

## Welcome to the Western Dairyland Child Care Partnership Child & Adult Care Food Program (WD CCP CACFP)

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.

### Contact information

Western Dairyland Child Care Partnership (CCP)  
Child & Adult Care Food Program  
418 Wisconsin St  
Eau Claire, WI 54703  
715-831-1700 or 1-800-782-1880  
[www.childcarepartnership.org](http://www.childcarepartnership.org)

Renee Ernsting - Director  
715-836-7511 ext. 1186  
[Renee.ernsting@wdeoc.org](mailto:Renee.ernsting@wdeoc.org)

Becca Elbert- CACFP Manager / Assistant Director  
715-836-7511 ext. 1188  
[Becca.elbert@wdeoc.org](mailto:Becca.elbert@wdeoc.org)

Sara Thurston- CACFP Nutrition Specialist  
715-450-0826-cell  
[sara.thurston@wdeoc.org](mailto:sara.thurston@wdeoc.org)

Jill Johnson - CACFP Nutrition Specialist  
715-450-0872-cell  
[jill.johnson@wdeoc.org](mailto:jill.johnson@wdeoc.org)

*TBD* – Tiering Specialist  
715-831-1700  
[cacfp@wdeoc.org](mailto:cacfp@wdeoc.org)

## CACFP Policies

- All family child care homes must satisfy three requirements to participate in the CACFP:
  - Be licensed and/or certified with your local agency
  - Comply with all requirements of DPI agreement PI-1425  
<https://dpi.wi.gov/sites/default/files/imce/forms/doc/pod1472.doc>
  - Complete a CACFP orientation
- 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 1<sup>st</sup> through September 30<sup>th</sup>.
- 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.
- 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 their monitor prior to leaving. If a provider is not home during a scheduled meal visit and has not notified your monitor, meals will be disallowed.
- 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.
- As a sponsoring organization, WD CCP CACFP reserves the right to conduct household contacts.
- Each provider will periodically receive nutrition education materials and ideas for use with the day care children.
- All participants in the Child and Adult Care Food Program (CACFP) must complete an annual training. The only exception is having joined the Food Program on or after October 1<sup>st</sup> as you would have reviewed this information during your orientation. Annual CACFP training will be offered as a home study.
- Providers update on our Facebook page monthly with important correspondence related to their claim information.
- WD CCP CACFP sponsors the food program 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. The Non-Discrimination statement must also be written in your program policies.  
[https://dpi.wi.gov/sites/default/files/imce/community-nutrition/doc/non\\_discrimination\\_statement.docx](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/doc/non_discrimination_statement.docx)
- Current Building for the Future flyers must be displayed in your home or dispersed to families to let parents and the public know of your participation.  
[http://www.childcarepartnership.org/food\\_program\\_providers.phtml](http://www.childcarepartnership.org/food_program_providers.phtml)
- Current WIC information must also be displayed in your home or dispersed to families.  
<https://www.childcarepartnership.org/tools-data/documents/wic-2022.pdf>
- Providers must retain the Permanent Agreement of participation in the CACFP indefinitely, within the recordkeeping binder provided. This binder must be available at the request of your Monitor during home visits.

## Claim for reimbursement

### General Guidelines

In order to receive reimbursement for meals, providers must supply and serve the food served to all enrolled children. This also means accurate daily records must be kept. Providers must have menus and meal counts recorded by midnight each day. Providers using KidKare, can have written documentation of meals and children that were served, and enter into Kidkare at a later time.

Important things to remember about meal service and record keeping:

- KidKare is compatible on all computer, tablet and smart phone platforms that have access to the internet. <https://help.kidkare.com/help>
- Paper Menus be supplied to you if you are able to access Kidkare.
- You may claim 2 meals and 1 snack, or 2 snacks and 1 meal per child per day (WD CCP CACFP 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).
- Always record attendance at actual arrival and departure time for each child using your attendance forms given to you by your regulator.
- All children attending your daycare must also be enrolled in the CACFP. Children are eligible for reimbursement on the CACFP based on your licensed or certification ages and hours. If a child is determined to have special needs, is over the age of 13, permission has to be granted by the program's regulator and an exceptions must on file with WD Child Care Partnership CACFP.
- 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.
- 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.
- You may not charge parents an extra fee for meals, nor ask them to provide food for their children that you claim.
- If you wish to serve non-creditable foods (i.e. a grain-based dessert or non-CN labeled combination food) on a special occasion. Only record the creditable foods for your menus.
- 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). Record the foods served the same as any other meal.
- 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 parent can supply no more than one component of the meal (formula, iron fortified infant cereal and/or fruit/vegetable). If a parent chooses to provide the formula it must still meet CACFP requirements.
- Meals and/or snacks must be scheduled and served at least every 3 hours.

### 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 Child Care Partnership 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 4<sup>th</sup> business

day of the month) will be paid the following month. Claims may only be reimbursed one month late. If you will have a late claim, please contact your monitor.

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 on our Facebook provider page. **Western Dairyland CACFP Provider Group**, please request to join if you are on Facebook.

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

Providers must notify your monitor 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 Child Care Partnership 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

[http://www.childcarepartnership.org/food\\_program\\_providers.phtml](http://www.childcarepartnership.org/food_program_providers.phtml)

or email questions to CACFP staff at [cacfp@wdeoc.org](mailto:cacfp@wdeoc.org).

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 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 our office received these forms, and the family qualifies, than those children's meals would be reimbursed at the higher Tier 1 rate. If we do 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 Child Care Partnership and monitors may not tell providers if families qualify.

## Foster Care

<http://www.childcarepartnership.org/tools-data/documents/income-statement---child-care-families.pdf>

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 WD Child Care Partnership CACFP when a foster child becomes enrolled in the program. WD CCP CACFP 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.

## 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)
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.)
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) and granted an exception

## Enrollment Procedures

<https://help.kidkare.com/help/eforms-76bc016>

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.

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.

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

This enrollment 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: not eforms-** Ask the parents for the information requested **before** you input it in the computer. WD CCP CACFP 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 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 pending, 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, WD CCP CACFP will send re-enrollment packets to each provider that is recording on bubbled forms 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 31<sup>st</sup>, claims cannot be reimbursed.

Western Dairyland Child Care Partnership will inform providers claiming with KidKare on the processes for yearly re-enrollments at the beginning of October. All re-enrollments are due by October 31<sup>st</sup> in order for claims full reimbursement

## KidKare

<https://app.kidkare.com/#/login/>

### 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:

You can find more information and instructions on using KidKare eForms for enrolling children here:

<https://help.kidkare.com/help/work-with-eforms>

### Re-activate Returning Children-

You can find more information and instructions on using KidKare eForms for reactivating children here:

<https://help.kidkare.com/help/eforms>

Enrollments need to be received before the claim is processed, in order to receive reimbursement.

### 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.

## 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 our office 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 form 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.  
<https://dcf.wisconsin.gov/files/forms/doc/0060.docx>

## 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.

Enrollments need to be received before the claim is processed, in order to receive reimbursement.

## 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 in KidKare-

You can find more information about recording meal counts in KidKare here:

<https://help.kidkare.com/help/meals>

## Record Meal Counts on Bubbled form

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

[https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp\\_reference\\_guide.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_reference_guide.pdf)

As of October 1<sup>st</sup>, 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. As of October 1<sup>st</sup>, 2018 the warning you receive will become a disallowance of the lowest paid meal.

## Claiming Yogurt/Cereal

[https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp\\_reference\\_guide.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_reference_guide.pdf)

As of October 1<sup>st</sup>, 2017 USDA updated the CACFP Meal Patterns to include the requirements to serve yogurt and Cereal that has no more than 23 grams of sugar per 6 ounces.



## 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. [https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/family\\_style\\_meal\\_service.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/family_style_meal_service.pdf)

**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. [https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/meal\\_service\\_styles.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/meal_service_styles.pdf)

### Infant Meal Pattern:

Breakfast / Lunch / Supper	
Birth through 5 months	6 through 11 months
4-6 fluid ounces breastmilk, iron fortified infant formula, or portions of both	6-8 fluid ounces breastmilk, iron fortified infant formula, or portions of both;  <b>AND</b> <i>(One or more items from the following*)</i>  0-4 tablespoons iron fortified infant cereal; OR 0-4 tablespoons 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 yogurt  <b>AND</b> 0-2 tablespoons vegetable, fruit or a combination of both <i>(no juice)</i>
Snack	
Birth through 5 months	6 through 11 months
4-6 fluid ounces breastmilk, iron fortified infant formula, or portions of both	2-4 fluid ounces breastmilk, iron fortified infant formula, or portions of both;  <b>AND</b> <i>(One or more items from the following)</i>  0-½ slice bread; OR 0-2 crackers; OR 0-4 tablespoons iron fortified infant cereal or ready-to-eat breakfast cereal  <b>AND</b> 0-2 tablespoons vegetable, fruit, or a combination of both <i>(no juice)</i>

\*Grain items (i.e. bread, pancakes, waffles, breakfast cereal, etc.) are not creditable foods at breakfast, lunch and supper in the infant meal pattern. They cannot be served in place of IFIC.

## Feeding Infants

[https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/infant\\_development\\_readiness\\_handout.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/infant_development_readiness_handout.pdf)

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 your program offers to all enrolled 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 the formula that you offered to the parent. (If you are unable to find the formula, you must still provide an approved formula to the infant in your care.) 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 brand the parent is supplying. 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. [exempt-infant-formula list](#)

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 ready 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. If a parent makes a request for a non-creditable formula and it meets our guidelines for a diet statement, a diet statement signed by a medical authority must be on file with the Western Dairyland Child Care Partnership CACFP.

### Infant foods that are not creditable:

[https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/credit\\_infant\\_foods.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/credit_infant_foods.pdf)

- Jarred infant cereal
- Iron-fortified dry infant cereals containing fruit
- Jarred desserts or puddings that list a fruit as the first ingredient
- Hot dogs
- "Baby food" meat sticks
- Juice
- Cheese Spread
- Cheese Food
- Honey
- Chocolate
- Combination foods or dinners
- Foods with water listed as the first ingredient
- Bacon
- Home-canned foods

## **Storing and Warming Breastmilk**

<https://www.dhs.wisconsin.gov/publications/p0/p00022.pdf>

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.

<b>Breakfast</b>				
Must serve milk, vegetable or fruit, and either a grain or meat/meat alternate				
Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 (At-risk afterschool programs and emergency shelters)
<b>Fluid Milk</b> <ul style="list-style-type: none"> <li>1 year olds: Unflavored whole milk</li> <li>2-5 year olds: Unflavored 1% or skim</li> <li>6-18 year olds: Unflavored or flavored 1% or skim</li> </ul>	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
<b>Vegetables or Fruits</b> <i>(or portions of both)</i> <ul style="list-style-type: none"> <li>Full-strength juice may only be used to meet the fruit or vegetable requirement at one meal or snack per day</li> </ul>	¼ cup	½ cup	½ cup	½ cup
<b>Grains</b> <ul style="list-style-type: none"> <li>Must be whole grain-rich, enriched, or fortified</li> <li>At least one serving per day must be whole grain-rich</li> <li>Grain-based desserts are not creditable <i>(Refer to the <a href="#">CACFP Grains Chart</a>)</i></li> <li>Cereals must contain no more than 6 grams of sugar per dry ounce</li> </ul>				
Bread	½ slice	½ slice	1 slice	1 slice
Bread products such as biscuits, rolls, or muffins <i>Refer to the <a href="#">CACFP Grains Chart</a> for options and serving sizes</i>	½ serving	½ serving	1 serving	1 serving
<b>Cooked</b> breakfast cereal, cereal grain, rice and/or pasta	¼ cup	¼ cup	½ cup	½ cup
<b>Ready-to-eat</b> breakfast cereal (dry, cold)	¼ cup	1/3 cup	¾ cup	¾ cup
<b>Meat/Meat Alternates</b> <ul style="list-style-type: none"> <li>Not required at breakfast, but may be served in place of the entire grain component a maximum of three times per week</li> </ul>				
Lean meat, poultry, or fish	½ oz	½ oz	1 oz	1 oz
Cheese (natural and process; soft and hard)	½ oz (⅛ cup shredded)	½ oz (⅛ cup shredded)	1 oz (¼ cup shredded)	1 oz (¼ cup shredded)
Cottage cheese, ricotta cheese, cheese spread, cheese food	1 oz (⅛ cup)	1 oz (⅛ cup)	2 oz (¼ cup)	2 oz (¼ cup)
Large egg	¼ egg	¼ egg	½ egg	½ egg
Cooked dry beans or peas	⅛ cup	⅛ cup	¼ cup	¼ cup
Yogurt (regular and soy) <i>Must contain no more than 23 grams of total sugars per 6 ounces</i>	¼ cup (2 oz)	¼ cup (2 oz)	½ cup (4 oz)	½ cup (4 oz)

<b>Lunch and Supper</b> All five components required for a reimbursable meal				
Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 (At-risk afterschool programs and emergency shelters)
<b>Fluid Milk</b> <ul style="list-style-type: none"> <li>• 1 year olds: Unflavored whole milk</li> <li>• 2-5 year olds: Unflavored 1% or skim</li> <li>• 6-18 year olds: Unflavored or flavored 1% or skim</li> </ul>	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
<b>Meat/Meat Alternates</b>				
Lean meat, poultry, or fish	1 oz	1½ oz	2 oz	2 oz
Cheese (natural and processed; soft and hard)	1 oz (¼ cup shredded)	1½ oz (¾ cup shredded)	2 oz (½ cup shredded)	2 oz (½ cup shredded)
Cottage cheese, ricotta cheese, cheese spread, cheese food	2 oz (¼ cup)	3 oz (¾ cup)	4 oz (½ cup)	4 oz (½ cup)
Large egg	½ egg	¾ egg	1 egg	1 egg
Cooked dry beans or peas	¼ cup	¾ cup	½ cup	½ cup
Peanut butter, soy nut butter or other nut or seed butters	2 Tbsp	3 Tbsp	4 Tbsp	4 Tbsp
Peanuts, soy nuts, tree nuts or seeds <ul style="list-style-type: none"> <li>- May be used to meet no more than ½ the M/MA serving size</li> <li>- Must be combined with another M/MA to meet the full minimum serving size</li> </ul>	½ oz = 50%	¾ oz = 50%	1 oz = 50%	1 oz = 50%
Yogurt (regular and soy) <i>Must contain no more than 23 grams of total sugars per 6 ounces</i>	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
Tofu (commercially prepared) <i>2.2 oz. (¼ cup) must contain at least 5 grams of protein</i>	¼ cup (2.2 oz)	¾ cup (3.3 oz)	½ cup (4.4 oz)	½ cup (4.4 oz)
Soy products or alternate protein products <i>Must meet the requirements in <a href="#">Appendix A</a> to Part 226</i>	1 oz	1½ oz	2 oz	2 oz
<b>Vegetables</b> <ul style="list-style-type: none"> <li>• May replace fruit, but must offer two different vegetables</li> <li>• Full-strength juice may only be used to meet the fruit or vegetable requirement at one meal or snack per day</li> </ul>	⅛ cup	¼ cup	½ cup	½ cup
<b>Fruits</b> <ul style="list-style-type: none"> <li>• Full-strength juice may only be used to meet the fruit or vegetable requirement at one meal or snack per day</li> </ul>	⅛ cup	¼ cup	¼ cup	¼ cup

<b>Grains</b>				
<ul style="list-style-type: none"> <li>• Must be whole grain-rich, enriched, or fortified</li> <li>• At least one serving per day must be whole grain-rich</li> <li>• Grain-based desserts are not creditable (<i>Refer to the <a href="#">CACFP Grains Chart</a></i>) · Cereals must contain no more than 6 grams of sugar per dry ounce</li> </ul>				
Bread	½ slice	½ slice	1 slice	1 slice
Bread products, such as biscuits, rolls, or muffins <i>Refer to the <a href="#">CACFP Grains Chart</a> for options and serving sizes</i>	½ serving	½ serving	1 serving	1 serving
Rice, pasta, grains, and/or cooked cereals	¼ cup	¼ cup	½ cup	½ cup
<b>Snack</b>				
Must serve 2 of the 5 components. Only 1 of the 2 components may be a beverage.				
Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 (At-risk afterschool programs and emergency shelters)
<b>Fluid Milk</b> <ul style="list-style-type: none"> <li>• 1 year olds: Unflavored whole milk</li> <li>• 2-5 year olds: Unflavored 1% or skim</li> <li>• 6-18 year olds: Unflavored or flavored 1% or skim</li> </ul>	½ cup (4 oz)	½ cup (4 oz)	1 cup (8 oz)	1 cup (8 oz)
<b>Meat/Meat Alternates</b>				
Lean meat, poultry, or fish	½ oz	½ oz	1 oz	1 oz
Cheese (natural and processed; soft and hard)	½ oz (⅛ cup shredded)	½ oz (⅛ cup shredded)	1 oz (¼ cup shredded)	1 oz (¼ cup shredded)
Cottage cheese, ricotta cheese, cheese spread, cheese food	1 oz (⅛ cup)	1 oz (⅛ cup)	2 oz (¼ cup)	2 oz (¼ cup)
Large egg	½ egg	½ egg	½ egg	½ egg
Cooked dry beans or peas	⅛ cup	⅛ cup	¼ cup	¼ cup
Peanut butter, soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp
Peanuts, soy nuts, tree nuts or seeds	½ oz	½ oz	1 oz	1 oz
Yogurt (regular and soy) <i>Must contain no more than 23 grams of total sugars per 6 ounces</i>	¼ cup (2 oz)	¼ cup (2 oz)	½ cup (4 oz)	½ cup (4 oz)
Tofu (commercially prepared) <i>2.2 oz. (¼ cup) must contain at least 5 grams of protein</i>	⅛ cup (1.1 oz)	⅛ cup (1.1 oz)	¼ cup (2.2 oz)	¼ cup (2.2 oz)
Soy products or alternate protein products <i>Must meet the requirements in <a href="#">Appendix A</a> to Part 226</i>	½ oz	½ oz	1 oz	1 oz
<b>Vegetables</b> <ul style="list-style-type: none"> <li>• Full-strength juice may only be used to meet the fruit or vegetable requirement at one meal or snack per day</li> </ul>	½ cup	½ cup	¾ cup	¾ cup

<b>Fruits</b> · Full-strength juice may only be used to meet the fruit or vegetable requirement at one meal or snack per day	½ cup	½ cup	¾ cup	¾ cup
<b>Grains</b> · Must be whole grain-rich, enriched, or fortified · At least one serving per day must be whole grain-rich · Grain-based desserts are not creditable ( <i>Refer to the <a href="#">CACFP Grains Chart</a></i> ) · Cereals must contain no more than 6 grams of sugar per dry ounce				
Bread	½ slice	½ slice	1 slice	1 slice
Bread products, such as biscuits, rolls, crackers, or muffins <i>Refer to the <a href="#">CACFP Grains Chart</a> for options and serving sizes</i>	½ serving	½ serving	1 serving	1 serving
<b>Cooked</b> breakfast cereal, cereal grain, rice and/or pasta	¼ cup	¼ cup	½ cup	½ cup
<b>Ready-to-eat</b> breakfast cereal (dry, cold)	¼ cup	1/3 cup	¾ cup	¾ cup

### Milk and Milk Substitutes

[https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/milk\\_component\\_handout.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/milk_component_handout.pdf)

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 chocolate milk.

[https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/creditable\\_non\\_dairy\\_beverages.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/creditable_non_dairy_beverages.pdf)

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. 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.

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.

### **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.

### **Thawing foods**

<https://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/safe-food-handling/the-big>

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.

### **Water**

[dpi.wi.gov/community-nutrition/drinking-water](http://dpi.wi.gov/community-nutrition/drinking-water)

Drinking water must be made available to children upon their request and directly offered throughout the day. This includes 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.

### **Juice**

[https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/smoothies\\_in\\_cacfp.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/smoothies_in_cacfp.pdf)

100% fruit or vegetable juice may be served in place of a solid fruit or vegetable at meals and snacks 1 time a day so long as it is served at full strength and only to children age 1 and over.

### **Cheese**

[https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/creditable\\_noncreditable\\_cheese.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/creditable_noncreditable_cheese.pdf)

In the CACFP, not all cheese is created equal. Labels describing "natural cheese", "pasteurized process cheese", "cheese food" 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", and "cheese product" are not creditable



on the CACFP and cannot be reimbursed. Examples of these non-reimbursable foods include Cheez Whiz<sup>®</sup>, Velveeta<sup>®</sup> and Kraft<sup>®</sup> American Singles.

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

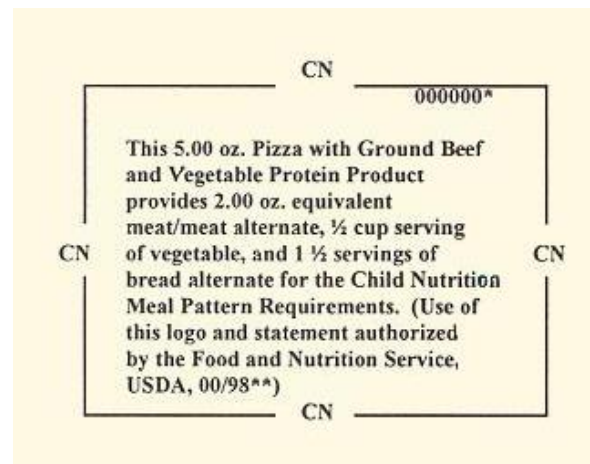
### **Meats, poultry and eggs;**

[https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/local\\_meats\\_poultry\\_and\\_eggs.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/local_meats_poultry_and_eggs.pdf)

### **Combination Foods**

<https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cnlabelhandout.pdf>

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.

### **Child Allergies**

<http://www.childcarepartnership.org/tools-data/documents/special-dietary-needs-tracking-form-fdch.pdf>

[https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/determining\\_meal\\_modifications\\_required.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/determining_meal_modifications_required.pdf)

If a child has or develops a food allergy, please reach out to your CACFP monitor, they will inform you the steps to take to ensure proper documentation is one file.

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, Advanced Practice Nurse Practitioner or Physician's Assistant.

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.

### **Kitchen Cleaning/Sanitation**

[https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/food\\_safety\\_and\\_sanitation.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/food_safety_and_sanitation.pdf)

WD CCP CACFP monitors 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.

### **Holiday Care**

<http://www.childcarepartnership.org/tools-data/documents/holiday-attendance.pdf>

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

WD CCP CACFP 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**

<http://www.childcarepartnership.org/tools-data/documents/additional-provider-helper.pdf>

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.

### **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 Child Care Partnership by the 3<sup>rd</sup> 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. In order to be reimbursed for that shift, you must be approved by WD CCP CACFP, and shifts are only approved at the beginning of each month.

### **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 Western Dairyland Child Care Partnership CACFP will provide you with tax documentation by January 30<sup>th</sup> of each year.

### **Moving or Changing Address**

If you are planning to move, please notify your monitor prior to your move to indicate that you are relocating. Once you have relocated, WD CCP CACFP must receive a copy of your updated regulation, reflecting your new address prior to providing claim reimbursement. Western Dairyland Child Care Partnership CACFP reserves the right to adjust claims that were paid under an address that the provider no longer lives. Western Dairyland Child Care Partnership will not retroactively pay a provider who moved and did not submit an updated regulation. A change of location, would also require you to re tier for Census and School eligibility.

### **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.

## **No Longer Providing Care**

If for any reason you determine that you will no longer be providing child care, please notify our office as soon as possible.

## **Day's Closed/Out/Sick**

<https://help.kidkare.com/help/use-the-provider-calendar>

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 your monitor 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

### **COVID-19 Off-Site Home Visit Policy**

*The COVID-19: Child Nutrition Response #39: [Nationwide Waiver of Onsite Monitoring Requirements for CACFP Sponsors](#) - allows for monitoring to be completed off-site through September 30, 2022. In-person visits may be conducted or resumed at any point during the program year. Off-site visits will be completed through a multi-step process summarized below:*

#### **Part 1 – Review of Records**

Prior to the Nutrition Monitor reaching out, records will be reviewed.

#### **Part 2 – Conversation with Provider**

Off-site visits may be conducted by phone or video calls (through FaceTime, Zoom, Microsoft Teams, etc.) without notice to ensure compliance with USDA & WI DPI guidance. These visits are to be treated with the same importance as if they were being done in-person.

We understand that there may be a time where you miss a phone call or video call, however, in order for meals or snacks to not be disallowed, provider must call your monitor back by phone or video call **within 15 minutes**.

If you are not home when your monitor calls to completed an off-site home visit and you have a substitute, the provider is expected to have the substitute contact the monitor **within 15 minutes** to allow us to conduct the off-site home visit the same as if you were there.

As a reminder, please be sure to let us know when you plan to be away from your home during a scheduled meal time or your program will be closed.

### **Part 3 – Desk Audit following the home visit**

During the off-site home visit, monitors may request attendance records for selected 5-day period, product information, CN labels, current month's menus/meal counts, current regulation, etc.

Providers will submit records as requested **by the end of the same day** through any electronic means such as photos or scanned copies within emails or texts, through regular mail or drop-off at the Eau Claire office.

Upon completion of the off-site home visit, generally the provider signs the home visit form. Completed off-site home visit forms will be emailed or mailed to the provider. Providers are requested to reply back confirming they received it and agree to its terms. The provider's reply will serve as their signature on the home review form. Providers may reply through email, text, mail or phone call.

#### **Reminders:**

- Off-site home reviews will not be recorded. Media release waivers are not required for un-recorded video calls during off-site monitoring visits. Recordings and any photos or screen shots taken during off-site home visits must exclude children. Media release waivers for obtaining parent permission will be required when photos or recorded videos are taken of children.
- Written communication by email or text related to the CACFP is public record and maybe subject to public record requests.

Upon completion of the off-site home visit, generally the provider signs the home visit form. Completed off-site home visit forms will be emailed or mailed to the provider. Providers are requested to reply back confirming they received it and agree to its terms. The provider's reply will serve as their signature on the home review form. Providers may reply through email, text, mail or phone call.

#### Reminders:

- Off-site home reviews will not be recorded. Media release waivers are not required for un-recorded video calls during off-site monitoring visits. Recordings and any photos or screen shots taken during off-site home visits must exclude children. *Media release waivers for obtaining parent permission will be required when photos or recorded videos are taken of children.*
- Written communication by email or text related to the CACFP is public record and maybe subject to public record requests.

### **General Home Visit Policy & Expectations**

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 future full reimbursement and we may 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. [Food safety and sanitation handout](#)

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 4<sup>th</sup> 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**

- Have you sent in enrollment forms for all children you are claiming?
- Are all children present during the home visit and/or on your attendance records, enrolled in the CACFP?
- Do your menus contain the required meal components for all ages served?
- Are you serving appropriate portion sizes for the age group you are feeding?
- Are you serving the appropriate milk with Breakfast, Lunch and Dinner?
- Are your menus up-to-date?
- Is your Meal Count and Attendance Sheet is up-to-date? (If your record is found not up-to-date on the computer, you **MUST** present your monitor written documentation to receive reimbursement.)
- Are your meal counts consistent with your license capacity?
- Are your shifts and in/out times adequate to support meal counts (if applicable)?
- Are the storage areas, food preparation areas and eating areas clean and neat?
- Are you serving the meals family style or pre-plated.



## **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 Child Care Partnership CACFP 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, bubble forms or written documentation by midnight each day.

## **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 at the table to each child during each meal service.

## **Program Year**

The program year runs from October 1<sup>st</sup> through September 30<sup>th</sup>. Beginnings October 1<sup>st</sup>, 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.

Thank you for joining the Western Dairyland Child Care Partnership CACFP. We look forward to working with you. We want to be sure we provide information to all of you in a timely fashion. We reach out to providers in a variety of ways. Please let your monitor know your method of contact.

## FAQ

### Reimbursement/Taxes

#### 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 1<sup>st</sup>, 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. Daycare children must be present.

*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.

### ***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 at the table whether or not they eat it.

***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 Child Care Partnership CACFP 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 however must meet the required fat content per age group.

### **General**

***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
- Provider's foster child
- Stepchildren
- Grandchildren
- Brothers or sisters
- First cousins
- Nieces or nephews
- Uncle or aunt

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

***What happens if I am over capacity?***

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

Providers must also maintain up to date attendance records and in accordance with Licensing and Certification, must be recorded as the children arrive and depart for the day.

***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 is a list of resources we have collected and encourage you to browse.

Resources for Picky Eaters from USDA	<a href="https://wicworks.fns.usda.gov/resources/picky-eaters">https://wicworks.fns.usda.gov/resources/picky-eaters</a>
Healthy Tips for Picky Eaters	<a href="https://myplate-prod.azureedge.net/sites/default/files/2021-03/HealthyTipsforPickyEaters.pdf">https://myplate-prod.azureedge.net/sites/default/files/2021-03/HealthyTipsforPickyEaters.pdf</a>

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