



HOME PROVIDER CACFP HANDBOOK





Dear Provider:

Welcome to Children & Families First sponsored Child and Adult Care Food Program (CACFP)!

As a sponsor, we act on behalf of the State and Federal governments and must carry out the rules and regulations set forth for the Child and Adult Care Food Program by these regulatory agencies. Our responsibility is to help you understand and comply with policies and regulations so that you and our program will meet Federal and State standards and guidelines at all times.

The CACFP program helps you improve the health and eating habits of children by reimbursing you for meals you serve to children in your licensed family childcare home, and by providing nutrition information consistent with the food program guidelines.

This handbook is to help you understand the rules, regulations and policies of the program. It is important to understand that the Children & Families First Food Program Staff will provide assistance for serving nutritious meals, accurate and complete recordkeeping, including DAILY recordkeeping and submission of your claim in a timely manner. Additional information to support your participation in the Food Program can be found on our website www.cffde.org.

We work hard to support you in your efforts to feed children well. It is important to us to help you follow the CACFP guidelines so you can be reimbursed for all the meals you serve.

Thank you for making a difference in the lives of Delaware's children!

Sincerely,

Janice VanSant
CACFP Program Manager

CHILDREN & FAMILIES FIRST PROVIDER HANDBOOK

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ABOUT THE PROGRAM

WHAT IS OFFERED BY THE CHILDREN & FAMILIES FIRST FOOD PROGRAM?

Children & Families First (CFF) is a non-profit organization, and our CACFP program services (“Food Program”) are free. CFF will provide you with training and support to help you meet the CACFP requirements. Food Program staff are experienced with child care nutrition and working with child care homes and centers. Staff provides free Food Program trainings to learn more about foods and nutrition, health, safety, activities, recordkeeping, and current program regulations. Food Program staff provide free notary services to our providers. Forms are provided to you for keeping monthly records, and envelopes are provided for submitting your monthly claim.

WHAT IS THE CHILD AND ADULT CARE FOOD PROGRAM?

The Child and Adult Care Food Program (CACFP) is a Federal program that provides reimbursement for healthy meals and snacks to children and adults receiving day care. It plays a vital role in improving the quality of child care and making it more affordable for many low-income families.

CACFP provides reimbursement to participating day care homes and centers for meals served to participants in their care. The reimbursement is to help offset your cost involved with serving nutritious meals. It is administered at the Federal level by the Food and Nutrition Service (FNS), an agency of the U.S. Department of Agriculture (USDA). The Department of Education administers CACFP in Delaware.

WHO ARE ELIGIBLE CHILDREN?

- Children not living in your home (nonresidential) under 13 years of age.
- Provider’s own children under 13 years of age (*Must be income eligible, and a provider must have child care children being served the same meal to be eligible to claim ‘own’ children’s meals.)
- Children living in your home (residential) under 13 years of age who are part of the family unit (*Must be income eligible. Provider must have child care children being served the same meal to be eligible to claim ‘own’ children’s meals.)
- Foster children under 13 years of age. (*Provider must have child care children being served the same meal to be eligible to claim the foster children and placement documentation on file.)
- Disabled children under 18 years of age (IEP documentation on file).

MAKING AN AGREEMENT TO BE IN THE PROGRAM

You start the program with an orientation training conducted by Children & Families First Food Program staff. They will train you in program requirements and policies. **The date on your signed Sponsor/Provider Agreement indicates when you can start operating the CACFP by keeping records to receive reimbursement.** Before new providers are reimbursed, their application to participate in the CACFP must be approved by the Delaware Department of Education.

The Agreement between the Sponsor and Family Day Care Home is a standard form used statewide by all participating family daycare homes and sponsors. It explains the Federal requirements for the Child and Adult Day Care Food Program. A signed copy of the agreement is kept in your program file at the Children & Families First program office. Your copy is kept in a protective sheet in the front of your Food Program notebook.

The agreement contains the basic regulations of the program. Please read the agreement carefully, and if there are any parts that you do not clearly understand, please call our office so we can explain the agreement to you. Please read all memos, reminders, emails, and newsletters that we send you. This type of information is normally sent with your monthly feedbacks.

HOW REIMBURSEMENT WORKS

In a typical month (21 days of care on average), you will record food that is served at each meal (on the menu) from the 1st to 31st of the month. You will also record the children who are in attendance each day, and who was present at each meal served (attendance/meal counts). Submit your claim to our office **by the 3rd calendar day** of the month following the claim month. For example, January claims are to be received between the 1st and the 3rd of February, and February claims are to be received between the 1st to the 3rd of March, etc. After we have completed the processing of your claim, you will receive a “feedback form” about your claim which includes the reimbursement amount. When we receive funding from the State, you will be issued your reimbursement payment, which is within 5 days of Children & Families First receiving the funds.

REIMBURSEMENT RATES

The United State Department of Agriculture (USDA) provides a certain amount of federal money for each meal and snack served to participating children. Reimbursement rates are calculated by multiplying the number of meals served to eligible children by meal type (breakfast, lunch, snack, and supper) times the current reimbursement rates for meals.

The rates remain in effect until notification from the State and Federal Government. CFF will notify you when there is a change made in the reimbursement rates. Rates are effective for the period of July 1 to June 30 of each year.

TIERING

DETERMINATION ELIGIBILITY UNDER TWO TIER REIMBURSEMENT STRUCTURE

Children & Families First will determine the appropriate *Tier* for reimbursement based on the following eligibility determinations and upon receipt all your completed paperwork.

TIER I

Definition – A family childcare home can qualify for Tier I reimbursement rates in one of three ways:

- School Data: A family child care home is located in an area served by an elementary, middle or high school where at least fifty percent of the children are eligible for free

or reduced price meals (determination is valid for 5 years from determination date); or,

- Census Data: A family child care home is located in a geographical area, based on census data, where at least fifty percent of the children living in the area are members of households whose income meets the eligibility requirements for free and reduced price meals (determination is good 5 years or until new census data is available); or
- Provider's Income: The provider's income meets the federal income eligibility guidelines for free or reduced meals and the income is verified by the sponsoring organization (determination is good for twelve months); or they receive the Supplemental Nutrition Assistance Program (SNAP/food stamps) and/or the Temporary Assistance for Needy Families (TANF), where determination is good until approval expiration dates.

TIER II

Definition – A Tier II family childcare home would not be located in an area that meets fifty percent free or reduced price eligibility criteria, based on school feeder pattern elementary, middle or high school data, does not qualify by census data, nor would the childcare home provider's income meet the federal income eligibility guidelines.

MIXED HOUSEHOLDS

Meals served in Tier II family childcare homes may be eligible for two levels of reimbursement: (1) the Tier I childcare rates for meals served to income eligible children, and (2) the Tier II rates for meals provided to all other children. Providers have three options with regard to how meals served in their homes are reimbursed.

If a Tier II childcare provider elects to have eligibility applications collected from families enrolled in their daycare program, the provider will indicate to the sponsor to distribute the eligibility information to the families in their program. Parents/guardians can send the forms directly to the sponsor, or the home provider may collect them and send them to the sponsor. If the home provider collects the forms, parents /guardians need to complete a written consent form. Because information on the form is confidential, it is important that we assure the forms are properly handled.

The distribution and return of Income Eligibility Forms (IEFs) must be handled so as to eliminate the possibility of overt identification of which children are eligible for Tier I or Tier II rates. Once income information is collected from parents, the sponsor may inform the Tier II provider daycare home only of the numbers of enrolled children determined to be eligible for Tier I rates. All other information is confidential and will not be shared with the provider. All income information forms are processed for the month in which they are received. All Income Eligibility Forms are renewed on an annual basis.

RECORDKEEPING REQUIREMENTS

Recordkeeping for the Child and Adult Care Food Program is easy since you are required to keep records **DAILY**.

PLEASE REMEMBER THAT ALL ENROLLMENTS, MENUS (CHILD AND INFANT) AND ATTENDANCE / MEAL COUNT FORMS MUST BE MADE AVAILABLE FOR REVIEW DURING VISITS DONE BY THE CFF MONITOR, AND STATE AND FEDERAL CACFP REPRESENTATIVES. FAILURE TO COMPLY MAY RESULT IN MEAL DISALLOWANCES.

There are 4 basic MONTHLY program records:

- **Enrollment Forms:** A completed enrollment form is required for every child attending your child care program. A form is completed when the child initially starts in your care, and then annual renewals are required.
Menu Plan: A weekly record of meals must be posted with current dates (month/day/year). If claiming infant meals, the infant menus must be recorded and dated.
- **Attendance:** Daily attendance records must be recorded on the Attendance/Monthly Meal Count Record.
- **Meal Counts:** **Daily meal count records must contain the number of meals served** to children for each meal type they were present on the Menu form, and total the number of meals served for each type of meal. The meal count total is placed in the appropriate meal column on the Attendance/Monthly Meal Count Record.

Submit complete and accurate monthly documents to CFF. The required documents are due in the sponsor's office by the 3rd calendar day of the month following the claim month. **Claims received after the 3rd of the month will be considered late.** Since menus are planned and attendance/meal counts must be recorded on a daily basis, they should be ready for submission the first day of the month following the claim month. Repeated submission of late claims indicate that the paperwork is not being completed on a daily basis. In this case, your monitor will re-train you. If continued late claims are submitted after retraining, you may receive a Serious Deficient notice.

If you have no children enrolled for a whole month, please be sure to let the Food Program staff be aware of the circumstances, so we can place you as inactive and not monitor you during this time. Don't forget to inform us when you have enrollment and are able to resume keeping Food Program records, so we will make you active before submitting a claim for reimbursement.

**DO NOT USE WHITE OUT ON FOOD PROGRAM DOCUMENTS!
MARK THROUGH CHANGES!**

RECORDKEEPING PROCEDURES

ENROLLMENTS

Program regulations require that an **Enrollment Form** must be filled out and on file with Children & Families First for **every child enrolled in the provider's care**. This form must be completed for every child even if a child's meals are not being claimed for reimbursement. This form must be completed as soon as the child starts attending care. Enrollments must be renewed annually.

Child Enrollment Procedures

Providers complete the top section of the form that includes the provider name (please **do not** use the daycare business name), address and phone number. Check **NEW** for new enrollments. The remaining sections of the Enrollment Form must be completed by the child's parent. **Any incomplete information on the enrollment form could delay or cause reduction in reimbursement.**

Be sure **the parent** completes the following information:

- child's full name (include hyphenated last names or a nickname)
- complete address and phone numbers
- child's enrollment date* (or the day the child starts in care with provider) **Exception - A new provider joining the food program may have children already attending the day care prior to joining the Food Program; if so, the day care will need to list the enrollment date as the day your agreement was signed and you started keeping records.*
- child's date of birth, age and sex
- NORMAL times and days the child is in care. When are your children **usually** in care – such as, if full time, check all days child is present; if part time, check the **usual days** child is in care; and if drop in, write “drop in” and let us know when they usually attend (for example, school holidays or closings).
- normal meals expected to be served daily
- if child attends school, a preschool program or Head Start program, different than your child care, name the school (**not your daycare name**) and indicate the time child leaves from your care for school and the time child returns to your care from school.
- racial/ ethnic data.

The parent/guardian must sign the enrollment form. **PROVIDERS MAY NOT SIGN THE ENROLLMENT FORM FOR THE PARENT; DOING SO WILL CAUSE YOU TO LOOSE YOUR FOOD PROGRAM BENEFITS.** The form must have the parent's correct address and phone number. **PLEASE NOTE: the date at the bottom of the form next to the parent's signature should be the date the parent signs the form and must be dated within the same month that care began for the child. Only the parent/guardian may sign the enrollment form. It may not be signed and dated by the provider.**

Once enrollments are completed, send the original (top copy) of the enrollment form in with your monthly claim and keep the carbon (bottom copy) of form for your records. Place your copy of enrollments either in the enrollment section or in the front pocket of your food program notebook. **Enrollments are reviewed by your monitor at visits.** Enrollments must be in the office for new children at the time we process the claim in which they first appear. We are unable to reimburse meals for children who do not have an enrollment form on file in our office. If a

provider submits a Monthly Attendance/Meal Count with a child whose enrollment is not yet received, it will cause reduction in reimbursement.

Enrollment Update/Renewals Procedures

When there are changes in a child's times or days in care, meals, or the household's home address or phone number, we need these changes documented. Have parents complete a new enrollment form and check at the top of the form, that it is an **UPDATE/RENEWAL** enrollment; then send the form in with your claim. The updated enrollment must be signed and dated by the parent **during the month the changes became effective**.

Enrollment forms are renewed annually. Children & Families First requires all children in a provider's care have a completed renewal Enrollment Form each year.

- Providers collect renewal forms in AUGUST each year using the start date of AUGUST 1.
- Forms must be signed and dated by the parent during the month of AUGUST.
- Send renewal enrollments with your AUGUST claim submission.

Returning/Withdrawn Children

In some situations children that have been dropped from your care might return to your childcare. You do not need to complete an enrollment form for these children if this occurs within the year of the parent signature date on the original enrollment form, and in the same program year (October 1 to September 30). If a child leaves your care, please inform us by indicating the last day they attended your daycare on the Attendance /Monthly Meal Count Record, or on the "Notes to the Monitor" notepad.



MENU PLANNING

MENU INSTRUCTIONS

Menus are to be planned for each day of the month and recorded on the Weekly Menu form following the days of the calendar month. Cycle menus for a 5 week period may be submitted in advance for review. We recommend that you plan your weekly menus at least 2 weeks in advance. This will help you prepare your shopping list for needed supplies.

Be sure to write your name and week beginning date (MM/DD/YY) at the top of each weekly menu form. List the specific item to be served for each required meal component on the Weekly Menu form. Compare your weekly menu with meal pattern requirements for the ages of the children you feed. Providers must indicate the type of milk served on the all menus by (breakfast, lunch/supper and snack) by circling the preprinted type of milk or milks served (i.e., whole, 1% or fat-free). Only circle the type served, if milk or milks are served at snack time (AM, PM, or Evening). . Post your dated (month/day/year) weekly menu in a location for parents to see. The menu must accurately reflect the foods being served. Each day, if changes are made to the menu be sure to write the changes on the menu form. When you have changes or substitutions in a menu, make sure the component meets the same component type being changed. For example, change a fruit with another type of fruit; change a vegetable with another type of vegetable; and a meat or meat alternate with another type of meat or meat alternate.

Meals that do not contain all the required components of the meal type cannot be reimbursed. **If any of your meal components are non-creditable or do not meet the USDA meal pattern requirements, the meal is not eligible for reimbursement. Menus not recorded up to date or menus posted without a current date will be disallowed.**

MEAL PATTERN REQUIREMENTS

Please be sure to follow the required components and minimum serving sizes of each meal type for a reimbursable meal. *Refer to the "2018 CACFP Child Meal Chart" in Appendix A.*

Breakfasts must include:

Fluid milk,

Fruit, vegetable or 100% full strength juice or portions of both

Bread, cereal or grain (A meat and meat alternates may be used to meet the entire grains requirement a maximum of three (3) times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.)

Lunch/Suppers must include:

Fluid milk

Meat/meat alternate

Vegetables

Fruits

Bread/grain

Snacks must include two (2) of the five (5) food groups listed on the menu:

Fluid milk
Fruit or 100% full strength juice
Vegetable or 100% full strength juice
Meat/meat alternate
Bread/grain

SNACK Reminders:

- NO SWEET GRAINS.
- Milk and juice must not be served as the only 2 components.

CREDITABLE COMPONENTS

Foods that may be counted toward meeting the meal pattern requirements for a reimbursable meal are labeled “creditable foods.” Foods that do not count toward meeting the meal pattern requirements because they do not meet criteria are “non-creditable foods.” All meals served in the program must meet the minimum nutrition requirements set by the USDA and State of Delaware.

THINGS TO KEEP IN MIND

Milk

- Milk is always required to be served at breakfast, lunch and dinner.
- 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 cow’s milk (e.g., soy milk) are creditable. Non-dairy beverages may be served in place of cow’s milk when a participant has a special dietary need and the parent provides a doctor’s note. These meals are reimbursable.
 - ❖ **Non-reimbursable meal:** When there is a ***parent preference*** for a particular type of milk that is **not nutritionally equivalent to cow’s milk** (e.g., Almond Milk), no credit is given for meals that require milk.
- Together, yogurt and milk are not recommended to be served as a snack.
- The type of milk or milks served must be documented on the written menu (e.g., 1 yr. old children are served whole milk, so circle whole milk; 2+ yr. olds get 1% milk, circle 1% too).

Vegetable/Fruits/Juice

- Serve a fruit and a vegetable at lunch and supper, or two different vegetables may be served. (For example, two separate vegetables (broccoli, carrots), or a vegetable (broccoli) and a fruit component (apple sauce) must be served for lunch/supper meals).
- Juice is limited to once per day. All juices (vegetable and fruit) must be 100% pure juice and served at full strength to be eligible for reimbursement. Juice “drinks”, “ades”, “punches”, “cocktails” and “nectar “ are not creditable.
- Juice and milk may not be claimed in the same snack.
- Juices are creditable for snacks or breakfast and may only be served one time per day. It is recommended to serve fresh, canned or frozen fruits instead of juice.
- Potatoes are counted as **a vegetable** in the food program. Rice and noodles are counted as grain components.
- Fried or pre-fried (then baked) fruits or vegetables (french fries, tator tots) should be limited. *This is a best practice.*

Grains

- All cereals must be 6 grams of sugar or less per serving.
- At least one serving of grains per day must be **whole grain-rich** and identified on the printed menu as “WW” or “WGR”.
- Grain-based desserts are no longer creditable, such as granola bars, cereal bars, breakfast bars, pop tarts, toaster pastry, donuts, sweet rolls, cakes, brownies, cookies, coffee cakes, pies, cobblers, turnovers. These items are not creditable even if they are homemade.

Meat/Meat Alternates

- Always indicate the specific type of meat used in order to be credited (beef, pork, turkey etc.). Your meals cannot be reimbursed if meat type is not specified. Yogurt is allowable as a meat alternate (4 oz. = 1 oz. of meat alternate).
- Meat and meat alternates may be served in place of the entire grains component at breakfast at a maximum of three times per week.
- Tofu counts as a meat alternate.
- Processed meats (hot dogs, sausage, bologna, turkey ham, etc.) should be limited to no more than one serving per week. *This is a best practice.*
- Fried or pre-fried (then baked) meats (chicken nuggets, fish sticks) should be limited to no more than one serving per week. *This is a best practice.*
- Cheese foods and cheese products are not allowed. Only real cheese may be served.
- Frying is not allowed as a way of preparing foods on-site. Frying is defined as food submerged in oil.
- Be sure to break down recipes into components for items such as “Tuna Noodle Casserole” as much as possible so that we can identify which food groups the components are meeting. For example, **Tuna noodle casserole** would be recorded on the menu as:

Milk: **1% Milk**
Meat/Meat Alternate: **Tuna Fish**
Fruit: **Peas and Carrots**
Veg: **Apple wedges**
Bread/Grain: **WGR Egg Noodles**

CACFP Best Practices are recommendations that USDA highly encourage centers and day care homes to implement in order to ensure children (and adults) are getting the optimal benefit from the meals they receive while in care.



INFANT FEEDING

INFANT ENROLLMENT

The provider must offer an *iron-fortified formula* to the parent of enrolled infants, and the name of the formula must be listed on page one of the Infant Menu. The parent must also indicate that they accept or decline the provider-offered formula, and each specific type of solid infant foods offered by the provider.

INFANT MENU INSTRUCTIONS

An individual monthly menu is used for each infant. Be sure to write your name at the top of each page of the *Children & Families First Universal Infant Menu* form. Complete the name of the infant, date of birth and name of formula offered by the provider. The parent must complete the information on the first page of the monthly menu, and sign and date it at the beginning of each month. If provider formula has been declined, the name of the parent provided formula must be indicated on the menu. When an infant is developmentally ready for solid food items, the parent reviews food items listed on page 1 of the menu and checks the foods that they have introduced to their infant and will allow the provider to serve the infant in care. Indicate only the foods the infant will be consuming during that month. The dates (month/day/year) must be indicated for each week of the month on the infant menus. The infant menu is to be completed with the formula/breast milk indicated by circling the preprinted word on the menu at each meal type. Solid food components should be specific by each meal type and written on the menu form. **Infant meals are recorded meal by meal each day and are not planned in advance. Remember, that once a component at a specific meal type is introduced, it must be served consistently to receive reimbursement unless we receive a written explanation.**

Meals that do not contain all the required components of the meal type cannot be reimbursed. If any of your meal components are non-creditable or do not meet the USDA meal pattern requirements, the meal is not eligible for reimbursement. **Menus not recorded up to date or menus without a current date will be disallowed.**

Foods that cannot be credited in the infant meal pattern:

- Foods with water listed as the first ingredient
- Combination dinners
- Baby desserts
- Foods containing honey
- Juice
- Infants under 12 months receiving whole milk must have a doctor's note to receive reimbursement for meals that do not contain infant formula or breast milk.

INFANT MENU Reminders:

- Indicate under the meal pattern on the Infant Menu which type of meal is being served (such as, Lunch, Supper, AM or PM Snack).
- Formula or breast milk must be circled at each meal time.
- Be sure to follow the meal pattern at each meal type.

INFANT MEAL PATTERNS REQUIREMENTS

The infant meal pattern is designed to satisfy the nutritional needs of infants up to one year of age. Review menus for the required component for the age of the infant (*refer to the “2018 Infant Meal Pattern Chart” in Appendix B*). The meal pattern allows a range of amounts of foods to be served to best meet the nutritional needs of individual infants. The smaller amounts are suggested for younger infants in each age group of infant menus. **Foods listing “0” (example 0-4 TBSP) as a measurement indicates the component is optional until the infant is developmentally ready.** Providers are advised to make sure the parent has already introduced their infant to solid food types before the provider has permission to feed the food item to the infant in care to prevent any adverse reactions.

Requirements for Infant Meal Pattern			
Age	Breakfast	Lunch or Supper	Snack
0-5 mos.	4-6 fl. oz. breast milk or formula	4-6 fl. oz. breast milk or formula	4-6 fl. oz. breast milk or formula
6-11 mos.	6-8 fl. oz. breast milk 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 0-8 oz yogurt; or a combination* 0-2 tbsp vegetable, fruit or both*	6-8 fl. oz. breast milk 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 0-8 oz yogurt; or a combination* 0-2 tbsp vegetable, fruit or both*	2-4 fl. oz. breast milk or formula 0-1/2 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.



MONTHLY ATTENDANCE/MEAL COUNT INSTRUCTIONS

ATTENDANCE INSTRUCTIONS

A Monthly Attendance/Meal Count Form is used to record the children's attendance and the meal count records each day. These records must be recorded on a **DAILY** basis.

In the top section of the form complete provider information. Provider's must sign and fill in claim month at the bottom of the form each month, which certifies your information is accurate. **Without the provider's signature on the Attendance/Meal Count form the claim cannot be processed for reimbursement.**

Along the right side of the Monthly Attendance /Meal Count Form, list children enrolled in care, even if not being claimed for meals. It is recommended that children be listed by age, youngest to oldest. Include the age of each child. The **letter** in front of the child's name will be used to identify that child for attendance and for meals on the menus.

Attendance must be recorded on a **DAILY** basis. **Attendance not kept up to date will cause a reduction in reimbursement.** Along the left side of the form are numbers 1 to 31, representing days of the month. On the line for the day of the month, write the letter of each child that is present. Total the number of children at the end of the day that were in attendance and place the number in total column. At the end of the month, total the daily attendance counts down the column to get the attendance total for the month.

MEAL COUNT INSTRUCTIONS

Each day serve children at your scheduled meal times. Meal counts must be recorded on a **DAILY** basis. **Meal counts not kept up to date will cause a reduction in reimbursement.** On the weekly menu form, as each meal/snack you are approved to claim for reimbursement is served, record each child that is served the meal by putting their "**letter**" in the boxes below the meals menu. Place the total meals for this meal type in the gray box on the right below the menu. On the Infant Menu the letter representing the infant must be recorded in the gray rectangle box below each meal type. **Children's letters must be recorded daily on menus to receive reimbursement.** Total the number of meals (**remember, when serving infants, their meals counts need to be included**) for each meal type served that day from the menu and then place the total in the appropriate meal type column of the Monthly Attendance/Meal Count Form. At the end of the month, total the daily meal counts, by each meal type column, for meal totals for the month.

REMEMBER

ONLY 2 MEALS and 1 SNACK

OR

2 SNACKS and 1 MEAL

CAN BE CLAIMED PER CHILD PER DAY

Meals include breakfast, lunch and supper. Snacks include am snack, pm snack and evening snack.

CLAIM SUBMISSION

SUBMITTING THE MONTHLY CLAIM

Submit your claim by the **3rd** of the following month (for example the claim for the month of January must be received by February 3rd). We want our providers to be reimbursed on time; therefore, it is extremely important that you make sure to submit your claim timely. Submit the original (*the top sheet of forms*) completed paperwork for the month's claim. The copy (*the bottom carbon sheet of forms*) must be retained for your records. The claim records that must be received by our office include:

- Enrollment Forms
- Weekly Menus for the month and Infant Menus (if infants are present in care)
- Monthly Attendance/Meal Count Form - the Monthly Attendance/Meal Count Form must have the provider's signature on the bottom of the page in order to be processed. **DO NOT FORGET TO SIGN YOUR CLAIM!**

All original documents must be mailed or may be brought in person to the office. Claims being mailed need **2 stamps** to have correct postage for the **envelope size**. If the monthly claim paperwork is more than 9 sheets, additional postage may be needed. Claims may be dropped off at the Children & Families First Wilmington or Dover office location during business hours (9 am to 5 pm), Monday through Friday. **Submit your claim only to the office location that has been assigned to you.**

Children & Families First
Food Program
809 Washington Street
Wilmington, DE 19801

Children & Families First
Food Program
91 Wolf Creek Boulevard, Suite 1
Dover, DE 19901

Both office locations have a drop box for your convenience after hours or weekends. Please do not drop loose forms in the box. Dover drop box is in the back of the building. Wilmington drop box is to the left of the front doors of the building.



PROGRAM POLICIES

REIMBURSEMENT POLICY

Your reimbursement is based on the written records submitted to the Children & Families First office each month. Once the claim has been processed at the beginning of the month you will receive a “Provider Claim Feedback” Form. This lists your reimbursement amount and informs you of any disallowance due to menu errors or other recordkeeping errors that occurred in the claim.

Examples of reasons for disallowances are:

- You claimed more children than your license allows.
- During a monitor visit your paperwork was incomplete.
- Meals did not meet all the meal pattern requirements.
- You forgot to complete a meal on your menu that you claimed on your meal count form.
- You forgot to include infant menus for children under 1 year of age.
- You forgot to submit an enrollment for a child you have claimed.
- You claimed meals for a child that does not match their arrival and departure times.
- You did not write letters on the menu for a meal that was claimed.
- You did not record letters of children in attendance for a day you claimed meals.

Children & Families First staff is not permitted to make any corrections to the information submitted on your claim. Providers have the right to disagree with any disallowances, but please note a reversal of reimbursement will only be made if CFF made an error, not if the provider made a mistake. If you want to dispute or question the disallowance and think that CFF made a processing error, you need to contact the office before the last business day of the month. If we do not receive a phone call before the last day of the month, the reimbursement amount on the feedback is final.

You will receive your claim payment as soon as CFF has received funding from the State of Delaware, Department of Education. Reimbursement will be paid to providers within 5 business days of receiving the State payment. You may check our phone hotline 302 479-1682 for a current recorded message about reimbursement payments. Once payment has been issued and you have not received your direct deposit or check payment **after 10 business days**, contact the Food Program office.

LATE CLAIM POLICY

Since attendance/meal counts on the menu must be recorded on a daily basis, the claim should be ready for submission on the first day of the month following the claim month. Claims received after the 3rd of the month will be considered **LATE**. A late claim must be received no later than the 20th of the month. Repeated submission of late claims indicate that paperwork is not being completed on a daily basis. Regular submission of a late claim can cause you to receive a notice of Serious Deficiency. Late claims should only happen under extenuating circumstances. This may include death in family, hospitalization of provider and/or members of immediate family, unexpected emergency travel due to illness of provider’s family. A late claim reimbursement will usually be paid approximately four weeks later (with the following month’s claim) than those claims received by the 3rd of the month.

DIRECT DEPOSIT

Children & Families First issues payment to providers through Direct Deposit. Direct Deposit is a safe, convenient and easy way to receive your CACFP monthly reimbursement. A direct deposit authorization form must be completed and returned to the Finance Department. The authorization form gives Children & Families First the authority to deposit your payment in either a checking or savings account. If you close your account or want to change an account, a new form needs to be completed.

1099 TAX FORMS

For tax purposes Children & Families First is required to issue a 1099 tax form to all providers earning reimbursement dollars of more than \$600.00 annually. The 1099 forms are mailed to providers each year by the deadline date of January 31.

HOME MONITORING VISITS POLICY

Home visits are an important part of the Food Program. As stated in your agreement, we are required to visit your home. A new provider will receive a follow up visit within the first 4 weeks of starting the food program operation. Participating providers must receive three home visits per program year (but may have more than three visits). All regular visits are unannounced, and at least 1 visit per year must include a meal observation. Not more than 6 months may elapse between monitoring visits. Staff conducting monitoring visits must have photo identification. Reviews will be conducted during the daycare businesses normal hours of operation. Providers must notify the Children & Families First office in advance whenever they plan to be out of the home during an approved meal service time. The following prior notification methods to accomplish this are to:

- Call the office in advance and leave a message
- E-mail in advance the food program
- Plan ahead with your calendar and send the dates and times (if applicable) of absences from the home to the Food Program Office, or use the “Notes to the Monitor” notepad.

Most visits are unannounced. Home visits serve two purposes. One is to make sure you understand and are meeting all program requirements. Another is to share nutrition ideas and questions and get to know each other better. Your ideas and experiences are important to us, so please share them so we can share your ideas with other providers.

At every home visit we will ask to see program records. These records must be maintained on a daily basis and reflect accurately the number of children, times, and meals you are serving.

Forms Reviewed at home visits:

- Current Enrollment Forms
- Your signed Agreement for participation in the CACFP with Children & Families First and current program year Family Day Care Home Provider Enrollment Application
- Menu forms – menus must be completed up to the day prior to visit and for any meal that has already been served on the day of the visit. Menus that have been planned in advance for any days following the visit will be reviewed for compliance with meal patterns.
- Attendance/Meal Count forms - completed up to the day or meal prior to visit

When we conduct a visit for meal observation, a monitor will visit during one of your meal service times. We are required to observe the meal service and note if it meets program requirements. We

will observe if children were served all required components and that enough food was available to meet the minimum required amounts. If the meal did not meet the program meal requirements, we disallow reimbursement for that meal. We will also give suggestions on how to improve you're the meal service so that you will receive full reimbursement. We may re-visit to observe another meal. If you are not at home during a meal time when the monitor arrives and have not informed us in advance, you would be out of the home the meal will be deducted. If you are not at home when the monitor comes to visit, we expect your assistant/substitute to permit us to conduct the visit the same as if you were there. If during any visit from the monitor, you or your assistant/substitute **refuses** a visit, you will receive notice of a Serious Deficiency.

We will always compare the number of children in your home at the time of the visit to the number of children you claim on a regular basis. There may be times when the number of children in your home might vary (illness, etc.). We will ask about absences, and expect your meal count to show variation. We may re-visit to observe the number of children in attendance. The monitor will also look at the number of children being claimed versus the approved licensing capacity. Attendance will be verified against the children enrolled in the program and any other children present at the time not yet enrolled. You must adhere to your licensing capacity and ratios. Reimbursement of meals is disallowed if a provider exceeds the license capacity or ratios. Noncompliance is required to be reported to the Office of Child Care Licensing (OCCL).

We will also expect that the area where you prepare and serve food is sanitary. An unclean kitchen is a breeding place for germs, and food not properly stored can cause illness. It is important for the protection of children in your care that you take every precaution to keep your working and serving areas clean.

We will ask you to show us typical food items served such as whole grain-rich products, 100% juice, fresh fruits and vegetables, cereal with less than 6 grams of sugar, and other similar food items. We will ask to see the infant formula offered by provider and infant foods, if an infant is enrolled in care.

During a home visit the following recording practices may cause deductions and/or future unannounced visits:

- Meal counts are not current up to the meal before the home visit;
- Meal counts are marked ahead of the home visit;
- Menus are not current up to the day before the home visit;
- Planned/cycle menus that are not dated up to the day prior to the home visit;
- Missing records or records are not available; and/or
- Attendance letters not recorded up to the day prior to home visit or recorded ahead of the home visit.

APPROVED MEALS/SNACKS/DAYS POLICY

Each year CFF Food Program staff will complete an Annual Application with you verifying the operating hours and days, ages of children accepted in care, type of meals you will be approved to receive reimbursement for, and the times the meals are usually served. The provider must notify the Sponsor **in advance** if they wish **to make changes** to any of this information. If you claim a meal type or serve meals on a day you are not approved for, we cannot reimburse the meal until you let us know you are changing a meal type or serving day prior to claiming it.

MEAL TIME POLICY

You must be approved for specific meal types and the serving time of the meal. All meals claimed for reimbursement must be provided by and served in the daycare home. For guidance, meals and snacks are generally recommended to be scheduled 3 hours apart. For example, Breakfast is scheduled to be served at 8:30 am, Lunch is scheduled at 11:30 am and PM Snack is scheduled at 3:00 pm.

INFANT FORMULA/SOLID FOODS POLICY

Providers must offer at least one kind of Iron Fortified Infant Formula to all infants (birth through 11 months) in their daycare. The parent has the option to accept what has been offered **OR** they can choose to supply their own formula or breast milk.

The FDA defines iron-fortified infant formula as a product “which contains 1 milligram or more of iron in a quantity of products that supplies 100 kilocalories when prepared in accordance with label directions for infant consumption. Look for “Infant Formula with Iron” or similar statement on the front of the formula package. All iron-fortified infant formulas must have this type of statement on the package. Infant formulas that are not regulated by FDA are not creditable in the CACFP (usually formulas purchased outside of the United States. Ensure that the formula is NOT AN FDA EXEMPT INFANT FORMULA. This type of formula is used by infants who have inborn errors of metabolism or low birth weight or who otherwise has unusual medial or dietary problems.

Providers must offer all other menu items (infant cereal, meat/meat alternates, fruits, vegetable and bread/crackers) to infants. **When an infant is in care, the provider must purchase and have the formula offered on hand whether the parent has accepted or declined the offered formula.** Meals that meet the USDA Meal Pattern requirements and contain breast milk and/or parent provided formula as the only component(s) are reimbursable when served and fed by the infant’s child care provider.

BREASTFEEDING IN PROVIDER HOME

Breastfeeding in provider homes, as well as expressed breast milk, is reimbursable in the CACFP. Providers are encouraged to make available a private, clean and quiet space for mothers to breastfeed and/or express milk.

CLAIMING YOUR OWN CHILD FOR MEALS POLICY

In order for us to determine if you are eligible to claim reimbursement for meals served to your own child(ren), it is required to provide information on your household size and income. The information you provide is confidential and will be used only for eligibility determination and verification of data. Household and income information is required to be renewed annually, and it is CFF policy to be done in June each year. Income eligibility guidelines are issued by the USDA and are used to determine eligibility. To determine eligibility, the provider must submit federal tax information and complete an Income Eligibility Form. Remember, your own (residential) children can only be claimed for meals when there are non-residential children present and they are eating the same meal that is being served to the daycare children.

CLAIMING SCHOOL-AGE CHILDREN FOR AM SNACK/LUNCH POLICY

Meals may be claimed for reimbursement for school age children enrolled in your daycare home outside of normal school hours (under age 13). School age children are eligible for breakfast, pm snack and/or supper. The exception is Lunch which may be served and claimed during school vacations, snow days, teacher conference days, weekends, or for another specific reason, such as illness or injury. The provider **must give an explanation** for a school age child claimed for the am snack and/or lunch meal to receive reimbursement. The explanation (in-service day, snow day, etc.) can be noted on an empty menu block on that day, or on the “Notes to the Monitor” notepad.

HOLIDAY POLICY

Children & Families First cannot reimburse meals served on major holidays or on state of emergency days without verification. The following days are considered major holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. A provider who operates on a major holiday or state of emergency must complete and submit a Holiday Attendance Form with the claim. The parent of each child that attends the provider’s daycare on the holiday must sign in their child(ren), record the time in and time out for the day, and include the parent signature on the Holiday Attendance Form in order to receive reimbursement for meals that day. The Holiday Attendance Form must be submitted with your claim.

MEDICAL STATEMENTS POLICY

Sometimes children may have special dietary accommodations due to a medical condition, such as food allergies, and cannot tolerate some foods required by the CACFP. Meals may be claimed for reimbursement; however, it is necessary for the child’s doctor or other authorized medical personnel to complete a statement which must specify the food to be omitted and another food which can be substituted in place of the omitted food. Please specify the date the statement is to be in effect. Attach medical notes to the child’s enrollment form and keep in the Food Program notebook.

FIELD TRIP POLICY

You may claim reimbursement for meals that are served during a field trip if the activity is directly related to childcare and all program requirements are met. Program requirements include, but are not limited to, the following:

- Meals must meet the meal pattern requirements for the appropriate age group and must be served to eligible children.
- All state and local health department standards, including that providers assure they are maintaining food at proper temperatures, must be followed.
- Meals must be prepared by the provider. **Meals purchased from restaurants or “fast food” outlets are not reimbursable.**
- Meals that are served to children who are in transit cannot be claimed as a reimbursable meal.

Providers must obtain **prior written approval** when planning a field trip. For approval, providers will need to provide the date, location and period of time of the field trip, menu for the meal that will be packed and served, and a list of equipment being used to maintain proper serving temperatures.

WATER POLICY

The Healthy, Hunger-Free Kids Act of 2010 establishes a requirement to make water available to children in the Child and Adult Care Food Program (CACFP). Throughout the day, including meal times, water should be made available to children to drink upon their request, but does not have to be available for children to self-serve. While drinking water must be made available to children during meal times, it is not part of the reimbursable meal and may not be served instead of fluid milk.

Water can be made available to children in a variety of ways which include but are not limited to the following: having cups available next to the kitchen sink faucet, having water pitchers and cups set out, or simply providing water to a child when it is requested. It must be in the Food Service area or immediately adjacent to the meal service area.

NOTIFICATION OF PROVIDER ABSENCE FROM HOME POLICY

Providers must notify the food program staff in advance of any intended absences from the daycare home. If you provide transportation to and from school, you must submit a schedule of “pick up” and “drop off” times to the food program at the beginning of the school year. If you have any field trips (see field trip policy), vacation, doctor’s appointments, or any other time that your daycare will be closed, you need to notify the food program office in advance. If the monitor arrives at a scheduled meal time and the provider has not informed us in advance that they would not be at the home, the meal is required to be disallowed. You may e-mail, fax, phone, or use the “Notes to The Monitor” notepad for advance notice of closings.

The purpose of this notification is to allow the monitor to visit during the times that you and the children are present. This will help prevent disallowances. If we conduct an unannounced visit and there is no one at home or the day care is closed, you may be disallowed for the meals for all children for that meal during the visit since this is the only way to verify the meal service offered. Continuous absence from the daycare, without notification, indicates serious deficiency.

LICENSES/CAPACITY/RATIOS POLICY

Providers may continue to participate in the Child and Adult Care Food Program as long as they maintain a valid license. Providers whose licenses are expiring must submit a copy of their renewed license upon receipt from OCCL. This includes any provisional or annual licenses that are issued to the provider. Providers need to inform the Food Program office if your license level or capacity is changing. An updated license reflecting this change must be submitted to verify the change. A provider whose license is suspended cannot claim meals during the period of the suspension.

Providers cannot receive reimbursement for children beyond license capacity or age ratios. Please refer to the OCCL Delacare Rules for Family Child Care Homes. For further clarification of ratios you may contact your licensing specialist or the food program office.

Federal and State Food Program regulations state that child care licensing requirements must always be followed for claiming in the food program. During home visits, if a provider is not in compliance with licensing regulations, then food program staff are required to inform OCCL.

MOVING POLICY

Providers must inform the Food Program of your intent to move. Once licensed at the new residence, the provider must send a copy of the new license to be reinstated to be eligible for meal reimbursement. Remember that a license is not only for a provider but also the facility. This means a license is not transferable when you move. As soon as you know you are moving, call and discuss this matter with your licensing specialist. Sometimes the date your licensing specialist comes out to approve the new home is not the effective date on the license. When this happens we can only reimburse you for meals served as of the effective date on the new license.

PARENT VERIFICATION POLICY

We are required to conduct parent surveys and/or enrollment verification. Each month we contact parents of enrolled children on a random basis, to verify enrollment and accuracy of meal counts. If there are any discrepancies between the parent information and the records of the provider, the parent or provider may be contacted, and if necessary, adjustments will be made. Parent verification allows us to assure that providers have informed parents about the food program. The other purpose is to make sure that no child is discriminated from participating in the Food Program.

BUILDING FOR THE FUTURE/WIC POLICY

CFF monitors must be assured that providers are disseminating information on the Women, Infants and Children (WIC) Program. Program information is provided to you in your Food Program Notebook and a WIC poster is provided to post for parents/guardians. Providers are to share WIC information with all parents of enrolled children. It is a program requirement that providers post the "Building for the Future" poster for parents/guardians.

RECORD RETENTION POLICY

Each provider must maintain records on file to include attendance, enrollment, meal counts, menus, newsletters, memos and policy notifications for the current program year and previous three program years (October 1 to September 30). Providers must keep the records relating to the last 12 months, plus the current months in their homes for review. The previous program year (last year) records may be kept in hard copy or electronic format and should be readily available. Providers may store the second and third year program records off site (such as in storage), but the records must be in the providers control and the provider has to be able to get to them within a reasonable amount of time.

TRAINING POLICY

Every provider must receive training in CACFP each year. Required training topics for continued participation annually include meal patterns, menus, meal counts and attendance, enrollment, infant feeding, recordkeeping, civil rights policy, submission of claims, how reimbursement works, and safety and sanitation. Trainings are free of charge and conducted in a variety of methods, including but not limited to in home, large and small group training sessions.

TRANSFER POLICY

Any provider wishing to transfer from one Child and Adult Day Care Food Program sponsor to another sponsor must follow specific procedures before a new sponsor can enroll you. Per the CACFP regulations, a provider may only transfer once time a year. Providers are only eligible to transfer if

they are in good standing, not under corrective action, or involved in the serious deficient process with current sponsor.

SERIOUS DEFICIENT POLICY

It is our job to ensure that the providers follow the regulations of the Child and Adult Care Food Program. When a provider is found to have program problems the sponsor must document this as a “finding” and what “corrective action” must be taken to resolve it. This process helps to ensure that the program is operated properly by the provider and that providers receive the support and technical assistance they need. Failing to implement corrective action or repeated findings of the same program problem require the sponsor to implement the Serious Deficient process.

A provider may be determined “Seriously Deficient” (SD) under the following circumstances:

- Submission of false information on the daycare home application;
- Submission of a false claim for monthly reimbursement;
- Simultaneous participation under more than one sponsoring organization;
- Non-compliance with the CACFP meal pattern;
- Failure to keep required records;
- Failure to participate in training;
- Conduct or conditions that threaten the health and safety of a child, or public health or safety;
- A determination that the provider or employees of the provider have been convicted of any activity that indicated a lack of business integrity that occurred during the past seven years; or
- Any other circumstance related to the non-performance under the sponsoring organizations daycare home agreement as specified by the sponsoring organization or State Agency.

Receiving a Serious Deficiency Notice is a serious matter that can result in termination from participating in the Child and Adult Care Food Program (CACFP). The serious deficient process has several steps/letters to follow before termination may occur. Be sure to carefully follow instructions and meet the deadlines set in the SD letters. A provider initially receives a written letter indicating the deficiencies and the corrective action plan required. If corrective action is not satisfactory or timely, a proposal to terminate letter, with the opportunity to request an appeal, is sent to the provider. After an Appeal Review the final decision to terminate or not terminate the provider is made. A letter of the decision is sent to the provider, and if terminated the provider is disqualified from CACFP participation for the period of seven years.

Regulations allow for the immediate suspension of a home provider operations when the Sponsor or another outside agency determines that the homes continued operation is a threat to the public health and safety of the children in care or the public at large.

CIVIL RIGHTS POLICY

All children must have access to the benefits of the CACFP, including infants. Providers MUST offer meal service (the program) to infants and offer to supply a qualifying formula and food to infants (less than 1 year of age). Parents may choose to supply their brand of formula, or breast milk (daycare home providers must still supply infant foods, if they request). A child’s ethnic and racial identity must be noted on the Enrollment Form. Information is confidential and used for statistics only.

Goals of Civil Rights guidelines in CACFP:

- Equal treatment for all applicants and participants
- Knowledge of rights and responsibilities
- Elimination of illegal barriers that prevent or deter people from receiving benefits
- Dignity and respect for all

Collection and use of data:

Ask parents to complete racial/ethnic data for each enrolled child. If parent refuses, record for parent, based on your perception; this documents equal access to the program for all. Keep confidential.

Effective public notification systems:

Inform potentially eligible and current participants of benefits of CACFP. Provide appropriate information in alternative formats for persons with disabilities (contact sponsor for assistance). Use other languages and graphics as needed.

Complaint procedures:

Complaints may be filed on the basis of race, color, national origin, age, sex or disability. Never discourage individuals from filing complaints or voicing allegations of discrimination. To file a complaint see the Non Discrimination Statement section.

Compliance review techniques:

State agency will assess if sponsoring organization has implemented non-discrimination and civil rights requirements.

Resolution of noncompliance:

Stop inappropriate actions. Failure/refusal can result in loss of federal assistance.

Reasonable accommodation of people with disabilities:

Supply food substitutions as required by program regulation. Follow the Department of Health and Social Services (DHSS) and the Americans with Disabilities Act (ADA) requirements for other accommodations to ensure access for all.

Language assistance:

People with limited English proficiency (LEP) need to be served in familiar languages. Outreach in other languages is important. How language assistance is provided depends on the number and proportion of LEP persons served, frequency of contact, nature of services, and available resources. Do not use children as interpreters. Interpreters may be volunteers but must respect confidentiality and understand interpreter ethics. See www.lep.gov for resources.

Conflict resolution:

Remain calm; explain situation; and get help, especially if you feel threatened. Use alternative dispute resolution techniques, such as meditation, when necessary.

Customer service:

Be patient; be polite; avoid sarcasm; don't be afraid to apologize. Treat others the way they want to be treated (or at least be aware of what that is).

RECRUITMENT OF PROVIDERS

Providers initially are introduced to the Child and Adult Care Food Program during the OCCL orientation meeting prior to receiving their license to operate a daycare. A representative from one of the Food Program sponsoring agencies provides this information to you. There is a contact page listing of all the agencies that you can choose to contact to participate in the program.

Sponsors are permitted to contact ***newly licensed providers*** for the purpose of recruiting providers to participate in the CACFP. Once a provider has joined a Food Program sponsor, they may be contacted by another sponsor agency about participating in their program; however you (the daycare home provider) should inform them that you are already participating in the program with a Sponsor. The agency then should not continue to pursue your participation or try to encourage you to change your sponsor agency. Please notify the CFF office if you have received a telephone call from another sponsor agency that has tried to have you change to their agency. Providers are our best recruiters. You may share with other providers that you participate in the food program with our agency, the benefits we provide, and recommend they contact our agency if they are interested! Per the CACFP regulations, a provider who is in good standing may choose to transfer one time a year.

WEBSITE INFORMATION

On our website www.cffde.org, you can download forms, find links to nutrition resources, general program information, and reimbursement payment information. Also, certain Food Program recordkeeping forms may be downloaded from our website. The food program page can be found by clicking on Child Care Resources, then choose Child Care Food Program (or CACFP), then scroll to the bottom of the page and locate the Family Child Care Provider Forms, where you are then able to click on links to open documents.

SUBJECT TO CHANGE DISCLAIMER

All information and policies in this handbook are subject to change. Providers will be informed of any additions or changes by the Sponsor with a minimum of two weeks written notice.



APPENDIXES

Appendix A

USDA NON-DISCRIMINATION STATEMENT

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: <https://www.ascr.usda.gov/ad-3027-usda-program-discrimination-complaint-form> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue SW
Washington, DC 20250-9410;

- 2) Fax: (202) 690-7442; or

- 3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

2018 CACFP CHILD MEAL PATTERN CHART

MEAL	Food Components/Food Items	Ages 1-2	Ages 3-5	Ages 6-12
Breakfast* *(Must <u>serve all three components</u> for a reimbursable breakfast meal)	Fluid Milk ¹	4 fluid ounces	6 fluid ounces	8 fluid ounces
	Vegetables, fruits, or portions of both ⁴	1/4 cup	1/2 cup	1/2 cup
	Grains (oz eq) ^{5,7,8}			
	>Whole grain-rich or enriched bread	1/2 slice	1/2 slice	1 slice
	>Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	1/2 serving	1/2 serving	1 serving
	>Whole grain-rich, enriched or fortified cooked breakfast cereal ⁹ , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup
	> Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{9,10}			
	>Flakes or rounds	1/2 cup	1/2 cup	1 cup
>Puffed cereal	3/4 cup	3/4 cup	1-1/4 cup	
>Granola	1/8 cup	1/8 cup	1/4 cup	
Lunch and Supper**	Food Components/Food Items	Ages 1-2	Ages 3-5	Ages 6-12
**(Must <u>serve all five components</u> for a reimbursable lunch and supper meal)	Fluid Milk ¹	4 fluid ounces	6 fluid ounces	8 fluid ounces
	Meat/Meal Alternates			
	>Lean meat, poultry, or fish	1 ounce	1-1/2 ounce	2 ounces
	>Tofu, soy product, or alternate protein products ²	1 ounce	1-1/2 ounce	2 ounces
	>Cheese	1 ounce	1-1/2 ounce	2 ounces
	>Large egg	1/2	3/4	1
	>Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup
	>Peanut butter or soy nut butter or other nut or seed butters	2 tbsp	3 tbsp	4 tbsp
	>Yogurt, plain or flavored unsweetened or sweetened ³	4 ounces or 1/2 cup	6 ounces or 3/4 cup	8 ounces or 1 cup
	The following may be used to meet no more than 50% of the requirement:			
	>Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounce of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)	1/2 ounce = 50%	3/4 ounce = 50%	1 ounce = 50%
	Vegetables ⁴	1/8 cup	1/4 cup	1/2 cup
	Fruits ^{4,6}	1/8 cup	1/4 cup	1/2 cup
	Grains (oz eq) ^{7,8}			
	>Whole grain-rich or enriched bread	1/2 slice	1/2 slice	1 slice
>Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	1/2 serving	1/2 serving	1 serving	
>Whole grain-rich, enriched or fortified cooked breakfast cereal ⁹ , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup	

CHILD MEAL PATTERN CHART

MEAL	Food Components/Food Items	Ages 1-2	Ages 3-5	Ages 6-12
Snack***	Fluid Milk ¹	4 fluid ounces	4 fluid ounces	8 fluid ounces
*** (Select two of the five components for a reimbursable snack)	Meat/Meal Alternates			
	>Lean meat, poultry, or fish	1/2 ounce	1/2 ounce	1 ounce
	>Tofu, soy product, or alternate protein products ²	1/2 ounce	1/2 ounce	1 ounce
	>Cheese	1/2 ounce	1/2 ounce	1 ounce
	>Large egg	1/2	1/2	1/2
	>Cooked dry beans or peas	1/8 cup	1/8 cup	1/4 cup
	>Peanut butter or soy nut butter or other nut or seed butters	1 tbsp	1 tbsp	2 tbsp
	>Yogurt, plain or flavored unsweetened or sweetened ³	2 ounces or 1/4 cup	2 ounces or 1/4 cup	4 ounces or 1/2 cup
	>Peanuts, soy nuts, tree nuts, or seeds	1/2 ounce	1/2 ounce	1 ounce
	Vegetables⁴	1/2 cup	1/2 cup	3/4 cup
	Fruits⁴	1/2 cup	1/2 cup	3/4 cup
	Grains (oz eq)^{7,8}			
	>Whole grain-rich or enriched bread	1/2 slice	1/2 slice	1 slice
	>Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	1/2 serving	1/2 serving	1 serving
	>Whole grain-rich, enriched or fortified cooked breakfast cereal ⁹ , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup
>Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry/cold) ^{9,10}				
>Flakes or rounds	1/2 cup	1/2 cup	1 cup	
>Puffed cereal	3/4 cup	3/4 cup	1-1/4 cup	
>Granola	1/8 cup	1/8 cup	1/4 cup	

¹Must be unflavored whole milk for children age one. Must be unflavored low-fat (1%) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1%), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

²Alternate protein products must meet the requirements in Appendix A to Part 226.

³Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

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

⁵Meat 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.

⁶A 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.

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

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

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

¹⁰Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is 1/4 cup for children ages 1-2; 1/3 cup for children ages 3-5; and 3/4 cup for children ages 6-12.

2018 CACFP INFANT MEAL PATTERN CHART

MEAL	Birth through 5 months	6 through 11 months
Breakfast	4-6 fluid ounces breastmilk ¹ or formula ²	6-8 fluid ounces breastmilk ¹ or formula ² ; and 0-4 tablespoons infant cereal ^{2,3} , meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; or 0-2 ounces of cheese; or 0-4 ounces (volume) of cottage cheese; or 0-4 ounces or 1/2 cup of yogurt ⁴ ; or a combination of the above ⁵ ; and 0-2 tablespoons vegetable or fruit or a combination of both ^{5,6}
Lunch and Supper	4-6 fluid ounces breastmilk ¹ or formula ²	6-8 fluid ounces breastmilk ¹ or formula ² ; and 0-4 tablespoons infant cereal ^{2,3} , meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; or 0-2 ounces of cheese; or 0-4 ounces (volume) of cottage cheese; or 0-4 ounces or 1/2 cup of yogurt ⁴ ; or a combination of the above ⁵ ; and 0-2 tablespoons vegetable or fruit or a combination of both ^{5,6}
Snack	4-6 fluid ounces breastmilk ¹ or formula ²	2-4 fluid ounces breastmilk ¹ or formula ² ; and 0-1/2 slice bread ^{3,4} ; or 0-2 crackers ^{3,4} ; or 0-4 tablespoons infant cereal ^{2,3,4} ; or ready-to-eat breakfast cereal ^{3,4,5,6} ; and 0-2 tablespoons vegetable or fruit, or a combination of both ^{6,7}

¹Breastmilk 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.

²Infant formula and dry infant cereal must be iron-fortified.

³Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

⁴A serving of grains must be whole grain-rich, enriched meal, or enriched flour.

⁵Breakfast 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).

⁶A serving of this component is required when the infant is developmentally ready to accept it.

⁷Fruit and vegetable juices must not be served.