Annual Child and Adult Food Program Training

Fiscal year 2023-2024

Welcome
Mandatory Training Topics

CACFP regulations require that all providers receive a yearly training to discuss material that is critical in remaining in compliance with the CACFP.

The training will be based on the following topics

- Meal Pattern Requirements
- Milk Requirements
- Monitoring Visits
- Serious Deficient Process/Training
- Meal Count/ Attendance/ Menu Recording
- Review / Submission/ Claim Processing
- Standards Agreement/Rules and Regulations
- License Capacity
- Nutrition Topics
- Food Safety and Sanitation
- Civil Rights

Although you are probably fully aware of each area, it is important that each provider is confident in their knowledge of the program and to remain in compliance with regulations.

Infant Meal Pattern Chart Reminders

Meal Pattern Reminders

Encourage and Support breastfeeding:

- Providers may receive reimbursement for meals when a mother comes to the daycare and breastfeeds her child.
- From 0 through 5 month old, only breastmilk and/or formula are required to be served.

Developmentally appropriate meals:

- At age 6 months solid foods are to be gradually introduced, as developmentally ready.

More Nutritious Meals:

- It is recommended that you offer a Veggie and/or Fruit at snack time for infants 6 through 11 months.

Infant Meal Pattern Chart Reminders

As a best practice, the CACFP encourages you to offer a quiet, private area that is comfortable and clean for the mother to breastfeed her baby. As a CACFP provider, you will still receive reimbursement for meals and snacks when the mother has provided pumped breastmilk or has breastfed her baby at your child care site even after the child's first birthday.

Infants and Required Infant Formula

Requirements

- On the initial enrollment, Provider must specify which house formula he/she provides and which Iron Fortified Formula parent provides.
- Formula provided must always state **“Iron Fortified.”**
- If a child cannot have Iron fortified formula we would need a medical statement

Infant Meal Pattern Chart

Infant Meal Pattern Food Components:		Age Group and Serving Size:	
		Birth – 5 months:	6 – 11 months:
Breakfast *and* Lunch/Supper	Breastmilk[1] or formula[2]	4-6 fl. oz.	6-8 fl. oz.
	**And one or more of the following:*		
	Infant cereal[2,3,5], meat, fish, poultry, whole egg, cooked dry beans/peas		*0-4 Tbsp.
	Cheese		*0-2 oz.
	Cottage cheese		*0-4 oz. (volume)
	Yogurt[4]		*0-8 oz. (1 cup)
	**And:*		
	Vegetable or fruit, or a combination of both[7]		*0-2 Tbsp.
Snack	Breastmilk[1] or formula[2]	4-6 fl. oz.	2-4 fl. oz.
	**And one or more of the following:*		
	Bread[3,5]		*0-1/2 slice
	Crackers[3,5]		*0-2
	Infant cereal[2,3,5] or ready-to-eat cereal[3,5,6]		*0-4 Tbsp.
	**And:*		
	Vegetable or fruit, or a combination of both[7]		*0-2 Tbsp.

Introduce Fruits and Veggies at 6-11 months

Infant Meal Pattern Chart

What if a Baby is Still Hungry?

Talk to the baby's parents. You can:

- Encourage them to bring in a back-up supply of breastmilk.
- Ask if they would like you to offer iron-fortified infant formula to their baby.

Feed Babies On Demand

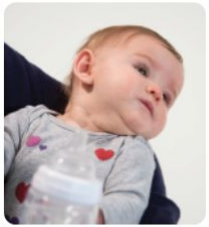
Feed a baby when he or she shows signs of hunger:

- Makes sucking noises
- Sucks on hands, fingers, toes
- Reaches for a bottle
- Rooting
- **Crying is a late sign of hunger**

Reading Signs of Fullness

Stop a feeding when you see one or more of these signs:

- Stops sucking or slows down sucking
- Falls asleep
- Turns head away
- Seals lips together
- No longer pays attention during the feeding



Breastfeeding On-Site

- Offer mothers a clean, comfortable, and quiet place to breastfeed her baby.
  - Small room
  - Corner of a classroom
  - Office
- The space may include:
  - A pillow for mom to support baby
  - A foot stool
  - A comfortable chair

Avoid Choking Hazard Foods

Should I eat that?

Solid Foods are allowed when developmentally appropriate for the infant.

Avoid foods like

- Hotdogs
- Grapes
- Candy/Taffy/Gum
- Nuts
- Popcorn

Finger Food Ideas

When little ones want to feed themselves, it's a perfect time to introduce and keep serving healthy, fresh foods to make the most of their enthusiasm for meal times!

Fruits and veggies, whole grains, meats, fish, beans, and more are healthy finger foods that can help your baby and toddler learn to like these foods from an early age. They are also foods that are easy to pick up and eat with those little fingers.

Older Children Meal Pattern Chart

BREAKFAST MEAL PATTERNS Serve Milk, Grains*, Vegetables or Fruit

COMPONENT	AGES 1-2	AGES 3-5	AGES 6-18	ADULTS
Milk	1/2 cup	3/4 cup	1 cup	1 cup
Vegetables, Fruit or Both	1/4 cup	1/2 cup	1/2 cup	1/2 cup
Grains	1/2 oz eq	1/2 oz eq	1 oz eq	2 oz eq

** Meat and meat alternates may be served in place of the entire grains component at breakfast a maximum of three times per week.* *oz eq = ounce equivalents*

LUNCH & SUPPER MEAL PATTERNS Serve all 5 components

COMPONENT	AGES 1-2	AGES 3-5	AGES 6-18	ADULTS
Milk	1/2 cup	3/4 cup	1 cup	1 cup*
Meat & Meat Alternates	1 oz	1 1/2 oz	2 oz	2 oz
Vegetables	1/8 cup	1/4 cup	1/2 cup	1/2 cup
Fruit	1/8 cup	1/4 cup	1/4 cup	1/2 cup
Grains	1/2 oz eq	1/2 oz eq	1 oz eq	2 oz eq

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

SNACK MEAL PATTERNS Serve 2 of the 5 components

COMPONENT	AGES 1-2	AGES 3-5	AGES 6-18	ADULTS
Milk	1/2 cup	1/2 cup	1 cup	1 cup
Meat & Meat Alternates	1/2 oz	1/2 oz	1 oz	1 oz
Vegetables	1/2 cup	1/2 cup	3/4 cup	1/2 cup
Fruit	1/2 cup	1/2 cup	3/4 cup	1/2 cup
Grains	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq

oz eq = ounce equivalents

- **100% Juice is ONLY allowed once per day ages 1 - 13.**

Milk Requirements

NO 2% MILK

No 2% MILK

According to The Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296, Section 221.17(g); USDA Policy Memo CACFP 21-2011-REVISED; USDA Policy Memo CACFP 04-2010. The 2010 DGA recommends that persons over two years of age consume fat-free (skim) or low-fat (1 percent) fluid milk. Therefore, effective immediately, fluid milk served in the CACFP to participants two years of age and older must be: o Fat free or low-fat milk or Fat-free or low-fat lactose reduced milk o Fat-free or low-fat lactose free milk or Fat-free or low-fat buttermilk or Fat-free or low-fat acidified milk 2. **EFFECTIVE 10/2017**

REV 012017

Vegetables and Fruits

- CACFP requires that a veggie be served for Lunch and Dinner.

- It is recommended that two different veggies or a veggie and a fruit are served at lunch and dinner.

Whole Grains

USDA/CACFP requires that at **least one whole grain / wheat be served at least once a day.**

Definition of Whole Grain-Rich

- Foods that contain 100% whole grains or at least 50% whole grains and the rest are enriched.

What to look for

- First Ingredient: **WHOLE Wheat or WHOLE Grain.**

Adding Whole Grains to your Menu

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

Whole Grain Shopping List

Most Common Products

- ✔ Brown or colored rice
- ✔ Muesli
- ✔ Oats and Oatmeal
- ✔ Whole grain barley
- ✔ Whole grain cereals
- ✔ Whole grain cornmeal
- ✔ Whole corn tortillas
- ✔ Whole grain crackers
- ✔ Whole wheat pasta
- ✔ Whole wheat or whole grain bread, pita, buns, and rolls
- ✔ Whole grain noodles
- ✔ Whole grain tortillas

Less Common Products

- ✔ Amaranth
- ✔ Buckwheat
- ✔ Bulgur (cracked wheat)
- ✔ Millet
- ✔ Quinoa
- ✔ Sorghum
- ✔ Triticale
- ✔ Whole rye
- ✔ Wild rice

Grains at Breakfast, Snack, Lunch or Supper

Required at least one meal:
-Breakfast
-Lunch
-Snack
-Supper

If you only serve one meal or snack per day, then grains served **must be whole grain rich.**

Using Ounce Equivalents for Grains

Using Ounce Equivalents for Grains in the Child and Adult Care Food Program

Grains are an important part of meals in the Child and Adult Care Food Program (CACFP). To make sure children and adults get enough grains at CACFP meals and snacks, required amounts for the grains component are listed in the meal pattern as ounce equivalents (oz. eq.). Ounce equivalents tell you the amount of grain in a portion of food.

How Much Is 1 Ounce Equivalent?

20 cheese crackers (1" by 1") = 1 oz. eq.

12 thin wheat crackers (1 ¼" by 1 ¼") = 1 oz. eq.

5 woven whole-wheat crackers (1 ½" by 1 ½") = 1 oz. eq.

Using the Grains Measuring Chart

The Grains Measuring Chart on pages 2-4 tells you how much of a grain item you need to serve to meet CACFP meal pattern requirements. To use this chart:

1. Find the grain you want to serve under the "Grain Item and Size" column.
2. Check if the chart lists a size or weight by the name of the grain. If the chart:
   - **Lists a weight** for the grain, such as *at least 56 grams*, then use the Nutrition Facts label for the item you want to serve to make sure it weighs the same, or more than, the grain on the chart. See page 5.
   - **Does not list a weight or size** for the grain, then you do not need to check the size or weight of the product before using the chart.
   - **Lists a size** for the grain, such as *about 1 ¼" by 1 ½"*, then check if the item is the same size, or larger than, this amount. See page 6.
3. Find the column for the age of your participants and the meal or snack you are serving. This column lists the amount of a grain you will need to serve to meet the meal pattern requirement for grains.

Grain Item and Size	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack Serve at Least ½ oz. eq., which equals about…
Pita Bread/Round (whole grain-rich or enriched) at least 56 grams*	¼ pita or 14 grams
Popcorn	1 ½ cups or 14 grams
Pretzel, Hard, Mini-Twist (about 1 ¼" by 1 ½")**	7 twists or 11 grams

Click on the link Below to access the Grain Measuring Chart

https://fns-prod.azureedge.us/sites/default/files/resource-files/CACFPworksheetGrainsOzEq%20.pdf

Grain-Based Desserts

Grain-Based Desserts in the Child and Adult Care Food Program

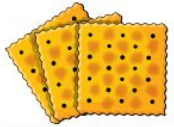
Kids need the vitamins, minerals, and other nutrients in foods such as fruits, vegetables, whole grains, low-fat dairy, and lean protein foods. Too often, kids are filling up on foods high in added sugars and low in nutrients.

As of October 1, 2017, grain-based desserts no longer count toward the grain component of meals and snacks offered through the Child and Adult Care Food Program (CACFP). This small change helps reduce the amount of added sugars kids eat in child care.

What Are Grain-Based Desserts?

The chart below lists some common grain-based desserts:

Grain-Based Desserts (Not Reimbursable in the CACFP):	Not Grain-Based Desserts (Reimbursable in the CACFP):
• Brownies • Cakes, including coffee cake and cupcakes • Cereal bars, breakfast bars, and granola bars • Cookies, including vanilla wafers • Doughnuts, any kind • Fig rolls/bars/cookies and other fruit-filled rolls/bars/cookies • Gingerbread • Ice cream cones • Marshmallow cereal treats • Pie crusts of dessert pies, cobblers, and fruit turnovers • Sweet bread puddings • Sweet biscotti, such as those made with fruits, chocolate, icing, etc. • Sweet croissants, such as chocolate-filled • Sweet pita chips, such as cinnamon-sugar flavored • Sweet rice puddings • Sweet scones, such as those made with fruits, icing, etc. • Sweet rolls, such as cinnamon rolls • Toaster pastries	• Banana bread, zucchini bread, and other quick breads • Cereals that meet the sugar limit and are whole grain-rich, enriched, and/or fortified • Cornbread • Crackers, all types • French Toast • Muffins • Pancakes • Pie crusts of savory pies, such as vegetable pot pie and quiche • Plain croissants • Plain or savory pita chips • Savory biscotti, such as those made with cheese, vegetables, herbs, etc. • Savory bread puddings, such as those made with cheese, vegetables, herbs, etc. • Savory rice puddings, such as those made with cheese, vegetables, etc. • Savory scones, such as those made with cheese, vegetables, herbs, etc. • Teething biscuits, crackers, and toasts • Tortillas and tortilla chips • Waffles



Whole grain-rich and homemade grain-based desserts are also not creditable in the CACFP.

https://fns-prod.azureedge.us/sites/default/files/resource-files/CACFPWorksheetGrainBasedDesserts.pdf

List of Approved Cereals

Breakfast Cereal cannot contain more than 6 grams of sugar per dry ounce

Providers Choice Approved Cereal List

The cereals listed below meet the Child and Adult Care Food Program (CACFP) meal pattern requirements.
Cereals must contain no more than 6 grams of sugar per dry ounce. Please contact Providers Choice with questions.

Whole Grain-Rich

Within Sugar Limit but NOT Whole Grain-Rich

Cereals

Hot Cereals

Granola

Store Brands (Whole Grain-Rich)

Bran Flakes	Toasted Oats or Tasteeos	Oatmeal (plain)

Approved Store Brands:
Always Save, Best Choice, Clear Value, Essential Everyday, Fareway, Food Club, Great Value, Hospitality, HyTop, Hy-Vee, IGA, Market Pantry, Our Family, Ralston, Shurfine, Valu Time

How to Identify if a Cereal is Within the Sugar Limit:

Additional cereals may be creditable! Use this table to determine if a cereal is less than 6 grams of sugar per dry ounce.

1. Use the Nutrition Facts label to find the **Serving Size**, in grams (g), of the cereal.
2. Find the **Sugars** line. Look at the number of grams (g) next to Sugars.
3. Using the serving size identified in Step 1 to find the serving size of the cereal in the table below.
   (Once you have identified the serving size, look at the number to the right under the "Sugars" column.)
   If the cereal has that amount of sugar, or less, your cereal meets the sugar requirement.

Sugar Limits in Cereal

Serving Size	Sugars
If the serving size is:	Sugars cannot be more than:
8-11 grams	2 grams
12-16 grams	3 grams
17-21 grams	4 grams
22-25 grams	5 grams
26-30 grams	6 grams
31-35 grams	7 grams
36-40 grams	8 grams
41-44 grams	9 grams
45-49 grams	10 grams
50-54 grams	11 grams
55-58 grams	12 grams
59-63 grams	13 grams
64-68 grams	14 grams
69-73 grams	15 grams
74-77 grams	16 grams
78-82 grams	17 grams
83-87 grams	18 grams
88-91 grams	19 grams
92-96 grams	20 grams
97-100 grams	21 grams

Example Cereal

1. Determine Serving Size in grams _____
2. Find the Sugars in grams _____

Does this cereal meet the sugar requirement? _____

(Answer: Yes, the maximum sugar allowed for 33 grams of cereal is 7 grams. This cereal is 7 grams so it is creditable.)

This table and information to identify creditable cereals has been adapted from USDA FNS-653, April 2017.

Replacing Grains with a Meat and Meat Alternate at Breakfast

Breakfasts in the Child and Adult Care Food Program (CACFP) include milk, vegetables and/or fruits, and grains. You can also serve meat and/or meat alternatives instead of grains at breakfast up to 3 times per week. This option gives you more choices for menu planning.

Here's how to include meat or meat alternates as part of a reimbursable breakfast meal:
- Substitute **1 ounce equivalent** of meat/meat alternate for 1 serving of grains; or
- Substitute **1 ounce equivalent** of meat/meat alternate for 1 ounce equivalent of grains.

Ounce equivalents are a way to measure amounts of food. In the CACFP, 1 ounce equivalent of a meat or meat alternate is equal to 2 tablespoons of peanut butter, ½ of a large egg, or 1 ounce of lean meat, poultry, or fish. If you want to serve meat/meat alternates more than 3 days a week, you must offer them as additional foods, which do not count toward the reimbursable meal.

Meat and Meat Alternates

Guess what else can be served as a meat alternate!

- Whole Eggs, Cheese, Cottage Cheese and Yogurt are allowed to be served as meat alternatives.

- Cheese food and cheese spreads are not allowed due to their high sodium content.

Kraft Pimento

Ziyad Kraft Cheddar

Parkay Squeeze

Kraft Old English

Cheez Whiz Dip

Parkay Squeeze

Meat and Meat Alternates

You can serve a meat or meat alternate as a standalone item, such as eggs, yogurt, cottage cheese, turkey sausage, and ham. As a best practice, choose foods that are lower in saturated fat and sodium. Meat and meat alternates can be served together, such as eggs (a meat alternate) and ham (a meat). Meat and meat alternates can also be served in a dish mixed with other foods, such as apple slices spread with peanut butter, yogurt topped with fruit, or a tofu scramble with vegetables.

Bacon, Spam, imitation bacon products, scrapple, and salt pork are not creditable in the CACFP.

Turkey bacon, Canadian bacon, and some types of sausage are creditable only if the product has a Child Nutrition label, or if you have a Product Formulation Statement (PFS) signed by the manufacturer. For more information on crediting foods in the CACFP, please see the Crediting Handbook for the CACFP and the Food Buying Guide for Child Nutrition Programs at https://www.fns.usda.gov/tn/crediting-handbook-child-and-adult-care-food-program

Meat and Meat Alternates Yogurts

Providers Choice Approved Yogurt List

The yogurts listed below meet the Child and Adult Care Food Program (CACFP) meal pattern requirements.
Yogurts must contain no more than 23 grams of total sugar per 6 oz. Please contact Providers Choice with questions.

Any brand of **PLAIN** regular or Greek yogurt is creditable.

Name Brands

Annie's
Organic Quarts, Pouches, & Tubes
All flavors creditable

Chobani
Fruit on the Bottom, Blended, & Smooth
All flavors creditable

Chobani
Kids & Tots
All flavors creditable

Danimals
Squeezables, Yo-Tubes, & Nonfat
All flavors creditable

Dannon
Whole Milk & Low Fat Blended
All flavors creditable
(except coffee and low fat vanilla)

Dannon Oikos
Greek Traditional & Nonfat
All flavors creditable

HappyTot & HappyBaby
Yogurt Cups & Pouches
All flavors creditable

siggi's
Cups & Tubes
All flavors creditable

Silk
Soy Yogurt
All flavors creditable

Stonyfield
Greek & Grassfed
All flavors creditable

Stonyfield
Soy Yogurt
Only vanilla is creditable

Stonyfield
Smooth & Creamy
All flavors creditable

Stonyfield Kids
Cups, Pouches & Tubes
All flavors creditable

Stonyfield
YoBaby
All flavors creditable

Yoplait
Original & Lactose-Free
All flavors creditable

Yoplait GoGurt,
Simply GoGurt & Go Big Pouches
All flavors creditable

Yoplait Kids
All flavors creditable

Yoplait Trix
All flavors creditable

Store Brands

Aldi
Friendly Farms Greek Traditional & Fruit on the Bottom
All flavors creditable

Aldi
Friendly Farms Original Low Fat & Moo Tubes
All flavors creditable

Aldi
Simply Nature
All flavors creditable

Cub
Essential Everyday Greek Blended & Fruit on the Bottom
All flavors creditable
(except honey salted caramel)

Cub
Essential Everyday Low Fat Yogurt Tubes
All flavors creditable

Cub
Essential Everyday Regular Blended
All flavors creditable

Hy-Vee
Blended & Yogurt Tubes
All flavors creditable

Hy-Vee
Greek & Fruit on the Bottom
All flavors creditable
(except honey salted caramel)

Target
Simply Balanced Fruit on the Bottom Greek
All flavors creditable

Target
Simply Balanced Greek Vanilla creditable

Target
Simply Balanced Yogurt Pouches
All flavors creditable

Walmart
Great Value Greek and Original
All flavors creditable
(except mixed berry)

Note: Products change frequently. Check labels to confirm that a yogurt is creditable.
*Seasonal, limited edition, or specialty flavors are not included on this list.

ProvidersChoice

This institution is an equal opportunity provider.

July 2018

Yogurts served must not contain more than

23 grams of total sugar per 6 oz.

Nuts and Seeds

Click on the link below to view the video. You don't need to sign in to Facebook. Just click the "X" button to proceed.

https://www.facebook.com/reel/1148408972939216

Combination Foods

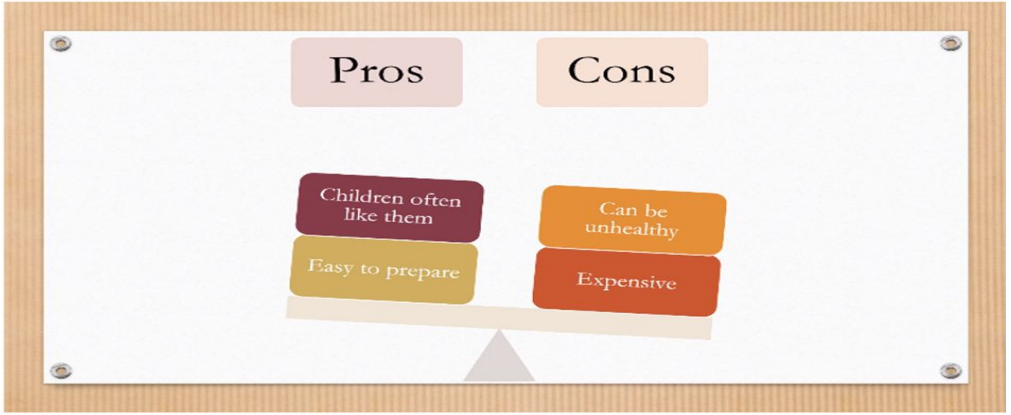
Combination dishes may be credited for **only one or two** meal pattern components.

This is to ensure children do not go hungry when a dish is disliked. Below are some commonly served combination foods:

Tacos Pizza Stew Lasagna Soups Pot pies Casseroles Sandwiches

Processed Foods vs. Home-Made

It is recommended that providers offer home-made food items vs. store bought.



CN Label Information

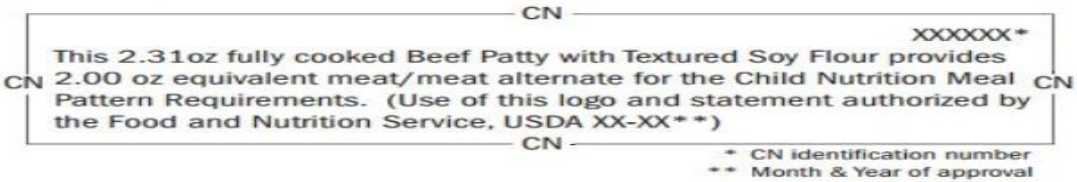
The USDA, Child Nutrition (CN) Labeling Program provides food manufacturers the option to include a standardized food crediting statement on their product label. Labels must be authorized by USDA, FNS prior to use and manufacturers must have quality control procedures and inspection oversight that meet the FNS requirements. Products produced in accordance with the CN Labeling Program are generally purchased by foodservice providers for FNS meal programs.

How do I identify a CN labeled product?

A CN labeled product will always contain the following:

- the CN logo, which is a distinct border;
- the meal pattern contribution statement;
- a unique 6-digit product identification number (assigned by FNS) appearing in the upper right hand corner of the CN logo;
- the USDA/FNS authorization statement;
- the month and year of final FNS approval appearing at the end of the authorization statement;
- plus the remaining required label features: product name, inspection legend, ingredient statement, signature/address line, and net weight.

A sample CN logo:



SOLANO FAMILY & CHILDREN'S SERVICES

Non-creditable Commercially Prepared Foods

You cannot claim any commercially prepared foods containing a meat/protein unless they have a CN label on the package. Or you can call the 1-800 number on the package and ask them to send a "Product Specification Sheet" or a "Manufacturer's Analysis Sheet". CN labels are only available for processed products which contribute at least 0.5 ounce equivalents to the meat/protein component of the meal pattern.

We have **not** been able to find CN Labels for these foods

- Corn Dogs (CN) (Child Nutrition)
- Chicken Nuggets (CN)
- Fish Sticks (CN)
- Corn Dog Wrap (CN)
- Pie Crust, Meat/Alt. Pie Only (CN)
- Ravioli (CN)

The following are claimable and similar foods

- Instead of Corn Dogs, use: Beef, Chicken, or Turkey Franks
- Instead of Chicken Nuggets, use: Chicken Tenders
- Instead of Fish Sticks , use: Fish Fillets
- Instead of Corn Dog Wrap, use: Cornbread or Croissants
- Instead of Pie Crust CN, use: Pie Crust HM
- There is no alternative to Ravioli (CN) at this time

The CN label is authorized for 5 years.

Make Water Available

Making Water Available

You can make water available throughout the day by:

- Placing closed pitchers of water and cups where program participants can reach them. Use pitchers that are small enough for children to lift and pour.
- Putting cups beside a sink, water fountain, or other source of drinking water. Or, pour and offer cups of water to children throughout the day.
- If drinking fountains are too tall for children, use a sturdy stool to allow children to reach them.
- Making class trips to the water fountain after active play.

! *Note: When self-serve water stations are not recommended, such as during a public health emergency or pandemic, try offering cups of water to children regularly throughout the day. Always follow local health department safety guidelines.*

https://fns-prod.azureedge.us/sites/default/files/resource-files/CACFP_OfferingWater.pdf

Monitoring Visits

The Day Care Home will be monitored, announced or unannounced, at least three (3) times a year. During this visit your monitor will observe children, meals, and records. Your monitor will also provide training and answer any questions you may have. In the event that only the assistant is available, the assistant must be trained and have access to all records. Failure in record keeping can result in a meal disallowance and corrective action.

If during a review your monitor observes less children than what is normally claimed, the provider may be subjected to an escalated review that may include parent contact and loss of meal privileges.

Call the Office or use calendar in KidKare

Provider MUST notify the sponsor when day care will be closed.

By regulation: Provider must notify the office if he/she will be away from their facility during a scheduled meal time.

Notifying the sponsor avoids the chance that the Monitor will arrive for an unannounced visit and find no one at home. Meals normally claimed during that day would then be disallowed and provider may be found as serious deficient.

Record Keeping

- Record keeping MUST be entered DAILY.
- It is the provider's responsibility to keep and save copies of all records for a period for 3 years plus the current year.
- Providers must keep signed copies of child enrollments. Copies must be signed by parent and provider.
- We may ask for menus during our visits.

Seriously Deficient Warnings:

You could be found Seriously Deficient:

- Menus, Attendance and/or Timecards not up to date
- Failure of retention of records
- Not notifying sponsor when daycare closed
- False Claiming
- Claiming children not in attendance
- Pre Claiming
- Not meeting meal pattern requirements
- Over capacity
- Failure to complete an annual workshop training
- Not following Meal service times
- Altering records after review
- Missing enrollments
- Meal observed different from what was claimed
- Failure of notifying sponsor of license status

Claims

Claims MUST be submitted by the 5th of the following month.

- Review for accuracy.
- Keep daily records in KidKare.
- If you are unable to input daily records, please submit your digital or handwritten tracking documents for meals and attendance to SFCS at the end of the month, once all meals have been documented in KidKare.
- Claiming and receiving reimbursement for children not in provider care is **fraud and will result in being declared Seriously Deficient with the Department of Social Services and funds to be retracted.**

Claiming Whole Grains

CACFP requires that whole grain/wheat be claimed <u>at least once a day.</u>

Effective 10/01/2018 If a whole grain is not served, the lowest reimbursement meal/snack will be disallowed.

<u>How to avoid this disallowance??</u>

Mistakes often made

Our goal is for all providers to receive the best benefit and reimbursement possible.
The best way to reach that goal is by eliminating common errors and disallowances.

Error #46 • A child was claimed but is under "pending or unknown status."
Solution: Send signed enrollment form to our office within 5 days of the child's enrollment in the food program.

Error #75 • A child was served after the child's enrollment form expired.
Solution: Submit updated enrollment form before the child's enrollment expiration date. KidKare notifies you of upcoming expiration dates or if a child's enrollment has expired.

Error #91 • School Aged Child Served a Meal When Child Should have Been in School
Solution: When claiming a school aged child for **AM Snack or Lunch** mark **"School Out" or "Sick"**

Error #110 • A child's enrollment file indicates the child does not normally attend given meal. *WARNING
Solution: If you have a child who's hours have changed when he/she is in your care, or their current enrollment form doesn't state all the meals he/she is present for: print a new enrollment form, have the parent hand write the changes, sign, date, and submit the form to our office.

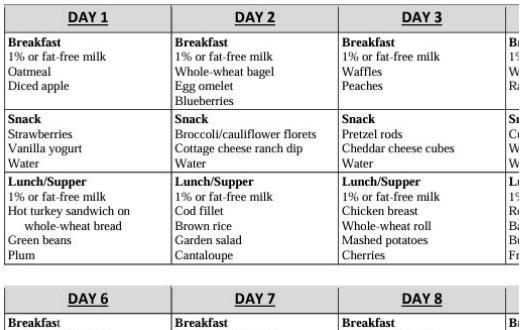
Post Menu Sample

It is a best practice according to USDA requirements for Family Day Care Homes (FDCHs) to have a sample menu available and posted for all parents and guardians to view. (meal patterns referenced in Title 7, Code of Federal Regulations (7 CFR), Section 226.20. Per 7 CFR, Section 226.105(e)(10).)

Menus must clearly list

- Specific food components for each meal.
- **Document all menu substitutions. For example, if broccoli is listed on the menu but carrots were substituted, this substitution must be documented on the menu.**
- Clearly show date, month and year.

Menu Sample can be found online or you may create your own.



DAY 1	DAY 2	DAY 3	
Breakfast 1% or fat-free milk Oatmeal Diced apple	**Breakfast** 1% or fat-free milk Whole-wheat bagel Egg omelet Blueberries	**Breakfast** 1% or fat-free milk Waffles Peaches	**B** 1 W R
Snack Strawberries Vanilla yogurt Water	**Snack** Broccoli/cauliflower florets Cottage cheese ranch dip Water	**Snack** Pretzel rods Cheddar cheese cubes Water	**S** C W W
Lunch/Supper 1% or fat-free milk Hot turkey sandwich on whole-wheat bread Green beans Plum	**Lunch/Supper** 1% or fat-free milk Cod fillet Brown rice Garden salad Cantaloupe	**Lunch/Supper** 1% or fat-free milk Chicken breast Whole-wheat roll Mashed potatoes Cherries	**L** 1 R B B F

DAY 6	DAY 7	DAY 8	
Breakfast	**Breakfast**	**Breakfast**	**B**

Review of Rules and Policies

Following Rules and Regulations will help you stay in compliance and help promote long lasting habits. Working together as a team, we can accomplish this goal!

As a reminder, provider must:

Annual Training

- Complete an online annual training.

School Age Children

- Providers who claim online must remember to check off "Sch Out" or "Sick" anytime the school age child is out of school and in your care.

Child Enrollments

- Child Enrollments are to be submitted within 5 days from when the child starts.
- The date the parent signs the enrollment must be the same date that the child is enrolled.
- Records must be kept for three years plus the current year for review.

Review of Rules and Policies

Returning Children

- When a child has been withdrawn and returns to your care, call the office to have the child reinstated.
- DO NOT RE-ENROLL THE CHILD. The child is still in the system and just needs to be reactivated.

Recording Meals

- Daily record keeping is mandatory.
- Reimbursement is for **2 main meals and 1 snack or 2 snacks and 1 main meal per child.**

Meal Times

- Breakfast before 9:00 AM.
- AM Snack between 9:00 AM - 11:00 AM.
- Lunch starting after 11:00 AM and ending by 1:30 PM.
- PM Snack between 1:30 PM - 5:00 PM.
- Dinner between 4:00 PM and 7:00 PM.
- Meals must be served at scheduled meal times. Snacks may be served between main meals if **at least two (2) hours** are between the main meal and the snacks. **There must be at least (3) hours** between meal service when no snacks are served.

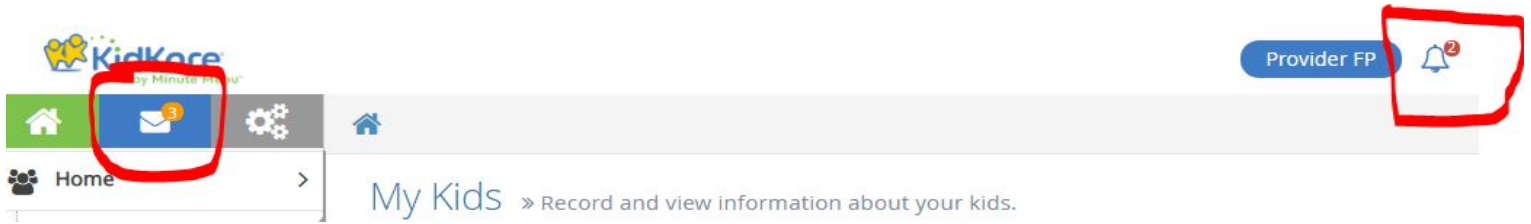
Review of Rules and Policies

The provider must claim meals that are prepared and served at the licensed facility. Meals prepared, sent or served elsewhere cannot be claimed.

Important Messages and Notifications

We regularly send important messages to your mailbox. Kidkare and Electronic Mailbox.

To avoid delays in your refunds, it is important that you check these messages daily.



Capacity Regulations

MAX CAP: 6 - NO MORE THAN 3 INFANTS OR 4 INFANTS ONLY.

CAP 8 - NO MORE THAN 2 INFANTS, 1 CHILD IN KINDERGARTEN OR ELEMENTARY SCHOOL AND 1 CHILD AT LEAST AGE 6.

MAX CAP (WHEN THERE IS AN ASSISTANT PRESENT):12.-NO MORE THAN 4 INFANTS.

CAP 14 - NO MORE THAN 3 INFANTS. 1 CHILD IN KINDERGARTEN OR ELEMENTARY SCHOOL AND 1 CHILD AT LEAST AGE 6.

CDSS
WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

EDMUND G. BROWN JR.
GOVERNOR

CAPACITY REQUIREMENTS
FAMILY CHILD CARE HOMES

SMALL
FAMILY CHILD CARE HOME

4 infants ONLY
(Newborn to 2 years)

OR

6 children

No more than 3
May be infants

OR

8 children

No more than 2
May be infants

AND

2 school-age children

One at least age 6
One enrolled and
Attending Kindergarten

- ✓ Landlord permission required
- ✓ Parent notification required

LARGE
FAMILY CHILD CARE HOME

12 children

No more than 4 infants
(Newborn to 2 years)

With a qualified assistant
14 years of age or older

OR

14 children

No more than 3 infants

2 school-age children

One at least age 6
One enrolled in and
Attending Kindergarten

With a qualified assistant
14 years of age or older

- ✓ Landlord permission required
- ✓ Parent notification required

Capacity Regulations

School Age Children

- Whenever there is a change in the hours of care for a school-age child, you must notify the sponsor by calling or emailing. Additionally, you need to send an updated enrollment form with handwritten changes, signed by both the parent and the provider.

- Providers must remember to check off "Sch Out" or "Sick" anytime the school age child is out of school and in your care.

Home Daycare License

Did you forget something?

- Provider must notify the sponsor of any changes made to the providers day care license.

This may include:

- License capacity increase or decrease
- Name change
- Address change

Failure to notify may place provider on Seriously Deficiency Status.

State of California

Department of Social Services

Facility Number: 434404118
Effective Date: 03/16/00 Total Capacity: 14

In accordance with applicable provisions of the Health and Safety Code of California, and its rules and regulations; the Department of Social Services hereby issues CAPACITY CHANGE EFFECTIVE DATE: 05/16/07

this License to

KIMETA & ADZIJA METOVIC

to operate and maintain a FAMILY DAY CARE

Name of Facility

METOVIC, KIMETA & ADZIJA
2317 DOWNING AVENUE
SAN JOSE CA 95128

This License is not transferable and is granted solely upon the following:

MAX. CAP (WHEN THERE IS AN ASSISTANT PRESENT): 12 - NO MORE THAN 4 INFANTS. CAP 14 - NO MORE THAN 3 INFANTS. 1 CHILD IN KINDERGARTEN OR ELEMENTARY SCHOOL AND 1 CHILD AT LEAST AGE 6.

Client Groups Served: CHILDREN/INFANT

Complaints regarding services provided in this facility should be directed to:
SAN JOSE-DAY CARE DISTRICT OFFICE (408) 277-1286

Jo Frederick

Deputy Director, Community Care Licensing Division

Authorized Representative of Licensing Agency

05/22/07

Meal Benefit Form
Claim your own Children

Meal Benefit Form:

A Meal Benefit Form enables a provider to claim meals for their own child, a foster child, or a residential child under the age of 13, or a special needs child of any age, if provider meets the California Department of Education's income eligibility requirements.

Click HERE to download

- Once meeting income guidelines you will be eligible for **reimbursement for 1 year**.
- Remember an enrollment application must also be completed and submitted.

Medical Statement & Milk Substitution Form

When is a Medical Statement needed:

- A medical statement is required for non-dairy substitutions due to a disability that does not meet the nutritional standards of cow's milk such as **Almond Milk and Rice Milk**. The medical statement must be completed and signed by a licensed physician, nurse practitioner or physician's assistant.

- A medical statement is required when a child cannot tolerate 1% or fat free milk.

- Food Allergies (Contact your monitor for food allergies guidance)

This form is used by parents/guardians to have a medical authority prescribe special meals or accommodations during meals.

Click HERE to download

When is a Milk Substitution Form needed:

Used by Parents to request a fluid milk substitute due to: Special Dietary needs, Personal Preference, Religious Reasons.

- Non dairy substitute such as Soy Milk or Lactose Free Milk must be nutritionally equivalent to milk and meet the nutritional standards for fortification of calcium, protein, vitamin A, vitamin D, and other nutrients to levels found in cow's milk.
- Milk Substitutions are at the providers expense.
- This form is not to be used for disability reasons (refer to Medical Statement Above)

Click HERE to download

Methods for Healthy Cooking

Methods for Healthy Cooking

How a food is cooked can make a difference in how healthy it is. Try some of the cooking methods below instead of deep-fat frying. Cooking with oils instead of butter or lard can be better for heart health.

Roast, Bake, or Broil: Cooking foods, usually at high heat, in the oven.

Sauté, Pan Fry, and Stir-Fry: Cooking foods with a small amount of hot oil over medium or high heat.

Grill: Cooking foods by placing them on a pre-heated metal grill, or grill pan, with high heat coming from below the food.

Oven-Fried Chicken gives the crunch kids love, but in a healthier way.

As of October 1, 2017,
foods that are deep-fat fried onsite cannot count toward a reimbursable meal in the Child and Adult Care Food Program (CACFP).

- Deep-fat frying means cooking by fully covering (submerging) food in hot oil or other fat.
- "Onsite" means at your child care center, family child care home, or your child care center's central or satellite kitchen.

https://fns-prod.azureedge.us/sites/default/files/resource-files/CACFPWorksheetMethodsHealthyCooking.pdf

Civil Rights

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.
- Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through Federal Relay Service at (800) 877-8339.
- To file a program discrimination complaint, a Complainant should complete a form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:
- https://www.usda.gov/sites/defau1t/files/documents/ad3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the Complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:
- Mail:
  U.S. Department of Agriculture
  Office of the Assistant Secretary for Civil Rights
  1400 Independence Ave, SW
  Washington DC , 20250-941 O; or E-mail: program.intake@usda.gov
  This institution is an equal opportunity provider.

You must not discriminate against any child in your care on the basis of race, color, national origin, age, disability, sex, gender identity, religion, familial or parental status, or sexual orientation or any other reason.

Complaints

If you wish to file a program or Civil Rights complaint of discrimination, please contact one of the following:

California Department of Social Services, CACFP Branch, 744 P Street, MS 9-13-290, Sacramento, CA 95814, phone number (833) 559-2418, or (916) 651-5400, or email:

CACFPCivilRights@dss.ca.gov.

or

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 the information requested on the form. Send your completed complaint form or letter by mail to the USO address listed above.

Additional Resources

WIC - Special Supplemental Nutrition Program for Women, Infants and Children (WIC)

CDSS - California Department of Social Services

This year, we're updating our process to ensure we have the most current information.
Instead of a signature page, we'll be using a quiz as our requirement.
Don't let the word "quiz" intimidate you—we've provided all the answers in the presentation.
We want you to succeed and continue providing the best care in your child care home.

To start the quiz, either click the link below or scan the QR code.

Para comenzar la prueba, haga clic en el enlace a continuación o escanee el código QR.

https://forms.office.com/r/MfEffRrpZ5

Annual Child & Adult Care Food Program (CACFP) Training for Provider