



# Annual CACFP Training

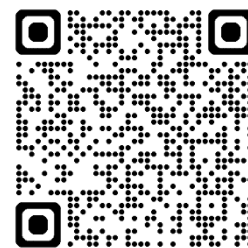
Home Daycare Providers

FY 2024

# CACFP Resources

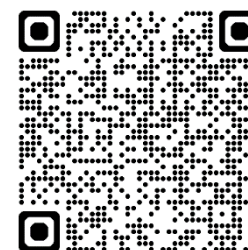
Food For Kids, Inc Website- <https://foodforkidsnevada.org/>

- Under resources- Sugar Calculator, CN Labeled Products, Important Forms and Documents
- Comprehensive Childcare Handbook and Resource Manual (located under Important Forms and Documents)
- Civil Rights Complaint Procedure



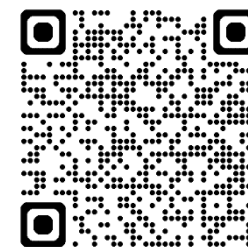
USDA Food Buying Guide- <https://foodbuyingguide.fns.usda.gov/Home/Home>

- Search food items to see if they are creditable, calculate servings, find whole grain options, and lots more!



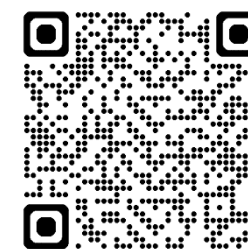
USDA CACFP Training Tools- <https://www.fns.usda.gov/tn/cacfp/trainers-tools>

- Includes training worksheets, posters, slide decks
- Crediting Handbook
- Let's Make a Snack and It's Breakfast Time meal planners
- Mealtimes with Toddlers and Feeding Infants Guides



National CACFP Association (NCA) Website- <https://www.cacfp.org/>

- Training materials and resources
- Action Center (<https://www.cacfp.org/action-center/>) to send letters to Congressional officials expressing support for current initiatives related to CACFP



# Agenda

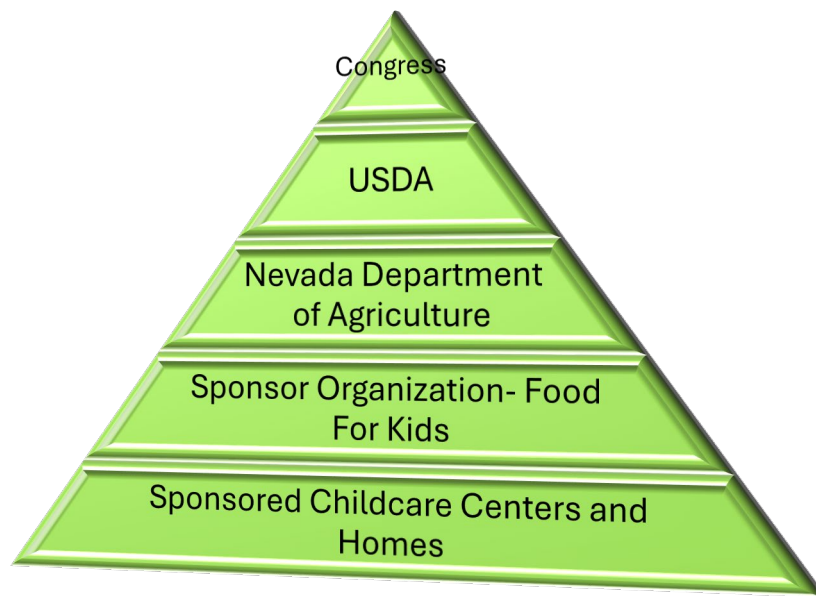
- Overview of CACFP
- Meal Patterns, Meal Service, and Child Nutrition
- Compliance and Record Keeping
- Claims Submission and Reimbursement
- Monitoring Visits and Serious Deficiency Process
- All the Questions!

## Food For Kids Mission Statement

Every child is entitled to the best nurturing possible so that the spirit, creativity, and potentiality of every young child will be advanced.

Every child and adult care giver is entitled to dependable and timely service from our program.

# CACFP Overview

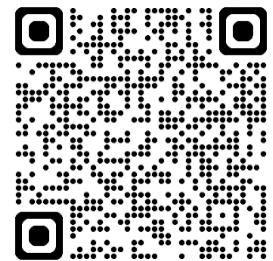


- Congress- Passes laws to implement CACFP and responds to concerns levied by constituents
- USDA- Federal agency in charge of overseeing CACFP; disburses funding; published regulation and resources for the implementation of CACFP
- NV Department of Agriculture- State Agency- Implements and monitors CACFP at the state level; can pass stricter guidance than what is already published by USDA

- Food For Kids (Sponsor Organization)- Ensures compliance with federal and state requirements, conducts monitoring visits, maintains records, provides training and technical assistance, submits claims for reimbursement to the state, disburses funding to sponsored childcare centers and homes
- Sponsored Sites- Serve healthy meals that meet the meal pattern requirements, maintain records, submit claims to sponsor, and spend reimbursement on qualified purchases

## Affecting Change in CACFP Policy

- Express concerns to sponsor (FFK!) and we can advocate for policy change on your behalf
- Scan the QR code on the right to visit the NCA Action Center to view pending legislation and send a letter to your representatives expressing support
  - Pending Legislation:
    - Additional Meal for providers open more than 8 hours per day
    - Increased reimbursement and eliminating tiering in childcare homes



NCA Action Center

## Upcoming Policy Changes in CACFP

- October 1, 2025- Changes sugar limits in cereal and yogurt from total sugars to added sugars
  - Cereals- no more than 6 g added sugars per dry oz
  - Yogurt- no more than 12 g added sugars per 6 oz

# CACFP Meal Pattern Requirements

## Milk

- Required component at Breakfast, Lunch, and Dinner for all age groups
  - Optional component at snack
- Milk Substitute
  - Medical statement signed by **parent**- sufficient if the milk substitute is nutritionally equivalent to cow's milk (soy milk only-see list of approved soy milk on FFK's website)
  - Medical statement signed by **doctor**- needed for all other milk substitutes (such as oat milk, almond milk, etc). Needs to specify disability, foods to be omitted, and appropriate substitutes



Age Group	Creditable Milk
Newborn- <1 year old	Breastmilk* and iron fortified infant formula
Between 12-13 months- transition period	Can continue to feed mixture of iron fortified infant formula and whole milk during transition
12 mo-24 mo	Unflavored whole milk
Between 24-25 months- transition period	2% milk CAN be used to help child transition from WM to LF/Skim
2-5 years old	Unflavored skim or low fat (1%) milk
6 years through adulthood	Unflavored skim or 1% milk Flavored skim or 1 % milk (max 1x per week )

## Vegetables

- Veggies are an important source of vitamins and minerals as well as dietary fiber
- At least one serving of vegetables must be served at lunch and dinner
- Can serve at breakfast if not serving a fruit
- Raw leafy veggies credit for half the amount served and cooked leafy veggies credit for the entire amount served
- Dried vegetables credit for twice the amount served



## Fruit

- Fruits are an important part of a balanced diet and provide many nutrients
- Fruits are served at lunch and supper
- Can serve at breakfast instead of vegetable
- Fruits are an optional for snack
- May substitute a second different vegetable instead of a fruit at lunch and supper
- Can serve fruit or vegetables, or a combination, and credit as 1 component **at breakfast only**



## Grains

- Grains are a great source of vitamins, minerals, carbohydrates, and fiber
- You must serve at least 1 grain per day that is whole grain rich even if only one meal/snack is served that contains a grain
  - Best practice is to serve 2 whole grain items per day



– Determining WGR:

1) The Rule of Three

- Look at the nutrition label
- first ingredient needs to be whole grain
- second and third ingredients need to be either whole grain, enriched, bran, or germ

2) Nevada WIC Shopping Guide

3) Documentation- a CN label showing that whole grains are the primary main ingredient in the food item

4) FDA Whole Grain Health Claims on the package

“Diets rich in whole grain foods and other plant foods and low in total fat, saturated fat, and cholesterol may reduce the risk of heart disease and certain cancers” **OR**

“Diets rich in whole grain foods and other plant foods, and low in saturated fat and cholesterol, may help reduce the risk of heart disease”

5) Labels- if a bread or pasta says “whole wheat” in the name, it is WGR

Meats and Meat Alternates

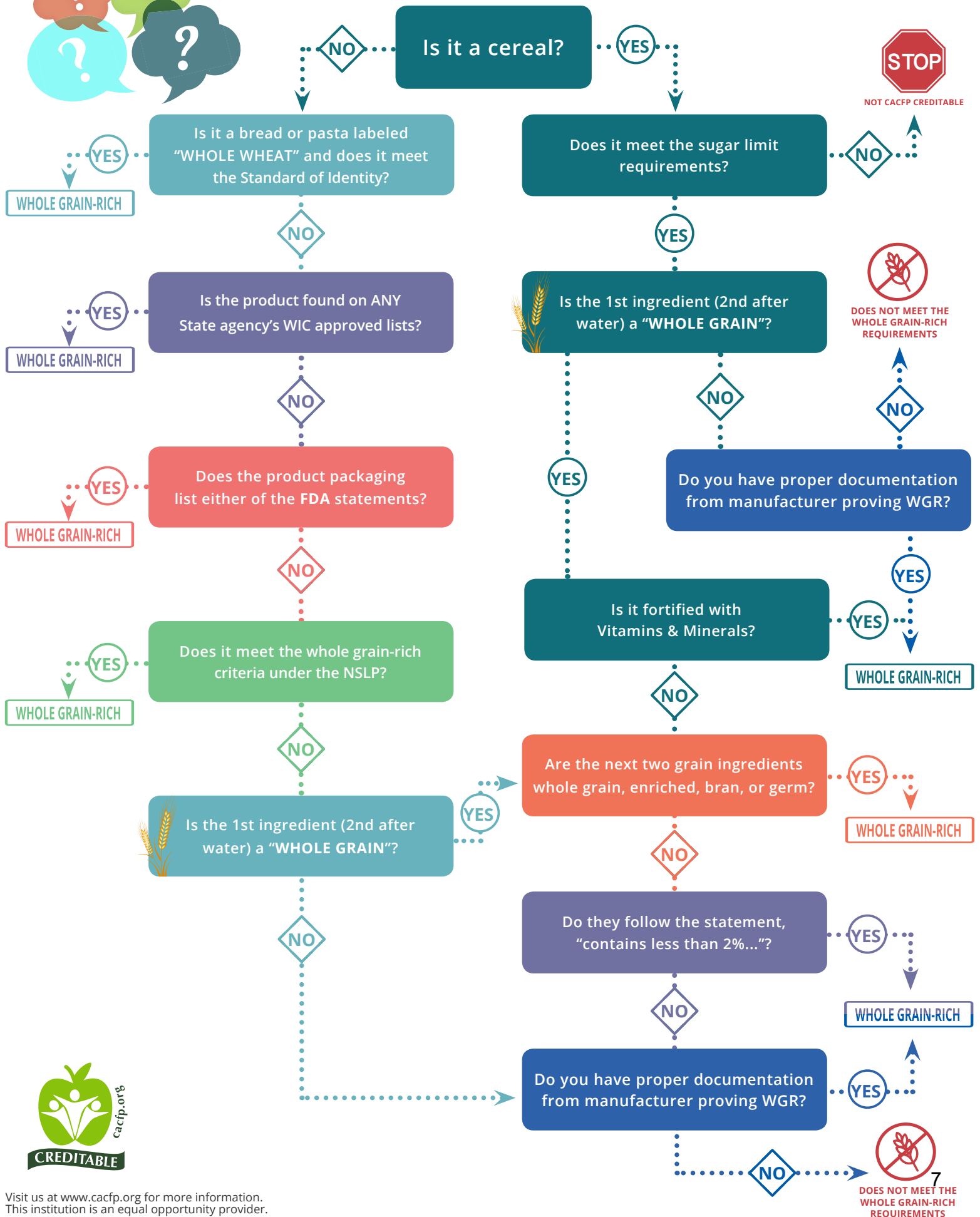
- Required component at lunch and dinner
- Can serve instead of grains component at breakfast up to 3 times per week
- Best to choose lean meats lower in saturated fat and salt as a best practice
- Ounce equivalents- unit of measurement for Meat/MA
  - For lean meats, poultry, and fish →
    - Ounce eq = Ounces served
  - CN labels/product formulation statements will list the ounce equivalents of creditable meat in a serving of a product
  - For all other M/MA, reference the serving size tables provided by NCA



Sugar Limits- Yogurt and Cereal

- Yogurt and cereal are both subject to sugar limits in the CACFP
- A lot of cereals marketed as healthy have a lot of sugar!
- Identifying yogurts/cereals that meet the limits can be done by:
  - Using WIC Shopping Guide
  - Using the calculator on the FFK Website (Resources → Sugar Calculator)

# Wondering if your food is **WHOLE GRAIN-RICH**?



# Grains Measuring Chart for the Child and Adult Care Food Program



## Grain Item and Size

## Age Group and Meal

**1- through 5-year-olds**  
at Breakfast, Lunch,  
Supper, Snack

**6- through 18-year-olds**  
at Breakfast, Lunch,  
Supper, Snack  
**Adults** at Snack only

**Adults** at Breakfast,  
Lunch, Supper

**Serve at Least**  
**½ oz. eq.**, which equals  
about...

**Serve at Least**  
**1 oz. eq.**, which equals  
about...

**Serve at Least**  
**2 oz. eq.**, which  
equals about...

**Bagel** (entire bagel)  
at least 56 grams\*

¼ bagel or 14 grams

½ bagel or 28 grams

1 bagel or 56 grams

**Bagel, Mini** (entire bagel)  
at least 28 grams\*

½ bagel or 14 grams

1 bagel or 28 grams

2 bagels or 56 grams

**Biscuit** at least 28 grams\*

½ biscuit or 14 grams

1 biscuit or 28 grams

2 biscuits or 56 grams

**Bread** (whole grain-rich or  
enriched) at least 28 grams\*

½ slice or 14 grams

1 slice or 28 grams

2 slices or 56 grams

**Bun or Roll** (entire bun  
or roll) at least 28 grams\*

½ bun/roll or 14 grams

1 bun/roll or 28 grams

2 buns/rolls or 56 grams

**Cereal Grains** (barley,  
bulgur, quinoa, etc.)

¼ cup cooked or  
14 grams dry

½ cup cooked or  
28 grams dry

1 cup cooked or  
56 grams dry

**Cereal, Ready-to-Eat:  
Flakes or Rounds**

½ cup or 14 grams

1 cup or 28 grams

2 cups or 56 grams

**Cereal, Ready-to-Eat:  
Granola**

⅓ cup or 14 grams

¼ cup or 28 grams

½ cup or 56 grams

**Cereal, Ready-to-Eat:  
Puffed**

¾ cup or 14 grams

1 ¼ cup or 28 grams

2 ½ cups or 56 grams

**Corn Muffin**  
at least 34 grams\*

½ muffin or 17 grams

1 muffin or 34 grams

2 muffins or 68 grams

**Cracker, Animal**  
(about 1 ½" by 1")\*\*

8 crackers or 14 grams

15 crackers or 28 grams

30 crackers (~1 cup)  
or 56 grams

**Cracker, Bear-Shaped,  
Sweet** (about 1" by ½")\*\*

12 crackers (~¼ cup)  
or 14 grams

24 crackers (~½ cup)  
or 28 grams

48 crackers (~1 cup)  
or 56 grams

**Cracker, Cheese, Square,  
Savory** (about 1" by 1")\*\*

10 crackers or 11 grams

20 crackers (~⅓ cup)  
or 22 grams

40 crackers (~⅔ cup)  
or 44 grams

**Cracker, Fish-Shaped  
or Similar, Savory**  
(about ¾" by ½")\*\*

21 crackers (~¼ cup)  
or 11 grams

41 crackers (~½ cup)  
or 22 grams

81 crackers (~1 cup)  
or 44 grams



\*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

\*\*Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.



# Grains Measuring Chart for the Child and Adult Care Food Program



## Grain Item and Size

## Age Group and Meal

**1- through 5-year-olds**  
at Breakfast, Lunch,  
Supper, Snack

**6- through 18-year-olds**  
at Breakfast, Lunch,  
Supper, Snack  
**Adults** at Snack only

**Adults** at Breakfast,  
Lunch, Supper

**Serve at Least**  
**½ oz. eq.**, which equals  
about...

**Serve at Least**  
**1 oz. eq.**, which equals  
about...

**Serve at Least**  
**2 oz. eq.**, which equals  
about...

**Cracker, Graham**  
(about 5" by 2 ½")\*\*

1 cracker or 14 grams

2 crackers or 28 grams

4 crackers or 56 grams

**Cracker, Round, Savory**  
(about 1 ¾" across)\*\*

4 crackers or 11 grams

7 crackers or 22 grams

14 crackers or 44 grams

**Cracker, Saltine**  
(about 2" by 2")\*\*

4 crackers or 11 grams

8 crackers or 22 grams

16 crackers or 44 grams

**Cracker, Thin Wheat,  
Square, Savory**  
(about 1 ¼" by 1 ¼")\*\*

6 crackers or 11 grams

12 crackers or 22 grams

23 crackers or 44 grams

**Cracker, Woven Whole-  
Wheat, Square, Savory**  
(about 1 ½" by 1 ½")\*\*

3 crackers or 11 grams

5 crackers or 22 grams

10 crackers or 44 grams

**Croissant**  
at least 34 grams\*

½ croissant or 17 grams

1 croissant or 34 grams

2 croissants or 68 grams

**English Muffin** (top and  
bottom) at least 56 grams\*

¼ muffin or 14 grams

½ muffin or 28 grams

1 muffin or 56 grams

**French Toast Stick**  
at least 18 grams\*

2 sticks or 35 grams

4 sticks or 69 grams

8 sticks or 138 grams

**Grits**

¼ cup cooked or  
14 grams dry

½ cup cooked or  
28 grams dry

1 cup cooked or  
56 grams dry

**Melba Toast**  
(about 3 ½" by 1 ½")\*\*

2 pieces or 11 grams

5 pieces or 22 grams

8 pieces or 44 grams

**Muffin and Quick Bread**  
(banana, etc.)  
at least 55 grams\*

½ muffin/slice or  
28 grams

1 muffin/slice or  
55 grams

2 muffins/slices or  
110 grams

**Oatmeal**

¼ cup cooked or  
14 grams dry

½ cup cooked or  
28 grams dry

1 cup cooked or  
56 grams dry

**Pancake**  
at least 34 grams\*

½ pancake or 17 grams

1 pancake or 34 grams

2 pancakes or 68 grams



\*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

\*\*Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.

# Grains Measuring Chart for the Child and Adult Care Food Program

 <b>Grain Item and Size</b>	<b>Age Group and Meal</b>		
	<b>1- through 5-year-olds</b> at Breakfast, Lunch, Supper, Snack  <b>Serve at Least</b> ½ oz. eq., which equals about...	<b>6- through 18-year-olds</b> at Breakfast, Lunch, Supper, Snack <b>Adults</b> at Snack only  <b>Serve at Least</b> 1 oz. eq., which equals about...	<b>Adults</b> at Breakfast, Lunch, Supper  <b>Serve at Least</b> 2 oz. eq., which equals about...
<b>Pasta</b> (whole grain-rich or enriched, all shapes)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
<b>Pita Bread/Round</b> (whole grain-rich or enriched) at least 56 grams*	¼ pita or 14 grams	½ pita or 28 grams	1 pita or 56 grams
<b>Popcorn</b>	1 ½ cups or 14 grams	3 cups or 28 grams	6 cups or 56 grams
<b>Pretzel, Hard, Mini-Twist</b> (about 1 ¼" by 1 ½")**	7 twists (~⅓ cup) or 11 grams	14 twists (~⅔ cup) or 22 grams	27 twists (~1 cup) or 44 grams
<b>Pretzel, Hard, Thin Stick</b> (about 2 ½" long)**	16 sticks or 11 grams	31 sticks or 22 grams	62 sticks or 44 grams
<b>Pretzel, Soft</b> at least 56 grams*	¼ pretzel or 14 grams	½ pretzel or 28 grams	1 pretzel or 56 grams
<b>Rice</b> (all types)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
<b>Rice Cake</b> at least 8 grams*	1 ½ cakes or 11 grams	3 cakes or 22 grams	5 ½ cakes or 44 grams
<b>Rice Cake, Mini</b> (about 1 ¾" across)**	7 cakes or 11 grams	13 cakes or 22 grams	25 cakes or 44 grams
<b>Taco or Tostada Shell, Hard</b> at least 14 grams*	1 shell or 14 grams	2 shells or 28 grams	4 shells or 56 grams
<b>Tortilla, Soft, Corn</b> (about 5 ½")**	¾ tortilla or 14 grams	1 ¼ tortillas or 28 grams	2 ½ tortillas or 56 grams
<b>Tortilla, Soft, Flour</b> (about 6")**	½ tortilla or 14 grams	1 tortilla or 28 grams	2 tortillas or 56 grams
<b>Tortilla, Soft, Flour</b> (about 8")**	¼ tortilla or 14 grams	½ tortilla or 28 grams	1 tortilla or 56 grams
<b>Waffle</b> at least 34 grams*	½ waffle or 17 grams	1 waffle or 34 grams	2 waffles or 68 grams



\*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

\*\*Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.

# Serving Meats and Meat Alternates at Breakfast

Breakfasts in the Child and Adult Care Food Program (CACFP) include milk, vegetables and/or fruits, and grains. You can also serve meats and/or meat alternates 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 meats or meat alternates as part of a reimbursable breakfast:

- Substitute 1 **ounce equivalent** of meats/meat alternates 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 meats/meat alternates at breakfast more than 3 days a week, you must offer them as additional foods, which do not count toward a reimbursable breakfast.



## A Closer Look at Menu Planning

If you plan to offer a meat or meat alternate at breakfast in place of grains, it must replace the entire required amount of grains. The table below shows the minimum amount of a meat or meat alternate you would need to serve in place of grains at breakfast.

	Ages 1 - 2 years and 3 - 5 years	Ages 6 - 12 years and 13 - 18 years	Adults
<b>Minimum amount of meats/meat alternates required when served instead of grains at breakfast</b>	½ ounce equivalent	1 ounce equivalent	2 ounce equivalents
<b>Meats/Meat Alternates:</b>	<b>is equal to:</b>	<b>is equal to:</b>	<b>is equal to:</b>
<b>Beans or peas (cooked)</b>	⅛ cup	¼ cup	½ cup
<b>Natural or processed cheese</b>	½ ounce	1 ounce	2 ounces
<b>Cottage or ricotta cheese</b>	⅛ cup (1 ounce)	¼ cup (2 ounces)	½ cup (4 ounces)
<b>Eggs</b>	¼ large egg	½ large egg	1 large egg
<b>Lean meat, poultry, or fish</b>	½ ounce	1 ounce	2 ounces
<b>Peanut butter, soy nut butter, or other nut or seed butters</b>	1 tablespoon	2 tablespoons	4 tablespoons
<b>Tofu (store-bought or commercially prepared)</b>	⅛ cup (1.1 ounces) with at least 2.5 grams of protein	¼ cup (2.2 ounces) with at least 5 grams of protein	½ cup (4.4 ounces) with at least 10 grams of protein
<b>Yogurt (including soy yogurt)</b>	¼ cup of yogurt (2 ounces)	½ cup of yogurt (4 ounces)	1 cup of yogurt (8 ounces)

*Note: When you serve beans and peas as a vegetable, they cannot also count as a meat alternate in the same meal.*

## Serving Meats and Meat Alternates

The CACFP meal pattern lists the required amounts for meats and/or meat alternates as ounce equivalents (oz eq). Ounce equivalents tell you the amount of meat and/or meat alternate in a portion of food. For example, 1 oz eq is equal to half a large egg, 1 ounce (oz) of cooked lean meat, 4 oz of yogurt, or 1 oz of natural cheese.

The table below lists some meats and meat alternates that you can serve in the CACFP. For information on meats or meat alternates that are not listed in the table, please see the *Food Buying Guide for Child Nutrition Programs* (FBG) at [foodbuyingguide.fns.usda.gov](http://foodbuyingguide.fns.usda.gov). The *Food Buying Guide* also shows yields of meats, meat alternates, and other items after cooking. This can help you determine how much of an ingredient to buy to meet minimum serving amounts.

**Minimum Required Amounts at Lunch/Supper**

Meats and/or Meat Alternates	Ages 1 through 2	Ages 3 through 5	Ages 6 through 18	Adults
	1 oz eq is equal to:	1½ oz eq is equal to:	2 oz eq is equal to:	2 oz eq is equal to:
Beans, peas, or lentils	¼ cup (4 tablespoons)	⅜ cup (6 tablespoons)	½ cup (8 tablespoons)	½ cup (8 tablespoons)
Cheese, natural or processed	1 oz	1½ oz	2 oz	2 oz
Cottage or ricotta cheese	¼ cup (2 oz)	⅜ cup (3 oz)	½ cup (4 oz)	½ cup (4 oz)
Eggs (whole)	½ large egg	¾ large egg	1 large egg	1 large egg
Fish (cooked, with skin or skinless)	1 oz	1½ oz	2 oz	2 oz
Lean beef, chicken, pork, or turkey (cooked, with skin or skinless)	1 oz	1½ oz	2 oz	2 oz
Nut and seed butters (e.g., peanut butter, sunflower butter, etc.)	2 tablespoons	3 tablespoons	4 tablespoons	4 tablespoons
Nuts and seeds	½ oz = ½ oz eq*	¾ oz = ¾ oz eq*	1 oz = 1 oz eq*	1 oz = 1 oz eq*
Surimi	3 oz	4.4 oz	6 oz	6 oz
Tempeh**	1 oz	1½ oz	2 oz	2 oz
Tofu (store-bought/ commercially prepared)	¼ cup (2.2 oz) with at least 5 grams of protein	⅜ cup (3.3 oz) with at least 7.5 grams of protein	½ cup (4.4 oz) with at least 10 grams of protein	½ cup (4.4 oz) with at least 10 grams of protein
Yogurt*** (including Greek and soy yogurt)	½ cup of yogurt (4 oz)	¾ cup of yogurt (6 oz)	1 cup of yogurt (8 oz)	1 cup of yogurt (8 oz)

For information on serving meats and meat alternates at breakfast, see Team Nutrition’s “Serving Meats and Meat Alternates at Breakfast” at [fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp](http://fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp).

*\*Nuts and seeds may count toward half (½) of the meats and/or meat alternates requirement at lunch and supper. For a reimbursable meal, they must be served with another meat or meat alternate. For example, chopped nuts and yogurt in a parfait may credit toward the meats and/or meat alternates component. Nut and seed butters may credit toward the entire meats and/or meat alternates component at all CACFP meals and snacks.*

*\*\*Applies to tempeh made with soybeans (or other legumes), tempeh culture, vinegar, seasonings, and herbs only. Tempeh containing other ingredients such as brown rice, seeds, or vegetables will require documentation.*

*\*\*\*Yogurts served in the CACFP must contain no more than 23 grams of sugar per 6 ounces. For more information, see Team Nutrition’s “Choose Yogurts That Are Lower in Sugar” at [fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp](http://fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp).*

## Breakfast Meal Pattern

Component	Ages 1-2	Ages 3-5	Ages 6-18	Adults
Milk	½ c	¾ c	1 c	1 c
Vegetable, Fruit, or both	¼ c	½ c	½ c	½ c
Grain	½ oz eq	½ oz eq	1 oz eq	2 oz eq
Meat/Meat alt*	½ oz eq	½ oz eq	1 oz eq	2 oz eq

\*Meat and meat alternates can be served instead of the grain component at breakfast a maximum of 3 times per week and be creditable

## Lunch/Supper Meal Pattern

Serve all 5 components at Lunch and Supper

Component	Ages 1-2	Ages 3-5	Ages 6-18	Adults
Milk	½ c	¾ c	1 c	1 c
Vegetable	1/8 c	¼ c	½ c	½ c
Fruit	1/8 c	¼ c	¼ c	½ c
Meat/Meat Alternate	1 oz	1.5 oz	2 oz	2 oz
Grain	½ oz eq	½ oz eq	1 oz eq	2 oz eq

## Snack Meal Pattern

Choose a combination of 2 components for each meal

Component	Ages 1-2	Ages 3-5	Ages 6-18	Adults
Milk	½ c	½ c	1 c	1 c
Vegetable	½ c	½ c	¾ c	½ c
Fruit	½ c	½ c	¾ c	½ c
Meat/Meat Alternate	½ oz	½ oz	1 oz	1 oz
Grain	½ oz eq	½ oz eq	1 oz eq	1 oz eq

## Infant Meal Pattern

- Breastmilk or iron-fortified infant formula is required to be served to infants through 1 year of age
  - Breastmilk is creditable as fluid milk past 1 year of age but formula is not without a medical statement
  - If mother breastfeeds her baby on site, that can be claimed as a creditable meal
  - Must offer the full serving of breastmilk or formula or a combination of both to claim the meal
- Serve on demand- watch for hunger cues such as rooting and turning head toward chest and opening mouth wide
- As foods are introduced, communicate regularly with the parents to see what their baby is eating!
- if an infant hasn't been introduced to all the food components listed in the 6-11 month category, that is okay! The serving sizes range from ZERO for a reason.
- Parents can only provide 1 component for the meal to still credit
- Infant feeding form section of enrollment form
- Document meals on an Infant Meal Record

### **Ages birth- 5 months- All meals**

4-6 oz	Breastmilk or formula
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### **Ages 6-11 months- Breakfast, Lunch, and Supper**

Milk	6-8 oz	Breastmilk or formula
Grain/Meat/Meat Alternate	0-1/2 oz eq	Infant Cereal OR
	0-4 tbsp	Meat, fish, poultry, whole egg, or cooked dry beans OR
	0-2 oz	Cheese OR
	0-4 oz	Cottage cheese or yogurt
	0-4 oz	A combination of above
Fruit or vegetable	0-2 tbsp	Vegetable or fruit or a combination of both

### **Ages 6-11 months- Snack**

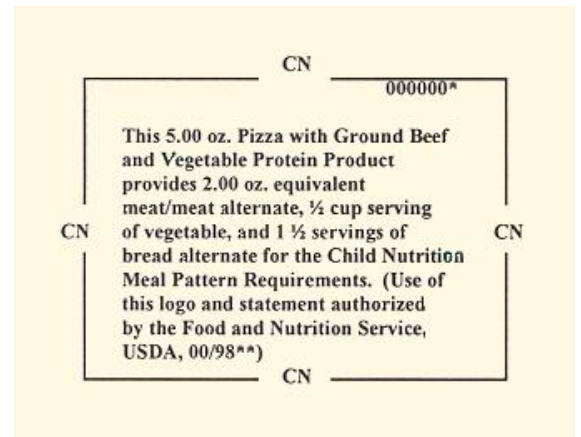
Milk	2-4 oz	Breastmilk or formula
Grain/Meat/Meat Alternate	0-1/2 oz eq	Sliced bread OR
	0-1/4 oz eq	Crackers
	0-1/2 oz	Infant cereal
	0-1/4 oz eq	Ready to eat breakfast cereal
Fruit or vegetable	0-2 tbsp	Vegetable or fruit or a combination of both

## Meal Service

- Must serve meals during your approved mealtimes
- Can only claim meals approved on application
- To change either your meal times or add meals to your application, just reach out to our team
- Can serve either plated meals or do family style meal service
- All participants must wash their hands with soap and water before mealtime
- Point of service meal counts taken- this is in addition to attendance. Can do point of service on paper or in Kidkare

## Child Nutrition (CN) Labels and Product Formulation Statements (PFS)

- Required for all processed, combination foods
- List the amount of creditable component that is found in the food item
- Used to calculate an appropriate serving size so that the minimum serving size can be met for individual components
- Difference between CN and PFS:
  - CN labeled products are subject to meet rules, regulations, and inspections for standardized manufactured food items put forth by the USDA, who approves all CN labels
  - PFS also break down the actual amount of creditable components found in the food, but are not regulated by the USDA
- Where to look for CN Labeled Foods?
  - Our website, [foodforkidsnevada.org](http://foodforkidsnevada.org)!
    - Resources → Child Nutrition (CN)
  - If you want to serve an item not listed, reach out with a picture of the item package including the UPC code so that we can get a CN label **before** you purchase that item



## Food Allergies

- Allergic reactions to food can be life threatening
- Imperative to keep record of known allergens and avoid serving foods to children with allergies
- If a child has an allergic reaction while in your care, call 911 immediately and administer epinephrine (EpiPen) if the child is prescribed one
- EMS should still be called to evaluate the child even if the allergic reaction has a reversal following administration of epinephrine



## Meal Planning Tools in CX and Kidkare

- Meal production records will give you the serving sizes for each age group for each meal planned
  - Based off your menu
  - Generate in CX/Kidkare: Reports → Menus → Menu Production Records
- Weekly Quantities Required Report
  - Based off menu and attendance

- Helps with inventory and shopping lists
- Generate in CX/Kidkare: Reports → Menus → Weekly Quantities Required Report

#### Meal Planning Resources

- USDA Food Buying Guide
  - Download as an app on your smartphone or access online
  - Download a PDF copy
  - Search foods, determine serving sizes, find WGR options, build shopping lists and more
- USDA Training Tools
  - Training worksheets, posters, powerpoints on individual topics
  - Crediting Handbook
  - Let's Make a Snack- Snack Menu Planner
  - It's Breakfast time- Breakfast Menu Planner
  - Feeding Infants Guide



# Compliance Requirements

- Building for the Future Flyer- posted conspicuously
- WIC Flyer- posted
- Civil Rights information must be readily available
  - “And Justice for All” poster- posted in full size
  - Complaint form and log- maintain in a binder, all staff need to know where it is and what to do in case of a complaint
  - Found in FFK Childcare Handbook and Resource Manual on website

## Record Keeping Requirements

### Records to maintain:

- All records kept for 3 years + current year
- MBIEs
  - Only if area eligibility is not Tier 1
- Menus
- Doctor’s notes
- Daily Attendance (Sign in and outs)
- Kidkare- Daily Claiming and Calendar
- License and/or Children’s Cabinet or Urban League Certificate

### Storage and Maintenance of CACFP Records

- CACFP Records must be kept for 3 years, plus the current operating year
  - Operating year= fiscal year= October 1<sup>st</sup>-September 30<sup>th</sup>
  - So right now you should have FY 2024 records in process that you are adding to, plus historical records from FY 2021, 2022, and 2023 saved. In other words, October 2020-September 2023 should still be on file.
- Can keep either electronic or paper records, or both
- Establish an organizational system to keep records secure and accessible

### Meal Benefit Income Eligibility Forms

- Completed once by family
  - Will need to collect new MBIE’s for any new families, or if a current family has another baby
- Cannot require that parents return them
  - Refusals qualify as Tier 2
- Parent/Guardian lists all household members and any corresponding income amounts

### Menus

- Menus are required to be entered into Kidkare
- Post a menu at childcare site
  - Export directly from Kidkare OR
  - Transfer into a menu template
- Posted menu must say “This institution is an equal opportunity provider” at the bottom
- Whole grain items must be designated with “WG”- at least 1 WG offered per day
- Need to also post an infant menu with all required meal components if infants attend

- If substitutions are made document on menu by crossing out the item that was planned and writing in the item served

#### Meal Pattern Substitutions

- Needs to be a signed doctor’s note for a medical condition that requires changes to the meal pattern requirements
- If the condition can be accommodated within the meal pattern requirements, a parent note is sufficient
- Encouraged (but not required) to accommodate preferences if the meal pattern is still met
  - Examples include vegetarian, kosher diets
  - Parents can provide 1 meal component to help with this too
- Submit a copy of the signed doctor’s note to the homes email

#### Daily Attendance- Sign in and out

- Children must be signed **in and out** by their parent or guardian daily
- Either paper or in a system like Procure
- Attendance records need to be available upon request and should back up claiming in Kidkare

#### License, Health Permits, and Fire Permits

- Know the licensing and other requirements for your area
- Up to date licenses need to be submitted to FFK (including provisional licenses)

## Claims Submission and Reimbursement

#### Submitting a Monthly Claim

- Conduct daily point of service in Kidkare at every meal to claim the children that you serve
- Submit claim to sponsor in Kidkare
- Submit updated enrollments or license documents if needed

## Determining Tiering Eligibility

### First we check:

- Area Eligibility- Census data or school zone
- Provider MBIE and taxes- if they qualify for Tier 1



All meals reimbursed at Tier 1 rate

### If none of these qualify home for Tier 1:

- Collect parent MBIE’s to determine individual child tiering eligibility
- Children may be reimbursed at different tiers depending on their family’s income eligibility
- Parents filling out an MBIE is voluntary and can not be required
- Parent refusal to fill out MBIE results in reimbursement at Tier 2 Level

#### Reimbursement Process

- State reviews claims from sponsor, and distributes funds to the sponsor

- Sponsor distributes funds down to individual centers
- Timeline for payment to home provider- generally last week of the month following the claim period
  - For example- you can usually expect to see payment for May at the end of June
  - This can vary with different delays at state/federal level
- Sponsor (FFK) is required to disburse money to you within 5 business days of receiving the funding from the state

How are meals reimbursed?

- Meals and snacks served by home day care providers are reimbursed at tiered rates, either Tier 1 or Tier 2
- Reimbursed for 2 meals and a snack OR 2 snacks and a meal per child per day
- Eligibility for each tier is based on area eligibility based on census data or school zones or meal benefit income eligibility forms for the provider or each family

2024-2025 Tiered Reimbursement Rates- Daycare Homes		
Tier	Tier 1	Tier 2
Breakfast	\$1.66	\$0.60
Lunch/Supper	\$3.15	\$1.90
Snack	\$0.93	\$0.26

\*Reimbursement rates for the next year are implemented each July\*

## Monitoring Visits

Monitoring Process

- FFK conducts monitoring visits to all sponsored providers to evaluate compliance and provide technical assistance
- Unannounced visits at least 3x per year
- Usually observe a meal; sometimes a non-meal review
- Corrective actions and serious deficiencies may result for repeated non-compliance

What Monitors Look For

- Overall CACFP Compliance
- Attendance for the past 5 days- Compare to children claimed in CX/Kidkare
- Meal service
  - Menu matches items served, point of service conducted, all components are served in correct portion sizes, meal is served at the approved meal service time
- Accurate recordkeeping
- Kitchen and foodservice safety and sanitation
- Any areas where technical assistance may be warranted

After a Monitoring Visit

- You will receive a copy of the Child Review Form
  - Review and sign with monitor during visit
  - Ask any questions about things they noted
  - Can download a copy from Kidkare

- If the monitor noticed overclaiming or errors in meal service, meals may be disallowed
- If applicable, you may receive a corrective action notice or serious deficiency notice with instructions on how to proceed

#### Corrective Action

- If there are findings during a monitoring review, it may result in a corrective action
- A corrective action is an opportunity to improve CACFP operations
- Received in writing, and you will have to create an action plan to remedy the findings and prevent further non-compliance
- A follow up visit will be conducted to evaluate whether the action plan was followed and problems remedied

#### Serious Deficiencies

- Serious deficiencies may be issued in cases of fraud, serious mismanagement, or recurrent unresolved findings
- Failure to remedy the cause of a serious deficiency can result in termination from the program and placement on the National Disqualified List (NDL)
- Being listed on the NDL prevents individuals from being involved in CACFP program operations for 7 years following the placement

# Thank you for joining us!

If you have any questions, concerns, or feedback following the training, please reach out either by phone at 775-337-9121 or send an email at

[homes@ffknevada.org](mailto:homes@ffknevada.org)

Have a great day!

A page of lined paper with horizontal ruling lines and a dashed border.

A large rectangular area enclosed by a dashed border, containing numerous horizontal lines for writing.