Online Orientation

Office Hours:
Monday-Friday
9:00 - 12:00 p.m.  1:00 - 5:00 p.m.

18 West Lake Ave Suite R.    P | 831.688.8840
Watsonville CA 95076             F  | 831.688.8302
Introduction to CACFP

- CACFP Aims to improve the diets of children
- Monthly repayment for the meals served
- Nutritious, well-balanced meals to children
- Helps keep the cost of day care down
- No charge to participate
- Areas serviced include the counties of Santa Cruz, Monterey, and San Benito
Why CACFP?

- More than 3.3 million children participate across the country each day
- Nutritious food improves
  - Physical growth
  - Brain development
  - Emotional development
- Helps children develop positive habits
  - Good eating
  - Good health
Who is eligible for the program?

- Licensed day care homes, military certified, & Trustline providers
- Children under age 13, and infants
- Disabled children to the age of 18
- Providers’ own children under the age of 13 can also participate based on income
Trustline providers

- Need:
  - Trustline – authority to be a provider
  - Health & Safety Certification and/or Exemption of Health & Safety certification
- For license-exempt providers: only care for children of relatives + 1 additional family
- Trustline #: 1-800-822-8490
What are the requirements of the program?

- Signing sponsor-provider agreement
- Enrolling all children
- Meals -> abiding by federal nutrition requirements
- Maintaining
  - Daily menus
  - Attendance/meal records
- Submitting records to CACFP each month
- Attending annual training
- Expect 3 Unannounced visits each year
Sponsor Agreement

CHILD AND ADULT CARE FOOD PROGRAM
STANDARD AGREEMENT COMMUNITY BRIDGES - CACFP
AND A DAY CARE HOME PROVIDER

This agreement is entered into this _ day of _ , by and between

NAME OF SPONSORING ORGANIZATION (HEREINAFTER REFERRED TO AS SPONSOR)

COMMUNITY BRIDGES – CHILD AND ADULT CARE FOOD PROGRAM

ADDRESS OF SPONSORING ORGANIZATION

18 W. Lake Avenue  Ste. R., Watsonville CA 95076

FULL NAME OF PROVIDER (HEREINAFTER REFERRED AS PROVIDER)  DATE OF BIRTH OF PROVIDER

MAILING ADDRESS OF PROVIDER

THIS AGREEMENT IS MADE AND ENTERED INTO:

This agreement specifies the responsibilities to be undertaken by the sponsor and provider as participants in the United States Department of Agriculture’s (USDA), Child and Adult Care Food Program (CACFP).
1 form per child required

If parent declines participation, indicate “No” on the enrollment form – still counts towards total license capacity

Renew annually
Enrollment Form – Child Info

- Child’s first and last name
- Child’s date of birth
- Enrollment date
- Child’s schedule (days of week/times)
- Infant information (formula/breast milk)
- Print and sign (parent signature date must match enrollment date)
- Send hard copy to CACFP

Verify all information
Enrollment Renewals

- Renewed annually in February
- Packets mailed the 1st week of February
  - If you do not receive a packet by mid-month in February, contact your program consultant
- Parents must renew and update information
- Must be signed by parent and provider effective February 1st
Claims for reimbursement

Claim is submitted to the CACFP online on a monthly basis. Complete claims include:

- Meals & attendance
- Agree to terms and conditions
- CLICK send

Mail in:

- New child enrollment forms/child enrollment report
- CN Labels, if applicable
Claims- Due Dates

Claims due → 5th of every month by 5 pm.

Due Dates:
- On-time (A) – by the 5th
- Late (B) – by the 15th
- Very late (C) – by the end of the month

*If the 5th falls on a weekend or holiday, it is due the Friday before.
Two (2) Drop Boxes available

- Black drop box is located at the bottom of our stairs and is accessible during regular business hours.

- Gray drop box is located in the parking lot on West Lake Avenue and is accessible 24 hours a day 7 days a week.
Meal Requirements

- Meat or Meat Alternate
- Bread or Bread Alternate
- Fruit
- Vegetable
- Age Appropriate Milk
Meal Pattern

Remember:

- Serve all components together
- Minimum serving size required
- All children must be served at the same time
- Family Style is recommended
# Meal Pattern

## CHILD MEAL PATTERN

### Lunch and Supper

(Select all five components for a reimbursable meal)

<table>
<thead>
<tr>
<th>Food Components and Food Items</th>
<th>Ages 1-2</th>
<th>Ages 3-5</th>
<th>Ages 6-12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fluid Milk</strong></td>
<td>4 fluid ounces</td>
<td>6 fluid ounces</td>
<td>8 fluid ounces</td>
</tr>
<tr>
<td><strong>Meat/ meat alternates</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lean meat, poultry, or fish</td>
<td>1 ounce</td>
<td>1 ½ onzas</td>
<td>2 onzas</td>
</tr>
<tr>
<td>Tofu, soy product, or alternate protein products</td>
<td>1 ounce</td>
<td>1 ½ onzas</td>
<td>2 onzas</td>
</tr>
<tr>
<td>Cheese</td>
<td>1 onza</td>
<td>1 ½ onzas</td>
<td>2 onzas</td>
</tr>
<tr>
<td>Large egg</td>
<td>½</td>
<td>¼</td>
<td>1</td>
</tr>
<tr>
<td>Cooked dry beans or peas</td>
<td>¼ cup</td>
<td>½ cup</td>
<td>½ cup</td>
</tr>
<tr>
<td>Peanut butter or soy nut butter or other nut or seed butters</td>
<td>2 tbsp</td>
<td>3 tbsp</td>
<td>4 tbsp</td>
</tr>
<tr>
<td>Yogurt, plain or flavored unsweetened or sweetened</td>
<td>4 ounces or ½ cup</td>
<td>6 ounces or ¾ cup</td>
<td>8 ounces or 1 cup</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th></th>
<th>Ages 1-2</th>
<th>Ages 3-5</th>
<th>Ages 6-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>½ ounce</td>
<td>½ ounce = 50%</td>
<td>¾ ounce = 50%</td>
<td>1 ounce = 50%</td>
</tr>
</tbody>
</table>

---

1. In 2016 meals must be planned for a minimum of 1 ounce of meat, poultry or fish. 2 ounces of meat, poultry or fish is optional. 1 ounce of meat, poultry or fish does not meet the full nutrient profile of 1 ounce of lean meat, poultry or fish.  
2. In 2016 meals must be planned for a minimum of 1 ounce of milk for all ages.  
3. In 2016 meals must be planned for a minimum of 1 ounce of bread, cereal, rice, or pasta.  
4. Alternate grain items provided in 2016 are foods that add a rich source of fiber to the meal.  
5. In 2016 meals must be planned for a minimum of 1 ounce of lean meat, poultry or fish.
Meal Pattern - Breakfast

- For a breakfast to be a reimbursable meal, it must contain **all** of these components:
  - Grains/Bread*
  - Vegetable/Fruit/Juice*
  - Age Appropriate Milk

*A meat/meat alternative can be substituted for a grain 3 times a week
Meal Pattern – Lunch/Supper

For a lunch or supper to be a reimbursable meal, it must contain all of these components:

- Meat/Meat Alternate
- Grains/Bread
- Vegetable
- Fruit or vegetable*
- Age Appropriate Milk

*May serve fruit & vegetable or two vegetables
Meal Pattern - Snack

For a snack (supplement) to be a reimbursable meal, it must contain two different component items from this list:

- Meat/Meat Alternate
- Grains/Bread
- Vegetable
- Fruit
- Age Appropriate Milk

*Note: Milk & yogurt = 1 component
Age Appropriate Milk

- Milk (fat Content)- Specify appropriate milk for each age group
  - 1-2yrs = whole milk required
  - 2yrs and up = 1% or non-fat

1% LOWFAT MILK

Note: If a parent requests any other type of milk they will need to sign the milk substitution form
Whole-Grain Rich (WGR)

- Defined as a grain that has not had its nutrient-rich germ and bran removed
- Product must contain at least **50 percent whole grains**; remaining grains are enriched or 100 percent whole grain
- At least one (1) serving of grains per day must be whole grain-rich
WIC Approved Cereals

**WHOLE GRAIN CEREALS — 51% or more whole grain**
- Cheerios
- Multi Grain Cheerios
- Honey Kix
- Kix
- Total Whole Grain

**General Mills**

**Kellogg’s**
- Frosted Mini Wheats Original
- Frosted Mini Wheats Little Bites
- Life — Original
- Oatmeal Squares — Brown Sugar
- Oatmeal Squares — Cinnamon

**Quaker**

**Post**

**B&G Foods**
- Grape-Nuts
- Bran Flakes
- Cream of Wheat Whole Grain

**OTHER CEREALS — Less than 51% whole grain**
- Corn Flakes
- Special K — Original

**Post/Malt-O-Meal**
- Honey Bunches of Oats — Honey Roasted
- Malt-O-Meal Hot Cereal — Original

- Breakfast cereals must contain no more than 6 grams (g) of sugar per dry ounce
- Must be fortified or enriched or whole grain

Reference:
https://www.cdph.ca.gov/Programs/CFH/DWICSN/Pages/WICFoods.aspx
Yogurt

- Meat and Meat Alternates
  - Yogurt must contain no more than 23 grams of sugar per 6 ounces
Meal Pattern - Infants

<table>
<thead>
<tr>
<th>Age</th>
<th>Meal Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5 months</td>
<td>Formula or breastmilk only</td>
</tr>
<tr>
<td>6-11 months</td>
<td>Formula or breastmilk; begin introduction to solid food</td>
</tr>
</tbody>
</table>

- Breast milk must have **mother and child's name on bottle**
- Formula and Infant cereal must be iron fortified.
  - Must specify type of cereal
  - Flavored infant cereal is not reimbursable.
- Infant cereal **cannot** be added to the bottle
Menus and Attendance

- Children must only be claimed for meals they attend
- Meals cannot be claimed for a child if the child takes the meal home with them or served early
- Meals will only be reimbursed if served at your meal time
Enter meals daily before the end of day (11:59 pm)
Menus and Attendance – Check IN

- Required to *Check IN* child to record a meal

<table>
<thead>
<tr>
<th>Child Name</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apellido, Catalina</td>
<td>5</td>
</tr>
</tbody>
</table>

- Child’s name turns green after checking in

<table>
<thead>
<tr>
<th>Child Name</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apellido, Catalina</td>
<td>5</td>
</tr>
</tbody>
</table>

- Indicate if child is in your care because he/she is:

<table>
<thead>
<tr>
<th>Child Name</th>
<th>Age</th>
<th>Care Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apellido, Nino</td>
<td>4</td>
<td>Sick</td>
</tr>
<tr>
<td>Doe, Daniel</td>
<td>5</td>
<td>Present on holiday</td>
</tr>
</tbody>
</table>
Menus and Attendance

- If unable to record on KidKare due to technical difficulties, you may use any type of paper to record meals & attendance.
- Must call before end of day; must leave a message.
- Records must be kept for 3 years, plus current Fiscal Year (October-September).
Menus and Attendance

- Must be input daily
  - Entered by 11:59pm daily
- Attendance cannot be filled out before meal is served
Meal Spacing & Times

Meal Spacing
- At least 2 hours between meals
- At least 3 hours between main meals*

Meal Times
- Breakfast before 9 am
- Lunch 11-1:30
- Dinner 4-7pm

*3 hours only applies when a snack is not offered between main meals
Reimbursement

Reimbursed for:

- 2 meals + 1 snack  OR
- 2 snacks + 1 meal

- Reimbursement checks mailed monthly

- Average reimbursement for California Child Care Providers is $6194.00/year
# Reimbursement Rate

## Reimbursement Rates
**July 1st 2021 - June 30th 2022**

<table>
<thead>
<tr>
<th></th>
<th>Tier I</th>
<th>Tier II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.40</td>
<td>$0.51</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.63</td>
<td>$1.59</td>
</tr>
<tr>
<td>Dinner</td>
<td>$2.63</td>
<td>$1.59</td>
</tr>
<tr>
<td>Snack</td>
<td>$0.78</td>
<td>$0.21</td>
</tr>
</tbody>
</table>
Annual Training

- 2 hour training requirement (available online)
- New State/Federal regulations
- Recordkeeping & other reminders
- Chance to interact with your peers
- Helpful tips
Home Visits

3 Unannounced visits per year
- Random - any day of month
- Assistants must know where documents are kept
- Notify CACFP in advance if closed during normal meal times

Purpose:
- paperwork up-to-date
- nutritional education
- monitor compliance with CACFP regulations
Home Visits

- Saturdays will not be reimbursed if you are a regular claimer (3+ Saturday’s) and:
  - You are not home during an unannounced visit
  - Did not notify us that you would be closed
- If not home for 3 consecutive visits, no reimbursement until next successful visit
Civil Rights Requirements

Institutions participating in Federal programs must comply with Federal civil rights requirements.

- Offering program to all children and infants
- Displaying the “And Justice for All” poster
- Not discriminating based on age, gender, race, disability, etc...
"The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-6200 (voice and TDD).

USDA is an equal opportunity provider and employer.
Sanitation/Hygiene

Proper hand-washing can help prevent spread of illness in child care setting

- Adults and children should wash their hands before eating/handling food
  - 20 seconds minimum
  - soap and water

Food safety:

- Never handle food if you are ill
- Never thaw food at room temperature
Serious Deficiency

A serious deficiency is when a family day care home is non-compliant with one or more areas of CACFP

- Submission of false information/claim;
- Simultaneous participation with multiple CACFPs;
- Non-compliance with the Program meal pattern;
- Failure to keep required records (**must be kept daily**);
- Conduct or conditions that threaten the health or safety of a child(ren) in care, or the public health or safety
Online Menus

- Free to providers
- Password protected
- Faster and more efficient
- Menu keeping easier
- Accessed on any device with internet service
Remember...

CACFP providers:

- Reinforce healthy eating habits
- Show parents they are committed to great services & nutritious, balanced meals/snacks
Next Steps

- Complete online quiz
- In home sign-up
- Begin claiming online on KidKare!
Questions

Write them down! We are happy to go over your questions during the in-home sign up.