



C.A.C.F.P. Provider Manual

Child and Adult Care Food Program

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Child and Adult Care Food Program Overview

I. Introduction

A. WHAT IS THE PURPOSE OF THE PROGRAM?

The purpose of the **Child and Adult Care Food Program (CACFP)** is to improve the health and eating habits of participants enrolled in nonresidential child care centers, day care homes, and adult day care centers. The U. S. Congress created the *CACFP* in response to the need for sound nutrition for children in economically depressed areas. It has grown to include the provision of meals to children in most all child care settings as well as adults in adult day care environments. The following information will provide an overview of the *CACFP* as it relates to the family child care programs and Child Care Connection.

B. WHAT IS THE CHILD AND ADULT CARE FOOD PROGRAM - CACFP?

The Child and Adult Care Food Program, (*CACFP*) provides federal funds to nonresidential child and adult day care facilities to serve nutritious meals and snacks to participants.

C. WHO MAY PARTICIPATE?

Family day care homes are eligible to participate in the *CACFP* and must participate under a sponsoring organization approved by the Ohio Department of Education. Child Care Connection, A Program of Info Line Incorporated is a non-profit organization and *CACFP* sponsor.

Type B Certified, Limited Certified and Alternately Approved family child care providers are eligible for sponsorship through our agency.

D. WHO PAYS FOR THE CACFP?

The *CACFP* is an expansion of the U.S. Department of Agriculture's National School Lunch Act and operates through the Ohio Department of Education and Division of School Food Service.

II. Participation

A. GENERAL REQUIREMENTS TO PARTICIPATE: FAMILY CHILD CARE

Family child care providers must be county certified, licensed, or have met all alternate approval requirements and inspections prior to program participation.

B. HOW DO I PARTICIPATE WITH CCC SPONSORSHIP?

If you wish to participate in the *CACFP* through CCC sponsorship you must first call CCC at 1-800-407-5437 and speak to a *CACFP* Representative. The *CACFP* Representative will take your address, phone and e-mail address, and send you an *informational sheet* regarding the program.

C. TO PARTICIPATE IN THE CACFP YOU WILL NEED TO...

1. Agree to have an initial 2.5 hour "101" Record Keeping/Nutrition Training at your home
2. Maintain up-to-date, accurate and timely records.
3. Agree to complete a minimum of two hours of nutrition training each year through our agency.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution 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, and Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202)720-6382 (voice and TTY). USDA is an equal opportunity provider and employer."



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4. Allow the Child and Adult Care Food Program Field Representatives and other program officials to visit in your home at least three times each year.
 - a. Most of these visits will be unannounced.
5. Agree to be open to all eligible children regardless of race, color, national origin, sex, age or disability.
6. Agree to allow your clients access to your home and their children during business hours.

III. Benefits of CCC-CACFP Sponsorship.

A. WHAT ARE THE BENEFITS OF THE CCC-CACFP SPONSORSHIP?

1. Monthly reimbursement checks for serving nutritious meals to children in your program.
2. Technical Assistance from Child Care Connection's CACFP specialists.
3. No Charge access to Minute Menu, computer software program for the CACFP.
4. Referrals from families needing child care, if you choose to be listed in the Child Care Connection database.
5. Access to free nutrition/ recordkeeping trainings.
6. Networking opportunities with other providers in the CACFP.
7. Access to Child Care Connection's lending library.
8. Access to Professional Development opportunities through Child Care Connections Professional Development Department.

IV. Group Size Regulations

A. KID COUNT: THE RULES FOR GROUP SIZE

The Child and Adult Care Food Program can reimburse for meals served to children in family day care from birth until the thirteenth birthday; migrant workers children until age 16. Children with disabilities are allowed to participate in the CACFP through 21 years of age provided our agency has a copy of the child's Individualized Education Plan, **IEP** and they are receiving special services at a school or facility that provides special services primarily to children.

Child Care Connection, as a CACFP sponsor through the Ohio Department of Education (ODE) supports group size requirements set forth by the Ohio Department of Job and Family Services (ODJFS) for Type B Family Child Care Homes and Type A Family Day Care Homes. The definitions of these programs are listed below and were taken directly from the ODJFS Licensing Rules for Type B Family Child Care Homes and Type A Family Day Care Homes.

B. TYPE-B FAMILY CHILD CARE HOME

Type-B Home means a permanent residence of the provider in which child care is provided for one to six children at one time and in which no more than three children are under two years of age.

(1) In counting children for the purpose of this rule, any children less than six years of age who are related to the provider and who are on the premises of the type B home shall be counted. Children six years of age or older who are related to the provider, who are not publicly funded and who are on the premises of the type B home, shall not be included in this count. When a provider is providing publicly funded child care for children who are related, these children shall be included in the count. (Source Type B family child care home certification rules ODJFS 1285)

C. TYPE B FAMILY CHILD CARE.....SIMPLY STATED

The State of Ohio allows a family child care provider to give child care to no more than six children at any one time. No more than three children can be under the age of two.



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1. Who is included in the group?

- Any child related to the provider under the age of 6.
- All publicly funded children until their thirteenth birthday regardless of relationship to provider
- All non-relative children until their fifteenth birthday. (Includes any child on the premises without parent or guardian supervision). (Ch 6 sec.F CACFP Manual)

2. Who is *Not* included in the group?

- The family child care provider's own children who are six years of age or older.
- The family child care provider's relative children who are six years of age or older. (Nieces, nephews, grandchildren and cousins)
- Legally adopted children (including permanent custody of foster children) who are six years of age or older.

Ohio Department of Job and Family Services Group Size Limits for Type B Homes by Age and Family Relationship		
	Birth until 6 th birthday	Age 6 until the 15 th birthday
Relative children	Count in group size	Do not count in group size
Non-related children	Count in group size	Count in group size
Foster children Non-related	Count in group size	Count in group size
Any child on the premises without parent or guardian supervision	Count in group size	Non-relative children count in group size Relative children do not count in group size

(CACFP Manual Ch.6 section F p.6.37)

Type B Homes: Number of Children allowed in Care at One Time				
The number of children allowed in care at a Type B home is determined by the age and relationship of each child to the provider.				
Age of child & Relation to the Provider	Examples of Number of Children Allowed			
	Home A	Home B	Home C	Home D
Birth through 23 months of age (includes relatives and non-relatives)	3	2	1	0
24 months until the 15 th birthday (includes relative children under six years of age)	+3	+4	+5	+6
TOTAL Maximum allowed group size	6	6	6	6

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(CACFP Manual Ch.6 section F p.6.37)

D. TYPE-A FAMILY DAY CARE HOME

Type A Family-day care home is a permanent residence of the administrator in which child day care is provided

- (1) For seven to twelve children at one time, including any children under six years of age who are related to a licensee, administrator, or employee of the type A home and who are on the premises of the type A home: or
- (2) For four to twelve children at one time if four or more children at one time are under two years of age, including any children under six years of age who are related to a licensee, administrator, or employee of the type A home and who are on the premises of the type A home.

E. TYPE A FAMILY DAY CARE....SIMPLY STATED

Type A providers are those who agree to abide by the day care center regulations. Type A providers are eligible to care for seven to twelve children in their home.

F. AGE ELIGIBILITY FOR CACFP BENEFITS

- All children until the 13th birthday.
- Migrant children until 16th birthday.*
- Child with a disability until 21 years if receiving special services.**
- Foster Children until 13th birthday. Foster Children count in the count of 6 children until their 15th birthday.

*Status of a migrant worker must be documented annually

** Eligibility and receipt of special services for children with disabilities must be documented with a copy of the child's IEP; Individualized Education Plan annually.

V. CACFP Tier Information

Child Care Connection, as a CACFP sponsor, provides meal reimbursement to child care providers who serve nutritious free meals to children as a part of the federally funded Ohio Child and Adult Care Food Program (CACFP).

Providers may be reimbursed at the Tier I or Tier II meal rate.

- Meal reimbursement rates change July 1 of each year.

The Tier level for provider reimbursement for new child care providers will be determined at the time of enrollment in the CACFP and ANNUALLY thereafter based on the current Federal regulations.

- **Tier redetermination is done annually in July of each year**

A. WHAT ARE TIER I AND TIER II PROVIDERS?

Child Care Connection as a CACFP sponsor and in accordance with CACFP regulations uses two ways to qualify providers for the higher **Tier I** rates:

- Elementary school meal data
- Household size and income.

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To qualify for the **Tier I** rate through household size and income, providers must complete the **Ohio CACFP FDC Income Eligibility Application Form, (IEA)** and submit their proof of income or program benefits to our organization. Applications may qualify using income guidelines or benefit programs such as Ohio Works First (OWF) or Food Stamps (FS).

Providers who qualify by school must complete an **Income Eligibility Application** in order to claim their own children but do not need to submit proof of income.

A Family Child Care Home Provider who wishes to claim CACFP meals served to children living in her/his home must also complete the **Ohio CACFP FDC Income Eligibility Application Form.** If the Family Child Care Provider qualifies, meals will be reimbursed for these children when they are less than thirteen years of age, enrolled for care and eat with other non-residential child care children.

Tier I providers are able to qualify for the highest reimbursement rate for meals. There are two ways to qualify for **Tier I**:

- **By School Data:** If the provider's closest local elementary school received 50% or more free or reduced lunches. (Child Care Connection has the information in our office)
- **By Provider Income:** If a provider is income eligible and has proof of income. (previous year's taxes, food stamp receipt letter with a future expiration date)

If you are income eligible and can present proof of income, you may also count your own children in the food program until they turn 13 years old or until age 21 with appropriate IEP documentation and proof that they are attending a program for special services that primarily serves children.

B. REQUIRED FORMS FOR TIER I

Providers who qualify by school data must complete an **Income Eligibility Application**, but do not need to submit proof of income.

- If a provider qualifies by school and wishes to claim her/his own children, the **Income Eligibility Form (IE)** with proof of income must be completed.

Any provider wishing to qualify by income must complete an **Income Eligibility Application (IEA)** with proof of income.

Providers who do not qualify by school and who wish to qualify by income must complete an **Income Eligibility Form (IE)** and submit proof of income.

C. TIER II

Tier II providers are providers who do not qualify for the highest reimbursement rate and will receive a reduced reimbursement amount per meal.

However, if a Tier II provider is caring for children whose parents may qualify by income, they may receive the highest reimbursement (Tier 1) for the children of that family. A provider may offer and (IEA)



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Income Eligibility Application form to all of his/her parents and they may choose to complete the form in order to qualify the provider for the Tier I rate directly to our agency. Parent's that are over income do not have to complete an IEA form and return it. Parent's may send completed IEA forms to:

Child Care Connection
703 S. Main Street, Suite 211
Akron, Ohio 44311
ATTN: CACFP

No Copies of Faxes can be accepted.

D. REQUIRED FORMS FOR TIER II

A day care family will be able to qualify their Family Child Care provider for a higher Tier 1 reimbursement rate by

- Proof of the day care family's household income
- By the parent(s) or child(ren) participation in Federal Categorically Eligible Programs such as:
 - Food Stamps, WIC, OHF, Transitional Benefits, Income Eligible Employment and Training Benefits and Healthy Start.

VI. Record Keeping for the CACFP

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CACFP Agreement Form:

The family child care provider and CACFP Sponsor Organization complete the **CACFP Agreement Form** when the provider enrolls in the CACFP. The Agreement states the rights and responsibilities of the family child care provider and of the CACFP Sponsor agency.

Income Eligible Form (EI):

Providers who are income eligible and who wish to claim their own children in the CACFP must complete an **Income Eligible Form** for their own family **with proof of income**.

- This can be a copy of your previous year's taxes with Schedule C or if you are receiving food stamps, a copy of receipt with a current or future expiration date will qualify you.
- You must continue to send us receipts with expiration dates. If neither of these are available, please contact us.

Income Eligibility Forms may be necessary for families in your care who qualify, if you are not income eligible. Parents do not need proof of income.

Child Enrollment Form:

The child care provider is responsible for the **Child Enrollment Form** for each child in care who is enrolled in the CACFP.



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- The **Child Enrollment form** is completed when a child(ren) are first enrolled in the CACFP.
- The **Child Enrollment Form** is updated annually for each child enrolled in the CACFP.

New Child Care Connection C.A.C.F.P. Child Re-enrollment Policy:

Effective January 2008

- Providers will re-enroll all children that they claim for meals in the CACFP annually in January.

Weekend/Holiday Claim Form:

This form is to be filled on weekends and/or holidays when child care is being provided. Parents must sign their child in and out of care. **Appendix 3**

Minute Menu Chart of Creditable Food Choices

This chart color codes the food choice that may be served to children. **Appendix 1**

Menu and Attendance Forms for Scanning

Menus are completed daily for each meal served. Daily attendance is recorded on the same form for each meal served. **Appendix 2**

- **Infant Menus- Scannable Form:** This form must be completed for infants ages 6 weeks through 12 months.
- **Toddler/ Preschool/ School-age Scannable Menu Forms:** This form must be completed for each age group listed

Alternate Approval Providers- Additional Forms

Residential Health Inspection Form:

Alternately approved family child care providers enrolled in the CACFP are required to have the **Residential Health Inspection Form** completed annually by local health department.

- Providers are responsible for contacting their local health department.
- Providers are responsible for annually updating the **Residential Health Inspection**.

CACFP Standards Inspection For Alternate Approval:

Alternately approved family child care providers must complete a **CACFP Standards Inspection Report** with the CACFP sponsor annually.

Child Enrollment Procedure:

Providers may claim meals for enrolled eligible children.
Providers may enroll **new children at any time of the year.**

The child care provider is responsible for the **Child Enrollment Form** for each child in care who is enrolled in the CACFP.



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To enroll a child in the C.A.C.F.P., the provider must have the parent or guardian complete and sign, and date the **Child Enrollment Form.**

Child Enrollment Forms for **new children** are due in the Child Care Connection office by the 5th of each month. Send to:

Child Care Connection
703 S. Main Street, Suite 211
Akron, Ohio 44311

All Child Enrollments must be original documents with original signatures.
No copies or faxes can be accepted.

Child Re-enrollment Procedure:

New Child Care Connection C.A.C.F.P. Child Re-enrollment Policy: Effective January 2008

Providers will re-enroll all children that they claim for meals in the CACFP annually in January.

Re-enrollment directions for Minute Menu.

- a. In December of each year, Child Care Connection will generate a re-enrollment report and mail it to your home.
- b. Please review the document carefully making any changes in incorrect addresses, names or schedule information for each child.
- c. Cross out any child that is not longer in care and note the withdrawal date.
- d. Be sure each parent reviews their information for their child and signs their name verifying that their child is still in attendance at your family child care program.
- e. Please be sure that as the provider, you sign the top right hand corner of each page.

Providers should make a copy of the original Enrollment Renewal Worksheet for their files.

Original Enrollment Renewal Worksheet with parent signatures must be mailed to:

Child Care Connection
703 South Main Street, Suite 211
Akron, OH 44311-1157
Attention: CACFP

All Child Enrollments and Re-enrollments must be original documents with original signatures.
No copies or faxes can be accepted.

B. WEEKENDS AND HOLIDAYS

To claim meals served to children in care on the weekends or on holidays, inform CCC **before** claiming the weekend or holiday.

Parents are required to sign their children in and out of care using the **Weekend/Holiday Claim Form, submit this form at the end of each month.**

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C. SUBMITTING YOUR MENUS FOR REIMBURSEMENT

EARLY REIMBURSEMENT

To receive early reimbursement YOUR MENUS MUST BE...

- in the Child Care Connection office **by 4:30 p.m. on the fifth of each month** OR
- **Submitted on line using Minute Menu by 4:30 p.m. on the fifth of each month**

IF THE 5TH OF THE MONTH FALLS ON A SATURDAY OR A SUNDAY.....

(see below)

Example #1 the 5th falls on Saturday.

If the 5th falls on a Saturday, you must submit your menus by 4:30 p.m. on Friday, the 4th.

September 2009 & December 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Submit your menus by 4:30pm	5

Example # 2 the 5th falls on a Sunday.

If the 5th falls on a Sunday, you must submit your menus by 4:30 p.m. on Friday, the 3rd.

April 2009 & July 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Submit your menus by 4:30pm	4
5	6	7	8	9	10	11

LATE REIMBURSEMENT

No menus will be accepted for reimbursement after the 20th of the month.

D. RECORD KEEPING TIPS

- Keep your forms as neat as possible.
- Double-check your forms.
 - Incomplete or incorrect forms may mean a loss of money to you.



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VII. Tips About Taxes

A. DO I HAVE TO PAY TAXES? YES, You must pay taxes!

Family child care home businesses must be treated as an income-earning business.

State and Federal laws require that you claim all money received for your business, i.e., customer payments and the Child and Adult Care Food Care Program, as taxable income and file the appropriate tax forms with the government. (1040 Schedule C, Schedule SE, form # 8829)

B. YOUR TAX ADVANTAGE

Reimbursements received from the CACFP may be claimed as a business expense tax deduction.

Other tax deductions include:

- a portion of your mortgage or rent;
- a portion of home maintenance;
- utility bills (not the phone unless you have a separate line for your business);
- mileage to trainings and/or transporting children during business hours;
- conferences;
- memberships to professional organizations and more.

Child Care Connection sometimes provides **Tax Trainings** to assist providers with tax issues. It is advisable to consult with an accountant when completing tax information.

VIII. Home Visits

A. WHAT WILL HAPPEN DURING HOME VISITS?

A Child Care Connection CACFP representative will visit your family child care home business a **minimum of three times per year** to monitor your Child and Adult Care Food Program operations.

- **You may be visited more than three times in a year.**
- This is in done accordance with the Ohio Department of Education and the United States Department of Agriculture regulations.

Your home visits will usually occur during regularly scheduled meal times.

Will Home Visits be Announced?

Most of your home visits will be unannounced.

- For this reason, **Child Care Connection requires you to call our agency when you are not serving a regularly scheduled meal in your home.**

What does the CACFP Monitor check?

1. The CACFP Monitor must check the menus and attendance for each meal served to enrolled children.

- You must list the food served at the scheduled meal time.
- You must list the names of the children who were present and ate the meal served
 - All food components must be sufficient to meet the meal pattern requirements and must be served correctly.

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2. The CACFP Monitor **must see documentation** of your menus and of child attendance.

Menus and attendance can be

- Neatly hand written
- on Minute Menu scannable forms,
- printed from Minute Menu or
- available to view online.

3. Meals and child attendance **must be kept daily.**

- (example: If the monitor visits you on June 5th, menus attendance for June first through June fourth will be required.)

County sign-in sheets may not be used as attendance.

4. The provider must have copies of child enrollments and agreement on file in the event the monitor requests to see these.

What happens if my menus are not up to date on a home visit?

All the meals that did not have **the menus and child attendance** recorded and available for the monitor see at the home visit **will be disallowed (not reimbursed).** (See page 17 of Provider Manual for CACFP policy MEAL PARTICIPATION RECORDS, MENUS AND MEAL DISALLOWANCE)

NO MENUS & CHILD ATTENDANCE = NO REIMBURSEMENT FOR THOSE DAYS

If the provider is claiming weekends and/or holidays, a Holiday/Weekend form must be available for the monitor to review.

The CACFP monitor will also be looking for specific items dealing with general cleanliness and safe practices during the meal service. These include

- The meal service area needs to meet sanitary standards.
- The provider and children need to wash their hands before their meal.
- The specific items are listed on the **Home Visit Review Form** in **Appendix 4.**

IX. Family Child Care Provider Responsibilities

A. A Family Child Care provider enrolled in the CACFP through the sponsorship of *Child Care Connection* must be willing to comply with the following rules.

1. Be a certified or licensed family day care provider or have alternate approval according to ODE guidelines
2. Keep daily records of:
 - a. The names of enrolled children present and
 - b. The number of meals by type, served to enrolled children at the time of each meal service and
 - c. Menus for each meal that list the food served to enrolled children.

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3. Claim meals served to enrolled income eligible children, living in the provider's home only if the enrolled children who live outside the provider's home are served the same meal at the same time.
4. Claim reimbursement for no more than two meals and one snack or two snacks and one meal for each enrolled child each day. The provider is not eligible to claim meals for non-enrolled children or for meals served to children in excess of the home's authorized capacity.
5. Claim only one meal per child at each meal service.
6. Attend training sessions required by the sponsoring organization.
7. Allow representatives of the sponsoring organization, ODE, Auditor of State and the U.S. Department of Agriculture to enter the provider's home (announced or unannounced) to review CACFP operations. Visits will be made during the provider's normal hours of operation. Meal disallowances may be made when providers fail to notify their sponsoring organization that they will be away from home during a meal service.
8. Inform the sponsoring organization, without delay, about any change in claim status including but not limited to:
 - a. The names of children added or dropped from enrollment.
 - b. The provider or home's certification, licensure, or approval status.
 - c. Provider or parent address and phone numbers.
 - d. Income information as supplied for purposes of tier I designation or income eligibility of own/residential children.
9. Make meal count records, menu records, new enrollment forms and other required documents available to the sponsoring organization by the 5th business day of each month no later than 5:00pm. Failure to do so may result in loss of payment for the month.
10. Serve meals that meet CACFP requirements for the ages and number of children served.
11. Serve meals to all enrolled children at no extra charge to parents.
12. Serve meals to all enrolled without regard to race, color, national origin, gender, age, or disability.
13. Claim Child and Adult Care Food Program reimbursement only for program meals approved by the state agency on the CACFP application and as updated locally by the sponsor and documented by valid child enrollment forms.
14. Restrict transfers of day care homes between sponsoring organizations to no more than once per year except under extenuating circumstances, such as termination of the sponsoring organization's agreement or other circumstances.
(Source: Rights and Responsibilities of the Day Care Provider)



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X. Substitute Care Giver

Child Care Connection requires that providers enrolled in the CACFP have an **approved substitute caregiver** on file in the agency.

The purpose of the substitute caregiver is **to provide emergency back up care to the family child care provider's child day care operation.**

Approved Substitute Caregivers

Certified or licensed providers and alternately approved providers may use a substitute caregiver and receive CACFP benefits for meals under the following circumstances.

1. Certified or licensed providers may receive meal reimbursement when care is given by a substitute who has been approved by the certifying or licensing agency to provide substitute care.
2. Alternately approved providers may receive meal reimbursement when care is given by a substitute who
 - a. is 18 years of age,
 - b. provides care in the provider's home,
 - c. has an approved provider Application/Agreement on file with the sponsor.
 - d. has the substitute caregiver's finger print record on file in the Child Care Connection office.

Non-Approved substitute caregivers = disallowed meals!

Providers may not claim meals for:

1. A child cared for by a non-approved substitute in the approved provider's absence.
2. A child cared for in a non-regulated home (a home that has not been certified, licensed or alternately approved).
 - a. This situation may occur when a provider moves and is awaiting home approval. If it is documented that the certifying or licensing agency continues to pay for child care in the uncertified or unlicensed home, the CACFP can reimburse for meals. Otherwise, program benefits are not paid.
3. A child cared for in an alternately approved home that has not had fire, health, or CACFP standards inspections.
 - a. Meals cannot be paid until all inspections have been satisfactorily completed.
4. A child eating meals **AWAY FROM** the provider's home.
 - a. Ohio CACFP policy requires providers to serve meals in their homes. Occasional picnics and field trips, and meals eaten away from home so the provider can attend approved training, are allowed. By ODE policy, **reimbursement for restaurant meals is not allowed.** (6.20 section C Ch.6 ODEFDC Sponsor's Manual)



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XI. Relocation- New Residence, Moving Policy

When a provider relocates and wishes to remain in the CACFP, she/he must follow the following procedures.

- **Certified Providers** must obtain a new certificate verifying County Certification from the county of residence, and contact Child Care Connection to complete a Change of Address Form.
- **Alternate Approved Providers** must have completed the application processes for alternate approval with CCC including obtaining health and fire and site inspections of the new residence, they must also contact Child Care Connection and complete a Change of Address Form
- **All providers** must have their Tier level re-determined for the new location.(may qualify by school)

XII. Change of Sponsor

- A. Family Child Care Providers may change CACFP sponsorship **annually in October**.
1. The provider must inform their current CACFP Sponsor that they want to transfer to a new CACFP Sponsor.
 2. A provider must be in good standing with their current CACFP sponsor in order to transfer to a new CACFP sponsor. (Good Standing: not outstanding Corrective Actions, or CACFP compliance issues)

XIII. C.A.C.F.P. Policy

A. MEAL PARTICIPATION RECORDS, MENUS AND MEAL DISALLOWANCE

Meal Counts in Family Child Care Homes:

The Child and Adult Care Food Program Policy Memorandum Fiscal Year 2005 – August 17, 2005 states:

1. **Family Child Care providers must record meal counts and menus no later than the end of the day the meal or snack is served.** However,
 - a. if a provider cares for more than 12 children in a single day,

OR

 - b. if the provider was found to be seriously deficient due to problems with their meal counts and claims, then

****the meal counts must be recorded at the time the meal/snack is served (point of service)****

2. **On any day(s)** in which meal participation records are not available for review, attendance will be noted and those meals disallowed. This includes the day of the review.

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3. **Meal attendance records marked in advance will be whited out or erased.**
4. Documentation of menus must be available to the CACFP monitor to review.
5. Menus can be planned in advanced to allow the provider to purchase grocery items.
6. Reimbursement for days during the review months when menus are not available shall be disallowed. This includes meals during the day of the review.
7. Any menus that do not meet the meal pattern requirements, will be noted on Monthly Menu Summary and disallowed.

XIV Non-Compliance Procedure

A. TECHNICAL ASSISTANCE, NON-COMPLIANCE/SERIOUS DEFICIENCY:

1. The CACFP Specialist is available to provide **technical assistance** at all times. If a provider has an area of non-compliance, the CACFP Specialist will first work with the provider by providing technical assistance to correct the area of non-compliance.
2. The CACFP Specialist will note the area of non-compliance on the **Home Visit Review Form**. The Field Representative will explain the area of non-compliance and will offer the provider technical assistance.
3. The family child care provider will complete a **Corrective Action Plan** when the family childcare provider has been found non-compliant/seriously deficient with CACFP policies. **Appendix 5**
4. The day care provider has **10 calendar days from the date the Corrective Action plan is mailed to the provider to complete the Corrective Action Plan and return it to Child Care Connection.**
5. **The Corrective Action Plan will document**
 - a. **the date that the non-compliance/serious deficiency was observed and recorded on the Home Visit Form.**
 - b. **the corresponding CACFP rules regarding the non-compliance/serious deficiency.**
6. The provider will have **30 days from the date that the area of non-compliance/serious deficiency(ies) was recorded to correct the area of non-compliance.**
 - a. During this time a field representative will make a home visit to see if corrective measures are being taken and to offer resources if needed.

Issues of continued non-compliance may lead to the Intent to Terminate.

B. SERIOUS DEFICIENCY/SUSPENSION

1. What is a Serious Deficiency?

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A family child care provider will be declared **seriously deficient** when there is a **non-compliance with program policies**. This can occur the first time a policy is violated or as a result of continue non-compliance and failure to follow Corrective Action.

2. Serious deficiencies for family day care homes include:

- a. Misrepresentation of information submitted on the application;
- b. Submission of false claims for reimbursement;
- c. Simultaneous participation under more than one sponsor;
- d. Non-compliance with the Program Meal pattern;
- e. Failure to keep required records; or
- f. Any other circumstance related to non-performance under the sponsor-provider agreement, as specified by the sponsoring organization or the State Agency.

In each case the day care provider must complete a **Corrective Action Plan** stating the actions that will be taken to correct the serious deficiency.

Failure by the day care provider to fully and permanently correct the serious deficiency (ies) within the allotted period of time will result in the termination of the day care provider's agreement and placement of the day care provider on the National Disqualified List.

The law requires that a family day care home continue to receive Program reimbursement for valid claims submitted, either until their appeal is concluded or until they fail to meet the regulatory deadline for filing an appeal.

3. What is the National Disqualified List?

The National School Lunch Act (NSLA) has been amended to expand what is currently called "the List of Seriously Deficient Institutions" to include family and group day care homes and individuals as well as institutions on the "National Disqualified List". (Section 234© of ARPA amended section 17(d)(5) of the NSLA)

4. What is a Suspension?

Suspension refers to a period of time (prior to the formal termination of a day care home's Program agreement) when the home's program participation, including Program payments, is suspended.

5. Circumstances that warrant suspension under the National School Lunch Act (NSL)

A family child care provider may be suspended from program participation only if there is imminent threat to the health and safety of the children by a person at the child care home or by activities in the child care home. In this case, the provider is declared **seriously deficient and there is not opportunity for corrective action**.

- During the suspension, the provider may not receive any meal reimbursements.
- The provider will be notified of the intent to terminate.
- The provider may request an **Appeal of Intent to Terminate**. Pending the outcome of the **Appeal**, the provider may or may not receive any additional meal reimbursement.



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C. CORRECTIVE ACTION PLAN

A **Corrective Action Plan** is a written response by a family child care provider when it is determined that an area of non-compliance with CACFP policies exists.

When a **Corrective Action Plan** is required, the CACFP Field Representative will be available to help the provider with the process.

The **Corrective Action Plan Form** is designed to assist the provider and includes the following outcomes. The provider will...

1. demonstrate her/his understanding of the area of non-compliance/serious deficiency by writing a plan to correct the area of non-compliance.
 2. explain why the non-compliance occurred in the written Corrective Action Plan.
 3. write the steps that will be taken to remain in compliance.
 4. demonstrate an understanding that the **Corrective Action is to be permanent** by implementing the steps of the action plan.
 5. demonstrate an understanding that further instances of non-compliance could result in “an intent to terminate” from the CACFP by signing the Corrective Action Plan agreement and returning the form to Child Care Connection.
- **Issues of continued non-compliance may lead to the Intent to Terminate.**

XV. Intent to Terminate

When must a provider be terminated “for cause”?

The following information is from the Child Adult Care Food Program Policy Memorandum #9 to State Directors.

A provider’s agreement must be terminated “for cause” when the provider has been declared **seriously deficient and has not taken action to fully and permanently correct the serious deficiency within the allotted time.**

However, in cases in which the serious deficiency is related to health or safety issues, the sponsor must initiate action to terminate the provider’s agreement **without** first providing an opportunity for corrective action.

Examples include:

- Misrepresentation of information submitted on the application;
- Submission of false claims for reimbursement;
- Simultaneous participation under more than one sponsoring organization;
- Non-compliance with the Program meal pattern;
- Failure to keep required records; or
- Any other circumstance related to non-performance under the sponsor-provider agreement.

Please note that in any **serious deficiency** involving imminent threat to the health or safety of a child or an activity of a provider that poses a threat to public health or safety (such as falsification of health or licensing certifications and conduct which threatens the safety of children), the sponsor (Child Care



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Connection) would issue a written notice of **serious deficiency that does not allow for corrective action** and would at the same time issue a written notice of **Intent to Terminate**.

This would also include an immediate **suspension of program participation** (including Program Payments) to the provider, based on the “Threat to health or safety” provision in Agricultural Risk Protection Act (ARPA).

XVI. Right to Appeal

Family child care providers may seek an **Appeal of Intent to Terminate** and the suspension. If the provider prevails in the Appeal, she/he may claim retroactive reimbursement for eligible meals served during the suspension period.

A. WHAT ACTION CAN BE APPEALED?

A family day care provider may appeal a determination to terminate the day care home provider’s participation in the Child and Adult Care Food Program, for cause.

B. HOW DO I FILE FOR AN APPEAL?

Read the procedures outlined below completely and thoroughly.

Any failure to exactly follow the procedures outlined below may result in the loss of appeal rights.

The day care home provider shall file a written request of an Appeal of Intent to Terminate not later than 15 working days from the date the **Letter of Intent to Terminate** was postmarked from the CACFP sponsor, Child Care Connection.

The written request of an **Appeal of Intent to Terminate** must include:

- the name, address, and signature of the person (the day care provider) requesting the appeal
- the telephone and fax numbers if available
- The date the letter was received
- A statement supporting reasons the provider should not be terminated from the CACFP
- Documentation supporting the provider’s case for non-termination

If the day care provider’s request is determined to be timely (within the 15 day period), she/he will receive acknowledgement of that fact from the Program Director.

If the day care provider’s request is determined to be not timely (after the 15 day period), she/he will be notified that no review will be conducted and that the original determination has become final.

The written request for an **Appeal of Intent to Terminate** is sent to

Program Director
Child Care Connection
703 S. Main Street, Suite 211
Akron, Ohio 44311-1157

The written **Appeal of Intent to Terminate** should be sent via certified mail, return receipt requested.



Appeals Board Procedure

The Program Director of Child Care Connection shall acknowledge the receipt of the **Request for Appeal** within 10 calendar days.

The **Child Care Connection, CACFP Appeal Board, will review the Appeal of Intent to Terminate.** The Appeal Committee consists of the Program Director of Child Care Connection, the President/CEO of Info Line Incorporated and a member of the Board of Trustees of Info Line Incorporated.

The Appeal Committee will meet and review the case in question. The Appeal committee will make a determination regarding the **Appeal of Intent to Terminate.**

The day care provider will receive notification of the results of the Appeal Committee's decision in writing within forty-five (45) working days of the receipt of the **Appeal.**

When Does A Provider NOT have the Right to Appeal Termination?

A family child care provider **does not have the right to appeal termination** from the Child and Adult Food Program when:

- (1) The provider fails to pass the local inspections in an alternately approved home or
- (2) The provider loses certification or licensure from an approved agency.

The termination of the day care provider's agreement is permanent and the day care provider is placed on the National disqualified list.

XVII. Meal Requirements

A. FEEDING INFANTS

1. Breast Milk and formula

Providers are now reimbursed for serving infants expressed breast milk and/or formula, even if you are not serving an additional infant food.

What are the advantages of breast milk?

- It provides energy and vitamins and minerals appropriate amounts.
- Contains antibodies, which protect the infant's digestive tract from infection. These are not present in cow's milk.
- It is easier for the infant to digest. At birth, an infant's digestive tract is not fully formed. Breast milk forms an easy-to-digest curd, unlike cow's milk, which forms a tough curd in the infant's stomach.
- Breastfed babies are sick less often and do not have constipation, diarrhea or allergic reactions as often as formula fed babies.

The publication ***Feeding Infants: A Guide for Use in the Child Care Food Program*** (FNS-258) is an excellent resource.

2. Serving Commercially Prepared Baby Food

- Be sure the vacuum seal has not been broken when using. The jar will "pop" when opened.
- Do not serve out of the baby food jar. Remove the amount of food needed to feed the baby from the jar and put it in a dish for serving.



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- Baby food should be warmed to body temperature – not hotter. Be sure to stir the food well after heating.
- Throw away any leftover food. Never put it back into the jar because it could cause contamination.
- Once opened, the jar should be stored in the refrigerator and must be used within two to three days. Read the labels carefully. Avoid those with added fat, salt, sugar, modified cornstarch or modified tapioca starch.

3. Preparing Baby Food At Home

Home prepared baby food is nutritious, easy to do, and much less expensive than the store bought baby foods.

Recommended Preparation Procedures:

- Make sure hands, utensils, workspace and food are all very clean.
- Use fresh food.
- Remove skins, pits and seeds from fruits and vegetables. Cut away all fat, gristle, skin and bones from meat, poultry and fish.
- Cook foods until they are soft and tender. To minimize vitamin loss, steam fruits and vegetables. Roast, simmer or braise meat.
- Modify texture by mashing food with a fork, grinding food in a grinder or pureeing in a blender or food processor.

IT IS RECOMMENDED THAT ROOT VEGETABLES SUCH AS BEETS, CARROTS AND POTATOES NOT BE FED TO INFANTS LESS THAN 6 TO 8 MONTHS OF AGE.

- Due to the possibility of contracting botulism from spores in the ground,
- Care should be taken to ensure food is washed, cooked and properly handled.

4. Foods Not Allowed for Infants

- Foods with water listed as the first ingredient
- Combination foods or dinners
- Baby desserts
- Fruit juice or drinks other than 100% fruit juice
- Fruit juice of any kind before the infant is 6 months of age
- Vegetable juice
- Jarred cereals with or without fruit
- Iron-fortified dry infant cereals containing fruit
- “Adult” cereals
- Bacon

5. Foods to Limit or Avoid

Some foods commonly cause allergic reactions in infants and should be avoided during the first year. These are COW’S MILK, NUTS, SEEDS, NUT OR SEED BUTTERS (PEANUT BUTTER), CHOCOLATE, CITRUS FRUITS (ORANGE, LEMON, GRAPEFRUIT), EGG WHITES, and SHELLFISH. HONEY should never be served to infants because it may contain botulism spores that can cause severe poisoning. After digestive systems mature, honey can be tolerated.

- **SUGAR, SALT AND BUTTER OR MARGARINE** should never be added to infant food. It is best for children to develop a liking for the natural flavors of foods.



6. Choking: Foods to Avoid Giving Infants

Infants can choke on foods. The following list of foods could cause a choking hazard for young children.

- Frankfurter Rounds
- Popcorn
- Grapes
- Dried Fruit
- Whole Pieces of Canned Fruit
- Peanut Butter
- Nuts
- Raw Carrots

FOODS SHOULD BE CUT LENGTH-WISE RATHER THAN IN CIRCLES, TO PREVENT CHOKING.

7. Baby Bottle Tooth Decay: How to prevent it.

- Feed ONLY breast milk, formula or water from a bottle. NEVER put juice, soda pop or other sweetened drinks in a bottle.
- Offer the bottle only at feeding time, not at naptime. If a baby falls asleep during feeding, move the baby around a bit to stimulate swallowing before putting him down to sleep.
- Do not use a bottle of cold juice to soothe a teething baby's gums. Instead, use a clean favorite rattle or teething ring that has been cooled in the refrigerator or freezer.

8. Preparing Infant Formula

- a. Wash hands with soap and water.
- b. Wash all equipment in hot, soapy water and scrub with a brush.
- c. Rinse all equipment thoroughly in hot water.
- d. Put nipples, ring and caps in a pot with enough water to cover.
- e. Boil five minutes.
- f. Wash hands with soap and water.
- g. Wash top of formula can, then open.
- h. Pour formula for one feeding into each clean bottle.
- i. Put clean nipple on bottle and cover with snap-on cap.
- j. Use cold tap water or bottled water in the preparation of the formula. Using hot tap water may lead to a high risk of lead exposure.

9. Storing Infant Formula and Breast Milk

- Refrigerate prepared bottles of formula for up to 24 hours.
- Open cans of formula should be covered, refrigerated and used within 48 hours.
- Expressed breast milk may be stored in the refrigerator or freezer in either sterilized bottles or disposable plastic nursing bags for up to 48 hours or in the freezer for up to 2 weeks after the time it was collected. Be sure the milk is protected in an airtight container while in the freezer. Once thawed, do not re-freeze.



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10. Warming Infant Formula or Breast Milk in Bottles Procedure for Warming Bottles

For frozen formula or breast milk:

- Hold the bottle under cool to warm water.
- Shake bottle gently to mix.
- Do not refreeze any milk or formula.
- Test the temperature of the formula on your inner wrist. Formula or milk should feel tepid to your touch. If the formula feels too hot, wait a few minutes and test again.

NEVER USE A MICROWAVE TO WARM BOTTLES.

- Microwaving bottles can cause “hot spots” in the milk. These “hot spots” can burn or injure an infant.
- Microwaving can destroy the nutrients in the breast milk.
- Covered bottles may explode when heated in microwaves.

Child and Adult Care Food Program Meal Pattern for Infants			
	Breakfast	Lunch or Supper	Snack
Infants Birth through 3 months	4-6 fluid ounces (fl oz) breast milk (1) or formula (2)	4-6 fluid ounces (fl oz) breast milk (1) or formula (2)	4-6 fluid ounces (fl oz) breast milk (1) or formula (2)
Infants 4 months through 7 months	4-8 fluid ounces (fl oz) breast milk (1) or formula (2) 0-3 tablespoons (tbsp) infant cereal (3) optional	4-8 fluid ounces (fl oz) breast milk (1) or formula (2) 0-3 tbsp infant cereal (3) (optional) 0-3 tbsp fruit and/or vegetable (optional)	4-8 fluid ounces (fl oz) breast milk (1) or formula (2)
Infants 8 months through 11 months	4-6 fluid ounces (fl oz) breast milk (1) or formula (2) 2-4 tbsp infant cereal (3) 1-4 tbsp fruit and/or vegetable	4-6 fluid ounces (fl oz) breast milk (1) or formula (2) 2-4 tbsp infant cereal (3) and/or 1-4 tbsp meat, fish, poultry, egg yolk, or cooked dry bean or peas, or ½ - 2 oz cheese, or 1-4 cottage cheese, Cheese food, or Cheese spread 1-4 tbsp fruit and/or vegetable	4-6 fluid ounces (fl oz) breast milk (1) or formula (2) 0-1/2 slice bread or 0-2 crackers (5) (optional)

- (1) Iron-fortified infant formula
- (2) Iron-fortified dry infant cereal
- (3) Full-strength fruit juice
- (4) Made from whole-grain or enriched meal or flour



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Infant Foods				
Food Item	Yes	No	Comments	Nutritional Information
Bread	x		Crusty bread, including dry bread and toast may be claimed for supplements to infants 8-11 months of age. Bread must be made from whole-grain, bran, germ and/or enriched meal or flour to be creditable.	
Breast Milk	x		*Meals containing breast milk may be claimed.*	Breast milk is the best food for infants. It provides energy and all-important nutrients in appropriate amounts for infants.
Cereal, Adult		x	"Adult" cereals, including oatmeal and Farina, are not creditable for infants.	Iron and other nutrients in "adult" cereal are provided to meet the needs of older children and adults rather than infants. Raisins and nuts in "adult" cereals may cause choking.
Cereal, infant with Fruit		x	It is difficult to determine the amount of cereal and fruit.	
Cereal, Iron-fortified Infant	x		Iron-fortified dry cereals specifically formulated and recognized for infants are creditable.	The iron in iron-fortified infant cereals are designated to be easily absorbed by infants.
Cheese (natural cheese, cottage cheese, cheese food, cheese spread)	x		Natural cheese, cottage cheese, cheese food and cheese spread may be claimed when served at lunch or supper to infants 8-11 months of age.	
Chocolate		x	Chocolate should not be served to infants less than one year of age as it may cause allergic reactions.	
Combination dinners/foods, commercial baby food		x	The amount of each component in combination meals is difficult to determine. After measuring the appropriate amount of each item, plain meats may be mixed with vegetables.	Commercial combination baby food dinners/foods have less nutritional value by weight than single ingredient foods.

*From birth until 1 year old.



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Infant Foods				
Food Item	Yes	No	Comments	Nutritional Information
Crackers	x		Crackers may be credited as snack only when served to developmentally ready infants 8-11 months of age. Crackers must be made from whole-grain, bran, germ and/or enriched meal or flour.	
Desserts, Baby food		x		Desserts may be high in sugar and/or fat and often contain less of the key nutrients needed by infants.
Egg White		x	Egg whites should not be served to infants less than one year of age because they may cause allergic reactions.	
Egg Yolk	x		Egg yolk may be claimed when served at lunch or supper to 8-11 month old infants. Commercial baby food egg yolk or properly cooked and prepared (pureed or mashed) egg yolk may be served.	
Formula, Follow-Up	-	-	Follow-up formulas are designated for older infants or toddlers consuming solid foods. Follow-up formulas are not creditable when served to infants less than 6 months of age, except when served as substitutions supported by a medical statement.	
Formula, Iron-fortified with iron	x		Iron-fortified infant formulas, including soy-based formulas, may be served. Formula recommended by the infant's health care provider should be served. The American Academy of Pediatrics recommends that, during the first year of life, the only acceptable alternative to breast milk is iron-fortified infant formula and that low-iron formulas not to be used	Iron fortified infant formula contains 1 milligram or more of iron in a quantity of product that supplies 100 kilocalories when prepared in accordance with label directions for infant consumption. The amount of iron in a product is specified on the label.
Formula, Low-iron		x	Only iron-fortified infant formula is creditable.	Low-iron infant formulas contain less than 1 milligram of iron per 100 kilocalories of formula. Infants need to receive an adequate amount of iron in the first year to maintain health.
Formula, Powdered	-	-	Powdered infant formula may or may not be creditable in some State Licensing regulations.	

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Infant Foods				
Food Item	Yes	No	Comments	Nutritional Information
Fruit	x		Raw fruits may cause choking if not prepared (cooking, if necessary, and/or pureed or mashed) to the appropriate texture for an infant. Plain commercial baby food fruits may be claimed when served at lunch or supper to infants 4-7 months old, or when served at breakfast, lunch or supper to infants 8-11 months old.	
Fruit and vegetable juice blend		x	Fruit and vegetable juice blends are not creditable for infants. Only 100% fruit juices are creditable for infants.	
Fruit Drink		x	Fruit drinks are not creditable. Juices must be 100% fruit juice to be credited.	Fruit drinks are high in sugar.
Fruit Punch		x	Fruit punch is not creditable.	Fruit punch is high in sugar.
Fruit Juice	x		Full-strength (100%) fruit juice, including infant and adult varieties, may be claimed when served to infants 8-11 months of age for supplements. Fruit juice should only be served to infants when they are ready to drink the juice from a cup.	Choose juices that are fortified with vitamin C.
Home-Canned Infant Foods		x	Home-canned infant foods should not be served due to the risk of food borne illness.	
Honey		x	Honey (including that cooked or baked in products such as honey graham crackers) should not be served to infants less than one year of age. Honey is sometimes contaminated with Clostridium botulinum spores. If a baby ingests these spores, they can produce a toxin, which may cause severe food borne illness called infant botulism.	
Juice	-	-	See: Fruit and vegetable juice blend, Fruit juice or Vegetable juice.	
Legumes (dry or canned beans and peas)	x		Cooked dry beans and dry peas may be claimed when served at lunch or supper to infants 8-11 months of age. Dried or canned legumes should be prepared (mashed or pureed) to the appropriate texture for infants. Whole cooked legumes may cause choking in infants.	

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Infant Foods				
Food Item	Yes	No	Comments	Nutritional Information
Meat	x		Plain commercial baby food meats may be claimed when served at lunch or supper to infants 8-11 months of age. Fresh or frozen meats should be cooked thoroughly and then prepared (pureed, ground or finely chopped) to the appropriate texture for infants.	Meats are an excellent source of protein, riboflavin, niacin, vitamin B6, copper and other nutrients.
Nuts		x	Nuts may cause choking and should never be served to infants.	
Peanut Butter		x	Peanut butter should not be served to children less than one year of age because it may cause choking.	
Shellfish		x	Shellfish may cause allergic reactions in infants less than one year old.	
Soy Formula	x		See: Formula, iron-fortified or with iron.	
Vegetables	x		Plain commercial baby food vegetables may be claimed when served to infants 4-7 months old at lunch or supper and infants 8-11 months old at breakfast, lunch or supper. Fresh or frozen vegetables should be cooked and then prepared (pureed or mashed) to the appropriate texture for infants. Raw vegetables are not recommended for infants because they may cause choking.	
Vegetable Juice		x	Vegetable juice is not creditable for infants. Only 100% fruit juices are creditable toward the infant meal pattern requirements.	
Yogurt		x	Yogurt is not creditable for infants.	
Zwieback	x		See: Bread.	

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Child and Adult Care Food Program Meal Pattern for Children			
	Children 1 and 2 years	Children 3 through 5 years	Children 6 through 12 years
Breakfast			
Milk, fluid	½ cup	¾ cup	1 cup
Juice, fruit or vegetable	¼ cup	½ cup	½ cup
Grains/Breads:			
Bread; whole-grain, bran, germ or enriched	½ slice ¼ cup (1)	½ slice 1/3 cup (2)	1 slice ¾ cup (3)
Cereal; cold, dry or hot, cooked	¼ cup	¼ cup	½ cup
supplement (snack) (select 2 components)			
Milk, fluid	½ cup	½ cup	1 cup
Meat or meat alternate	½ ounce	½ ounce	1 ounce
Juice, fruit or vegetable	½ cup	½ cup	¾ cup
Grain/Breads:			
Bread; whole-grain, bran, germ or enriched	½ slice ¼ cup (1)	½ slice 1/3 cup (2)	1 slice ¾ cup (3)
Cereal; cold dry or hot cooked	¼ cup	¼ cup	½ cup
Lunch or supper			
Milk, fluid	½ cup	¾ cup	1 cup
Meat or alternate			
Meat, poultry or fish, Cooked (lean meat without bone)	1 ounce	1-1/2 ounces	2 ounces
Cheese	1 ounce	1-1/2 ounces	2 ounces
Egg	1	1	1
Cooked dry beans/peas	¼ cup	3/8 cup	½ cup
Peanut butter or other nut or seed butters	2 tablespoons ½ ounce = 50% (5)	3 tablespoons ¾ ounce = 50% (5)	4 tablespoons 1 ounce = 50% (5)
Nuts/and or seeds			
Vegetable and/or fruit (2 or more)	¼ cup total	½ cup total	¾ cup total
Grains/Breads: whole-grain, bran, germ or enriched	½ slice	½ slice	1 slice

(1) ¼ cup (volume) or 1/3 ounce (weight), whichever is less.

(2) 1/3 cup (volume) or ½ ounce (weight), whichever is less.

(3) ¾ cup (volume) or 1 ounce (weight), whichever is less.

(4) Yogurt may be used as a meat/meat alternate in the snack only. You may serve 4 ounces (weight) or ½ cup (volume) of plain or sweetened and flavored yogurt to fulfill the equivalent of 1 ounce of the meat/meat alternate component. For younger children, 2 ounces (weight) or ¼ cup (volume) may fulfill the equivalent of ½ ounce of the meat/meat alternate requirement.

(5) This portion can meet only one-half of the total serving of the meat/meat alternate for lunch or supper. Nuts or seeds must be combined with another meat/meat alternate to fulfill the requirement. For determining combinations, 1 ounce of nuts or seeds is equal to one ounce of cooked lean, meat, poultry, or fish.



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Creditable Milk

Liquid milk must be served with each breakfast, lunch, and supper. Milk may not be credited for snacks when juice is served as the only other component. For more specific information please see the crediting section.

Milk	
Creditable	Non-creditable
Acidified milk Buttermilk Chocolate milk Cocoa * Cultured milk Eggnog flavored milk * Flavored milk Goats milk Hot chocolate * Lactose reduced milk Low fat milk Milkshakes (homemade) Skim milk Two percent milk UHT milk Whole milk	Certified raw milk Cheese Cream Cream Sauces Cream soups Custard Eggnog (commercial and homemade) Evaporated milk Frozen yogurt Half and half Ice cream Ice milk Imitation milk Milkshakes (commercial) Nonfat dry milk (reconstituted or dry) Pudding Pudding pops Sherbet Sour cream Soybean milk ** Yogurt (see meat and meat alternates)
	* Made with liquid milk ** May be creditable if used as a substitute for milk for a child with a special medical dietary need. A statement from a medical authority on the need for the substitution must be on file.

Creditable Meat and Meat Alternates

Below is a summary of the creditable and non-creditable meat and meat alternates.

PLEASE NOTE:

For commercial canned and frozen combination foods to be creditable, (beef stew, chili, pizza, pot pies, ravioli, etc.) the amount of cooked lean meat/meat alternate per serving must be documented by a CN label or a product analysis sheet signed by an official of the manufacturer. For more specific information please see the crediting section.

Meat and Meat Alternates	
Creditable	Non-creditable
Beans, canned or dry Beef Beef jerky Black-eyed peas Bologna * Canadian bacon	Acorn Baco-bits Bacon or imitation bacon products Cheese, cream Chestnuts

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Meat and Meat Alternates	
Creditable	Non-creditable
Canned pressed luncheon meat (Spam)	Chitterlings
Cheese, food or spread (Velveeta, Cheese Whiz)	Coconut
Cheese, natural (American, brick, cheddar, Colby, mozzarella)	Crab (imitation)
Cheese, parmesan	Fish (not inspected non-commercial/home caught)
Cheese, pimento	Game (uninspected venison, rabbit squirrel etc.)
Cheese, Romano	Ham hocks
Chick peas	Home slaughtered meat
Chicken	Imitation seafood
Chicken nuggets	Macaroni and cheese made with powdered cheese
Chorizo	Meat sauce (commercial)
Cottage cheese	Nut or seed meal/flour
Deviled eggs	Pigs feet
Eggs	Pig neck bones
Fish	Pigs tails
Fish sticks/nuggets	Pizza, ravioli
Frankfurters *	(Commercial, without CN label or product analysis)
Garbanzo beans	Salt Pork
Hot dogs *	Scrapple
Kidney beans	Soups (commercial, without meat/meat alternative except for bean, lentil, or pea)
Legumes (dried beans, peas, lentils, etc.)	Soy burgers or other soy products
Liver	Tempeh
Liverwurst	
Luncheon meats	
Macaroni cheese (homemade)	
Meat sauce (homemade)	
Nuts **	
Peanut butter **	
Peas, canned or dry	
Pinto beans	
Pizza (homemade)	
Pork	
Pot pies (homemade)	
Potted meats	
Pressed meat products	
Quiche (with meat or cheese)	
Ravioli, cheese or meat (homemade)	
Sausage (Italian, Polish, Vienna, etc.)	
Seeds **	
Cheese, pimento	
Cheese, Romano	
Chick peas	
Chicken	
Chicken nuggets	
Chorizo	
Cottage cheese	
Corndogs *	
Shellfish	
Soups (homemade soup containing meat, fish, poultry, or meat alternates)	
Tripe	

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Meat and Meat Alternates	
Creditable	Non-creditable
Turkey Turkey bacon Yogurt	

* Must contain no by-products, cereal, binders or extenders

** Must include another source of protein at lunch and supper; *** Snacks only

Creditable Grains and Breads

Below is a summary of creditable and non- creditable grains, breads, and cereals.

PLEASE NOTE. For a food to be credited as a grain, bread, or cereal, one more of these words must appear on the ingredient label:

1. Breads/grains: enriched or whole grain (corn, oats, rice, wheat, etc.) enriched or whole grain flour or meal; bran; germ.
2. Cereal: whole grain; bran; germ; enriched; fortified. For more specific information please see the crediting section.

Grains and Breads	
Creditable	Non-creditable
Bagels	Brownies (frosted)
Banana Bread	Carmel Corn
Barley	Hominy
Biscuits	Nut or seed meal or flour
Bran (wheat, oat, etc.)	Popcorn
Bread (white, rye, whole wheat, pumpernickel, Boston Brown, Roman Meal, French, raisin, rolls, buns, etc)	
Breading/Batter	
Bread pudding	
Bread sticks (soft, hard)	
Bread stuffing	
Brownies, plain (no frosting, nuts etc.)	
Bulgar	
Cake, cupcake, pound cake *	
Cereal	
Chips (bagel, nacho, taco, tortilla)	
Chow mein noodles	
Cobbler crust *	
Coffee cake **	
Cookies/bars *	
Corn bread, muffins	
Corndog breading	
Corn tortillas	
Couscous	
Crackers (animal, saltine, etc.)	
Cream puffs shells *	
Crisp (crust) *	
Crepes	
Croissants	
Croutons	
Doughnuts **	
Dumplings	

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Grains and Breads	
Creditable	Non-creditable
Egg roll or wonton wrappers English muffin French toast Fried bread Germ (wheat, oat, etc.) Gingerbread * Glorified rice * Graham crackers Grain fruit bars ** Grits Hush puppies Ice cream cones Lefsa Millet Muffins Noodles/Macaroni Oat Bran Pancakes/waffles Party Mix Pasta, all Shapes Pastry, caramel rolls ** Pie crust, dessert pastry Pie crust, main dish Pineapple-upside-down cake * Pita bread Pizza crust Pop tarts ** Potato chips or shoestring Potatoes Potato pancakes Popovers Pretzels (soft, hard and chips) Puff pastry Quick breads (carrot, pumpkin, Squash, zucchini) Quinoa Ravioli Rice, white and brown Rice cakes Rice cereal bars Rice pudding Rye Wafers Scones Sopaipillas * Sweet rolls, sticky buns, cinnamon rolls, Danish Tapioca pudding Taco shells Toaster pastry ** Tortilla shells Zwieback Wheat germ Wild rice	

*Snacks only; ** Breakfast or snacks only

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Creditable Fruits and Vegetables

Most all fresh, frozen, canned, or dried fruits and vegetables are creditable. Below is a summary of creditable and non-creditable fruits and vegetables.

Please note:

- Cooked dry beans or peas may count as a vegetable or meat alternate, but not as both in the same meal.
- Juices must contain 100% fruit juice.
- When juice is served with a snack, milk cannot be the only other component served.
- Less than 1/8 cup fruit or vegetable cannot count toward required requirements.

Fruits and Vegetables	
Creditable	Non-creditable
Apple cider	"Ade" drinks
Apple fritters	Apple butter
Bean sprouts	Barbecue sauce
Beans, canned or dry	Bread with fruits or vegetables
Cakes (with at least 1/8 cup fruit/serving)*	Catsup
Coleslaw	Chili sauce
Cranberries (whole, sauce or relish)	Coconut
Cranberry juice blend	Corn chips
Frozen juice bars	Corn syrup
Fruit	Cranberry juice cocktail
Fruit cobblers (home-made)	Dry spice mixes
Fruit crisp (home-made)	Fig bar cookies
Fruit juices (100%)	Frozen fruit flavored bars (commercial)
Fruit sauces (home-made)	Fruit drinks
Gelatin desserts or	Fruit flavored powder and syrups
Greens	Fruit flavored punches
Juice blends	Fruit juice bases
Kiwi	Fruit or vegetables in breads or muffins
Lefsa	Fruit snack, leathers
Olives	Gelatin
Onion rings	Gravy bases
Pickles	Honey
Pineapple upside-down-cake	Ice cream (fruit flavored)
Pizza sauce	Jam, jelly
Potato skins	Ketchup
Potatoes	Kool Aid
Pudding with fruit added	Lemon pie filling
Raisins	Lemonade
salads with fruit	Maple Syrup
Salsa	Mayonnaise
Soup, canned, condensed or ready to serve	Muffins with fruit
Soup, dried (only with sufficient reconstituted vegetables)	Mustard
vegetables, or juice added	Nectars
Clam chowder, minestrone, split pea, tomato	Oil
Soup (home-made)	Pickle relish
Spaghetti sauce	
Sprouts (alfalfa, bean)	
Tomato paste, puree	
Sauce	
V-8 juice	

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Fruits and Vegetables	
Creditable	Non-creditable
Vegetable juice blends Vegetables Wild Plants	

* Snacks only; * 1 cup soup serving = ¼ cup vegetables
Must serve at least ½ cup soup to count as 1/8 cup portion vegetable serving.

More Information on Creditable Foods . . .

Bacon	If it is turkey bacon.
Beans, dried	Any type may count as a meat or vegetable.
Quick Breads	Count as bread if enriched or whole flour is used.
Bread Pudding	Count as bread for snack only.
Breading on Fish or chicken	½ oz. of breading is a serving for 3-5 year old 1 oz. for 6-12 year old
Brownies	If homemade with enriched/whole flour.
Cake/cupcakes	If homemade with enriched or whole flour.
Canned Pork & both meat and vegetable in same serving.	Count as meat or vegetable. Do not count as serving of Beans
Casseroles/ Combination Dishes	You can count any two food components in any combination dish.
Chicken Wings	A serving for 6-12 year old would be 3 wings.
Chitterlings	Not creditable. Not enough protein.
Coffee Cake	If homemade and is made with enriched or whole grain in the main ingredient. Can be served for breakfast or snacks occasionally.
Cookies or Bars	If flour is creditable and only for snack, occasionally.
Dips	If made with creditable ingredients: yogurt, bean, cottage cheese or peanut butter base could count as a snack. No, if made with non-creditable ingredients: mayo, sour cream or cream cheese as a base.
Egg Nog	If the egg nog is made with egg nog flavoring and liquid milk, it is creditable. It is not creditable if it is made with raw eggs.

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Egg Rolls	Commercial egg rolls count only as a bread. Homemade egg rolls can count as two components (i.e. bread and vegetable or vegetable and meat, etc.)
Fruit Cake	Is not creditable because the main ingredient is not enriched flour or whole grain.
Honey	Should never be given to babies under one year old. Can be used for sugar substitute.
Home Canned Food	Is not creditable because it is not government inspected.
Hydrox & Oreos	Is not creditable because sugar is its main ingredient.
Knox Blox	Only is creditable if made with 100% juice.
Macaroni & Cheese	Can count as bread if enriched flour used.
Nachos	Tortilla chips are creditable, but not corn chips.
Neck Bones	Not Creditable. Not enough protein.
Orange Julius	Count as a fruit and a milk if made with 100% fruit and liquid milk. Count as only one food group for a snack. Count as two food groups for a meal.
Parents Bringing Food	No, usually meals or food supplied by parents cannot be claimed for reimbursement. Yes, meals can be claimed when parent is bringing formula or breast milk and additional meal and snack requirements are provided by provider.
Peanut Butter	Counts as ½ meat requirement. Another protein must be added for meals only, not snacks.
Pickles	Count as a vegetable. Use only occasionally.
Pie Fillings-Fruit	½ cup of commercial pie filling counts as ¼ cup fruit. Homemade pie fillings count according to amount of fruit in recipe divided by the number of servings.
Pie Crust	Yes, when made with enriched flour. Pie crust in main dish pies count as bread. No, pie crust in dessert type products does not count as a bread.
Pig Tails	Is not creditable because there is not enough protein.



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Pizza	Pizza contains crust, sauce, cheese, meat and/or vegetables. Homemade pizza counts for 2 food components only. Frozen pizza from the grocery store counts only as bread unless extra meat, cheese or vegetables are added. When adding ingredients to a store bought pizza, this needs to be noted on menus. Pizza from carry-out or restaurant cannot be counted.
Popovers	Count as bread only.
Popsicles	Are creditable if made with 100% juice.
Pop Tarts/ Pastries	Pop tarts count as a bread for breakfast or snacks if made Toaster with enriched flour. Do not count as fruit – high in sugar.
Potatoes	Count as vegetable only.
Pot Pies	Commercial pot pies count as a bread only. If homemade and sufficient vegetable and meat are added they count as meat and ¼ cup vegetables. Be sure to note “HM” on menu if homemade. Only two components can be counted.
Pretzels	Count as a bread.
Pudding Pops	Only liquid milk counts as milk.
Restaurant Meals	Are not creditable.
Rice Pudding	Count as a bread for snacks only.
Salsa	Count as a vegetable.
Soup (Canned)	Minestrone, Tomato with Rice or Vegetables, Tomato
Side Pork	Not enough protein.
Homemade Soup	Be sure to note “HM” and list all ingredients. Count two food components only.
Canned Chunky Soup	One cup of beef, turkey or chicken would count as ¼ cup of vegetables and ½ oz. meat.
Canned Bean, Lentil, Split Pea Soup	½ cup counts as ¼ cup vegetables.
Canned Cream	Is not creditable.



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Soup

with Vegetables

Vegetables soups, etc. One cup counts $\frac{1}{4}$ cup of vegetables.

Noodle Soup

1 cup counts as $\frac{1}{2}$ cup noodles. Canned noodle soup does not count as a meat or vegetable.

Spaghetti Sauce

$\frac{1}{2}$ cup counts as $\frac{1}{2}$ cup vegetables.

Spaghetti & Meat

Count as 1 vegetable and/or 1 meat. Noodles count as 1 bread if listed as bread. However, only two components can be counted.

Spaghettilios/

Count as bread if made with enriched flour. Does not

Ravioli

count as a bread.

Tacos

Tacos typically contain meat, cheese, shell and some vegetables. List separately: shell, tomato (vegetable) and cheese to count as two and serve an additional vegetable.

Taco Shells

Whole taco shells – 1 bread if made with enriched flour or meal.

Tang

Is not creditable.

Tomato Paste

1 Tbsp. counts as $\frac{1}{4}$ cup vegetables.

Tomato Puree

2Tbsp. counts as $\frac{1}{4}$ cup vegetables.

Tomato Sauce

$\frac{1}{4}$ cup counts as $\frac{1}{4}$ cup vegetables.

Twinkies

Is not creditable. High in sugar.

Vanilla Wafers

Count as bread for snacks only if enriched flour used.

V-8 Juice

Count as a vegetable. However, V-8 Splash does not count because it is not made with 100% juices.

Vegetarian Meals

Are creditable if they meet program requirements.

SNACKS

1. Cinnamon toast with applesauce
2. Melon balls, cheese wedges
3. Peaches sprinkled with granola, milk
4. Dates, Graham Crackers
5. Bagels, orange – pineapple juice
6. Deviled eggs, grape juice
7. Apple surprise: a cored apple filled with peanut butter
8. Luncheon meat roll-ups (luncheon meat, colby cheese, olives, rolled-up and cut into bite-sized portions), milk
9. Hash browns, applesauce



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10. Shredded wheat with melted cheese
11. Kabobs: cheese, turkey, fruit, milk
12. Crackers with peanut butter, milk
13. Homemade granola bar, orange juice
14. Biscuit with honey, milk
15. Mini tacos: taco meat, cheese, lettuce, tomato on a half corn tortilla
16. Melba rounds, cheddar spread, tomato juice
17. Corn on the cob, triscuits
18. Raw vegetables, cottage cheese dip
19. Mini pizza: English muffins topped with pizza sauce and cheese
20. Tuna fish or egg salad, wheat crackers
21. Wiener wraps, grapefruit juice
22. Lettuce roll-ups filled with cheese, orange juice
23. Fruit salad, cinnamon toast wedges
24. Purple cow: grape juice and milk blended, Hi-Ho crackers
25. Baked apples, ritz crackers
26. Surprise muffins. Put a little batter in a muffin cup, then a teaspoon of preserves, then more batter. Bake as usual. Milk
27. Chicken salad, toast
28. Carrot-raisin salad, wheat crackers
29. Finger sandwiches, cut off the crust and slice into long strips, orange juice
30. Toast, poached egg
31. Orange sections, toast with strawberry preserves
32. Pocket bread stuffed with cheese or peanut butter
33. Waffles topped with sliced fruit
34. Mini-vegetable omelet
35. Corn bread with apple butter, milk
36. Spicy peaches: sprinkle with cinnamon and broil 2-3 minutes, milk
37. Pancakes, hot apple slices
38. Hard cooked egg slices, rye crisp
39. Graham crackers, peanut butter & chopped dates or raisins
40. Ham roll-ups around a pickle, raw cauliflower
41. Apple rings, cinnamon graham crackers
42. Peanut butter and banana mini sandwiches, milk



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CACFP Glossary of Terms

Alternate Approval –Inspection by CACFP sponsoring agency after passing required health and fire inspection and fingerprint background checks for persons over 18 years old in the household.

Appeal of Intent to Terminate-Process that child care provider must follow with written notification of their desire and reasons for the intent to terminate be appealed.

Appeals Committee- Consists of the Program Director of Child Care Connection, the President/CEO of Info Line Incorporated and a member of the Board of Trustees of Info Line Incorporated who review the appeal of a provider and determine if it should be upheld or not.

Approved Substitute Caregiver-Caregiver who is on record with the county to provide care for children when a provider is required to be away from the home for trainings, medical care and other approved times. Substitute caregiver must fill out an agreement if they are responsible for serving meals in the provider's absence.

Breast Fed Infants Form-Form that requires signature of parent for the provider to receive reimbursement each month for breast milk given by parent to provider to serve the infant.

CACFP Information Packet- Packet sent out to providers to introduce them to the Child and Adult Care Food Program.

Change of CACFP Sponsor-Child Care Providers may change CACFP sponsorship on October 1. A letter of good standing must be provided by the former CACFP sponsor.

Child and Adult Care Food Program Field Representatives-Person from sponsoring agency who does home visits, provides technical assistance and answers questions for providers concerning the Food Program.

Child Care Connection, A Program of Info Line Incorporated: is a non-profit organization and CACFP sponsor.

Child Enrollment Forms- Form that enrolls the children in the provider's care into the food program.

Corrective Action- Written plan submitted by provider to correct an area of non-compliance.

County Certified- Providers who are inspected by their county and are approved to contract with the county so they can be reimbursed for child care for county approved children.

Family Child Care Provider- Person who provides child care for children in their residence.

Group Size- Number of children a child care provider is authorized to care for.

Home Visit Review Form- Form filled out by CACFP Field Representative to show areas of compliance and non-compliance observed at home visit. Copy is given to home provider for their records.

Home Visits- Visiting the provider's home at least three times per year to review Child and Adult Care Food Program operations for compliance of rules.

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Income Eligibility Application (IE)- Application filled out by provider for Tier 1 rate reimbursement or by parents of child(ren) who are in the care of the child care provider.

Income-earning Business-Any child care business in your home must be treated as this type of business for tax purposes.

Infant Meal Authorization Form- Form that is required from families for whom you are purchasing formula or are being breast feed.

Infant Menus- **Menus for children under the age of 12 months. They must be completed for each age group. (0-3 months, 4-7 months, and 8-11 months)**

Inspections- Visits to provider's residence to verify that they are in compliance with policies of CACFP.

Intent to Terminate-When a provider has not taken action to fully and permanently correct a serious deficiency within the allotted time then written notice is sent that the CACFP Sponsoring Agencies will make a determination of the child care home provider's participation in the Child and Adult Care Food Program. If it is determined that the provider is terminated, they are placed on the National Disqualified List and can no longer participate in **any** Child and Adult Care Food Program **permanently**.

Licensed Type A Family Child Care Home-Licensed family child care home that can care for up to 12 children with two care givers.

Meal Attendance Form- Form completed daily of those children that are being served a particular meal. This must be up to date for all meals served on a particular day. This is sometimes called the bubble sheet.

Meal Attendance Record- Forms completed daily of those children that are being feed a particular meal. These forms must be up to date to the particular meal being served. This is sometimes called the bubble sheet.

Meal Disallowance- Meal for which reimbursement **cannot** be made because the provider is not in compliance with CACFP policies.

Menu Forms- Forms completed daily for each meal served. Can be planned in advance for efficiency of shopping. Must contain creditable foods and be up to date for the particular meal being served.

National Disqualified List- National list on which a provider is placed when the termination process is completed. Participation in **any** CACFP is not allowed when on this list.

National School Lunch Act (NSLA)- P.L. 79-396 (June 4, 1946) authorized federal cash and commodity support for school lunch and milk programs, "...as a measure of national security..." in response to claims that many American men had been rejected for military service in World War II because of diet-related health problems.

Federally guaranteed subsidies are provided for every lunch served, with higher amounts generally provided for lunches served to low-income children who meet income criteria set by the law. This Act also requires federal payments for meals and snacks served to children and elderly and disabled persons in day care facilities (the **child and adult care food program**) and children in summer



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programs operated in low-income areas (the **summer food service program**), and it requires a set value of commodity assistance for each lunch served under these programs.

Other activities supported by this Act include meal supplements for children in after-school care, a homeless children nutrition program, meal service for Department of Defense overseas dependents schools, and an information clearinghouse.

Non-Approved Substitute Caregivers Mean Disallowed Meals- Substitute caregiver who is not on record with the county or has not filled out an agreement with the sponsoring agency.

Non-Compliance- When a provider is found not following CACFP policies. This can be determined by observation at home visits, form submission especially menus and attendance forms.

ODE-Ohio Department of Education.

ODJFS-Ohio Department of Job and Family Services .

Parent Visits-Visits by parents of children to the providers residence.

Permanently Corrected- Steps taken to return to compliance on a permanent basis after a corrective action is sent to a provider.

Relocation- Moving to a new address required notification to the sponsoring agency, new certification verifying County Certification of new residence or if alternate approved obtaining health and fire inspections for new residence.

Serious Deficiency-A provider will be declared Seriously deficient when there is a non-compliance with program policies. This can occur the first time a policy is violated or as a result of continued Non-compliance and failure to follow Corrective Action.

Suspension- Refers to a period of time (prior to the formal termination of a day care home's Program agreement) when the home's program participation including Program payments, is suspended.

Tax Trainings- Trainings provided by Child Care Connection to assist providers with tax issues. It is advisable to consult an accountant for current tax laws and information.

Technical Assistance-CACFP Field Representative visit or phone assistance to work with provider to correct an area of non-compliance.

The Child and Adult Care Food Program, CACFP: provides federal funds to nonresidential child and adult day care facilities to serve nutritious meals and snacks to participants.

Tier I Meal Rate- Highest reimbursement rate for meals for qualified providers either by local elementary school received 50% or more free or reduced lunches or income eligible with proof of income.

Tier II Meal Rate.- Providers who do not qualify for highest reimbursement rate will received a reduced amount per meal. However if the children the provider is watching qualify by their parents income they may receive the Tier I rate.



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Title XIX or XX (subsidized care/publicly funded); means supported wholly or partially by federal or state monies distributed by the Department of Job and Family Services for child day-care services.

Type A Family Day Care Homes- Family child care provider licensed to care for up to 12 children with two care givers.

Type B Family Child Care Homes – Permanent residence of the provider in which child care is provided for 1 to 6 children at the same time.

Weekend/ Holiday Claim Forms-On weekends or holidays you are watching children, parents must sign their children in and out of care.



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Appendix



C.A.C.F.P. Provider Manual

Appendix 1



C.A.C.F.P. Provider Manual

Appendix 2



C.A.C.F.P. Provider Manual

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