

Orientation & Recordkeeping Workbook

for

***At-Risk After School Care Centers
and Outside School Hours Care Centers***

participating in the

**Missouri Department of Health and Senior Services
Child and Adult Care Food Program**



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Missouri Department of Health and Senior Services

Child and Adult Care Food Program (CACFP) Orientation & Recordkeeping Workbook for At-Risk After School Care Centers (ASCS) and Outside School Hours Centers (OSHC)

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Introduction

How to Contact the Program

For questions on the Child and Adult Care Food Program (CACFP), requests for technical assistance, or instructions on how to schedule training, please contact:

Missouri Department of Health and Senior Services
Division of Community and Public Health Bureau of
Community Food and Nutrition Assistance P.O. Box
570
930 Wildwood Dr.
Jefferson City, MO 65102

1-800-733-6251

1-573-751-6269

Fax: 573-526-3679

Email: cacfp@health.mo.gov



Specialty Topic Classroom Training

Specialty training classes are held in the district locations and include:

- **Be a Missouri Eat Smart Child Care (Approved for 4 Child Care Clock Hours)**

You can register for a specialty class or find additional information on CACFP training opportunities at:

<http://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/training.php>

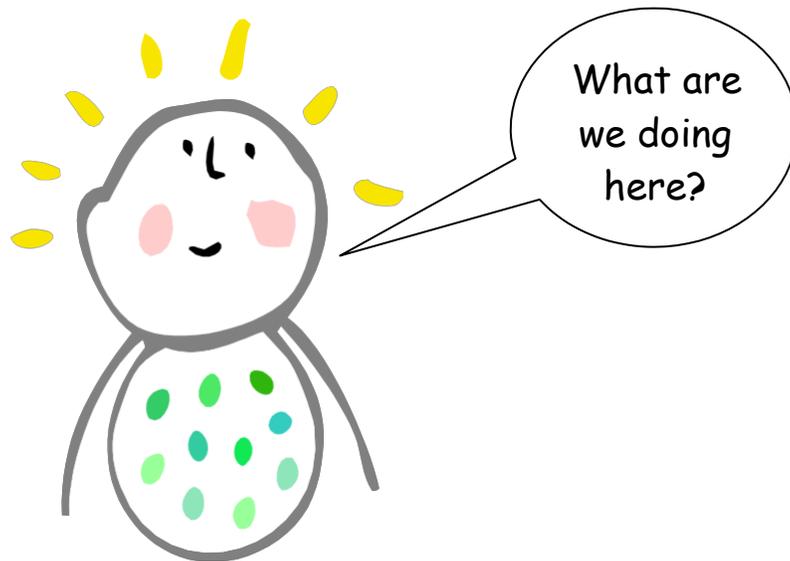
Self-Directed On-Line Training Modules: www.MOCACFP.com

This website is an on-line education portal for child and adult care providers who take part in the Missouri Child and Adult Care Food Program (CACFP). The free self-directed Orientation lessons focus on key topics you need to know about in order to obtain proper meal reimbursement from the Missouri CACFP. All registered users will have access to the full catalog of available lessons which currently includes the following training topic modules:

- Program Integrity and the Serious Deficiency Process
- Recordkeeping
- Claims for Reimbursement
- Civil Rights
- Menu Planning
- Meal Patterns
- Creditable Foods

Orientation Objectives

1. Understand the responsibilities of your center, the staff and director for participation in the CACFP.
2. Understand the responsibilities of the Missouri Department of Health and Senior Services (MDHSS) in administering the CACFP.
3. Understand the importance of accurate recordkeeping and its role in verifying the center's claims for reimbursement.
4. Identify the records that must be maintained to meet regulatory requirements. Explain the procedures for completing each record.
5. Use the meal pattern requirements and menu planning process to create nutritious and creditable menus.
6. Explain how to use the Food Buying Guide and Creditable Foods Guide resources to assist with menu planning.
7. Explain the importance of good nutrition in the at-risk setting.



Benefits of the Child and Adult Care Food Program

CACFP can help the center you serve

CACFP plays a vital role in improving the quality of organized afterschool programs, making it more affordable for many low-income families. Benefits include:

- Centers may be approved to claim up to one meal and one snack per participant in attendance each day;
- Training and technical assistance on nutrition, foodservice operations, program management, nutrition education and recordkeeping;
- Improved health and well-being of children through age 18 by providing nutritious, well-balanced meals; and
- Development of good eating habits that will last through their lifetimes.

Key points to remember about the CACFP

- Providing nutritious meals and snacks is the primary goal.
- CACFP is a supplementary program.
- CACFP is a federally funded program through the United States Department of Agriculture (USDA), and is administered by the Missouri Department of Health and Senior Services, Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA)
- CACFP is regulated by Congress and the USDA.
- CACFP requires accurate recordkeeping.
- MDHSS conducts CACFP monitoring reviews at all participating independent centers and sponsoring organizations for compliance of Federal Regulation (7 CFR § 226).



At-risk afterschool care centers provide a much-needed service to their communities. They give children a safe place to go after school and nutritious food that gives them the energy they need to concentrate on homework and join their friends in physical, educational, and social activities. FNS acknowledges the dedication and commitment of sponsors and centers to ensuring that the meals claimed for reimbursement meet CACFP requirements, and that meal time is a pleasant, nutritious, and sociable experience for the children in their care.

Management Accountability and Control

The owner of the at-risk afterschool center or sponsoring organization must accept final administrative and financial responsibility for management of an effective CACFP that is operated with Program integrity. MDHSS establishes rules and procedures and makes decisions regarding an institution's ability to operate the Program. MDHSS bases these decisions on information from internal controls at the federal and state level that includes: information obtained during the application process; information from audits and complaints, results of edit checks, reviews and monitoring; and civil and criminal action.

Each new independent institution (of a single facility) or Sponsoring Organization (of two or more facilities) must demonstrate that it is operating in conformance with three **Performance Standards***:

1. The organization must be **Financially Viable**. The institution must have a budget and the financial resources to cover all the expenses of running the business.
2. The organization must be **Administratively Capable**. The institution must have appropriate and effective management practices in effect to provide program benefits to all participants and adequate number and type of qualified staff to operate the program.
3. The organization must have **Program Accountability** The institution must have internal controls and other management systems in effect to meet the following criteria:
 - **Board of Directors** – has adequate oversight of the Program by its governing board;
 - **Fiscal Accountability** - with management controls specified in writing;
 - **Recordkeeping** - maintains appropriate records to document compliance with Program requirements including budgets, accounting records, approved budget amendments, and, if a sponsoring organization, management plans and appropriate records on facility operations;
 - **Sponsoring Organization operations** – documentation in the management plan that it will provide adequate training, perform monitoring, and ensure that administrative costs do not exceed the regulatory limit; and
 - **Meal Service and other operational requirements** - follows practices that result in the operation of the Program in accordance with the meal service, recordkeeping and other operational requirements of the Federal Regulations. These practices must be documented and must demonstrate the independent center or sponsored facilities will:
 - provide meals that meet meal pattern requirements;

- comply with licensure or approval requirements;
- have food service that complies with applicable State and local health and sanitation requirements;
- comply with civil rights requirements;
- maintain complete and appropriate records on file; and
- submit claim reimbursement only for eligible meals.

Program Integrity

The executive director, owner, director or person(s) responsible for the CACFP operation (noted on the Center and/or Sponsor Info Sheets on the Application/Claims database) are considered the “responsible principal(s)” or “responsible individual(s)” of the organization. By virtue of your management position as a “responsible” person, you have administrative and financial responsibility for the oversight, management and integrity of the CACFP and compliance with applicable regulations.

Should your institution ever be classified Seriously Deficient (SD) and terminated due to mismanagement of the CACFP, the name(s) of the “responsible principal(s)” and “responsible individual(s)” will be placed on the United States Department of Agriculture’s (USDA’s) National Disqualified List (NDL). Once on the NDL, the “responsible(s)” named would not be able to work in another organization that participates in the CACFP or in any other Child Nutrition Program for up to seven years.

*Reference: 7 CFR 226.6

Management Tools and Resources

Child care centers enter into a contract with MDHSS to participate in the CACFP. The following management tools and resources are available on the Missouri CACFP website at: <http://health.mo.gov/cacfp>

- Missouri CACFP Policy and Procedure Manual for At Risk After School Centers
- Orientation and Recordkeeping Workbook for At Risk and Outside School Hours Centers
- “And Justice for All” poster
- Vendor Input/ACH-EFT Application (Direct Deposit Form)
- *Creditable Foods Guide*
- *Food Buying Guide for Child Nutrition Programs*



Discovering Problems

The following chart is a management assessment tool that describes some of the more common indicators of Program mismanagement identified through federal and state level internal controls. For more information, refer to the At Risk After School Centers Policy and Procedure Manual, Chapter 8, The Monitoring Review Visit, Section 8.8 Deficiencies/Disallowances.

Child and Adult Care Food Program (CACFP) Institutions Indicators of Potential or Existing Problems (Red Flags)

Indicators	Independent Centers & Sponsoring Organizations
Budget/Claim for Reimbursement	
Year-to-date claims do not reflect approved budget	
Questionable or potentially fraudulent meal claiming practice (e.g. meals claimed when facility is closed)	
Operational Oversight	
No qualified accountant or an adequate accounting information system	
Lack of internal controls (e.g., inadequate separation of duties, position held by family member limits internal control)	
Related party transactions (e.g., when director or family member is the owner of the catering company used for contracted meals or owner of rented property housing the CACFP facility)	
Absentee management	
Audits	
Required audits or monitoring reviews are not performed	
Management/Board of Directors does not follow-up on corrective action taken	
Other	
Health and safety concerns reported from any source	

Eligibility Requirements

To be eligible to participate in the at-risk afterschool meals component of CACFP, either independently (one center) or through a sponsoring organization (responsible for two or more centers), an at-risk after school program must be in compliance as follows:

Program Eligibility

- Be organized primarily to provide care for children after school and, with approval, on weekends, holidays, or school vacations during the regular school year. Note: At-risk programs that wish to operate over the summer months *may* be eligible to receive meal reimbursement through the Summer Food Service Program (SFSP);
- Provide organized regularly scheduled activities (i.e., in a structured and supervised environment);
- Include education or enrichment activities; and
- Be located in an eligible area – the attendance area of a public school with at least 50% of its enrolled students eligible for free or reduced-price meals.

Activities: Programs must provide educational or enrichment activities in an organized, structured, and supervised environment. Although there are no specific requirements for the types of educational or enrichment activities that a program can offer, examples include, but are not limited to:

- Arts and crafts
- Homework assistance
- Life skills
- Computers
- Remedial education (tutoring)
- Organized fitness activities

NOTE: There is no requirement that all children receiving meals participate in the offered activities

Athletic Programs: Organized athletic programs that only participate in interscholastic or community level competitive sports (for example, youth sports leagues such as “Babe Ruth” and “Pop Warner” baseball leagues, community soccer and football leagues, area swim teams, etc.) may not be approved as sponsors or independent centers in the Program. However, students who are part of school sports teams and clubs can receive after school snacks or meals as part of a broad, overarching educational or enrichment, but the program cannot be limited to a sports team [Fact Sheet: *Athletic Programs and Afterschool Meals*, October 2, 2012].

Weekends, Holidays and Vacations: Meals and snacks served through CACFP on weekends or holidays during the regular school year (only) may be served at any time of day approved by BCFNA.

Summer Food Service Programs: At-risk afterschool programs that wish to continue operation over the summer months when school is not in session may be eligible to receive reimbursement for meals and snacks through the Summer Food Service Program (SFSP). Both organizations and communities benefit when meals are offered to children in low-income communities year-round by participating in both At-risk Afterschool Meals and SFSP. Organizations benefit from having the ability to hire year-round staff, a continuous flow of reimbursements providing additional financial stability, and recognition in the community as a stable source of services. Communities benefit by having a partner that provides year-round nutrition services for children and brings increased Federal funds into the local economy.

Organization Eligibility

At risk afterschool programs that meet the requirement above must be operated by an eligible organization to receive reimbursement and are those that: meet State and/or local licensing or health and safety standards; are operated by public agencies, tax-exempt nonprofit organizations, for-profit organizations that meet the requirements described below, or are currently participating in another Federal program requiring nonprofit status [7 CFR §226.17a(a)].

For-Profit Child Care Center operating an at-risk program in the center location - may receive reimbursement for at-risk after school meals and/or snacks if it meets the eligibility requirements discussed above, and is eligible to participate in CACFP through its traditional child care center. This means that at least 25% of the children served by the center through its child care center:

- Are eligible for free or reduced price meals based on their family income; or
- Receive benefits under title XX of the Social Security Act and the center receives compensation under title XX.

Participant Eligibility

- At-risk afterschool programs may claim reimbursement only for meals and snacks served to children who participate in an approved afterschool program and who are age 18 or under at the start of the school year. Reimbursement also may be claimed for participants who turn age 19 during the school year.
- There is no age limit for persons with disabilities; afterschool programs that are designed to meet the special needs of enrolled children or that have other limiting factors may be eligible to participate.
- Federal law has no *minimum* age for at-risk program participants.

Schools:

A school that operates a school day that is *at least one hour longer* than the minimum number of school day hours required for the comparable grade levels by the local educational agency (LEA) may be eligible for at-risk afterschool meal reimbursement.

Area Eligibility: As noted above, to be eligible to participate in the at-risk afterschool meals component of CACFP, a program must be located in an eligible area. This means that the site is located in the attendance area of a public school (an elementary, middle, or high school) where at

least 50 percent of the students are eligible for free or reduced price meals under the NSLP. This is referred to as “area eligibility.” State agencies have current area eligibility data for all public schools to help determine if a site is area eligible [7 CFR §226.17a (i)].

Area eligibility determinations must be based on the total number of children approved for free and reduced-price school meals for the preceding October, or another month designated by the National School Lunch Program (NSLP) State agency. *A site’s area eligibility determination made under CACFP is valid for 5 years* [7 CFR §226.17a(i)(3)].

If an afterschool program is not area eligible, it may qualify to participate in CACFP as an Outside School Hours Care Center (OSHCC). OSHCCs, like at-risk afterschool care centers, provide organized nonresidential child care services to children during hours outside of school. Refer to the OSHCC and At-risk after school care centers (ASCS) Program comparison chart in the Resources section.

Licensing and Health and Safety Requirements

Determining Applicable Standards - In order to participate in CACFP, at-risk after school care programs (ASCSs) and outside school hours care centers (OSHCCs) must meet Missouri or local public health and safety standards when licensing is not required. Health and safety standards differ across the state and depend, in part on the type of facility involved. In addition, required standards for each type of center may differ, depending on the building or location of the site, the structure of the program, and the type of meal services offered. For example, a site that serves both a snack and a supper may be required to meet different health and safety standards than one that serves only a snack. Similarly, a self-preparation site may be subjected to more stringent health and safety standards than a site that serves vended meals.

School Participation in CACFP - Schools that participate in the National School Lunch Program (NSLP) or School Breakfast Program (SBP) are required to obtain a minimum of two food safety inspections per the NSLP and SBP regulations. Therefore, schools that participate in NSLP or SBP and as ASCS or OSHCCs in CACFP do not have to meet any additional health and safety standards.

Summer Food Service Program (SFSP) Health and Safety Inspections – Where the State or local health and safety inspection standards for ASCSs and OSHCCs feeding sites are the same, CACFP may accept documentation of a current inspection obtained by a SFSP sponsor pursuant to SFSP regulations as long as the current SFSP inspection has not expired or been revoked.

Public Programs – Are at-risk after school programs are those owned or operated by city, county, or state governmental entities. Public programs may be licensed or license-exempt and must meet health and safety standards.

Absence of Health and Safety Standards – At-risk after school care centers are not eligible to participate in CACFP in areas where State or local health and safety standards do not exist. In such cases, MDHSS-BCFNA must work with those authorities to remedy any barriers to participation that existing standards or lack of standards may create.

Attendance Records

Documentation of Daily Attendance is a CACFP requirement – Original documentation of daily attendance records must be maintained for each at-risk participant. Accurate attendance records are very important for the submission of the monthly claim for reimbursement.

The attendance records **cannot** be used as a basis for completing the meal count records; however, the attendance records must support the meal count records. For example, the October 17 meal count cannot exceed the total number of participants documented in attendance on October 17. For CACFP compliance, centers *may* choose **Daily Attendance Record (CACFP-213)** for documentation of attendance:

Documentation of Daily Attendance Guidelines:

1. The center may use daily rosters, sign in/out sheets, classroom roll books (if applicable) or other methods **which results in accurate recording of daily attendance**.
2. Optional - Type or print names alphabetically, last name first – *information must be legible*.
3. Require participants to sign-in as they arrive. Or, if staff takes attendance, do so the same time each day so it becomes routine. **NOTE:** *If attendance is only based on participant provided attendance documentation (full name), the name must be legible.*
4. Count the number of children each day. Keep a running total of the number of participants in attendance for the monthly claim (line 6 of the online claim for meal reimbursement).
5. File completed Attendance Records (originals) in the monthly folder with other CACFP documents for the claim month.

Instructions for Completing “Daily Attendance Record” (CACFP-213)

This form uses *one page for each month*.

1. Enter the month and year on the heading.
2. Either have the staff list the “participant’s name” (in alphabetical order with last name first) OR have the participant legibly enter their complete name.
3. The center may use its own method to record attendance, but some common notations include: X = in attendance; A = absent, etc.
4. Total the number of children in daily attendance on the bottom of each form.
5. On the last work day of each month: add the total daily attendance to arrive at the monthly grand total. Add all ‘grand total’ amounts from each attendance record to get the center total attendance. This number is entered on line 6 when the monthly claim is submitted.

Enrollment Records – are **not required** for at-risk programs. Participation in an at-risk after school program is permitted on either a drop-in or enrolled (tutoring, for example) basis.

Meal Count Record

Completion of a daily Meal Count (tally) Record is a required Program record. Each monthly claim for reimbursement must be supported by daily dated meal count records for each meal (snack and/or supper) served during the month. The meal must be recorded at the time the meal is served to each participant. **NOTE:** The meal count form for the Summer Food Service Program (SFSP) cannot be used to document meal counts for the At-Risk program.

Instructions for completing the daily **Meal Count Record:**

1. **Name of Program** - Enter the at-risk name.
2. **Date** – Enter the complete date (mm/dd/yy) for which the meal count is being completed.
3. **Meal Served** – Circle the meal for which the count is being completed.
4. **Meal Service time** – enter the time the meal service starts and ends as approved on the Center Info Sheet in the CNP database.
5. **Meals Prepared/Delivered** – count and record the total meals available to serve; circle if meals are “prepared” on site or “delivered”
6. **Total Meals Available** – enter the total meals available. If this number is different than the meals documented as prepared/delivered, note the discrepancy. For example: damaged meal or leaky milk.
7. **Meal Tally** – As meals are served to children (i.e. at the point of service), put a slash mark through each consecutive number. Only count *complete* meals (containing all required components) served to children.
8. **Adult Meal Tally** – After all children have been served (and only with prior approval), put a slash mark through the number of adult meals served. **Adults are individuals 19 years and older and may *not* be claimed for meal reimbursement.**
9. **Total Meals Served to Eligible Participants** – Enter the total number of meals from the “Meal Tally”, individuals through age 18.
10. **Total Meals Served to Adults** – Enter the total number of meals from the “Adult Meal Tally”. **Adult meals are not reimbursable.**
11. **Total Meals Left Over** – Enter the number of meals leftover after the meal service. Meals leftover is figured by taking the Total Meals Available minus the number of meals served to eligible participants and meals served to adults (if applicable).
12. **Signature of After-School Program Representative** – Enter signature and date of signature by Program representative.

CACFP At Risk Meal Count Record

Name of Program										Date		Meal Served* Circle type of meal SNACK SUPPER			
Meal Service time					Meals Prepared/Delivered					Total Meals Available					
Meal Tally (make a slash mark through the numbers for each meal/snack served.)															
1	11	21	31	41	51	61	71	81	91	101	111	121	131	141	
2	12	22	32	42	52	62	72	82	92	102	112	122	132	142	
3	13	23	33	43	53	63	73	83	93	103	113	123	133	143	
4	14	24	34	44	54	64	74	84	94	104	114	124	134	144	
5	15	25	35	45	55	65	75	85	95	105	115	125	135	145	
6	16	26	36	46	56	66	76	86	96	106	116	126	136	146	
7	17	27	37	47	57	67	77	87	97	107	117	127	137	147	
8	18	28	38	48	58	68	78	88	98	108	118	128	138	148	
9	19	29	39	49	59	69	79	89	99	109	119	129	139	149	
10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	
Adult Meal Tally															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Total Meals Served to Eligible Participants										_____					
Total Meals Served to Adults										_____					
Total Meals Left Over															
Signature of After-School Program Representative										Date					

*Use a separate form for each meal served (snack or supper).

Claim for Reimbursement

Claims for reimbursement are filed via the Internet at: <https://dhssweb04.dhss.mo.gov/cnp>
Each user of the CACFP web-based system must have his or her personal user ID and password. **USER ID'S AND PASSWORDS MAY NOT BE SHARED.**

If you or your staff need user IDs and passwords, you must submit a *Network User Access Request* form available at: <http://www.health.mo.gov> Click on Applications and Forms in the sidebar and scroll down to CACFP Network User Access Request Form (MO 580-1854E (2/07) – CACFP). It is recommended that two key persons from your center have access.



*Important Note – In this web-based system, each independent center is considered a **Sponsor** of one center!*

Basic Claiming Steps

Please read all instructions before entering your first claim.

Make sure you follow all steps of the instructions. You must complete 2 separate online forms each month. If the sponsor claim is not in “pending approval” status, you have not submitted your claim!

1. Enter the web address: <https://dhssweb04.dhss.mo.gov/cnp>
2. Enter your personal user ID and password, and click Login.
3. Click on the orange puzzle piece that says Child and Adult Care Food Program.
4. Always read the Notice page (for announcements and program information) and click Continue.
5. Choose the correct program year. *Note: The Program (fiscal) Year begins October 1.*
6. Click on the Claims tab.
7. Click the word Add to the right of the appropriate month.
8. This is your Sponsor level claim. To Activate the claim, scroll down to the bottom and click Save. **Do NOT checkmark the certification statement at this time.**
9. You now see the Sponsor Claim Summary with zeros.
10. Scroll down to the bottom of the page and click the word here in the lower left corner to return to the Sponsor Summary Sheet.
11. Click the yellow folder with a plus sign (to the left of the month you are claiming). The folder opens and the name of your center appears below the words Sponsor Claim.
12. Click Add by the name of the center.
13. Enter the claim information, and click Save. **(See instructions for center claim at the end of this section).**
14. Click here in lower left corner of the Post Confirmation Sheet.
15. *If* there were errors detected, click Edit by the center’s name to make corrections.
 - On the claim, the errors will be highlighted in red.
 - Correct all errors.
 - Save the claim again. (Repeat if needed, until the Post Confirmation shows the center’s claim as *Complete*.) **Even though the page says the center claim is complete, you are not finished yet!**

16. When you are finished entering the center claim and it is in *Complete* status, click [here](#) to return to the Sponsor Summary page. (*Remember, even though the page says the center claim is complete, you are not finished yet!*)
17. This page will show the center claim is *Complete*, but the sponsor claim is Pending Submission. Click [Edit](#) by the Sponsor Claim for that month.
18. Scroll down to field (34). Read and checkmark the certification statement at the bottom of the sponsor-level claim, and submit the sponsor claim by clicking Save. (NOTE: Do not enter a dollar figure into the FDCH Administration Costs field.)
19. Make sure the sponsor-level claim is in *Pending Approval* status.
20. Return often to the Sponsor Summary-Claims page to see when the claim has been *Approved* and *Paid*. NOTE: *Claims may be returned to the Sponsor for Corrections.*

Instructions for Center Claim:

Fields (1-3) Enter the number of participants enrolled in the center during this claim period by income group (Free, Reduced, Paid).

Field (4) Add Free, Reduced and Paid enrollment numbers and enter total enrollment.

Field (5) Enter the number of days you served meals to participants this month. Do NOT include holidays or other days center was closed.

Field (6) Figure total attendance by adding the daily center attendance for all operating days.

Field (7) Do not enter anything into field (7). This information fills in automatically from the application.

Fields (8-10) Enter the total number of meals by income category (free, reduced, paid) and meal type actually served to participants in the center.

Field (11) Enter the sum for each meal type claimed.

Field (12) Do not enter anything here. This field will calculate information automatically. Fields (13 OR 14) Complete only if this center is for-profit. Enter the number of eligible Title XX or Title XIX participants **OR** the total number of free and reduced-price eligible participants in this center.

Field (15) For-profit centers check appropriate certification statement.

Click Save. NOTE: *Return to Step 12 to finish submitting your claim.*

Tips for Getting Around the Web-Based System

1. Do not use your Internet Explorer's Back button. Use the menu (in the orange section) on the top left of the screen, or use the "breadcrumb trail," (under the orange bar) to navigate from screen to screen.
2. Each time you save the claim, no matter if it has errors, it is saved on the server, and will be there if you need to leave or logoff and come back.
3. Use the Tab key to navigate from field to field, or use your cursor to click into the field you want to fill out. Try not to use your Enter key. If you do, the claim will save (in an error status).
4. If you are in View mode, changes won't be saved. If you want to make changes, make sure you are in Edit or Revise mode
5. Claims will be saved at the site level, or center level, before saving a sponsor level or "umbrella" claim.
6. Revisions can only be filed after the original (or previous revision) is in *Paid* status.

User Notes

1. Click the Users tab to view individuals who have access to submit application and claim information for your organization.
2. Inform the state office immediately if an individual with access is leaving your organization so that access may be revoked.
3. Submit a Network User Access Request form to request online access for new employees.
4. User IDs and passwords are assigned to individuals only, and may not be shared.

Payment Notes

1. Click the Payments tab to view upcoming and past payments for CACFP claims.
2. If a claim has been approved, but not yet processed for payment, the payment information will show in the Open Balance Transactions section. All other payments are shown in the next section.
3. Click the + (plus sign) by a batch number to see details for that payment.
4. When checking the payments, the processed date shown is approximately 3-4 business days prior to the actual electronic funds deposit date. (It is the date the batch was processed and information was sent to the State of Missouri payment system.)
5. Deductions—if any—made from claim reimbursements due to downward revisions are reflected in information under the Payments tab only, not in the estimates shown in the Claims tab.

Filing a Claim for Reimbursement

- ✓ A center has 60 calendar days from the end of a claim month to file a claim for reimbursement. If a claim is filed online more than 60 days past due, the center may not be paid for that month.
- ✓ Submit the completed claim online after you have reviewed your entries and are satisfied that the claim is completed accurately. The system has built in edit checks that should decrease the chance of the claim being submitted with errors.
- ✓ You cannot save a claim before the first day of the next month. (For example, an October claim cannot be saved until November 1.)

MDHSS processes claims on the 10th of each month for payment by check or automatic deposit by around the 28th of the month. A second processing for claims is done on the 25th of the month for claims received the 11th through the 25th. The second payment is made around the 13th of the following month.



CACFP payments are direct deposited. This avoids payment delays and lost checks. If you have not received your payment within 15 days of the projected payment date, please contact MDHSS.

Additional Meal Claim Information:

- Creditable meals may be claimed for participants' through 18 years of age when in attendance each day of operation as follows: one meal and/or one snack.

- **Adults may never be claimed for CACFP meal reimbursement in at-risk programs.**
- There may be a fee for the care provided or a “tuition” charge, **but there can be no separate charge for the food service.**
- Federal law has no minimum age for at-risk program participants*. Meals and snacks served to children enrolled in preschool, Head Start, Even Start, etc. are who are participating in an eligible after school program *are eligible* for reimbursement.
- Meals or meal components purchased at a fast food establishment or any restaurant may not be claimed for reimbursement when served to children. Even with documentation, meals or individual food items, such as pizza, purchased at restaurants and fast food establishments may not be claimed for reimbursement.
- Meals prepared/packed at the center and served off the center grounds (a picnic, for instance) **and supervised by center personnel** may be claimed; however
- Meals prepared/packed at the center and sent with a participant to eat at another location, *without the supervision of center personnel*, are not eligible to be claimed for CACFP reimbursement.
- Food items provided by parents or other unapproved food sources cannot be counted as fulfilling any of the CACFP required meal or snack components.

Meal Service Times and Duration*:

- ✓ Reimbursement will only be made when meals are served during the center’s approved meal times as listed on the Center Information Sheet in the Application/Claims database. Meal times may be changed per the requirements of Section 7.8 of the Policy Manual for At-Risk After School Programs. *On school days, after school snack and/or supper meals may be served at any time after the children’s school day has officially ended.* The at-risk after school program must operate at least two and a half hours after school in order to be approved for snack or supper service and must operate at least three hours to be eligible to serve a snack and a supper meal. There should be at least two hours between the end time of one meal service and the start time of the second service. The snack or the supper can be the first meal served.

Type of Meals Eligible for Reimbursement

- ✓ A maximum of one snack and/or one meal per child per day may be claimed for reimbursement.

Snack

- ✓ May be approved for after school or after early supper service.
- ✓ Snack service may be scheduled no earlier than two hours after the completion of the previous meal or snack.

Supper

- ✓ Supper may be approved for after school or after early snack service;
- ✓ Supper service may be scheduled no earlier than two hours after the completion of the previous meal or snack.

Weekends, Holidays and Vacations

- ✓ With BCFNA approval, breakfast or lunch may be served in lieu of supper on weekends, holidays or during school vacations during the regular school year. The institution may vary which meal and/or snack will be served; however, may claim a maximum of one snack and one meal per child per day.

*Outside School Hours Care Centers (OSHCCs) requirements differ; refer to the OSHCC and At-Risk comparison chart in the Appendix.

1 Example – ASCS Claim

April 2013

Pending Submission

Original Claim

↓ Bottom of Form

Center Operating and Enrollment Data (Must reflect the claiming period)

(1) Free Enrollment	<input type="text"/>	(5) Number of Operating Days	<input type="text"/>
(2) Reduced Enrollment	<input type="text"/>	(6) Total Attendance for Month	<input type="text"/>
(3) Paid Enrollment	<input type="text"/>	(7) License Capacity (from Application)	120
(4) Total Enrollment	<input type="text"/>		

Meal Count Data

	(A)	(B)	(C)	(D)	(E)	(F)
Meal Type	Breakfast	AM Snack	Lunch	PM Snack	Supper	Night Snack
(8) Free						
(9) Reduced						
(10) Paid						
(11) Total Meals						
Average						
(12) Daily Participation	0	0	0	0	0	0

For-Profit Centers Only

Total TitleXX / XIX Beneficiaries	Free/Reduced-Price Eligible Children	Eligibility %
(13) <input type="text"/>	(14) <input type="text"/>	0.0

- (15) This organization certifies that 25% of the enrollment or licensed capacity (whichever is less) are Title XX Beneficiaries or Free/Reduced Priced Eligible Children for sites being claimed.
- This organization realizes that the Center does not meet the 25% Eligibility for For-Profit Centers, and that this claim will not be reimbursed and no meals will be reported. **Note: Once this button is checked and the claim has been submitted, the claim can only be modified by a state agency representative.**

Created By: Date Created: Modified By: Date Modified:

Top of Form

Food Service Costs and Non-Profit Documentation

Meal Reimbursement Information: At-risk after school programs are reimbursed at the Free meal rate. The reimbursement rates are effective from July 1 through June 30. The reimbursement rate for the supper meal (or lunch, if approved to serve on weekends, holidays and school breaks during the school year) includes the USDA established cash-in-lieu of commodity rate. The current meal reimbursement rates are located on the CACFP website under After School Programs located at: <http://health.mo.gov/cacfp>

Non-Profit Food Service Documentation: All centers must have documentation to verify that all of the monthly CACFP reimbursement is being used solely for or to improve the food service operation(s) and to verify that the food service is *not* making a profit from the meal funds. Non-profit food service verification includes **documentation of food purchases, documentation of other food service expenditures and documentation of income to the program.**

Documentation of Food Purchases: All monthly **original itemized food, milk and non-food purchase records/receipts** must be maintained to support claims for reimbursement and to document non-profit food service operations. Only those foods and non-food items necessary for operation of the CACFP can be charged to the food service. Receipts must be machine generated, dated, itemized, and legible*. If meals are provided by a caterer or food service management company, the center must maintain original expense documentation of catered meals as well as any incidental food and non-food purchases.

The MDHSS-BCFNA nutritionist will examine original food and milk receipts and invoices to determine whether or not the center has purchased adequate amounts of food and milk to meet the minimum meal pattern requirements and that the receipts support the menu for the review month. Key food items of interest that are easily tracked through the monitoring review process are perishable foods such as bread, milk and the purchase of fresh produce. These items must be purchased or delivered on a regular basis due to their limited shelf life. Receipts should verify purchase of menu items prior to the date the menu items are on the daily, dated menu.

Fluid milk is a required meal component at the supper meal. Program regulations require that at least the minimum amount of all components be served to allow the meals to be claimed for reimbursement. *Children two years of age and older must be served low-fat (1%) or fat-free (skim) milk.* Milk purchase requirements for breakfast, lunch and supper are as follows:

Amount	Servings per Gallon	Age of Participants
8 oz. or 1 cup	16 servings	6 through 18 years
6 oz. or ¾ cup	21 servings	5 and younger

Examples of **non-food items** chargeable to the CACFP include: napkins, straws, utensils (reusable and single use) and cleaning supplies for the kitchen. This may include expendable (single or short term use) and durable supplies (reusable supply and small equipment items). Transportation and storage costs for food and food service supplies may be included; however, food items such as coffee, instructional supplies and personal use items cannot be counted toward the CACFP food service costs.

Compare the total amount of food and nonfood cost to the CACFP monthly reimbursement. If the amount of food + non-food cost for the month is **greater than** the monthly CACFP reimbursement, **the center does not need to document labor costs.**

If the amount of food + non-food costs for the month is **less than** the monthly CACFP reimbursement, **the center must calculate food service labor.**

Documentation of Other Food Service Expenditures:

Other food service expenditures include labor cost, cost of expendable food service equipment, cost of maintaining non-expendable food service equipment, and indirect costs.

Food Service Labor - Food service labor charges must be supported by payroll stubs or time studies (a daily record of how much time a person works on a specified food service). Tasks such as: time spent on menu planning, CACFP paperwork, preparing, serving and cleaning up, as well as site supervision of food service or children during mealtime (staff time to assist with and supervise snack and meals) may all be included in food service labor. Employee benefits and taxes paid may also be included in the amount credited to the CACFP. This daily record should be completed for a period of two weeks.

NOTE: The total food, non-food and labor cost total typically exceeds the reimbursement and no further action needs to be taken; however, if the food + non-food + labor costs are less than the monthly CACFP reimbursement, then expendable, non expendable and indirect expenses must be calculated.

Expendable food service equipment has a durability of less than two years with a cost of \$500 or less. **Non-expendable food service equipment** has a durability of two years or more with a cost exceeding \$500.

Indirect costs – Examples of indirect costs are rent, waste disposal, utilities, office supplies, etc. A portion of indirect costs can be charged to the CACFP if there is documentation available to support the charge. Refer to the Sponsor’s Budget tab on the Application/Claims database for indirect expenses approved for your center. Independent centers are required to update the budget every three fiscal years during the CACFP renewal process. Sponsoring Organizations must submit updated budgets annually. .

CACFP-214, Documentation of Non-Profit Food Service form documents monthly food service costs, the amount of labor and indirect costs (if needed) attributable to the food service. For each position, indicate on form **CACFP-214:**

- a. Position title and employee name
- b. Salary per hour (multiplied by)
- c. The number of hours spent per day on food service;(multiplied by)
- d. Number of days worked per month =
- e. Labor subtotal for each position
- f. Total dollar amount credited to the CACFP operation

Add total labor cost, total food costs, non-food costs and total indirect costs (if applicable) on CACFP-214 to get the “Grand Total” sum. Compare this amount to the monthly CACFP reimbursement plus income to the program (if applicable).

Documentation of Income to the Program: Document additional sources of income (over and above the CACFP reimbursement) for the food program, if applicable. Income sources includes all monies received from State, Federal, or local government sources, any center funds used to subsidize the food service program, any payments for adult meals, and any other income including loans and donations to the food program. Refer to your center’s budget on the Application/Claims database for “other income” sources.

CACFP-214 Documentation of Non-profit Food Service (Updated - Summary of Salary Expenses) can be downloaded and printed under Applications & Forms at: <http://health.mo.gov/cacfp>

MISCELLANEOUS FOOD PURCHASING INFORMATION:

***CACFP food purchased with a Supplemental Nutrition Assistance Program (SNAP,** formerly called Food Stamps) electronic benefit transfer (EBT) card is not allowed and demonstrates a lack of business integrity. SNAP Regulation program violations consist of having intentionally used, presented, transferred, acquired, received, possessed or trafficked authorization cards. The Family Support Division (Social Services) will be notified when CACFP purchases are made using an EBT card.

Food Sources - To claim reimbursement for meals or snacks, centers must supply all of the CACFP meal components and the food must originate from a source in compliance with Missouri Food Code laws. These **Traditional** (approved) food sources include food purchased from food service distributors, supermarket chains, convenience stores, local grocers and other retail stores selling food and non-food items in compliance with Missouri Food Code laws. Some examples of **Non-traditional** (approved) food sources that may be used as part of a reimbursable meal include but are not limited to:

Center Gardens – food that is grown from seed or plant can be harvested and used for meals claimed in the CACFP. The center must maintain documentation of the cost (itemized receipt) of the seeds and/or plants.

Farmers Market or Roadside Produce Stands – is limited to purchase of fresh and not packaged unprepared (whole, uncut) locally grown fruits, vegetables, in-shell nuts and fresh herb sprigs. **Garden donations** of fresh produce grown in gardens other than the center garden may be used as part of a reimbursable meal and include these same items.

Unapproved food sources, such as home canned/packaged/butchered foods cannot be used in the CACFP. Contact your Nutritionist with questions about other approved and unapproved food sources prior to purchasing items from non-traditional sources or refer to the Food Purchasing information in Appendix B of the *Creditable Foods Guide* at: www.health.mo.gov/cacfp



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE
 CHILD AND ADULT CARE FOOD PROGRAM

DOCUMENTATION OF NON-PROFIT FOODSERVICE

Correct Example

FACILITY NAME ANN'S ANGELS DAY CARE CENTER						CLAIM MONTH MARCH CLAIM - \$2,450.10	
POSITION TITLE/EMPLOYEE	SALARY PER HOUR	X	HOURS WORKED PER DAY ON FOOD SERVICE	X	DAYS WORKED PER MONTH	=	SUB TOTALS
<i>Program director</i>	10.00/hour	X	1 hour/day = 10.00	X	20 days/month	=	\$200.00
<i>Staff assistant</i>	8.50/hour	X	2.5 hours/day = 21.25	X	20 days/month	=	425.00
<i>Cook</i>	7.50/hour	X	6 hours/day = 45.00	X	20 days/month	=	900.00
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
TOTAL LABOR COST						=	\$1,525.00

INDIRECT COSTS	AMOUNT	X	PERCENT OF FOODSERVICE USEAGE OR PERCENT OF FOODSERVICE SQUARE FOOTAGE	=	SUB TOTALS		GRAND TOTAL SPENT ON CACFP
<i>Waste disposal</i>	\$48.00	X	_____	=	\$48.00	TOTAL FOOD COSTS (MAINTAIN RECEIPTS)	\$1,225.00
<i>Utilities</i>	\$240.00	X	15%	=	36.00	TOTAL NON-FOOD COSTS (MAINTAIN RECEIPTS)	
		X		=		TOTAL LABOR COSTS	\$1,525.00
		X		=		TOTAL INDIRECT COSTS (IF APPLICABLE)	84.00
TOTAL INDIRECT COSTS					=		GRAND TOTAL = \$2,834.00



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE
 CHILD AND ADULT CARE FOOD PROGRAM

DOCUMENTATION OF NON-PROFIT FOODSERVICE

FACILITY NAME						CLAIM MONTH	
POSITION TITLE/EMPLOYEE	SALARY PER HOUR	X	HOURS WORKED PER DAY ON FOOD SERVICE	X	DAYS WORKED PER MONTH	=	SUB TOTALS
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
TOTAL LABOR COST						=	

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INDIRECT COSTS	AMOUNT	X	PERCENT OF FOODSERVICE USEAGE OR PERCENT OF FOODSERVICE SQUARE FOOTAGE	=	SUB TOTALS		GRAND TOTAL SPENT ON CACFP	
		X		=		TOTAL FOOD COSTS (MAINTAIN RECEIPTS)		
		X		=		TOTAL NON-FOOD COSTS (MAINTAIN RECEIPTS)		
		X		=		TOTAL LABOR COSTS		
		X		=		TOTAL INDIRECT COSTS (IF APPLICABLE)		
TOTAL INDIRECT COSTS					=		GRAND TOTAL =	

CACFP Training Requirements

Documentation of annual CACFP Training is a requirement of the CACFP. Center or sponsor management is responsible for training staff on all CACFP required topics at least once a year. This training is in addition to the orientation training provided by MDHSS-BCFNA.

Your training can be formal or informal; however, it must be documented with the following information:

- a. Training date and length (minutes or hours);
- b. Training topic(s) covered;
- c. Trainer name and position/title
- d. Training location
- e. Attendees must provide their signature, a legible printed name and position title

The CACFP Training Documentation form (CACFP-222) may be used to document your CACFP training or you may develop a form to include the training requirements. CACFP-222 is located on the following page.

Annual training must include instruction, appropriate to the level of staff experience and duties on the following CACFP required topics:

- CACFP meal pattern requirements
- Meal count procedures
- Recordkeeping requirements
- Reimbursement system
- Claim submission and review procedures
- Civil Rights

CACFP-222 Annual Training Documentation form can be downloaded under Applications & Forms at: <http://health.mo.gov/cacfp>

Self-Directed On-Line Training Modules: www.MOCACFP.com

This website is an on-line education portal for child and adult care providers who take part in the Missouri Child and Adult Care Food Program (CACFP). The free self-directed Orientation lessons focus on key topics you need to know about in order to obtain proper meal reimbursement from the Missouri CACFP.

In addition to the required training topics, the National Food Service Management Institute (www.nfsmi.org) assessed the top five training needs identified by child care center directors as:

1. Food safety procedures
2. Mealtime, a positive experience
3. Introducing new foods to children
4. Meal pattern requirements
5. Preventing food waste

Civil Rights Compliance

At-risk centers participating in the CACFP are required to comply with the following civil rights obligations:

REQUIRED – Annual Beneficiary Data Report form CACFP-226. Complete the racial/ethnic category of enrolled participants in attendance at each site and *determine the child's racial/ethnic category visually using your best judgment.* This form is found in this workbook and is available under Applications & Forms at: <http://health.mo.gov/cacfp>

REQUIRED - Display the “And Justice for All” poster in a prominent location visible to the public. This poster is available under Publications at: <http://health.mo.gov/cacfp>



REQUIRED – Federal Relay phone information. The 2011 “And Justice For All” poster shown above includes the Federal Relay numbers and replaces the need for the Federal Relay Poster. A flyer listing the six (6) Federal Relay services is available at:

<http://www.federalrelay.us/sites/default/files/PDF/Federal+Relay+flyer.pdf>

REQUIRED – Annual Civil Rights training for CACFP sponsors and staff. This on-line, self-directed training module is located at: www.mocacfp.com

REQUIRED – the USDA nondiscrimination statement and civil rights complaint information required on Program material directed to the parents/guardians. If the center has a parent handbook or a policy booklet which indicates that the center is participating in the CACFP, the nondiscrimination statement and procedure for filing a complaint (**updated May 24, 2013**) must be included and is available at: <http://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/usdastatement.php>

Forward complaints of alleged discrimination to MDHSS-BCFNA. All complaints of discrimination, written or verbal, including anonymous complaints, must be forwarded to MDHSS-BCFNA within four days of receipt. Provide all available information and details.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
 CHILD AND ADULT CARE FOOD PROGRAM
BENEFICIARY DATA REPORT

A Beneficiary Data Report must be completed once a year to report the racial/ethnic category of participants enrolled in your center. Determine the participant's racial/ethnic category visually using your best judgement. A participant may be included in the category to which he or she appears to belong, identifies with, or is regarded as a member of by the community.

NAME OF CENTER/FACILITY:

ADDRESS:

Ethnic Category (Evaluate all participants for ethnicity first)	Number of Participants
Hispanic, Latino or Spanish origin – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.	
Racial Category (Evaluate all participants for race. Individuals may be counted in one or more categories)	Number of Participants
American Indian or Alaskan Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
Black, African American or Haitian – A person having origins in any of the black racial groups of Africa.	
Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	
Total number of participants evaluated.	
SIGNATURE OF DIRECTOR ▶	DATE

CACFP Monitoring Reviews

Federal and state regulations require at-risk after school programs to maintain complete and accurate original CACFP records. The USDA requires program participants to account for each dollar they receive in reimbursement. MDHSS is required to ensure that centers are accountable for all money they receive and are in compliance with Program regulations. A Nutritionist will visit each at-risk after school program every three years or more frequently to conduct fiscal and meal service monitoring reviews.

CACFP monitoring visits may or may not be announced in advance. If announced in advance, the center will receive a letter but no date will be specified. The review may be conducted at any time within 45 days from the date of the letter. For unannounced visits, no advance notification will be given. The center may contact our office if there are days that they know they will not be available; however, another responsible individual should be designated to be in charge of the facility in the absence of the site director.

For all monitoring visits/reviews, all Program records must be made available to the Nutritionist within one hour of Program reviewer's arrival. Failure to make any and/or all records available within the required time may result in findings, corrective action and/or overclaims.

At-risk programs must maintain all required original records (not copies) on file for a period of **three full fiscal years** after the final claim for reimbursement for the fiscal year was submitted or longer if audit findings have not been resolved. The federal fiscal year begins October 1 and ends September 30.

The Monitoring Review Checklist on the next page is provided to help prepare for the review. For specific Program requirements, refer to Chapter 8 "The Monitoring Visit", in the At-Risk After School Programs Policy and Procedure Manual under Laws, Regulations & Manuals at: <http://health.mo.gov/cacfp>

Sponsoring Organization Additional Review Requirement

A sponsoring organization (SO) is a CACFP contractor responsible for two or more sites. The monitoring recordkeeping requirement *does not* apply to independent contractors (responsible for one site). Each facility under the SO's jurisdiction must be monitored for CACFP compliance. The SO must document all reviews and retain in the sponsor location identified in the Management Plan.

SOs must conduct three monitoring review visits for each facility every year:

- At least one of the three reviews must be unannounced; however, MDHSS recommends that all monitoring visits be unannounced.
- At least two of the three monitoring visits must be conducted during a meal service.
- When a site operates in the evening and/or on weekends or holidays, one review must be conducted each year on weekends, holidays or during the supper meal when claiming meals under these conditions.
- No more than six months may elapse between monitoring visits.
- The SO must review all *new sites* within the first four weeks of Program operation.
- All monitoring visits must be documented on form CACFP-404.
- The sponsor must follow-up when problems are noted during monitoring visits.
- The follow-up visit must be conducted not less than one week after the initial finding and the visit must be documented.

MONITORING REVIEW CHECKLIST--Reminder – Retain all records for 3 full fiscal years

All facilities must retain Original records. Download forms at under **Applications & Forms at:** <http://www.health.mo.gov/cacfp>. **CACFP Policy and Procedure and Recordkeeping Manuals** are available by Program type under Laws, Regulations & Manuals at: <http://www.health.mo.gov/cacfp>.

- Daily attendance records (CACFP-213)
- Daily meal count forms (CACFP-225 or 225A)
- Documentation of Non-Profit Foodservice includes verification of **income** to your food program and food service **expenditures**: food purchase receipts or invoices; and labor and indirect costs (CACFP-214)
- Daily dated menus that meet CACFP requirements (CACFP-218, 218A or 218AA)
- Documentation of CACFP training (CACFP-222) conducted by the center management staff, which includes dates, locations, required topics, and names of staff participants
- A copy of the most recent sanitation inspection report conducted by the state or local health department, if applicable
- “And Justice for All” poster posted in a location visible to the public available at: <http://www.health.mo.gov/cacfp/Publications.html>.
- Beneficiary Data report (CACFP-226) completed by visual identification of racial/ethnic category
- Processed food documentation: CN label, manufacturer’s product analysis or facility documentation
- If meals are catered/vended, a copy of the food service contract, most recent sanitation inspection, **and** daily production records for all catered meals (CACFP-223)
- Copy of the CACFP contract (covers five fiscal years)
- Medical food substitution forms (CACFP-227), if applicable
- If a Sponsoring Organization, documentation of site monitoring visit reports (CACFP-404)

Child Care Centers also need Original documentation of:

- Enrollment records (joint SCCR-CACFP MO 580-2994 or CACFP-229) with original date of enrollment for all children
- Income eligibility forms (CACFP-205) signed and dated by parent or guardian **and** center official
- Current license, issued by MDHSS, Section for Child Care Regulation (SCCR)
- CACFP information that you provide to parents **and** “Building for the Future” poster in a prominent location
- If licensed for infants, Infant Feeding Preference forms **and** infant meal records (CACFP 215, 216 & 217)
- For-profit centers must provide a current contract with DSS-FSD and billing invoices for participants who are beneficiaries of Title XX (“State Pay”)

At Risk After School programs also need Original documentation of:

- Structured and regularly scheduled education or enrichment activities
- Daily record of the number of snacks and/or meals prepared or delivered for each meal service
- The most recent fire **and** sanitation inspection report
- At-Risk meal count (tally) form

Emergency/Homeless Shelters also need Original documentation of:

- Daily resident roster documenting the participants date of birth, date entered the shelter, and date left the shelter claimed for reimbursement
- Monthly donated food log from approved food source
- Copy of most recent fire **and** sanitation inspection report,

Adult Day Care Centers also need Original documentation of:

- Adult income eligibility forms(CACFP-501) signed and dated by participant or guardian and center official
- Enrollment record **and** individual plan of care for each participant
- Current license from Section for Long Term Care Regulation (SLCR)
- For-profit centers must provide a current contract with the supporting agency billing invoices for participants who are beneficiaries of Title XX or Title XIX



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE
 CHILD AND ADULT CARE FOOD PROGRAM
SPONSORED CENTERS SITE VISIT REPORT – REVIEW BY SPONSOR

SECTION I GENERAL INFORMATION							
Name of center			Date		Announced _____ Unannounced _____		
SO Reviewer			Time of arrival		Time of departure		
License number		License expiration date		Center hours of operation			
SECTION II MEAL OBSERVATION			COMMENTS				
Meal Observed							
Meat/Meat _____ Alt _____							
Fruit/Vegetable _____							
Fruit/Vegetable _____							
Grains/Bread _____							
Milk (1% or Skim OR Disallowances _____)							
Other _____							
			Yes	No	Previous Finding Yes/No	Corrected Yes/No	COMMENTS
Did meal meet requirements?							
Did serving sizes appear adequate?							
Was food served at appropriate temperature? (hot foods 135 degrees+ & cold food at 41 degrees or less)							
Did children wash hands before eating?							
Was meal served at time stated on application?							
Was meal count recorded at point of service?							
Are meal substitutions recorded on menus?							
Are preserved, processed and higher fat meats limited to one serving/week?							
Are sweets limited to no more than two times/week?							
Do menus offer a variety of colors, flavors, textures, shapes, temperatures, familiar and new foods?							
SECTION III SANITATION			Yes	No	Previous Finding Yes/No	Corrected Yes/No	COMMENTS
Is food properly labeled, dated, and covered in refrigeration and dry storage areas?							Report any imminent health/safety threats to local sanitarian, Child Care Regulation or CA/N hotline 800-392-3738
Is food stored at least 6" off floor in dry storage area?							
Are refrigerator & freezer units clean & operating properly?							
Are dishes and tables properly washed and sanitized?							
Are cleaning supplies stored away from food and out of the reach of children?							
Did food preparer maintain good personal hygiene and wash hands prior to meal preparation and service?							
Did the kitchen and all equipment appear clean?							

SECTION IV RECORDS				Yes	No	Previous Finding Yes/No	Corrected Yes/No	COMMENTS	
Current CACFP enrollment records for all participants									
Enrollment records are updated annually									
Daily attendance records									
Accurate meal count records									
Daily dated menus									
All food purchase receipts									
Verification of 25% Title XX or Free/Reduced (if center is for profit)									
SECTION V INFANT MEALS				Yes	No	Previous Finding Yes/No	Corrected Yes/No	N/A	COMMENTS
Is there an Infant Feeding Preference form for each infant (Birth-11 months)?									
Is there an accurate Infant Meal Record (menu) for each infant?									
Are all required infant meal components offered by the center?									
SECTION VI CIVIL RIGHTS									
INDICATE THE RACIAL/ETHNIC MAKEUP OF THE CENTER'S ATTENDANCE AT THE TIME OF THIS REVIEW.				Black or African American	White	American Indian or Alaska Native	Asian	Native Hawaiian or other Pacific Islander	
Within the above racial categories, indicate how many are of Hispanic or Latino ethnicity. _____								Yes	No
Is the poster "And Justice For All" posted in a conspicuous place?									
Are all meals served equally to all participants regardless of race, color, sex, age, disability and national origin?									
SECTION VII FINDINGS									
LAST REVIEW: List any required changes from the last review and describe corrective action taken to address:									
<p>Have previous Findings been corrected? _____</p> <p>Date of last review by sponsor _____ Who did review? _____</p>									
THIS REVIEW: Good management practices observed:									
Findings & Recommendations:									
Corrective Action Plan required to address changes?									

SPONSOR REVIEWER SIGNATURE	TITLE	DATE
CENTER SIGNATURE	TITLE	DATE

Name of Center _____

5 DAY RECONCILIATION OF ATTENDANCE / ENROLLMENT / MEAL COUNT VERIFICATION*				
PARTICIPANT'S NAME (FROM MEAL COUNT)	ENROLLMENT DATE	MEALS CLAIMED PER ENROLLMENT RECORD	DAYS IN ATTENDANCE PER ENROLLMENT	ENROLLED AND IN ATTENDANCE WHEN CLAIMED
1. AT-RISK: THIS SECTION IS NOT REQUIRED				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
DATES REVIEWED	MEAL TYPE REVIEWED	TOTAL # FROM MEAL COUNT	Are meal counts on these 5 days consistent with meal count on day of review? YES _____ NO _____ Are meal counts on these 5 days consistent with claim average? YES _____ NO _____	
1. AT-RISK: VERIFY THAT ATTENDANCE DOES NOT EXCEED DAILY MEAL COUNTS				
2.				
3.				
4.				
5.				

*RANDOM VERIFICATION THAT PARTICIPANTS LISTED WERE ENROLLED AND IN ATTENDANCE WHEN MEALS ARE CLAIMED. MUST REVIEW AT LEAST 10% OF ENROLLMENT (OR AT LEAST 5 PARTICIPANTS IF LESS THAN 50 ENROLLED)

If meal counts do not match attendance, how is problem reconciled? _____

Appeal Procedure

If you feel you have been treated unfairly by CACFP, you have the right to appeal. Actions which may be appealed are those that affect your participation or claim for reimbursement including, but not limited to:

- Denial of an institution's application for participation;
- Denial of an application submitted by a sponsoring organization on behalf of a facility;
- Notice of proposed termination of the participation of an institution or facility;
- Notice of proposed disqualification of a responsible principal or responsible individual;
- Suspension of an institution's contract;
- Denial of all or part of a claim for reimbursement;
- Demand for the remittance of an overpayment;
- Denial by MDHSS to forward to the Food and Nutrition Service an exception request by the institution or sponsoring organization for payment of a late claim or a request for an upward adjustment to a claim, or demand for remittance of an overclaim; and
- Any other action of the state agency affecting an institution's participation or its claim for reimbursement.

There are two types of appeals which are conducted before a duly appointed administrative hearing officer:

- Administrative (**in person**) review; and
- Abbreviated administrative (**written**) review

Instructions on how to appeal are included in all correspondence concerning any actions taken by the CACFP. You must submit an appeal request **within 15 calendar days** of receipt of the adverse action from CACFP. **The appeal request must state whether the sponsor/center wants an in-person/administrative or a written/abbreviated administrative review.** For more information on your rights to appeal, please refer to Chapter 12 of the CACFP Policy and Procedure Manual under Laws, Regulations and Manuals at: <http://health.mo.gov/cacfp>.

The request for an appeal **must** be written and mailed in a timely manner. The request for appeal must be submitted to the address below.

Missouri Department of Health and Senior Services
Bureau of Community Food and Nutrition Assistance
P.O. Box 570, Jefferson City, MO 65102
Toll Free 800-733-6251 or Fax 573-526-3679

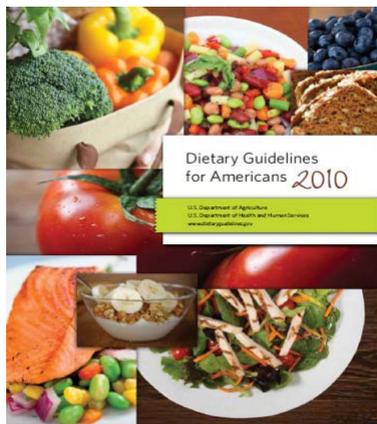
The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer. The Statement implementation date is May 24, 2013.

Healthy Meals & Nutrition Environment

At-risk after school care centers provide a much-needed service to their communities. They give children a safe place to go after school and nutritious food that gives them the energy they need to concentrate on homework and join their friends in physical, educational, and social activities. At-risk after school programs and Outside School Hours Care Centers serve an important role in helping young children develop good eating and physical activity habits.

The CACFP meal patterns require at-risk after school centers to serve meals that meet the nutritional needs of children and are consistent with the Dietary Guidelines for Americans, and are appetizing. Meal pattern requirements assist the menu planner in providing well-balanced meals and snacks that provide the appropriate amount of energy and nutrients a child needs during critical stages of growth. The At-Risk meal pattern lists the requirements for children 6 to 12 years old. Children ages 13 through 18 must be served minimum or larger portions specified for ages 6 to 12.



The Dietary Guidelines for Americans are jointly issued and updated every 5 years by the Department of Agriculture (USDA) and the Department of Health and Human Services (HHS). They provide authoritative advice for Americans ages two and older about consuming fewer calories, making informed food choices, and being physically active to attain and maintain a healthy weight, reduce risk of chronic disease, and promote overall health.

What is a "Healthy Diet"?

The Dietary Guidelines for Americans describe a healthy diet as one that:

- Emphasizes fruits, vegetables, whole grains, and fat-free or low-fat milk and milk products;
- Includes lean meats, poultry, fish, beans, eggs, and nuts; and
- Is low in saturated fats, *trans* fats, cholesterol, salt (sodium), and added sugars.

The recommendations in the *Dietary Guidelines* and in *MyPlate* are for children and adults two years of age and older. *MyPlate* is not a special diet for individuals with specific health conditions. Individuals with a chronic health condition should consult with a health care provider to determine what dietary pattern is appropriate for them.

***MyPlate* helps individuals use the *Dietary Guidelines* to:**

- Make smart choices from every food group.
- Find balance between food and physical activity.
- Get the most nutrition out of calories.
- Stay within daily calorie needs.

MyPlate illustrates the five food groups that are the building blocks for a healthy diet using a familiar image - a place setting for a meal. Before you eat, think about what goes on your plate or in your cup or bowl. The “building a healthy plate” emphasizes the food group themes:

- Fruits** – focus on fruits
- Vegetables** – vary your vegetables
- Grains** – make at least half of your grains whole
- Protein foods** – go lean with protein
- Dairy** – get your calcium rich foods



The Missouri *Eat Smart Child Care Initiative* challenges child care facilities and at-risk programs to improve their meal service by following recommended standards that are above the minimum CACFP requirements. The *Guidelines* also include environmental factors that relate to nutrition habits and meal service.

Adopting the *Eat Smart Guidelines* in your center may: help prevent childhood obesity; show you care about the health of the children in your care; and attract parents who care about the food their children eat while away from home.

The *Guidelines* were developed using the November 2010 Institute of Medicine (IOM) recommendations for the Child and Adult Care Food Program (CACFP). These recommendations call for changes to the CACFP meal pattern to bring meals in line with *MyPlate* and the *2010 Dietary Guidelines for Americans*. For more information on the Missouri *Eat Smart Child Care Initiative*, go to: www.health.mo.gov/eatsmartguidelines/.

The amount and type of exercise, or physical activity, that children receive in after school programs also has a long-lasting impact on future activity habits. Physical activity helps children develop and improve motor skills, such as running, jumping and catching. If children do not have opportunities to learn and develop these skills, they may be more likely to be inactive as adults. Adults who work with young children can create environments to help children develop healthy eating and physical activity behaviors.

Menu Planning Guidelines

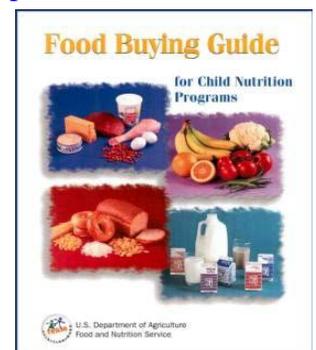
The CACFP Meal Pattern Requirements and *Creditable Foods Guide* resources assure that children participating in the CACFP are served foods that supply the nutrients they need. The *Creditable Foods Guide* is a reference list of foods that can be “credited” to the CACFP meal pattern requirements and is available at: <http://www.health.mo.gov/cacfp>. At-risk program menus have a major influence in development of children’s eating habits. It is important that menus help establish patterns for healthy eating. The following guidelines will help children to develop healthy eating habits:

1. Select a form for documenting your daily menus. The Snack and Supper menus for at-risk program menu template is recommended. This seven day menu form lists the food components required for supper and snack and is available under Applications and Forms at: <http://www.health.mo.gov/cacfp> .
2. Choose the type of menu format you will use - 2 to 3 week cycle menu format is recommended. A cycle menu is a set of menus that are repeated in the same order for a period of time, typically 2, 3, or 4 weeks. Cycle menus provide variety by offering different foods and/or different food combinations each day during the cycle.
3. When there are substitutions from the planned menu, mark through the original menu item and enter the substituted item(s). **The original daily dated menu that notes substitutions must be retained with the monthly records.**
4. Know the cooking abilities of the person(s) preparing the meals. Review the menu and recipes with the cook and provide training as necessary. Select or develop standardized recipes for menu items.
5. Plan menu items based on the equipment available in the center’s kitchen. As an example, the a menu should not include baked chicken, baked potatoes and hot biscuits if there is not adequate oven space to prepare these items.
6. Include all food components in at least the minimum portion sizes specified on the Food Chart – At-Risk After School Program. It is usually easiest to start by planning the main dish or entrée.
7. Plan menus that keep the nutritional needs of children in mind. Be sure to include a good source of iron and Vitamins A and C.
 - Vitamin C sources include: citrus fruit and juice, broccoli, asparagus, brussels sprouts, cauliflower, snow peas, peppers (green & red), cantaloupe, honeydew melon, mango, papaya, kiwi and strawberries
 - Vitamin A sources include: apricots, cantaloupe, cherries, plums, egg yolk, asparagus, broccoli, carrots, kale, peas and sweet potatoes
8. Serve foods high in iron.
 - Iron sources include: asparagus, lima beans, sweet potatoes, squash, vegetable juice, turkey, tuna, apricots, cherries, dried fruit, dried peas, eggs, meat, green beans

9. Meats such as hot dogs, sausage, and lunchmeat (bologna, salami and others) are high in fat and sodium. Do NOT serve more than one time per week.
10. Sweet type grain/breads may not be a dessert at supper. Items such as brownies and cookies are creditable only at snacks and should be served no more than two times per week.
11. Sweet type Breakfast items, such as sweet rolls and doughnuts should be served no more than one time per week at breakfast (when applicable).
12. Specify the type of fruit, juice or vegetables on your menus to assure a variety of food is served and to document the nutritional value of the meal.
13. Make sure that meals look and taste good! Introduce new foods along with familiar foods that children already like.
14. Include foods that are different shapes - round, square, rectangular.
15. Choose foods that are different colors - yellow, orange, red, bright green.
16. Combine foods that have different textures - soft, crunchy, crisp, creamy and smooth.
17. Include foods with different tastes - sweet, sour, tart, salty, spicy and mild.
18. Consider the different ethnic and cultural food habits and preferences of the children.
19. Low fat (1%) or fat free (skim) milk is required at each meal for participants two years of age and older.
20. Use fats and oils sparingly in food preparation and limit the use of salt and high sodium foods.
21. Eat slowly, sitting down at the table.

Standardized Recipes - A standardized recipe is one that has been tried several times using the same method and equipment. A standardized recipe produces consistency in product quality and yield (same number of servings) every time it is used as long as the same procedures, equipment, and ingredients are used. Because standardized recipes specify exact amounts of ingredients, it is easier to manage the cost and storage of foods. *USDA Recipes for Child Care* is available at: http://teamnutrition.usda.gov/Resources/childcare_recipes.html and USDA standardized recipes for schools is located at: http://teamnutrition.usda.gov/Resources/usda_recipes.html

The Food Buying Guide (FBG) – is a USDA resource that helps determine the right amount of food to purchase and the specific meal contribution each food makes towards the meal pattern requirements as well as information on recipe analysis. A copy of the FBG is available on CDAs noted in the Resources section of this workbook and an online “FBG calculator for Child Nutrition Program” is also available at: <http://teamnutrition.usda.gov/Resources/foodbuyingguide.html> .



Four Components in Menu Planning

Meat/Meat Alternates (m/ma)

Includes lean meat, poultry, fish, cheese, egg, cooked dry beans/peas, Nuts and seeds, nut and seed butters, alternate protein products, Yogurt (creditable at lunch, supper and snack only)

Specifics

- Required at Lunch and Supper as main dish; m/ma may be served as an extra food item at breakfast, but it is not required
- Nuts/seeds/nut butters can meet only ½ of m/ma at lunch/supper - an additional m/ma is required. Meets full m/ma requirement at snacks
- A combination food served as an entrée (main dish) may be credited as the m/ma plus up to 2 other meal components (3 total) provided *each* component meets the *minimum* meal pattern requirement
- Lunch meat/cold cuts, hot dogs and sausage products may be served *no more than 1 time per week*
- Commercially processed food must have processed food documentation (CN label, product formulation or center product analysis) to be creditable
- No more than 2 different m/ma items are creditable at 1 meal

Milk

Participants 2 years of age & older must be served **fat-free (skim) or low-fat (1%) milk**, lactose-reduced (1%), lactose-free (skim), 1% or skim buttermilk, or 1% or skim acidified milk. Whole & Reduced fat (2%) may NOT be served to participants two years of age and older.

Specifics

- Must be pasteurized fluid milk, flavored or unflavored
- Is a required component at breakfast, lunch and supper*
- Milk may be served as a beverage, on cereal or used for some of both at breakfast and snack
- Milk used in cooking may not be credited
- Infants birth through 11 months must be provided breast milk or iron-fortified formula
- Whole milk is recommended for children 12 months through 23 months but any milk type may be served (2%, 1%, skim, etc.)
- Milk may not be served for snacks when juice is served as the second component
- *Milk is not a required supper component in adult day care centers

Vegetables/Fruits

Includes fresh, canned, frozen, dried fruit, juice and vegetables, Juice must be 100% full strength fruit or vegetable juice

Specifics

- One serving is required at Breakfast
- At least 1/8 cup (2 tablespoons) must be served to meet the minimum creditable portion; an additional fruit/vegetable must be served to meet the total requirement by age
- Cooked dry beans/peas may be counted as a vegetable OR a meat alternate, but not as both in the same meal
- Juice may count up to ½ of the total requirement for lunch or supper
- Juice may not be served at snack meal when milk is served as the second component
- Two *different* fruits and/or vegetables must be served at lunch/supper.
- Combinations such as fruit cocktail, mixed vegetables or fruit salad may be credited to meet one of the two required components at lunch or supper

Grains/Breads

All grains/breads must be whole grain or enriched or made from whole grain or enriched flour or meal, bran or germ. Cereal must be whole grain, enriched or fortified

Specifics

- Required at Breakfast, Lunch, and Supper
- Minimum creditable amount is one quarter (¼) of a serving
- Ready – to - eat cereal may be served at breakfast and snack only
- Grain-based chips are creditable and may be served up to 2 times a week at lunch and snack only; however puffed snack products (Cheetos, Funyuns, etc.) are NOT creditable
- Sweet bread items such as coffee cake, muffins, granola bars, cereal bars, doughnuts or sweet rolls are creditable at breakfast and snack only and can be served *no more than 1 time per week at breakfast*
- At lunch and supper, the grains/breads may not be a dessert. Cookies and other dessert grains are creditable only at snacks and *no more than 2 times per week*

Food Chart – At-Risk After School Program

Meal	Food Component	Minimum Serving Size ¹	
Supper	Fluid Milk ²	8 fluid ounces (1 cup)	
	Meat, Poultry, Fish, Cheese, or Egg (large), or Cooked Dry Beans, Peas, or Peanut Butter or other Nut Butters ⁴ , or Peanuts, Soy Nuts, Tree Nuts or Seeds ⁵ , or Yogurt, plain or sweetened, flavored or unflavored	2 ounces 1 egg ½ cup 4 tablespoons 1 ounce = 50% 8 ounces or 1 cup	
	Vegetables and/or Fruits ⁶ (must serve at least two different varieties)	¾ cup total	
	Bread, or Cornbread, Biscuits, Rolls, Muffins, etc., or Cold Dry Cereal ³ , or Cooked Cereal or Cereal Grains or Pasta, Cooked Noodles	1 slice 1 serving ¾ cup or 1 ounce ½ cup ½ cup	
	Snack⁷ Serve 2 of 4 components	Fluid Milk ²	8 fluid ounces (1 cup)
		Juice or Fruit or Vegetable	¾ cup
Meat or Meat Alternate		1 ounce	
Grains/Breads		1 serving	

¹Children ages 13 through 18 must be served minimum or larger portions specified for children 6 through 12.

²**All milk served to children two years of age and older must be low-fat (1%) or fat-free (skim).** Milk must be served as a beverage at supper and may be served as a beverage and/or on cereal at snack.

³Dry cereal portion is either volume (cup), or weight (ounces), whichever is less. Cold dry cereal is ONLY creditable at snack.

⁴At supper, must serve an additional meat/meat alternate with peanut butter.

⁵No more than 50% of the requirement can be met with nuts or seeds. Nuts or seeds must be combined with another meat/meat alternate to fulfill the requirement.

⁶Serve two or more kinds (1/8 cup minimum). Full-strength juice may be counted to meet not more than one-half of the requirement.

⁷Serve two food items - each must be from a different food component. Juice may not be served at snack when milk is served as the second component.

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Snack and Supper Menus

Meal Pattern for Snack Choose two of four components	Date:						
Milk (fluid)							
Juice* or fruit or vegetable							
Grain/bread							
Meat/meat alternate							
Meal Pattern for Supper	Date:						
Milk (fluid)							
Fruit or vegetable**							
Fruit or vegetable							
Grain/bread							
Meat/meat alternate							

*Juice may not be served when milk is the only other component of the snack.

**Serve at least two different varieties.

After-school programs may claim reimbursement for snacks served on weekends, holidays, and other vacation periods during the regular school year. Programs may not claim reimbursement through this provision when school is not in session (i.e., when school is closed for the summer).

Snack and Supper Menus – Week of 5/15

Good Example

Meal Pattern for Snack Choose two of four components	Date: Mon.	Date: Tues.	Date: Wed.	Date: Thurs	Date: Fri.	Date:	Date:
Milk (fluid)	1% Chocolate milk						
Juice* or fruit or vegetable		Strawberries	Cantaloupe		Apple juice		
Grain/bread	Animal crackers		Wheat crackers	Oatmeal raisin cookie	Bread stick		
Meat/meat alternate		Yogurt		Mozzarella cheese stick			
Meal Pattern for Supper	Date: Mon.	Date: Tues.	Date: Wed.	Date: Thurs	Date: Fri.	Date:	Date:
Milk (fluid)	1% milk	1% milk	1% chocolate milk	1% milk	1% chocolate milk		
Fruit or vegetable**	Peas	Tossed salad	Mashed potatoes	Tater tots	Baby carrots		
Fruit or vegetable	Pineapple tidbits	Watermelon	Broccoli	Green beans	Whole apple		
Grain/bread	Spaghetti noodles	Pizza crust	Wheat Roll	Hot dog bun	Whole wheat bread		
Meat/meat alternate	Ground beef (meat sauce)	Cheese (HM pizza)	Chicken nuggets (CN)	Beef hot dog	Deli turkey & Swiss cheese		

*Juice may not be served when milk is the only other component of the snack.

**Serve at least two different varieties.

After-school programs may claim reimbursement for snacks served on weekends, holidays, and other vacation periods during the regular school year. Programs may not claim reimbursement through this provision when school is not in session (i.e., when school is closed for the summer).

Snack and Supper Menus – week of June 4

Exercise - Find the Errors

Meal Pattern for Snack Choose two of four components	Monday June 4	Tuesday June 5	Wednesday June 6	Thursday June 7	Friday June 8	Date:	Date:
Milk (fluid)		Cheese cubes	Chocolate pudding		Sherbet		
Juice* or fruit or vegetable	Apple juice			Strawberries	Celery sticks		
Grain/bread	Carrot sticks	Pretzels	Vanilla wafers	Biscuit			
Meat/meat alternate							
Meal Pattern for Supper	Monday June 4	Tuesday June 5	Wednesday June 6	Thursday June 7	Friday June 8	Date:	Date:
Milk (fluid)	Milk	Milk	Milk	Milk	Milk		
Fruit or vegetable**	Potato chips	Pizza crust		Ketchup, pickles	Pineapple chunks		
Fruit or vegetable	Fruit	Banana	Coleslaw	Baked beans	Shredded lettuce		
Grain/bread	Bun		Mashed potatoes	Fries	Corn chips		
Meat/meat alternate	Hot dog	HM sausage pizza	CN chicken nuggets	Hamburger patty	Refried beans		

*Juice may not be served when milk is the only other component of the snack.

**Serve at least two different varieties.

After-school programs may claim reimbursement for snacks served on weekends, holidays, and other vacation periods during the regular school year. Programs may not claim reimbursement through this provision when school is not in session (i.e., when school is closed for the summer).

Offer versus Serve Meal Service Option

Regulation permits the use of offer versus serve (OVS) meal service option, when meals are prepared in or by school food service authorities (SFAs) and served by schools or other institutions participating in the CACFP. At-risk centers that serve meals prepared by SFAs that participate in the National School Lunch Program (NSLP), whether they are located in the school or in another location, have the option of using OVS in their at-risk center for the **supper** meal. Offer versus serve may *not* be used with snacks.

Offer versus serve is a meal service option (supper and breakfast/lunch, if applicable) where participants are “offered” all of the components of the meal pattern, but are not required to take them all. Offer versus serve can help teach children to make choices and is a way to decrease food waste because participants choose only those foods they wish to eat. **SFAs may choose to use the NSLP and SBP meal pattern or the CACFP meal pattern.**

Assistance with meal selection may be necessary in order to provide well-balanced meals. Participants are not required to decline foods that are offered, but may do so if they choose. OVS is not considered appropriate for preschool children participating in at-risk after school programs because it may interfere with Program nutrition goals and the institution’s efforts to introduce new foods to children.

The centers must notify the MDHSS-BCFNA for approval to use OVS. The institution’s option to participate in offer vs. serve must be noted under “General Comments” box (line 65) in the Center Info Sheet in the on-line applications/claims database. MDHSS-BCFNA must also be notified if the center changes the OVS option.

Supper – Meal Component Requirements:

For participants ages 6 through 12 the supper meal shall include five required food components: one serving (2oz.) of meat/meat alternate, **two** servings (3/4 cup total) of different vegetable/fruit/juice; **one** serving of grain/breads; and **one** serving (1 cup) low-fat (1%) or fat-free (skim) milk. NOTE: Meal patterns for children younger than 6 may follow the CACFP *Food Chart – Children*. Children ages 13 through 18 must be served minimum or larger portions specified for children 6 through 12 in the *Food Chart – At-Risk After School Program*.

Under OVS, up to 2 of the 5 required components may be declined.

Snacks – **Both snack components must be served.** Offer versus serve may *not* be used with snacks.

Adequate food and milk purchases will be verified at CACFP monitoring reviews in compliance with the offer vs. serve meal option. The center must demonstrate that they “offer” all Program meal components in the regulatory amounts. If the center is ordering milk based on previous consumption patterns, they should have a plan on how to ensure that enough milk will be provided should the demand increase for any given day of operation.

The amount of milk purchased should correlate with the food preference of participants that routinely choose to drink milk in the 8 oz. (1/2 pint) minimum serving size offered. It is the responsibility of Program personnel to *offer* milk as a beverage choice to participants according to the *At-Risk After School Food Chart*. The at-risk after school program should document daily portions served to justify that adequate milk is purchased for the number of participants who choose to drink milk.

Meal Pattern Substitution

In order to claim a meal for reimbursement, all required food components must be served in at least the minimum serving size per age group(s). Exceptions to this requirement occur under the following circumstances:

Substitution for a Documented “Disability” (42 U.S. Code Sec. 12102)

Meal pattern substitutions (accommodation[s]) **must** be made when a condition recognized as a “disability” is documented by a recognized medical authority. **A participant with a “disability” is any person who has a physical or mental impairment, which substantially limits one or more “major life activities”, has a record of such an impairment, or is regarded as having such impairment.** The list of “major life activities”, for purposes of identifying individuals with disabilities, added a new category called “**major bodily functions**”, 42 USC 12102(2)(B) as documented in the CACFP 10-2013 policy memo (April 26, 2013).

At-risk and outside hours care centers participating in the CACFP are required to make substitutions or modifications to the meal pattern for a participant with a disability that restricts his/her diet. Substitutions must be made on a case by case basis only when supported by a written statement signed by a recognized medical authority (licensed physician, physician’s assistant or nurse practitioner) which explains the need for substitutions and includes recommended alternate foods. Use of *CACFP-227 Medical Food Substitution Record* form is recommended; however, the medical statement kept on file at the center must identify:

- The participant’s disability and an explanation of why the disability restricts the participant’s diet;
- The major life activity affected by the disability; and
- The food or foods to be omitted from the participant’s diet and the food or foods that must be substituted.

NOTE: Reimbursement for meals served with documented food substitutions are claimed at the same reimbursement rate as meals which meet the meal pattern. The center may not charge for the substituted food item – substitutions that exceed program reimbursement are at the center’s expense.

Substitution for Medical or Special Dietary Reasons – Not a Disability Substitutions *may* be made on a case by case basis (at the discretion of the center) for a participant who is unable to consume a **food item** because of a medical or other special dietary need but who is *not* disabled. Meal pattern substitutions or modifications for foods (other than milk) may be honored only when an accurately completed “Medical Food Substitution Record” (CACFP-227 is recommended) is submitted, signed by a recognized medical authority and approved by the center.

Fluid Milk (Non-Dairy Beverage) Substitutions – Not a Disability

At the discretion of the center, a non-dairy beverage *may* be served in lieu of fluid milk in the case of a child who cannot consume fluid milk due to medical or other special dietary needs, other than a disability. Centers *may* serve a fluid milk substitute to a child without a

disability and count it as the milk component if the substitute is nutritionally equivalent to cow’s milk.

A written request for a fluid milk substitute must be made by a medical authority, parent or guardian. *The written request must identify the medical or other special dietary need that restricts the diet of a child.* Prior to this rule, centers were only able to accept a substitution statement signed by a recognized medical authority.

Acceptable fluid milk substitutes must contain the following nutrients in the quantities specified in order to be considered nutritionally equivalent to fluid cow’s milk:

Fluid Milk Substitute - Minimum Nutrient Requirements

Nutrient	Per one (1) cup (8 ounces)
Calcium	276 mg.
Protein	8 gm.
Vitamin A	500 IU.
Vitamin D	100 IU.
Magnesium	24 mg.
Phosphorus	222 mg.
Potassium	349 mg.
Riboflavin	0.44 mg.
Vitamin B-12	1.1 mcg.

Non-Dairy Beverages meeting USDA Substitution criteria per 8 fluid ounces include:

8th Continent - Original Soymilk and Light Chocolate Soymilk;

Pacific Natural - 2 varieties of Ultra Soymilk: Plain and Vanilla;

Kikkomon - 2 varieties of Pearl Organic Soymilk: Creamy Vanilla and Chocolate;

Great Value (WalMart) – Original soymilk; and

Sunrich Naturals – 2 varieties: Original and Vanilla

NOTE: The availability of the above nutritionally equivalent non-dairy beverage products may not be available in all Missouri locations.

Any reasonable parent or guardian written request for a non-dairy milk substitution could be accepted at the discretion of the center, as described above, without providing a medical statement. As an example, if a parent has a child who follows a vegan diet, the parent can submit a written request to the child’s caretaker asking that soy milk be served in lieu of cow’s milk. The written request must identify the medical or other special dietary need that restricts the diet of the child. Non-dairy milk substitutions are at the option and expense of the facility.

Other examples that may be considered a reasonable written request would be for religious, cultural or ethical reasons. However, a request which only states that a child “does not like milk” would *not* be a reasonable request for a fluid milk substitute.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE
 CHILD AND ADULT CARE FOOD PROGRAM
MEDICAL FOOD SUBSTITUTION RECORD

The Child and Adult Care Food Program Requirements for Meal Pattern Substitutions Section 7.5 require food substitutions to be authorized by a recognized medical authority. Recognized medical authority includes physician, physician assistant, or nurse practitioner. The recognized medical authority must specify, in writing, the food to be omitted from the patient's diet and the food or choice of foods that may be substituted.

PATIENT'S NAME:

MEDICAL DIAGNOSIS / REASON:

SPECIAL ASSISTANCE/EQUIPMENT REQUIRED:

FOOD SUBSTITUTION LIST:

Fluid Milk	Allowed Substitutes	Texture (e.g., cut up, ground mince, puree, liquidity)
Meat & Meat Alternative (e.g., eggs, cheese peanut butter, dry bean, yogurt, etc.)	Allowed Substitutes	Texture (e.g., cut up, ground mince, puree, liquidity)
Bread, Cereal or Whole Grain Products	Allowed Substitutes	Texture (e.g., cut up, ground mince, puree, liquidity)
Fruit & Vegetables or Juice	Allowed Substitutes	Texture (e.g., cut up, ground mince, puree, liquidity)

Additional Dietary Concerns and/or Required Equipment or Assistance Needed:

I (medical authority) certify that the above patient must be provided a special diet or requires special accommodations as indicated above.

SIGNATURE	TITLE	DATE
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Non-Creditable Foods

The foods listed below are non-creditable in the CACFP because they **do not** meet the requirement as a component in the meal pattern. Non-creditable foods **cannot** be counted toward meeting the requirements for a reimbursable meal. The alphabetical list is **not all-inclusive**. Use of a product brand name is not an endorsement but is used for clarity. Refer to the *Creditable Foods Guide* for a more comprehensive list of creditable and non-creditable food available at: <http://health.mo.gov/living/cacfp>.

Acorns	Evaporated milk	Mustard or mayonnaise
Baco-bits	Fiddle Faddle	Nectar
Bacon	Five Alive	Neufchatel cheese
BBQ sauce	Fruit drinks for fruit punch	Non-fat dry milk
Beef Jerky	Fruit leather, commercial	Nut or seed meal/flour
Candy	Fruit roll-ups	Oxtails
Carmel corn	Fruit spreads	Pickle relish
Carob	Frozen yogurt	Pig's feet
Catsup	Fudgsicles	Popcorn
Certified raw milk	Funyuns	Pop Tart filling
Cheese, imitation	Gatorade	Pork skins
Cheese powder in boxed mac & cheese	Gelatin	Potato chips
Cheese Products	Goat's milk Half & Half Ham	Potted meats
Chestnuts	hocks Hawaiian	Powdered cheese
Chili sauce	Punch Hi-C	Pringles
Chitterlings	Home-canned foods	Pudding
Chocolate bars	Hominy	Pudding pops
Chocolate covered raisins	Honey	Puffed cheese snacks (ex. Cheetos)
Coconut	Hot chocolate, with water	Reconstituted Non-fat dry milk
Crab, imitation	Ice cream	Sherbet or sorbet
Cracker Jacks	Iced tea	Shoe string potatoes
Cranberry juice cocktail	Infant dinners, commercial	Sizzalean
Cream	Imitation cheese	Soft drinks
Cream cheese	Jam, jelly, preserves	Sour cream
Cream soups	Jell-O	Soy milk
Cream sauces	Kool-aid	Surimi
Custard	Lemonade	Syrup
Dairy Substitutes	Low-iron infant formula	Tang
Dairy whip	Marshmallows	Tapioca
Drinkable yogurt	Milk, imitation	Tofu
Egg nog, made with raw eggs	Molasses	Velveeta cheese product
Egg substitutes		Vienna sausage
		Vitamite
		Water, bottled

Commercially Processed Food Documentation

Some centers choose to purchase commercially processed meat/meat alternate products rather than prepare these main dish items on site (homemade or “cooked from scratch”). Some reasons a center may purchase these “convenience” items is due to lack of skilled labor or inadequate kitchen preparation equipment. The quality of commercially processed foods varies greatly from manufacturer to manufacturer and from product to product. Because the meal pattern contribution(s) for commercially processed foods cannot be verified, all child care centers are required to maintain documentation to verify the meal pattern contribution to the Child and Adult Care Food Program. *Three types* of processed food documentation can be used in the CACFP: Child Nutrition (CN) label; center product analysis; or manufacturer’s product formulation statement.

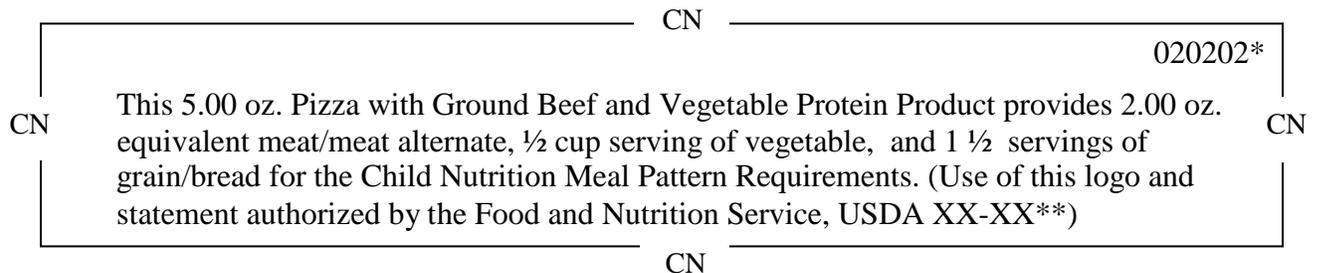
It is not enough just to have the CN label, product formulation statements or center analysis documentation. The product information (product yield) must be used to determine the portion size/amount you must serve in order to provide enough meat/meat alternate for the age groups in the center. Processed food documentation must be maintained at the center to verify that creditable meals are served.

All documentation regarding processed foods must be maintained in the center files. If no information is available at the time of a monitoring review, meals containing the processed foods may be disallowed.

Child Nutrition Label (CN Label)- The Child Nutrition Labeling Program is a voluntary federal labeling program. CN Labeled products ensure that the food provides the stated contribution toward the CACFP meal pattern requirements. These foods are processed under a Quality Control plan using guidelines provided by USDA’s Food and Nutrition Service (FNS). CN Label documentation provides information on how the purchased product contributes to the meat/meat alternate and any other component(s) (grain/bread and fruit/vegetable, if applicable) in frozen products such as: breaded beef patties, breaded chicken nuggets, breaded fish sticks, pork tenderloin/fritter, pizza, burrito, BBQ rib patty, egg rolls and canned ravioli.

The CN label will must contain the following information:

- The CN logo has a distinct border
- USDA authorization
- A 6 - digit product identification number*
- The month and year of approval**



Center Product Analysis - The center may separate breading from *whole pieces* of breaded meat products, such as fish sticks (not minced fish). Follow the procedure below to obtain proper center analysis documentation:

1. Prepare the product according to manufacturer's direction;
2. Let cool; then remove (separate) the breading from the cooked product;
3. Weigh the cooked meat only (not the breading). Weigh a minimum of 3 samples individually. Add the individual weights together and divide by the number of samples to get an average weight of a single item.
- 4. Document the item and manufacturer name, product code and date of analysis*;**
5. Document the amount of creditable cooked meat provided by each piece of product;
6. List the number of product pieces required to meet the serving sizes for each age group (example: 3 pieces for ages 1 through 2, etc).
7. Maintain this documentation with your monthly CACFP records.

***NOTE:** Whenever you purchase a different brand or product number, you need to document the information as described above.

Example:

ABC Crunchy Fish Sticks – Product Code #1234

5 fish sticks with baked; the breading was removed and weighed on May 2, 2013.

Each ABC Crunchy Fish Stick contain ¼ ounce of fish.

The following lists the number of fish sticks needed by each age group for the meat component at lunch or supper.

Age Group	Min. Serving Size	Number of Fish Sticks
1 through 2 years	1 oz.	4
3 through 5 years	1 ½ oz.	6
6 through 12 years	2 oz.	8

Product Formulation Statement (Product Analysis) – The Product Formulation Statement is documented on the manufacturers’ letterhead and signed by a company representative. The product statement (example on next page) documents how the processed product contributes to the child nutrition meal pattern requirement(s) and is not commonly used by centers. It is the institution’s responsibility to request and verify that the processed food documentation is accurate prior to purchasing processed products. A *Reviewer’s Checklist* (www.fns.usda.gov/tn/resources/smi_checklist.pdf) and an updated sample *Product Formulation Statement template* (www.fns.usda.gov/tn/resources/smi_appendix1.pdf) for a meat/meat alternate (M/MA) product can be used as resources. It should be noted that a Product Formulation Statement does not provide any warranty against audit claims.

The product analysis/formulation statement is a detailed information sheet from the product manufacturer. It identifies the weight of the food components and the product’s contribution to the meal pattern. The analysis sheet contains:

- Product name and effective date
- Food components in the product that contribute to the meal pattern
- Product’s total contribution towards the meal pattern
- Statement of vegetable protein product contained in the product
- Original signature of a company official and date

Examples of Commercially Processed food items commonly used in centers:



Breaded Chicken Nuggets



Burrito



Breaded Fish Sticks



Canned Ravioli



Pizza

Product Formulation Statement (Product Analysis) - *Example:*

XYZ Burrito Factory (Manufacturer's Letterhead)

Effective Date: August 23, 2013 Product No. 9999

Total weight of precooked product: 4.00

Total of raw meat: 0.650 oz.

Percent of fat of raw meat: Not to exceed 30%

Weight of dry Volume Per Package (VPP): 0.094 oz.

Weight of liquid used to hydrate VPP: 0.176 oz.

Percent of Protein in dry VPP: 52%

Weight of raw meat and hydrated VPP: 0.920

Type of VPP used: XX Flour: _____ Isolate: _____

Weight of other ingredients: 1.005 oz.

Weight of pinto beans: 0.325 oz. Factored Wt. 0.503

Weight of cheese: none

Weight of cooked meat with VPP: 0.644 oz.

Total weight of filling: 2.25 oz.

Total weight of enriched flour tortilla: 1.75 oz. 1.59 serving

I certify the above information is true and correct and that the product (ready for serving) contributes 1.14 ounces of equivalent meat/meat alternative toward the meal pattern when prepared according to direction. I understand that the above named product will be used as a meal component for which Federal reimbursement will be claimed, and that records are available to support the information indicated above. The VPP used conforms to Food and Nutrition Service regulations. This product formulation will supersede all previously issued sheets.

SUGGESTED BID SPECIFICATIONS: _____ cases - Red Chili Beef, Bean and Chicken Burrito, 4.00 oz. **Each, unfried, packed 3/24 count. Must meet 1.00 ounces of meat/meat alternate and 1.50 bread servings.**

James Smith Director of Manufacturing *This is the important*

James Smith

Title

XYZ Burrito Factory

August 23, 2013

Recordkeeping Requirements

CACFP **original** records (not photocopies) must be maintained on site (for independent facilities), be accessible during licensed business hours and be available for review within one hour of a state representative's arrival. Sponsoring Organizations of two or more facilities must maintain original records during licensed business hours at the location identified in the Management Plan and be available for review within one hour of a state representative's arrival.

Original records (not copies) must be retained for three full fiscal years (October 1 through September 30) after the final claim for the fiscal year was submitted and for longer than three years if audit findings have not been resolved. For example, records for March 2012 must be kept until three years after the September 2012 claim is filed.

CACFP forms are available under Applications and Forms at: <http://health.mo.gov/cacfp>

CACFP Posters are available under Publications at: <http://health.mo.gov/cacfp>

Daily Attendance Record - (CACFP-213); **Monthly Time In/Time Out Record** (CACFP-224); or **Time In/Time Out Record** - (CACFP-221)

A daily attendance record of each child is **required** for completing reimbursement claims. Keep an active record on a clipboard or in a folder.

Keep current month attendance on a clipboard(s) or in a binder. File completed monthly records in a manila envelope or folder labeled with the appropriate month and year.

Meal Count Record

Daily meal count (tally) records are **required** and must be recorded at the time of service (point of service) for each meal and/or snack the center is approved to claim for reimbursement. **Keep active (current month) record(s) on a clipboard or in a binder. File these records with the daily attendance records. File completed records in a binder or envelope labeled with month and year.**

Menus for each approved Meal Type (Snack, Supper and Breakfast and Lunch if applicable)

Daily dated menus are required to verify that the CACFP meal pattern requirements are in compliance with Regulation. The original menu noting menu substitutions must be retained. (Use of the CACFP Snack and Supper menu form is recommended but not required).

Keep the current active menu on a clipboard or in a folder. When completed, file the menu in the folder or envelope for the month.

Food Service Expenses

Original itemized food and milk receipts and invoices for food service supply purchases (non-food) must be kept to verify that CACFP funds are used to support the food service. Handwritten receipts are not accepted.

Place in a folder or envelope labeled with month and year.

Documentation of Non-Profit Foodservice - (CACFP-214)

This record must be completed any month when receipts for food and food service supplies total less than the CACFP claim. Record the salary of the cook and other food service staff that includes hours spent on food service tasks. Salary and time devoted administratively to recordkeeping may also be counted.

Place in a folder or envelope labeled with month and year.

Commercially Processed Food Documentation

If your center uses commercially processed foods (such as chicken nuggets, fish sticks, ravioli, etc.) documentation of meal pattern contribution(s) is required to include: Child Nutrition (CN) labels; manufacturer's product formulation statement; or facility product analysis documentation.

File in folder or notebook.

Medical Food Substitution Record - (CACFP-227)

Required when food substitutions are necessary and authorized by a medical authority for children with a diagnosed disability and with medical or special dietary needs.

File in individual child's file.

Title XX Documentation – For-Profit child care centers only

Documentation includes Family Support Division (FSD) vendor invoices, a copy of the contract with FSD for vendor children and an enrollment roster with names of vendor children marked or verification for free or reduced price meals based on family income (Income Eligibility Form).

File in folder or notebook.

CACFP Annual Training Documentation - (CACFP 222)

Documentation of annual CACFP training for the center staff is required. Use of the CACFP provided form is not required but training must include CACFP required topics.

File in folder or notebook.

Beneficiary (racial/ethnic) Data - (CACFP-226)

Documentation of annual completion of this form is required.

File in folder or notebook.

Sanitation and Fire Inspection Reports (if applicable)

File in folder or notebook.

Catered or Vended Meals, if applicable

Center must maintain a copy of the food service management company contract or agreement, current health inspection.

File in folder or notebook.

Production Records for all catered (vended) meals.

File in folder or notebook.

Record of snack and/or meals prepared or delivered for each meal service

File in folder or notebook.

Current CACFP contract (valid for five years)
File in folder or notebook.

The following items **must** be posted in an area that is visible to the public:

- “And Justice for All Poster” with current Federal Relay Service contact information
- Current Child Care License **or** License Exempt Letter (DC-100), if applicable

Additional Records required for SPONSORING ORGANIZATIONS (SOs)

SOs are contractors responsible for two or more centers, either under the sponsor’s jurisdiction (affiliated) or not under the corporate umbrella (unaffiliated). The SO must maintain all center records (originals) at a central location identified in the Management Plan during licensed business hours and be available for review within one hour of a state representative’s arrival.

Site Visit Monitoring Reports – (CACFP 404)

The SO must monitor each center for Program compliance at least three times every year (within a 12 month period).

Records documenting attendance at training of each staff member with Monitoring responsibilities.

Documentation of Disbursements

The SO must have documentation of the dates and amount of disbursement made to each facility within 5 working days from the CACFP claims processing date (unaffiliated centers only).



Organizing Records



- 3 - ring binder(s)
- File box or cabinet
- 3 hole punch
- 12 large envelopes - 1 for each month
- Clipboard(s)
- File folders
- Colored highlight markers

Centers must complete these records **daily** and maintain on a clipboard or in a folder. At end of month file original records with monthly records (in a labeled binder or notebook):

- Daily Attendance records and/or sign - in/out records
- Daily Meal count records – documented at point of service
- Daily Dated Menus – meals served that meet Program requirements
- Daily Meal Delivery – daily number of snacks and/or meals prepared or delivered (if vended) for each meal service

Centers **MUST** maintain these original records **monthly**:

- Program activities documentation – each site must have documentation of organized, regularly scheduled enrichment or educational activities (structured and supervised)
- Original machine generated itemized CACFP food and milk receipts
- Non-food Program supplies
- Documentation of Program labor cost
- Documentation of non-profit foodservice
- Commercially processed food documentation (CN labels)
- Food Production records – required for centers using a caterer or contract food service management company

Centers must maintain these original (not photocopies) records **yearly**

- CACFP training documentation
- Medical food substitution records
- Sanitation and fire inspection reports
- For contracted/catered meals, original contract or agreement and annual renewal with Food Service Management Company (FSMC)
- Beneficiary data report (racial/ethnic)
- Site Visit Monitoring Reports – for Sponsoring Organizations (SOs)

Additional guidance can be found in the At Risk After School Program Policy and Procedure Manual available under Laws, Regulations & Manuals at: www.health.mo.gov/cacfp

All required records must be maintained on location during (licensed) hours of business and available for review within **one hour** of arrival by state officials. CACFP records must be retained for three years after the end of the fiscal year to which they pertain. The fiscal year is October 1 through September 30.

Meal Types and Recordkeeping

Definition - “Institution” means a sponsoring organization, independent at-risk after school center, child care center, outside-school-hours care center, homeless or emergency shelter, or adult day care center which enters into an agreement with the State agency (MDHSS-BCFNA) to assume final administrative and financial responsibility for Program (CACFP) operations.

1. **ON SITE** – meal preparation, also called “self prep” means meals are prepared in the kitchen at the institution’s physical location by the institution’s employee(s). The institution will follow the basic recordkeeping requirements of the CACFP.

2. **CENTRAL KITCHEN** – means meals are prepared in a kitchen at one of the institution’s physical locations by the institution’s employee(s) and delivered to another one of the institution’s physical locations. The institution will follow the basic recordkeeping requirements of the CACFP.

3. **SCHOOL** – means an institution that contracts with a *public or private non-profit school* for preparing and, unless otherwise provided for, delivering meals, with or without milk for use in the Program. Institutions who obtain their meals through a public or private school that participates in the National School Lunch Program (NSLP) or School Breakfast Program (SBP) must sign an annual agreement (non competitive bid process) with the school to provide meals to the organization. An example of this type of agreement is when a school provides meals to a Head Start center.

A prototype of the **non competitive process “Sample Agreement”** can be located at: http://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/pdf/Contracting_Food_Svc.pdf ; the “*Sample Agreement*” is located under Section C (Non-Competitive Process). Federal regulations exempt organizations from having to competitively bid for catered meals when those meals are purchased through schools participating in the National School Lunch or School Breakfast Programs.

Additional recordkeeping is required when a CACFP institution obtains meals from a school. The **school/district** that provides meals to institutions under an *agreement* must provide the following documentation to the CACFP contractor on a weekly, or no less than a monthly basis:

- Food costs to substantiate the reimbursement
- Daily dated menus using a minimum of a two week menu cycle
- Daily meal delivery tickets to verify the amount of food and/or number of meals provided to the center
- Production records - refer to Sections 7.7 in the Policy and Procedure Manual for At-Risk After School Programs

It is the responsibility of the institution to monitor the requirements of the agreement for compliance with the CACFP requirements. First occurrence meal disallowances will be taken at the CACFP monitoring review in the following instances when:

- There is no or inadequate commercially processed food documentation (such as CN labels)
- When catered meals are not supported by production records

4. COMMERCIAL VENDOR – also called a **Food Service Management Company (FSMC) or Caterer** is a *for-profit business* that an institution may contract with for preparing and, unless otherwise provided for, delivering meals, with or without milk for use in the Program. The total amount that the institution contracts meals for (food purchases less than or greater than \$150,000 per year) will determine the required bid process. Institutions participating in the Child and Adult Care Food Program (CACFP) who plan to purchase meals served to program participants from a **commercial vendor** (caterer, vendor, or Food Service Management Company) must follow proper procedures in purchasing these services. The bid prototypes and CACFP process requirements are located on the website at:

http://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/pdf/Contracting_Food_Svc.pdf .

The goal of the bid process is to allow free and open competition in obtaining meal services from the lowest and best bidder.

Informal Competitive Bid Process - Institutions that will expend (pay out) **less than \$150,000 per year** on catered meals must follow an **informal bid process** to obtain their meals. Food contract less than \$150,000 (informal bids) require that the contract prototype and the “*Documentation of Vendor Contact*” forms be completed and submitted for MDHSS-BCFNA approval. Documentation that at least three reputable catering companies were contacted to obtain price quotes must be submitted to MDHSS-BCFNA. These documents are located under Section B of the “*Contracting for Food Services*” document.

Formal Competitive Bid Process - Institutions that will expend (pay out) **\$150,000 or more per year** on catered meals must follow a **formal competitive bid process** to obtain their meals. This formal bid process is located in Section A of the “*Contracting for Food Services*” document.

Commercial vendor contracts are signed between the institution and the FSMC for a one year period with provision to extend the original contract for up to four, one year extensions (five years maximum). **The institution must also provide CACFP annual “Extension for Food Service Contract” documentation.** The contract extension form and instructions are located in the formal bid process of the “*Contracting for Food Services*” document. Annual contract extensions must be submitted to MDHSS-BCFNA and the “contract begin date” and “contract end date” must be entered on the CACFP application/claims data base at:

<https://dhssweb04.dhss.mo.gov/cnp/>.

Additional recordkeeping is required when a CACFP institution obtains meals from a commercial vendor. The **commercial vendor/caterer** that provides meals to institutions must provide the following documentation to the CACFP contractor on a daily, a weekly, or no less than a monthly basis:

- Food costs to substantiate the reimbursement
- Daily dated menus using a minimum of a two week menu cycle
- Daily meal delivery tickets to verify the amount of food and/or number of meals provided to the center
- Production records - refer to Sections 7.7 in the Policy and Procedure Manual for At-Risk After School Programs
- Documentation of paid invoices to verify contractual accountability
- Meals per labor hour recordkeeping to document staff allocation

Federal regulations prohibit institutions from contracting out the management responsibilities of the CACFP, including but not limited to:

- Ordering meals
- Maintaining program records
- Submitting claims for meal reimbursement
- Training and monitoring
- Determining eligibility for free or reduced-price meals

The institution must monitor the conditions set forth in the food service contract and compliance with CACFP requirements. The MDHSS-BCFNA will not intervene in contract disputes.

During a CACFP monitoring review, the Nutritionist will make first time meal disallowances in the following instances:

- When there is no or inadequate processed food documentation (such as CN labels)
- When there are no production records or
- When the production records indicate that the caterer did not provide enough food to meet the minimum portion requirement

Daily Menu Planning and Production Record

Date	Meal	Menu	Number to be served	Food items used	Amount prepared or served

Menu Checklist:

1. Does each snack contain at least two components, each from a different food group?
2. Have you been very specific about the type of item to be served and how it is prepared?
3. Have you been specific about the package sizes and/or weight of food prepared?

Daily Menu Planning and Production Record SAMPLE

Date	Meal	Menu	Number to be served	Food items used	Amount prepared or served
9/10	Supper	Baked Fish Fillets Macaroni and Cheese Green Beans Peach Slices Milk	40	Fish Macaroni Green Beans Peaches Milk	2.5 pounds 2 pounds 1 #10 can 2 #10 cans 40 ½ pints
9/10	Snack	Blueberry Muffins Apple Juice	65	Muffins Apple Juice	65 – 3 ounce muffins 5 – 64 ounce cans
9/11	Supper	Hamburger on a bun French Fries Mixed Fruit Cup Milk	35	Ground beef patties Frozen French Fries Fruit Cocktail Buns Milk	35 – 3.2 ounce patties 10 pounds 2 #10 cans 3 – 16 ounce pkgs. 35 ½ pints
9/11	Snack	Cheerios Milk	55	Cheerios Milk	3 – 24 ounce boxes 55 ½ pints

Menu Checklist:

1. Does each snack contain at least two components, each from a different food group?
2. Have you been very specific about the type of item to be served and how it is prepared?
3. Have you been specific about the package sizes and/or weight of food prepared.

Agreement to Furnish Food Service

THIS AGREEMENT is made and entered into between (school) _____
 _____ and the (independent center or sponsoring organization)
 _____.

WHEREAS the facilities of the (center or sponsor) _____
 are not adequate for preparing and serving meals to enrolled children, while the facilities of
 the (school) _____ are adequate to serve
 meals to participants. The (school) _____
 agrees to supply meals (inclusive/exclusive) of milk to (center or sponsor) _____
 _____ with and for the rates herein listed:

Breakfast..... \$ _____ each	Lunch..... \$ _____ each
Snacks..... \$ _____ each	Supper..... \$ _____ each

It is further agreed that the (school) _____,
 pursuant to the provisions of the Child and Adult Care Food Program (CACFP) regulations,
 attached copy of which is part of this agreement, will assure that said meals meet the minimum
 meal pattern requirements as to nutritive value and content, and will maintain full and accurate
 records that the (center or sponsor) _____
 will need to meet its responsibility including menu records containing the amount of food
 prepared and daily number of mails delivered by type.

These records must be reported to the (center or sponsor) _____
 _____ promptly at the end of the month. (School) _____
 _____ agrees also to retain records required under the preceding clause for a
 period of three years after the end of the fiscal year to which they pertain (or longer, if an audit is
 in progress); and upon request, to make all accounts and records pertaining to the CACFP
 available to representatives of the Missouri Department of Health and Senior Services, the U.S.
 Department of Agriculture, and the General Accounting Office for audit or administrative review
 at a reasonable time and place.

This agreement shall be effective as of (date) _____. It may be terminated by
 notice in writing given by any party hereto to the other parties at least 30 days prior to the date of
 termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the dates
 indicated below:

_____ School Official	_____ Center/Sponsor Official
_____ Title	_____ Date
_____ Title	_____ Date

DOCUMENTATION OF VENDOR CONTACT

FOOD CONTRACTS LESS THAN \$150,000

Instructions: Completed form to be sent to the State agency with the Food Service Management Contract

	Vendor Name Address Telephone Contact Person	Date of Contact	Method of Contact (phone, fax, in person, etc.)	Price Per Meal				Total Price Quote
				Meal	Unit Price	Estimated Servings per Day	Estimated Number of Days	
VENDOR 1				Breakfast				
				Lunch				
				Snack				
				Supper				
VENDOR 2				Breakfast				
				Lunch				
				Snack				
				Supper				
VENDOR 3				Breakfast				
				Lunch				
				Snack				
				Supper				

Outside School Hours Care Centers and At-risk Afterschool Care Centers Comparison Chart

The chart below highlights the differences between two components of the Child and Adult Care Food Program that provide reimbursement for meals served in Outside School Hours Care Centers and At-risk Afterschool Care Centers

Requirement	OSHCC	At-risk Afterschool Centers
Eligible Institutions	Public, private nonprofit, or qualifying for-profit centers [7 CFR §226.19(a)].	Public, private nonprofit, or qualifying for-profit centers [7 CFR §226.17a(a)].
Licensing	Licensing not required unless there is a State or local requirement for licensing. If there is no State or local requirement for licensing, then centers must meet State or local health and safety standards [7 CFR §226.6(d)].	Licensing not required unless there is a State or local requirement for licensing. If there is no State or local requirement for licensing, then centers must meet State or local health and safety standards [7 CFR §226.6(d)].
Determination of Reimbursement	Program may operate in any area. Individual free and reduced-price applications are collected to determine level of reimbursement (free, reduced price, and paid) [7 CFR§226.19(b)(7)(i)].	Program must be located in a geographic area served by a school in which 50 percent or more of the children enrolled are eligible for free or reduced price meals. All meals and snacks are reimbursed at the free rate [7 CFR §226.17a(i)].
Age of Participants	12 years of age and under, children age 15 and under who are children of migrant workers, and persons of any age who meet the definition of “Persons with disabilities”[7CFR§226.19(b)(3)].	School-age children through age 18 (or 19 if the individual turns 19 during the school year) and persons of any age who meet the definition of “Persons with disabilities” [7CFR §226.17a(c)].
Type of Meals Eligible for Reimbursement	Breakfast, snack, and supper. Lunch may be served during school vacations during the regular school year [7 CFR§226.19(b)(4)].	Snack and supper. Breakfast or lunch may be served in lieu of supper on weekends, holidays, or during school vacations during the regular school year [7 CFR §226.17a(k)].
Number of Reimbursable Meals	Maximum of two meals and one snack or two snacks and one meal per child per day [7 CFR §226.19(b)(5)].	Maximum of one snack and one meal per child per day [7 CFR §226.17a(k)].
Meal Patterns	CACFP meal patterns [7 CFR §226.20(c)].	CACFP meal patterns [7 CFR §226.20(c)].
Meal Service Periods	School days, weekends, and holidays; no weekend-only programs [7 CFR §226.19(b)(4)].	School days, weekends, and holidays during the regular school year [7 CFR §226.17a(b)].
Time Restrictions for Meal Service	None.	Meals must be served after school, except on weekends and holidays, when meals may be served at any time of day, as approved by the State agency [7 CFR §226.17a(m)].

At-Risk After School and Outside School Hours Care Center Resources

Below is a list of available at-risk after school program resources including regulations, required notices, rates, and meal service/planning guides.

Building for the Future Notice

This notice describes CACFP, its eligibility requirements, and the types of meals that can be served.

English version: <http://www.fns.usda.gov/cnd/care/Publications/pdf/4Future.pdf>.

Spanish version: <http://www.fns.usda.gov/cnd/care/Publications/pdf/Build4Future.pdf>.

CACFP At-risk Afterschool Meals Best Practices, 2011 Final Report

The CACFP At-risk Afterschool Meals Best Practices Report identifies best practices that pilot State agencies and their sponsors used to implement and administer the at-risk afterschool meals component of the CACFP, challenges these State agencies and sponsors encountered and solutions they developed.

http://www.fns.usda.gov/cnd/care/Publications/pdf/Best_Practices_Report.pdf

CACFP Required Meal Patterns

http://www.fns.usda.gov/cnd/care/programbasics/meals/meal_patterns.htm

Code of Federal Regulations

<http://www.gpoaccess.gov/cfr/>

Dietary Guidelines for Americans

The Dietary Guidelines for Americans are the cornerstone for Federal nutrition policy and nutrition education activities.

www.dietaryguidelines.gov

Food and Nutrition Service (FNS)

The Food and Nutrition Service administers the Child and Adult Care Food Program on the federal level.

www.fns.usda.gov

MyPlate

MyPlate was developed as an effort to promote healthy eating to consumers. The MyPlate icon is easy to understand and it helps to promote messages based on the 2010 Dietary Guidelines for Americans.

www.choosemyplate.gov

National Food Service Management Institute

The National Food Service Management Institute (NFSMI), part of the School of Applied Science at The University of Mississippi, offers in-person training at little or no cost and free online courses designed to support the professional development of child nutrition program and child care personnel at all levels of responsibility. The Institute also delivers free training resources managers can use to train their staff.

www.nfsmi.org

Reimbursement Rates

www.fns.usda.gov/cnd/care/ProgramBasics/Rates/ReimbursementRates_Current.htm

State Agency Contact Information

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

Team Nutrition

Team Nutrition is an initiative of the USDA Food and Nutrition Service to support the Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity. Users can download recipes, activity sheets and other nutrition related materials.

<http://teamn nutrition.usda.gov/>

The Healthy Meals Resource System

The Healthy Meals Resource System is an online information center for USDA Child Nutrition Programs (CNP) and has been delivering resources to CNP staff since 1995.

<http://healthymeals.nal.usda.gov>.

Memoranda Issued by FNS Relating to the At-risk Afterschool Meals Component of CACFP

May 31, 2013 - Transitioning from the Summer Food Service Program to the Child and Adult Care Food Program At-risk Afterschool Meals

April 26, 2013 - Guidance Related to the ADA Amendments Act

March 29, 2013 - Additional State Agency Requirements in the Child and Adult Care Food Program

January 24, 2013 - Tax Exempt Status for Private Nonprofit Organizations and Churches in the Child and Adult Care Food Program and the Summer Food Service Program

November 28, 2012 - Streamlining At-risk Meal Participation of School Food Authorities

November 23, 2012 - Determining Area Eligibility Based on School Data

October 2, 2012 - Federal Small Purchase Threshold Adjustment

July 24, 2012 - Tribal Participation in the Child and Adult Care Food Program and the Summer Food Service Program

- July 11, 2012 - Smoothies Offered in Child Nutrition Programs
- May 1, 2012 - Health and Safety Standards for Outside-School-Hours Care Center and At-Risk Afterschool Care Centers
- February 17, 2012 - The At-Risk Afterschool Meals Component of the Child and Adult Care Food Program, Questions and Answers
- January 25, 2012 - Changes to the FNS-44, Report of the Child and Adult Care Food Program
- September 15, 2011 - Child Nutrition Reauthorization 2010: Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Food Program, Questions and Answers.
- May 17, 2011 - Clarification on the Use of Offer Versus Serve and Family Style Meal Service
- May 11, 2011 - Child Nutrition Reauthorization 2010: Water Availability in the Child and Adult Care Food Program
- January 21, 2011 - Eligibility of Expanded Learning Time Programs for Afterschool Snack Service in the National School Lunch Program (NSLP) and the Child and Adult Care Food Program (CACFP)
- December 17, 2010 - Child Nutrition Reauthorization 2010: Elimination of Block Claim Edit Checks in the Child and Adult Care Food Program
- December 17, 2010 - Child Nutrition Reauthorization 2010: Nationwide Expansion of At-Risk Afterschool Meals in the Child and Adult Care Food Program
- July 3, 2007 - Accommodations for Non-Traditional Program Operators
- June 3, 2003 - Review Requirements for At-risk Afterschool Care Centers Participating in the Child and Adult Care Food Program

Reference: *At-Risk Afterschool Meals A Child and Adult Care Food Program Handbook*; U.S. Department of Agriculture, Food and Nutrition Service, Revised July 2013
<http://www.fns.usda.gov/cnd/care/Publications/pdf/Handbook.pdf>

Snack and Supper Menu Exercise

Answer Key

Problems with the menu include:

1. **Monday Snack** – Menu is not creditable since apple juice and carrot sticks are both fruit/vegetable components. You need a second food item from another component.
2. **Monday Lunch** – Menu is not creditable since the second fruit/vegetable is missing. Potato chips are not creditable. Also, the type of fruit served should be specified.
3. **Tuesday Snack** – Menu **is** creditable; however, cheese cubes are not creditable as fluid milk and must be listed under meat/meat alternate component.
4. **Tuesday Lunch** – Menu is not creditable since the meal needs a second fruit/vegetable component. Pizza crust is a bread/grain component.
5. **Wednesday Snack** – Menu is not creditable since pudding is not creditable. Another component must be served.
6. **Wednesday Lunch** – Menu *may* be creditable if the CN label or manufacturer's product statement credits the breading on the chicken nugget as a grain/bread in addition to the meat/meat alternate contribution. Mashed potatoes are a vegetable, not a grain/bread.
7. **Thursday Snack** – Menu **is** creditable.
8. **Thursday Lunch** – Menu is not creditable since the bread/grain component is missing. Baked beans and fries should be listed as the two fruit/vegetable components. Ketchup and pickles are not vegetables; they should be listed as an 'other' item.
9. **Friday Snack** – Menu is not creditable since sherbet is not creditable. This meal needs a second component from any group other than fruit/vegetable.
10. **Friday Lunch** – Menu **is** creditable.

Another menu error – two high fat meats (hotdog & sausage on pizza) were served more than the once a week maximum requirement.

Milk is required at every supper meal; however, you need to note (footnote) or specify the milk type at meals. Note: only low-fat (1%) or fat-free (skim) milk are approved (creditable) for children two years and older.