

Welcome to the Western Dairyland Child & Adult Care Food Program

The Child and Adult Care Food Program (CACFP) is a nationwide program that promotes serving nutritionally balanced meals and snacks to children in care.

When child care providers serve meals and snacks according to the CACFP meal pattern and **keep daily records**, they are paid on a per meal/per child basis.

This manual is designed to help you understand the meal pattern requirements and record keeping procedures, as well as provide you with other helpful information on menu planning, infant feeding and nutrition education.

Funded by the United States Department of Agriculture (USDA) in cooperation with State and local agencies, all children are eligible without regard to race, color, age, religion, sex, disability or national origin. This institution is an equal opportunity provider.

CACFP Policies

1. All family child care homes must satisfy three requirements to participate in the CACFP:
 - a. Be licensed and/or certified with your local agency
 - b. Comply with all requirements of DPI agreement PI-1425
 - c. Complete a CACFP orientation
2. All family child care providers new to the CACFP will be visited during the first four weeks of participation in the CACFP. This visit will be done by appointment. Providers will be visited 3 times per year and visits may be announced or unannounced and will include at least 1 meal observation (this may be pro-rated based on the time of year a program begins participation). The program year runs from October 1st through September 30th.
3. Monitors must be allowed access to your home at any time during your open, regulated hours. If access is not granted, you may be ineligible to participate in the CACFP.
4. At the monitoring visits, menu records and meal attendance records will be reviewed. Providers will not be reimbursed for any meals served that have not been recorded or are found to be incomplete at the time of the home visit. Monitors will conduct visits at the provider's mealtimes to observe meals in progress. If providers will be away from the home during a scheduled meal time, they must notify Western Dairyland prior to leaving. If a provider is not home during a scheduled meal visit and has not notified Western Dairyland, meals will be disallowed.
5. All necessary forms for enrolling children in the Food Program and for recording menus and meal counts are provided free to providers on the Food Program. When a provider chooses to claim on paper, CACFP does not pay for postage unless required for corrective action.
6. As a sponsoring organization, Western Dairyland reserves the right to conduct random parent surveys (household contacts).
7. Each provider will periodically receive nutrition education materials and ideas for use with the day care children.
8. Annual CACFP trainings will be offered at varying locations throughout the program year. Providers may sign up by calling their food program consultant. Food Program Participants must attend one of these workshops a year, or complete an at home study.
9. Providers will be mailed or emailed a monthly update with important correspondence related to child nutrition, physical activity and claim information.
10. Western Dairyland sponsors the CACFP in accordance with agency and USDA guidelines that do not permit discrimination because of race, color, age, national origin, sex, handicap or religion. Child care homes participating in the CACFP must also follow these guidelines. Building for the Future must be displayed in your home or dispersed to families to let parents and the public know of your participation. The Non-Discrimination statement must also be written in your program policies.

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Claim for reimbursement

General Guidelines

In order to receive reimbursement for meals, providers must be accountable for the food served to children. This means accurate daily records must be kept. Providers must have menus and meal counts recorded by midnight each day. Providers using KidKare, can record menus and meal counts in a notebook and enter into KidKare later in the day but before midnight. A child enrollment form for each child is required when he/she starts at your program.

Important things to remember about meal service and record keeping:

1. KidKare is compatible on all computer, tablet and smart phone platforms that have access to the internet.
2. You may claim 2 meals and 1 snack, or 2 snacks and 1 meal per child per day (Western Dairyland will allow and encourage providers to claim all meals and snacks served to children during each day for tax records. The KidKare system will determine which combination of meals and snacks will provide you with the most reimbursement and disallow payment for the remaining).
3. Always record attendance at actual arrival and departure time for each child.
4. All children enrolled in your daycare must also be enrolled in the CACFP and vice versa. Children are eligible for reimbursement on the CACFP from birth until their 13th birthday (or their 18th birthday if the child is determined special needs and permission has been granted by the program's regulator).
5. You may claim your own children if (1) you meet income guidelines (2) we have the Household Income Statement on file and (3) if your own children eat with at least one day care child.^{1, 2}
6. You may claim only up to your certified or licensed capacity, unless you have been approved to claim your own school-aged children and/or have proper shift documentation.²
7. You may not charge parents an extra fee for meals, nor ask them to provide food for their children that you claim.^{3,4}
8. If you wish to serve non-creditable foods (i.e. a grain based dessert or non-CN labeled combination food) on a special occasion, do not claim reimbursement for that meal or be sure you are offering creditable foods for each component in addition to the non-creditable foods. Only record the creditable foods for your menus.⁵
9. You may claim reimbursement for meals purchased in restaurants if the meal meets the CACFP meal patterns (i.e combinations food would still require a CN label from the restaurant).⁶ Record the foods served the same as any other meal.
10. A provider claiming an infant on the CACFP must offer to provide a formula that meets the CACFP requirements. An infant can be claimed from birth through 11 months of age regardless of who supplies the formula or breast milk (parent or provider), however when the infant is developmentally ready to eat solid foods, the provider must supply two of the three components of the infants meal (formula, iron fortified infant cereal and/or fruit/vegetable). If a parent chooses to provide the formula it must still meet CACFP requirements.⁴
11. Meals and/or snacks must be scheduled and served at least every 3 hours.

¹ For information on tiering eligibility see page 6

² For information on claiming shifts see page 22

³ For information on child allergies see page 15

⁴ For information on infant feeding see page 9

⁵ Reference the food crediting guide

⁶ For information on meal patterns see pages 9-13

Record keeping and reimbursement

Providers must keep daily records of menus and meal counts. Menus may be recorded ahead of time, with the understanding that if a component were to change at the time of service the menu would be adjusted. Meal counts may not be recorded ahead of time, only at the time of service. Paper claims must be mailed to Western Dairyland after the last meal is served and recorded for the month. Online claims must be submitted after the last meal is served and recorded for the month. If a claim is not received promptly, there is a risk of it arriving late and delaying payment. Claims that arrive late (after the 4th business day of the month) will be paid the following month. Claims may only be reimbursed one month late.

Received claims are checked for the following:

1. There is a menu and meal counts for every meal claimed
2. Only approved meals and approved number of children are claimed
3. Menus submitted meet the CACFP meal pattern guidelines of approvable foods

If there are errors or discrepancies in any of the above, the following actions are taken:

1. Payment is denied for any meal for which there is no menu or no children in attendance
2. Payment is denied for any meals served for which the provider does not have approval
3. Payment is denied for any meals served in excess of the approved number of children ⁷
4. Payment is denied for any meals served to children that have no Child Enrollment Form on file

Reimbursement is made by direct deposit 3-4 weeks after claims are received (processing time depends on how the calendar days fall and is dependent on DPI processing). Deposit dates will be indicated in your monthly provider update.

Online providers will have access to their claim summary in the KidKare system, and paper providers will have claim summaries mailed following claim review.

Providers must notify Western Dairyland of discrepancies in their claim summary within 10 business day of receipt in order for a review of any claim to be done.

All records will be kept on file at Western Dairyland for 3 years, plus the current year.

Providers must keep all records for 3 years (can be located offsite), plus the current year (must be located on site). Records must be available for review if requested by your sponsor.

Understanding Tier 1 and Tier 2 reimbursement rates

Tier 2 reimbursement rate is the lower rate of meal reimbursement. All providers are eligible for this rate.

Tier 1 reimbursement rate is the higher rate of meal reimbursement. Family Child Care Providers must qualify for this higher rate.

1. **School Assignment:** If the elementary, intermediate or high school that is assigned to a family child care provider receives free or reduced price lunch for at least 50% of its students AND if it is in a school systems that does not have magnet schools or does not bus children out of their neighborhood, then the provider qualifies for the Tier 1 rate of meal reimbursement for day care children. This qualifies a provider for 5 years from the time of determination.
2. **Census Data:** If a family child care provider's home is located in an area where 50% or more of the children receive free or reduced-price lunch, the provider will qualify for the Tier 1 rate of

⁷ For information on claiming shifts see page 22

reimbursement for day care children. This qualifies a provider for 5 years from the time of determination.

3. **Provider's Family Income:** If a family child care provider's family income is less than the guidelines, the provider will qualify for Tier 1 rate of meal reimbursement and the provider's own children are eligible to be enrolled in the food program. This qualifies a provider for 1 year from the time of determination.

If a provider does not qualify to become a Tier 1 provider, she/he may choose to either become a Tier 2 rate provider OR a Tier 2 mixed rate provider.

A Tier 2 rate provider chooses to receive the lower rate of meal reimbursement for all meals for all enrolled children.

A tier 2 mixed rate provider chooses to give eligibility applications to all enrolled children's parents. If Western Dairyland received these forms, and the family qualifies, than those children's meals would be reimbursed at the higher Tier 1 rate. If Western Dairyland does not receive the forms or if the family does not qualify, those children's meals would be reimbursed at the lower Tier 2 rate. These eligibility applications are confidential. Parents mail them directly to Western Dairyland and monitors may not tell providers if families qualify.

Meal Pattern

Feeding Infants⁸

Your policies/handbooks must not state that you charge for any meals, including infant formula or infant food. In addition, each provider should state in their policy which type of formula they offer to parents enrolling infants. During at least one home visit during the program year, your monitor will ask to review your policy/handbook to ensure compliance. If a parent chooses to accept the formula the provider offers, the provider must purchase that formula. If a parent chooses a different formula, they can provide that on their own. Infant formula and infant cereal **must** be iron fortified to be eligible for reimbursement. If a parent will be providing the infant formula, providers must know what variety. Be sure to indicate the type of Iron Fortified formula on all enrollment forms. If an infant cannot be served an Iron Fortified Infant formula for medical reasons, a diet statement signed by a medical authority must be on file.⁹

Breast milk provided by an infant's mother may be served in place of iron-fortified infant formula. Meals containing only breast milk may be claimed for reimbursement for infants from birth through 11 months. When the parent and/or child's physician determine that the child is developmentally ready⁹ to eat solid foods, the provider must supply all remaining components of the child's meal in addition to the parent provided breast milk or formula in order to continue receiving reimbursement for the child.

It is recommended that either breast milk or iron-fortified infant formula be served for the entire first year of life. Cow's milk or milk alternates may not be served to infants under one year for reimbursement. If a parent makes this request, a diet statement signed by a medical authority must be on file.¹⁰

Infant foods that are not creditable:¹⁰

- Jarred infant cereal
- Iron-fortified dry infant cereals containing fruit

⁸ For information on infant meal pattern see page 9

⁹ For information on child allergies see page 15

¹⁰ Reference the food crediting guide for more information on creditable foods

- Jarred desserts or puddings that list a fruit as the first ingredient
- Fish (including fish sticks)
- Hot dogs
- “Baby food” meat sticks
- Honey
- Peanut butter
- Chocolate
- Combination foods or dinners
- Foods with water listed as the first ingredient
- Bacon
- Home-canned foods

Storing and Warming Breastmilk

When parents bring breastmilk to your program, each individual storage container or bag must be individually labeled with the child’s name, amount and date the breast milk was expressed. Milk should be promptly refrigerated or frozen according to the parental request.

Breastmilk should be warmed in its container under warm running water or in a bottle warmer. Breastmilk should NOT be microwaved or overly heated as it can cause “hot spots” in the milk and destroy its nutritional properties.

If breastmilk separates, it should be swirled in the bottle to recombine, but should never be shaken as like with overheating, will destroy its nutritional properties.

Once breastmilk has been warmed from the refrigerator or freezer, it must be consumed or thrown away after 1 hour. Breastmilk must not be refrigerated or frozen again after having been warmed.

Location	Duration
Room Temperature (freshly expressed)	6-8 Hours
Room Temperature (warmed from refrigerator or frozen)	1 Hour
Refrigerator (freshly expressed)	5 Days
Refrigerator (thawed from freezer)	1 Day
Freezer Compartment of Refrigerator with Separate Doors	3-6 Months
Deep Freezer	6-12 Months

Infant Meal Pattern

Breakfast	
Birth through 5 months	6 through 11 months
4-6 fluid ounces breastmilk ¹ or formula ²	6-8 fluid ounces breastmilk ¹ or formula ² ; and 0-4 tablespoons infant cereal ^{2,3} meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; or 0-2 ounces of cheese; or 0-4 ounces (volume) of cottage cheese; or 0-4 ounces or ½ cup of yogurt ⁴ ; or a combination of the above ⁵ ; and 0-2 tablespoons vegetable or fruit or a combination of both ^{5,6}

¹ Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

² Infant formula and dry infant cereal must be iron-fortified.

³ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

⁴ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁵ A serving of this component is required when the infant is developmentally ready to accept it.

⁶ Fruit and vegetable juices must not be served.

Snack	
Birth through 5 months	6 through 11 months
4-6 fluid ounces breastmilk ¹ or formula ²	2-4 fluid ounces breastmilk ¹ or formula ² ; and 0-½ slice bread ^{3,4} ; or 0-2 crackers ^{3,4} ; or 0-4 tablespoons infant cereal ^{2,3,4} or ready-to-eat breakfast cereal ^{3,4,5,6} ; and 0-2 tablespoons vegetable or fruit, or a combination of both ^{6,7}

¹ Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

² Infant formula and dry infant cereal must be iron-fortified.

³ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

⁴ A serving of grains must be whole grain-rich, enriched meal, or enriched flour.

⁵ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

⁶ A serving of this component is required when the infant is developmentally ready to accept it.

⁷ Fruit and vegetable juices must not be served.

Lunch and Supper	
Birth through 5 months	6 through 11 months
4-6 fluid ounces breastmilk ¹ or formula ²	6-8 fluid ounces breastmilk ¹ or formula ² ; and 0-4 tablespoons infant cereal ^{2,3} meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; or 0-2 ounces of cheese; or 0-4 ounces (volume) of cottage cheese; or 0-4 ounces or ½cup of yogurt ⁴ ; or a combination of the above ⁵ ; and 0-2 tablespoons vegetable or fruit or a combination of both ^{5,6}

¹ Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

² Infant formula and dry infant cereal must be iron-fortified.

³ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

⁴ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁵ A serving of this component is required when the infant is developmentally ready to accept it.

⁶ Fruit and vegetable juices must not be served.

CHILD MEAL PATTERN

Breakfast				
(Select all three components for a reimbursable meal)				
Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ² <small>(at-risk afterschool programs and emergency shelters)</small>
Fluid Milk ³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Vegetables, fruits, or portions of both ⁴	¼ cup	¼ cup	¼ cup	¼ cup
Grains (oz eq)^{5,6,7}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁸ , cereal grain, and/or pasta	¼ cup	¼ cup	¼ cup	¼ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{8,9}				
Flakes or rounds	¼ cup	¼ cup	1 cup	1 cup
Puffed cereal	¼ cup	¼ cup	1 ¼ cup	1 ¼ cup
Granola	¼ cup	¼ cup	¼ cup	¼ cup

¹ Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁵ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

⁶ Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.

⁷ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

⁸ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

⁹ Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ¼ cup for children ages 6-12.

Lunch and Supper				
(Select all five components for a reimbursable meal)				
Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ² <small>(at-risk afterschool programs and emergency shelters)</small>
Fluid Milk³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Meat/meat alternates				
Lean meat, poultry, or fish	1 ounce	1 ½ ounce	2 ounces	2 ounces
Tofu, soy product, or alternate protein products ⁴	1 ounce	1 ½ ounce	2 ounces	2 ounces
Cheese	1 ounce	1 ½ ounce	2 ounces	2 ounces
Large egg	½	¾	1	1
Cooked dry beans or peas	¼ cup	⅓ cup	½ cup	½ cup
Peanut butter or soy nut butter or other nut or seed butters	2 tbsp	3 tbsp	4 tbsp	4 tbsp
Yogurt, plain or flavored unsweetened or sweetened ⁵	4 ounces or ½ cup	6 ounces or ¾ cup	8 ounces or 1 cup	8 ounces or 1 cup
The following may be used to meet no more than 50% of the requirement: Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounces of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)	½ ounce = 50%	¾ ounce = 50%	1 ounce = 50%	1 ounce = 50%
Vegetables⁶	½ cup	¼ cup	½ cup	½ cup
Fruits^{6,7}	½ cup	¼ cup	½ cup	¼ cup
Grains (oz eq)^{8,9}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ¹⁰ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup

¹ Must serve all five components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴ Alternate protein products must meet the requirements in Appendix A to Part 226.

⁵ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁶ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁷ A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.

⁸ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.

⁹ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of the creditable grain.

¹⁰ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

Snack				
(Select two of the five components for a reimbursable snack)				
Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ² <small>(at-risk afterschool programs and emergency shelters)</small>
Fluid Milk³	4 fluid ounces	4 fluid ounces	8 fluid ounces	8 fluid ounces
Meat/meat alternates				
Lean meat, poultry, or fish	½ ounce	½ ounce	1 ounce	1 ounce
Tofu, soy product, or alternate protein products ⁴	½ ounce	½ ounce	1 ounce	1 ounce
Cheese	½ ounce	½ ounce	1 ounce	1 ounce
Large egg	½	½	½	½
Cooked dry beans or peas	¼ cup	¼ cup	¼ cup	¼ cup
Peanut butter or soy nut butter or other nut or seed butters	1 tbsp	1 tbsp	2 tbsp	2 tbsp
Yogurt, plain or flavored unsweetened or sweetened ⁵	2 ounces or ¼ cup	2 ounces or ¼ cup	4 ounces or ½ cup	4 ounces or ½ cup
Peanuts, soy nuts, tree nuts, or seeds	½ ounce	½ ounce	1 ounce	1 ounce
Vegetables⁶	½ cup	½ cup	¾ cup	¾ cup
Fruits⁶	½ cup	½ cup	¾ cup	¾ cup
Grains (oz eq)^{7,8}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁹ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{9,10}				
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
Granola	¼ cup	¼ cup	¾ cup	¾ cup

¹ Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴ Alternate protein products must meet the requirements in Appendix A to Part 226.

⁵ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁶ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁷ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

⁸ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

⁹ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

¹⁰ Beginning October 1, 2019, the minimum serving sizes specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ¾ cup for children ages 6-12.

Milk and Milk Substitutes

Fluid milk served to children who are 12 months through 23 months must be whole fat. Fluid milk served to children who are two years of age and older must be fat-free (skim) or low-fat (1%) plain milk. Fluid milk served to children who are two years of age and older may also be fat-free or low-fat lactose reduced milk, fat-free or low-fat lactose free milk, fat-free or low-fat buttermilk, or fat-free or low-fat acidified milk.

Meals served to children two years of age and older that include whole or reduced-fat (2%) milk are not reimbursable. Milk served must be pasteurized fluid milk that meets State and local standards. Children age 2-5 must be unflavored milk. Children age 6 and over may receive fat-free flavored milk in addition to fat-free or low-fat unflavored milk.

MILK		
INFANTS	BREAST MILK OR IRON-FORTIFIED INFANT FORMULA	REQUIRED
AGE 1	WHOLE UNFLAVORED MILK	REQUIRED
AGE 2-5	1% (LOW-FAT) OR SKIM (FAT FREE) UNFLAVORED MILK	REQUIRED
AGE 6 AND UP	1% (LOW-FAT) OR SKIM (FAT FREE) UNFLAVORED MILK, OR SKIM (FAT FREE) FLAVORED MILK	REQUIRED

Parents may request in writing that their child be served a non-dairy milk substitute. The request must state the reason and the substitute. Substitutes for these requests must provide nutrition equivalent to milk.¹¹ If the request made is for a substitute that does not provide the same nutritional value or is necessary based on an allergy or disability, a diet statement signed by a medical authority must be on file.¹²

If during a meal visit, your monitor observes a non-creditable milk being served without proper documentation, your meal will be disallowed and follow-up will be required. If this requirement is continually violated or ignored, a provider may be declared seriously deficient.¹³

Serving the same foods

When serving meals and snacks, make certain that you are serving two different foods. A creditable meal or snack cannot contain two of the same foods. For example you cannot claim apples and apple juice for reimbursement in the same meal or snack.

Water

Drinking water must be made available to children upon their request, including at meals times, but is not part of a reimbursable meal and may not be served in place of fluid milk. Water should be served at snack times when no other beverage is available.

¹¹ Please reference "Milk Equivalent" handout

¹² For information on child allergies see page 15

Juice

100% fruit or vegetable juice may be served in place of a solid fruit or vegetable at meals and snacks so long as it is served at full strength and only to children age 1 and over. Juice may be served no more than 1 time per day across all meal services and may not be served at all for reimbursement for children under 1 year old.

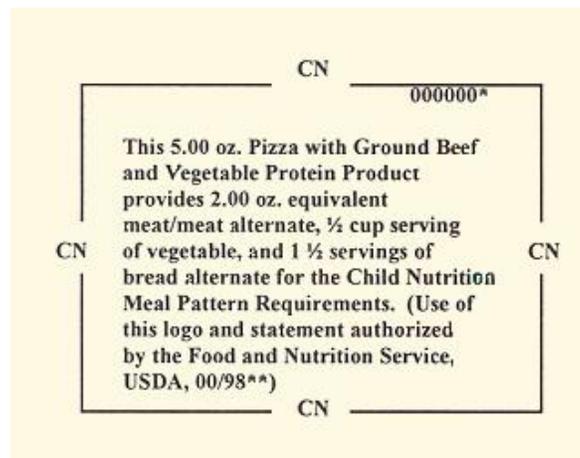
Cheese

In the CACFP, not all cheese is created equal. Labels describing "natural cheese", "pasteurized process cheese", and "cheese spread" are all creditable on the CACFP. Examples of these include Natural reduced fat and full fat cheese, pasteurized process American cheese and easy cheese. Labels including "imitation cheese", "cheese food" and "cheese product" are not creditable on the CACFP and cannot be reimbursed. Examples of these non-reimbursable foods include Cheez Whiz[®], Velveeta[®] and Kraft[®] American Singles.

If during a meal visit, your monitor observes a non-creditable cheese being served, your meal will be disallowed and follow-up will be required. If this requirement is continually violated or ignored, a provider may be declared seriously deficient.

Combination Foods

A combination food is one that is commercially prepared and includes multiple components. Examples include ravioli, egg rolls, pizza, chicken nuggets, fish sticks, corn dogs etc. These foods can only be credited when the actual content of each component (meat, bread etc.) is known and can be documented. Documentation includes the Child Nutrition (CN) label or a manufacturer specification sheet (when a CN label is not available). If the label or information is not available, these items cannot be credited and would be regarded as an additional food item on the menu. In that case, be certain to claim only the creditable foods served to make a reimbursable meal (for example, claiming sliced cheese as a meat alternative rather than a chicken nugget without a CN label).



If during a meal visit, your monitor observes a combination food being served and the CN label is not available or additional food items are not served to meet the component, your meal will be disallowed and follow-up will be required. If this requirement is continually violated or ignored, a provider may be declared seriously deficient.¹⁴

Child Allergies

If a child has or develops a food allergy, you must have the parent complete a "Special Diet" form and notify our office as soon as the child is enrolled. If the special diet is based on a preference or a mild allergy, the

parent may supply an alternative but if the diet is based on a disability the provider must offer to supply an alternative.¹⁴

The special diet form must be signed by a medical authority and must include the following:

- 1) The food(s) to be avoided
- 2) The reason for avoiding the food (allergy, disability, preference etc.)
- 3) Possible substitutions to be made

A medical authority can include a: Physician, Physical Therapist, Licensed Nurse, Registered Dietitian, Respiratory Care Practitioner, Speech and Language Pathology or Chiropractor.

Our office must have a copy of the signed diet statement on file, and monitors will inquire during home visits if the diet is still being followed. If a diet statement is not on file, meals for that child may be disallowed.

Meal Service

There are two types of meal service that are creditable on the CACFP.

Family Style: Meals in which children serve themselves from plates or bowls. Enough food must be prepared and offered by being placed on the table to allow for the full portion size requirement for each child to be served. All the foods to meet the meal requirements should be on the table at the start of the meal.

Pre-Plated: Each child is given a plate or bowl containing all components of the meal in the required minimum portion based on their age. All foods must be provided at the start of the meal.

If during a meal visit, components are missing from the meal service or are not properly offered, regardless of how the meal is served (family style or pre-plated), the meal will be disallowed.

¹⁴ See "Special Diet/Disability" flow chart to determine

Reference Section

Change in regulation

If you have a change in regulation (ages served, hours, day of the week, renewal etc.), our office must receive a copy in order to continue reimbursement of your claims. If you are not able to make a copy, please request that your licenser or certifier send a copy to our office. Our monitors will make every attempt to remind providers of this, however please note it is the responsibility of the provider to submit this information.

If the updates to your license include different hours that require more meals to be served or more days of the week, you must submit a request to our office for approval of these for reimbursement. These changes will only take effect once the request has been made and copy of the regulation is received.

Unable to record meals using KidKare

1. You must hand write your menus and meal counts until you are able to enter them into KidKare.
2. If you are on an improvement plan, you **MUST** call the office on the day the computer breaks down and you are unable to record the meals. If you call after hours, please leave a message on our voice mail. If you don't call the office by midnight on the day the meals are served to let us know, you will not be approved to be reimbursed for those meals.
3. You will be notified once your message is received with specific instructions about what documentation will be required to receive credit for these days.

Please note: You must keep the daily written records of your menus and meal counts until you can record them online. This will ensure that if your monitor comes to do a Home Visit they will be able to see that records are up to date. Failure to maintain these written records until they are entered online may result in disallowed meals.

Moving or Changing Address

If you are planning to move, please notify Western Dairyland prior to your move to indicate that you are relocating. Once you have relocated, Western Dairyland must receive a copy of your updated regulation, reflecting your new address prior to providing claim reimbursement. Western Dairyland reserves the right to adjust claims that were paid under an address that the provider no longer lives. Western Dairyland will not retroactively pay a provider who moved and did not submit an updated regulation.

No Longer Providing Care

If for any reason you determine that you will no longer be providing child care, please notify Western Dairyland as soon as possible. This will ensure that our monitors will not conduct a home visit while you are no longer open, and will ensure that an overpayment is not processed.

Day's Closed/Out/Sick

For providers using KidKare, please use your Calendar to indicate days in which you plan to be closed. The calendar should be updated prior to the month's start. If after the month has started there are days in which you plan to be gone or closed, please notify our office by phone or email as soon as possible. For example in November, you would indicate on your calendar if you planned to be closed December 20-31. We would be certain not to make a home visit during the dates you've indicated.

KidKare makes updating your calendar very easy.

If you are planning an off-site meal (a meal in which you are feeding the children away from home but still plan to claim for reimbursement):

1. Select "Calendar" on the left hand side of the main KidKare screen
2. Drag "Off Site Meal" to the appropriate date
3. Click the bar you just dragged to the calendar
4. De-select the meals you plan to be gone for (KidKare defaults to closed for all meals)
5. Select the times you will leave and return
6. Add any relevant information in the comments section

If you are planning to close your program for a partial or full day or more:

1. Select "Calendar" on the left hand side of the main KidKare screen
2. Drag "Closed" to the appropriate date(s)
3. Click the bar you just dragged to the calendar
4. De-select the meals you plan to be closed for (KidKare defaults to closed for all meals)
5. Add any relevant information in the comments section

For providers using paper claims, please indicate on your Child Information Form (CIF) which days in the upcoming month you plan to be closed. There is a space at the bottom of the form in which this information can be recorded. For example: during your August claiming period, record days in which you will be closed in September.

If an unexpected day off arises, please email or call our office to make us aware of the closure. If your monitor arrives for a home visit during a scheduled meal time, and you are not home, those meals will be disallowed.

We understand that providers will occasionally take field trips with the day care children as well, and we ask that you send us a quick message or email if you plan to do so. These days, are those in which you are open for care, but plan to be away from your home. Our monitors will often make unannounced visits to maximize their time on the road and knowing when providers are not home will help us out.

Home visits

Home Visits are an important part of Food Program participation. As stated in the Agreement, we are required to visit your home during the following times and intervals:

1. An orientation visit (completed prior to participation begins)
2. Within 4 weeks of your orientation or beginning of claiming (If this time period is longer than 4 weeks, we may need to re-review the orientation information with you)
3. A minimum of three times (but may be more) during each program year (Oct-Sept)
 - a. At least two of the three annual visits must be unannounced
 - b. At least one of the unannounced visits must include the observation of a meal

Home visits serve two purposes (1) to make sure you understand and are meeting all program requirements (2) to share nutrition ideas and questions. Sometimes we may bring menu ideas, and other visits may relate to child development and nutrition activities. Your ideas and experiences are important to us—please share them so we can share your ideas with other providers.

When we conduct a home visit at a mealtime, we are required to observe the meal service and note if it meets the program requirements. We will observe if children were offered all required components and that enough food was available to meet the minimum required amounts. **If the meal did not meet the program meal requirements, we will disallow reimbursement for that meal.** If a meal must be disallowed we will also give you suggestions on how to improve your meal service so that you will receive full reimbursement and we will need to observe another meal during that program year.

At every home visit, we will ask to see program records including enrollment documents, attendance and menu records. These records must be maintained on a **daily basis**, and reflect accurately the number of children, in/out times, meals you are serving and menus.

We will always compare the number of children in your home at the time of the visit to the number of children you claim on a regular basis. There may be times when the number of children in your home varies (illness, etc.). We will ask about the absences, and expect your meal count to show the variation. We may re-visit to observe the number of children in attendance.

We will expect that the area where you prepare and serve food is sanitary. An unclean kitchen is a breeding place for germs and food that is not properly stored can cause illness. It is very important for the protection of your children in care that you take every precaution to keep your food preparation and serving areas clean.

We will review your menus on KidKare or your bubble forms to ensure you are serving a variety of foods. If your menus or meal counts are missing, not up to date or missing components, meals will be disallowed. If children are present, but have not been signed into your attendance, their recorded meals for the day may also be disallowed.

Most visits are unannounced and your monitor will visit you during one of your meal service times. If you are not at home when your monitor comes to visit, we expect your assistant (if applicable) to allow us to conduct the visit the same as if you were there. **If you or your assistant refuses a visit, you may be dropped from the program and all meals for the day of the attempted visit and future claimed meals may be disallowed.** If you are not home during a scheduled meal time and you have not notified us that you would be away, we will disallow that meal. Please be sure to let us know when you plan to be away from your home during a scheduled meal time. You can enter this information in your KidKare calendar (online providers - by the 4th business day of the month), include pre-planned days on your CIF forms (paper providers) or contact our office.

We reserve the right to conduct a Household Contact to verify enrollment and meal service with parents of enrolled children by phone or mail.

What we look for during a home visit

1. Have you sent in enrollment forms for all children you are claiming?
2. Are all children present during the home visit and/or on your attendance records, enrolled in the CACFP?
3. Do your menus contain the required meal components for all ages served?¹⁵
4. Are you serving appropriate portion sizes for the age group you are feeding?
5. Are you serving the appropriate milk with Breakfast, Lunch and Dinner?¹⁶
6. Are your menus up-to-date?
7. Is your Meal Count and Attendance Sheet (including time in and out) up-to-date? (If your record is found not up-to-date on the computer, you **MUST** present your monitor written documentation to receive credit.)
8. Are your meal counts consistent with your license capacity?

¹⁵ For information on meal patterns see pages 9-13

9. Are your shifts and in/out times adequate to support meal counts (if applicable)?¹⁶
10. Are the storage areas, food preparation areas and eating areas clean and neat?¹⁷
11. Are you serving the meals family style or pre-plated, and in a pleasant, relaxed atmosphere?

Who are eligible children?

1. Children not living in your home (nonresidential) under 13 years of age
2. Children living in your home (residential) under 13 years of age who are part of the family unit (must be income eligible)¹⁸
3. Foster children under 13 years of age living in the home (provider must have child care children being served the same meal to be eligible to claim foster children and an income form on file.)¹⁹
4. Provider's own children under 13 years of age (must be income eligible and be claimed whenever child care children are present for the same meal service)
5. Disabled children under the age of 18 (when approved by your regulator)

Enrollment Procedures

Regulations state that every child attending a child care facility registered with a CACFP Sponsoring Organization must be offered participation in the Food Program. It is the parent's decision to accept or decline participation.

Every child that you claim on your Meal Count Record must have a completed Enrollment Form on file in the Food Program office.

Any non-participating children must still have an enrollment form on file indicating "Non-participating" signed by the parent as a proof that this child was offered the Food Program, but the parent decline his/her child's participation.

This form simply shows that the parents of the children you care for know that their child is to receive meals at no additional charge, and that the meals should meet the nutrition standards of the Food Program. Be sure that the parent knows which meals their child will receive in your home. Reimbursed meals are those meals provided by you, the child care provider.

Online Claimers: Ask the parents for the information requested **before** you input it in the computer. Western Dairyland advises providers to use the "Blank Enrollment Worksheet" to collect information. The "Blank Enrollment Worksheet" does NOT substitute an enrollment printed with all the child's information and a parent's signature. The enrollment worksheet can be found in Reports→ Worksheet → Blank Enrollment→Run.

Once the information has been entered into KidKare, the report should be printed, Reports → Child → Child Enrollment → Select the appropriate child → Run.

Paper Claimers: Please complete the bubble enrollment form in its entirety. All sections must be complete if they apply to the child (including school times or infant food preference).

All Claimers: The parent or guardian must sign the completed, computer generated or bubbled enrollment form. **PROVIDERS, PLEASE DO NOT SIGN THE ENROLLMENT FORM FOR THE PARENTS.** Doing so

¹⁶ For information on claiming shifts see page 22

¹⁷ For information on kitchen sanitation see page 21

¹⁸ For information in tiering eligibility see page 6

may cause you to lose your food program benefits. The form must also have the parent's correct address and phone number. Please advise us if any information changes.

If the parent did not indicate the racial/ethnic information, please do so before mailing it to us (an educated guess is allowable) as we are required to provide statistics for the State and Federal Governments on the populations we serve.

If you enroll a new child, please send the enrollment form as soon as you enter the child's information on the computer and the parent signs the printed enrollment report. Begin recording meal counts for the child as soon as they are enrolled. For online claimers, the child may appear to be "pending" but meals can still be recorded in KidKare.

If we receive a claim listing a child who is not enrolled, we cannot reimburse you for meals you fed to that child.

Each September, all children enrolled in the CACFP will need to be re-enrolled. At this time, Western Dairyland CACFP will send re-enrollment packets to each provider and request that parent information be reviewed for each child that is still in attendance, updated as needed and signed and dated by the parent. If a child is no longer in care, a space is available to indicate their withdrawal date. If these re-enrollment forms are not received by October 31st, claims cannot be reimbursed.

Kitchen Cleaning/Sanitation

Western Dairyland will inspect the food service preparation area with the following areas in mind:

- Equipment and utensils for preparing, serving and storing food shall be clean and equipped for the safe handling of food
- Eating surfaces shall be washed *and* sanitized before use
- Reusable eating and drinking utensils shall be thoroughly cleaned with detergent and hot water
- Single use articles such as food containers designed to be used only once and discarded including plastic silverware, paper or Styrofoam cups and plates may not be reused
- Food shall be clean, wholesome, free from spoilage, adulteration and misbranding, and should be safe for human consumption
- Food shall be covered and stored at temperatures that protect against spoilage
- Refrigerators shall be maintained at 38-40 degrees Fahrenheit or lower and freezers shall be maintained at 0 degrees Fahrenheit or lower
- Leftovers shall be dated and discarded after 36 hours unless frozen for later use
- Any garbage receptacle used for food disposal must be covered with a lid
- Pets should not be allowed on the food preparation area or any eating surface. If pets are present on these surfaces, they shall be washed and sanitized prior to use

Surface cleaning tips

Using a mixture of $\frac{3}{4}$ teaspoon liquid chlorine bleach per quart of water can provide some added protection against bacteria on surfaces. Spray the surface with the bleach solution and allow it to stand for 2 minutes, then wipe with a disposable paper towel or allow to fully air dry. Solution should be remade weekly to maintain effectiveness.

Thawing foods

Foods should not be thawed or defrosted at room temperature, but in the refrigerator. For a quick thaw, defrost in the microwave or enclose the food in an airtight package and submerge in cold water.

Please make sure to keep a thermometer in your refrigerator, so that your monitor can check to see that your food is stored at the proper temperature during home visits.

Holiday Care

If you are open and caring for day care children on a recognized Holiday, a separate attendance form must be complete and signed by the parent(s) of the child (ren) in care on that day. Forms can be requested from our office, or found on our website www.childcarepartnership.org

Western Dairyland requires attendance forms be completed for the following Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Additional Provider/Helpers

If an additional provider or helper is present at your child care in addition to yourself, our office must have documentation on file indicating this. This additional helper will only apply to **Licensed providers** and does not mean that a provider is able to care for or claim over their regulated capacity, rather helps to meet provider/child ratios. Forms can be requested from our office, or found on our website www.childcarefoodprogram.org

Shift Care

If you would like to receive reimbursement for shift care, documentation must be on file indicating this. Shift care occurs when children are served a meal, leave care, and different children arrive after and are served the same meal at a slightly later time. In order for a provider to be reimbursed for more meals than they're licensed/certified capacity all children must be claimed in KidKare or on paper menus, and the full months attendance records must be submitted to Western Dairyland by the 3rd business day of the month for review with their claim.

If you are providing shift care and would like to be reimbursed for all the meals served, please contact our office for detailed instructions on completing shifts and to make a formal request.

Foster Care

Special rules apply to foster children when establishing reimbursement, and they should always be approved to receive Tier 1 rates. If the provider's household income or area eligibility qualifies them for Tier 1 rates, the child can still have a form submitted to qualify them but is not required. Tiering documentation may be submitted in one of two ways:

- 1) Documentation from the State or Local Agency indicating the status of the child as a foster child whose care and placement is the responsibility of the State or that the foster child has been placed with a caretaker household by a court.
- 2) A completed household income statement indicating that the child is in foster care (either that of the provider or of a day care family). The income statement can be submitted in one of two ways.
 - a. The foster child can be included as a household member of the same income statement that includes their non-foster children if it will qualify their non-foster children for free or reduced price meals based on the household size and income.
 - b. A separate income statement submitted on behalf of the child indicating the child's name, that they are in foster care (a box next to the child's name) and including a signature of the guardian and the date the form was completed. The foster parent is not required to report any

income and is not required to provide his/her last four digits of the adult's social security number.

If the child is the provider's own foster child, the same rules apply for claiming those meals as if the provider were claiming their own non-foster children. Those rules indicate that in order to claim and be reimbursed for a meal, day care children must also be present and served at the same meal service.

It is in the best interest of the provider to notify Western Dairyland CACFP when a foster child become enrolled in the program. Western Dairyland is unable to back pay providers if foster status is determined after the child has been reimbursed at a Tier 2 rate for any period of time.

Taxes

The CACFP will pay you for 2 meals and 1 snack or 2 snacks and 1 meal per child, per day. You can however, deduct up to 3 meals and 3 snacks per day per child as long as you serve those meals. The CACFP will provide you with tax documentation by January 30th of each year.

Remember to include your CACFP income as income except for the portion of income that is reimbursed for your own children's meals. You should not include the meals/snacks served to them as expense deductions.

This information should be used only as a guideline in preparing your tax return. Consult the instructions accompanying the tax form you use. If you have questions about your return, you should contact the IRS or a qualified tax preparer.

KidKare

Computer Requirements

KidKare will function on any computer, tablet or smartphone platform that has access to the internet. You can use multiple devices throughout the claim (i.e, you can enter your menus and meal counts for breakfast on your tablet and your menus and meal counts for lunch on your computer during the same day).

Internet Requirements

Any type of Internet access will work including dial-up modem, ISDN, cable, wireless and satellite access as long as the internet connection is constant and stable.

Enroll children in WD Food Program:

1. Select "+Add Child" from the main screen
2. Enter the Child's Information, then next
 - i. Payment source is optional for WD records
 - ii. If selecting "Special Needs" or "Special Diet", appropriate documentation must accompany the enrollment form¹⁹
3. Choose if the Child's Contact information is new or existing (the same as a sibling)
 - i. If existing, choose the appropriate information to copy from the pull down menu. Verify that the information is accurate, then next
 - ii. If new, enter the parents information under the "Details" section, then next

¹⁹ For information on child allergies see page 15

4. Enter the Child's Schedule, meals participating and Infant Details (if applicable), then next
 - i. If the child's hours are the same each day, enter the hours for Monday (or the first day in care for the week), and then select the remaining days they are in attendance. This will auto populate the same hours for you.
 - ii. If enrolling an infant, be sure to indicate the type of formula the provider is offering even if the parents are supplying their own (Provider's participating in the CACFP are required to offer an Iron Fortified Infant Formula)
 - iii. Please be sure to answer all three questions related to infant meals to ensure a complete enrollment. Provider's participating in the CACFP are required to supply either the Iron Fortified Infant Formula OR Infant foods (when developmentally ready) in order to be reimbursed for meals. Even if the infant is not currently receiving solid foods, please indicate who will provide them when those foods are served.
 - iv. If a child is school aged, please when they might leave and return to your care during the school day.
5. Review the information for accuracy and select to enroll the child OR enroll/print. Any changes that would need to be made after that time need to be done by your Food Program Sponsor.

The enrollment report should then be printed, reviewed by the parent/guardian, signed and dated by the parent/guardian and returned to our office. This must be done as soon as the child starts attending the child care. An enrollment form must be on file for every child enrolled in the provider's child care.

Re-activate Returning children

In some instances children that have been withdrawn might return to your child care. DO NOT enroll these children again in KidKare. You will create a duplicate child that might cause you to get disallowances.

Follow this procedure:

1. Call the office the same day the child returns and let them know which child you wish to reactivate. This will allow you to start claiming the child as soon as possible.
2. Send the child's enrollment report to our office (to arrive before the end of that month to receive credit).
 - i. From your main KidKare screen, select the Gear image near the top right. Select  "withdrawn" to display children who have been withdrawn from your program. Select the child you wish to re-enroll and print the enrollment report.
 - ii. Have the parent sign and date as of the date the child returned to your child care.
 - iii. Cross off the original enrollment date, and handwrite when they started in your care again. If this step is not completed, credit will be given as of the parent's signature date.
 - iv. Write: "Re-activate" on the top right corner of the form.
 - v. Mail the form to our office.

If the enrollment report is not received by the last day of the month, credit will be given as of the following month.

Withdrawing children

If a child leaves your care, you may withdraw the child from your roster. This will help you prevent claiming errors.

1. From your main KidKare screen, select the child you would like to withdraw.
2. Choose the red withdraw option located under their name, and select their last day in care.

Record Meal Counts in KidKare

1. Select "Meals" on the left of the main KidKare screen
2. Select "Enter Meal"
3. Choose whether you are entering infant or non-infant meals
4. Select the meal
5. Enter the food components that were served for that meal
6. Select the children that were present for the meal, they will turn green when selected
7. Total meal count will appear at the bottom of the page.
8. Select "save"

Note: If infants and non-infants are present, they are recorded separately. Follow the same procedure described above.

Recording Whole Grain in KidKare

Beginning October 1st, 2017 USDA updated the CACFP Meal Patterns to include the requirements of one whole grain rich food per day. In order for providers to claim items as whole grain, KidKare developed a "slider" tool under the grain option during menu recording. If during a meal, the grain item you served was whole grain, please select the slider to indicate this on your claim. If this option is not selected for any meal during a claiming day, you will receive a reminder warning. Beginning October 1st, 2019 the warning you receive will become a disallowance of the lowest paid meal.

Paper Claiming

Enroll children in Food Program

Complete the Enrollment bubble form in its entirety. Be sure to have the parent sign and date the form, and return to Western Dairyland with your monthly claim.

*Make sure to ask the parent if a child has special dietary needs or is allergic to any foods. If yes:

- Have the parent fill out the Medical Statement form²⁰ and have it signed by a medical authority. It is the provider's responsibility to ensure that the Medical Statement is current.
- Make sure the Doctor includes the reaction or need to avoid the food, what foods must be avoided or eliminated and which foods may be substituted.

Re-activate Returning children

In some instances children that have been withdrawn might return to your child care.

Complete a new bubble form enrollment with up to date information, signed by the parent and return to our office with your monthly claim.

If the enrollment report is not received by the last day of the month, credit will be given as of the following month.

²⁰ For information on child allergies see page 15

Withdrawing children

If a child leaves your care, you may withdraw the child from your roster. This will help you prevent claiming errors.

Note the child's last day of care on your monthly Child Information Form (CIF)

Record Meal Counts

1. Choose the correct form based on the ages of the children you are recording meal counts for (0-11 months or 1-13 years)
2. Write each component of the meal in the correct component line (i.e., hamburger is written in the meat/alternate line, bread is written in the grain line etc.)
3. Bubble the number that corresponds with each child present for that meal
4. If more foods are served than what there is room to write, choose one of the complete portions to claim (i.e., if you serve carrots, grapes and bananas all in the required portion for the age group in question, choose two of the three options to complete your menu)

Recording Whole Grain in KidKare

Beginning October 1st, 2017 USDA updated the CACFP Meal Patterns to include the requirements of one whole grain rich food per day. In order for providers to claim items as whole grain, Minute Menu redesigned their fillable menus to include a spot to indicate which meal during the day included a whole grain. If during a meal, the grain item you served was whole grain, please select the corresponding bubble below the meal date. If this option is not selected for any meal during a claiming day, you will receive a reminder warning.

Beginning October 1st, 2019 the warning you receive will become a disallowance of the lowest paid meal.

Meal Suggestions

Snack

1. Couscous
Apples
2. Banana
Pretzels
3. Whole Grain Bagel
100% juice
4. Raw vegetables
Milk
Low-fat dip (optional)
5. Boiled egg
Whole wheat crackers
6. Baked whole grain pita bread
Hummus
7. Sliced mangos
Cucumber slices
8. Soft pretzels
Warm applesauce
9. Rice cake
Peanut butter
10. Yogurt
In-season fruit
11. Cottage cheese
Blueberries
12. Banana raisin bread
Milk

20 Day Mix-N-Match Lunch and Dinner Menus

Main Dish	Vegetables
Tacos	Green Peppers
Chili	Cabbage slaw
Meatloaf	Carrots
Egg Salad Sandwiches	Celery sticks
Mac & Cheese	Broccoli
Spaghetti & meatballs	Green peas
Cheeseburger	Peas and carrots
Black eyed peas	Cauliflower
English muffin pizzas	Brussel sprouts
Yogurt	Cucumber slices
Toasted cheese roll up	Spinach
Peanut butter and banana sandwich	Cherry tomatoes
Cheese and tomato sandwiches	Green beans
Ham sandwiches	Asparagus
Chicken salad sandwiches	French Fries
Salmon	Beets
Tuna Salad Sandwiches	Vegetable medley
Navy beans	Summer squash
Chicken	Sweet potatoes
Hard boiled eggs	Potato salad
Fruit	Grains
Plums	Sour dough bread
Nectarines	Corn bread
Pears	Whole wheat bagels
Cranberry sauce	Whole grain pastas
Apricots	Rye bread
Cantaloupe	Corn Tortilla
Grapefruit	Muffins
Cherries	Pumpernickel bread
Kiwi	Oatmeal bread
Oranges	Brown rice
Strawberries	Cracked wheat bread
Peaches	Raisin bread
Watermelon	Biscuits
Pineapple	Pita bread
Raspberries	Italian bread
Tangerines	Soft pretzels
Bananas	Rolls
Apples	Couscous
Blueberries	Popovers
Mangos	Bread Sticks

Lunch or Dinner Menus

1. Homemade beef stew
Whole wheat bread
Potatoes, carrots, peas (in stew)
Tossed salad (tomatoes, cucumbers)
Milk
2. Baked chicken
Brown rice noodles
Spinach
Apples
Milk
3. Sliced ham
Whole wheat rolls
Au Gratin potatoes
Broccoli
Milk
4. Grilled cheese sandwich
Whole grain bread
Carrot/Celery sticks
Baked Apples
Milk
5. Turkey burger
Whole wheat bun
Baked beans
Strawberries
Milk
6. Egg salad
Whole grain pita
Pears
Raw broccoli/cauliflower
Milk
7. Meatloaf
Cornbread
Baked potatoes
Green beans
Milk
8. Cheese chunks
Peanut butter and banana sandwiches
Whole grain bread
Beets
Milk
9. Tuna Salad
Pita bread
Okra
Diced apples
Milk
10. Grilled Chicken
Brown rice
Lima beans
Squash
Milk
11. Homemade meat sauce
Whole grain pasta
Zucchini
Baked apples
Milk
12. Beef tips
Biscuits
Lentils
Baked sweet potatoes
Milk
13. Hamburger
Whole wheat bun
Tater Tots
Fruit cocktail
Milk

Breakfast Menus

1. Bagel
Apricots
Milk
2. Whole wheat pancakes
Blueberries
Milk
3. French Toast made with whole wheat bread
Warm peaches – chopped
Milk
4. Cream of Wheat
Pineapple
Milk
5. Yogurt
Strawberry puree
Milk
6. Whole grain Muffin
Orange slices
Milk
7. Oatmeal
Bananas
Milk
8. Scrambled Eggs
Grapefruit sections
Milk
9. Cinnamon Toast
Red and green grapes
Milk
10. Warm pita bread
Warmed apples
Milk
11. Corn flakes
Strawberries
Milk
12. English Muffin
Cantaloupe balls
Milk
13. Corn Chex cereal
Banana slices
Milk
14. Corn Muffin
Plum wedges
Milk
15. Banana Bread
Kiwi
Milk

Nutrition Guidance

Foods Containing Calcium

Almonds
Enriched grains
Salmon
Whole grains
Cheese

Yogurt
Cottage Cheese
Milk
Spinach

Foods Containing Iron

Black beans
Black-eyed peas
Chickpeas
Enriched grains
Pine nuts
Pumpkin Seeds
Shrimp
Whole grains
Lima Beans
Kidney beans
Pinto Beans

Raisins
Soybeans
Turkey
Beef
Chicken
Eggs
Lentils
Prunes
Rice
Spinach
White Beans

Foods Containing Vitamin A

Apricots
Broccoli
Cherries
Milk
Papaya
Plantain
Pumpkins
Sweet Potatoes
Turnip
Beet Greens
Cantaloupe
Chicory Greens
Kale
Mandarin Oranges
Peas

Plums
Spinach
Swish Chard
Watermelon
Bok Choy
Carrots
Collards
Liver
Mangos
Nectarines
Sweet Red Peppers
Prunes
Winter Squash
Tomato

Foods Containing Vitamin C

Apple	Okra
Bean Sprouts	Papaya
Blackberries	Pear
Broccoli	Pineapple
Cantaloupe	Raspberries
Chicory	Snow peas
Grapefruit	Strawberries
Kale	Tangerine
Kumquat	Watercress
Mango	Banana
Nectarine	Lima Bean
Orange	Bok choy
Peach	Cabbage
Sweet green and red peppers	Chard
Plum	Chinese cabbage
Radishes	Honeydew
Rutabaga	Kohlrabi
Summer and winter squash	Mandarin Oranges
Tangelo	Onion
Turnips	Parsnips
Asparagus	Peas
Green and yellow beans	Plantain
Blueberries	Potato
Brussels sprouts	Romaine Lettuce
Cauliflower	Spinach
Chili peppers	Sweet Potato
Collards	Tomato
Guava	Watermelon
Kiwi	
Liver	

Whole Grains

In order to meet CACFP requirements, at least one serving of whole grains must be served across all meals each day. If menus and meal observations do not reflect this, meals may be disallowed. If meals continue to reflect no whole grains, a provider may become seriously deficient for failure to meet USDA meal pattern requirements.

Whole grains have fiber, vitamins and minerals and when children begin eating whole grains early, they tend to develop a preference for those flavors for a lifetime of healthy eating. Whole grains help to control blood sugar and maintain cholesterol within already normal limits. Whole grains can include: Brown rice, oatmeal, barley, buckwheat, quinoa, spelt, teff, and millet. They are also available as whole grain pasta, whole grain cereal and whole grain tortillas.

Definitions/Acronyms

Attendance Records

Attendance Records must be recorded at the actual time of arrival and departure. If a child arrives, leaves for school, returns from school and is then picked up by a parent all times must be reflected.

CACFP

Child and Adult Care Food Program

Creditable Foods

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

Child Nutrition (CN) Label.

A voluntary component of the Federal labeling program for the Child Nutrition Programs. Allows manufacturers to state a product's contribution to the meal pattern requirements on their labels.

Component

A food grouped in a certain category according to the CACFP meal pattern. These categories are milk, meat/meal alternate, vegetable/fruit, and grains/breads components.

DPI

The Department of Public Instruction administers and oversees our programming.

Enrollment Forms

These forms includes information about the child's typical hours, days of the week and meals they will be served. These forms must be completed prior to claiming the child for a meal, must be signed and dated by the parent and returned to Western Dairyland before reimbursement for that child can be processed.

Menus

Menus are the individual components served at each meal or snack. CACFP does not require that these be posted, however they must be available for your monitor to review either on the KidKare system or by browsing your paper claim. Menus must show actual foods served that are creditable for each required component at each meal claimed for reimbursement.

Meal Counts

Meal counts are the listing of which children were served at each meal. Names or initials must be included to be accurate. These must be recorded in KidKare or on your paper bubble form each day by midnight.

Non-creditable Foods

Foods that do not count toward meeting meal pattern requirements because they do not meet criteria.

Offered

To present for acceptance or rejection. All meal components must be offered to each child during each meal service.

Program Year

The program year runs from October 1st through September 30th. Beginnings October 1st, enrollments, training records and home visit records will all reset.

Reimbursement

Money received from the USDA and DPI for serving creditable meals and snacks to eligible participants.

Serving Size

Described by the weight, measure, or number of pieces or slices. The serving size specified in the meal patterns can be credited toward meeting the meal pattern requirements.

Shifts

Shifts in care occur when a provider needs to add a second serving of a meal to accommodate attendance shifts. He/she must notify the office and receive approval prior to reimbursement of a shift.

USDA

The United States Department of Agriculture funds programming and offers child care providers reimbursement for their monthly claims.

Q & A/FAQ

Reimbursement/Taxes

Will I receive a tax statement?

Yes, tax statements are provided by Western Dairyland no later than January 31st of each year.

Do reimbursement rates ever change?

Yes! Each July, reimbursement rates are re-evaluated and often result in a change.

Do I need to include a non-discrimination statement anywhere?

Yes! In a provider's handbook, or included in any print materials that note the CACFP, the following non-discrimination statement must be included in a readable size font:

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.

If the materials is too small to permit the full statement above to be included, the materials must at a minimum include the following statement in print size no smaller than the text: "This institution is an equal opportunity provider"

Infants

When an infant receives both breast milk and formula, is the meal eligible for reimbursement?

Yes. A meal served to an infant under one year of age that contains some amount of breast milk and some amount of formula is reimbursable as long as the total number of ounces offered to the infant meets or exceeds the minimum amount for the breast milk/formula component specified in the USDA infant meal pattern.

If a mother comes to the child care home to nurse her infant, is the meal reimbursable?

Yes! As of October 1st, 2017, the CACFP will reimburse meals to a provider when a mother comes to the child care home to nurse her infant.

If a child care provider breastfeeds her own infant, is the meal eligible for reimbursement?

Yes. A child care provider who nurses her own infant may claim reimbursement for the meal as long as she is eligible to claim reimbursement for meals and snacks serve to her own child. The mother must be income eligible to be reimbursed.

Is a meal served to a child 12 months of age and older reimbursable if it contains infant formula?

Yes. Meals containing iron-fortified infant formula may be reimbursable for a period of one month after the child's first birthday without obtaining a statement from a recognized medical authority. When a child is weaned from formula or breast milk to cow's milk, it is a common practice to provide the infant with both foods at the same meal service to gradually ease the infant into accepting some of the new food. However, unlike breast milk, infant formula is not an alternative type of milk that can be substituted to meet the fluid milk requirement for the USDA meal pattern for children over the age of one year (or after the 1 month transition period). Therefore, a statement from a recognized medical authority is required for any child 13 months of age and older who receives infant formula as part of a reimbursable meal. Please note that a statement from a recognized medical authority is not required to substantiate the use of breast milk in reimbursable meals for infants or children of any age.

If a physician prescribes whole cow's milk as a substitute for breast milk for an infant less than 12 months of age, is the meal reimbursable?

Yes. A meal or snack containing whole fluid cow's milk served to an infant under 12 months of age is eligible for reimbursement if the substitution is documented in a statement from a recognized medical authority. Similarly, if a recognized medical authority prescribes a formula such as a specialized or low-iron formula, which is not currently listed as a creditable formula for Child Nutrition Programs, the meal is eligible for reimbursement.

Meal Pattern/Serving Size

How much am I required to serve? I have some who eat a lot and others who are picky eaters.

The Food Program establishes a minimum amount that must be prepared and served, but you are never expected to force-feed a child. You meet the requirements by offering the food whether or not they eat it.

Can I serve "treats" like Jell-O, frozen yogurt, ice cream, popcorn and candy?

These foods by themselves do not meet any CACFP requirements. However, we allow you to serve whatever "extras" you choose, as long as the basic requirements are met first. Many of the foods that are considered to be treats contain too much sugar, salt or fat, and, therefore, should be discouraged. Many providers use the fruit at lunch for the "treat" or dessert.

What must I do if a participant cannot have milk?

You must obtain a written statement from a recognized medical authority stating that the participant should not be served milk. The statement must specify substitute fluids or foods. Please contact Western Dairyland for the Medical Statement and approval of the substitute fluid.

What is lactose-reduced milk? Is it creditable in the CACFP?

Lactose-reduced milk is fluid milk modified by the addition of lactase enzymes. The lactose (milk- sugar) in this milk has been broken down into simple sugars. Lactose-reduced milk is creditable in the CACFP without a diet statement.

Are brownies creditable in the CACFP?

As of October 1st, 2017 treats like brownies, cookies, bars and granola bars are not creditable as part of a reimbursement meal on the CACFP. These items could be served on special occasions as an "extra" food along with the minimum requirements of a meal or snack.

How is yogurt credited on the CACFP?

Yogurt may be used to fulfill the meat alternate food component on the infant and child meal patterns.

Are vegetarian meals creditable?

Yes. The meals must still satisfy the meal pattern requirements. Meat alternates that are creditable in the CACFP toward satisfying the meat requirement include: cheese (natural, processed, cheese foods and cheese spreads) including cottage cheese and ricotta cheese; eggs; cooked dry beans and peas; some tree nuts, seeds and nut butters; or any combination of the above.

General

Can I claim children who I consider "drop in" care?

Yes. You can claim these children so long as they are enrolled in your child care program (have attendance records) and have an active enrollment for the CACFP. In addition, their presence cannot cause you to be over your regulated capacity for any period of time.

What is a 'Menu no Match'?

When an observed meal does not match what was claimed for reimbursement, we must disallow that meal. Monitors will write down all that they see being served during a meal observation, so be certain that you are claiming what your serving each day, for each meal.

- Ex: Your monitor observes a snack in which you serve grapes and milk. When your claim is submitted, you indicated that pretzels and string cheese were served.

Who does the CACFP consider related vs not related?

Only the following relationships are considered "related". These relationships are **to the provider**:

- | | |
|--|-----------------|
| ▪ Provider's natural or adopted children | ▪ First cousins |
| ▪ Provider's foster child | ▪ Nieces |
| ▪ Stepchildren | ▪ Nephews |
| ▪ Grandchildren | ▪ Uncle |
| ▪ Brothers | ▪ Aunt |
| ▪ Sisters | |

All other relationships are considered "not related" and should be indicated as so on enrollments

What happens if I am over overcapacity?

KidKare will automatically disallow meals based on a provider's regulated capacity if a provider claims more meals than they are legally allowed to have. During a home visit, a monitor will note if a provider is over capacity during the visit and documentation will be recorded in the provider's records. Although your monitor is not required to contact licensing or certification in these instances, if the violation is repeated or they believe the safety of the children in care is in question, they reserve the right to call a regulator.

What if my records are not up to date records?

CACFP requires that attendance, menus and meal counts are recorded by midnight each day. If, during a home visit, your monitor sees that any of those are behind, meals will be disallowed.

What happens if my attendance doesn't match my claim?

During a home visit, your monitor will review a randomly selected 5 day period from the previous claiming period or the 5 days prior to their visit. This record will be compared to your attendance records from that time period as well as the enrollment information for each child to ensure that everything aligns. If there are discrepancies, meals will be disallowed.

What if I am missing components or insufficient portions are served?

During a meal observation, your monitor will ensure that you are serving all required components for the observed meal and that each component is served in at least the minimum portion required by the meal pattern. If a component is missing, or the portion is not available, that meal will be disallowed.

Do children need to wash their hands before meals?

Yes! CACFP and Licensing require that children's hands are washed before each meal. During a meal observation, monitors will ensure that each child participating in the meal has washed their hands prior to eating. If children's hands are not washed, the provider will be asked to review our hand washing procedures and sign a notification that the information was reviewed. If this violation is repeated, it may lead to serious deficiency.

Are there other resources to help me be successful on the CACFP?

Yes! Below are a list of resources we have collected and encourage you to browse.

Recipes for Healthy Kids

<http://www.fns.usda.gov/sites/default/files/cookbook-homes.pdf>

Feeding Infants: A guide for use in the Child Nutrition Program

<http://www.fns.usda.gov/tn/feeding-infants-guide-use-child-nutrition-programs>

Healthy Bites: A Wisconsin Guide for Improving Child Nutrition

http://fns.dpi.wi.gov/sites/default/files/imce/fns/pdf/healthy_bites.pdf