Child & Adult Care Food Program Manual for Adult Day Care Centers



Missouri Department of Health & Senior Services Division of Community & Public Health Bureau of Community Food & Nutrition Assistance P.O. Box 570 Jefferson City, MO 65102 Telephone: 800-733-6251 Fax: 573-526-3679 E-mail: <u>CACFP@health.mo.gov</u> www.health.mo.gov/cacfp

Missouri Department of Health & Senior Services

Child & Adult Care Food Program Manual for Adult Day Care Centers

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <u>https://www.usda.gov/sites/default/files/documents/ad-3027.pdf</u>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

- 2. fax:
 - (833) 256-1665 or (202) 690-7442; or
- 3. email: Program.Intake@usda.gov

This institution is an equal opportunity provider.

Table of Contents

Section 1: Overview of CACFP1
How to Contact the Program
Training Objectives
Benefits of the Child and Adult Care Food Program
Performance Standards
Program Integrity and Management Tools and Resources
Discovering Problems
Section 2: CACFP Records11
Eligibility Requirements
Enrollment Records
Enrollment Form for Adult Day Care Centers (MO 500-3392)
Completing Enrollment Roster
Enrollment Roster (CACFP-220)
Individual Plan of Care
Attendance Records
Daily Attendance Record
Time In / Time Out Records
Time In / Time Out Record (CACFP-221)
Meal Count Record
Meal Count (CACFP-225)
Meal Count Consolidation (CACFP-653)
Claim for Reimbursement
For Profit Center Claim Procedures
Example Claim
Exercise Time #1-3

Section 3: Financial Management 41
Financial Management and Non-Profit Documentation
Documentation of Nonprofit Foodservice (CACFP-214)
Section 4: Training and Civil Rights
Training Requirements
Annual CACFP Training Documentation (CACFP-222)
Civil Rights Requirements
Beneficiary Data Report (CACFP-226)
Section 5: Monitoring Reviews55
Monitoring Reviews
Materials Needed for Monitoring Review (CACFP-656)
Appeal Procedure
Section 6: Menu Planning and Meal Pattern 63
Healthy Meals and Nutrition Environment
Family Style Meal Service
Menu Planning Guidelines
Five Meal Components
MilkPart of a Healthy Eating Pattern
Choose Yogurts That Are Lower in Sugar
Identifying Whole Grain-Rich
Identifying Whole Grain-Rich Foods for the CACFP Using the Ingredient List
Choose Breakfast Cereals That Are Lower in Sugar
Grain-Based Desserts in the CACFP
Using Ounce Equivalents for Grains in the CACFP
Grain Requirements for the CACFP

Food Charts (Breakfast, Lunch and Supper, Snack)

Menu Templates

Exercise #4 Find the Errors on the Menu

Section 7: Meal Pattern Substitutions and Processed Food Documentation...... 117

Food Substitutions and Variations

Fluid Milk Substitutions

Medical Statement to Request Special Meal and/or Accommodations (MO 580-3401)

Non-Creditable Foods List

CN Labels

Production Formulation Statement

Procurement of Goods and Services

Meal Preparation and Contracting for Food Services

Production Record (CACFP-660)

Daily Meal Receiving Log (CACFP/SFSP-645)

Meal Communication and Credit Log (CACFP/SFSP-646)

Section 9: Sponsoring Organizations141

Sponsoring Organization Reviews

Sponsored Centers Site Visit Report-Review by Sponsor (CACFP-404)

Section 10: Recordkeeping...... 149

Recordkeeping Responsibilities

Organizing Records

Section 11: Resources
Online Child Care Resources
Reducing the Risk of Choking in Young Children at Mealtimes
Offering Water in the USDA CACFP
CACFP Milk Requirements
Serving Meats and Meat Alternates at Breakfast
Serving Meats and Meat Alternates at Lunch and Supper in the USDA CACFP
Serving Vegetables in the CACFP
Adding Whole Grains to Your CACFP Menu
Crediting Single-Serving Packages of Grains in the CACFP
Crediting Store-Bought Combination Baby Foods in the CACFP
Section 12: Answer Keys179
Exercise #1 Daily Attendance
Exercise #2 Meal Count Record
Exercise #3 Meal Count Consolidation
Exercise #3 Center Claim
Exercise #4 Bad Apple Day Care Menu