Welcome To CACFP At-Risk Training

CHILD NUTRITION PROGRAMS

Child & Adult Care Food Program (CACFP)

A GUIDE TO PARTICIPATE IN THE CHILD AND ADULT CARE FOOD PROGRAM

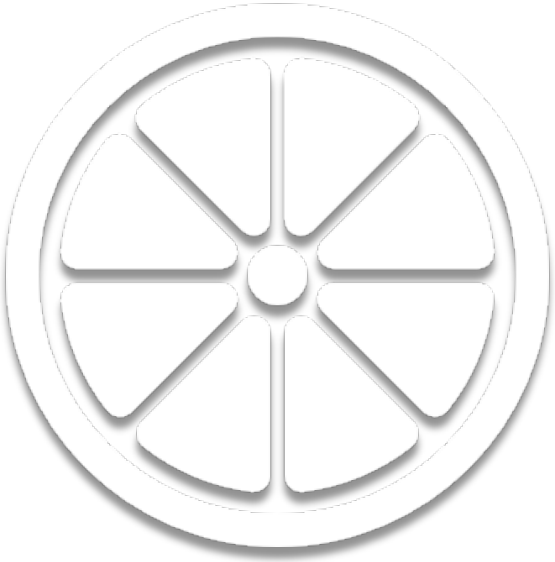
(UPDATED 01/2019)

WELCOME TO

- Eligibility
- Meal Requirements
- Record Keeping
- Training and Monitoring

Introduction

The at-risk afterschool meals component of the Child and Adult Care Food Program (CACFP) offers federal funding to afterschool programs that serve a meal or snack to children in low-income areas.



Resource Materials

SNP Resource Library under CACFP Training Materials you will find all manuals. You will need outside material and Reading.

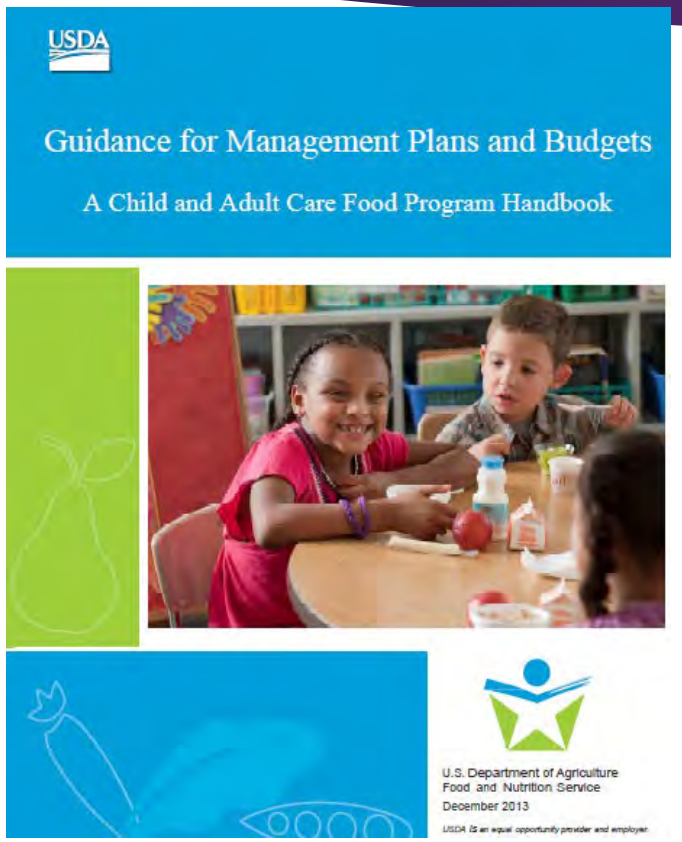
SNP Resource Library

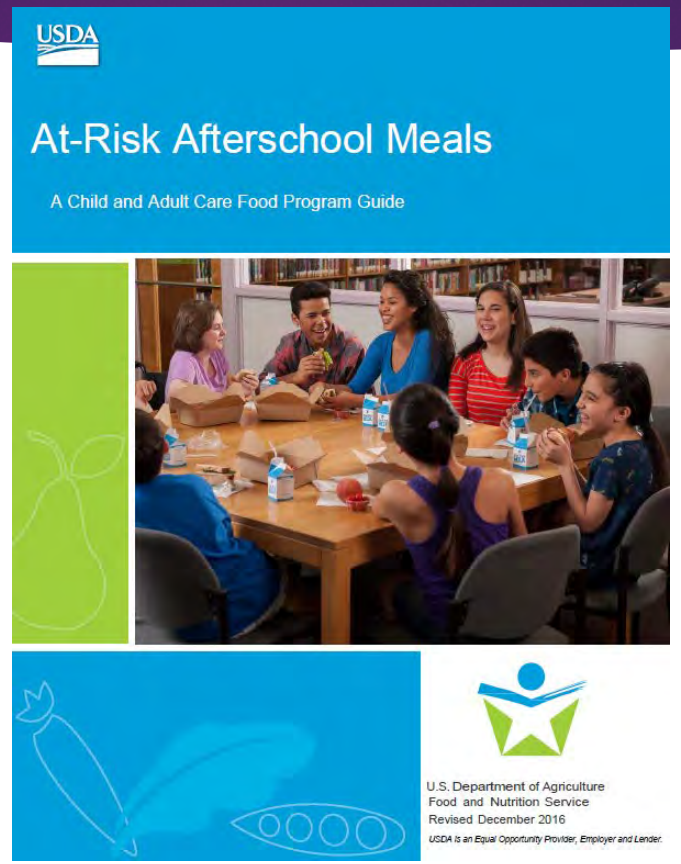
USDA Policy Memos

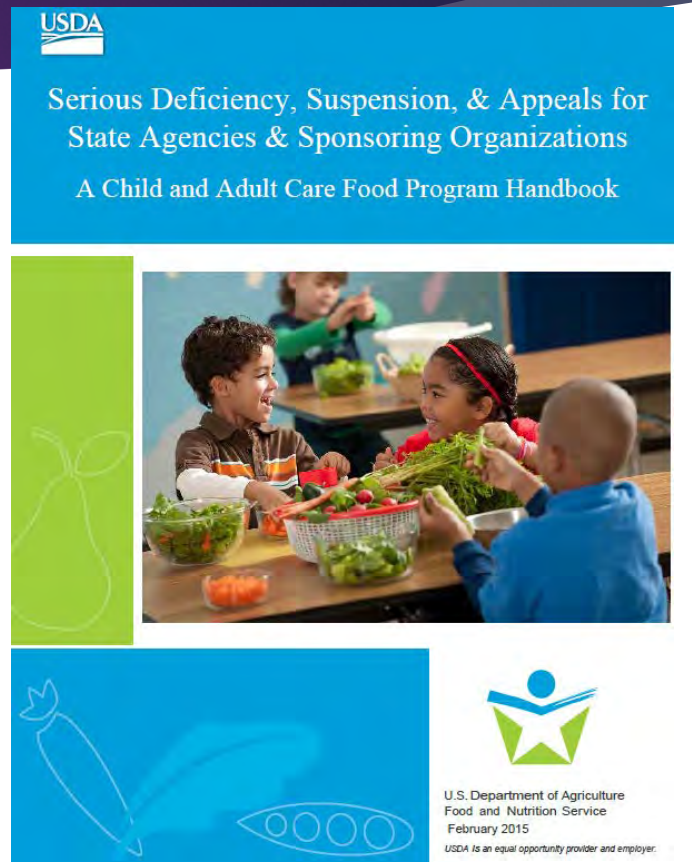
7CFR Part 226: Child And Adult Program

Program Manuals- USDA At-Risk Afterschool Handbook, Seriously Deficiency Handbook & Management & Budget Manual

USDA Manuals







CACFP Policy Memos 2018-19

Date	Document #	Title
12/04/2018	SP08 CACFP02 SFSP02-2019	Update of Food Crediting in the Child Nutrition Programs
10/10/2018	SP01 CACFP01-2019	Guidance for FY19: Updated CACFP Meal Patterns and Updated NSLP and SBP Infant and Preschool Meal Patterns
09/14/2018	SP20 CACFP14 SFSP07-2018	60-Day Claim Submission and 90-Day Reporting Requirements for Child Nutrition Programs
06/01/2018	SP18-2018 CACFP13-2018	Child Nutrition Programs' Flexibilities for School Year 2018-2019
05/24/2018	SP 15-2018, CACFP 12-2018, SFSP 05-2018	Child Nutrition Program Waiver Request Guidance and Protocol-Revised
04/04/2018	CACFP10-2018	Conducting Five-Day Reconciliation in the Child and Adult Care Food Program, with Questions and Answers
04/04/2018	CACFP09-2018	Grain Requirements in the CACFP: Questions and Answers
01/19/2018	SP05 CACFP05-2018	Providing Child Nutrition Program Benefits to Disaster Survivor Evacuees
01/18/2018	FD144 SP04 SFSP01 CACFP04-2018	Market Basket Analysis when Procuring Program Goods and Modifying Contracted-For Product Lists

Eligibility Requirements

Be organized primarily to provide care for children after school or on the weekends, holidays, or school vacations during the regular school year.

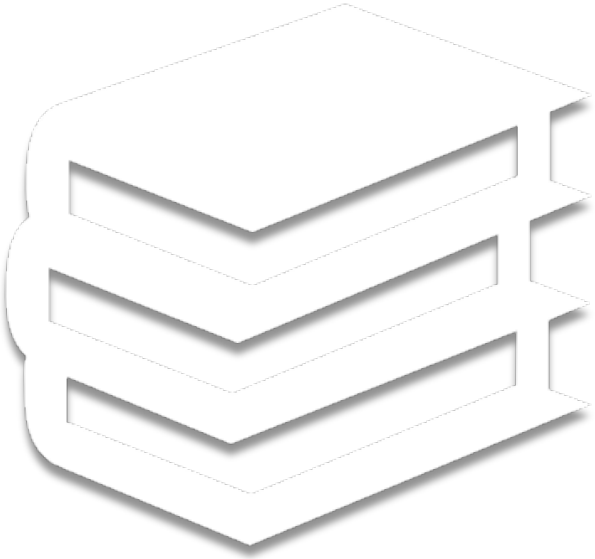
MUST* Provide organized regularly scheduled education or enrichment activities (i.e., in a structured and supervised environment).

Be located in an attendance area of school where at least 50 percent or more of the children are eligible for free or reduced price meals (See Part 1, Section C) [7 CFR 226.2; 7 CFR 226.17a(b)].

- Health Inspections - The Central/Main Kitchen must have a health inspection

Activities

Programs must provide educational or enrichment activities that are open to all children in an organized, structured, and supervised environment.



Program Eligibility Activities

Program must provide educational or enrichment activities in an organized, structured, and supervised environment.

Activities should be **AGE appropriate**

Examples:

- Arts and craft
- Homework assistance
- Life skills
- Remedial education
- Organized fitness activities
- Public Speaking

Athletic Programs

Athletic Programs

Students who are part of school sports teams and clubs can receive Afterschool Snacks or Meals as part of a broad, overarching educational or enrichment program, but the Program cannot be limited to a sports team (*Athletic Programs and Afterschool Meals,* October 2, 2012).

Organization Eligibility

- Eligible organizations must meet State and/or local licensing or health and safety standards (see Part 1, Section E of this document) and be operated by one of the following:
- public agencies such as schools or city governments
- tax-exempt nonprofit organizations
- For-profit centers that meet the requirements described below,
- are currently participating in another Federal program requiring nonprofit status [7 CFR 226.17a(a)(iv)].

For-Profit Centers

A for-profit child care center may receive reimbursement for the At-Risk Afterschool Meals component of the CACFP if meets the Program eligibility requirements discussed above, and is eligible to participate in CACFP through its traditional child care center.

For-Profit Centers

- As with the CACFP child care component this means at least 25 percent of the children served by the for profit center through its traditional child care component are:
- eligible for free or reduced price meals based on their family income; or
- receive benefits under title XX of the Social Security Act and the center receives compensation under title XX

For-Profit Centers

This 25 percent threshold is based on the center’s enrollment or the licensed capacity, whichever is less. It is calculated during the calendar month preceding application for Program participation. In addition, in order to claim reimbursement in any calendar month, the center must meet the 25 percent threshold in that month(for more information see definition of a for-profit center in 7 CFR 226.2).

For-Profit Centers

In determining a for-profit center’s eligibility for At-Risk Afterschool Meals reimbursement, only the enrollment and/or licensed capacity of the traditional child care component of the center may be considered in calculating whether the center meets the 25 percent criterion

For-Profit Centers

EXAMPLE: A for-profit child care center located in a school attendance area where more than 50 percent of the children are eligible for free or reduced prices meals.

This for-profit center has 32 pre-school children enrolled for care, and also operates an afterschool program for school-age children. The center would be able to claim reimbursement through CACFP for meals served under the traditional child care component and for afterschool snacks, in any month in which at least 8 of the 32 pre-school children are eligible for free or reduced price meals or are title XX recipients.

The school age children who only participate in the afterschool programs cannot be used in the calculation.

Traditional Child Care Centers

Traditional Child Care Centers

While the At-Risk component of CACFP is primarily geared towards non-traditional child care centers such as drop in Afterschool Programs, traditional child care centers already participating in CACFP also may participate.

In this situation, children would attend the center after their school day or on weekends, holidays, or school vacation. Children who do not attend school would continue to participate in the traditional CACFP meal service provided by the center, even during the “afterschool” hours.

Centers operating both the traditional and At-Risk components of the CACFP may only claim a total of two meals and one snack or one meal and two snacks, per child per day, including the afterschool snack or meal [7 CFR 226.17a(k)].

Area & Participant Eligibility

Area Eligibility:

This means that the site is located in the attendance area of a public school (an elementary, middle, or high school) where at least 50 percent of the students are eligible for free or reduced price meals under the National School Lunch Program (NSLP). This is referred to as “area eligibility.”

Area Eligibility

- Must be area eligible (except emergency shelters)
- Emergency shelters that operate Afterschool Programs with education or enrichment activities for homeless children and youth during the school year may participate without regard to location [7 CFR 226.2 Definitions].
- Area eligibility determinations are valid for five years
- Reports are available at https://www.fns.usda.gov/areaeligibility

Who can participate ?

At-risk afterschool programs may claim reimbursement only for meals and snacks served to children who participate in an approved afterschool program and who are age 18 or under at the start of the school year.

Programs may be either drop-in or enrolled. There is no requirement that all children receiving meals participate in the scheduled activities, but children should remain onsite while consuming the meal.

Participant Eligibility

- Reimbursement also may be claimed for participants who turn age 19 during the school year [7 CFR 226.17a (c)]. There is no age limit for persons with disabilities [7 CFR 226.2 Definitions].

- Federal law has no minimum age for At-Risk participants. Meals and snacks served to children who are enrolled in preschool, Head Start, Even Start, etc., and who are participating in an eligible Afterschool Program are eligible for reimbursement.

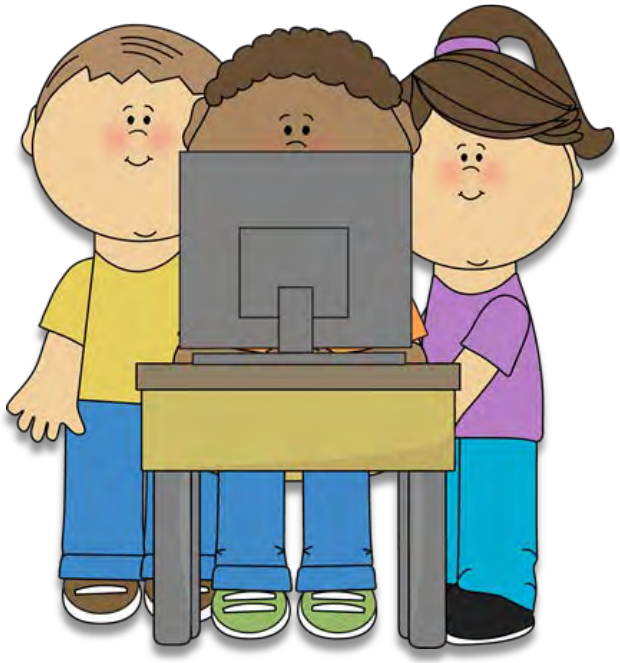
Compliance with Performance Standards

-Financial viability and financial management

-Administrative capability

-Program accountability

Must notify the State agency of ALL changes:



- Contact information
- Key staff changes
- Adding new centers
- Site Closings in ADVANCE IF POSSIBLE*

Always email us in writing!

FIRSTNAME.LASTNAME@DHS.ARKANSAS.GOV

Meal Patterns

Supper Meal Pattern

Select All Five Components for a Reimbursable Meal

(1 milk: 1 cup fluid milk)

(1 vegetable: ½ cup)

(1 fruit: ¼ cup or ¼ vegetable can replace fruit component.)

(1 grains/bread2: 1 slice bread or 1 serving cornbread or biscuit or roll or muffin or 1/2 cup hot cooked cereal or 1/2 cup pasta or noodles or grains)

(1 meat/meat alternate: 2 oz. lean meat or poultry or fish3 or 2 oz. alternate protein product or 2 oz. cheese or 1 large egg or 1/2 cup cooked dry beans or peas or 4 Tbsp. peanut or other nut or seed butter or 1 oz. nuts and/or seeds4 or 8 oz. yogurt 5)

[1] Fruit or vegetable juice must be full-strength.
[2] Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.
[3] A serving consists of the edible portion of cooked lean meat or poultry or fish.
[4] Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.
[5] Yogurt may be plain or flavored, unsweetened or sweetened

Snack (supplement) Meal Pattern

Select Two of the Five Components for a Reimbursable Snack

1 milk: 1 cup fluid milk

1 vegetable: ¾ cup

1 fruit: ¾ cup

1 grains/bread2: 1 slice bread or 1 serving cornbread or biscuit or roll or muffin or 3/4 cup cold dry cereal or 1/2 cup hot cooked cereal or 1/2 cup pasta or noodles or grains

1 meat/meat alternate: 1 oz. lean meat or poultry or fish3 or 1 oz. alternate protein product or 1 oz. cheese or 1/2 large egg or 1/4 cup cooked dry beans or peas or 2 Tbsp. peanut or other nut or seed butter or 1 oz. nuts and/or seeds or 4 oz. yogurt4

[1] Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.
[2] Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.
[3] A serving consists of the edible portion of cooked lean meat or poultry or fish.
[4] Yogurt may be plain or flavored, unsweetened or sweetened

SAMPLE SNACK & LUNCH/SUPPER

Sample Snack

Example 1:

4oz low-fat yogurt

¼ whole grain granola

Example 2:

¾ cup carrot and celery sticks

Sample Lunch/Supper

Example 1:

2 oz lean hamburger ground beef

1 whole wheat bun

½ cup roasted broccoli

¼ cup baked sweet potato fries

1 cup fat-free milk

Example 2:

2 oz grilled jerk-spiced chicken

½ cup rice

½ cup black bean and red pepper salad

¼ cup pineapple

1 cup 1% milk

SAMPLE SNACK MENU- 5 DAY

Agreement #_____ Contact Name _____ Grade Grouping_____

SFSP Supplement: Minimum Meal Pattern - Select two of the four components: 8 oz. Fluid Milk, 3/4 cup Vegetable or Fruit/100% Juice – only 3 x Week- Once per Day), one serving Grains/Breads, one serving Meat/Meat Alternate. Must Identify CN Label

Components Week 2	Menu Item Name & Info	Day 1	Day 2	Day 3	Day 4	Day 5
Milk	Item	Fat Free Milk (flavored or unflavored)		Fat Free Milk (flavored or unflavored)		
	Portion in oz. and fat content	8 fl. oz.		8 fl. oz.		
Vegetables/Fruits/ 100% Juice	Item		Mandarin Oranges	Carrot Sticks		Strawberry Fresh Fruit Kabob
	Portion in cups		3/4 cup	3/4 cup		3/4 cup
Grains/Whole Grains	Item	WG Blueberry Muffin	Doritos Nacho Cheese	WG Saltine Crackers	WG Goldfish	
	Portion in oz.[1]	1.8 oz	.9 oz.	7 each = 0.7 oz.	0.7 oz.	
Meats/Meat Alternates	Item				Peanut Butter	Low-fat Yogurt
	Portion size or oz.				2 tablespoons	4 oz or 1/2 cup
	Contribution in oz.*				1 oz	1 oz
Other Foods/Condiments (Optional)	Item			Low-Fat Ranch Dip	Banana Slices	Water
	Portion Size			1 oz.	1/4 cup	8 fl. oz.

Note: * Contribution in oz. is the cooked or yield amount (i.e., 1.22 oz ham, 1.6 oz of deli turkey meat) provides 1 oz. M/MA.

NOTE: Offer vs. Serve is not permitted and when choices are offered, entire portions of two different components must be served.

Full Strength vegetable and/ or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice. Juice may not be served when milk is the only other component.

SAMPLE COLD-HOT LUNCH MENU – 5 DAY

Agreement #_____

Lunch: Minimum Meal Pattern - 8 fl. oz. LF Fluid Milk, ¾ c. Vegetables/Fruits/Juice (from two items) (juice may contribute half of the V/F portion size requirement Juice only 3 x Week- Once per Day), one serving Grains/Breads -Whole Grain Items once a day-Must be identified on menu as "WG or Whole Grain", and 2 oz. Meat/Meat Alternate- Must identify CN label

Milk Choices		Flavor	White	Chocolate	Strawberry	Other (specify)
Only one fat content required for SFSP Lunch (low fat content suggested)		Fat content(s)	Fat-free	Fat-free	Fat-free	Fat-free
		Portion in fl. oz.	8 fl. oz.	8 fl. oz.	8 fl. oz.	8 fl. oz.
Components Week 1	Menu Item Name & Info	Day 1	Day 2	Day 3	Day 4	Day 5
Meat/Meat Alternate	Item	Steak Fingers (CN)	Pulled Pork (CN)	Grilled Chicken	Hot Cheese Pizza (CN)	Chicken Leg Quarter
	Portion size or oz.	2 oz	3 oz. Pork	3 oz.	5 oz.	4 oz
	Contribution in oz.*	2 M/MA	2 M/MA	2 M/MA	2 M/MA	2 M/MA
2nd Meat/Meat Alternate (If planned)	Item					
	Portion size or oz.					
	Contribution in oz.*					
Grains/Breads	Item	WG Roll	WG Hamburger Bun	Fettuccine Noodle	Hot Cheese Pizza (CN)	WG Roll
	Portion in oz.[1] Ckd pasta & rice in cups	1 oz	1.8 oz.	½ cup	2 G/B	1 oz.
2nd Grains/Breads (If planned)	Item					
	Portion in oz.[1] Ckd pasta & rice in cups					
Vegetables/Fruits/ Juice	Item	Green Beans	Cole Slaw	Fresh Broccoli	Apple Sauce	Turnip Greens
	Portion in cups	½ cup	½ cup	½ cup	½ cup	½ cup
2nd Vegetables/ Fruits/Juice	Item	Pineapple Chunks	Sliced Peaches	Chopped Romaine	Carrot Coins	Roasted Potatoes
	Portion in cups	½ cup	½ cup	½ cup	½ cup	½ cup
Other Foods/Condiments	Item		Light BBQ Sauce	Light Ranch Dressing	Light Ranch Dressing	
	Portion size		1 TBSP	¼ cup, 1 TBSP	1 TBSP	

Note: *Contribution in oz. is the cooked amount. i.e., ¼ cup cooked dry beans or 1.34 oz. raw ground beef yields 1 oz. cooked beef and each provides 1 oz. M/MA. Add additional menu item pages as needed.

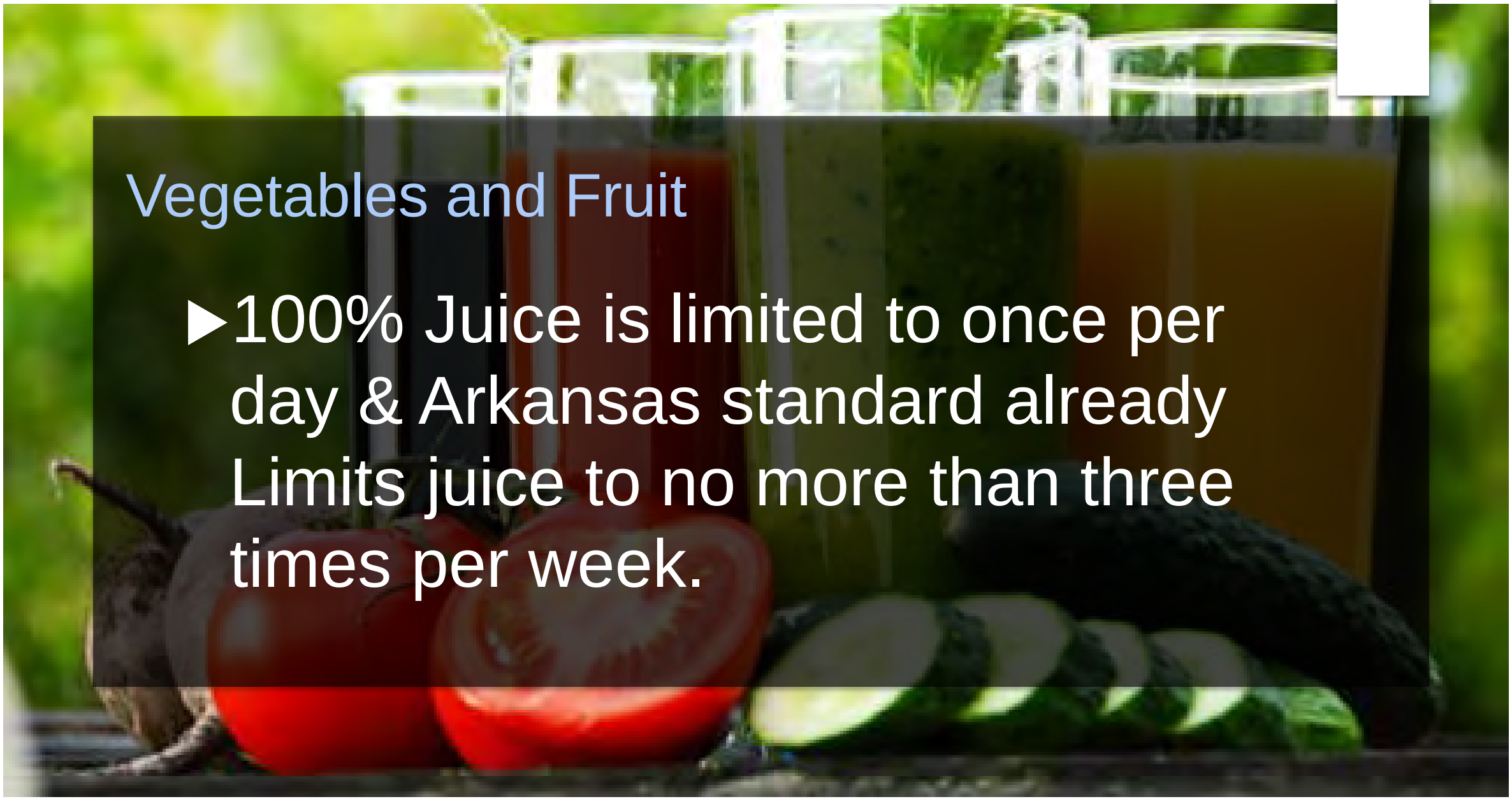
[1] Please use specific product weights in comparison with the USDA Grains/Breads Instruction Chart.

Vegetables and Fruit

Creates a separate vegetable component and a separate fruit component.

If two vegetables are served, they must be two different kinds of vegetables. But, they do not need to be from different vegetable subgroups.

For example, a provider may serve a lunch meal with carrots and tomatoes (both from the red and orange vegetable subgroup).



Vegetables and Fruit

- 100% Juice is limited to once per day & Arkansas standard already Limits juice to no more than three times per week.

GRAINS

Grains products are required to be served at breakfast, lunch, and supper and centers may choose to serve a grain item at snack.

Similar to other food components, the updated meal patterns established several new requirements for the grain component. The following requirements are as followed:

At least one grain serving per day, across all eating occasions, must be whole grain rich

Grain based desserts cannot be used to meet the grains requirement

Breakfast cereals must contain no more than 6 grams of sugar per one dry ounce.

Whole Grain-Rich

Whole grain-rich= foods that contain at least 50% whole grains and the rest are enriched, or contain 100% whole grains.

Breads, cereals, and other non-mixed dishes: A whole grain is listed as the first ingredient on the product's ingredient list or second after water.

Some examples of whole grain ingredients are whole wheat, brown rice or wild rice, oatmeal, bulgur, whole-grain corn, and quinoa.

Whole Grain-Rich

In other cases, you may need to look at the nutrition label and list of ingredients:

Yes: whole [name of grain], whole wheat, stoneground whole [name of gain], brown rice, oats or oatmeal, wheat berries

Maybe: wheat or wheat flour, semolina, durum, organic flour, stoneground, multigrain

No: enriched flour, degeminated corn meal, bran, enriched corn meal, corn flour

GRAINS

DISALLOWS GRAIN-BASED DESSERTS

GRAINS

The final rule adopts one of the suggested definitions and defines grain-based desserts as those foods in USDA's "Food Buying Guide for Child Nutrition Programs" Exhibit A, which are denoted as desserts with superscripts 3 and 4.

In essence, it means that cookies, cakes, sweet pie crusts, fruit turnovers, doughnuts, granola bars, toaster pastries, sweet rolls, and brownies would no longer be allowed in a reimbursable meal.

Attachment

EXHIBIT A: GRAIN REQUIREMENT FOR CHILD NUTRITION PROGRAMS[1, 2]

Color Key: Footnote 5 = Blue, Footnote 3 or 4 = Red

Group A	Ounce Equivalent (Oz Eq) for Group A	Minimum Serving Size for Group A
• Bread type coating • Bread sticks (hard) • Chow Mein noodles • Savory Crackers (saltines and snack crackers) • Croutons • Pretzels (hard) • Stuffing (dry) Note: weights apply to bread in stuffing.	1 oz eq = 22 gm or 0.8 oz 3/4 oz eq = 17 gm or 0.6 oz 1/2 oz eq = 11 gm or 0.4 oz 1/4 oz eq = 6 gm or 0.2 oz	1 serving = 20 gm or 0.7 oz 3/4 serving = 15 gm or 0.5 oz 1/2 serving = 10 gm or 0.4 oz 1/4 serving = 5 gm or 0.2 oz
Group B	**Oz Eq for Group B**	**Minimum Serving Size for Group B**
• Bagels • Batter type coating • Biscuits • Breads - all (for example sliced, French, Italian) • Buns (hamburger and hot dog) • Sweet Crackers[5] (graham crackers - all shapes, animal crackers) • Egg roll skins • English muffins • Pita bread • Pizza crust • Pretzels (soft) • Rolls • Tortillas • Tortilla chips • Taco shells	1 oz eq = 28 gm or 1.0 oz 3/4 oz eq = 21 gm or 0.75 oz 1/2 oz eq = 14 gm or 0.5 oz 1/4 oz eq = 7 gm or 0.25 oz	1 serving = 25 gm or 0.9 oz 3/4 serving = 19 gm or 0.7 oz 1/2 serving = 13 gm or 0.5 oz 1/4 serving = 6 gm or 0.2 oz

[1] In NSLP and SBP (grades K-12), all grains served must meet whole grain-rich criteria. For information on flexibilities, please contact your State agency. For all other Child Nutrition Programs, grains are whole grain or enriched or made with enriched or whole-grain meal and/or flour, bran, and/or germ. Under CACFP child and adult meal patterns, and in NSLP/SBP preschool meals, at least one grain serving per day must meet whole grain–rich criteria.

[2] For NSLP and SBP (grades K-12), grain quantities are determined using ounce equivalents (oz eq). All other Child Nutrition Programs determine grain quantities using grains/bread servings. Beginning Oct. 1, 2019, grain quantities in CACFP and NSLP/SBP infant and preschool meals will be determined using oz eq. Some of the following grains may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

[5] Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K-12) as specified in §210.10. May count towards the grain component in SBP (grades K-12), CACFP, NSLP/SBP infant and preschool meals, and SFSP.

Attachment

Group C	Oz Eq for Group C	Minimum Serving Size for Group C
• Cookies[3] (plain - includes vanilla wafers) • Cornbread • Corn muffins • Croissants • Pancakes • Pie crust (dessert pies[3], cobbler[3], fruit turnovers[4], and meat/meat alternate pies) • Waffles	1 oz eq = 34 gm or 1.2 oz 3/4 oz eq = 26 gm or 0.9 oz 1/2 oz eq = 17 gm or 0.6 oz 1/4 oz eq = 9 gm or 0.3 oz	1 serving = 31 gm or 1.1 oz 3/4 serving = 23 gm or 0.8 oz 1/2 serving = 16 gm or 0.6 oz 1/4 serving = 8 gm or 0.3 oz
Group D	**Oz Eq for Group D**	**Minimum Serving Size for Group D**
• Doughnuts[4] (cake and yeast raised, unfrosted) • Cereal bars, breakfast bars, granola bars[4] (plain) • Muffins (all, except corn) • Sweet roll[4] (unfrosted) • Toaster pastry[4] (unfrosted)	1 oz eq = 55 gm or 2.0 oz 3/4 oz eq = 42 gm or 1.5 oz 1/2 oz eq = 28 gm or 1.0 oz 1/4 oz eq = 14 gm or 0.5 oz	1 serving = 50 gm or 1.8 oz 3/4 serving = 38 gm or 1.3 oz 1/2 serving = 25 gm or 0.9 oz 1/4 serving = 13 gm or 0.5 oz
Group E	**Oz Eq for Group E**	**Minimum Serving Size for Group E**
• Cereal bars, breakfast bars, granola bars[4] (with nuts, dried fruit, and/or chocolate pieces) • Cookies[3] (with nuts, raisins, chocolate pieces and/or fruit purees) • Doughnuts[4] (cake and yeast raised, frosted or glazed) • French toast • Sweet rolls[4] (frosted) • Toaster pastry[4] (frosted)	1 oz eq = 69 gm or 2.4 oz 3/4 oz eq = 52 gm or 1.8 oz 1/2 oz eq = 35 gm or 1.2 oz 1/4 oz eq = 18 gm or 0.6 oz	1 serving = 63 gm or 2.2 oz 3/4 serving = 47 gm or 1.7 oz 1/2 serving = 31 gm or 1.1 oz 1/4 serving = 16 gm or 0.6 oz
Group F	**Oz Eq for Group F**	**Minimum Serving Size for Group F**
• Cake[3] (plain, unfrosted) • Coffee cake[4]	1 oz eq = 82 gm or 2.9 oz 3/4 oz eq = 62 gm or 2.2 oz 1/2 oz eq = 41 gm or 1.5 oz 1/4 oz eq = 21 gm or 0.7 oz	1 serving = 75 gm or 2.7 oz 3/4 serving = 56 gm or 2 oz 1/2 serving = 38 gm or 1.3 oz 1/4 serving = 19 gm or 0.7 oz

[3] Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K-12) as specified in §210.10 and at snack service in SFSP. Considered a grain-based dessert and cannot count towards the grain component in CACFP or NSLP/SBP infant and preschool meals beginning October 1, 2017, as specified in §§226.20(a)(4) and 210.10.

[4] Allowable in NSLP (up to 2.0 oz eq grain-based dessert per week for grades K-12) as specified in §210.10. May count towards the grain component in SBP (grades K-12) and at snack and breakfast meals in SFSP. Considered a grain-based dessert and cannot count towards the grain component in the CACFP and NSLP/SBP infant and preschool meals beginning October 1, 2017, as specified in §§226.20(a)(4) and 210.10.

Attachment

Group G	Oz Eq for Group G	Minimum Serving Size for Group G
• Brownies[3] (plain) • Cake[3] (all varieties, frosted)	1 oz eq = 125 gm or 4.4 oz 3/4 oz eq = 94 gm or 3.3 oz 1/2 oz eq = 63 gm or 2.2 oz 1/4 oz eq = 32 gm or 1.1 oz	1 serving = 115 gm or 4 oz 3/4 serving = 86 gm or 3 oz 1/2 serving = 58 gm or 2 oz 1/4 serving = 29 gm or 1 oz
Group H	**Oz Eq for Group H**	**Minimum Serving Size for Group H**
• Cereal Grains (barley, quinoa, etc.) • Breakfast cereals (cooked)[6,7] • Bulgur or cracked wheat • Macaroni (all shapes) • Noodles (all varieties) • Pasta (all shapes) • Ravioli (noodle only) • Rice	1 oz eq = 1/2 cup cooked or 1 ounce (28 gm) dry	1 serving = 1/2 cup cooked or 25 gm dry
Group I	**Oz Eq for Group I**	**Minimum Serving Size for Group I**
• Ready to eat breakfast cereal (cold, dry)[6,7]	1 oz eq = 1 cup or 1 ounce for flakes and rounds 1 oz eq = 1.25 cups or 1 ounce for puffed cereal 1 oz eq = 1/4 cup or 1 ounce for granola	1 serving = 3/4 cup or 1 oz, whichever is less

[3] Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K-12) as specified in §210.10 and at snack service in SFSP. Considered a grain-based dessert and cannot count towards the grain component in CACFP or NSLP/SBP infant and preschool meals beginning October 1, 2017, as specified in §§226.20(a)(4) and 210.10.

[6] Refer to program regulations for the appropriate serving size for supplements served to children aged 1 through 5 in the NSLP; breakfast served in the SBP, and meals served to children ages 1 through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

[7] In the NSLP and SBP, cereals must list a whole grain as the first ingredient and be fortified, or if the cereal is 100 percent whole grain, fortification is not required. For CACFP and SFSP, cereals must be whole-grain, enriched, or fortified; cereals served in CACFP and NSLP/SBP infant and preschool meals must contain no more than 6 grams of sugar per dry ounce.

GRAINS

Step one: Check the first ingredient on product. Remember "Whole grain, Enriched or Fortified"

Step two: Locate the item in the Grains/Bread s section on the Food Buying Guide

Step three: Determine how many of the item you will need to give to meet 1 serving

SAMPLE PRODUCT LABEL

Frito-Lay Rold Gold Tiny Twists Pretzels*

Enter the serving size **weight (grams)** and the **number of pieces** under step 2 in section 2 (Nutrition Information for Manufacturer's Serving Size). Do not use ounces. *Note: The serving size listed is usually different from the required CACFP serving size.*

Enter the **nutrition information per serving** (calories, total fat, saturated fat, trans fat, sodium, dietary fiber and sugars) under step 2 in section 2 (Nutrition Information for Manufacturer's Serving).

Check that all **grain ingredients** are whole grain or enriched, e.g., enriched flour, or that the ingredients statement lists the five enrichment nutrients (iron, niacin, riboflavin, thiamin, and folic acid). Enter each creditable grain in section 1 (Grain Content).

Check the **ingredients statement** to determine whether the product contains chemically altered fat substitutes, hydrogenated or partially hydrogenated oils, artificial or nonnutritive sweeteners or sugar alcohols. (For more information, see the Glossary). Enter this information under step 3 in section 2 (Nutrition Information for Manufacturer's Serving).

Nutrition Facts

Serving Size: **1 oz (28 g/About 17 pretzels)**

Servings Per Container: 16

Amount Per Serving	
Calories 110	**Calories from Fat 10**
	% Daily Value*
Total Fat 1g	2%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 450mg	24%
Total Carbohydrate 23g	8%
Dietary Fiber 1g	3%
Sugars less than 1g	
Protein 2g	

Vitamin A 0%	•	Vitamin C 0%	
Calcium 0%	•	Iron 6%	
Thiamin 8%		Riboflavin 8%	
Niacin 6%	•	Phosphorus 2%	
Magnesium 2%			

* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

	Calories:	2,000	2,500
Total Fat	Less than	65g	80g
Sat Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

Calories per gram:
Fat 9 • Carbohydrate 4 • Protein 4

Ingredients: **Enriched Flour (Wheat Flour, Niacin, Reduced Iron, Thiamin Mononitrate, Riboflavin, Folic Acid)**, Salt, Corn Syrup, Corn Oil, Yeast, Malt Extract, Sodium Bicarbonate, Ammonium Bicarbonate, and Artificial Flavor. CONTAINS A WHEAT INGREDIENT.

GRAINS

Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.

Alternatively, centers and day care homes may use the Nutrition Facts Label on the cereal packaging to calculate the sugar content per dry ounce.

Step One: First, Use the Nutrition Facts label to find the serving size in grams (g), of the cereal.

Step two: Next, Find the sugars line. Look at the number of grams (g) next to the sugars.

Step three: Use the serving side identified in Step 1 to find the serving size of your cereal in the table on below.

GRAINS

- Is this product correct?
- Check First word ingredient list?
- First word must be Whole grain, enriched or fortified only!
- Is sugar less than 6grams?

Servings Size:

30 grams

Sugar Content:

3 grams

Nutrition cts

Serving Size 1¼ cups (30g)
Servings Per Container

Amount Per Serving	Kix	with ½ cup skim milk
Calories	110	150
Calories from Fat	5	10
		% Daily Value**
Total Fat 1g*	1%	1%
Saturated Fat 0g	0%	0%
Trans Fat 0g		
Polyunsaturated Fat 0g		
Monounsaturated Fat 0g		
Cholesterol 0mg	0%	1%
Sodium 210mg	9%	11%
Potassium 45mg	1%	7%
Total Carbohydrate 26g	9%	11%
Dietary Fiber 3g	11%	11%
Sugars 3g		
Other Carbohydrate 20g		
Protein 2g		

Ingredients: Whole Grain Corn, Corn Meal, Sugar, Corn Bran, Salt, Brown Sugar Syrup, Baking Soda. Vitamin E (mixed tocopherols) **Added to Preserve Freshness.**

Vitamins and Minerals: Calcium Carbonate, Iron and Zinc (mineral nutrients), **Vitamin C** (sodium ascorbate), **A B Vitamin** (niacinamide), **Vitamin B_6** (pyridoxine hydrochloride), **Vitamin B_2** (riboflavin), **Vitamin B_1** (thiamin mononitrate), **Vitamin A** (palmitate), **A B Vitamin** (folic acid), **Vitamin B_{12}, Vitamin D_3.**

GRAINS

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

Offer versus Serve (OVS)

Schools electing to use OVS must implement it in accordance with the approach used by the school providing the meals.

OVS may not be used with snack services.

OVS at Breakfast

Programs must provide:

1. One serving of milk
2. One serving of fruit/vegetable
3. One serving of grain
4. One additional serving of fruit/vegetable, grains, or serving of a meat/meat alternate

Participants must take 3 different food items out of the 4 food items offered.

OVS at Breakfast Examples

OVS at Lunch/Supper Example

Compliance

- In order to ensure compliance with the whole grain-rich requirement outlined in 7 CFR 226.20(a)(4), CACFP centers and day care homes must document on their menu & Production records when a grain is whole grain-rich.
- ***Documentation***
- Document Whole grain-rich items on the meal production record & menus by noting
- "Whole Grain-rich in front of a food items. Such as "Whole grain-Rich English muffins" or "**WG** Muffin" is acceptable.

Compliance

In order to ensure compliance with the whole grain-rich requirement outlined in 7 CFR 226.20(a)(4), CACFP centers and day care homes must document on their menu & Production records when a grain is whole grain-rich.

<u>Documentation</u>

Document Whole grain-rich items on the meal production record & menus by noting

"Whole Grain-rich in front of a food items. Such as "Whole grain-Rich English muffins" or "**WG** Muffin" is acceptable.

For example, a menu may say: "peanut butter and jelly sandwich on whole grain-rich bread," "whole wheat pasta and chicken," or "brown rice and vegetables."

Other whole-grain foods that do not use the word "whole" in their description, such as brown rice, brown rice flour, wild rice, quinoa, millet, triticale, amaranth, buckwheat, and sorghum.

MILK

- You MUST serve milk for ALL supper meals. We WILL ask for milk receipts. If they do not add up to at least your meal count, we will not reimburse you for those meals!
- Only milk types allowed are Skim and Low Fat (1%)

WATER

- Drinking water MUST be made available to children throughout the day, including meals times.

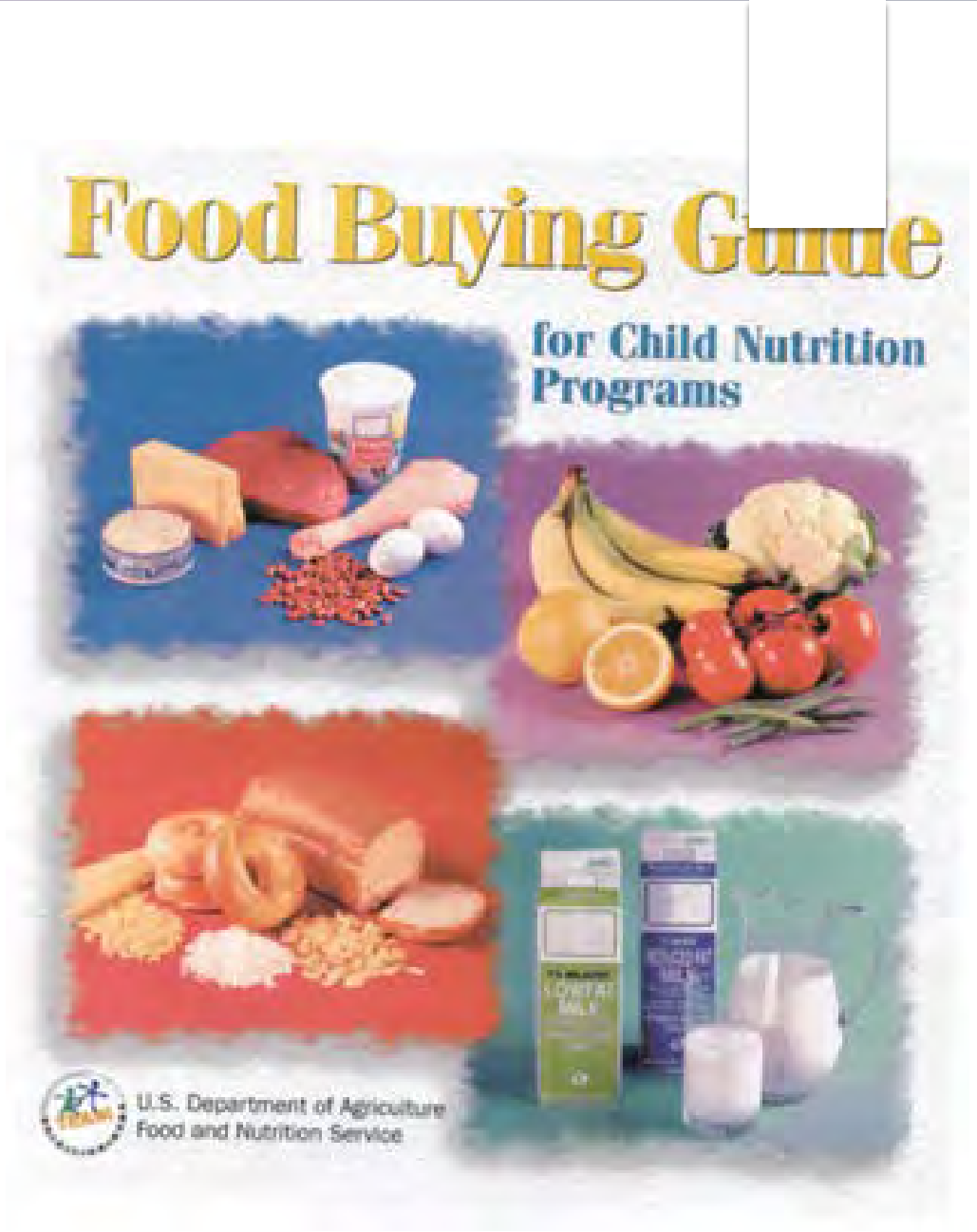
- WATER is not part of the reimbursable meal pattern & CANNOT be served in lieu of fluid milk. (pg.39 At-Risk Afterschool Handbook)

Food Buying Guide

An essential manual to help determine quantities of food to purchase for use when preparing meals for children.

Food Buying Guide Manual: http://teamnutrition.usda.gov/Resources/foodbuyingguide.html

Food Buying Guide Calculator: http://fbg.nfsmi.org/



Child Nutrition (CN) Labels

Provides information on how a product contributes to the meal pattern requirements.

If you purchase a product that does not have a CN label, you must obtain the Product Formulation Sheet (Manufacturer's Analysis)

Child Nutrition (CN) Labeling Program:

https://fns-prod.azureedge.net/sites/default/files/cn/cnl_manufacturers.pdf

Combination Foods

Foods that have more than one ingredient are considered combination foods.

- May be commercially made or homemade
  - Commercial – need **CN label**, **Product Formulation Statement or Manufacturer's Analysis**
  - Homemade – need recipe

▶ Use USDA Standardized Recipe Resources

LABELED FOR
Child Nutrition
PROGRAMS

Feeding America's Children

AdvancePierre Foods

AdvancePierre Foods, Inc.
9990 Princeton Glendale RD
Cincinnati, OH 45246
www.advancepierre.com

MEI-1491-V7A

Breaded Chicken Patties

Made with White Breast and Rib Meat

CN 68024

INGREDIENTS: Chicken Breast with Rib Meat, Water, Isolated Soy, Vegetable Protein Product [Soy Protein Concentrate, Zinc Oxide, Niacinamide, Ferrous Sulfate, Copper Gluconate, Vitamin A Palmitate, Calcium Pantothenate, Thiamine Mononitrate (B1), Pyridoxine Hydrochloride (B6), Riboflavin (B2), Cyanocobalamin (B12), (May Contain Caramel Color), (May Contain Soy Lecithin)], Textured Vegetable Protein Product [Soy Flour, Zinc Oxide, Niacinamide, Ferrous Sulfate, Copper Gluconate, Vitamin A Palmitate, Calcium Pantothenate, Thiamine Mononitrate (B1), Pyridoxine Hydrochloride (B6), Riboflavin (B2), Cyanocobalamin (B12), (May Contain Caramel Color)], Salt, Potassium and Sodium Phosphates, Chicken Broth. Breaded With: Whole Wheat Flour, Enriched Wheat Flour (Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Dehydrated Potatoes (Potatoes, Mono and Diglycerides, Dextrose), Yeast, Sugar, Salt, Soybean Oil (Processing Aid). Battered With: Water, [Whole Wheat Flour, Enriched Wheat Flour (Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Potato Flour, Salt, Modified Corn Starch, Leavening (Calcium Acid Pyrophosphate, Monocalcium Phosphate, Sodium Bicarbonate), Flavor (Contains Maltodextrin, Salt, Natural Flavors), Hydrolyzed Corn Protein, Onion Powder, Garlic Powder, Yeast Extract, Chicken Broth, Spice]. Set in Vegetable Oil.

CONTAINS: Wheat, Soy

SAMPLE COPY NOT FOR DOCUMENTING FEDERAL MEAL REQUIREMENTS

CN

090070

One 3.10 oz. Fully Cooked Breaded Chicken Patty Made With White Breast and Rib Meat Provides 2.00 oz. Equivalent Meat/Meat Alternate and 1.00 oz. Equivalent Grains for Child Nutrition Meal Pattern Requirements. (Use of This Logo and statement authorized by the food and Nutrition Service, USDA 02-14.)

CN

LM68024WG51 030616

00880760092510

Fully Cooked
Keep Frozen

Comments or questions about AdvancePierre products?
Call toll free 800-317-2333 www.AdvancePierre.com

60 Portions

How to identify a CN label?

A CN label will always contain the following:

- ☐ The CN logo, with a distinct border
- ☐ The meal pattern contribution statement
- ☐ A 6-digit product identification number
- ☐ USDA/FNS Authorization
- ☐ The month and year of approval

MEAL REQUIREMENTS

CN Labels are required for **all** processed or convenience foods

- Found on meat, poultry, seafood, meat alternate, and juice products (not all inclusive) Chicken patties/nuggets
- Cheese/meat pizzas
- Beef/cheese/bean burritos
- Egg rolls
- Fish sticks
- Corn dogs/nuggets
- Meatballs
- Raviolis
- Macaroni & Cheese or Lasagna that is not homemade

Child Nutrition(CN) Label Verification Report

CN #	Product Description	Serving Size	CN Crediting	Expiration	Est #	Company
024815	FARMLAND SILVER MEDAL BRAND HOT DOGS	One 2.00 oz. Frank	2.00 oz. Equivalent Meat	07/21/19	717W	SMITHFIELD FARMLAND CORP.
024860	FARMLAND GOLD MEDAL HOT DOG	One 2.00 oz. Frank	2.00 oz. Equivalent Meat	07/21/19	717W	SMITHFIELD FARMLAND CORP.
025745	GOURMET SCRAMBLED EGG SYSTEM FROZEN EGG PRODUCT	One 1.00 lb. Mix	14.03 oz. Equivalent Meat Alternate	03/01/21	420	MICHAEL FOODS EGG PRODUCTS COMPA
029902	FARMLAND SILVER MEDAL BRAND HOT DOGS	One 1.60 oz. Hot Dog	1.50 oz. Equivalent Meat	07/21/19	717W	SMITHFIELD FARMLAND CORP.
030776	GRILL FRANKS	One 2.00 oz. Frankfurter	2.00 oz. Equivalent Meat	10/01/17	8782	BERKS PACKING CO. INC.
030777	GRILL FRANKS,	One 1.60 oz. Frankfurter	1.50 oz. Equivalent Meat	10/01/17	8782	BERKS PACKING CO. INC.
033965	CHARBROILED DELUXE BEEF PATTIES	One 2.00 oz. Patty	1.50 oz. Equivalent Meat/Meat Alternate	07/02/17	2132	ADVANCE PIERRE FOODS, INC.
034454	CHARBROILED RIB SHAPED PORK PATTY WITH BARBECUE SAUCE BUILT IN SMOKE FLAVORING ADDED	One 2.60 oz. Patty	2.00 oz. Equivalent Meat/Meat Alternate	07/16/17	2132	ADVANCE PIERRE FOODS, INC.

* *This product does not meet the grain requirement for school meals.*

** *This product may only contribute to the additional vegetable subgroup for school meals.*

Product Formulation Statement (PFS) EXAMPLE

Product Formulation Statement

Information to validate the contribution of the ingredients by using the FBG.

Sample Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/M Products

Child Nutrition Program operators should include a copy of the label from the purchased produc in addition to the following information on letterhead signed by an official company representati

Product Name:_____ Code No.:_____

Manufacturer:_____Case/Pack/Count/Portion/Size:_____

I. Meat/Meat Alternate
Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredients per Food Buying Guide (FBG)	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Servings Per Unit	Creditable Amount *
		X		
		X		
		X		
A. Total Creditable M/MA Amount[1]				

*Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information.

II. Alternate Protein Product (APP)
If the product contains APP, please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, manufacture's name, and code number	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is*	Divide by 18**	Creditable Amount APP***
		X		÷ by 18	
		X		÷ by 18	
		X		÷ by 18	
B. Total Creditable APP Amount[1]					
C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest ¼ oz)					

*Percent of Protein As-Is is provided on the attached APP documentation.
**18 is the percent of protein when fully hydrated.
***Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.
[1]Total Creditable Amount must be rounded **down** to the nearest 0.25oz (1.49 would round down to 1.25 oz meat equivalent). Do **not** round up. If you are crediting M/MA and APP, you do not need to round down in box A (Total Creditable M/MA Amount) until after you have added the Total Creditable APP Amount from box B to box C.

Total weight (per portion) of product as purchased _____

Total creditable amount of product (per portion) _____
(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a _____ ounce serving of the above product (ready for serving) contains _____ ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

_____ _____
Signature Title

_____ _____ _____
Printed Name Date Phone Number

Formulation Statement for Documenting Grains in School Meals
Required Beginning SY 2013-2014
(Crediting Standards Based on Grams of Creditable Grains)

School Food Authorities (SFAs) should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Grain products may be credited based on previous standards through SY 2012-2013. The new crediting standards for grains (as outlined in Policy Memorandum SP 30-2012) must be used beginning SY 2013-2014. SFAs have the option to choose the crediting method that best fits the specific needs of the menu planner.

Product Name: Wheat Smile Pancakes Code No.: 14005

Manufacturer: ABC Bread Company Serving Size 2 pancakes -50g (1.75oz)
(raw dough weight may be used to calculate creditable grain amount)

I. Does the product meet the Whole Grain-Rich Criteria: Yes x No____
(Refer to SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program.)

II. Does the product contain non- creditable grains: Yes____ No____ How many grams:____
(Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.) .)

III. Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Groups A-G (baked goods), Group H (cereal grains) or Group I (RTE breakfast cereals). *(Different methodologies are applied to calculate servings of grain component based on creditable grains. Groups A-G use the standard of 16grams creditable grain per oz eq; Group H uses the standard of 28grams creditable grain per oz eq; and Group I is reported by volume or weight.)*
Indicate to which Exhibit A Group (A-I) the Product Belongs: C

Description of Creditable Grain Ingredient*	Grams of Creditable Grain Ingredient per Portion[1] A	Gram Standard of Creditable Grain per oz equivalent *(16g or 28g)*[2] B	Creditable Amount A ÷ B
Whole wheat flour (47%)	23.5	16	1.4687
Enrich flour (22%)	11	16	.6875
			2.15
Total Creditable Amount[3]			**2.00**

* Creditable grains are whole-grain meal/flour and enriched meal/flour.
[1] (Serving size) X (% of creditable grain in formula). Please be aware that serving sizes other than grams must be converted to grams.
[2] Standard grams of creditable grains from the corresponding Group in Exhibit A.
[3] Total Creditable Amount must be rounded *down* to the nearest quarter (0.25) oz eq. Do *not* round up.

Total weight (per portion) of product as purchased 50 g (1.75oz)
Total contribution of product (per portion) 2.00 oz equivalent

I certify that the above information is true and correct and that a 1.75 ounce portion of this product (ready for serving) provides 2.00 oz equivalent Grains. I further certify that non-creditable grains are **not** above 0.24 oz eq. per portion. Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.

Signature Title

Printed Name Date Phone Number

STANDARDIZED RECIPES

CACFP requirements:

- Recipes with two or more ingredients must be standardized and maintained on file.
- Standardized recipes ensure that enough of each planned meal pattern component is provided.

What is a standardized recipe?

- Standardized recipes have been tried and adapted to produce the same results every time.
- Standardized recipes must include the following information:
  - ✓ Recipe name
  - ✓ Ingredients (name, form and measureable amount by weight or volume)
  - ✓ Preparation instructions
  - ✓ Cooking temperature and time
  - ✓ Serving size of one portion (volume or weight)
  - ✓ Yield:
    - Number of servings the recipe makes
    - Total volume or measure (gallons, pieces, pans)
    - Pan size, if applicable
    - Number of servings per pan
  - ✓ How a serving contributes toward meeting meal pattern requirements

STANDARDIZED RECIPES

Use recipes already standardized whenever possible. The *Food Buying Guide* **contains instructions in Appendix A for analyzing your own recipes.**

www.fns.usda.gov/usda-standardized-recipe

www.fns.usda.gov/cacfp-recipes

www.fns.usda.gov/tn/usda-recipes-child-care

www/fns.usda.gov/tn/recipes-healthy-kids-cookbook-child-care-center

www.theicn.org (Institute of Child Nutrition *What's Cooking? USDA Mixing Bowl* allows you to search, save and print a cookbook.)

www.cacfp.org/resources/cacfp-creditable/ (National CACFP Sponsors Association)

Macaroni and Cheese

Ingredients	50 Servings		100 Servings		Directions
	Weight	Measure	Weight	Measure	
Water		3 gal		6 gal	1. Heat water to rolling boil.
Enriched elbow macaroni	2 lb 10 oz	2 qt 1 ¼ cups	5 lb 4 oz	1 gal 2 ½ cups	2. Slowly add macaroni. Stir constantly, until water boils again. Cook about 8 minutes or until tender; stir occasionally. DO NOT OVERCOOK. Drain well.
Instant nonfat dry milk, reconstituted		3 qt		1 gal 2 qt	3. Quickly stir milk into macaroni. Add margarine or butter and seasonings.
Margarine or butter (cut into small cubes)	8 oz	1 cup	1 lb	2 cups	
Dry mustard		1 Tbsp		2 Tbsp	
Ground black or white pepper		¼ tsp		½ tsp	
Cheese blend of American and skim milk cheeses, shredded	6 lb 4 oz	1 gal 2 ¼ qt	12 lb 8 oz	3 gal 2 cups	4. Add the cheese and stir until the cheese is melted and the mixture is smooth. The mixture is quite liquid at this stage. CCP: Heat to 140° F or higher.
					5. Pour macaroni and cheese mixture into steamtable pans (12" x 20" x 2 ½") which have been lightly coated with pan release spray. For 50 servings, use 2 pans. For 100 servings, use 4 pans. Hold for 30 minutes on a 180-190° F steamtable to allow sufficient time for mixture to set up properly.
					6. CCP: Hold for hot service at 135° F or higher. Portion with No. 6 scoop (⅔ cup).

SERVING:	YIELD:		VOLUME:	
⅔ cup (No. 6 scoop) provides 2 oz equivalent meat/meat alternate and 1 serving of grains/breads.	**50 Servings:**	2 steamtable pans	**50 Servings:**	about 2 gallons
	100 Servings:	4 steamtable pans	**100 Servings:**	about 4 gallons

Edited 2004

Food Allergy Substitutions

Not required to accommodate preferences

Required to accommodate those with disabilities who are unable to consume regular program meals

Disabilities must be supported by a statement from a licensed medical authority

Creditable/Non-Creditable Foods

Creditable Foods

*Foods that may be counted toward meeting the requirements for a reimbursable meal

*Based on: Nutrient content

*Customary function in a meal
*Regulations governing the Child Nutrition

*Programs

*FDA Standards of Identity

*USDA Standard for Meat and Meat Products

*Administrative policy decisions on the crediting of particular foods

Non-Creditable Foods

*Foods that cannot be counted toward the meal pattern requirements

*Common Non-creditable foods: Bacon (Turkey Bacon is Creditable)

*Jell-O

*Potato Chips

*Fruit roll-ups

*If items are served as an “extra” component they will be counted as high fat or high sugar items if applicable

Update of Food Crediting in the Child Nutrition Programs

Crediting Shelf-Stable, Dried and Semi-Dried Meat, Poultry, and Seafood Snacks:

Dried meat products may now be used throughout the CNPs as part of reimbursable meals or snacks at the discretion of the Program operators. In order to simplify meal planning for operators, use of the products is not limited to meals and snacks served off-site. To credit these products, Program operators will follow the crediting principles used for all other products made from meat, poultry, or seafood. For more information, see the *Food Buying Guide* for CNPs at https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs, and the *Manufacturer's Product Formulation Statement* section of the CN Labeling Program website at https://www.fns.usda.gov/cnlabeling/food-manufacturersindustry.

Examples: beef jerky or summer sausage

Update of Food Crediting in the Child Nutrition Programs

FNS will allow Program operators to credit the following food items that have not previously contributed to the CNP meal pattern requirements: coconut, hominy, popcorn, surimi seafood, and tempeh.

Not Creditable as Vegetables/Fruits

- Ketchup/Chili sauce, pickle relish
- potato chips & veggie Sticks
- Coconut
- Commercial pizza or spaghetti sauce without CN label
- Fruit in yogurt (unless you add the fruit)
- Jelly, jam, and preserves
- Fruit-flavored drinks, or punches less than 50% strength
- Pop tart fillings
- Popsicles (unless 100% fruit juice)

Not Creditable as Meat/Meat Alternates

- Imitation cheese or cheese products
  - i.e. Velveeta is not creditable
- Cream cheese
- Commercial pot pies
- Formulated (processed) meat products with no product specifications or CN labels
- Wild game and traditional foods that are disallowed

Not Creditable as Meat/Meat Alternates

Example- Velveeta Products are labeled as "**PASTERIZED PREPARED CHEESE PRODUCT**" therefore they are **NOT CREDITABLE**.

No

Meat and Meat Alternates

- May substitute the ENTIRE grains component at breakfast a maximum of three times per week.
- Allows Tofu

Meat and Meat Alternates

- **THIS IS OPITIONAL !**
- The New meal patterns allow meat or meat alternates to substitute for the ENTIRE grains component at breakfast a **maximum of three times** per week.
- Tofu will allow CACFP to better serve vegetarian diets and offer greater flexibility to the menu planner.

Meat and Meat Alternates

- Yogurt must contain no more than 23 grams of sugar per 6 ounces.

Meat and Meat Alternates

1 Use the Nutrition Facts Label to find the Serving Size, in ounces (oz) or grams (g), of the yogurt.

2 Find the Sugars line. Look at the number of grams (g) next to Sugars.

3 Use the serving size identified in Step 1 to find the serving size of your yogurt in the table below.

Serving Size* Ounces (oz)	Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Sugars Grams (g)
If the serving size is:		Sugars must not be more than:
2.25 oz	64 g	9 g
3.5 oz	99 g	13 g
4 oz	113 g	15 g
5.3 oz	150 g	20 g
6 oz	170 g	23 g
8 oz	227 g	31 g

4 In the table, look at the number to the right of the serving size amount, under the "Sugars" column.
If your yogurt has that amount of sugar, or less, the yogurt meets the sugar requirement.

Nutrition Facts

Serving Size 8 oz (227g)
Servings about 4

Amount Per Serving	
Calories 130	Calories from Fat 20
	% Daily Value*
Total Fat 2g	**3%**
Saturated Fat 1.5g	**8%**
Trans Fat 0g	
Cholesterol 10mg	**3%**
Potassium 400mg	**1%**
Sodium 160mg	**7%**
Total Carbohydrate 21g	**7%**
Dietary Fiber 4g	**17%**
Sugars 9g	
Protein 10g	
Vitamin A 6%	Vitamin C 4%
Calcium 35%	Iron 0%
Vitamin D 6%	

Test Yourself:

Does the yogurt above meet the sugar requirement?
(Check your answer on the next page)

Serving Size:_____

Sugars :_____

☐ Yes ☐ No

Sugar limits in Yogurt Chart

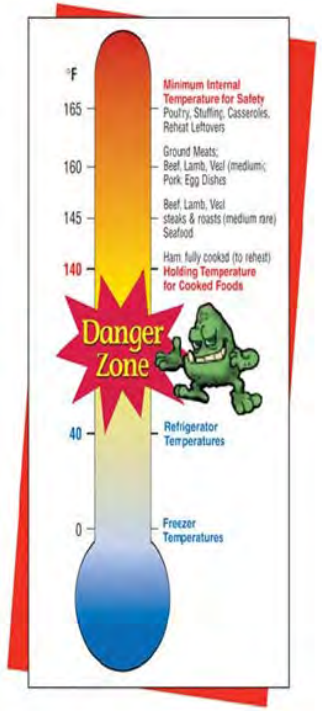
Serving Size Ounces (oz)	Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Sugars
If the serving size is:		Sugars must not be more than:
1 oz	28 g	4 g
1.25 oz	35 g	5 g
1.5 oz	43 g	6 g
1.75 oz	50 g	7 g
2 oz	57 g	8 g
2.25 oz	64 g	9 g
2.5 oz	71 g	10 g
2.75 oz	78 g	11 g
3 oz	85 g	11 g
3.25 oz	92 g	12 g
3.5 oz	99 g	13 g
3.75 oz	106 g	14 g
4 oz	113 g	15 g
4.25 oz	120 g	16 g
4.5 oz	128 g	17 g

Serving Size Ounces (oz)	Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Sugars
If the serving size is:		Sugars must not be more than:
4.75 oz	135 g	18 g
5 oz	142 g	19 g
5.25 oz	149 g	20 g
5.3 oz	150 g	20 g
5.5 oz	156 g	21 g
5.75 oz	163 g	22 g
6 oz	170 g	23 g
6.25 oz	177 g	24 g
6.5 oz	184 g	25 g
6.75 oz	191 g	26 g
7 oz	198 g	27 g
7.25 oz	206 g	28 g
7.5 oz	213 g	29 g
7.75 oz	220 g	30 g
8 oz	227 g	31 g

CACFP Approved Yogurt List 2016-2017

Keep Hot Foods Hot and Cold Foods Cold At All Times

- Hot foods: must be kept at 140°F or above
- Cold foods: must be kept at 40°F or below



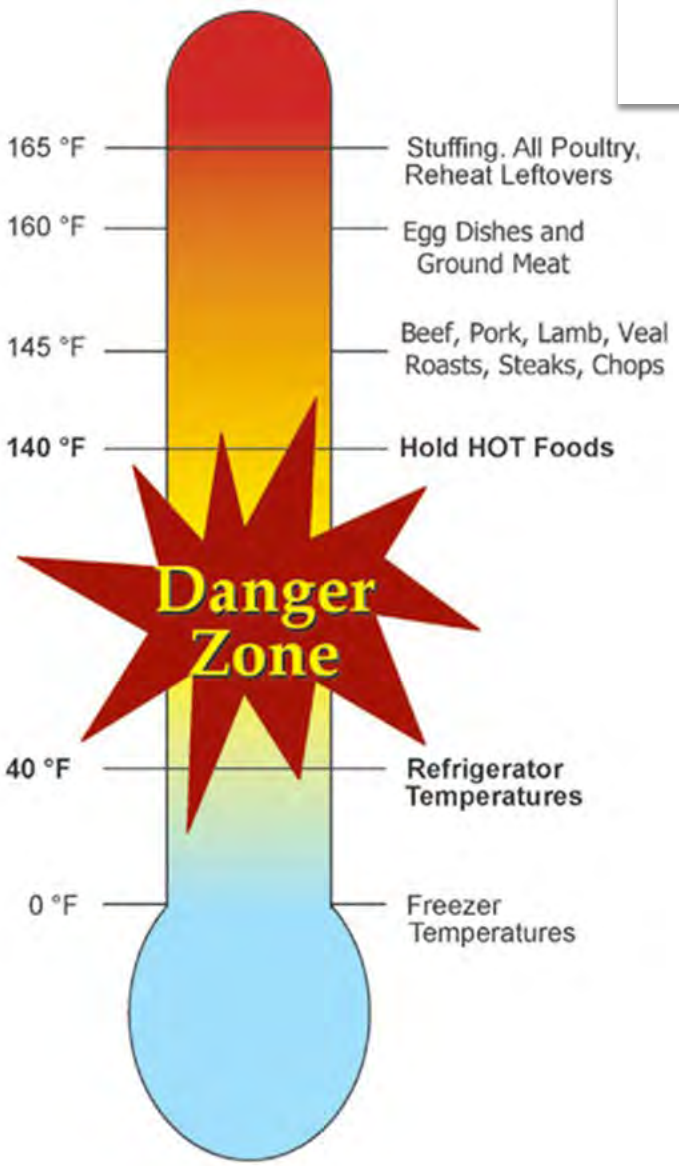
FOOD SAFETY

Keep Foods Out of the Danger Zone!

Store, cook, and hold foods at safe temperatures

- Keep hot foods hot
- Keep cold foods cold

Use tools to check the internal temperatures



FOOD PREPARATION

The final rule adopts the proposed rule's requirement to prohibit centers and day care homes from frying food as a way of preparing food on-site and continues to allow providers to purchase pre-fried foods

The final rule adopts a definition that was presented by commenters: frying means deep-fat frying (cooking by submerging in hot oil or other fat).

By defining frying as deep-fat frying, centers and day care homes have great flexibility in how they choose to prepare meals and may **continue** to sauté, pan-fry, and stir-fry foods

Meal Requirements

Meal Service must be served during approved time

Meals must be consumed on site, children are not allowed to take food home!!!

The Meals must contain all required food components, all components must be served together with correct portion sizes

Children and staff wash hands before eating

Must serve the same meal to all children

Adhere to local health and sanitation regulations.

Can not provide supper and snack together at the same time.

Meal Service

At- Risk sites may serve up to one meal and one snack per child per day. This could be any meal and they may serve different meals on different days or to different groups of children. (Pg. 17 At-Risk Handbook)

ONLY ONE MEAL AND ONE SNACK

Meal Delivery

Any meals not prepared on site that require delivery must arrange the storage and delivery to meet standards prescribed by local health authorities until mealtime.

The Central/Main Kitchen must have a health inspection.

Contact The Ar. Dept. Of Health 501-661-2171

Proper equipment should exist onsite for storing the food.

-Have enough Ice in cooler to keep foods Cold!

-Be able to maintain proper holding TEMPS!

Share Tables

01

Allow participants to return whole food or beverage items they choose not to consume

02

Participants must receive a full reimbursable meal

03

Contact your local health department prior to implementation

Guidelines for Share Table

Food components recommended for sharing

*Unopened pre-packaged items (bag of baby carrots or sliced apples) in a cooling bin
*Whole pieces of fruit (apples or bananas)
*Unopened milk, if immediately stored in cooling bin maintained at 41°F or below

Food components NOT recommended for sharing

*Unpackaged items (salad bowl without a lid)
*Packaged items that can be opened and resealed
*Opened items (opened bag of carrots or sliced apples)
Perishable foods when temperature controls are not in place

Taking a Food Component Off-site

- Participants may take *one* vegetable, fruit, or grain item off-site

- Item must be from participant's own meal or snack, or left on the share table

Meal Delivery/ Preparation Slip With Temperature

TEMP LOG / DAILY DELIVERY

Name of Program/Agreement Number: Type of Meal:	Date:
Name of Site Prepared in or Central Kitchen:	

Menu	# Meals Delivered & # milks Delivered	Temperature and Time				
		Temp. leaving kitchen	Time	Temp. at delivery	Time	
Description of food items Delivered or prepared	MEALS-____ MILK-_____					
Description of food items Delivered or prepared	MEALS-____ MILK-_____					
Description of food items Delivered or prepared	MEALS-____ MILK-_____					
Description of food items Delivered or prepared	MEALS-____ MILK-_____					
Description of food items Delivered or prepared	MEALS-____ MILK-_____					

DELIVERED BY:	Print Name Representative	Signature Representative
RECEIVED BY:	Print Name Representative	Signature Representative
List any problems or discrepancies regarding food		*NO MEAL/MILK CAN RETURN TO CENTRAL KITCHEN/SITE*

Recordkeeping & Reporting

Required records

- Daily attendance rosters or sign in sheets, or other methods with State approval.
- Number of at-risk afterschool snacks and/or meals prepared or delivered for each meal service.
- Daily record of the number of at-risk afterschool snacks and/or meals served at each snack and/or meal service.
- Daily record indicating the number of meals, by type, served to adults performing labor necessary to the food service.

Required records Cont…..

- Menus for each at-risk afterschool snack and/or meal service.

- Documentation of nonprofit food service, to ensure that all Program reimbursement funds are only used for the food service operations. (i.e. expenses, salaries)

- Copies of invoices, receipts, or the other records required by the State agency financial management instruction to document:
- - Administrative costs claimed by the institution,
- - Operating costs claimed by the institution, and
- - Income to the Program.

Required records Cont…..

- Copies of all claims for reimbursement submitted to the State Agency.
- Receipts from all Program payments received from State agency.
- Information on training session dates, locations, topics presented, and names of participants.
- For sponsors, records documenting attendance at training of each staff member with monitoring responsibilities

Record retention

Records that support a claim must be retained.

State Requires (5) years after the final claim for the fiscal year.

All accounts and records should be made available upon request to the State Agency, the USDA, and the United State General Accountability Office for Audit.

**Failure to maintain required records will

result in denial of reimbursement.

TIP-GET ORGANIZED!

Updating all the info at the end of the day and organizing it starting from week 1 will save you from making a mistake that is easily avoided

Application Requirements

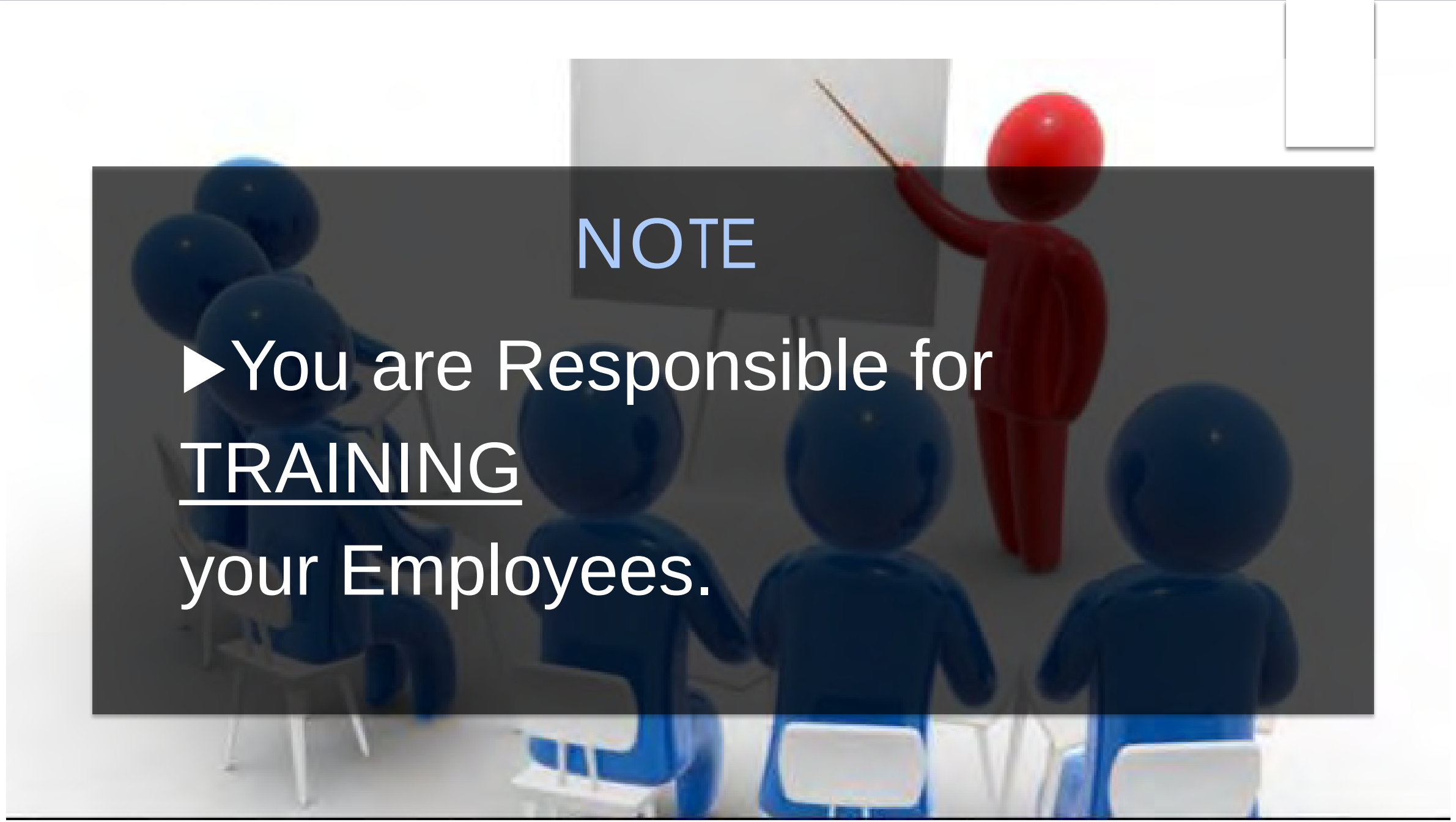
Once your application is received, expect:

A email or call from your specialist

All New sites must have A pre-approval visit. The purpose is to determine if the applicant is capable of operating the Child & Adult Care Food Program

Train your Staff

1. You Must Provide Civil Rights Training To All Personnel involved in the CACFP afterschool at-risk program.
2. Training Must Be Given Annually (Before Starting The Program) Includes Returning Sponsors
3. You Must Document Your Training As Part Of The Record-Keeping Requirements Of The Program.
4. Keep Documentation Of Training.(Who, What, When)
5. **Examples of documentation would be sign-in sheets and agendas.** MUST LIST TOPICS ON AGENDAS



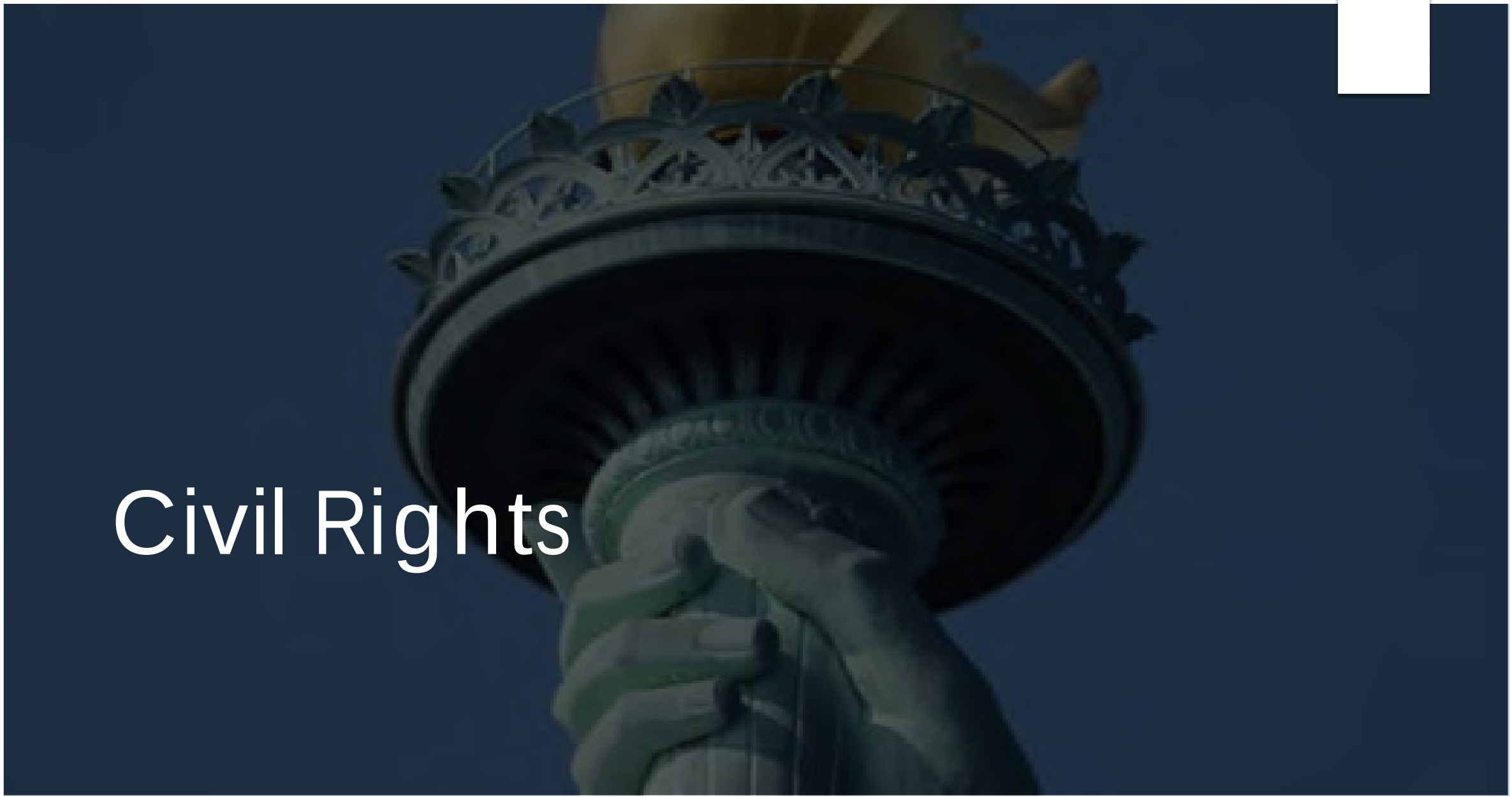
NOTE

- You are Responsible for <u>TRAINING</u> your Employees.

Mandatory Training Topics

Minimum Content Areas	Examples of training topics
Meal Pattern Requirements	•Child meal patterns •Portion sizes •Creditable and non-creditable foods
Meal Count Documentation	•Meal counts and attendance
Claims Submission	•Claims preparation and process •Claim submission dates
Review Procedures	•Pre-approval visits •Unannounced monitoring visits
Record Keeping	•Menus and production records
Reimbursement System	•Monthly claim edit checks •Claim preparation •CACFP record retention
Civil Rights	•Program Availability •Complaint Procedures •Non-Discrimination Statement

Civil Rights



Civil Rights Mandatory Training

Mandatory Training —Annual training is required so people involved in all levels of the CACFP understand all the civil rights requirements.

Persons who must receive civil rights training are frontline employees/volunteers who interact with the children/students, including monitors and those who supervise frontline staff.

What is Discrimination?

Discrimination is defined as different treatment which makes a distinction of one person or a group of persons from others; either intentionally, by neglect, or by actions or lack of actions…

What is Protected class?

Any person, or group, who has characteristics for which discrimination is prohibited based on law, regulation, or executive order. Protected classes in Nutrition Programs are: **race, color, national origin, sex, age, and disability**

Goal of Civil Rights

Equal treatment for all applicants and beneficiaries

•Knowledge of rights and responsibilities

•Elimination of illegal barriers that prevent or deter people from receiving benefits

•Dignity and respect for all

"And Justice For All" Poster

USDA Nondiscrimination Statement

For all other FNS nutrition assistance programs, State or local agencies, and their sub-recipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race,
color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Civil Rights

Effective Notification System Program Availability complaint Information

Non-discrimination Statement **“This institution is an equal opportunity provider and employer.”**

Building for the Future

What is CACFP?

CACFP is the Child and Adult Care Food Program, a Federal program that provides healthy meals and snacks to children and adults receiving day care.

Each day more than 2.6 million children and almost 60,000 older adults participate in CACFP. Through CACFP, participants' nutritional needs are supported on a daily basis. The program plays a vital role in improving the quality of day care and making it more affordable for many low-income families.

In addition to day care, CACFP helps make afterschool programs more appealing to at-risk youth. By offering nutritious snacks in programs serving low-income areas, centers can increase participation and know that youth are having a healthy snack.

Homeless children and children from temporarily displaced families can also receive up to three meals each day through shelters that operate the program.

Who is eligible for CACFP meals?

- children age 12 and under,
- migrant children age 15 and younger,
- functionally impaired adult participants or adults age 60 and older enrolled in an adult day care center, and
- youths through age 18 in afterschool programs in needy areas.

What kinds of meals are served?

CACFP facilities follow the meal patterns established by USDA.

- **Breakfast** consists of a serving of milk, fruit or vegetable, and grains or bread.
- **Lunch** and **dinner** require milk, grains or bread, meat or meat alternate, and two different servings of fruits or vegetables.
- **Snacks** include two different servings of the four components: milk, fruits or vegetables, grains or bread, or meat or meat alternate.

Building for the Future

CACFP Facilities

Many different facilities operate CACFP, all sharing the common goal of bringing nutritious meals and snacks to participants.

- ***Child Care Centers***
  Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers serve meals to large numbers of children.
- ***Family Day Care Homes***
  Small groups of children receive nonresidential day care in licensed or approved private homes.
- ***Afterschool Care Programs***
  Centers in low-income areas provide free snacks to school-age children and youth.
- ***Homeless Shelters***
  Emergency shelters provide residential and food services to homeless children.
- ***Adult Day Care Centers***
  Public, private nonprofit, and some for-profit adult day care facilities provide structured, comprehensive services to functionally impaired nonresident adults.

How does CACFP work?

CACFP reimburses participating centers and day care homes for serving nutritious meals. It is administered at the **Federal** level by the Food and Nutrition Service (FNS), an agency of the U.S. Department of Agriculture (USDA).

The **State** education or health department administers CACFP in most States. State agencies approve sponsoring organizations and independent centers to operate the program on the local level. The State also monitors the program and provides guidance and assistance to ensure requirements are met.

Sponsoring organizations play a critical role in supporting home day care providers and centers through training, technical assistance, and monitoring. All family or group day care homes must come into the program under a sponsoring organization. Several types of organizations are approved by the States to serve as sponsors—community action groups, nonprofit organizations, and churches.

Building for the Future

in the Child and Adult Care Food Program

CACFP Partners

Contacts

If you are interested in participating in CACFP, or have questions about the program, the sponsoring organizations and State agencies can help. Our website has State agency CACFP contact information, or call (703) 305-2620.

www.fns.usda.gov/cnd/contacts/StateDirectory.htm

USDA FNS-319 • July 2000
USDA is an equal opportunity provider and employer.

Arkansas Department of Health WIC Program

fact sheet

ARKANSAS WIC

Think Healthy! Think WIC!

The purpose of the Arkansas WIC Program (Special Supplemental Nutrition Program for Women, Infants and Children) is to improve the nutrition of eligible pregnant, breastfeeding and postpartum women, infants and young children during periods of critical growth. The Program provides checks for specific foods that participants redeem at local grocery stores, nutrition education and referrals to other services.

Pregnant, breastfeeding and postpartum women, infants and children under age five are eligible for WIC if they:

- **Live in Arkansas.** There is no waiting period to meet the residency requirement.
- **Meet income guidelines.** These guidelines are set at 185% of poverty. Applicants must provide proof of household income. Recipients of Medicaid, ARKids First, TEA and/or SNAP (Food Stamps) are automatically income eligible for WIC.
- **Are nutritionally eligible.** Conditions such as anemia, certain medical disorders, weight (underweight, overweight, pattern of gain or loss, weight in relation to height, etc.), number and frequency of pregnancies, and inappropriate nutrition practices are some of the factors considered in a nutritional assessment. This assessment is performed by a nurse, nutritionist or physician in the Local (County) Health Unit.

Foods provided to children and women may include:

- Milk
- Cheese
- Juice
- Iron-fortified cereal
- Dried or canned beans or peas
- Eggs
- Whole grains
- Fresh or frozen fruits & vegetables
- Peanut butter
- Canned fish

Foods provided to infants include:

- Special food packages for breastfeeding mothers

AND/OR

- Iron-fortified infant formula
- Infant cereals
- Infant foods

For more information

Call: 1-800-462-0599

Click: www.healthy.arkansas.gov/wic

WIC is available in every Arkansas county at the Local (County) Health Units.

INCOME GUIDELINES (Arkansas WIC Program, effective July 1, 2018)

Family/Household Size	1	2	3	4	5
Annual Gross Income	$22,459	$30,451	$38,443	$46,435	$54,427

(Add $7,992 per year for each additional family member.)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Required records
Record keeping & reporting
Sign In Sheet/Roster

Only complete meals served to eligible children can be claimed for reimbursement.

Therefore, a sign in sheet/roster must be maintained meals to ensure that an accurate count of meals served is obtained and reported.

AT-RISK AFTER SCHOOL MEALS PROGRAM

DAILY ATTENDANCE ROSTER AND DAILY MEAL COUNT FOR THE NUMBER OF SNACKS/MEALS SERVED

DATE: _____

AGREEMENT # _____ SITE NAME _____

	CHILD'S NAME	SNACKS	SUPPERS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
	TOTAL CHILDREN	TOTAL SNACKS	TOTAL SUPPERS

*Identify each site by name and date of meals served. The daily total number of snacks/meals claimed must match the daily meal count documentation.

DAILY MEAL DOCUMENTATION FOR THE AT RISK AFTER- SCHOOL SNACK/ MEAL PROGRAM (only)

DATE: November 26, 2018 **SITE Name School: CC School** **Agreement # of Sponsor: P154**

**100% Juice can be served 3 x week- once per day*
**Records must be documented daily*
**CACFP centers and day care homes must document on their menu & production records when a grain is whole grain-rich per 7 CFR 226.20(a)(4)*

SNACK - 2 Components	DAILY MENU	TOTAL AMOUNT OF CREDITABLE COMPONENTS USED	DAILY COUNT (number served)
1. Fluid Milk **(8 ounces)** 2. Meat/Meat Alternate **(1 ounce)** 3. **Vegetable (6 ounces)** 4. Fruit **(6 ounces)** 5. Bread or Bread Alternate **(1 serving)** **Must= 1 Grain/Bread Serving** *	1. **Cheese** 2. **WG Crackers** *(Can serve any of the two (2) COMPONENTS together, except Milk and Juice)*	1. **92 individual cheese sticks** 2. **92 individual pkg. crackers @ 1 oz each** Must identify CN labeled products and maintain copies of those CN labels.	Total # of Children Served: **87** Total # of Program Adults Served (cannot be claimed) **5** Daily Activity (ies) **Homework/Tutoring**
SUPPER -5 Components	**DAILY MENU**	**TOTAL AMOUNT OF CREDITABLE COMPONENTS USED**	**DAILY COUNT (number served)**
1.Fluid Milk **(8 ounces)** 2. Meat/Meat Alternate **(2 ounces)** 3. Vegetable **(4 ounces)** 4. Fruit **(2 ounces)** 5. Bread or Bread Alternate **(1 serving)** **Must = 1 Grain/Bread Serving** *	1. **Milk** 2. **CN Hot Dogs** 3. **Carrot Sticks** 4. **Apples (fresh)** 5. **Hot Dog Buns** Fruit or vegetable juices are not considered appropriate components for supper.	1. **103 1/2 pt. cartons** 2. **14 pkgs @ 16 oz each** 3. **18 lbs. raw baby carrots** 4. **110 Whole Apples** 5. **110 buns @ 2oz each** Must identify CN labeled products and maintain copies of those CN labels.	Total # of Children Served: **103** Total # of Program Adults Served (cannot be claimed) **7 no milk** Daily Activity (ies) **Organized Outdoor games**

Sites Responsibilities:

Attend the training session(s) before your site begins its operation!

Count the number of meals delivered, and check them thoroughly each day if you have more than one site.

Children can only stay at the facility for **10 hours per week.**

Sites Responsibilities cont.:

Keep a copy of the delivery receipt and meal count record with your daily report.

Never serve spoiled food or incomplete meals to children

Serve meals to all attending children regardless of race, color, national origin, sex, age, or disability.

Reimbursement: Rates and Claiming Process

Reimbursement

- Reimbursement are based on the number of meals and/or snacks served to children times the free rate for meals and snacks respectively.

- ** Records must be kept on the number of meals served.

	AT-RISK RATES	
Breakfast * weekends only*	Lunch or Supper	Snacks
$1.75	$3.23	0.88 cents

Cash in lieu of commodities at a rate of $0.23 (23 cents)

Reimbursement

B. Process for Reimbursement

Sponsors and independent centers must submit claims for reimbursement to the State agency each month. These claims must accurately report the number of meals and snacks served. Original claims must be postmarked and/or received by the State agency no later than 60 days following the last day of the month covered by the claim. Some State agencies may have stricter claim submission deadlines [7 CFR 226.10(e)].

Sponsored centers submit claims to their sponsor. Sponsors then check each facility's meal claim to ensure accuracy. At a minimum, edit checks must verify that each facility has been approved to serve the meals claimed and compare the number of children at each center, multiplied by the number of days on which the center is approved to serve meals, to the total number of meals claimed by the center for that month. While block claim edit

Monitoring

Monitoring Requirements for sponsors

Sponsors of multiple sites are required to monitor each site three times per year (see handout)

A monitor should be someone who is NOT involved in the day-to-day operations.

You can not have more than 6 months lapse between required monitoring visits

ARKANSAS DEPARTMENT OF HUMAN SERVICES

Division of Child Care and Early Childhood Education
Health and Nutrition Programs

P.O. Box 1437, Slot S 155 · Little Rock, AR 72203-1437

501-320-8968 · Fax: 501-682-2334 · TDD: 501-682-1550

FACILITY MONITORING REVIEW FORM
(For use by Sponsoring Institution)

Date_____

Sponsoring Organization_____ CACFP Agreement #_____

Facility's Name/Address _____Phone #_____

License # _____ Capacity _____ Is this facility over license capacity? Y ☐ N ☐ NA ☐

Number of children enrolled_____ Number in Attendance on day of review_____

Is the "… And Justice For All" poster displayed in a prominent location? Y ☐ N ☐

Meal observed (circle one) Breakfast Snack (p.m.) Supper

Menu _____ _____ _____

_____ _____ _____

Temperature of food at meal service: _____ **Date**_____ **Time** _____

Temperature of milk at meal service: _____ **Date**_____ **Time** _____

Did meal service meet USDA requirements for component and quantities? Y ☐ N ☐

If No, document deficiencies_____

Was meal served in compliance with CACFP (agreement/contract) scheduled meal service time? Y ☐ N ☐

Are meal served documented daily? Y☐ N ☐

Are the kitchen /cooking areas and serving/dining area adequate for food service? Y ☐ N ☐

What is the temperature gauge registering for the following: _____ _____

	Refrigerator	Freezer
Date and time of gauge reading: _____ Date	_____ Time	

Are the following forms on file:

Do all participants sign in daily?	Y ☐	N ☐
Attendance Roster/Sign- In Sheets Totaled	Y ☐	N ☐
Trained Staff at Site during Visit	Y ☐	N ☐
Menu Documentation Completed	Y ☐	N ☐
Delivery Sheets Completed	Y ☐	N ☐
Daily Activities Listed	Y ☐	N ☐
Is a copy of the Business Permit/License on File?		
Does the Provider have an accounting system in place?		
Does the Provider Transport children:		
Is a Transportation Roster on file and documented correctly?		
Is a Background Check on file for all Drivers?		
Is a working alarm on the transport vehicle?		

Is there any separation of race, color, national origin, sex, age or disability in the eating area or seating arrangements? Y ☐ N ☐

Areas of deficiency cited during this review_____

_____

Is Corrective Action Required? Y ☐ N ☐

If yes, explain_____

_____

Area of training and/or technical assistance provided during this review_____

Additional Comments: _____

_____

_____

_____

_____ Facility Official Signature and Date

_____ Sponsoring Reviewer's Signature and Date

Departure time: _____

REV.8-6-2013

At- Risk Facility Monitoring Review Form Part 2

5 Day Meal Reconciliation from Meal Count Records
(meal count vs attendance)

	MEAL COUNT TOTALS			
DATE	BREAKFAST	LUNCH/ SUPPER	SNACK	DAILY ATTENDANCE
1 - 11.5.18	NA	47	47	50
2 – 11.6.18	NA	43	43	45
3 - 11.7.18	NA	46	44	47
4 - 11.8.18	NA	48	45	48
5 – 11.9.18	NA	48	44	49
Total	NA	232	223	239

Meal count compared to attendance:			
Are meal counts greater than daily attendance on **any day** during this time period?	Y	N	N/A
If "yes", explain any discrepancies:			

1. Choose five consecutive days prior to the day of review from the meal count record, including weekends and holidays, when the facility was open and serving meals. Write the dates in the "Date" column.

2. Gather records of meal counts for this period. Write the totals in the meal columns.

3. Identify the number of children in attendance daily during the five-day period. Write this number in the "Daily Attendance" column.

4. Compare total meal counts to daily attendance to ensure that meal counts for each approved meal type did not exceed the number of participants in attendance on any day.

Per 226.16(d)(4)(ii) *Reconciliation of meal counts.* Reviews must examine the meal counts recorded by the facility for five consecutive days during the current and/or prior claiming period. For each day examined, reviewers must use enrollment and attendance records (except in those outside-school-hours care centers, at-risk afterschool care centers, and emergency shelters where enrollment records are not required) to determine the number of participants in care during each meal service and attempt to reconcile those numbers to the numbers of breakfasts, lunches, suppers, and/or snacks recorded in the facility's meal count for that day. Based on that comparison, reviewers must determine whether the meal counts were accurate. If there is a discrepancy between the number of participants enrolled or in attendance on the day of review and prior meal counting patterns, the reviewer must attempt to reconcile the difference and determine whether the establishment of an overclaim is necessary.

Compliance Reviews

- The Arkansas Department of Human Services (DHS) Is Required To Conduct Compliance Reviews.

- DHS Will Review Sponsors And Sites To Ensure Compliance With Program Regulations, USDA's Non-Discrimination Regulations And Any Other Applicable Instructions Issued By USDA

Compliance Reviews

Recordkeeping

Meal Counts

Administrative Cost

Any applicable guidance issued by FNS, the USDA, or the State

- If applicable, facility licensing and approval
- Transportation
- Procurement Laws
- Observation of a meal service
- If a Sponsor, training and monitoring of facilities
- Meal Pattern
- All other Program requirements

Procurement Thresholds

Micro Procurement/Small Purchase

Micro Procurement/Small Purchase

Micro Procurement (federal law) or a Small Purchase (state law) is a procurement that does not exceed a total purchase price of $10,000. Because of the modest price, small purchases **do not** have to be procured via competitive bids or competitive sealed bids.

Reference: 2 CFR §200.320(a)

Small Procurement/ Competitive

A Small Procurement (federal law) or Competitive Bid (state law) is used when the total project cost of the contract exceeds $10,000 and is less than $250,000. A competitive bid requires that the Agency solicit at least three (3) bids from vendors.

Cost is main factor in awarding the contract. Awards will be made to the lowest bid that meets the procurement requirements, criteria, and specifications.

Reference: 2 CFR §200.320(b)

Sealed Bid/Invitation to Bid (IFB)

A sealed Bid (federal law) or an IFB (state law) is the standard method of competitive procurement when the price exceeds $250,000. An invitation to bid on the procurement is issued to the public and all bids are evaluated at the close of the offering.

The contract is awarded to the lowest bidder that meets the invitation's qualifications.

Reference: 2 CFR 200.320 (c)

Competitive Proposal/Request for Proposal (RFP)

A competitive proposal (federal law) or RFP (state law) is used when the contract exceeds $250,000 and price is not the sole determining factor in the project. Vendors propose an overall solution to the requirements outlined in the RFP. Proposals are scored based upon vendor experience, the strength of their overall solution, and any other criteria specified in the bid. The overall proposal is given a weighted score, which is combined with a weighted score for price to determine the best value. Typically, within State procurement, we use a 70/30 split.

Reference: 2 CFR §200.320(d)

Corrective Action

- When a violation is found, the sponsor must correct the problem and send a letter to the State Agency stating how it is going to fix the problem.

- High level of violations result in an immediate correction and declaration of seriously deficient.

  Recurrence of same problem will result in a serious deficiency determination

  DHS to propose termination if serious deficiency recurs

- State agency will initiate a follow-up system to ensure that sponsors take the specific action for correcting site violations.
- Time Limit to Correct the Problem

APPEALS

A facility may appeal the proposed termination by requesting an administrative review within 15 days of receiving the notice of proposed termination. A hearing is then held by the administrative review official, and the official must inform the State agency, the institution's executive director, and the chairman of the board of directors, and the responsible principals and responsible individuals, of the administrative review's outcome within 60 days of the State agency's receipt of the request for an administrative review [7 CFR 226.6(k)].

NATIONAL DISQUALIFIED LIST

Termination from CACFP: Who is placed on the National Disqualified List?

Institutions

Responsible Individuals

Responsible Principals

How long can someone remain on the National Disqualified List? 7 years or longer

Violations

- May result in withholding or recovery of claim reimbursements.
  - A Declaration of Seriously Deficient
  - Temporary suspension of payments and/or participation in CACFP
  - Termination and exclusion from future program participation in Arkansas and Nationally

Appeals Procedure (handout)

USDA

CHILD AND ADULT CARE FOOD PROGRAM

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.

APPEAL PROCEDURES FOR USDA NUTRITION PROGRAMS ADMINISTERED BY HEALTH & NUTRITION

REQUIREMENTS

Each State agency shall establish an appeal procedure to be followed by an institution requesting a review of adverse action taken by Health & Nutrition Programs (HNP). The procedures contained in the following sections comprise the official hearing procedures to be followed for Hearing relative to Child and Adult Care Food Program (CACFP). The review/hearing procedures outlined below apply to both to sponsoring organizations and institutions.

REASONS FOR REQUESTING A REVIEW

The Appeals and Hearing Section of the Office of Policy and Legal Service (OPLS) has been delegated the responsibility for conducting reviews of institutions aggrieved by the following actions:

CACFP	1	Denial of a new or renewing institution's application for participation.
CACFP	2	Denial of an institution/sponsoring organization's application on behalf of a facility/site for participation.
CACFP	3	Proposed termination of an institution's agreement.
CACFP	4	Proposed disqualification of a responsible principal or responsible individual.
CACFP	5	Suspension of an institution's participation.
CACFP	6	Denial of an institution's application for start-up or expansion payments.
CACFP	7	Denial of a request for an advance payment.
CACFP	8	Recovery of all or part of an advance in excess of the claim for the applicable period. The recovery may be through a demand for full repayment or an adjustment of subsequent payments.
CACFP	9	Denial of all or a part of an institution's claim for reimbursement (except for a denial based on a late submission which is not an appealable issue.)
CACFP	10	Denial by HNP to forward to FNS an exception request by an institution for payment of a late claim or a request for an upward adjustment to a claim.
CACFP	11	Demand for the remittance of an overpayment.
CACFP	12	Any other section of HNP affecting the participation of an institution in the program or the institution's claim for reimbursement.

NOTE: In the event that the hearing process was not invoked or the State agency's action was upheld, requests for repayment by Health and Nutrition Programs, do not constitute grounds for review/hearing.

INSTITUTION'S RIGHT TO APPEAL

At the time of any adverse action, the institution/sponsoring organization must be advised in writing by notice of action, sent certified mail, return requested and must contain the following:

CACFP	1	The basis for the adverse action.
CACFP	2	A statement indicating the right to appeal.
CACFP	3	The address to which to route the appeal.
CACFP	4	A copy of the appeal procedures.
CACFP	5	The right to legal counsel or to be represented by another person.
CACFP	6	The right to file written information and the right to request a hearing (appellant must state specifically if he/she wishes to have a hearing).
CACFP	7	The right to file written information to be considered by the Review/Hearing Official within 30 calendar days from the date the notice of action.

REQUESTING THE HEARING

A request for review/hearing must be submitted in writing to the Appeals and Hearings Section, the Office of Policy and Legal Services, P.O. Box 1437, Slot N-401, Little Rock, Arkansas 72203, within the timeframes set below:

CACFP	The written request for review/hearing must be filed no later than 15 calendar days from the date of receipt of the Notice of Action (established by the Certified Mail Receipt).

DENIAL OR DISMISSAL OF REQUEST FOR REVIEW

The Appeals and hearings Section will not deny or dismiss a request for review except under the following circumstances:

1	The request was not received within the specified timeframe for requesting review.
2	The request was withdrawn, in writing, by the appellant or its representative.

When the appellant has requested a hearing in lieu of a review of written information and fails to appear for the scheduled hearing, the decision will be based solely on the written information unless the appellant requests and is granted a rescheduling date by the Appeals and hearings Section prior to the hearing date. There is no extension of timeframes granted in completing a final administrative action on a case and due to the stringent timeframe mandated by Federal Regulations, a hearing will not be rescheduled except in the most unusual circumstances. Discretion for rescheduling a hearing lies solely with the Appeals and Hearings Section.

The Administrative Review Process

BEGINNING THE ADMINISTRATIVE REVIEW PROCESS

When a request for review is received, the Appeals and Hearings Section will request the Administrator or Health and Nutrition Programs to verify whether or not the request has been filed timely. In not, the appellant or representative will be notified by letter from the Appeals and Hearings Section that the request for review is being denied.

THE ADMINISTRATIVE REVIEW / HEARING FILE

Upon notice by the Appeals and Hearings Section that a request for review has been filed and after a determination that the request was timely, Health and Nutrition Programs will prepare a copy and forward the documentation to Appeals and Hearings Section of the following:

1	The Notice of Action.
2	All documentary evidence used to support the Notice of Action upon which the request for review is based.
3	A complete summary of the action taken, the basis for the action and the Child and Adult Day Care regulation(s) used in the decision to take adverse action.

ACKNOWLEDGEMENT OF RECEIPT OF REQUEST FOR REVIEW

CACFP Within ten (10) calendar days of the receipt for review of the adverse action in the Nutrition Programs the Appeals and Hearings Section must acknowledge the receipt of the request for either a review of the written information or a hearing.

STATUS OF ADVERSE ACTION DURING REVIEW / HEARING PROCESS

CACFP The action taken by the Health and Nutrition Programs remains in effect during the appeal process. However, unless participation has been suspended, the institution may continue to participate and receive program reimbursement for eligible meals served and allowable administrative costs incurred until its administrative review is completed.

PROCEDURE RESULTING FROM REQUEST FOR REVIEW OF WRITTEN INFORMATION

An appellant is afforded the right to an impartial review of the record and may submit written information to be considered by the Review Official.

PROCEDURE RESULTING FROM REQUEST FOR A HEARING

An appellant may choose to attend a hearing before an impartial hearing official and be represented by legal counsel at the appellant's expense.

SUBPOENA OF WITNESS

With the Acknowledgement of Receipt of Request for Review is sent to the appellant who has requested a hearing, he/she will be sent a form on which to subpoena witnesses and a copy of the Hearing file. This packet of information is sent certified mail, return receipt requested.

SCHEDULING THE HEARING

For CACFP, the Hearing must be scheduled 10 calendar days in advance. The advance written notice of the time and place of the Hearing is sent by certified mail, return receipt requested.

THE HEARING OFFICER

The Appeals and Hearing Section will designate all Hearing Officers. The Hearing Officer must not have any personal interest in the case or have had any involvement in the contested action that resulted in the request for a Hearing.

CONDUCT OF THE HEARING

The Hearing will be conducted by a designated Hearing Official. The appellant may be represented by legal counsel or a designated representative. Health and Nutrition Programs will be represented by legal counsel if the appellant has legal counsel or a designated representative.

The representative from Health and Nutrition Programs will explain the basis for the adverse action and present any documentation (including witnesses) to support this action.

The appellant or representative will be given the opportunity to present witnesses, advance arguments, offer additional evidence and to question or refute any testimony or evidence. All parties will be given the right to cross examine witnesses. Questioning of all parties will be confined to the issue(s) involved. The Hearing Official has the Right to question participants any time during the proceedings.

THE REVIEW / HEARING DECISION

For CACFP prompt, definitive and final administrative action must be taken within 60 days of receipt of a request for a review/hearing. The hearing decision is based upon documentary evidence at the hearing, if conducted. This timeframe is an administrative requirement for the State agency and may not be used as a basis of overturning the State agency's action if a decision is not made within the specified timeframe.

The Review/Hearing Officer must make a determination based solely on the information provided by the State agency, the institution and the responsible principals and responsible individuals and based on Federal and State Laws, regulations, policies, and procedures governing the program. The decision will be signed by the Administrator, Appeals and Hearing Section or a designated representative. The decision represents final administrative action by the Department of Human Services (DHS) and is binding by the Health and Nutrition Programs of the Division of Childcare and Early Childhood Education. The decisions will be sent certified mail, return receipt requested.

NOTIFICATION OF HEARING DECISIONS

Once a hearing decision is rendered, both the appellant and Health and Nutrition Programs will be notified in writing of the decision, sent by certified mail, return receipt requested. Health and Nutrition Programs will notify the Appeals and Hearing Section within 10 days of any action by this Unit as a result of the hearing decision.

JUDICIAL REVIEW

Appellants not satisfied with an Administrative Hearing decision have the right to pursue Judicial Review through the Administrative Procedure Act.

A petition must be filed in the Circuit Court of the County of residence of the Petitioner or in Pulaski within 30 days from the date the Administrative Healing decision was received. Copies of the Petition are served to DHS and other parties of record by personal delivery mail.

Within 30 days from the date of service of the petition of DHS (or additional time granted by the Court not to exceed 90 days total), the Office of Policy and Legal
Service must transmit to the Court the original or a certified copy of the entire record of the Hearing under review.

Judicial Review is conducted by the court without jury and is confined to the record.

Common Review Findings

Common Review findings

- The #1 most common finding for At Risk Afterschool Meal and Snack Programs is Sponsors did not conduct required monitoring visits
- Meal Pattern and Menu Record errors.
- Corrective Action Plan Requirements
- Child Nutrition (CN) Labels/recipes not available or outdated.
- Substitutions not reflected on menus; items on receipts did not match menus.
- TIP!
- Cut CN Labels from the package when the item is served and place it in a plastic bag in the kitchen. At the end of the month file the actual CN Label used along with copy of the menu

Common Review findings

- Less than 50% of monthly reimbursement spent on food
- No supporting documentation for rent
- Profiting from CACFP-100% of the reimbursement not fully expended on allowable CACFP costs
- TIP!
- Create designated CACFP folders or binders for each month of the year, then fill them with a blank copy of the monthly food cost, monthly expense report & Time distribution.

Common Review findings

- Training did not occur/no documentation available
- Conducted Civil Rights training only
- More than 6 months lapsed between required monitoring visits
- TIP!
- Make sure you have sign in sheet with agendas & topics.

Common Review findings

- Missing Thermometers
- Not Taking Temps
- Operating with out your OWN health inspection at the satellite site. (Health inspections must be in your name, not using someone else's at the site level.)
- Food must arrive at the satellite feeding sites in an individually pre-packaged ready to serve condition.(If you donot have a health inspection for that site in your name.(exp- not the schools or B&G club)
- Slicing, pouring, assembling, spreading, cooking or even re-heating is not allowed at any satellite feeding site. This can only be done at the central/prep kitchen location.

Common Review findings

- Milk Audits- Not enough milk purchased for the number of meals claimed.
- Purchasing items or claiming expenses which are not allowable

Audit Requirements

If you receive a total of $100,000 or more in Federal and/or State funds you MUST have an INDEPENDENT AUDIT by a CPA.

You are responsible for paying for your OWN audit, DHS does not provide funds to pay for your audit.

You cannot preform your own audit if you are a CPA.

Arkansas State Board of Public Accountancy can help you locate a CPA in your area.

Budget and Operational Requirements

SO (sponsoring organization) Budget is for the entire sponsoring organizations overall operations

The CACFP budget in the application should include the portion of the SO budget that is allocated to the administration and operation of the CACFP

Costs in the budget must be necessary, reasonable, allowable and appropriately documented

Business Management Requirements

Sponsor must have adequate qualified staff to monitor the program

Sponsor must be able to demonstrate that they have the financial resources to operate the Program on a daily basis and adequate funds to withstand temporary interruptions in Program payments and/or fiscal claims

Business Management Requirements cont.

Sponsor must have a accounting system with management controls in writing to be considered for CACFP

A basic accounting system is available on the Resource Library

Hours of Operation

- Children are allowed to be on site for a maximum of 10 hours per week.

- **If a Site transports children the time spent transporting the child is included in the 10 hour limit and must be noted on the daily roster**

Transportation

Background checks must be completed before transportation begins

Commercial liability insurance must be maintained on all drivers and vehicles

All drivers must be 21 years of age or older

Detailed logs must be maintained for all children being transported

-See Handout on Transportation Guidelines

HELPFUL RESOURCES

YOUTUBE CHANNEL LINK: https://www.youtube.com/playlist?list=PLMTzmGT5TmY4APl1Qv37p33t-Qk_YXVYz

FNS/USDA HOMEPAGE LINK: https://www.fns.usda.gov/cacfp/child-and-adult-care-food-program

SNP HOMEPAGE LINK: https://dhs.arkansas.gov/dccece/snp/SNPWelcomeM.aspx?ReturnUrl=%2fdccece%2fsnp%2fDCCWelcomeM.aspx

CN LABELING VERIFICATION: http://www.fns.usda.gov/cnd/cnlabeling/default.htm

STANDARDIZED RECIPES: http://www.nfsmi.org

CACFP MATTERS!!
QUESTIONS??

Disclaimer

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

If there are questions regarding the guidance information, forms or areas that need further clarification please contact:

TO EMAIL : First name. Last Name @dhs.arkansas.gov

Health and Nutrition Programs

P.O. Box 1437, Slot S-155
Little Rock, Arkansas 72203-1437
For further information about the Health and Nutrition Programs, please visit www.fns.usda.gov for information from the United States Department of Agriculture.

501.682.8869 (local)
501.682.2334 (Fax)
1.800.482.5850 – extension 2.8869

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