



## Missouri Eat Smart Child Care Application Cover Sheet

Please complete the following information. Include this form with your application packet.

Center or Home Name	
Sponsor Name (if applicable)	
Name of person completing this application	
Telephone	
Email (if available)	
Address	

Please check the following:

Your facility type: \_\_\_\_ Child Care Center **or** \_\_\_\_ Child Care Home

Level of recognition you are applying for: \_\_\_\_ Intermediate **or** \_\_\_\_ Advanced

Your type of meal service: \_\_\_\_ Catered **or** \_\_\_\_ Prepared on site

For Office Use Only			
Date Application Received		Date Facility Notified if Missing Pieces	
Date Application Reviewed		Reviewer	
Date of Onsite Review		Onsite Reviewer	



## Missouri Eat Smart Child Care Application Check-off Sheet

Please read the application instructions carefully. Make sure that all the following information is included in your application packet:

- Cover Sheet
- Check-off Sheet
- 4 Weeks of recent menus as served
- Menu Worksheets (6 pages)
- All product label information and recipes as asked for in menu worksheets
- A written recipe for all homemade meat/meat alternate and whole grain menu items
- Nutrition Environment Questionnaire
- Copies of all facility policies about food and/or meal service



**Yea, You Did It!**



## Missouri Eat Smart Child Care Application Instructions

### Menu Review

Your menus are an important part of the application. You must submit detailed, accurate information about your child care menus to show that you meet the qualifications to be a Missouri Eat Smart Child Care. Please follow these instructions carefully.

1. Make sure that your menus comply with all the meal pattern requirements of the Child and Adult Care Food Program (CACFP). These requirements can be found at [http://www.dhss.mo.gov/living/wellness/nutrition/foodprograms/cacfp/child\\_care.php#Meal\\_requirements](http://www.dhss.mo.gov/living/wellness/nutrition/foodprograms/cacfp/child_care.php#Meal_requirements)
2. Submit copies of four (4) weeks of your most recently served menus. These menus should show what was actually served, so make sure you write in any substitutions. Also make sure these menus are dated. Menu must be at least a 3 week cycle.
3. Menu Worksheets
  - a. Complete a 6 page worksheet for the menus you are submitting. The worksheet asks for information about breakfast, lunch, snack, and general menu items. Read instructions for each Guideline.
  - b. Make sure you use the correct menu worksheet for the Eat Smart level you are applying for – *Intermediate or Advanced*.
  - c. The Instruction column tells you what to list for each Guideline. Make sure you list each item in the correct week column and on the day of the week it was served. You probably won't have something listed in every box.
  - d. Attach additional documentation
    - Each worksheet instruction that has a paper clip  in front of it requires you to submit additional documentation with your application. Make sure each piece of documentation clearly shows which menu item it goes with. For example, you may have clipped a Nutrition Facts label and ingredient list from a package of hamburger buns, but the name of the product might not be on the label. You need to write the product name on the label. **We cannot complete a review of your application until you submit all the information.**
    - Submit a written recipe for all homemade meat/meat alternate and whole grain menu items. "Homemade" means made by the child care facility.

### Nutrition Environment Review

1. Complete the Nutrition Environment Questionnaire about your facility's nutrition related practices. We will schedule a visit to your facility later to observe these and other practices. Your answers to these questions will be helpful when we complete this onsite review.
2. Submit copies of your facility's policies about food and meal service.

**Please return completed application packet to:**  
Missouri Department of Health and Senior Services  
Bureau of Community Food and Nutrition Assistance  
PO Box 570  
Jefferson City, MO 65102



Center Name \_\_\_\_\_

Guidelines- Breakfast	Instructions		Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>B.1.</b> All ready-to-eat and hot <b>cereals</b> offered contain <b>6 grams of sugar</b> or less per serving, as listed on the Nutrition Facts label.</p>	<ul style="list-style-type: none"> <li>List each cereal served. Name the specific cereal brand. <i>Example: Kellogg's Corn Flakes</i></li> <li>Clip and submit the product label including Nutrition Facts panel and ingredient list for each cereal.</li> </ul>	Week 1					
		Week 2					
		Week 3					
		Week 4					
<p><b>B.2. Sweet breakfast items</b>, such as breakfast pastries, donuts, Pop-Tarts and other toaster pastries, sweet rolls, muffins, cereal bars and other sweet breads are served no more than <b>one time every two weeks</b>, or not at all.</p> <p>Foods served with syrup, jam, jelly, table sugar and honey are considered sweet breakfast items.</p> <p>Recipes for homemade items will be evaluated on a case by case basis.</p>	<ul style="list-style-type: none"> <li>List each sweet <b>breakfast</b> item served. Name the specific brand, if applicable.</li> <li>List any sweet items added to breakfast foods. <i>Example: jelly on toast or syrup on pancakes</i></li> <li>If a menu item is homemade, submit a recipe.</li> </ul>	Week 1					
		Week 2					
		Week 3					
		Week 4					



Guidelines- Breakfast	Instructions		Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>B.3.</b> A <b>whole grain</b> food is served at least <b>three breakfasts per week.</b></p>	<ul style="list-style-type: none"> <li>List each whole grain food served for <b>breakfast.</b></li> <li>Submit the product label including the ingredient list for each whole grain food.</li> <li>If the whole grain food is homemade, include the recipe.</li> </ul>	Week 1					
		Week 2					
		Week 3					
		Week 4					
<p><b>B.4.</b> Fresh, frozen, canned (packed in water or 100% juice, without added sugar) or dried <b>fruits or vegetables</b> are served for <b>breakfast every day.</b></p> <p><b>B.4. Fresh</b> fruits or vegetables are served at least <b>one breakfast per week.</b></p>	<ul style="list-style-type: none"> <li>List each specific fruit, vegetable and/or juice served for <b>breakfast.</b></li> <li>Tell if the fruit or vegetable is- Fresh or Raw - R Canned - C Frozen - F Dried - D</li> <li>If fruit is frozen or canned, submit product label including ingredient list.</li> </ul>	Week 1					
		Week 2					
		Week 3					
		Week 4					
<p><b>B.6.</b> A <b>meat/meat alternate</b> is provided at breakfast <b>two days per week.</b></p> <p>High fat and salty processed meats may not be provided at breakfast. These include meat items listed in Guideline L.1.</p>	<ul style="list-style-type: none"> <li>List all meat/meat alternate meal components served for <b>breakfast.</b></li> </ul>	Week 1					
		Week 2					
		Week 3					
		Week 4					



Guidelines-Lunch/Supper	Instructions		Monday	Tuesday	Wednesday	Thursday	Friday
<p><u>L.1. Limit <b>highly processed meat, poultry and fish</b> (including any meat/meat alternate that requires CN documentation) to <b>one time per week</b>.</u></p> <p>This includes, but is not limited to, chicken nuggets, fish sticks, chicken patties, pork patties, Salisbury steak, pizza, ravioli, meatballs, corn dogs, hot dogs, bologna, pepperoni, sausages, Spam, Treet, liverwurst, salami, and other luncheon meats.</p>	<ul style="list-style-type: none"> <li>List all of these types of meats served at <b>lunch</b>.</li> </ul> <ul style="list-style-type: none"> <li>Submit the Nutrition Facts panel and the Child Nutrition Label (CN Label) for each item listed. Make sure the name of the item is listed on each label.</li> <li>Submit a recipe for any homemade entrees.</li> </ul>	Week 1					
		Week 2					
		Week 3					
		Week 4					
<p><u>L.2. A <b>whole grain</b> food is served at least <b>three lunches per week</b>.</u></p>	<ul style="list-style-type: none"> <li>List each whole grain food served for <b>lunch</b>.</li> </ul> <ul style="list-style-type: none"> <li>Submit the product label including the ingredient list for each whole grain food.</li> <li>Submit the recipe for any homemade whole grain items.</li> </ul>	Week 1					
		Week 2					
		Week 3					
		Week 4					



Guidelines- Lunch/Supper	Instructions		Monday	Tuesday	Wednesday	Thursday	Friday
<p><u>L.3.</u> Fresh (<u>raw</u>) <u>fruits or vegetables</u> are served <u>three or more times per week</u>.</p> <p><u>P.3.</u> Juice is not served at lunch and supper meals.</p>	<ul style="list-style-type: none"> <li>List each fruit and/or vegetable served for <b>lunch</b>.</li> <li>Tell if the fruit or vegetable is- Fresh or Raw - R Canned - C Frozen - F Dried - D</li> </ul> <p>☐ If fruit is frozen or canned, submit product label including ingredient list.</p>	Week 1					
		Week 2					
		Week 3					
		Week 4					



Guidelines- Snack	Instructions		Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>S.1. <u>Sweet and high fat snack items</u></b>, such as sweet pastry items, toaster pastries, donuts, cookies, cakes, pie, quick breads, cereal bars, etc., AND croissants and grain-based snack chips are served no more than <b><u>one time every two weeks</u></b>, or not at all.</p> <p>Recipes for homemade items will be evaluated on a case by case basis.</p>	<ul style="list-style-type: none"> <li>List all of these types of menu items served at <b>snack</b>. List specific brand names.</li> <li>If a menu item is homemade, submit a recipe.</li> </ul>	Week 1					
		Week 2					
		Week 3					
		Week 4					
<p><b>S.2. <u>Two or more snacks per week contain a meat/meat alternate.</u></b></p> <p>High fat and salty processed meats may not be provided at snack. These include meat items listed in Guideline L.1.</p>	<ul style="list-style-type: none"> <li>List all meat/meat alternate items served at <b>snack</b>.</li> <li>If a menu item includes several ingredients, list all ingredients or submit a recipe. <i>Example: Ants on a Log = celery sticks, peanut butter, raisins</i></li> </ul>	Week 1					
		Week 2					
		Week 3					
		Week 4					



Guidelines- Snack	Instructions		Monday	Tuesday	Wednesday	Thursday	Friday
<p><u>S.3.</u> Fresh, frozen, canned (packed in water or 100% juice, without added sugar) or dried <b>fruits or vegetables</b> are served at least <b>three snacks per week</b>.</p>	<ul style="list-style-type: none"> <li>List each specific fruit, vegetable and/or juice served for <b>snack</b></li> <li>Tell the form of the fruit or vegetable (Fresh or Raw – R, Canned – C, Frozen – F, Dried - D)</li> <li>If fruit is frozen or canned, submit product label including ingredient list.</li> </ul>	Week 1					
		Week 2					
		Week 3					
		Week 4					
<p><u>S.4.</u> A <b>whole grain</b> food is served at least <b>two snacks per week</b>.</p>	<ul style="list-style-type: none"> <li>List all whole grain items served at <b>snack</b>.</li> <li>Submit the product label including the ingredient list for each whole grain food.</li> <li>Submit the recipe for any homemade whole grain items.</li> </ul>	Week 1					
		Week 2					
		Week 3					
		Week 4					

Guidelines- Overall Meal Pattern	Instructions	
<u>P.2.</u> Dark green or orange fruits or vegetables are served at least <b>three times per week</b> .	<ul style="list-style-type: none"> <li>Count all dark green and orange fruits and vegetables served at all meals and snacks.</li> </ul>	
<u>P.3.</u> 100% <b>juice</b> is served <b>no more than three times per week</b> , or not at all.	<ul style="list-style-type: none"> <li>List the kind, including brand, of any juices served. Write when it was served. Submit ingredient lists.</li> <li><b>Example: Tree Top 100% Apple Juice. Week 1, Mon.</b></li> </ul>	
<u>P.5.</u> No foods containing artificial sweeteners are served.	<ul style="list-style-type: none"> <li>Check and submit product labels/ingredient lists of any menu items that might contain artificial sweeteners. This includes sugar-free and 'lite' versions of products, such as yogurt, syrup, jam, jelly and canned fruits.</li> </ul>	
<u>P.6.</u> Only <b>skim (nonfat) or low fat (½% or 1%) milk</b> is served, flavored or unflavored.	<ul style="list-style-type: none"> <li>List the type of milk served to children 2 years and older.</li> </ul>	



## Missouri Eat Smart Guidelines for Child Care

### Nutrition Environment Questionnaire

1. Does your facility serve meals family style?  Yes  No  Sometimes
2. Do teachers sit and eat with the children at meal time?  Yes  No  Sometimes
3. Who decides the amount of each food that is put on children's plates?  
 The cook  The child  The teacher  Other person
4. Describe how staff encourage children to eat or taste foods.

5. Briefly describe how children are rewarded for good behavior.

6. Does your facility ask families to sell any food items as fundraisers?  Yes  No  
If yes, list food items you have sold.

7. Describe the kinds of food children have for holidays and other celebrations at your facility.

8. Who provides the food for celebrations?  Parents  The facility

9. Does your facility have written policies regarding holidays and other celebrations?  
 Yes  No If yes, please submit a copy of your policies.

10. Does your facility teach nutrition to children?  Yes  No  
If yes, describe how this is done.

How often is nutrition education provided?

What materials are used?

What ages of children are taught nutrition?

11. Do children watch television in your facility?  Yes  No  
If yes, when do they watch it?

† Please submit copies of any written information your facility has about your food or meal service practices. This may include staff training materials, parent handbooks, policies, or other documents.