

# Child & Adult Care Food Program Manual for Emergency Shelters



Missouri Department of Health & Senior Services  
Community & Public Health  
Community Food & Nutrition Assistance  
P.O. Box 570  
Jefferson City, MO 65102  
Telephone: 800-733-6251  
Fax: 573-526-3679  
E-mail: [CACFP@health.mo.gov](mailto:CACFP@health.mo.gov)  
[www.health.mo.gov/cacfp](http://www.health.mo.gov/cacfp)



# Missouri Department of Health & Senior Services

## Child & Adult Care Food Program Manual for Emergency Shelters

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, audiotope, 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: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, 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](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.



# Table of Contents

## **Section 1: Overview of CACFP ..... 1**

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 Records ..... 11**

Enrollment Records

Child Care Enrollment Form (MO 500-3317)

CACFP Enrollment Form for Child care Centers (CACFP-229)

Completing Enrollment Roster

Enrollment Roster (CACFP-220)

Attendance Records

Daily Attendance Record

Time In / Time Out Records

Time In / Time Out Record (CACFP-221)

Monthly Attendance Time In / Time Out Record (CACFP-224)

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

<b>Section 3: Financial Management .....</b>	<b>23</b>
Financial Management and Non-Profit Documentation	
Documentation of Nonprofit Foodservice (CACFP-214)	
<b>Section 4: Training and Civil Rights.....</b>	<b>33</b>
Training Requirements	
Annual CACFP Training Documentation (CACFP-222)	
Civil Rights Compliance & WIC Information	
Beneficiary Data Report (CACFP-226)	
Outreach and Beneficiary Data Survey (CACFP/SFSP-650)	
<b>Section 5: Monitoring Reviews.....</b>	<b>41</b>
Monitoring Reviews	
Materials Needed for Monitoring Review (CACFP-656)	
Appeal Procedure	
<b>Section 6: Menu Planning and Meal Pattern.....</b>	<b>49</b>
Healthy Meals and Nutrition Environment	
Division of Responsibility	
Family Style Meal Service	
Menu Planning Guidelines	
Five Meal Components	
Milk...Part 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 Equivalent 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: Infant Feeding .....101**

Infant Feeding

Creditable Infant Formulas

Infant and Toddler Feeding Care Plan (MO 500-3306)

Infant Feeding Preference (CACFP-647)

Infant Food Chart

    Individual Infant Meal Record Birth-5 months (MO 580-3186)

    Individual Infant Meal Record 6-11 months (MO 580-3185)

    Menu Example

Infant Feeding: Questions and Answers

Infant and Toddler Resources

Feeding Infants Using Ounce Equivalents for Grains in the CACFP

**Section 8: Meal Pattern Substitutions and Processed Food Documentation ..... 135**

Food Substitutions and Variations

    Medical Statement to Request Special Meals and/or Accommodations  
    (CACFP-227)

Mini-List of Non-Creditable Foods

Commercially Processed Food Documentation

**Section 9: Procurement, Meal Preparation, and Contracting .....149**

Procurement of Goods and Services

Meal Preparation and Contracting for Food Services

    Production Record (CACFP-223)

    Daily Meal Receiving Log (CACFP/SFSP-645)

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

<b>Section 10: Sponsoring Organizations .....</b>	<b>159</b>
Sponsoring Organization Reviews	
Sponsored Centers Site Visit Report-Review by Sponsor (CACFP-404)	
<b>Section 11: Recordkeeping.....</b>	<b>167</b>
Recordkeeping Responsibilities	
Organizing Records	
<b>Section 12: Resources .....</b>	<b>177</b>
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	