



# Child & Adult Care Food Program

COMMUNITY BRIDGES  
PUENTES DE LA COMUNIDAD



## Provider Manual



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[www.communitybridges.org/foodprogram.htm](http://www.communitybridges.org/foodprogram.htm)

Community Bridges CACFP is a sponsor of the Child and Adult Care Food Program (CACFP). This program is funded by the U.S. Department of Agriculture and the California Department of Education.

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# Introduction

The *Child and Adult Care Food Program* (CACFP) provides reimbursements for the meals served to children in licensed child care homes. The purpose of the CACFP is to ensure that the children receive nutritious and well balanced meals. The CACFP is funded by the United States Department of Agriculture (USDA) and is administered by the California Department of Social Services (CDSS). Community Bridges sponsors the CACFP in the Counties of Santa Cruz, Monterey and San Benito.

Community Bridges is a nonprofit community agency dedicated to promoting maximum independence, self-determination, dignity, respect and health for all people. Our goal is to provide and protect services that promote these goals and therefore eliminate hunger, malnutrition, poverty and its causes.

All family child care providers are eligible to participate in this program, regardless of income. The program is available, at no cost, to all eligible children who are less than 13 years old, to children under 16 years who are children of migrant workers, and to children with a state defined disability under the age of 18.

This manual has been prepared to guide you with the CACFP regulations. **Please keep this manual handy to refer to when you have questions about how the program works.** CACFP staff is always ready to answer your questions. Please call us if you need further assistance.

## Why Participate

As a provider, you play an important role in the lives of children in your care. One of the areas where you have a tremendous influence is in the nutrition children receive and the general meal setting time. Federal studies indicate that providers supply more than 65% of the daily nutrient intake of the preschool children in their care. Additionally, recent scientific studies have established a positive relationship between proper nutrition and the cognitive and physical development of children that affects them for their entire lifetime. Serving healthy and nutritious meals show current and potential parents your concern and commitment to the children in your care.

- 1. Benefits to the Children:** Infancy and preschool years are when eating patterns and habits are established that may determine the quality of one's diet throughout their life. Children participating in the CACFP program are provided meals that not only help the child learn and grow today, but also help the children learn healthy eating habits that will help them achieve their fullest potential in the future.
- 2. Benefits to the Parent:** Parents are assured that their child(ren) will receive high quality meals at no extra cost to them.
- 3. Benefits for the Provider:** Providers can afford to furnish high quality meals to children in their care. Nutrition education is given to providers to recognize how to provide a balanced and nutritious diet for children, and how to encourage children in the development of positive eating habits.
- 4. Benefits for the Community:** In helping to meet the total nutritional need of young children in the out-of-home care environment, children are provided with healthy meals that promote healthy and happy daycare children.

## How to Participate

To apply to the Child and Adult Care Food Program at Community Bridges you need to:

1. Obtain a copy of your current child care license (or Trustline or Military documentation).
2. Have children in your care.
3. Take our online orientation and set a sign-up date.
4. Fill out our agreement form and site applications; this serves as a contract between you and the program.
5. Have parents complete and sign an enrollment form for each child and submit as soon as the enrollment is completed by the parent(s).

Provide a copy of your child care license at the sign-up. After you complete the online orientation, a pre-approval visit will be scheduled. You may begin record keeping for reimbursement starting on the day of your home visit.

## Office Hours & Contact Information

Our office hours are:

Monday - Friday

9:00 am – 12:00 pm & 1:00pm – 5:00 pm

Phone: (831)688-8840 Fax: (831) 688-8302

For your convenience there are two drop boxes available at our administrative offices in Watsonville. You may use those to submit your paperwork at any time. The drop box is accessible 7 days a week 24 hours a day.

### Senior Program Manager

Erika Rodriguez

### Extension

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### Lead Program Consultant

Yaneri Herrera

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### Program Consultants

Delila Gonzalez

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Everie Escoto

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Daisy Solorzano

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### Check Hotline

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We look forward to working with you on this very important project. Thank you for participating in our program and please let us know if we can assist you with anything.

*Note: If you think you have been discriminated against because of your race, color, national origin, age, sex or disability; write immediately to the Secretary of Agriculture in Washington, D.C. 20250.*

# Section 1: Program Requirements

To participate in the *Child and Adult Care Food Program* providers must follow specific guidelines and regulations set forth by the State and Federal government. The requirements are outlined below.

## Enrolling Children in the Program

Before you can claim reimbursement for the first month, you must submit an enrollment form for every child in your care. Under the U.S. Department of Agriculture regulations, Community Bridges cannot issue payment for meals served to any child who is not enrolled in the *Child and Adult Food Care Program* (CACFP).

Enrollment is a simple process. At the time of your application to the program, you will be instructed to enroll all of the children in your care on your computer by using the online claiming software. You must then print the enrollment form, have the parent sign and date, and mail the form to your Sponsor (see section 4 sample forms). Whenever you start caring for a new child, an enrollment form must be **completed and signed/dated by the child's parent on the first day of care**. Otherwise the enrollment form will not be valid and the child's meals will not be reimbursed until a form is completed. Each child will need an individual enrollment form. You can claim meals served to a child 1) from the date of the parent's or guardian's signature on the enrollment document or 2) the first date of care, whichever is later.

Once the form is completed online, please review all the required information, including:

- Child's name
- Normal days & hours in child care
- Meals child usually eats while in daycare
- First day in attendance
- Food allergies
- Age
- Birth date
- Address & phone number
- Parent/guardian's signature
- Date signed

*If you find that the form was completed incorrectly, you will not be able to make any changes in the system yourself. Changes should be made on the form, and we will correct upon receipt.*

Make sure to send the enrollment forms as soon as they are signed by the parent and before you submit your online claim. Late enrollments will not be credited until the following month.

When dropping a child from enrollment on the program, simply click on "Withdraw" on the child information page. Then select the child you are going to drop and click the withdraw button on the bottom left. Now enter the date the child left your care and save. Drop a child only if you do not expect the child to return to your child care.

Note: Please contact your consultant if a child who had been dropped from CACFP returns to your care. Your consultant will place the child as pending. This will allow you to start claiming the child. Print the child's enrollment form for review and update as needed; have the parents sign and date the form and then send the form to your consultant. If you don't have a printer, your consultant will send you a print-out copy of the child's previous enrollment information for review and signature of the child's parent. If you are

unable to speak to your consultant on the child's first day back, you may note the child's attendance in the comment's box in KidKare. Registration forms will be updated annually.

### Who can you Claim?

Due to federal regulations, only children under the age of thirteen (13) years can be enrolled and claimed for meal reimbursement. A child older than 13 years can be claimed if the child has a disability. An Individual Education Plan (IEP) or a medical statement signed by a physician must be submitted as verification.

### Provider's Own Children – must pre-qualify

A provider may claim her own, residential or foster children, up to age thirteen (13) years, for reimbursement only if he/she meets the income eligibility guidelines set by the federal government. A provider's children may be counted for meals only when other child care children are present and eating a claimed meal with them. If you think you may qualify, please call your Program Consultant and request a Provider Eligibility Application.

### How many meals can you claim?

You can be reimbursed for up to *two main meals* (breakfast, lunch, supper) *plus one snack*, or *two snacks plus one main meal per day* for each child. A snack and a meal cannot be served less than 2 hours apart; if two meals are claimed consecutively with no snack, then 3 hours must elapse between meals. Each meal and snack must meet the nutritional standards set by the USDA. Meals must be served at the following times:

**Breakfast - Before 9am**

**Lunch - 11am-1:30pm**

**Supper 4-7pm**

If children are in your care for longer periods and eat more meals and snacks than can be claimed, you only need to record the meals that you are claiming. Remember that for your own income-eligible children and foster children can only be claimed when they are eating with other day care children.

Due to the meal time requirements, breakfast cannot be reimbursed for children arriving at 9am or later, lunch can only be reimbursed for children arriving prior to 1:30pm and supper can only be reimbursed for children arriving prior to 7pm. ***Children must attend for at least 10 minutes to receive reimbursement for a snack; they must attend at least 20 minutes to receive reimbursement for a meal.***

Meals claimed in excess of your license capacity cannot be reimbursed **unless shifts of care and shifts of meal service are documented.**

### Recordkeeping: Menus and Attendance

It is a requirement of the CACFP that providers perform daily recordkeeping for both attendance and menus. *What is considered daily recordkeeping?* By the end of each business day, menus and meal counts must be recorded, online in Kidkare. If you are experiencing technical difficulties call the office to let us know, you may record your menu and attendance on paper. You **MUST** leave a message that same day before midnight. If a provider is closed or does not provide meals for the day, this too must be recorded by the end of the day. This is part of daily recordkeeping.

Records are checked on all site visits and must be up-to-date in order for you to receive reimbursement for dates prior to the site visit. A repeat offense of failing to keep daily records will result in serious deficiency. If a serious deficiency is not corrected, this will lead to termination and disqualification from the program for 7 years.

Completing program forms online usually takes only about 5-10 minutes per day. Keep a routine to enter your menu and meal counts daily online to facilitate *daily* recordkeeping, and don't forget to SAVE your entries.

**Failure to maintain daily records will result in meals not being reimbursed.** If a provider is unable to log on to the internet and record their information, they must call their program consultant that same day and document their menus and meal counts on any other piece of paper. These worksheets must be saved. If you have a visit, a CACFP representative will ask to see them. A provider can also use any computer to log on to the internet and record their meals.

In addition to keeping records daily, providers must also ensure records are accurate. Providers may **only claim meals for children when they are present and served**. Children may never be claimed when they are absent (e.g. illness, vacation, dropped from care). **Claiming children when they are not present is grounds for termination and disqualification from the program.**

Upon enrollment into the program, a provider will indicate her days of operation, the hours' care is provided, meals served and meal times. If providers wish to change their days of operation/times or meals times, they must notify the office in advance. Also when providers are closed for business (ex. vacation), they must notify the office in advance or the day of by calling the office or indicating on their online calendar beforehand.

When providers are closed unexpectedly for illness or no children in care, they must indicate this on their online calendar by the end of each day. Only meals served on-site can be claimed for reimbursement.

**Meal Pattern Requirements:** Each age group (infants: birth- 5 months and 6-11 months; children: 1-3 years, 3-6 years and 6-12 years) has specific meal pattern requirements. Additionally, each age group has a minimum amount of food that is required to be offered for each meal pattern component. Meal pattern requirements must be followed exactly for each age group.

**Infant Menus:** Infant menus must be documented online under "Infant Menu" until a child's first birthday. This may mean that an infant will be claimed on the infant forms for part of a month and then transferred to the older child's menu when one (1) year of age. The meal pattern and amounts vary for several age ranges under one year of age. These age ranges must be followed exactly.

**Meals for School Age Children:** Both daycare arrival/departure and school arrival/departure times must be documented on enrollment forms for school age children attending before and after school. If you provide lunch to a school age child on a school day, document the reason (e.g., "year round school vacation", "Tommy was sick on 1/4"). Otherwise, we can not reimburse you for lunches for school age children.

**Serve a Variety of Foods:** A healthful diet for children is built by providing a variety of foods. Therefore, the same menus cannot be claimed for the same children at different meals on the same day. For example, the same menu cannot be claimed for both lunch and dinner for the same child or if a child receives both a morning and afternoon (PM) snack, the foods must be different in order to receive reimbursement. Eating should be fun, interesting and a learning experience! Offer a wide variety of tastes and textures in your menus and incorporate food preparation and tasting in your curriculum.

**Special Diets/Allergies:** If any child in your care requires a special diet that does not allow them to be served a meal that meets the Meal Pattern Requirements, a completed Medical Statement must be signed by a physician stating the food to be omitted from the child's diet and what foods should be substituted. Submit the medical statement to our office.

Without a Medical Statement, meals for that child would not be reimbursed. One exception is the child who drinks a non-dairy milk substitute, equivalent to milk. A signed parent request is required.

**Sundays & Evenings (Monday-Saturday):** The CB CACFP does not provide reimbursement for evening snack (unless served before 7:00pm) or Sundays (all meals).

**Holiday Care:** If you provide care on any of the following holidays, and would like reimbursement for the services, please be sure to call the office at least 1 week in advance of the holiday. Additionally, use the comments section on your claim to state which children attended and the reason for each child's attendance (e.g., Justin's mother works in a hospital):

**Federally Reimbursable Holidays**

Martin Luther King Day	Veterans Day
President's Day	Memorial Day
Labor Day	---

**Tips to Make your Record Keeping Easier**

1. Planning menus a few days in advance saves time and it allows you to just record meal counts daily.
2. Use the notes section in KidKare to record children you have dropped or added, children who start kindergarten and school holidays, when you are open for holidays help insure payment for the listed days.
3. Recording menus and meal counts **daily** will ensure accuracy; you will not forget what you served and who was in attendance, and you will be in compliance. Here are some suggestions to make this easier:
  - a. Take advantage of your downtime like naps, when children are in school, before children arrive or after they have left to complete your records.
  - b. Keep a routine. For example, complete your menus and attendance after each meal, record the menu and which children were served.
  - c. Set an alarm on your cell phone to remind you each day to complete your records.

**Submitting Your Claim**

Each month a provider must turn in meal records for the preceding month. For prompt reimbursement all online claims must also be submitted online on the 5th of the month. Claims submitted after the 5th will be considered late and will delay reimbursement. If submitting approved paper claims please ensure they are in the office no later than the 5<sup>th</sup> before 5 pm. You may submit your claims online via [app.kidkare.com](http://app.kidkare.com). Paper menus and claim documentation may be submitted at:

Community Bridges  
Child and Adult Care Food Program (CACFP)  
18 W. Lake Avenue Suite R  
Watsonville, CA 95076  
Phone: (831) 688-8840  
Office hours: M-F 9:00am -5:00pm / Closed 12:00pm – 1:00pm

We can accept online claims up until the 5th day of the following month claimed. For example, the last day to turn in claims for the month of February would be April 5<sup>th</sup>. Unfortunately, we cannot reimburse claims received after this time.

Please check to make sure your report is complete and correct. *Remember to mail enrollment forms with parent signatures), CN labels, declinations forms or allergy declaration forms together.* Bring them or send them to the CACFP office before the due date. Not doing so may result in significant delays in your reimbursements.

**Meal Reimbursement Rating System**

The CACFP has a two-level reimbursement system. The two different levels of reimbursement for meals are Tier I and Tier II. The tier of reimbursement that you will receive will be determined by the income level of the area in which your home is located.

To receive Tier I rates the provider's home must be in the draw area of an elementary/middle/high school where the free/reduced meal participation is at least 50%. If you are a Tier II provider you may qualify for Tier I reimbursement based on following:

- You can demonstrate that your household meets the income criteria (*Provider Income Eligibility Application and income verification/tax records needed*). If you meet the income criteria, then all of the children you serve meals to and your own children will qualify for Tier I reimbursement.
- Individual children can be reimbursed at the higher (Tier I) rate if their parents can demonstrate that their family income meets eligibility guidelines. (*Parent Income Eligibility Application*).

### Receiving Your Reimbursement Check

The Community Bridges CACFP follows the reimbursement procedures required by the United States Department of Agriculture and the California Department of Social Services, Child Nutrition Division for all sponsors of the Child and Adult Care Food Program. The CB's CACFP issues reimbursement checks promptly after receiving funds from the state; the date these funds are received can vary by several days each month. You will generally receive your reimbursement check in the mail between the 15<sup>th</sup> and the 25<sup>th</sup> of the month, *if* you turn your claim in on time. Claims received by the 5<sup>th</sup> of the month are considered on time. Claims submitted after the 5<sup>th</sup> of the month will be reimbursed at a later date, approximately 45-75 days after they are submitted.

### Claim Due Dates & Reimbursement Schedule for 2021-2022

<b>Claim Month</b>	<b>Claim Due Considered on-time (*)</b>	<b>Reimbursement Received for on- time claims (usually between 10<sup>th</sup>-25<sup>th</sup>)</b>	<b>Last Day to Claim (by noon)</b>
January		March	
February		April	
March		May	
April		June	
May		July	
June		August	
July		September	
August		October	
September		November	
October		December	
November		January	
December		February	

\* Note: For a claim to be considered on-time it must be turned in on the 5<sup>th</sup> of the following month each month.

### Record Maintenance

Providers are required to maintain copies of their daily records (menus and meal counts) and enrollment forms for 49 months (3 years plus the current year). Providers who record their claims online can access their past records electronically. If a web provider records their menus and meal counts on the Daily Meals Worksheets (DMW) or a separate document (approved by CB's CACFP) and then transfers that information online, the Daily Meals Worksheets must also be kept for 49 months. Providers must maintain on-site the current month and the previous twelve months' records. Providers may store the remaining three years of records off-site. These records are also necessary for tax purposes.



## Parent Contact

The CACFP may survey the parents of enrolled children at any time to verify the child's attendance and participation in meals that are claimed. Reasons for surveying parents include, but are not limited to:

1. A child's hours of attendance are the same every day and the child never misses a day.
2. A child attends weekends and/or holidays.
3. A provider claims meals for more children than his/her capacity
4. A provider consistently claims more children than observed during site monitoring visits
5. The site monitoring record does not match the attendance or meal in the claim submitted by the provider.
6. A child is claimed by more than one provider at the same time.

## Site Visits

You can anticipate being visited by one of our staff members at least three times a year. All of our visits will be unannounced. Visits occur anytime during the month and vary in timing throughout the year. They do not follow a pattern or schedule (e.g. not every 4 months). The purpose of these visits is to provide you with technical assistance, ensure that program regulations are being followed, and offer you educational materials and support. Your paperwork or online claim will be reviewed at that time and usually a meal service will be observed.

A provider must allow site visits by the Community Bridges staff at any time during operating hours, including weekends. If meals are being claimed on Saturdays, providers can expect an unannounced visit to their day care. If we attempt a Saturday visit and no children are present, future Saturday reimbursement will be denied. Claims will not be reimbursed when providers do not allow site visits to occur.

Additional unannounced visits will be performed if any of the following occurs:

1. During a visit, records are found not up-to-date. A follow up visit will be performed to ensure daily records are now being kept.
2. After a visit, records submitted do not match what was observed.
3. Provider claims more children than observed at site visits.

Providers must also notify the sponsor in advance of intended absences from the home during meal service periods and child care closure days (e.g. away for field trip, closure for vacation, illness, no children in care). If we attempt a visit at mealtime and no one is home, the meal will be disallowed, unless advance notification has been made to the Community Bridges CACFP staff.

## Sanitation and Safety

Food safety and personal hygiene are critical to ensuring the health of the children in your care. Staff and children must wash their hands with soap and water: before food preparation, handling, or serving; after toileting or changing diapers; before any food service activity (setting the table); before and after eating meals or snacks; after handling pets or other animals; and after coughing or sneezing or wiping runny noses.

***Pets (including caged animals and birds) should not be present in food preparation, food storage, and eating areas.*** All food preparation, food service and dining areas should be cleaned and sanitized between uses and before and after each meal.

Providers are also required to adhere to their licensed child care capacity. Failure to do so is a safety violation and may result in termination from the program.

## Section 2: Meal Requirements

The Community Bridges CACFP meal pattern requirements are established by the United States Department of Agriculture (USDA). Please refer to the Menu Patterns at the end of this section for the minimum serving sizes required by age group. Also, note that the requirements for infants under one year of age are different from those of older children.

### Mealtime/M Meal Service

Meals can be served in different ways: family-style, buffet-style, or pre-plated. Family-style meals are highly recommended. Family style meal service presents many learning opportunities for children. Their coordination is improved by having them use utensils and pass and serve various kinds of food. Having developmentally appropriate foods and feeding utensils will facilitate the development of self-feeding. Messes and spills are part of the learning process. Participating in mealtime activities and conversation stimulates the development of children's language and social skills.

Ensure children do not eat when walking, running, playing or lying down. All meal components should be offered at the beginning of the meal service to allow children to make choices. Children should be encouraged but not forced to eat. Food should never be used as a reward or punishment.

Comfortable, safe seating should be made available to children during feeding. It is recommended that children should be comfortably seated at tables that are between waist and mid chest level and allow the children's feet to rest on a firm surface while seated for eating. If no table is available, children are required to eat on a clean, sanitary surface (ex. table cloth). Children who are unable to sit unassisted in a high chair or other seating equipment should be held by a staff person for feeding.

### Documenting Your Meals on the Menu

All meals are claimed using the online claiming software, KidKare. Use the drop down menus to specify all the food components for meals served. Here are two examples:

- Food served: Spaghetti → "Spaghetti" (bread/grain) and "Meat balls" or "Meat sauce" (meat).
- Food served: Tacos → "Corn tortillas" (bread/grain), "Ground beef" (meat), "Lettuce & Tomato" (1 fruit/vegetable).

Because many commercial, processed foods are *not* creditable, it is important to designate homemade foods as such (HM).

For example:

- HM Macaroni and Cheddar Cheese
- HM Fish Sticks

Be specific when recording foods:

#### CORRECT

Infant rice cereal (infant menu) Cereal  
Bran Flakes (child's menu 1 year+) Cereal  
Carrots Vegetables  
100% Orange Juice Juice  
1% Milk/chocolate Cocoa Milk  
Peaches (or other fruit) Fruit  
Ground Beef Meatball

#### INCORRECT

Cereal  
Vegetables  
Juice  
Cocoa Milk  
Fruit  
Meatball

**Remember: If it is not recorded, it is the same as though it was not served. If you are unable to find an item in the drop down menu, choose whatever is most similar. You may also note the food item in the comment's section.**

### Common Errors

1. **Incomplete Meal served.** Providers must offer a meal that contains all the required components according to the federal meal pattern and document each component. If it is not documented, it is the same as not being served.
2. **Serving potatoes as a grain/bread.** Potatoes, including French fries, potato skins, etc. are creditable as a vegetable only.
3. **If recording on paper- not being specific in naming type of food served.** List the foods within a casserole, soup or mixed dish, which meet the requirements rather than naming the dish. For example, if you serve spaghetti be sure to record the pasta in the grain section and ground turkey in meat section.
4. **Bacon and Cream Cheese are not creditable as meat/meat alternates.**
5. **Homemade Soups.** Very few commercial, canned soups are creditable (check your Creditable/ Non Creditable Food List). Therefore, if you wish to receive credit for soup, you need to indicate that it is homemade ("HM") and specify which foods meet meal pattern requirements. When you serve soups or stews containing vegetables, you must serve a second, separate fruit/vegetable at lunch and dinner.
6. **Milk is required at all main meals. 100% juice is only creditable at snack and breakfast.**

### Water

Drinking water must be available to children, as nutritionally appropriate. Throughout the day, including at meal times (but should not be served at main meals with milk), water should be made available to children to drink upon their request, but does not have to be available for children to self-serve. While drinking water must be made available to children during meal times, *it is not part of the reimbursable meal* and may not be served in lieu of fluid milk. We do suggest that at snack time you offer water and 2 snack components to reduce daily sugar intake.

There is not a daily minimum intake for water consumption, but it is recommended that water be consumed daily. However, providers should not serve young children too much water before and during meal times; excess water may lead to meal displacement, reducing the amount of food and milk consumed by the children.





### Food Allergies

Child & Adult Care Food Program regulations state that milk must be served at breakfast, lunch, and dinner. *Children that are allergic to milk are required by federal regulation to have an Allergy Statement from their physician on file in the CACFP office.* The Allergy Statement can be obtained from your Program Consultant. The form states that the child is allergic to milk and lists what to substitute for milk. For new children enrolled in your care, we need to have the form signed by the doctor during the first month the child is enrolled. Send the completed Allergy Statement, along with the child's *Enrollment Form* to our office with your *Monthly Report* in order for you to claim meals with credible soy milk for that child.

When we do our site visits we will ask you if you have any children with milk allergies or other food allergies. This is a time for us to discuss any problems you may be having in this area and suggest resources and appropriate foods.

## Meal Pattern

The symbols and titles used below represent the four food groups throughout this manual.

 <h3>Meats or Meat Alternatives</h3> <p>Meat and meat alternates provide protein, B vitamins, iron and zinc. Vitamin B-12 is found only in foods of animal origin. Vegetable protein sources provide folate, magnesium and fiber.</p>	 <h3>Fruits and Vegetables</h3> <p>Any fresh, frozen, commercially canned or dried fruit or vegetable may be used to meet the fruit and vegetable requirement. A variety of fruits and vegetables should be included in meals. Meals should include food high in fiber. Fiber is found in all fruits and vegetables.</p>
<h3>Milk</h3>  <p>Milk is an invaluable component of a child's diet because it provides large amounts of many nutrients, including protein, calcium, vitamin B-6, vitamin D, vitamin B-12 and magnesium. To be creditable, <b>milk must be pasteurized and meet state or local standards for fluid milk</b>. All milk should be fortified with vitamins A and D.</p>	<h3>Bread and Bread Alternatives</h3>  <p>Whole grain or enriched breads, cooked grains and pasta meet the requirements. Quick breads, and other baked products must have enriched or whole grain flour as the main ingredient. Whole grain or enriched breads and bread products provide iron and B vitamins. Whole grains are also good sources of folate, magnesium, zinc and fiber. The fiber found in whole grain aids in digestion and may reduce the risk of some cancers.</p>



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## CHILD MEAL PATTERN

Breakfast (Select all three components for a reimbursable meal)			
Food Components and Food items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12
Fluid Milk <sup>3</sup>	4 fluid ounces	6 fluid ounces	8 fluid ounces
Vegetables, fruits, or portions of both <sup>4</sup>	¼ cup	½ cup	½ cup
Grains (oz eq) <sup>5,6,7</sup>			
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry,cold) <sup>8,9</sup>			
Flakes or rounds	½ cup	½ cup	1 cup taza
Puffed cereal	¾ cup	¾ cup	1 ¼ cup
Granola	⅓ cup	⅓ cup	¼ cup

<sup>1</sup> Must serve all three components for a reimbursable meal.

<sup>3</sup> Must be unflavored whole milk for children age one. Must be flavored 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.

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

<sup>5</sup> 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.

<sup>6</sup> 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.

<sup>8</sup> 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).



United States Department of Agriculture

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Snack (Select two of the five components for a reimbursable snack)			
Food Components and Food items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12
Fluid Milk <sup>3</sup>	4 fluid ounces	6 fluid ounces	8 fluid ounces
<b>Meat/meat alternates</b>			
Lean meat, poultry, or fish	½ ounce	½ ounce	1 ounce
Tofu, soy product, or alternate protein products <sup>4</sup>	½ ounce	½ ounce	1 ounce
Cheese	½ ounce	½ ounce	1 ounce
Large egg	½	½	½
Cooked dry beans or peas	⅓ cup	⅓ cup	¼ cup
Peanut butter or soy nut butter or other nut or seed butter	1 tbsp	1 tbsp	2 tbsp
Yogurt, plain or flavored unsweetened or sweetened	2 ounces or ¼ cup	2 ounces or ¼ cup	4 ounces or ½ cup
Peanuts, soy nuts, tree nuts, or seeds	½ ounce	½ ounce	1 ounce
<b>Vegetables<sup>6</sup></b>	½ cup	½ cup	¾ cup
<b>Fruits<sup>6</sup></b>	½ cup	½ cup	¾ cup
<b>Granos (oz eq)<sup>7,8</sup></b>			
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>9</sup> , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry,cold) <sup>9,10</sup>			
Flakes or rounds	½ cup	½ cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¼ cup
Granola	⅓ cup	⅓ cup	¼ cup

<sup>1</sup>Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.

<sup>3</sup> 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.

<sup>4</sup> Alternate protein products must meet the requirements in Appendix A to Part 226

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

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

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

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



United States Department of Agriculture

<b>Lunch and Supper</b> (Select all five components for a reimbursable meal)			
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12
<b>Fluid Milk</b> <sup>3</sup>	4 fluid ounces	6 fluid ounces	8 fluid ounces
<b>Meat/ meat alternates</b>			
Lean meat, poultry, or fish	1 ounce	1 ½ onzas	2 onzas
Tofu, soy product, or alternate protein products <sup>4</sup>	1 ounce	1 ½ onzas	2 onzas
Cheese	1 onza	1 ½ onzas	2 onzas
Large egg	½	¾	1
Cooked dry beans or peas	¼ cup	⅜ cup	½ 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 <sup>5</sup>	4 ounces or ½ cup	6 ounces or ¾ 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 ounces of cooked lean meat, poultry, or fish)	½ ounce = 50%	¾ ounce = 50%	1 ounce = 50%
<b>Vegetables</b> <sup>6</sup>	⅔ cup	¼ cup	½ cup
<b>Fruits</b> <sup>6,7</sup>	⅔ cup	¼ cup	½ cup
<b>Grains (oz eq)</b> <sup>8,9</sup>			
Whole grain-rich or enriched bread	½ serving	½ serving	1 serving
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>10</sup> , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup

<sup>1</sup>Must serve all five components for a reimbursable meal.

<sup>3</sup> 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.

<sup>4</sup> Alternate protein products must meet the requirements in Appendix A to Part 226.

<sup>5</sup> Yogurt must contain no more than 23 grams of total sugar per 6 ounces.

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

<sup>8</sup> At least one serving per day, across all eating occasion, must be whole grain-rich. Grain-based desserts do not count towards the grain requirement.


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



# Milk

The CACFP meal pattern requires FLUID MILK to be served for breakfast, lunch and supper. Additionally, fluid milk may be served as one of the meal pattern components for snacks. \* If a child is unable to drink milk due to milk intolerance or allergy to cow's milk, a signed medical statement from a doctor must be submitted in order for that child's meals to be reimbursed.

Milk is not creditable for snacks when juice is served as the only other component. It is not creditable, at snacks, for milk and yogurt to be served as the only components. Milk is never creditable when cooked or prepared in cereals, puddings, or other foods. Flavored milk, such as chocolate or strawberry milk is not reimbursable. The California Healthy Beverages in Child Care Act does not allow flavored milk to be served to children in licensed child care centers in California. However, keep in mind that a more nutritious, enjoyable way to get children to drink milk is to add fresh or fresh frozen fruits to the milk and blend together.

Creditable	Non-Creditable
<ul style="list-style-type: none"> <li>Fluid Milk – <ul style="list-style-type: none"> <li>✓ <b>Unflavored Whole milk</b> = 13-24 months</li> <li>✓ <b>Unflavored %/Low-fat</b> or fat free/non-fat milk = 2 years and older</li> </ul> </li> <li>Acidophilus*</li> <li>Buttermilk*</li> <li>Lactose-reduced milk*</li> <li>Milkshakes – HM</li> <li><b>Soy</b> milk- only reimbursable with a medical statement form or parent request form; must meet minimum regulations (e.g. 8 grams protein)</li> </ul> 	<ul style="list-style-type: none"> <li>2% milk</li> <li>Flavored milk – chocolate, strawberry, etc</li> <li>Certified raw milk</li> <li>Chocolate dairy drink</li> <li>Cocoa/hot chocolate made from mix with water</li> <li>Cream or cream sauces/soups</li> <li>Custard</li> <li>Dry milk powder, Evaporated milk, or Half &amp; Half</li> <li>Frozen yogurt</li> <li>Goat's milk</li> <li>Ice cream, Ice milk</li> <li>Milkshakes, commercial</li> <li>Nut milk (almond, hazelnut)</li> <li>Oat/Rice milk</li> <li>Pudding/Pudding pops</li> <li>Sherbet</li> <li>Sour cream</li> <li>Yogurt</li> </ul>

Nutrient	Requirements as Stated in Federal Regulations (Per cup)	Reference Daily Intake (RDI)	%RDI*
Calcium	276 mg	1000 mg	27.60%
Protein	8 g*	50 g	N/A
Vitamin A	500 IU	5000 IU	10.0%
Vitamin D	100 IU	400 IU	25.0%
Magnesium	24 mg	400 mg	6.0%
Phosphorus	222 mg	1000 mg	22.2%
Potassium	349 mg	3500 mg	10.0%
Riboflavin	0.44 mg	1.7 mg	25.90%
Vitamin B-12	1.1 mcg	6 mcg	18.30%

\*An acceptable milk substitution must contain, at a minimum, the amounts in the percentage RDI column.

## Meat & Meat Alternative

Regulations require that all lunches and suppers contain the serving sizes of meat or meat alternates as specified in the meal pattern. Meat or meat alternates may be served as one of the two components of a snack. Meat includes lean meat, poultry, or fish. All meat or poultry cannot contain binders, extenders, water or broth (ex. luncheon meat). Meat alternates include tofu, tempeh, cheese, eggs, yogurt, cooked dry beans or peas, nuts and seeds. Serving sizes on the Menu Pattern Chart are *cooked* amounts. Dried or canned legumes such as lentils, split peas, refried beans and pinto beans *are* creditable as a meat/meat alternate OR a vegetable, but not as both at the same meal or snack.

Commercially prepared soups, *excluding* bean, lentil or split pea are not creditable. Yogurt *can satisfy* the meat/meat alternate requirement for lunch, snack and dinner. Be as specific as possible to avoid disallowances.

It is important you meet the serving size requirements of the meat/meat alternative. If you are serving peanut butter at lunch or dinner for example, you will need to add another meat/meat alternative to fulfill the requirement. Small amounts (less than 3 tablespoons) of meat or meat alternate used as garnishes or seasoning or in breading do not be count toward satisfying the meat/meat alternate requirement of the meal. Examples are grated Parmesan cheese used as a garnish over spaghetti, or egg used in breading.

Nuts: A word of caution: infants and young children (under 3 years of age) can easily choke on nuts. We advise you to be careful and serve nuts only to older children. Nuts and seeds *may fulfill* no more than one-half of the meat/meat alternate requirements for a snack:

Commercial, frozen and fast foods including pizza, restaurant food, boxed macaroni and cheese, frozen supermarket raviolis, taquitos, mini-quiches etc. *are not* creditable; homemade items *are* creditable and should be marked as such ("HM"). Be sure you are meeting the minimum serving requirements when you prepare these foods.

Cheese must be specified. Cheese product or imitation cheese (e.g. cheese food, cheese spread, Kraft American Cheese or cheese whiz) is not creditable. Cream cheese and Neufchatel cheese *are not* creditable because they are low in protein and also high in fat. Parmesan cheese in macaroni is not creditable because it is low in protein.

Pasta products with meat, including commercial ravioli, pot pies *are not* creditable because they are low in protein. However, homemade ravioli, taquitos, pot pies, and tamales *are* creditable if the serving size requirements have been met. Be sure to identify them as homemade with HM.

Non-commercial fish (home caught) and game *is not* creditable due to safety reasons. Home slaughtered meat *is not* creditable. A USDA inspector must inspect meat in order to be creditable. Imitation crab is also not creditable because it is low in protein.

\$ Creditable	Non-Creditable
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- Beef
- Canadian Bacon
- Chicken/Turkey
- Fish / other seafood
- Lamb
- Ham/pork
- Eggs (only whole eggs are credible)
- Natural Cheese (e.g. cheddar, colby, monterey, jack, mozzarella, muenster, provolone, swiss)
- Cottage cheese
- Luncheon meat- 100% meat, must specify type
- Beans- canned or cooked from dry (e.g. garbanzo, pinto, peas, kidney)
- Yogurt- for snacks yogurt & milk only count as 1 item (no more than 23 grams of sugar per 6 ounces)
- Peanut Butter \*\*
- Nuts/Seeds \*\* - Children under 5 years are at the greatest risk of choking on nuts and seeds. **Do not serve nuts or seed to children under 3 years.**
- Pot pies- homemade, specify HM on menu
- Quiche – homemade, specify HM on menu
- Soups & Stews – homemade, specify HM & meat, fish, poultry
- Macaroni & cheese – only homemade with natural cheese
- Sausage\*
- Fish sticks - CN & \*
- 100% meat Hot dogs - \*
- Chicken Nuggets - CN & \*
- Corn dogs – CN & \*
- Tofu
- Tempeh

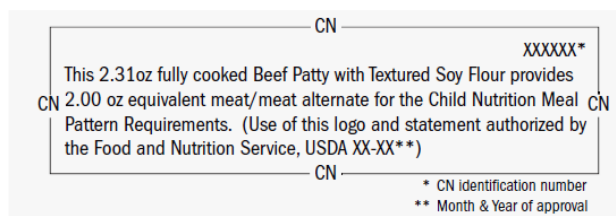


\*The foods marked with (\*) are high in fat and/or contain various additives. **It is recommended that you serve these foods infrequently, if at all.** Thus these foods are limited to not more than twice per week, per child, includes all meals.

- Bacon, Baco-bits, Sizzlelean, other bacon substitutes/products, or Turkey bacon.
- Beef Jerky
- Bologna
- Crab
- Canned ravioli, spaghetti with meat
- Cheese imitation/product, cream cheese, powdered cheese (e.g. macaroni & cheese)
- Home-made cheese (queso blanco/fresco)
- Egg substitutes, egg whites
- Luncheon meat (canned, pressed, potted, deviled)
- Home caught/noncommercial/home pickled fish
- 100% soy protein
- Pepperoni
- Pigs feet, neck, skin, bones or tails
- Soup - commercially prepared such as chicken noodle (do not contain enough protein)
- Sushi (raw seafood and sashimi)
- Acorns, chestnuts, coconut, nut/seed meal, nutella
- Yogurt - homemade, liquid, products, frozen

CN = Products requiring CN label are only creditable if a product CN-label is submitted to CACFP office with your monthly report. Submittal of CN label is required every year and it will be kept on file. When serving the product keep in mind that you will be required to show the product at the meal visit. If you decide to change the product you must submit the CN label for the new product.

#### Example of what a CN label looks like:



\*\* Nuts/Seeds only account for 50% of serving at lunch and/or dinner. Must be served with an additional meat/meat alternative. Products of nuts listed above are not approved because they are too low in protein and contain low iron levels.

## Fruits and Vegetables

Each breakfast, lunch, and dinner served must contain vegetables and/or fruits. Snacks may also have fruits and vegetables as components.

To meet meal requirements, one serving of fruit and one serving of vegetables must be used for lunch and supper. The following combinations count as one serving:

Frozen or canned mixed vegetables	Green salad, vegetable salad
Frozen or canned peas and carrots	HM vegetable soups/vegetable in HM stews
HM fruit salads	Canned fruit cocktail

Mixed vegetables, fruit salad, green salad do not have to be further described in menus (i.e. list specific ingredients) if they contain 100% fruit and/or vegetable.

Soups and combination foods such as stews and quiches may provide up to one (1) fruit/vegetable serving. An additional, separate fruit/vegetable must be served at lunch and dinner. Soups, reconstituted canned, ready to serve, or homemade, must yield at least  $\frac{1}{4}$  cup vegetables per serving to count towards meeting the vegetable requirement.

Cooked dried peas, beans, or lentils can be counted EITHER as a meat alternate OR as a vegetable, but not both in the same meal.

Measure vegetables after they have been prepared. For example, measure frozen corn after cooking. Drain liquid before measuring a serving of cooked vegetables. Small amounts (less than  $\frac{1}{8}$  cup) of vegetables and fruits *may not* be counted toward the fruit/vegetable requirement.

One meal cannot include an identical food in two different forms and receive reimbursement; for example, orange juice served with orange sections.

Serve fresh fruits and vegetables that are in season to help keep food costs low. Any fresh, frozen, commercially canned or dried fruit or vegetable may be used to meet the fruit and vegetable requirement. A variety of fruits and vegetables should be included in meals.

Fruit and vegetable juices must be 100%, full strength juice. Juice blends are creditable as long as they are blends of 100% juice. Juice “drinks” and “beverages” are not 100% juice and *are not* creditable. Please read ingredient listings carefully.


For health and safety reasons, home canned foods are not creditable. Use of these items is not creditable because of the potential health hazard.

Currently, there are several canned (condensed) soups that meet the USDA fruit/vegetable or meat/alternate meal requirement:

- Tomato: One Serving of Fruit/Vegetable. This includes tomato, cream of tomato, tomato noodle or tomato with rice or some other basic component.
- Vegetable: One Serving of Fruit/Vegetable. Includes vegetable, vegetarian vegetable or vegetable with other basic components such as meat or poultry (meat or poultry does not count towards meat/meat alternate since amounts are too small).
- Minestrone: One Serving of Fruit/Vegetable.

- Clam Chowder: One Serving of Fruit/Vegetable. The primary ingredient is potatoes. The clams serve only as flavoring and therefore cannot be counted towards meeting the meat/meat alternate requirement.
- Split Pea/Bean: These condensed soups may be served as a meat/meat alternate OR a Fruit/Vegetable.

All Others: All other canned soups are not creditable.

\$ Creditable Fruits/Vegetables	Non-Creditable Fruits/Vegetables
<ul style="list-style-type: none"> <li>• Cranberry Sauce</li> <li>• Dried beans- <i>counts as a vegetable or meat alternate, but not both at the same meal</i></li> <li>• Dried fruit</li> <li>• Fruit- any fresh, frozen, or canned</li> <li>• Fruit and vegetable juice - any fresh, frozen, or canned juice; <i>must be 100%.</i></li> <li>• Fruit cocktail - counts as one item</li> <li>• Fruit added to pie- <i>count only as the fruit portion towards the fruit/vegetable requirement- check quantity.</i></li> <li>• Homemade salsa-must specify <b>homemade (HM)</b></li> <li>• Juice bars-must be 100% juice</li> <li>• Popsicles-100% juice and homemade (HM)</li> <li>• Mixed vegetables- <i>count as one portion</i></li> <li>• Tomato and Lettuce - served together count as one portion (e.g. on sandwiches, tacos, etc.)</li> <li>• Tomato sauce – must be homemade (HM)</li> <li>• Vegetables- any fresh, frozen or canned</li> <li>• Hominy</li> </ul> <p><b>Note:</b> Juice is only credible for Breakfast or Snack, limit to serving once per day.</p> <p>Lettuce &amp; tomato count as one serving.</p> 	<ul style="list-style-type: none"> <li>• Alfalfa sprouts, bean sprouts</li> <li>• Apple butter</li> <li>• Banana chips, banana in bread</li> <li>• Catsup and other condiments/relishes</li> <li>• Cilantro</li> <li>• Commercial pizza and spaghetti sauce</li> <li>• Fruit nectar drinks- such as Kerns</li> <li>• Fruit spreads, roll-ups</li> <li>• Fruit cocktail drinks- cranberry, cranapple, etc.</li> <li>• Fruit punch</li> <li>• Jello, Jelly, jam, preserves</li> <li>• Kool-aid</li> <li>• Lemonade</li> <li>• Mushrooms</li> <li>• Olives</li> <li>• Onion</li> <li>• Parsley</li> <li>• Posole</li> <li>• Pop Tart filling</li> <li>• Raisins</li> <li>• Sunny Delight/Tampico</li> <li>• Tang</li> <li>• Tomato Paste/Pasta Sauce (e.g. Ragu)</li> </ul>

## Grains and Breads

Whole grain or enriched breads, cooked grains and pasta meet this requirement. In order to receive reimbursement for bread and bread alternates; the first ingredient must be whole grain or enriched flour. Make sure to check the ingredient list.

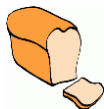
Whole grains are the best choice because they have not been refined, so they have more fiber and certain nutrients. “Enriched” means that three of the B vitamins (riboflavin, niacin, thiamin) and iron are added back to the product after the milling process has removed them. However, this does not provide the same benefits as the unaltered version.

We recommend that you choose crackers that are low in fat and made of whole grains.

Breading on fish sticks, frozen chicken nuggets, fried chicken and so on *is not* creditable. However, breading on corn dogs *is* creditable as grains and bread item. The only part of a crisp/cobbler that *is* reimbursable is the fruit. Be sure the portion size of the fruit meets the minimum requirements. Remember crisps and cobblers should be served sometimes and not every day.

Creditable	Non-Creditable
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- Bagels
- Biscuits
- Bread (whole wheat, white enriched, rye, pita, naan, etc...)
- Cereal- hot or cold, low sugar\*, breakfast or snack, specify type
- Cornbread,
- Crackers- all savory allowed, specify type
- Egg roll or wonton wrappers
- French bread, fried bread
- Fruit/Vegetable breads (zucchini, banana, & pumpkin)
- Graham crackers (do not serve to infants)
- Animal crackers
- Grains- such as bulgur, couscous, millet, barley, oats, wheat and quinoa
- Grits
- Noodles
- Pancakes
- Party mix – snack only
- Pie crust – main dish (e.g. quiche)
- Pizza crust
- Pretzels (hard/soft) snack only
- Polenta
- Rice – brown, wild, white, red, rice cakes, etc...
- Rolls –
- Stuffing – HM and commercial (bread alt. only)
- Taco shells
- Tortillas- corn, wheat, flour



- Breeding - fish sticks, chicken nuggets, etc...
- Cakes
- Caramel Corn
- Cereal – high in sugar (1<sup>st</sup> or 2<sup>nd</sup> ingredient)
- Cheese puffs
- Chips - potato, etc...
- Cobblers and crisps
- Corn – counts as a vegetable
- Doughnuts
- Hominy
- Ice cream cones
- Nut or seed meal or flour
- Pie crust - in desserts or sweet foods
- Popcorn
- Potatoes – counts as vegetable
- Soy flour
- Tapioca
- Top Ramen
- Wheat germ
- Cinnamon Rolls/sweet rolls
- Cookies
- Coffee cake
- Granola bars
- Crepes, croissants
- Muffins and rolls

\* **Note:** Cereal where sugar is first ingredient is not reimbursable and they must contain 6 grams of sugar or less. If you have questions, ask for the cereal list.

## Snacks

Juice cannot be served when milk is served as the only other component (no two liquids). If yogurt is used as the meat alternate component at snack, milk cannot be used to satisfy the second component requirement. Cookies and sweet breads may only be served at snack and are limited to being served no more than twice a week.

The following are some snack ideas with portions based on age group.

### 1-5 year olds:

1 small apple  
1 Tbsp. of peanut butter

2 Medium sticks of broccoli  
½ ounce cheese

6 carrot sticks  
4 celery sticks  
1 ounce of Cottage Cheese

9 grapes  
1 nectarine  
½ English Muffin

2/3 Banana

1/8<sup>th</sup> cup bean dip



½ cup Milk

1 tortilla

6-12 year olds:

1 ½ small apples  
2 Tbsp. of peanut butter

Medium sticks of broccoli  
1 ounce cheese

9 carrot sticks  
6 celery sticks  
2 ounce of Cottage Cheese

18 grapes  
1 nectarine  
1 English Muffin

1 Banana  
1 cup Milk

1/4<sup>th</sup> cup bean dip  
2 tortillas

## Section 3: Infants

The following USDA guidelines must be followed when serving meals to infants. These guidelines support America's breastfeeding promotion campaign. Meals containing only breast milk may be claimed for reimbursement. If a mother comes to the provider's home and breastfeeds her infant, this meal is reimbursable if the breast milk is the only component. It is recommended that breast milk be served in place of formula from birth through 11 months. Infant formula and dry infant cereal must be iron-fortified.

Feed infants when they seem to be hungry, unless the parent provides instructions that the baby should be on a feeding schedule for medical reasons. Continue to feed them until they indicate fullness. Never force a baby to finish what is in the bottle. They are the best judge of how much they need.

### Food Requirements for Infants by months

**Infants 0-5 months** should only be fed breast milk or formula.

**Solid foods for infants 6-11 months** of age should be introduced only when the infant is developmentally ready. The infant's parents should be consulted in making the decision to introduce solid foods. Solid foods should be introduced one at a time on a gradual basis sometimes during this age range.

If an infant is not able to eat or drink an item required by CACFP, a doctor's note explaining the infant's needs must be sent in to the CACFP office. An infant who is breastfeeding can be claimed as long as the child's mother is expressing the breast milk and leaving it with the daycare provider to feed the infant (mothers name and infants name must be documented on baby bottle).

When an infant turns one year, the infant meal pattern is no longer appropriate and the meal pattern for older children should be used (regular attendance/menu). If a child is not eating foods listed on the older children's meal pattern by his or her first birthday, a doctor's note is required.

## Infants: Formula

**All daycare providers** participating in the food program with an **infant enrolled for care are required by the state to provide at least one iron-fortified infant formula**. Parents may not be asked to provide formula unless it is different from the formula the provider provides. If a parent provides formula, they must sign a waiver declining the formula offered by the provider. A copy of the parent decline form can be obtained by contacting your program consultant.

Below are the formulas that are reimbursable. Any formula not listed below would require a physician's statement in order to be reimbursed. Please call our office if you do not see a formula listed that you are serving.

Milk based infant formulas:

- Carnation Good Start, Enfamil w/Iron, Enfamil AR, Lacto free, Similac w/Iron, Similac Lactose Free.
- Wyeth-produced private label store brand (powders): Albertson's Baby Basics, Babymil, Food Lion, Fred Meyer, Hill Country Fare, Kroger, Meijer, Parents' Choice (sold through Wal-Mart), Perfect Choice, Smith's, Target.

Soy based infant formulas:

- Carnation Alsoy, Isomil, ProSobee
- Wyeth-produced private label store brand (powders): Albertson's Baby Basics, Babysoy Protein, Food Lion, Fred Meyer, Kroger, Meijer, Parents' Choice (sold through Wal-Mart), Perfect Choice, Smith's, Target.

"Follow-up" Iron-fortified formulas: (only for infants 4 months of age or older who are eating cereal & other baby foods)

- Carnation Follow-up (milk based)
- Carnation Follow-up (soy based)

## Infants: Cereal

Infant cereal is defined as "any iron-fortified dry cereal specially formulated for and generally recognized as cereal for infants that is routinely mixed with formula or milk prior to consumption." Only iron-fortified cereal is reimbursable by the program.

Cereals which are **NOT** reimbursable as a meal component in the infant cereal category include:

- Iron-fortified dry infant cereals containing fruit are not reimbursable.
- Commercial jarred baby food cereals (which are "wet" not "dry") are not reimbursable.
- Ready to eat breakfast cereal (cold dry) and breakfast cereals (cooked) are not considered "iron-fortified dry infant cereal". For example, Cheerios is not an infant cereal.



Reimbursable (plain cereal)



Not Reimbursable (cereal with bananas)

Note: Infant cereal should never be added to the bottle. Also, if you add formula to infant cereal, that formula does not count towards the liquid formula requirement.

## Introducing Solid Foods to the Infant

It is not recommended to give babies solid foods until they are 4 to 6 months of age. Serving solid foods to the child is dependent on the baby's development. Social pressures, accompanied by aggressive marketing campaigns by industries producing baby food and the belief that solid foods help the baby sleep better at night, have contributed to the giving of solid foods to babies that are not ready to eat them. The following are reasons solid foods should not be given to babies until they are at least four months of age and a **parent consent form is on file stating the age and foods allowed to be introduced to infant:**

- Possible allergic reactions
- The baby is not sufficiently developed to eat or digest solid foods
- If the baby is not ready to fed with a spoon, then they probably do not need to eat baby foods to meet their nutritional needs

Some of the ways babies demonstrate they are ready to eat solid foods are:

- When the baby is able to get food past the tongue
- Ability to chew food
- Ability to sit steadily, with complete control of the neck and head

## Homemade food for the Baby

Homemade food for the baby is generally cheaper than commercial products and easy to prepare. Often you can give the infant the same foods to eat as other children, only changing a little of the texture of the foods. Separate the food portion of the baby before adding seasonings or condiments. Then put the baby food in a blender, food processor or hand grinder to drink. Add formula, juice, water or broth to soften food. If you use a blender or food processor, remember that the vegetable are ground better in large quantities and meat in small quantities. When the baby is small grind food putting pressure on the button with the word "Puree" and as the baby grows, switch to the "Chop or Grind" for a rougher consistency.

Meat and vegetables should be cooked in the oven, roasted or steamed to retain all its nutrients. All fruits and vegetables should be washed and peeled. You must remove all the seeds (if any). Remove the skin and excess fat from meat and chicken.

If you prepare the baby's food at home, be sure that all food, cooking utensils etc., are clean. Do not use canned or prepared foods that contain salt, sugar or other unnecessary ingredients.

Homemade food for the baby must be prepared with fresh or frozen foods that do not have added salt, sugar, or fat. Do not refreeze food once they have already been put to thaw.

## Infants: Fruits and Vegetables

Commercial Baby Foods which **are** reimbursable as a meal component in the fruit or vegetable category include:

- Commercial baby food fruits and vegetables which list only a fruit or vegetable in the ingredient listing on the label are reimbursable.
- Commercial baby food fruits and vegetables which contain multiple fruits or multiple vegetables, and list only fruits or vegetables in the ingredient listing on the label are reimbursable.
- Juice is not reimbursable for infants.

Commercial Baby Foods which are **NOT** reimbursable as a meal component in the fruit or vegetable category:

- Commercial baby food dinners, which list fruit or vegetable as the first ingredient, are not reimbursable.
- Commercial baby foods in the jarred cereal with fruit category are not reimbursable.
- Commercial baby foods in the dessert category (these generally have “dessert” or “pudding” as part of the product name on the front of the label) are not reimbursable.
- 100% Juice is not allowed as part of a reimbursable infant meal



Reimbursable (plain vegetable)



Not Reimbursable (vegetable w/ spaghetti)

## Meat/Meat Alternates

Commercial Baby Foods which **are** reimbursable as a meal component in the meat/meat alternate category include:

- Commercial plain strained baby food meats (including beef, chicken, turkey, lamb, veal, and ham).

Commercial Baby Foods which are **NOT reimbursable** as a meal component in the meat/meat alternate category include:

- Commercial baby food combination dinners are not reimbursable because the actual amount of various food components in the dinners is difficult to determine (for example Chicken/Rice); however, these foods can be served as additional foods.
- Meat sticks or “finger sticks” (which look like miniature hot dogs) and chicken nuggets are not reimbursable.
- Commercial fish sticks, other commercial breaded or battered fish or seafood products, canned fish with bones, hot dogs, and sausages are not reimbursable.

- Yogurt is not reimbursable.
- Nuts, seeds and nut and/or seed butters are not reimbursable.



Reimbursable



Not Reimbursable (mixed meat)

## Bread & Crackers

Commercial Foods & Baby Foods which **are** reimbursable as a meal component in the bread/cracker category:

- Must be made from whole grain or enriched meal or flour.

Reminder: infants should not be served products that contain honey (ex. Graham crackers).



United States Department of Agriculture

## INFANT MEAL PATTERN

Breakfast	
Birth Through 5 Months	6 Through 11 Months
4-6 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup>	6-8 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup> ; and 0-4 tablespoons infant cereal <sup>2,3</sup> 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 ½cup of yogurt <sup>4</sup> ; or a combination of the above; and 0-2 tablespoons vegetable or fruit or a combination of both <sup>5, 6</sup>

<sup>1</sup> 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.

<sup>2</sup> Infant formula and dry infant cereal must be iron-fortified.

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

<sup>4</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

<sup>5</sup> A serving of this component is required when the infant is developmentally ready to accept it.

<sup>6</sup> Fruit and vegetable juices must not be served.

Lunch and Supper	
Birth Through 5 Months	6 Through 11 Months
4-6 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup>	6-8 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup> ; and 0-4 tablespoons infant cereal <sup>2,3</sup> 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 ½cup of yogurt <sup>4</sup> ; or a combination of the above; and 0-2 tablespoons vegetable or fruit or a combination of both <sup>5, 6</sup>

(Reference numbers 1-6 above)

Snack	
Birth Through 5 Months	6 Through 11 Months
4-6 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup>	2-4 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup> ; and 0-½ slice bread <sup>3,4</sup> ; or 0-2 crackers <sup>3,4</sup> ; or 0-4 tablespoons infant cereal <sup>2,3,4</sup> or ready-to-eat breakfast cereal <sup>3,4,5,6</sup> ; and 0-2 tablespoons vegetable or fruit, or a combination of both <sup>6,7</sup>

(Reference numbers 1-6 above).

## Infants: Health & Safety

Babies are particularly susceptible to digestive problems, therefore it is extremely important to remember, when preparing the babies food to have the utmost care and proper hygiene. The bacteria found in food can

multiply quickly at harmful levels in a few hours. Here are some guidelines that should be followed in regards to the preparation of the babies' food:

- Have clean hands
- Use clean utensils
- Cook or prepare the food immediately after taking it out of the refrigerator
- While cooking, do not reinsert the spoon used to sample the food back into the pot
- Serve the baby his/her food on a plate and not directly from the container in which the food is being stored
- Food that you have cooked or that you may have purchased that comes in a storage container, which has been opened, may be stored in the refrigerator for two days

Note: Some foods are dangerous for babies and children when consumed as finger foods, because they may not chew them thoroughly. Small pieces of the foods may be inhaled and enter the lungs. Some of these foods are:

- |                     |                                   |
|---------------------|-----------------------------------|
| • "Hot dogs"        | • Potatoes or pieces of tortillas |
| • Raw carrots       | • Raw celery                      |
| • Peanut butter     | • Whole or seedless berries       |
| • Popcorn           | • Apples                          |
| • Raw peas or beans | • Grapes                          |

The above-mentioned vegetables must be steam-cooked if the children are going to consume them using their hands. The "hot dogs" must be cut into long-strips. Nuts, beans, dry peas, and peanut butter are not reimbursable as meat/meat-substitutes for children under one year of age for who are in the program CACFP.

Although honey is completely safe for adults and children older than one, **honey should never be given to infants**. Honey sometimes contains spores of the bacteria that cause botulism. Adults and older children can consume these bacteria spores with no real harm, but babies at such a young age have not produced the necessary defense mechanisms. Precautionary measures must also be taken with honey used in cooked or baked foods, because the high temperatures do not kill the bacteria.

## Section 4: Entering Meals- Regular Menu


The following are some important instructions for completing your Regular Attendance Menu. Please refer to these points on the sample form on the next page.

**Filling out Meals:** Specify foods served on a daily basis corresponding with the meal you wish to claim

1. **Breakfast-** The grain, fruit/vegetable, and milk components are required at breakfast. Note: the meat/meat alternate is optional at breakfast and may be served no more than 3 times a week.
2. **Snack-** Choose two different components and write specific item in the corresponding area
3. **Lunch/Dinner-** Break down the components of the main dish into their specific categories such as meat/meat alternate, bread/bread alternate and fruit/vegetable. Write the specific item in the corresponding area.
4. Always make sure you are completing the menu for the correct meal.
5. For each meal served, you must specify each child that is being claimed for reimbursement. Remember you can only claim two meals and one snack or two snacks and one meal per child per day for meals served.
6. Select the name of each child that attended your daycare for the day.
7. Select the meal where you served a whole grain rich item. Remember that you must serve one whole grain rich item per day.

Recording menus and meal counts must be done **daily**. KidKare is a web-based application that works in most web browsers. You do not need to download or install any software on your computer or mobile device to use it. Simply open a web browser and navigate to [app.kidkare.com](http://app.kidkare.com) to log in. Your food program sponsor provides your login ID and password.

To **enter meals**, access the menu to the left on the home page, click **Meals**, then:

1. Click **Enter Meal**. The Enter Meal page opens.
2. Select **Non-Infants** or **Infants**
3. Ensure the correct date is selected at the top of the page.
4. Click the **Select a Meal** drop-down menu and select the meal you are recording (Breakfast, AM Snack, Lunch, PM Snack, Dinner, or Eve. Snack)
5. Click each **meal component drop-down menu** and select the food items served at this meal. You can start typing a food name to filter to a specific food.
6. For the Bread/Alternate component, click  next to **Is This Whole Grain-Rich** to mark the bread/alternate as whole grain rich. The [CACFP meal pattern](#) requires that you serve at least one whole grain rich food each day.
7. Click each child name to mark them as present for the meal.



Home > Meals > Enter Meal

10/14/2019

Infants Non-Infants

Serving 1 07:00 AM

Serving 2 08:00 AM

Breakfast

Menus Save Delete

+ Create MyMenu

Meat/Alternate

Bread/Alternate

Is this whole grain-rich? No

Fruit

Vegetables

Milk

Am I serving enough food?

## Sample Infant Menu

To access infant menu and attendance, select Meals → Enter Meals → Infants.

Home > Meals > Enter Meal

02/28/2020

Infants Non-Infants

Select Meal

For instructions on filling out the Infant attendance menus, please refer to the regular daily attendance menus above.

### Infant Menu Foods – each meal is broken down into three smaller groups

- **0-5 months olds** – Breast Milk or Formula or portions of both only, all meals (i.e., Breakfast, Snack, Lunch, Dinner)
- **6-11 month olds** –Breast Milk or Formula or portions of both. With parent consent, may serve solid foods, such as Fruit or Vegetables, Infant Cereal, Meat/Meat Alternate, depending upon the meal being served and what is developmentally appropriate for the infant.
- **Please refer to your Infant Meal Requirement sheet for required meal component and quantities.**
- **IMPORTANT:** only introduce solid foods to infants that have been approved by the infant's parent.

## Sample Enrollment Form

Please refer to section 1, child enrollment for instructions on enrolling new children in CACFP.

Provider: Account, as Test WebKids #100000 101 Test Street Test City CA 900010000 Tier:	Phone: (831) 101-0101 Monitor: CynthiazzRecknagel(	<b>CHILD ENROLLMENT REPORT</b>	Food Program Sponsoring Agency: Community Bridges 18 W. Lake Ave. Suite R. Watsonville CA 950760000 (831) 688-8840
--	--	--	--

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**CHILD INFO:**

Status: Active

Name: <b>Blue</b>	MI: <b>C</b>	Last Name: <b>Berry</b>	Ethnicity: <b>Hispanic</b>
Address: <b>178 Crestview Ct</b>		State: <b>CA</b>	Race:
City: <b>Watsonville</b>		Zip Code: <b>95076</b>	Sex:
Date of Birth: <b>01/03/2011</b>		Enrollment Date: <b>02/01/2013</b>	
Age as of Date Printed: 8y 9m			

---

**PARENT INFO:**

Over Night Stay Approved: **No**  
 Payment Source:

Name: <b>Socorro Ramirez</b>		Email:
Address: <b>178 Crestview Ct</b>		
City: <b>Watsonville</b>	State: <b>CA</b> Zip Code: <b>95076</b>	
Phone: <b>(831) 722-1920</b>	Work: <b>(831) 722-1920</b>	

---

**NORMAL SCHEDULE:**

Participating Days: <b>MON TUE WED THU FRI SAT</b>	Weekday Times: <b>07:30 AM - 05:00 PM</b>
Participating Meals: <b>BRK AMS LUN PMS DIN</b>	Weekend Times: <b>09:00 AM - 05:00 PM</b>

---

**SCHOOL INFO:**

School Type: <b>Unspecified</b>	School Number:
School Name:	School District:
School Depart/Return Times: <b>-</b>	Days Attend:

## REMINDERS

When selecting the assignment number of the child be careful to never use the same number for two different children in your care at the same time.

- Registering New Children: You will authorize the child's registration form to register a new child with the Food Program. Include a Registration form for each new child or the children's meals will not be reimbursed.
- Include a note of the date(s) of the holiday(s) that you were open for care online. The national holidays are the following: Martin Luther King Day, President's Day, Memorial Day, Labor Day, and Veterans Day.
- Make a note of the number of children who started Kindergarten or first grade.
- Make a note of the name and number of the child who is leaving your daycare. Please indicate the last day of child care.
- If a child in school is receiving a snack or lunch because they attend your daycare during vacations, a change in schedule, school holiday, minimum day or absence, you must note the child and the reason for the change of time and date.
- Notify your consultant of any changes in your food service hours.
- You must also document if a child attends your daycare on a legal holiday, or day they are not normally in your care, or weekend.**
- On their first birthday, remember that you must begin to claim the child on the regular menu.
- IMPORTANT: REVIEW CLAIM ERROR REPORT** in KidKare after every claim submission to ensure that all attendance and meals have been processed correctly. Click on **Food Program, View Claims, Select Month** and Click on the date **Processed**.

**IMPORTANT MESSAGE FOR PROVIDERS: FOOD REIMBURSEMENT**  
Food Commercially Prepared and Required CN Labels or Nutrition Labels

CACFP requires that the providers that serve food that are commercially prepared obtain the CN label of the food package. These labels must be submitted with your report so that CACFP can reimburse you for these foods.

Commercial Prepared Foods: Are any fast food or frozen, such as: Burritos, pizza, corn dogs, chicken nuggets, steak or breaded fish.

**CN Label:** Is a label for a product that contains a statement that identifies the contribution that this product offers and the meal pattern requirements. All the labels that are approved have an identification number consisting of six numbers printed inside the CN label and in the upper right corner (these labels meet CACFP requirements, see example below).

**CLASSIC**  
**FROZEN BATTER FRIED WHITING  
WEDGES OVEN CRISPY**  
**3 oz. Fish Portions**  
24-3 oz Portions per Carton

CN 000000  
five .875 oz. breaded fish nuggets with APP  
provides 2.0 oz. equivalent meat/meat  
alternate and 1 serving of bread alternate for  
the Child Nutrition Meal Pattern  
Requirements. (Use of this logo and  
statement authorized by the Food and  
Nutrition Service, USDA 03/00)  
CN

**Nutrition Label:** Specifies the grams of protein, fat, cholesterol, sodium, sugar and calories per serving. These labels do not always meet CACFP requirements and must be approved before the food is reimbursed (see the example of the nutrition label below).

These labels are acceptable if the first ingredient is meat, fish, chicken or vegetables.

Cut under the line and send to: Community Bridges  
CACFP  
18 W. Lake Ave  
Watsonville, CA 95076

Name of Provider \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Product Name \_\_\_\_\_ Manufacturer \_\_\_\_\_

Nutrition Facts	
Serving Size 1/4 cup (55g)	
Servings Per Container 5	
Amount Per Serving	
Calories 250	Calories from Fat 50
	% Daily Value*
Total Fat 6g	9%
Saturated Fat 0.5g	3%
Cholesterol <5mg	<2%
Sodium 200mg	8%
Total Carbohydrate 40g	13%
Dietary Fiber 4g	16%
Sugars 18g	
Protein 9g	18%
Vitamin A 25% • Vitamin C 50% • Calcium 30% • Iron 15%	
Percent Daily Values based on a 2,000 Calorie diet.	

Put the CN Nutrition label here:

The following are instruction for the Medical Statement form found on the next page.

1. **School/Agency:** Print the name of the school or agency that is providing the form to the parent.
2. **Site:** Print the name of the site where meals will be served (e.g., school site, child care center, community center, etc.)
3. **Site Telephone Number:** Print the telephone number of site where meal will be served. See #2.
4. **Name of Participant:** Print the name of the child or adult participant to whom the information pertains.
5. **Age of Participant:** Print the age of the participant. For infants, please use Date of Birth.
6. **Name of Parent or Guardian:** Print the name of the person requesting the participant's medical statement.
7. **Telephone Number:** Print the telephone number of parent or guardian.
8. **Check One:** Check (✓) a box to indicate whether participant has a disability or does not have a disability.
9. **Disability or Medical Condition Requiring a Special Meal or Accommodation:** Describe the medical condition that requires a special meal or accommodation (e.g., juvenile diabetes, allergy to peanuts, etc.)
10. **If Participant has a Disability, Provide a Brief Description of Participant's Major Life Activity Affected by the Disability:** Describe how physical or medical condition affects disability. For example: "Allergy to peanuts causes a life-threatening reaction."
11. **Diet Prescription and/or Accommodation:** Describe a specific diet or accommodation that has been prescribed by a physician, or describe diet modification requested for a non-disabling condition. For example: "All foods must be either in liquid or pureed form. Participant cannot consume any solid foods."
12. **Indicate Texture:** Check (✓) a box to indicate the type of texture of food that is required. If the participant does not need any modification, check "Regular".
13. **A. Foods to Be Omitted:** List specific foods that must be omitted. For example, the "exclude fluid milk."  
**B. Suggested Substitutions:** List specific foods to include in the diet. For example, "calcium fortified juice."
14. **Adaptive Equipment:** Describe specific equipment required to assist the participant with dining. (Examples may include a sippy cup, a large handled spoon, wheel-chair accessible furniture, etc.)
15. **Signature of Preparer:** Signature of person completing form.
16. **Printed Name:** Print name of person completing form.
17. **Telephone Number:** Telephone number of person completing form.
18. **Date:** Date preparer signed form.
19. **Signature of Medical Authority:** Signature of medical authority requesting the special meal or accommodation.
20. **Printed Name:** Print name of medical authority.
21. **Telephone Number:** Telephone number of medical authority.
22. **Date:** Date medical authority signed form.

#### DEFINITIONS\*:

**"A Person with a Disability"** is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.

**"Physical or mental impairment"** means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

**"Major life activities"** are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

**"Has a record of such an impairment"** is defined as having a history of, or have been classified (or misclassified) as having a mental or physical impairment that substantially limits one or more major life activities.

(\*Citations from Section 504 of the Rehabilitation Act of 19

## Medical Statement Form

For Special Meals and/or Special Accommodations

1. SCHOOL/AGENCY	2. SITE	3. SITE TELEPHONE NUMBER	
4. NAME OF PARTICIPANT		5. AGE OR DATE OF BIRTH	
6. NAME OF PARENT OR GUARDIAN		7. TELEPHONE NUMBER	
<b>8. CHECK ONE:</b> <input type="checkbox"/> Participant has a disability or a medical condition and <i>requires</i> a special meal or accommodation. (Refer to definitions on reverse side of this form.) Schools and agencies participating in federal nutrition programs must comply with requests for special meals and any adaptive equipment. <b>A licensed physician must sign this form.</b>  <input type="checkbox"/> Participant does not have a disability, but is requesting a special meal or accommodation due to food intolerance(s) or other medical reasons. Food preferences are not an appropriate use of this form. Schools and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests. <b>A licensed physician, physician's assistant, or registered nurse must sign this form.</b>			
9. DISABILITY OR MEDICAL CONDITION REQUIRING A SPECIAL MEAL OR ACCOMMODATION:			
10. IF PARTICIPANT HAS A DISABILITY, PROVIDE A BRIEF DESCRIPTION OF PARTICIPANT'S MAJOR LIFE ACTIVITY AFFECTED BY THE DISABILITY:			
11. DIET PRESCRIPTION AND/OR ACCOMMODATION: (PLEASE DESCRIBE IN DETAIL TO ENSURE PROPER IMPLEMENTATION)			
<b>12. INDICATE TEXTURE:</b> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"><input type="checkbox"/> Regular</div> <div style="text-align: center;"><input type="checkbox"/> Chopped</div> <div style="text-align: center;"><input type="checkbox"/> Ground</div> <div style="text-align: center;"><input type="checkbox"/> Pureed</div> </div>			
<b>13. FOODS TO BE OMITTED AND SUBSTITUTIONS: (PLEASE LIST SPECIFIC FOODS TO BE OMITTED AND SUGGESTED SUBSTITUTIONS. YOU MAY ATTACH A SHEET WITH ADDITIONAL INFORMATION)</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p style="text-align: center;"><b>A. Foods To Be Omitted</b></p> <hr/><hr/><hr/><hr/> </div> <div style="width: 48%;"> <p style="text-align: center;"><b>B. Suggested Substitutions</b></p> <hr/><hr/><hr/><hr/> </div> </div>			
14. ADAPTIVE EQUIPMENT:			
15. SIGNATURE OF PREPARER*	16. PRINTED NAME	17. TELEPHONE NUMBER	18. DATE
19. SIGNATURE OF MEDICAL AUTHORITY*	20. PRINTED NAME	21. TELEPHONE NUMBER	22. DATE

**\* Physician's signature is required for participants with a disability. For participants without a disability, a licensed physician, physician's assistant, or registered nurse must sign the form.**

The information on this form should be updated to reflect the current medical and/or nutritional needs of the participant. In accordance with Federal law and U.S. Department of Agriculture policy, this agency is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

# Meal Time for the Child Care Food Program/ Los Horarios de Servicio de Comidas de CCFP

Breakfast / Desayuno



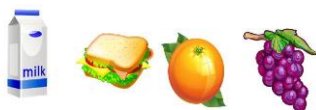
Before /Antes 9:00am

A.M. Snack / Bocado



Between /Entre 9:00am – 11:00am

Lunch / Almuerzo



Between /Entre 11:00am – 1:30pm

P.M. Snack / Bocado



Between / Entre 1:30pm – 4:00pm

Dinner / Cena



Between / Entre 4:00pm – 7:00pm

**\*In order to claim a child's meal they need to be in attendance for at least 15 minutes of the lunch or dinner meal service and 10 minutes of the breakfast or snack meal service.** They do not need to be sitting for this whole time, but they do need to be in the center.

**\*Para reclamar comidas del almuerzo o cena para un niño, deberán de permanecer por lo menos 15 minutos para el servicio de comida y para el desayuno y las meriendas deben de permanecer 10 minutos por lo menos.** Los niños no necesitan permanecer sentados por todo el tiempo completo, nomás necesitan estar presentes en la guardería y que se les ofrezca la comida o bocadillo.

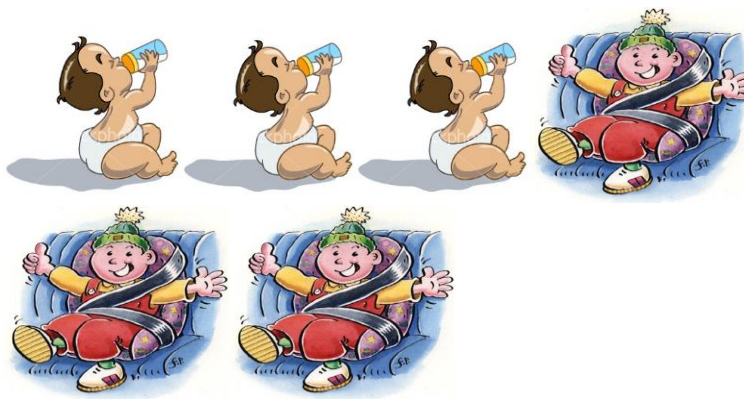
## Family Child Care Licensing Regulations Regarding Capacity

**If your Family Child Care License is for six or eight children, you may care for.**

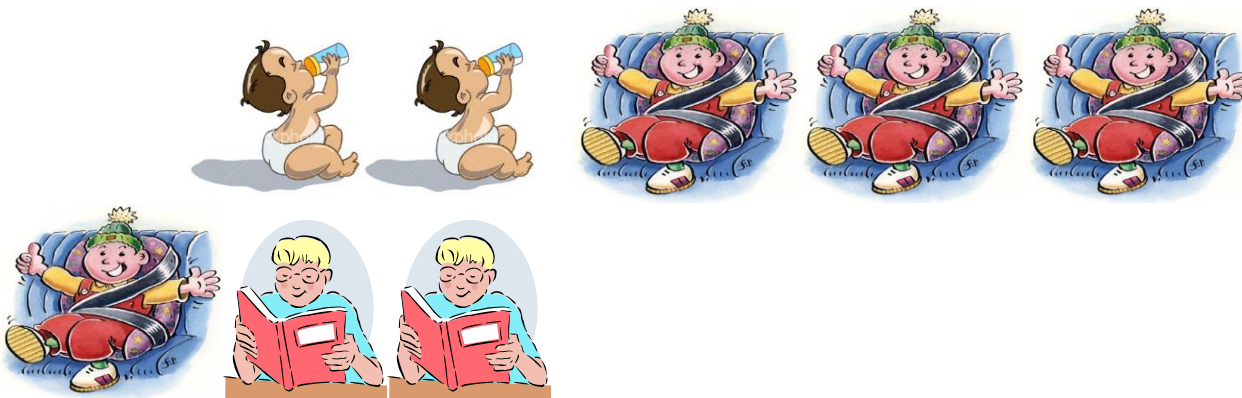
### **Four infants only (0-24 months)**



Three infants and three older children (at least 2 years old) or;  
Two infant and four older children or;  
One infant and five older children or;  
Six older children.



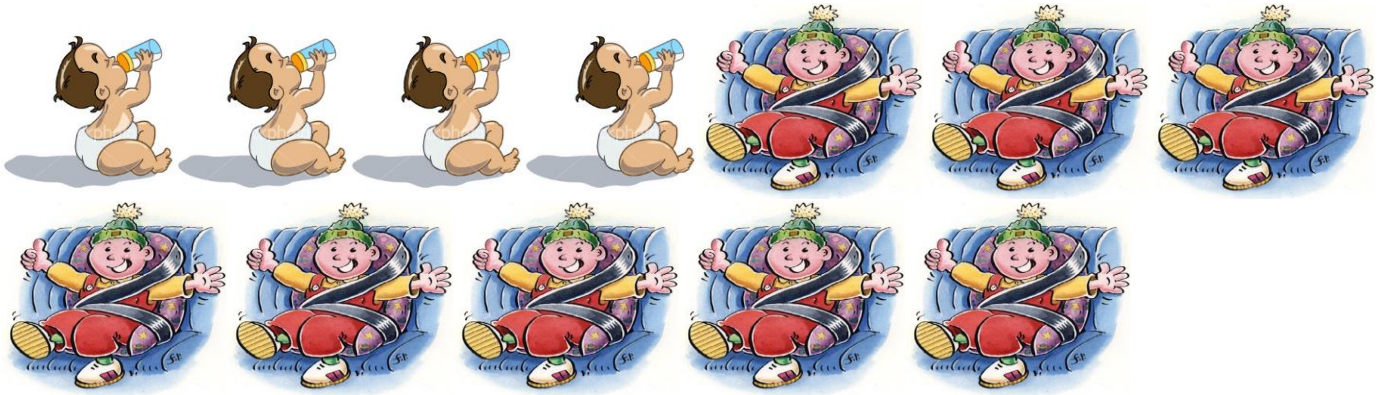
**If your license capacity reads 8 or if you have a signed addendum posted with your license you may care for:**



Two infants and six older children (with at least 2 children 6 years or older) or;  
One infant and seven older children (with at least 2 children 6 years or older) or;  
Eight older children (with at least 2 children 6 years or older).

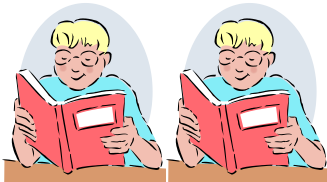
## Family Child Care Licensing Regulations Regarding Capacity

**If your Family Child Care License is for 12 or 14 children, you may care for:**



Four infants (0-24 months) and eight older children (2 years and older) or;  
Three infant and nine older children or;  
Two infants and ten older children or;  
One infant and eleven older children or;  
Twelve older children.

**If your license is for 14 or you have a signed addendum posted with your license you may care for:**



Three infants and eleven older children (with at least 2 children 6 years or older) or;  
Two infants and twelve older children (with at least 2 children 6 years or older) or;  
One infant and thirteen older children (with at least 2 children 6 years or older) or;  
Fourteen older children (with at least 2 children 6 years or older).



