter for parents on keeping their child's healthy smile. [http://teamnutrition.usda.gov/Resources/Nibbles/Nibbles\\_Newsletter\\_24.pdf](http://teamnutrition.usda.gov/Resources/Nibbles/Nibbles_Newsletter_24.pdf)

## How can I keep drinking water safe?

- ▶ **Keep drinking fountains clean, sanitized, and maintained** to provide adequate drainage. Teach children to drink water from a cup and to drink from a fountain without putting their mouths to the spout.
- ▶ **Provide single-use paper cups by the kitchen sink or a water pitcher** for children to use when they feel thirsty.
- ▶ **Purchasing water for children may be considered a reasonable and allowable cost for CACFP programs *only*** if safe drinking water is not available in the facility.
- ▶ **Ice cubes pose a choking hazard to children under 4 years old.** (See Supplement A on page 77 for more information.)



## Activities

### How can I put this information into practice?

Locate safe water sources inside and outside the child care facility or home. They are located:

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### How will you make water available throughout the day, both indoors and outdoors?

Make sure that water is freely accessible to children, with clean cups to drink from when appropriate. Put a check mark next to the ideas you will try next month.

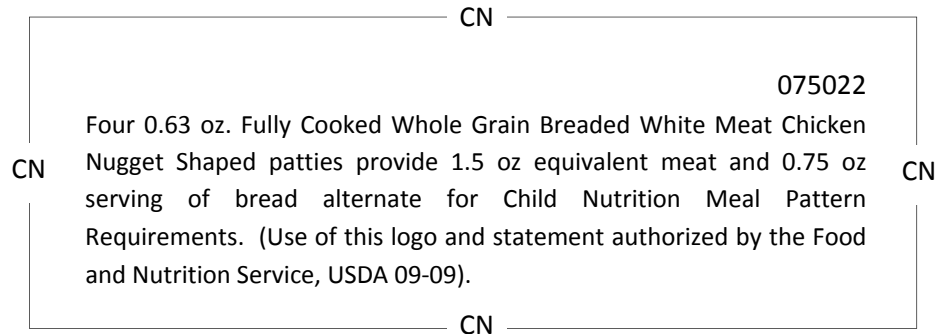
- ☐ Small pitchers of water
- ☐ Kitchen sink faucet
- ☐ Water fountain
- ☐ Water jugs on the playground
- ☐ Other ideas:

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# What is a “CN” Label?

**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, [cnpsc.com](http://cnpsc.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)





# Food for Thought

## **Burritos, tacos, taquitos**

If I serve and write (or enter, if claiming online) a meal on my menu that includes burritos, tacos, or taquitos was the meal home-made? Meals that include burritos, tacos, or taquitos must be home-made not store or restaurant purchased.

## **Cheese & pizza crust**

If I serve and write (or enter, if claiming online) a meal on my menu that includes cheese and pizza crust was it home-made? Pizza must be home-made not store or restaurant purchased.

## **Macaroni & Cheese**

If I serve and write (or enter, if claiming online) a meal on my menu that includes macaroni and cheese is it home-made? Macaroni & cheese must be home-made. If using boxed Macaroni Cheese the pasta is the only allowable component (see Cheese and cheese sauces below).

## **Milk**

When I serve milk to children two years of age and older am I serving fat-free (skim) or low-fat (1%) fluid milk only? When I have a child who is between one and two years of age am I serving whole milk to this child?

## **Juices**

When I serve juice do I always serve 100% Juice?

## **Pizza (cheese), Spaghetti, Soups, Stews, Casseroles, etc.**

I understand that I can claim up to 3 food items (meat or meat alternative, vegetable, bread or bread alternative; using enough to meet the amounts required for the children in care). Pizza (cheese), spaghetti, soups, stews, and casseroles, etc. must be home-made not store or restaurant purchased.

## **Cheese and cheese sauces**

When serving cheese I understand that I should look at the cheese package to see if it meets the requirements for an allowable cheese. I understand that *Velveeta Cheese*, Imitation Cheese, Cheese Products, Cheese Foods and the Powdered Cheese in boxed Macaroni and Cheese is not allowable.

## **Vegetables such as: green chilies, onions, bell pepper & mushroom**

I understand small chopped green chilies, onions, bell peppers & mushrooms served in a sauce, casserole, soup, stew or on home-made pizza cannot count toward the vegetable requirement for children because the amounts are too small.

## **Pasta**

If I serve and write (or enter, if claiming online) a meal on my menu that includes pasta was it home-made? Pasta dishes must be home-made not store or restaurant purchased.



# 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.

## Examples of Binders and Extenders

- Carrageenan (a byproduct of algae or seaweed)
- Cereal, cereal flours, bread crumbs
- Starchy vegetable flour
- Dried milk
- Calcium reduced dried skim milk
- Soy protein concentrate, soy flour
- Isolated soy protein, milk protein
- Sodium caseinate
- Dry or dried whey
- Food legumes (beans, peas, lentils)
- Roots and tubers

## Examples of Binders and Extenders (continued)

- Polysaccharides
- Gelatin, wheat gluten, tapioca
- Water or broth listed before the 2% or less ingredients

## Examples of By Products

- Stomachs and snouts
- Tripe
- Hearts
- Tongues, lips
- Fats, fatty tissue
- Spleen

## 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 as a Meat/Meat Alternate when you serve it as part of a CACFP meal. However, the amount you must serve is different than other meats because there is water added to the turkey meat to make it. **Turkey Ham is usually very high in fat and sodium (salt) and is not the best choice.** See portion sizes listed on the next page.
- **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



## AMERICAN CHEESE



Not all American Cheeses are creditable on CACFP. Cheeses that are labeled Cheese Product or Cheese Food are not reimbursable. Please review the creditable and not creditable cheese list below. This list is an example and does not include all available American Cheeses at the grocery store. Please call our office if you need help verifying if your American cheese is creditable.

### Creditable American Cheeses

Kraft Deli Deluxe American cheese	Market Pantry Deluxe American cheese
Great Value Deluxe American cheese	Members Mark American process American cheese
Kroger Deluxe American cheese	First Street Deluxe American cheese

Serving size requirements for creditable American cheese that is sliced and 1 slice = 19 grams. 28.35 grams = 1 ounce equivalent.

1- 2 years will need to be served 1 ½ slices  
3- 5 years will need to be served 2 ¼ slices  
6 years and older will need to be served 3 slices

*Note: The full serving size on a sandwich is not reasonable for young children. It is recommended you serve half of the requirement on the sandwich and the other half on the child's plate. You may also serve the full requirement cut up on the child's plate.*

### Not Creditable American Cheeses

Kraft singles American pasteurized prepared cheese product  
Great Value singles American and white American pasteurized prepared cheese product  
Horizon organic American singles pasteurized cheese food  
Bordon singles American pasteurized prepared cheese food  
Land O Lakes deli American cheese product  
Market Pantry American pasteurized process cheese food

## LUNCH MEATS



Lunch meats also known as cold cuts, luncheon meats, sliced meats and deli counter meats are precooked or cured meats that are typically served in a sandwich. Most lunch meats have binders, extenders and by products and are not creditable meats on CACFP. Please review the creditable and not creditable lunch meats below.

### **Creditable Lunch Meats that are listed in the USDA Food Buying Guide**

- Bologna that has no binders, extenders or by-products
- Turkey Ham  
Turkey Ham does not contain any pork. It is called turkey ham because it comes in the shape of a ham.
- Ham  
Creditable ham, includes: mild, cured, fully cooked in natural juices or water.
- Hot dogs that have no binders, extenders or by-products.

### **Not Creditable Lunch Meats**

- Turkey lunch meat
- Roast beef lunch meat
- Pastrami lunch meat
- Corned beef lunch meat
- Pepperoni
- Sandwich spreads in a tube
- Compressed meats such as SPAM
- Whole precooked, packaged or deli counter meats that have water or broth listed before the less than 2% ingredients. The water or broth is an extender that plumps up the meat.

## 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  
1.8 oz. unheated drained chicken provides 1 ½ oz. cooked poultry  
2.4 oz. unheated drained chicken provides 2 oz. cooked poultry

approximately 2 ½ Tablespoons for 1-2 yrs. old equals 1 oz. meat  
approximately 3 ½ Tablespoons for 3/5 yrs. old equals 1 ½ oz. meat  
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

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

### 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

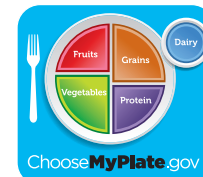
### CANNED TUNA IN WATER WITHOUT ANY ADDED INGREDIENTS

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.



Fit kids are physically active and play for at least 1 hour every day. Look for ways to make physical activity a part of your day. Do activities that build your muscles, get your heart pumping, and make you feel good about yourself.

### 1 tie up your laces and walk

Go for a walk around your neighborhood or walk to your friend's house instead of taking the bus or asking for a ride. Forget the elevator and take the stairs every chance you get! Remember to be safe by using sidewalks and crosswalks.

### 2 turn up the music

Shake, rattle, and roll to your favorite songs. Turn on some hip hop, country, salsa, or pop music and move your body. Dancing is a great way to get some physical activity.

### 3 ride a bike

Grab your helmet and safety gear and go for a bike ride. Ride your bike to school or grab your friends and enjoy a ride in the neighborhood.

### 4 join a team

Show your team spirit and join a sport at your school or community center. There are tons of fun teams such as basketball, baseball, gymnastics, dancing, soccer, swimming, and tennis. Choose an activity that you like and have fun!

### 5 go out and play

Ditch the TV and go outside with friends, family, and even your pets! Walk your dog. Make a snowman. Fly a kite. Have a Hula-Hoop contest. Play basketball with friends. Try jumping rope. Or simply play a game of tag.



### 6 dive right in!

Go to your local indoor or outdoor pool and swim. Swim laps, play water games with friends, or have diving contests for fun.

### 7 get paid to be fit

Earn extra cash by mowing lawns, washing cars, shoveling snow, or walking dogs for your family or for your neighbors. Listen to music while you work to keep you going.

### 8 try skating or skateboarding

Grab your friends and go to a local park or indoor skating rink! It's easy to learn and a great way to be active while still having fun! Remember to wear your helmet and safety pads.



### 9 plant a garden

Plant and grow flowers, fruits, and vegetables with your family, or even with your friends! Creating a garden is tough work and a good way to keep fit. Be sure to check on your plants and water them every day!

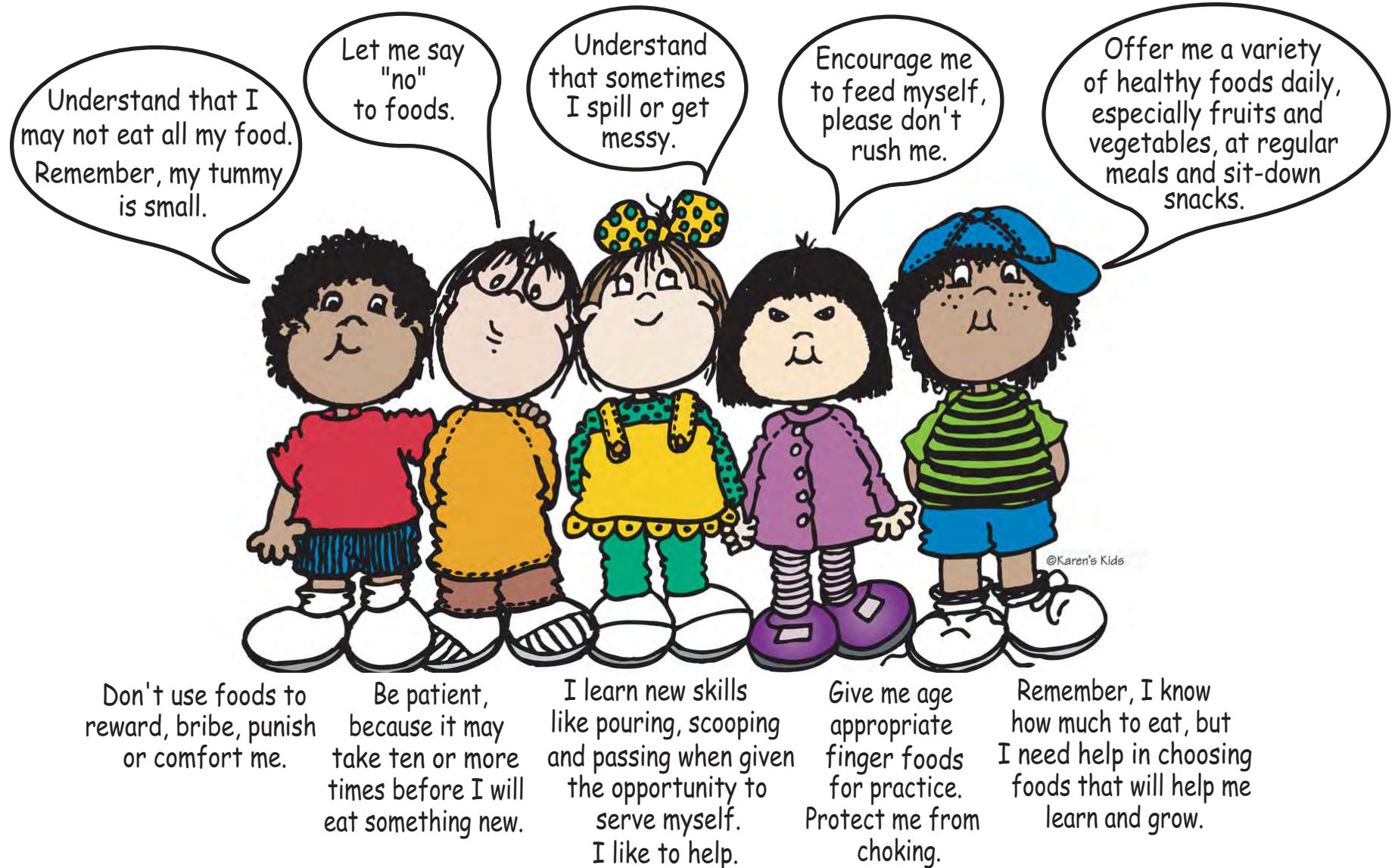
### 10 stuck inside?

Play a game of hide-and-seek or plan a scavenger hunt in your house with friends and family. Another great way to stay active indoors is by doing crunches and jumping jacks—see how many you can complete!





# I Want to Grow Up Healthy, So Please...



- Everyone who cares for children has an important role in promoting their nutritional health.
- Being a good role model is the best teacher because children learn from us as we talk and eat together.
- These early years are an opportunity to develop healthy habits for a lifetime.



# Facts About WIC

## What is WIC?

WIC is the Women, Infants and Children (WIC) Supplemental Nutrition Program which serves low income pregnant, breastfeeding, and postpartum women and children under age five who have a nutritional need. WIC is a federally funded program and is administered by the California Department of Health Services.

## The Goals of the WIC Program are:

- To decrease the complications of pregnancy.
- To prevent low birth weight babies.
- To decrease iron deficiency anemia.
- To promote optimum growth and development of infants and young children.

## How WIC Helps:

WIC provides special checks for nutritious foods such as:

- Milk, cheese, eggs
- Juice, cereal
- Dried beans and peas
- Peanut butter
- Infant formula with iron
- Tuna and carrots for breastfeeding participants

The amount of food provided by WIC is designed to meet the participant's enhanced dietary needs for specific nutrients during short but critical times of growth and development.

WIC provides nutrition education, breastfeeding education and support.

WIC provides referrals to health care and other community services.

## WIC Improves Health:

- WIC reduces fetal deaths and infant mortality.
- WIC reduces low birth weight rates and increases the duration of pregnancy.
- WIC improves the growth of nutritionally at-risk infants and children.
- WIC decreases the incidence of iron deficiency anemia in children.
- WIC improves the dietary intake of pregnant and postpartum women and improves weight gain in pregnant women.
- Pregnant women participating in WIC receive prenatal care earlier.
- Children enrolled in WIC are more likely to have a regular source of medical care and have more up-to-date immunizations.
- WIC helps get children ready to start school; children who receive WIC benefits demonstrate improved intellectual development.

## WIC Saves Money

The improved nutrition and nutrition education WIC provides to enrolled women and children results in enormous savings in health care dollars.

- The U.S. General Accounting Office documented that WIC saves \$3.50 in health care costs for every \$1.00 spent on WIC services to pregnant women.

## Many WIC Participants Work

While participants must be members of a low-income family (at or below 185% of the federal poverty level), over 50 percent of the women and children on WIC in California are members of a family where one or both parents work outside the home.

Many of California's working families receive low wages that do not allow them to purchase sufficient healthy foods for themselves and their families or to adequately access preventive health care services. Working families are among the most unlikely to know of WIC services since they often believe they are not eligible because they work. Our goal is to encourage these families to participate in WIC and to benefit from improved nutrition, nutrition education, and medical care referrals while saving taxpayer funds.

For more information, call WIC at:

1-888-WIC-WORKS  
1-888-942-9675  
or Check Out Our Web Site at:  
[www.wicworks.ca.gov](http://www.wicworks.ca.gov)



Produced by the  
California Department of Health Services  
WIC Supplemental Nutrition Branch.

WIC is an equal opportunity program.



## Gross Income

185% Federal Poverty Level Effective

May 1, 2021 - June 30, 2022

Number of persons in Family Unit **	Annual	Monthly	Twice Monthly (Semi-Monthly)	Bi-weekly	Weekly
1	\$23,828	\$18668	\$993	\$917	\$459
2	\$32,227	\$2,686	\$1,343	\$1,240	\$620
3	\$40,626	\$3,386	\$1,693	\$1,563	\$782
4	\$49,025	\$4,086	\$2,043	\$1,886	\$943
5	\$57,424	\$4,786	\$2,393	\$2,209	\$1,105
6	\$65,823	\$5,486	\$2,743	\$2,532	\$1,266
7	\$74,222	\$6,186	\$3,093	\$2,855	\$1,428
8	\$82,621	\$6,886	\$3,443	\$3,178	\$1,589
Each add'l family member add	\$8,399 per added family member	\$700 per added family member	\$350 per added family member	\$324 per added family member	\$162 per added family member

\*\*Unborn children should be counted in family total. Example: Pregnant woman with a single unborn child should be counted as two (2) in family unit. Pregnant woman with two unborn children (twins) should be counted as three (3).

# IF YOU ARE STILL USING SCANNABLE FORMS...WHY NOT GET STARTED CLAIMING ONLINE WITH KIDKARE?

Request your log in information by emailing [kidkare@cnpsc.com](mailto:kidkare@cnpsc.com)



## KidKare Start-Up Guide

Welcome to KidKare! These quick instructions should help you get started.

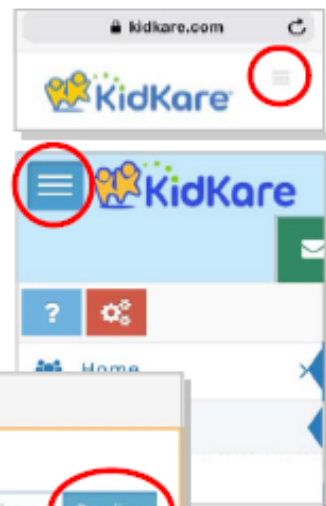
### Step 1 – Log In

Go to [kidkare.com](http://kidkare.com) and click LOG IN. Enter the Username and password that has been provided to you by your Sponsor. If you're on a smartphone or tablet, tap the menu icon (three lines at the top right corner) to display the LOG IN screen.

### Step 2 – Decide what you would like to do next.

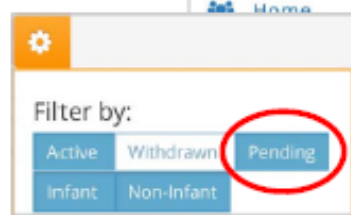
You can access all of the KidKare features from the menu icon.

Click the question mark icon to access Help online.



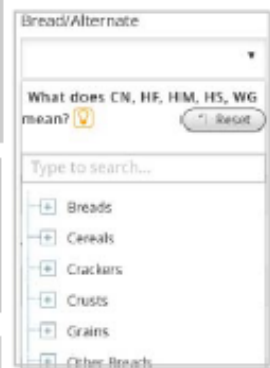
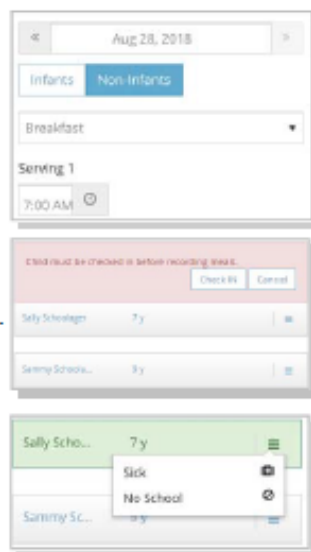
**Verifying Enrollment** - To verify all children are enrolled, go to Home >> My Kids.

- Click the gear icon and select "Pending."
- Scroll down past the active kids to view those with a "Pending" status.
- If any children are missing, enroll them by tapping the Add Child button.



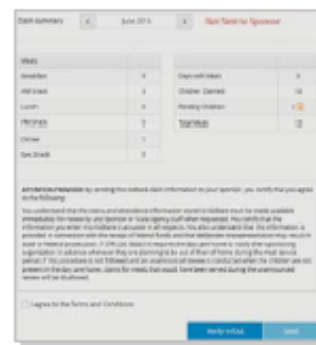
**Recording Meals** - To start recording meals, go to Meals >> Enter Meal.

- Verify the correct date is displayed.
- Select Infant or Non-Infant.
- Select a meal from the list, and record the serving time.
- Select the foods from the list. (You can type all or part of the word to search for a specific food.)
- Tap the name of each child that was present during the meal time.
- Tap on the Check IN button at the first meal the child is in attendance.
- The names will turn green.
- To mark No School or Sick click on the menu icon to the right of the child's name.
- When all required fields have been entered and at least one child is marked in attendance, click the Save button.



**Sending the Claim to Your Sponsor**

At the end of the month, go to Food Program >> Send to Sponsor >> Read then check the Terms and Conditions box and click Send to send the claim to your Sponsor.



**Check out the many other features of KidKare!**

- **Calendar:** Review meals, school out days, closed for business, and more!
- **Messages:** Read important information.
- **Reports:** Generate child enrollment reports, claim reports, etc.

**Learn more!**

The KidKare Knowledge Base has training videos and helpful information to learn more about KidKare. You can even sign up for a free webinar. Just click your name at the top right corner of the screen, and choose the Get Help option. That will connect you to [help.kidkare.com](http://help.kidkare.com).

