

Child & Adult Care Food Program Manual for Family Day Care Homes and Group Homes



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Missouri Department of Health & Senior Services

Family Daycare Homes Program Manual for Child Care Centers

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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

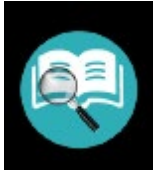
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SECTION 1: Overview of CACFP

CACFP serves nutritious meals and snacks to eligible children enrolled in care at participating family day care homes (FDCH) and group homes. FDCHs and group homes participating in CACFP must follow program regulations.

- How to Contact the Program
- Training Objectives
- Benefits
- Eligibility Requirements
- Performance Standards
- Program Integrity and Management Tools and Resources
- Discovering Problems
- Household Contacts

How to Contact the Program

For questions about the Child and Adult Care Food Program (CACFP) and requests for technical assistance, 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 Drive
Jefferson City, MO 65102

1-800-733-6251

1-573-536-1599

Fax: 573-526-3679

Email: Melanie.Blochberger@health.mo.gov

Training

Online trainings include:

- Under CACFP Training for Child Care Centers:
 - Module 2 Meal Pattern Training
 - Module 3 Infants
- Civil Rights
- CORE (CACFP Operational Resources & Education)

Training Objectives

- Understand the staff's responsibilities for the family day care home (FDCH) and group home providers' participation in the Child and Adult Care Food Program (CACFP).
- Understand the responsibilities of the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) in administering the CACFP.
- Understand how providers meet and comply with CACFP performance standards.
- Understand the importance of accurate recordkeeping and its role in verifying the FDCH's and group home's claims for reimbursement.
- Identify the records that must be maintained by providers and staff to meet regulatory requirements. Explain the procedures for completing each record.
- Understand Civil Rights compliance requirements.
- Use the meal pattern requirements and menu planning process to create nutritious and creditable meals.
- Explain how to use the United States Department of Agriculture Food Buying Guide (FBG) for Child Nutrition Programs and the Crediting Handbook for the CACFP to assist with menu planning.
- Explain the importance of good nutrition in the FDCH and group home setting.



Benefits of the Child and Adult Care Food Program

Child and Adult Care Food Program (CACFP) can help your providers and the families you serve.

The CACFP is a federal program that provides reimbursements for nutritious meals and snacks to eligible children enrolled in care at participating FDCHs and group homes. The CACFP improves the quality of day care and contributes to the wellness, healthy growth, and development of young children in the United States.

CACFP plays a vital role in improving the quality of child care, making it more affordable for the organization. Benefits include:

- FDCHs and group homes may be approved to claim up to two meals (breakfast, lunch, or supper) and one snack (morning, afternoon, or evening) OR two snacks and one meal per enrolled participant in attendance each day.
- Training and technical assistance are available on nutrition, food service operations, program management, nutrition education, and recordkeeping.
- Improved health and well-being of infants and children through age 12 by providing nutritious, well-balanced meals.
- Development of healthy eating habits in children that will last through their lifetime.

Key points to remember about the CACFP:

- Providing nutritious meals and snacks is the primary goal. The mission of the Food and Nutrition Service (FNS) is to provide children and families better access to food and a more healthful diet through its food assistance programs, such as CACFP, and nutrition education efforts in compliance with 7 CFR 226.
- The CACFP is a supplementary program, not an entitlement program, which requires accurate recordkeeping and program compliance.
- United States Department of Agriculture's (USDA) FNS administers the CACFP at the national level, and the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) is the State Agency (SA) that administers the program in Missouri.
- The CACFP is regulated by Congress and the USDA.
- The DHSS-CFNA will conduct CACFP monitoring reviews at all participating FDCHs and group homes and sponsoring organizations pursuant to [7 CFR 226](#).

Eligibility Requirements

Sponsoring Organizations

Sponsoring organizations may participate in the Child and Adult Care Food Program (CACFP) under the following conditions:

- The organization is tax-exempt and is sponsoring one or more family day care homes (FDCH) or group homes.
- The organization applies and is approved under the criteria established by the Department of Health and Senior Services–Community Food and Nutrition Assistance (DHSS-CFNA).

Family Day Care Homes and Group Homes

FDCHs and group homes can participate in the CACFP under the following conditions:

- The home is licensed by the Department of Elementary and Secondary Education – Office of Childhood (DESE-OOC) or a branch of the military; or is registered with the Family Support Division as a Registered Provider.
- A sponsoring organization sponsors the home.
- The home is nonresidential.*
- Child care is conducted in a private residence. **

*A FDCH or group home participating in the CACFP cannot provide day care to the same children for more than 24 hours on a regular basis. Situations may occur where a child may need to be housed overnight due to emergencies out of the parents' control. Thus, the child would be in care for longer than 24 hours. When an **emergency temporary residential** situation occurs, the children may continue to be considered nonresidential for the CACFP. Reimbursement may be claimed in temporary residential situations for up to three consecutive calendar days (72 hours).

**In the CACFP, FDCH and group homes are limited to the provider's private residence, the private residence of another, or a rented or unoccupied private residence. Commercial properties, including churches or schools, are not private residences and are not eligible to participate in the CACFP as FDCHs.

The purpose of the group homes and FDCH is to assist small, home-based day care efforts operated by individuals in their homes. The day care is provided to small groups of children in a private residence.

FDCH and group home providers are limited to one home per provider. A provider may open a second home if one is a limited liability company (LLC) or a limited liability partnership (LLP). The provider will then have another provider at the second location. In instances where more than one provider operates out of the same residence, both individuals must be licensed or appropriately approved at the same residence, care for different children at different times, and each provider must participate under the same sponsoring organization. A provider may only have one contract with DHSS and be paid for one home.

Incorporated Family Day Care Homes and Group Homes

Agreement

The decision for an FDCH or group home to become an LLC or to incorporate (not-for-profit or for-profit) is up to the provider and plays no role in the provider's participation in CACFP. When a provider chooses to become an LLC or incorporate the FDCH or group home and wishes to participate in the CACFP, the owner of the LLC or corporation must have an agreement with the sponsoring organization. Sponsors may only enter into an agreement with a provider as an individual, not as an LLC or corporation.

It should also be noted that providers associated with a corporation may have wages from the corporation rather than the typical self-employment status of home providers. Also, if the provider is a shareholder of the corporation, the provider may receive dividends. Wages and any dividends received from the corporation must be reported as income.

Therefore, because the agreement is with the owner of the LLC or corporation, it is the owner's income that is subjected to the income test for tiering determinations and the purpose of reimbursement of meals served to the provider's children.

Seriously Deficient

Although the agreement is with the owner of the LLC or corporation, in instances where the FDCH or group home is declared seriously deficient (SD) in the operation of the CACFP, the LLC or corporation name must be included in the SD letter. Consequently, if the FDCH or group home is terminated and placed on the National Disqualified List (NDL), the LLC or corporation name must be included on the list.

Authorized Capacity

Per the "[Licensing Rules for Group Child Care Homes and Child Care Centers](#)," 5 CSR 25-500, and the "[Licensing Rules for Family Child Care Homes](#)," 5 CSR 25-400, related children are exempt from licensing requirements in a home. In a home, two related children will not count in capacity. Related children under five years of age will count in the ratio. Relatives 5 years of age and older do not count in capacity. The Department of Social Services does not count children five years of age and older who reside in a Registered Home in the capacity. Capacity may not be exceeded at any time. For purposes of the CACFP, related children in an LLC or incorporated group home or FDCH count in the home's authorized capacity. At no time may a group home or FDCH, including an LLC or incorporated group home or FDCH, claim meals for children over its authorized capacity without the proper shift or overlap approval or as allowed by the Office of Child Care exemptions. Registered homes (six or fewer) with residential children five years of age or older do not count in capacity. All other children count in capacity.

Performance Standards

Financial Viability, Administrative Capability, Program Accountability

The executive director and the board chair or sponsoring organization (SO) and those named as a responsible individual and food program contact must, due to their position in the facility, accept final administrative and financial responsibility for the Child and Adult Care Food Program (CACFP) and ensure that the CACFP is operated with program integrity.

Each new or renewing SO must submit information sufficient to document that it is financially viable, administratively capable of operating the program in accordance with CACFP regulations and has internal controls in place to ensure accountability. To document this, any new SO must demonstrate in its application that it is capable of operating in conformance with the CACFP performance standards.

The DHSS-CFNA must only approve the applications of those new SOs that meet these performance standards and deny the applications of those new SOs that do not meet the standards. In ensuring compliance with these performance standards, the DHSS-CFNA establishes rules and procedures and makes decisions based 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, claim reviews, monitoring reviews; and notice of civil and criminal action.

Each new sponsoring organization (SO) or renewing SO must submit information sufficient to document they are operating in accordance with the **CACFP Performance Standards – Viability, Capability, and Accountability (VCA)** outlined in 7 CFR 226.6(b)(1):

1. The SO must be **Financially Viable**. The SO must have a budget and demonstrate it has adequate financial resources to operate the CACFP on a daily basis, has adequate sources of funds to continue to pay employees and suppliers during periods of temporary interruptions in CACFP payments and/or to pay debts when fiscal claims have been assessed against the SO, and can document financial viability through audits or financial statements. SOs must ensure that CACFP funds are expended and accounted for in accordance with CACFP regulations, 2 CFR 400, and the requirements in FNS Instruction 796-2, rev. 4.

The SO should expect that DHSS-CFNA will review the financial records at least annually. The following records must be made available to DHSS-CFNA upon request:

- At least one month of all the SO's bank account activity that is associated with CACFP will be reviewed against other associated records to verify that the financial transactions meet program requirements.
 - The SO's actual expenditures of CACFP funds and the amount of meal reimbursement funds retained from providers to support the SO's administrative costs will be reviewed.
 - The reported expenditures will be reconciled with program payments to ensure that funds are accounted for fully.
2. The SO must be **Administratively Capable**. The SO must have appropriate and effective management practices in place to provide program benefits to all participants and an adequate number and type of qualified staff to operate the CACFP. An SO must

document in its management plan that it employs staff sufficient to meet the ratio of monitors to facilities, taking into account the factors that DHSS-CFNA will consider in determining an SO's staffing needs, as set forth in CACFP regulations. An SO must have written program policies and procedures that assign program responsibilities and duties. An SO's policies and procedures must also ensure compliance with civil rights requirements.

3. The SO's program must be **Accountable**. The SO must have internal controls and other management systems in effect to ensure fiscal accountability and ensure that the CACFP will operate in accordance with requirements. To demonstrate program accountability, the institution must document that it meets the following criteria:
 - **Board of Directors** – have adequate oversight of the program by an independent governing board of directors.
 - **Fiscal Accountability** – have a financial system with management controls specified in writing. These written operational policies must ensure the following:
 - Fiscal integrity and accountability for all funds and property received, held, and disbursed.
 - The integrity and accountability of all expenses incurred.
 - Claims will be processed accurately and in a timely manner.
 - Funds and property are properly safeguarded and used.
 - Expenses incurred are for authorized program purposes.
 - A system of safeguards and controls is in place to prevent and detect improper financial activities by employees.
 - **Recordkeeping** - maintains appropriate records to document compliance with CACFP requirements, including budgets, accounting records, approved budget amendments, management plans, and appropriate records on facility operations. There must be documentation in the management plan that the organization will provide adequate and regular training for their staff and the FDCH or group home staff.
 - **SO operations** - documentation in the management plan that the SO will perform monitoring to ensure the FDCH and group home accountably and that the home appropriately operates the program and has a system in place to ensure that administrative costs do not exceed the regulatory 15 percent limitation.
 - **Meal Service and other operational requirements** - follow the 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 homes and/or group homes will:
 - Provide meals that meet meal pattern requirements.
 - Comply with licensure or approved 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.
 - Submit claim reimbursement only for eligible meals.

Program Integrity

CACFP regulations define Seriously Deficient (SD) as the status of a sponsoring organization (SO) that has been determined to be non-compliant in one or more aspects of its operation of the program. If the SOs are unwilling or incapable of correcting serious problems, the SD process protects program integrity by removing the institution from the program.

The chairman of the Board of Directors, the executive director, or owner, as well as other person(s) responsible for the Child and Adult Care Food Program (CACFP) operation, such as the responsible individual and the food program contact, noted on Sponsor Information Sheet and the Application/Claims database are considered the “responsible individual(s)” or “responsible principal(s)” of the SO’s. By virtue of the management position as a “responsible principal,” you have administrative and financial responsibility for the oversight, management, and integrity of the CACFP and compliance with applicable regulations.

Should your SO ever be classified as 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) National Disqualified List (NDL). Once on the NDL, the responsible parties named would not be able to work in another organization that participates in the CACFP or any other Child Nutrition Program for up to seven years.

Management Tools and Resources

SOs enter into a contract with Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) to participate in the CACFP. The following management tools and resources are available on the Missouri CACFP website at www.health.mo.gov/cacfp

- CACFP Income Eligibility Guidance
- United States Department of Agriculture Food Buying Guide for Child Nutrition Programs
- Crediting Handbook for the Child and Adult Care Food Program
- Child & Adult Care Food Program Manual for Family Day Care Homes
- “And Justice For All” poster
- Building for the Future flyer and pamphlet
- Missouri WIC outreach poster

Discovering Problems

The following is a management assessment tool that describes some of the more common indicators of program mismanagement identified through federal and state- level internal controls.

Child and Adult Care Food Program Institutions Indicators of Potential or Existing Problems (RED FLAGS!)

Budget/Claim for Reimbursement

Year-to-date claims do not reflect the approved budget.

Questionable or potentially fraudulent meal-claiming practice (e.g., meals claimed when the facility is closed).

Expenditures charged to the nonprofit food service that are not listed on the budget approved by the state agency.

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 the director or family member is the owner of the catering company used for contracted meals or owner of the rented property housing the CACFP sponsoring organization or facility).

Absentee management.

Substantial difference between the number of participants observed at meal time during the monitoring review and the Average Daily Participation (ADP) for the same meal for the review month.

Substantial difference between the attendance documented by the Office of Childhood, Child Care Compliance in the "Show Me Child Care Provider Search" and the ADP for the meal claimed when the Office of Childhood, Child Care Compliance specialist was in the facility.

Audits

Required audits or monitoring reviews are not performed by SOs. Management/Board of Directors does not follow up on corrective action taken.

Other

Health and safety concerns reported from any source.

Household Contacts

Sponsoring Organization's Household Contact Requirement

Household contacts, sometimes referred to as parent audits or parent contacts, must be made by sponsoring organizations (SO) when a Family Day Care Home (FDCH) or group home under an SO's jurisdiction is suspected of Child and Adult Care Food Program (CACFP) mismanagement.

The SO may use the [Sponsoring Organization Household Survey](#) form developed by Community Food and Nutrition Assistance (CFNA), available online at www.health.mo.gov/cacfp - Forms, or develop a form to collect information from parents. The SO can choose the survey method to contact the parents, which can be done by mail, phone, or email. It is strongly recommended that parents are informed of the procedure to be used to contact them when the parent completes the child's enrollment form.

Parents should be strongly encouraged to support SO's efforts to contact them, as the outcome of the contacts can impact the quality of care provided to their child. Homes shall be required to cooperate in the event of a parent audit. If a parent informs a home that they have been contacted by the SO or state or federal officials, the home must encourage the parent to cooperate fully. Any effort on the part of an FDCH to interfere with a household contact would be the basis for a declaration of seriously deficient.

To ensure a good response to a household contact, the SO shall survey parents as follows:

- Ten or less children enrolled: 100% of parents surveyed.
- 11 to 20 children enrolled: 75% of parents surveyed.
- Twenty-one or more children enrolled: 50% of parents surveyed.

Efforts to contact a parent by any means, including phone, must be documented.

SOs shall strive for a 50% response rate on household contacts, particularly for homes that have ten or fewer children enrolled. If a 50% response rate is not achieved for homes with ten or fewer children enrolled, the SO must conduct additional follow-ups with parents to obtain the necessary responses. Response rates for homes with larger enrollments may be less than 50%. However, a minimum of five parent responses is required.

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
SPONSORING ORGANIZATION HOUSEHOLD CONTACT SURVEY

Please complete and return immediately in the envelope provided.

| | | | |
|---|--|---|-------------|
| PARTICIPANT'S NAME | | PARTICIPANT'S BIRTHDATE | |
| FACILITY NAME | | | |
| DATE OF ENROLLMENT AT CENTER (FIRST DAY ATTENDED AT THIS FACILITY) | | | |
| TIME PARTICIPANT ARRIVES AND TIME OF PICK UP | | | |
| ARRIVAL TIME | | PICK UP TIME | |
| CHECK THE DAYS PARTICIPANT ATTENDS THE FACILITY <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY | PARTICIPANT IS IN CARE (CHECK THE APPROPRIATE BOX) <input type="checkbox"/> ALL DAY <input type="checkbox"/> BEFORE SCHOOL <input type="checkbox"/> AFTER SCHOOL <input type="checkbox"/> HALF DAY MORNING <input type="checkbox"/> HALF DAY AFTERNOON <input type="checkbox"/> BEFORE & AFTER SCHOOL <input type="checkbox"/> EVENING <input type="checkbox"/> OVERNIGHT | CHECK THE MEALS YOU EXPECT THE PARTICIPANT TO RECEIVE WHILE IN CARE <input type="checkbox"/> BREAKFAST <input type="checkbox"/> AM SNACK <input type="checkbox"/> LUNCH <input type="checkbox"/> PM SNACK <input type="checkbox"/> SUPPER <input type="checkbox"/> EVENING SNACK | |
| SIGNATURE | | | DATE |
| PHONE NUMBER | | | |
| May we contact you for additional information, if necessary? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |

Thank you for your time and assistance.

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.

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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:

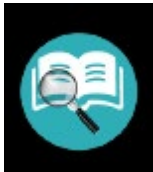
<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description 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

This institution is an equal opportunity provider.



SECTION 2: CACFP Records

Family day care homes, group homes and sponsoring organizations participating in CACFP are required to submit and maintain records to verify the meals and snacks served to children meet guidelines and to justify the claim for reimbursement.

- Income Eligibility Forms-See Income Eligibility Guidance for Family Day Care Homes
- Enrollment Records
- Shift, Overlap and Variance
- Mealtime Exception
- Attendance Records
- Meal Count Records
- Claims
- Renewal
- Staffing

Enrollment Records

Documentation of enrollment is a Child and Adult Care Food Program (CACFP) requirement.

Every child enrolled in care must have an enrollment record on file. The Department of Elementary and Secondary Education-Office of Childhood, Child Care Compliance and the CACFP regulations each require specific enrollment information.

FDCHs and group homes have the option of using the combined [Child Care Enrollment Form \(MO 580-3317\)](#) that is approved for both the Office of Childhood, Child Care Compliance and CACFP or the [CACFP Enrollment Form for Child Care Centers \(CACFP-229\)](#)*.

Regardless of the form used, the original date the participant enrolled for care must be indicated – not the enrollment renewal date.

CACFP enrollment forms must include the following:

- Date of enrollment.
 - The child's name and date of birth.
 - Information on the child's normal days and hours of care (including holidays).
 - Information on the meals the child normally receives while in care.
 - The parent or legal guardian's signature and date.
1. The original enrollment form must be signed and dated by the parent, verifying that the information is accurate. Enrollment forms must be updated on an annual basis.
 2. The shaded CACFP Requirement sections of the joint enrollment form, MO 500-3317, must be updated, dated, and signed by the parent or guardian annually.
 3. The MO 500-3317 enrollment form must be kept in the child's individual file and available to the Monitor within one hour of arrival for a monitoring review.
 4. Enrollment dates listed on enrollment forms are compared to meal count records during a monitoring review. Meals served to children before the enrollment date on the signed enrollment form will not be reimbursed.
 5. Keep original enrollment records and all CACFP records for three full fiscal years (October 1 through September 30) after the final claim for the fiscal year was submitted and longer if audit findings have not been resolved.
 6. Parents or legal guardians may be periodically contacted by the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) staff to verify a child's enrollment and attendance at the FDCH.
 7. If the CACFP-229 enrollment form is used, it is recommended it be filed alphabetically with the Income Eligibility Forms (IEF) in a 3-ring binder.

***NOTE:** There is no federal requirement that an FDCH, group home, or sponsoring organization (SO) use a specific CACFP enrollment form. With DHSS-CFNA approval, an enrollment form already in use that captures the CACFP required information may be used (CACFP 15-2013, Existing Flexibilities in the CACFP, July 26, 2013).

Ethnic and Racial Information: The CACFP-229 and MO 500-3317 enrollment forms both include a section on Ethnic and Race Information. The participant or guardian is not required to complete this section for participation; however, it is encouraged in order to gather this data in a manner in which the participant or guardian has self-identified and self-reported it.

The CACFP-229 and MO 500-3317 enrollment forms are available to print at www.health.mo.gov/cacfp - Forms.



CHILD CARE ENROLLMENT FORM

| | | |
|---|----------------|----------------|
| FACILITY/PROVIDER NAME | ADMISSION DATE | DISCHARGE DATE |
| CHILD'S NAME | GENDER | BIRTHDATE |
| CHILD'S ADDRESS (STREET, CITY, STATE, ZIP CODE) | | |

IDENTIFYING INFORMATION

| | |
|--|-----------------------|
| PARENT/GUARDIAN NAME | TELEPHONE NUMBER |
| ADDRESS (STREET, CITY, STATE, ZIP CODE) OR CHECK IF SAME AS CHILD'S ADDRESS <input type="checkbox"/> | |
| EMAIL ADDRESS | |
| EMPLOYER OR SCHOOL | WORK/SCHOOL SCHEDULE |
| EMPLOYER/SCHOOL ADDRESS (STREET, CITY, STATE, ZIP CODE) | WORK TELEPHONE NUMBER |
| PARENT/GUARDIAN NAME | TELEPHONE NUMBER |
| ADDRESS (STREET, CITY, STATE, ZIP CODE) OR CHECK IF SAME AS CHILD'S ADDRESS <input type="checkbox"/> | |
| EMAIL ADDRESS | |
| EMPLOYER OR SCHOOL | WORK/SCHOOL SCHEDULE |
| EMPLOYER/SCHOOL ADDRESS (STREET, CITY, STATE, ZIP CODE) | WORK TELEPHONE NUMBER |

If you or a member of your immediate family ever served in the U.S. Armed Forces, [click here for more information about military-related services in Missouri](#) or visit www.dese.mo.gov/veterans-services.

EMERGENCY CONTACT AND PERSONS AUTHORIZED TO TAKE CHILD FROM FACILITY OTHER THAN PARENT (AT LEAST ONE EMERGENCY CONTACT IS REQUIRED)

| | | |
|---|-----------------------|---------------------|
| NAME | RELATIONSHIP TO CHILD | TELEPHONE NUMBER(S) |
| ADDRESS (STREET, CITY, STATE, ZIP CODE) | | |
| NAME | RELATIONSHIP TO CHILD | TELEPHONE NUMBER(S) |
| ADDRESS (STREET, CITY, STATE, ZIP CODE) | | |

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

**COMMENTS ON CHILD'S DEVELOPMENT
(PERSONAL DEVELOPMENT, BEHAVIOR, PATTERNS, HABITS, & INDIVIDUAL NEEDS)**

RELATED CHILD

| | |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | CHILD'S RELATION TO CHILD CARE PROVIDER |
|--|---|

ETHNIC AND RACE INFORMATION (YOU ARE NOT REQUIRED TO ANSWER THIS SECTION)

Are you of Hispanic or Latino origin? Yes No

| | | | | | |
|---|--|-----------------------------------|--|--|-----------------------------------|
| What is your race? (Select one or more.) | <input type="checkbox"/> American Indian or Alaskan native | <input type="checkbox"/> Asian | <input type="checkbox"/> Black or African American | <input type="checkbox"/> Native Hawaiian or other Pacific Islander | <input type="checkbox"/> White |
|---|--|-----------------------------------|--|--|-----------------------------------|

CHILD'S PROJECTED ATTENDANCE SCHEDULE AND ANY VARIATIONS EXPECTED

CACFP REQUIREMENT

| Will child attend: <input type="checkbox"/> Full time <input type="checkbox"/> Part time | | When does your child usually arrive each day? | When does your child usually leave each day? | Describe any changes or variations in usual attendance, including shift changes. |
|---|--------------------------|---|---|--|
| Check what days your child will attend. | | | | |
| Monday | <input type="checkbox"/> | <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. | <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. | |
| Tuesday | <input type="checkbox"/> | <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. | <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. | |
| Wednesday | <input type="checkbox"/> | <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. | <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. | |
| Thursday | <input type="checkbox"/> | <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. | <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. | |
| Friday | <input type="checkbox"/> | <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. | <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. | |
| Saturday | <input type="checkbox"/> | <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. | <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. | |
| Sunday | <input type="checkbox"/> | <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. | <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. | |

MEALS YOUR CHILD IS USUALLY GIVEN AT THIS FACILITY

Breakfast Morning snack Lunch Afternoon snack Supper Evening snack None

HOLIDAYS YOUR CHILD IS IN CARE AT THIS FACILITY

| | | |
|---|---|---|
| <input type="checkbox"/> New Year's Day <input type="checkbox"/> Martin Luther King, Jr.'s Birthday <input type="checkbox"/> Lincoln's Birthday <input type="checkbox"/> Washington's Birthday | <input type="checkbox"/> Easter <input type="checkbox"/> Truman Day <input type="checkbox"/> Memorial Day <input type="checkbox"/> Juneteenth <input type="checkbox"/> Independence Day | <input type="checkbox"/> Labor Day <input type="checkbox"/> Columbus Day <input type="checkbox"/> Veterans Day <input type="checkbox"/> Thanksgiving Day <input type="checkbox"/> Christmas Day |
|---|---|---|

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

I understand that I will be notified at once in the event of an emergency with my child, and I will make arrangements for medical care of my child with the physician or hospital of my choice. If I cannot be reached to make the necessary arrangements, or in a critical emergency requiring medical care, I authorize

_____ (CHILDCARE FACILITY NAME)

to contact the following:

PHYSICIAN OR CLINIC

| | |
|------|------------------|
| NAME | TELEPHONE NUMBER |
|------|------------------|

PREFERRED HOSPITAL

| | |
|------|------------------|
| NAME | TELEPHONE NUMBER |
|------|------------------|

ACKNOWLEDGMENTS

| | | |
|----------|--|--------------------------|
| A | I have received a copy of this facility's policies pertaining to the admission, care, and discharge of children. | PARENT/GUARDIAN INITIALS |
| B | I have been informed that a copy of the licensing rules for child care home or the licensing rules for group child care homes and centers is available at this facility for review. | PARENT/GUARDIAN INITIALS |
| C | The provider and I have agreed on a plan for continuing communication regarding my child's development, behavior, and individual needs. | PARENT/GUARDIAN INITIALS |
| D | When my child is ill, I understand and agree that s/he may not be accepted for care or remain in care. | PARENT/GUARDIAN INITIALS |
| E | I understand that, before the first day of attendance by my child, I will provide proof of completed age-appropriate immunizations or exemption from immunizations. | PARENT/GUARDIAN INITIALS |
| F | I <input type="checkbox"/> do <input type="checkbox"/> do not give permission for field trips/excursions. I understand that I will be notified in advance when they are planned. | PARENT/GUARDIAN INITIALS |
| G | I <input type="checkbox"/> do <input type="checkbox"/> do not give permission for the facility to transport my child. | PARENT/GUARDIAN INITIALS |
| H | I have been informed and have received a copy of the facility's safe sleep policy when enrolling a child less than one (1) year of age. | PARENT/GUARDIAN INITIALS |
| I | I have been notified that I may request notice at initial enrollment or at any time thereafter whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed. | PARENT/GUARDIAN INITIALS |

| | |
|---------------------------|------|
| PARENT/GUARDIAN SIGNATURE | DATE |
|---------------------------|------|

| | | | |
|----------------------|----------------------|---------------------------|------|
| CACFP REQUIREMENT | FIRST ANNUAL UPDATE | PARENT/GUARDIAN SIGNATURE | DATE |
| | SECOND ANNUAL UPDATE | PARENT/GUARDIAN SIGNATURE | DATE |
| | THIRD ANNUAL UPDATE | PARENT/GUARDIAN SIGNATURE | DATE |

USDA Nondiscrimination Statement

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

This institution is an equal opportunity provider.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
CACFP ENROLLMENT FORM FOR CHILD CARE CENTERS

CENTER'S INFORMATION

| | | |
|------------------------------|---|--------------|
| NAME OF CHILD CARE CENTER | | PHONE NUMBER |
| CENTER CONTACT PERSON'S NAME | CHILD'S DATE OF ENROLLMENT (FIRST DATE ATTENDING THIS CENTER) | |

CHILD'S INFORMATION

| | | |
|-------------------------|----------------|-------------------------------|
| CHILD'S FULL NAME | | DATE OF BIRTH |
| PARENT OR GUARDIAN NAME | STREET ADDRESS | |
| CITY | STATE | ZIP CODE DAYTIME PHONE NUMBER |

ETHNIC AND RACE INFORMATION (YOU ARE NOT REQUIRED TO ANSWER THIS SECTION)

ARE YOU OF HISPANIC OR LATINO ORIGIN?
 Yes No

WHAT IS YOUR RACE? (SELECT ONE OR MORE)
 American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

| IN THIS COLUMN, CHECK THE DAYS YOUR CHILD USUALLY ATTENDS DAY CARE: | WHAT TIME DOES YOUR CHILD USUALLY ARRIVE EACH DAY? CIRCLE AM OR PM | WHAT TIME DOES YOUR CHILD USUALLY LEAVE EACH DAY? CIRCLE AM OR PM | WRITE ANY COMMENTS, CHANGES OR VARIATIONS IN USUAL ATTENDANCE IN THIS SECTION: |
|---|---|--|--|
| MON | AM PM | AM PM | |
| TUES | AM PM | AM PM | |
| WED | AM PM | AM PM | |
| THURS | AM PM | AM PM | |
| FRI | AM PM | AM PM | |
| SAT | AM PM | AM PM | |
| SUN | AM PM | AM PM | |

CHECK WHEN YOUR CHILD IS IN CARE AT THIS CENTER

| | | |
|---|---|---|
| <input type="checkbox"/> FULL DAY CARE | <input type="checkbox"/> BEFORE SCHOOL CARE | <input type="checkbox"/> EVENING CARE |
| <input type="checkbox"/> HALF DAY - MORNING | <input type="checkbox"/> AFTER SCHOOL CARE | <input type="checkbox"/> OVERNIGHT CARE |
| <input type="checkbox"/> HALF DAY - AFTERNOON | <input type="checkbox"/> BEFORE AND AFTER SCHOOL CARE | |

CHECK THE MEALS YOUR CHILD IS USUALLY GIVEN AT THIS CENTER

| | | |
|--|--|--|
| <input type="checkbox"/> BREAKFAST | <input type="checkbox"/> LUNCH | <input type="checkbox"/> SUPPER |
| <input type="checkbox"/> MORNING SNACK | <input type="checkbox"/> AFTERNOON SNACK | <input type="checkbox"/> EVENING SNACK |

CHECK THE HOLIDAYS YOUR CHILD IS IN CARE AT THIS CENTER

| | | |
|--|---|---|
| <input type="checkbox"/> NEW YEARS DAY | <input type="checkbox"/> TRUMAN DAY | <input type="checkbox"/> COLUMBUS DAY |
| <input type="checkbox"/> MARTIN LUTHER KING'S BIRTHDAY | <input type="checkbox"/> MEMORIAL DAY | <input type="checkbox"/> VETERAN'S DAY |
| <input type="checkbox"/> LINCOLN'S BIRTHDAY | <input type="checkbox"/> JUNETEENTH | <input type="checkbox"/> THANKSGIVING DAY |
| <input type="checkbox"/> WASHINGTON'S BIRTHDAY | <input type="checkbox"/> INDEPENDENCE DAY | <input type="checkbox"/> CHRISTMAS DAY |
| <input type="checkbox"/> EASTER | <input type="checkbox"/> LABOR DAY | |

| | |
|---------------------------------|------|
| SIGNATURE OF PARENT OR GUARDIAN | DATE |
|---------------------------------|------|

NOTE: DEPARTMENT OF HEALTH AND SENIOR SERVICES OFFICIALS OR A SPONSORING ORGANIZATION REPRESENTATIVE MAY CONTACT YOU TO VERIFY INFORMATION.

ANNUAL UPDATES: THE PARENT OR GUARDIAN SIGNING THIS FORM CERTIFIES THAT THE ENROLLMENT INFORMATION IS CORRECT. IF INFORMATION HAS CHANGED, THE PARENT OR GUARDIAN HAS WRITTEN THE APPROPRIATE CHANGES ON THE FORM AND INITIALED THE CHANGE. IF THERE ARE MANY CHANGES, PLEASE COMPLETE A NEW FORM

| | | |
|----------------------|------------------|------|
| FIRST ANNUAL UPDATE | PARENT SIGNATURE | DATE |
| SECOND ANNUAL UPDATE | PARENT SIGNATURE | DATE |
| THIRD ANNUAL UPDATE | PARENT SIGNATURE | DATE |

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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.

Shift Care and Overlap Care

Shift care for meals in family day care homes (FDCH) and group homes and exceptions to meal times will not be approved without adequate documentation to support the need to exceed approved licensed capacity limits (capacity, provider's own children, variances, and overlap) at one or more meals per day. The sponsor will complete a Mealtime Exception Request form for each provider requesting exceptions to the mealtime policy or exceeding license capacity for meals claimed.

Before the mealtime exception is approved, a Mealtime Exception Request form must be submitted to the Community Food and Nutrition Assistance (CFNA).

Shift care occurs when a home provider cares for more than one group of children during different time periods (for example, 6:00 a.m. to 3:00 p.m., 3:00 p.m. to 9:00 p.m.). One group of children may leave, and another group of children arrive. Each group may receive the same meal(s) at different times (sometimes referred to as split meal service). This may happen more frequently at breakfast and pm snack with school-age children in care. A claim presented by this provider will appear to exceed the licensed capacity. The provider may not have exceeded the licensed capacity at any one time because one group of children left before another group arrived. The provider shall have parent/guardian sign-in sign-out sheets and point-of-service meal counts, listing meal service times to support the excess meal claims.

The Sponsoring Organization (SO) must closely monitor each provider with shift care and split meal service to ensure that the provider does not exceed any authorized capacity limits. The SO should also document any provision of shift care and split meal service in provider files with a copy of the Mealtime Exception Request form.

The following documentation shall be maintained in the provider's file at the SO and shall include the following:

- Mealtime Exception Request form.
- Time in/time out records completed by parents and reviewed monthly by the SO for providers claiming shift care and split meal service where meal claims are greater than licensed capacity.
- Designation on the meal count form of those children in shift care and the times of shift care (when applicable).
- Monitoring during shift lapping to ensure authorized capacity is not exceeded.
- Approved overlap form (when applicable).
- Variances from the Office of Childhood (OOC) regarding children living in the home.

Documentation does not need to be submitted to CFNA monthly; however, all SOs are required to maintain the documentation on file, and CFNA may request it at any time to support future claims.

Overlap care must be approved by OOC. Overlap care is limited to a maximum of two hours per day. It will not exceed an additional one-third of the licensed capacity (e.g., a capacity of ten plus overlap of three children between 3:00 p.m. and 5:00 p.m.). If a home provider is approved for overlap, the approved overlap hours must be listed on the provider information sheet in the comment section of the online application. A copy of the OOC-approved overlap should be submitted to CFNA. The overlap form must be in the provider's file at the sponsor's office. Not all approved overlap hours include a meal service time. The sponsoring organization must closely monitor overlap care to ensure that authorized capacities are not exceeded at any time.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEALTIME EXCEPTION REQUEST FOR FAMILY DAY CARE HOMES/GROUP HOMES

| | | |
|--|---------------|------|
| SPONSORING ORGANIZATION | | DATE |
| NAME OF PROVIDER | | DVN |
| LICENSE CAPACITY | OVERLAP TIMES | |
| EXCEPTION REQUESTED FOR: | | |
| <input type="checkbox"/> BREAKFAST <input type="checkbox"/> AM SNACK <input type="checkbox"/> LUNCH <input type="checkbox"/> PM SNACK <input type="checkbox"/> SUPPER <input type="checkbox"/> NIGHT SNACK | | |
| Request for shift care during meal or snack service times: | | |
| Request for occasional/evening/weekend/holiday meal service times: | | |
| Please state in detail the reasons for the exceptions and any additional time-in/time-out sheets being utilized: | | |
| During monitoring reviews, the Sponsoring Organization will observe the entire meal shift and verify children present during the meal service. | | |
| Submitted by: _____ | | |
| CFNA USE ONLY | | |
| Reviewed by: _____ | | |
| Comments: | | |

Attendance Records

Records supporting the daily attendance of the children receiving care must be kept and should record the time that the child is normally in care.

| <u>SAMPLE: Provider FDCH Attendance Record</u> | | | | | | | |
|---|-----------------|------|------------|------------|-------|-------------------------------|-------|
| Provider Name | | | Month/Year | | | Number of Operating Days/Week | |
| Licensed Capacity | | | | | | | |
| | Enrollment | | | Attendance | | | |
| Child Names: | Day(s) attended | Time | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
| #1 | | | | | | | |
| #2 | | | | | | | |
| #3 | | | | | | | |
| #4 | | | | | | | |
| #5 | | | | | | | |
| #6 | | | | | | | |
| #7 | | | | | | | |
| #8 | | | | | | | |
| Total | | | | | | | |

Daily Meal Count Records

Daily meal count records must document the number of meals served to enrolled children at each meal type – breakfast, lunch, supper, or snack. Point-of-service meal counts are records taken during the meal service. Group homes are required to do meal counts at the point of service. Point-of-service meal counts are not required for FDCHs, except as a corrective action, but meal counts must be recorded by the end of each day.

| <u>SAMPLE: Provider FDCH Meal Count Record</u> | | | | | | | | | | | | | | | | | | | | | | | | |
|---|------|-----------|---|---|-----|--------|-------------|----|------|-----------|---|---|-----|-------------------------------|----|---|------|----------------|---|---|-----|--|--|--|
| Provider Name | | | | | | | Month /Year | | | | | | | Number of Operating Days/Week | | | | | | | | | | |
| Meal Service Time | | | | | | | | | | | | | | | | | | | | | | | | |
| Breakfast: | | AM Snack: | | | | Lunch: | | | | PM Snack: | | | | Supper: | | | | Evening Snack: | | | | | | |
| Enrolled Children | Name | | | | Age | | | | Name | | | | Age | | | | Name | | | | Age | | | |
| Date | A* | B | A | L | P | S | E | A* | B | A | L | P | S | E | A* | B | A | L | P | S | E | | | |
| 1 | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | | | | | | | | |
| | A* | B | A | L | P | S | E | A* | B | A | L | P | S | E | A* | B | A | L | P | S | E | | | |

A* = Attendance

Claim for Reimbursement

Claims for meal reimbursement are filed via the internet at <https://mo.cnpus.com>

Each user of the Child and Adult Care Food Program (CACFP) web-based system must have a personal user ID and password, referred to as User Access. User IDs and passwords may not be shared. It is recommended that two key people from each Sponsoring Organization have access to submit claims and make system changes. If you want to add User Access or change current access when a user is no longer employed, you must submit a [Network User Access Request Form \(MO 580-1854\)](#) available at

www.health.mo.gov/cacfp - Forms.

A valid monthly claim for meal reimbursement shall be submitted via the internet to the Department of Health and Senior Services–Community Food and Nutrition Assistance (DHSS-CFNA) within 60 calendar days from the last day of the claim month; it is not always the last day of the month. A claim is considered valid when it has been submitted in a timely manner, passes all edit checks, and all supporting documents requested or required have been received by DHSS-CFNA.

An online claim is considered “submitted” when it is in Pending Approval status at the sponsor level, and if required, all supporting documents have been submitted and received. Claims in Error status or Pending Submission status may be modified and have not been certified as true and correct, so they are not considered submitted to the state office for approval. The timeframe within which a claim can be submitted for a particular month is indicated in the Claims portion of the Sponsor Summary on the CNP web-based system. A valid claim (with all supporting documentation as requested or required) must be properly submitted to ensure payment of the claim.

60-Day Deadline for CACFP Claims

| Month | Original Claims and Upward Revisions 60 Days from the end of the claim month |
|-----------|---|
| October | December 30 |
| November | January 29 |
| December | March 1 Leap Year February 29 |
| January | April 1 Leap Year March 31 |
| February | April 29 |
| March | May 30 |
| April | June 29 |
| May | July 30 |
| June | August 29 |
| July | September 29 |
| August | October 30 |
| September | November 29 |

Downward revisions can still be submitted past these deadlines.

An exception may be granted to a sponsoring organization (SO) every 36 months for exceeding the 60 calendar day deadline while on the program. The SO must submit a corrective action plan before an

exception can be granted. As noted above, the official submission date of a claim is the day the claim is put into **Pending Approval** status *and* when any required supporting documentation (if necessary) has been received by DHSS-CFNA.

Revised claims resulting in additional reimbursement to the institution shall be submitted to DHSS-CFNA within 60 calendar days from the last day of the claim month. Claims submitted after the 60 calendar day deadline shall not be processed. Revised claims resulting in a reduction of reimbursement shall be submitted to DHSS-CFNA as soon as possible after notification to complete a revision.

The DHSS-CFNA processes claims twice a month (see the following schedule). Claims must be in Pending Approval status in the DHSS-CFNA web system on or before the 12th of the month for the first closing. Any claims received after the 12th of the month will be held until the next cycle for processing. Claims put in Pending Approval status after the 25th of the month will be processed in the first cycle of the following month.



DHSS-CFNA cannot guarantee an exact date; this is a projected date only.

In submitting the claim for reimbursement, each institution is certifying that the claim is correct and that records are available to support the claim. These records must be retained for three years after the end of the fiscal year to which they pertain. Records shall be retained beyond the end of the three-year period if findings result from an audit. In those cases, records shall be maintained for as long as required to resolve the issues raised by the audit.

All accounts and records pertaining to the program shall be made available upon request to representatives of the DHSS-CFNA, DHSS-Auditor, the U.S. Department of Agriculture, and the U.S. General Accounting Office for audit or review at a reasonable time and place.

Failure to have records available to support the claim for reimbursement shall result in a disallowance of meals claimed. **All records must be maintained on-site at the address designated in the Sponsoring Organization management plan.**

Meal Service Times and Duration

Reimbursement will only be made for meals served within the home provider's approved meal times, as documented on the Provider Information Sheet in the CACFP web-based system. Meal times may be changed with CFNA approval. The meals approved for reimbursement are based on the home provider's licensed/registered hours of operation.

Meal service times for infants are not restricted since infants should be fed "on demand." Each enrolled participant, birth through age 12 months, may be claimed for no more than two meals and one snack or two snacks and one meal per child in attendance each day.

When scheduling meal times, the following guidelines will be used for approval:

Breakfast

- The duration of the breakfast meal service may take no longer than two hours from start to finish.
- The breakfast meal must be served at a time traditionally considered as the normal serving time for breakfast.

Snack

- The duration of the snack service may take no longer than two hours from start to finish.
- A snack may be approved for midmorning, afternoon, or evening.
- A snack may be scheduled no earlier than two hours after the completion of the previous meal or snack.
- The midmorning snack may be served less than two hours after the breakfast meal is completed, only in situations where the children served morning snacks are totally different children who arrive at the home too late for the scheduled breakfast.

Lunch

- The duration of the lunch meal service may take no more than two hours from start to finish.
- Lunch must be served at a time traditionally considered to be the normal serving time for lunch.
- Lunch may be served no earlier than two hours after the completion of the previous meal or snack.

Supper

- The duration of the supper meal service may take no more than two hours from start to finish.
- The supper meal must be served at a time traditionally considered as the normal serving time for supper.
- The supper meal may be scheduled no earlier than two hours after the completion of the previous meal or snack.

Claims Processing

Deadline for Submission

When the claim is submitted, the CNP web-based system checks for errors. Before approval, it is manually reviewed for additional errors. If there are no visible errors, it is approved in the computer system. Any errors in the claim will cause the claim to be rejected by the system. When errors are present, Department of Health and Senior Services–Community Food and Nutrition Assistance (DHSS-CFNA) will put the claim in Correction status and return the claim to the sponsoring organization (SO). An email will also be sent outlining the type of error and how to correct the information. No telephone calls will be made to correct the error. The error must be corrected, and the claim must be resubmitted before the claim can be processed. Correction of errors may delay payment until the next payment cycle, so accuracy in the completion of the claim is vital for timely payments. All returned claims must be submitted within 90 calendar days from the last day of the claim month to be paid.

Once the claim is approved and processed by DHSS-CFNA, the information is sent to the DHSS Division of Administration and the Missouri Office of Administration. The electronic funds transfers are prepared for deposit into the SO's account. If the SO's bank information changes, the SO must notify DHSS-CFNA immediately.

Common Errors

Listed below are errors frequently found in the completion of the claim for reimbursement.

- Left in Pending Submission Status.
- Title XX – Free/Reduced.
- License Expired in Application.
- Attendance is not completed or completed incorrectly. Attendance must be a cumulative total of all enrolled children attending for each day of the claim month.
- The SO claims unauthorized meals. A SO can claim only those meals for which they are approved. If meals are claimed that were not originally approved, notify DHSS-CFNA immediately.
- The SO claims meals in excess of cumulative licensed capacity or the number of children enrolled in homes sponsored by the SO. Make sure overlap falls within the particular meal time/snack, and related/residential children are entered accurately.
- The SO claims in excess of attendance.

Per CACFP regulations, DHSS-CFNA will provide payment of valid claims within 45 days of receipt.

Disbursement of Payments

SOs shall make payments to FDCH and group homes under its jurisdiction within five working days of receipt of program payments from DHSS-CFNA. Reimbursement to FDCHs may not exceed the applicable meal rate times the number of meals documented at each facility.

The SO is responsible for sending each home provider a record indicating the total amount of Child and Adult Care Food Program (CACFP) reimbursement provided for the calendar year by the 31st day of January each year. This information shall be provided regardless of whether or not the home provider is still with the SO.

Claim Supporting Records

The following records must be kept on file by the sponsoring organization (SO) to support the claim for reimbursement:

- Menus (children and infants less than one year of age).
- Enrollment Forms.
- Infant and Toddler Feeding and Care Plan for both Centers and Homes (if applicable).
- Overlap Approval.
- Attendance Records.
- Meal Count Records.
- Shift Care (Documentation of approved times, meals, and statement of need, for example, school-age children come and go.).
- CN Labels or Manufacturer's Product Formulation Statement to support the use of processed food.
- Income Eligibility Forms (if applicable).
- Tier I verification (if applicable).
- Variances.

It is the SO's responsibility to review each home's records for accuracy. Any discrepancies must be corrected, and meals must be disallowed. Copies of correspondence to the home provider regarding recordkeeping discrepancies and/or disallowances must be readily available in the provider's file. Any training or technical assistance provided to the home regarding the discrepancies and disallowances must also be readily available in the provider's file.

Home Sponsor Renewal

For renewing home sponsors, an updated management plan and budget and all supporting documentation must be submitted to DHSS-CFNA, along with appropriate signatures, by the renewal deadline assigned by DHSS-CFNA, usually in early September. DHSS-CFNA will return to the sponsoring organization (SO) incomplete management plans and budgets. These documents will be processed in a timely manner upon receipt by the state office. If the SO's budget and management plan are approved, a copy of the signed budget will be forwarded to the SO along with information regarding approval of the management plan.

As a contracted organization under the Child and Adult Care Food Program (CACFP), all home SOs must complete the CNP web-based application every year on the website at: <https://mo.cnpus.com/cnp/Login>.

A permanent contract for participation in CACFP may be revoked based on historical problems, as documented by DHSS-CFNA. Problems include, but are not limited to:

- Permitting an individual who is on the National Disqualified List (NDL) to serve in a principal capacity with the institution or, if an SO, permitting such an individual to serve as an approved provider.
- Failure to operate the program in conformance with standards set forth in federal regulations.
- Failure to comply with the bid procedures and contract requirements of applicable federal procurement regulations.
- Failure to return the advance payment to the state agency.
- Failure to maintain adequate records to support the claim for reimbursement.
- The submission of false information to the state agency.
- Historical claiming of program payments for meals not served to participating children.
- Service of meals that do not include required quantities of all meal components.
- Noncompliance to applicable bid procedures for contracts with food service management companies.
- Use of food service management companies that are in violation of health codes.
- Failure of an SO to disburse payments to its facilities in accordance with regulations.
- History of administrative or financial mismanagement in any federal child nutrition program.
- The organization or any principal individuals of the organization is on the national disqualified list.
- The organization cannot certify that the institution or any of its principals has not been convicted of any activity that indicates a lack of business integrity.
- Any other action affecting the institution's ability to administer the program in accordance with program requirements.

The SO must update the online Sponsor Information Sheet and Provider Information Sheets at any time during the year when there has been a change from the previously submitted online applications. This update includes documenting any changes to overlap forms and submitting a copy of the updated overlap form.

Updating Application Information

Based on the information submitted in the application, DHSS-CFNA creates a file for the sponsoring organization (SO). The monthly claims for reimbursement are compared to the information in the SO's file and on the CNP web-based system.

The SO must keep DHSS-CFNA updated on any changes regarding the SO or the FDCHs under the SO's jurisdiction. The following information shall be updated in writing on an as-needed basis:

- Changes in SO's tax-exempt status.
- FDCHs placed in seriously deficient status.
- Outcome of FDCHs seriously deficient status – either temporarily deferred or proposed termination and disqualification.
- Disqualification and termination of an FDCH.
- Change in key personnel.

The following information shall be updated on the CNP web-based system on an as-needed basis:

- Licensing status of FDCHs and group homes.
- Changes in the SO's address or phone.
- Changes in the license capacity of an FDCH or group home.
- Meals claimed for reimbursement.
- Meal time changes.
- Changes in the corporate status of the home.
- Overlap/shift approval.
- Change in Tiering status.

FDCHs and group homes participating in the program must have a current license from OOC or a branch of the military. Registered providers need a copy of a current Department of Social Services certificate on file.

If the SO changes their mailing address, they must notify DHSS-CFNA immediately. Also, a change of address may require revisions to the SO's budget and management plan. Failure to appropriately notify DHSS-CFNA promptly of an address change may result in denial of administrative costs attributable to the move.

The SO must submit a management plan and budget each federal fiscal year.

Additions, Closings, Updates and Recruiting

Additions

To add a new Family Day Care Home (FDCH) or group home to the sponsoring organization's (SO) jurisdiction, the SO enters the information in the CNP web-based system on a new provider information sheet. A new provider is one that is not transferring from another SO. The SO should enter a new provider in the CNP web-based system as soon as the SO has an application and a signed agreement, even if the provider's license is pending. Update or submit licensing documentation in the CNP web-based system. This may include the original licensing document, a licensing document printed from the Department of Elementary and Secondary Education - Office of Childhood (DESE-OOC) 's website, or a copy of the Department of Social Services certificate. SOs of military providers must fax or email a copy of the provider's license certificate. When all the necessary information is completed and passes the edits, the home provider's application may then be submitted for approval.

The following conditions must be met when signing an agreement with a new provider who does not yet have an active license or certificate:

- It is acceptable to sign an agreement prior to the effective date of the license.
- No more than 60 days may lapse between the effective date of the license and the date of the agreement. A new agreement is required if there is a lapse of more than 60 days.
- Claiming can begin on the date of the agreement approval or the effective date of the license, whichever is later.
- Claims can only be entered once all of the required information is entered and approved in the CNP web-based system.
- Sponsors are expected to monitor records and claims from the date the provider is first eligible to claim. Monitoring visits, including the first four-week visit, must be conducted as required for the provider to claim.
- Providers have only 60 calendar days to submit an original claim.

Once the home is approved, claims can be processed for meals served in accordance with provisions of the Child and Adult Care Food Program (CACFP) and federal regulations and guidance for up to one month prior to the month CACFP approved the addition, but not prior to the date the agreement and application were signed. However, no payment can be claimed for a time period prior to the date the home has an approved active license.

Regardless of when the home provider was approved, there is no probationary period. Meals must be disallowed if the home provider claims meals not served, claims meals served in excess of the home's capacity, claims meals served that are not approved, claims meals not supported with required records, or for any claiming violation related to menu or meal pattern errors. The SO must closely monitor these errors and provide training and technical assistance when errors occur. Documentation of the training and technical assistance must be evident in the provider's file.

Closings

To close a provider leaving the SO, complete the required fields on the Sponsoring Organization Provider Change Form and submit it to DHSS-CFNA. **Do not** close any home providers in the CNP web-based system; CFNA staff will do this.

The Sponsoring Organization Provider Change form should be completed monthly and is due to DHSS-CFNA. Only one form is to be submitted each month, and only if the Sponsoring Organization has made changes.

NOTE: SOs that are seriously deficient in their administration and management of the CACFP shall be prohibited from adding homes to their sponsorship during the entire period of the serious deficiency until the serious deficiency is temporarily deferred by DHSS-CFNA. This prohibition on adding homes will

remain in effect until the SO demonstrates, to the satisfaction of DHSS-CFNA, that it has the administrative capability to properly manage the CACFP.



**MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
SPONSORING ORGANIZATION PROVIDER CHANGE FORM**

| | | | | |
|--|-----------------------|--|-------------------------|-------------------------------------|
| SPONSOR NAME | | CONTRACT NUMBER | MONTH/YEAR | |
| TRANSFER | | | | |
| PROVIDER NAME | LICENSE NUMBER | FROM (NAME OF SPONSOR) | EFFECTIVE DATE | APPROVED BY DHSS (YES OR NO) |
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| DELETIONS | | | | |
| PROVIDER NAME | LICENSE NUMBER | REASON FOR DELETION or TO (NAME OF SPONSOR—IF APPLICABLE) | DATE OF DELETION | ACTION CODE* |
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| *ACTION CODE LEGEND: | | | | |
| 1. Switched Sponsor | | 3. National Disqualified List | | 5. Dropped for Convenience |
| 2. License Revoked | | 4. Resigned (state reason for deletion) | | |
| BUDGET INFORMATION – DID THE ABOVE CHANGES AFFECT MY ADMINISTRATIVE BUDGET? | | | | |
| <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE SUBMIT REVISED ADMINISTRATIVE BUDGET. | | | | |
| DATE | | TITLE | | SIGNATURE |
| | | | | |
| DHSS-CFNA USE ONLY | | | | |
| DATE ENTERED | | ENTERED BY | | |
| | | | | |

GENERAL INSTRUCTIONS

Provider Transfers

When a provider transfers to your Sponsoring Organization (SO) from another SO, submit the information on the **SPONSORING ORGANIZATION PROVIDER CHANGE FORM (CACFP-401)** by the end of the month prior to the change taking place. For example, if you know in advance that a provider is transferring from another SO in July, submit the change form by the end of June.

The state agency will transfer the provider from the previous SO to your SO in the CNP web-based system. The new provider will be listed under the 'Application' tab in the 'Sponsor Summary' screen. Click the 'Add' button under the 'Action' column. When the application is completed, 'Submit' the application to the state agency for approval. After DHSS approves the application, 'Approved' will appear in the 'Status' column of the 'Sponsor Summary' screen.

Deletions:

A deletion is a provider who is quitting your SO, either because the provider is going to another SO or is no longer participating in the CACFP as a day care home.

Submit the **SPONSORING ORGANIZATION PROVIDER CHANGE FORM (CACFP-401)** once each month,

no later than the last day of the month. For example, if the deletions occur in October, the change form must be submitted to CFNA by the last day of October.

Action codes are:

1. Switched SO.
2. License Revoked by Department of Health and Senior Services (DHSS).
3. National Disqualified List (program abuse of CFNA).
4. Resigned (will no longer provide child care or participate in the CACFP).
5. Dropped for Convenience (will continue to provide child care).

Use one of the above codes when deleting a home provider. Specify the reason for deletion, for example, quit child care, change to a center, death, etc., or if transferring to a different SO, write in the new sponsor's name.

Closed Provider

When a provider transfers to another sponsor, closes, changes to a center, gets a different license number, is dropped for convenience, the license is revoked, is declared seriously deficient, etc., the SO will complete the Deletions section of the **SPONSORING ORGANIZATION PROVIDER CHANGE FORM (CACFP-401)** as described above. DHSS-CFNA will complete all provider closings in the CNP web-based system.

Terminating A Provider

A provider that is terminated may never be put back on the CACFP, so this should rarely occur. One example of a valid reason for termination would be due to the death of a provider. Closing a provider is usually the best choice to make. Even if a provider is removed from the program due to a serious deficiency, they may be able to return to the CACFP after seven years, so they should be closed rather than terminated.

SEND this completed form via email to Melanie.Blochberger@health.mo.gov or by fax at 573-526-3679.

Updates

Updates such as meal times, types of meals, re-verification of tiering status, license expiration date, license capacity, etc., regarding a FDCH, must be entered into the CNP web-based system by the SO.

The updates must be completed by the last day of the month being claimed to allow time for DHSS-CFNA to approve the updates before the end of the claim month and prior to claim submission. When updates are submitted after the last day of the month, the claim for this provider will not be reimbursed in the first claim cycle.

Recruiting

Recruitment efforts by SOs shall be limited to providers who have not already signed an agreement with another SO.

Providers must complete a two-step administrative process to participate in the CACFP. First, a provider must complete an application, which is a document developed by the DHSS-CFNA and is the initial step for program participation. It is designed to gather essential information on the provider, such as name, address, capacity, children who live in the home, etc. Once eligibility criteria are met, a provider must enter into an agreement with an SO to finalize the process. An agreement is a legal document that specifies the rights and responsibilities of both parties. A provider can complete applications for multiple SOs; however, a provider can enter into only one agreement. Therefore, it is essential for an SO to determine whether a provider has signed an agreement with another sponsor before initiating recruitment.

If the potential provider **has signed** an agreement, the SO shall discontinue all recruitment efforts. All the SO is allowed to do is leave contact information with the provider should the provider be interested in changing sponsorship in the future. However, the SO must inform the provider a change of sponsorship is allowed only once annually.

If a potential provider **has not yet signed** an agreement, the SO may actively begin recruitment efforts. However, before obtaining a binding signature on an agreement, the SO must:

- Verify whether the provider has signed an agreement with another sponsor.
- Explain to the provider the entire process of participating in the CACFP under a sponsorship.
- Determine if the provider is currently evaluating and comparing information on other sponsors supporting their area.
- Ensure the provider is ready to sign an agreement binding them to a particular sponsor.
- Inform the provider that once the agreement is signed, the provider may change to another SO only once per year.

The needs and desires of the provider are the most important considerations in the recruitment process. A provider should never be pressured into signing an agreement with a sponsor.

NOTE: The use of CACFP funds as a monetary incentive or to purchase gifts or gift certificates to recruit providers of FDCH is prohibited. The use of non-CACFP funds as an incentive to recruit providers as described above is also prohibited.

Transfers

When a family day care home (FDCH) or group home is transferring from one sponsoring organization (SO) to another SO, send an email to DHSS-CFNA as soon as the SO is aware of the transfer. State the provider's name, license number, the effective date, and the receiving sponsor involved. The transfer must also be submitted to DHSS-CFNA on the Sponsoring Organization Provider Change Form (CACFP-401).

When homes transfer, claims cannot be split between sponsors for a given month. The receiving SO can only claim the transferring FDCH starting the first day of the month following the date the day care home signed the agreement with the new SO.

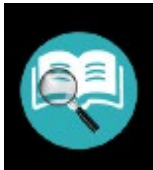
FDCH providers and group home providers in good standing with their current SO may transfer to another SO only once per federal fiscal year, commencing with the date their first agreement to participate in the program is signed. The Federal Fiscal Year (FFY) is defined as October 1 through September 30. The following procedures shall be followed when a transfer is made:

- The home provider shall notify the SO that they are transferring to another SO. The SO from which the home provider is transferring shall submit such information via email as soon as they are aware that a transfer will occur and also on the corresponding monthly Sponsoring Organization Provider Change Form (CACFP-401).
- The SO to which the home provider is transferring shall obtain a new application and a signed agreement from the new home provider. Immediately email DHSS-CFNA to notify them of the transfer that will be taking place and submit the required information on the Sponsoring Organization Provider Change Form (CACFP-401) to DHSS-CFNA on the last day of the month.
- The transfer shall become effective the first day of the month after the agreement is signed (regardless of the day the agreement is signed).
- Administrative payments will continue to be made to the current SO through the month prior to the effective transfer date, during which meals are claimed for the home provider.

Exceptions to the once-per-FFY transfer will be granted only if an SO discontinues participation in the program or drops a home provider for convenience. A home provider shall be allowed to transfer to a new SO under these circumstances, regardless of whether or not they had already transferred previously in the same FFY.

FDCH and group homes that are seriously deficient in their operation of the program shall be prohibited from transferring to another SO while the serious deficiency determination remains in effect. This restriction will remain in place until the SO has determined that the required corrective action has been implemented to its satisfaction, and the SO has notified the home provider that the serious deficiency has been temporarily deferred. The time period allowed for a seriously deficient home's corrective action is no more than 30 days; in some instances, it may be much less. The SO must notify DHSS-CFNA in writing within 15 days of declaring a home seriously deficient and again within 15 days of temporarily deferring a serious deficiency or of proposing to terminate and disqualify a home provider. DHSS-CFNA must also be notified within 15 days of any terminations and disqualifications of group home or FDCH. All such notifications shall be in writing to DHSS-CFNA. The SO should submit all serious deficiency letters to DHSS-CFNA for approval prior to mailing.

The Sponsoring Organization Provider Change Form (CACFP-401) can be found online at www.health.mo.gov/cacfp - forms.



SECTION 3: Staffing, Hiring, Training, and Civil Rights Requirements

Family day care homes, group homes and sponsoring organizations must follow staffing, hiring, training, and Civil Rights requirements.

- Staffing
- Hiring Home Providers
- Training Requirements
- Civil Rights

Staffing

Each sponsoring organization (SO) of family day care homes (FDCH) and group homes shall provide adequate supervisory and operational personnel for effectively managing and monitoring the program at all day care facilities under its sponsorship. Personnel shall be maintained to monitor and provide technical assistance to FDCHs under the SO's jurisdiction at least three times per year. A SO of FDCHs must document that, to perform monitoring, it will employ the equivalent of one full-time staff person for each 50 to 150 FDCHs it sponsors.

Effective July 29, 2003, an SO must employ the equivalent of one full-time staff person (FTE) for each 50 to 150 FDCHs it sponsors to perform monitoring. Factors such as the size of the area covered by the sponsor, travel time, etc., will be taken into consideration when evaluating the monitoring FTE to homes ratio. The management plan submitted by the SO must clearly describe the monitoring-related duties of each person on the sponsor's staff and the number of hours or percentage of time the sponsor estimates that each staff member will spend on monitoring duties.

The monitoring duties must be legitimate monitoring activities to count toward meeting the ratio, which includes:

- Planning and scheduling reviews.
- Preparation and review of files before conducting a review.
- Travel for monitoring purposes.
- Conducting the actual review.
- Technical assistance related to review findings.
- Follow-up activities, including review of corrective action and closure of the review.
- Writing the review report.
- Supervisory review of monitoring.
- Training of monitors.
- Appeals related to review findings.

Specific duties that do not count as monitoring activities include:

- Monthly claims edit checks or menu reviews.
- Processing payments.
- Reviewing provider applications and executing agreements with providers.
- Required annual training of providers, even if conducted during a home/center review.
- Outreach or recruitment.
- Non-monitoring related supervision and administration.
- Appeals that are not related to review findings.
- Non-CACFP training and monitoring activities. For example, if a sponsor that is a resource and referral agency provides early childhood training to a provider or conducts an accreditation review, these are not CACFP monitoring activities.

Hiring Home Providers

A sponsoring organization (SO) may employ a family day care home (FDCH) or group home provider as a contracted staff member. To contract with a home provider, the following criteria must be met:

- The SO must have a current SO agreement between the sponsor and the contracting home provider. The SO may not contract with a home provider who has entered into a sponsoring agreement with another sponsor or is employed by a different SO.
- The contracted home provider's activity must be limited to training. Home providers participating in the Child and Adult Care Food Program (CACFP) may not perform monitoring or recruiting responsibilities for any SO.
- The SO must have specific prior written approval from the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) to hire a home provider. A copy of the contract must be submitted with the request for approval.
- The SO must include in the current management plan the use of the provider as a contractor. A revised plan may be submitted if necessary. This plan should describe how the sponsor will ensure the contractor's objectivity in training other providers and how the sponsor will verify that the contracted provider maintains program standards.
- The SO must verify that the contracted provider meets licensing or Department of Social Services (DSS) requirements.
- The SO must notify the appropriate licensing or DSS representatives about contractual arrangements with the provider.

Payments to Sponsor's Employees

Sponsoring organizations (SO) may not pay any individual, provider, employee, or contractor based on the number of homes recruited. This restriction extends to incentive payments as well as to regular compensation. Compensation may take the form of salaries, hourly wages, or piece work (i.e., payment for a specific work function) and noncash compensation that is charged as a cost to the Child and Adult Care Food Program (CACFP) (e.g., offering employees additional paid vacation based on the number of homes recruited).

Inherent in the recruitment of new homes is an increase in participation. Therefore, compensation systems may not substitute increased participation as a measure by meals, children, or providers as a basis for either regular compensation or incentive payments. Sponsors may use the number of homes recruited to determine whether an employee is performing as expected.

Training Providers and Monitors

Training of Providers

Sponsoring organizations (SO) must train home providers when they initially enroll in the program and annually thereafter. Key staff from the family day care homes (FDCHs) and group homes must attend the training. In general, key staff would include the home provider. However, the key staff shall include assistants or backup providers in larger group homes or homes providing shift care.

Training documentation must include session dates, locations, topics, and names of participants. Training funded by the Child and Adult Care Food Program (CACFP) must be directly related to the CACFP.

The following are recommended training and the minimum training requirements for new and participating providers outlined in federal regulations for training.

| Recommended Training for New Providers | Required Annual Training for New and Participating Providers | Recommended Annual Training |
|--|--|--|
| <ul style="list-style-type: none"> • Program Requirements • Policies • Regulations • Sponsoring Organization Agreement • Recordkeeping • Food Safety and Sanitation • Creditable Foods • Menu Planning • Appeal Procedures • Licensing • CACFP Integrity and Performance Standards • Seriously Deficient Process • Termination and Disqualification • Civil Rights | <ul style="list-style-type: none"> • CACFP Meal Pattern Requirements • Menus – planning, purchasing, food preparation • Types of Meal Service • Recordkeeping Requirements • Meal Counting Procedures • Creditable Foods • The Reimbursement Process • Claims Submission • CACFP Integrity and Performance Standards • Seriously Deficient Process • Termination and Disqualification • Civil Rights | <ul style="list-style-type: none"> • Monitoring Reviews • Nutrition • Nutrition Education • Menu Planning • Nutrition Learning Experiences • Food Safety and Sanitation • Food Service Management (planning, purchasing, preparation, hiring, and supervision of staff, etc.) |

Recommended Training for New Providers

The training must be provided face-to-face with the new provider. Documentation must be on file to verify that preapproval training was conducted for all providers on these topics.

Required Annual Training for New and Participating Providers

Annual training may be conducted face-to-face or through online or self-paced training modules. **All training** must be documented and maintained in the provider's files. Training documentation must include a post-test and benchmarks for online or self-paced training.

Recommended Annual Training

Sponsors are not required to provide this training. Providers may choose to obtain training on these topics from other sources.

Note: The DHSS-CFNA is not responsible for this training, but will offer technical assistance to the SO. DHSS-CFNA staff will not participate as trainers for the SO.

Sponsors are required to offer annual training to providers. Providers and key staff are required to attend sponsor-offered training. The sponsor/provider agreement must specify that the sponsor will provide annual training and that the provider must attend the training. Failure of an SO to provide annual training and failure of a home provider and key staff to participate in the training is a serious deficiency.

Training for Sponsor Monitors

Federal regulations also require SOs to train sponsor monitors when initially hired to conduct monitoring visits and annually thereafter. A sponsor monitor is any person, either employed, volunteering, or under contract with the SO, who conducts on-site reviews of FDCHs and group homes or reviews monthly records submitted by the home to support the claim for reimbursement.

Required training topics for sponsor monitors are the same as those required for home providers and key staff. In addition to the required topics, SOs are strongly encouraged to provide training on nutrition, nutrition education, the home monitoring process, food safety, and sanitation. All training provided to sponsor monitors must be documented and will be reviewed at all DHSS-CFNA SO audits. Failure of a SO to properly train all sponsor monitors is a serious deficiency.

Civil Rights Compliance and Other Requirements

Data Collection

The Child and Adult Care Food Program (CACFP) must ensure that program benefits are made available to all eligible individuals without regard to race, color, age, sex, disability, or national origin.

All institutions participating in the Child and Adult Care Food Program (CACFP) are required to comply with the following civil rights obligations and to provide information as follows:

- **Collection of Ethnicity and Race Data:** The sponsoring organization (SO) is required to determine the number of potentially eligible children by racial/ethnic category for the area served by the organization annually. The sources for this data may include census data or public school enrollment.

Actual beneficiary data by racial/ethnic category for each family day care home (FDCH) or group home under an SO's jurisdiction shall be collected by the SO each year and compiled into one summary. To fulfill this requirement, the home provider may collect the civil rights information regarding children on an ongoing basis on the child enrollment form, or it may be done annually through another process.

Visual observation and identification are not allowable practices to use to collect the data. The preferred method is self-identification and self-reporting. CACFP home providers should explain the importance of this data to participants as they encourage them to self-identify and self-report. Voluntary questions on ethnicity and race are included in the [Income Eligibility Form for Child Care Centers \(CACFP-205\)](#), the [Child Care Enrollment Form \(MO 500-3317\)](#), and the [CACFP Enrollment Form for Child Care Centers \(CACFP-229\)](#), which are all available at www.health.mo.gov/cacfp under "Forms."

- **Compile the Ethnic and Racial Data on the Beneficiary Data Report [580-2464 \(8-2022\) BENEFICIARY DATA REPORT \(mo.gov\)](#).** Once a year SOs must compile the ethnic and racial data completed by the participant or guardian into this report. This information must be compared to the estimated number of potential participants by racial/ethnic category for that target area. The SO must keep this information on file.

SOs must display the "And Justice For All" poster in a prominent location (visible to the public). Please contact our office for additional posters.

Annual Civil Rights training is required for all CACFP SO and home provider staff. Online training is available on our website at www.health.mo.gov/cacfp.

USDA nondiscrimination statement and civil rights complaint information are required on program material directed to the parents or guardians. If the home has a parent handbook or a policy booklet that indicates that the home is participating in the CACFP, the nondiscrimination statement and procedure for filing a complaint must be included and is available at www.health.mo.gov/cacfp - USDA Nondiscrimination Statement.

Discrimination Complaint Filing. The USDA prohibits discrimination in Child Nutrition Programs (CNPs) based on: race, color, national origin, age, sex (including gender identity and sexual orientation), disability, and religion. If you believe you experienced discrimination when participating in a USDA program, you may file a complaint. Civil rights complaint filing information is located at <https://www.usda.gov/oascr/complaintresolution>

Forward complaints of alleged discrimination to the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA). All complaints of discrimination, written or verbal, including anonymous complaints, must be forwarded to the DHSS-CFNA within four days of receipt. The toll-free number is 800-733-6251.

Be sure to provide all available information and details, including:

- Name, address, and telephone number or other means of contacting the complainant.
- The specific location and name of the entity delivering the service or benefit.

- The nature of the incident or action that led the complainant to feel discrimination was a factor or an example of the method of administration that is having a disparate effect on the public, potential participants, or participants.
- The basis on which the complainant feels discrimination exists.
- The names, titles, and business addresses of persons who may have knowledge of the discriminatory action.
- The date during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions.

All FDCHs and group homes must display the “*Building for the Future*” flyer in a prominent location or provide access to the “*Building for the Future*” pamphlet. This pamphlet explains the CACFP, who is eligible, the kinds of meals served, and the types of facilities that serve the meals. Both are available at www.health.mo.gov/cacfp under the Posters, Flyers, & Pamphlets link.

All FDCHs and group homes must provide WIC Program Information. Missouri WIC outreach posters are available to print and display in your FDCHs to share the benefits of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) with parents and guardians. The posters are located at www.health.mo.gov/cacfp under the Posters, Flyers, & Pamphlets link.



BENEFICIARY DATA REPORT

A Beneficiary Data Report must be completed once a year to report the ethnic and racial category of participants enrolled in your center. This data is collected via the Enrollment Form or Outreach and Beneficiary Survey completed by the parent/participant. Completion of the data by the parent/participant is voluntary and failure to report will not impact eligibility for meals. A parent/participant may check one or more racial category. Ethnicity and race data must be self-identified and self-reported or reported by a parent/guardian.

NAME OF CENTER/FACILITY

ADDRESS

| Ethnic Category | Number of Participants |
|---|------------------------|
| Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. | |
| Racial Category | 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 or African American – 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. | |
| Undeclared – No ethnic or racial category self-identified or self-reported by participant/parent. | |
| Total Number of Participants | |
| SIGNATURE OF CENTER REPRESENTATIVE ▶ | DATE |



SECTION 4: Financial Management

Family day care homes, group homes, and sponsoring organizations participating in CACFP must demonstrate fiscal management and nonprofit food service.

- Financial Management and Nonprofit Documentation
- Factors Affecting Allowable Costs
- Allocation of Costs
- Typical Allowable Costs & Restrictions
- Allowable Costs with DHSS Approval
- Unallowable Costs
- Recovering Money
- Carry Over of Funds
- Financial Audits

Financial Management and Nonprofit Documentation

Meal Reimbursement Information: Meal reimbursement for family day care homes (FDCHs) or group homes is based upon the claiming category (free, reduced, or paid). The claiming category is determined by comparing family size and household income data to the income eligibility guidelines. The reimbursement rates are effective from July 1st through June 30th. The reimbursement rate for the breakfast, lunch, and snack meals includes the USDA-established cash-in-lieu of commodity rate. The current meal reimbursement rates are located on the Child and Adult Care Food Program (CACFP) website at <http://health.mo.gov/cacfp> under Rates.

Fiscal Management: The purpose of the financial management review is to verify all financial information related to the nonprofit meal service. The purpose is also to ensure costs charged to the nonprofit food service are used to meet CACFP meal requirements and that costs claimed for reimbursement under CACFP are allowable, meaning they are necessary and reasonable for the effective and efficient operation of the food service. All costs charged to the nonprofit food service must be listed in the budget approved by the state agency.

The review of the institution's financial management includes a review of all income and expenses of the organization, whether it is an independent (single) center or a sponsoring organization (SO) of multiple facilities. **Organizations and facilities must maintain and retain the required documentation.** Failure to maintain these records may be grounds for the denial of reimbursement.

Nonprofit food service is defined as food service operations conducted by the institution principally for the benefit of enrolled participants, from which all the program reimbursement funds are used solely for the operations of improvement of such food service. ([CFR 226.2](#))

Operating Costs represent allowable expenses incurred by the institution for the preparation and service of meals under CACFP. Allowable operating costs include, but are not limited to, food and non-food supplies (e.g., napkins, cooking and eating utensils), compensation for food service labor costs, and costs for purchases or services.

Food Costs are expenditures for the food used in all meals under CACFP. Original, itemized food and milk records or receipts must be maintained to support monthly claims for reimbursement and to document nonprofit food service operations. 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 and any incidental food and non-food purchases.

The Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) will examine original food and milk receipts and invoices to determine if the center 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. Food items, especially perishables, must be purchased or delivered on a regular basis due to their limited shelf life. Receipts should verify the 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 breakfast, lunch, and supper meals. Program regulations require that at least the minimum amount of all components be served to allow the meals to be claimed for reimbursement. Unflavored whole milk must be served to children one

year old. Unflavored low-fat (1%) or fat-free (skim) milk must be served to children 2 through 5 years old. Unflavored/flavored low-fat (1%) or fat-free (skim) milk must be served to children six years old and older.

Document the type of milk served on the menu. Inadequate milk purchase amounts and non-compliant milk purchase types will result in meal disallowances at CACFP monitoring reviews.

Milk purchase requirements for breakfast, lunch, and supper are as follows:

| Amount | Servings per Gallon | Age of Participants |
|----------------|---------------------|---------------------|
| 4 oz. or ½ cup | 32 servings | 1 through 2 years |
| 6 oz. or ¾ cup | 21 servings | 3 through 5 years |
| 8 oz. or 1 cup | 16 servings | 6 years and older |

Food Service Labor Costs: Centers must document the cost of food service labor needed for the operation of the CACFP. This may include wages, salaries, employee benefits, and the share of taxes paid by the independent center necessary to perform the following tasks: menu planning and purchasing, meal preparation, serving, and clean-up of program meals; supervision of day-to-day food service operations, including supervision of children during the meal service; and on-site preparation of daily program meal service records.

Non-Food Supply Costs include small kitchen equipment, paper goods, such as napkins and straws, and cleaning supplies used directly for the food service operation. Itemized receipts must be kept on file as documentation.

Purchased Services – Indirect Costs are items such as prorated utilities (shared services), equipment rental, rental of facilities and minor repairs. Refer to the Sponsor’s Budget tab on the CACFP web-based system for indirect expenses approved for your center. Independent centers and Sponsoring Organizations must submit updated budgets annually during the CACFP renewal process. CFNA will provide assistance on which records are needed to support these costs.

Administrative Costs are expenses and allowable costs incurred by an organization in planning, organizing, and managing the food service operation under CACFP. These costs may include labor for management, fringe benefits, traveling, and other costs necessary to manage and implement the program [[FNS Instruction 796-2, Rev. 4](#) (VII D 2)]. The portion of the administrative costs to be charged to the program may not exceed 15 percent of the meal reimbursements estimated or actually earned during the budget year [(7 CFR 226.16(b)(1)].

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 that is in compliance with

[Missouri Food Code](https://health.mo.gov/safety/foodsafety/pdf/missourifoodcode.pdf) laws located at <https://health.mo.gov/safety/foodsafety/pdf/missourifoodcode.pdf>. 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** - costs associated with growing food that will be used in the CACFP, either as part of a meal service or for activities related to nutrition education, are allowable. These costs may include seeds, fertilizer, labor, plot rental, etc. However, the center must maintain documentation of costs incurred.
- **Food Bank and Food Pantries** - nonprofit, faith-based and public centers may be eligible to purchase food from approved sources with appropriate documentation. Itemized receipts with the agency price per pound, for instance, price extension and food name, must be maintained. Contact CFNA to ensure food bank and pantry purchases are creditable.
- **Farmers Market or Roadside Produce Stands** are limited to the purchase of fresh and unpackaged, 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.

Refer to the USDA [Food Buying Guide for Child Nutrition Programs](https://www.fns.usda.gov/tn/fbg) (FBG) located at <https://www.fns.usda.gov/tn/fbg>; for additional information prior to purchasing items from approved and unapproved sources.

Income and/or Additional Funding: Sources of funding can vary by organization type, size, and structure. In addition to the reimbursement from CACFP, some institutions fund their operation from tuition fees and fundraising activities, while others may have other funding streams generated from activities outside of CACFP. Program income is the gross income generated from activities, local government sources, any center funds used to subsidize the food service program, any income for adult meals and any other income, including loans and donations to the food program. Regardless of the source, all income must be maintained in the nonprofit food service account and used only for approved costs. Please contact DHSS-CFNA if you need further guidance.

Documentation of Nonprofit Foodservice (CACFP-214): This form may be used to document monthly food service costs and expenses, the amount of labor, and indirect costs attributable to the food service. The CACFP-214 is located at www.health.mo.gov/cacfp - forms

How to use CACFP-214:

- Compare the total expenditure on food costs to the CACFP monthly reimbursement. If the food cost expenditures for the month are greater than the monthly CACFP reimbursement, the center does not need to document other operating costs. **If the food costs for the month are less than the monthly CACFP reimbursement, the center must document food service labor costs (+ non-food supplies, if needed) on form CACFP-214.**
 - NOTE: The food, non-food, and labor costs total typically exceeds the reimbursement, and no further action needs to be taken; however, if the

food costs + labor costs + non-food costs are less than the monthly CACFP reimbursement, then expendable and non-expendable must be calculated.

- Expendable food service equipment has durability under two years and costs \$5,000 or less.
 - Non-expendable food service equipment has a durability of two years or more with a cost exceeding \$5,000.
- Add total labor costs, 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 meal income (if applicable), to the program.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
DOCUMENTATION OF NONPROFIT FOODSERVICE

Correct Example

| FACILITY NAME ANN'S ANGELS GROUP HOME | | | | | | 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 |
| Center Director | \$20.00 / hour | X | 1 hour / day = \$20.00 | X | 20 days/month | = | \$400.00 |
| Teacher Aide | \$14.00 / hour | X | 2.5 hours / day = \$35.00 | X | 20 days/month | = | \$700.00 |
| Cook | \$14.00 / hour | X | 6 hours / day = \$84.00 | X | 20 days/month | = | \$1,680.00 |
| | | X | | X | | = | |
| | | X | | X | | = | |
| | | X | | X | | = | |
| | | X | | X | | = | |
| | | X | | X | | = | |
| TOTAL LABOR COST | | | | | | = | \$2,780.00 |

| INDIRECT COSTS | AMOUNT | X | PERCENT OF FOODSERVICE USAGE OR PERCENT OF FOODSERVICE SQUARE FOOTAGE | = | SUB TOTALS | | GRAND TOTAL SPENT ON CACFP | |
|-----------------------------|-----------------|---|---|---|----------------|--|----------------------------|-------------------|
| Waste disposal | \$48.00 | X | | = | \$48.00 | TOTAL FOOD COSTS (MAINTAIN RECEIPTS) | \$1,825.50 | |
| Utilities | \$310.00 | X | 15% | = | \$46.50 | TOTAL NON-FOOD COSTS (MAINTAIN RECEIPTS) | | |
| | | X | | = | | TOTAL LABOR COSTS | \$2,780.00 | |
| | | X | | = | | TOTAL INDIRECT COSTS (IF APPLICABLE) | \$94.50 | |
| TOTAL INDIRECT COSTS | | | | | = | \$94.50 | GRAND TOTAL | \$4,700.00 |



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
DOCUMENTATION OF NONPROFIT 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 | | | | | | = | |

| 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 |

Factors Affecting Allowable Costs

To be allowable under the Child and Adult Care Food Program (CACFP), costs that are claimed must meet the following general criteria:

- Be necessary and reasonable for proper and efficient administration of the program.
- Be authorized or not prohibited under state or local laws or regulations.
- Comply with any limitations or exclusions outlined in federal laws or the governing regulations regarding the types or amounts of cost items.
- Not chargeable to or included as a cost to any other federally financed program in the current or prior period.
- Be treated consistently through the application of generally accepted accounting principles.
- Be allocated appropriately so that only the allowable share of the cost is assigned to the program.
- Be documented to demonstrate that costs:
 - Have been incurred
 - Are appropriate program costs
 - Comply with all applicable laws, regulations, and [FNS Instruction 796-2, Revision 4](#)
- Be reported on an accrual basis, cash basis, or modified accrual basis.

Allocation of Costs

Some costs benefit more than one objective or activity; however, only the share of the expenses that benefit the Child and Adult Care Food Program (CACFP) can be assigned as program costs. A variety of methods are available to allocate these costs. Nonprofit institutions typically segregate their expenditures into direct or indirect categories and further classify them as operating or administrative costs.

Direct costs are expenses that can be readily identified with a specific activity or program. For example, costs to conduct monitoring visits, review and approve income eligibility statements, and process provider claims are readily identifiable as activities that solely benefit the CACFP. On the other hand, indirect costs are incurred for joint objectives and cannot be readily identified with a specific program. For example, the benefit to CACFP from a receptionist who answers the phone for the organization or accounting staff who oversees the financial operations of the organization cannot be readily identified since the work of these individuals benefits multiple programs in the organization, and costs are not easy to assign to each program. The reporting for each type of cost, direct and indirect, has a different methodology.

Direct costs that solely benefit CACFP are charged totally to the program. Direct costs that benefit multiple programs must be allocated consistently and rationally based on the benefits received, and only the portion that benefits CACFP is chargeable to the program. For example, rental space costs could be directly allocated based on square footage, or internet charges could be directly allocated based on the number of outlets.

Indirect costs are derived by developing an indirect cost rate using information from the previous period to create a method to project indirect costs for the current period. The indirect cost rate is the ratio of indirect costs to a direct cost base obtained from the previous year's audited costs. The resulting percentage is applied to the direct cost base of the current period to derive current-year indirect costs. The direct cost base includes salaries, fringe benefits, and hourly wage costs. Indirect costs must be allocated consistently and rationally, and the indirect cost rate must have been developed through a cost allocation plan (CAP) approved by the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA). DHSS-CFNA must approve the CAP at the time of application and be reviewed at least once a year.

Typical Allowable Costs and Restrictions

To be allowable, costs must conform to relevant federal, state, and local laws and regulations, [FNS Instruction 796-2, Revision 4](#), and other policies and procedures. Such costs must receive consistent treatment by applying generally accepted accounting principles. Each item of cost must be uniformly assigned as either direct or properly allocated so that only the allowable share of the cost is assignable to the program. In both cases, explanations of the relationship of the cost to the Child and Adult Care Food Program (CACFP) (if not self-evident) should be included in the documentation. Costs must not be assignable or included as a cost to a prior or future period. Costs must be net of any applicable credits.

Costs must be supported by documentation that adequately demonstrates that costs:

- Have been incurred.
- Are program costs.
- Comply with all applicable laws, regulations, and FNS Instruction 796-2, Revision 4.

The organization must identify related party transactions, less than arms-length transactions, ownership interests in equipment, supplies, vehicles, and facilities, or disclose any other information to the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) to provide the ability for an informed assessment of cost allowability. Deliberate failure to do so will result in disallowance of the cost. It may also subject the institution, its principals, employees, consultants, or others to the administrative and legal remedies available to DHSS-CFNA and Food and Nutrition Services (FNS).

Listed below is a partial list of allowable costs. (FNS Instruction 796-2, Rev. 4)

1. **Administrative Salary and Benefits** – Salaries and benefits of administrative personnel (clerical, accountants, and others) necessary to support organizational activities are allowable. Each element of an individual's compensation must be reasonable for the services provided by the individual and conform to the institution's written compensation policy. Payroll records are required to document these costs. Distribution of salaries and wages of employees chargeable to the CACFP must be supported by appropriate time and attendance reports.

Labor costs associated with personnel who work part-time in the CACFP and part-time in other duties must be prorated based on hours worked for program and non-program activities. A separate time distribution report for each employee is required. The reports must reflect an after-the-fact determination of the actual activity of each employee.

2. **Travel Expenses** – Travel costs are transportation, lodging, meals, and related costs incurred by an organization's employees, officers, directors, or trustees performing program work. Costs for program travel require prior approval and may be charged on an actual, per diem, or mileage basis, provided that the method used results in charges consistent with those normally allowed by the institution in its non-program operations. It is recommended that expenses reimbursed be limited to the federal meals, lodging, mileage, and incidental travel expenses for the appropriate location as prescribed by the United States General Services Administration (GSA) in their Meal and Lodging Travel Guide (CONUS) (www.gsa.gov, under Programs, per Diem Rate).

Such costs include:

- **Meals and Lodging:** Reasonable costs incurred for meals and lodging will be reimbursed. Meal limit allowances per CONUS include taxes and tips. Lodging limit allowances per CONUS do not include taxes. Receipts for meals under \$25.00 are not required. Receipts for lodging shall be obtained and attached to travel expense forms. The DHSS will only reimburse lodging costs that are documented with an appropriate receipt.

- **Mileage:** If vehicles owned by the sponsoring organization (SO) or any of its employees, officers, directors, or trustees are used for program administrative duties, the organization may use actual costs or a mileage allowance. Actual costs are the program's share of costs for operating the vehicle, including gas, oil, routine maintenance, and, as applicable, depreciation, use allowance, or leasing fee. The mileage allowance is the full cost of operating the vehicle, excluding the driver's salary, parking, and toll fees. The official mileage allowance for the state of Missouri is updated when the Internal Revenue Service (IRS) mileage is updated. Sponsors will be notified in writing when mileage reimbursement rates are updated. The state mileage rate is less than the rate assigned by the IRS for tax purposes. SOs may elect to pay the IRS mileage rate; however, the difference between the State of Missouri rate and the IRS rate must be paid from non-program funds. Documentation to support mileage costs charged to the program must include:
 - a. Records of the date of each trip, driver's name, mileage, the origin and destination, parking receipts, and the reason for each trip.
 - b. The employee must sign these records, and an authorizing official must certify in writing that records documenting all travel costs and mileage claimed have been reviewed to ensure reasonable costs.
- **Out-of-State Travel Expenses:** With prior approval, travel expenses and registration fees may be claimed for persons attending out-of-state conferences that relate solely to the CACFP. With specific written prior approval, the prorated share of travel and registration fees is allowable when the CACFP is only a portion of a larger child and adult care-related agenda. The number of staff that can attend out-of-state conferences must have been budgeted in the current fiscal year before attending. The following criteria are recommended as guidelines:

| Number of Homes Claimed Per Sponsorship | Number of Staff Who May Attend Out of State Meetings |
|---|--|
| 1-500 | Two Staff |
| 501-1,500 | Three Staff |
| 1,501-2,500 | Four Staff |
| 2,501-3,500 | Five Staff |

If a SO intends to send staff to the Technical Assistance Conference or the Sponsors Association Conference, more than the maximum number of staff members indicated above may attend, provided the cost of all travelers does not exceed the total reasonable expenditures for the number of people listed above.

- **Travel Wholly Within a Single Day:** If travel is wholly within a single day, reimbursement for lunch while away from the institution/office will be determined by sponsor policy. If an employee leaves home on official business before 6:00 a.m. and/or cannot return home until after 7:00 p.m., meal allowances may be made for breakfast and/or dinner for the traveler.
- **Reimbursement Disallowances:** When overnight accommodations are furnished at no extra cost to the traveler (i.e., room provided as part of the registration fee), no reimbursement may be claimed for lodging. When meals are included in a registration fee, transportation fare, and official function or are otherwise furnished at no additional cost to the traveler, no reimbursement may be claimed for such meals.
- **Inclusions and Exclusions as to Authorized Expenses:** In addition to meals and lodging, the following expenses incurred as a necessary part of approved travel may be claimed.

- a. Registration fees (receipt required).
- b. Commercial transportation cost paid by the traveler (may include up to 17% tip for taxi. Receipt required if over \$35.00 for each ride in a commercial vehicle.).
- c. Parking fees (when reimbursing for actual costs, but not for mileage allowance. Receipt required if over \$10.00).
- d. Mileage for approved use of private vehicle.
- e. Road toll charges (when reimbursing for actual costs, but not for mileage allowance).
- f. Tips – a reasonable amount for porters and bellhops. (Tips paid with meals are included in the meal allowance and cannot be claimed separately).

The following expenses are **not** authorized for reimbursement:

- Entertainment expenses.
- Personal expenses.
- Travel insurance.
- Alcoholic beverages

3. **Supplies** – This category includes durable and expendable materials and supplies that do not meet the equipment definition. Durable supplies are defined as items having a life expectancy of more than one year and an acquisition cost of less than \$5,000 per unit, or the organization's definition of equipment. With specific prior written approval, durable supplies can be directly expensed. Allowable costs include the costs of durable supplies at the time of purchase or expendable program materials and supplies used within one month or less at the time of sale. When expendable material and supply purchases exceed one month's usage, allowable material and supply costs are limited to the price of the items used for the program during the month.
4. **Printing and Reproduction** – The cost of printing and reproduction is allowable to the extent that expenditures are made to meet program needs.
5. **Postage** – Costs incurred for postage stamps, express mail, or other postal services.
6. **Office Equipment Depreciation and Use Allowance (Nonexpendable Equipment)** – Depreciation is the expense associated with the physical deterioration and consequential loss in the value of the program's office equipment. This loss in value may be claimed as an allowable operating cost. Equipment is a nonexpendable item with more than one year of useful life and an acquisition cost of \$5,000 or more per unit. Depreciation shall not be allowed on any item considered to be fully depreciated. All depreciation charged to the program must be documented. All records for the entire depreciation period must be retained during the life of the equipment and for three years after the end of the federal fiscal year during which an equipment item is fully depreciated. Records must be retained beyond this point if audit findings have not been resolved. Depreciation is based on acquisition cost, the life expectancy of the item, and the costs of improvements, alterations, or repairs that extend the item's useful life. The acquisition cost for computing depreciation must exclude the cost or any portion of the equipment paid by or donated by the Federal Government or others, regardless of where the title was originally vested or where it presently resides. Also, if an item of equipment is acquired by trading in another item and paying any additional amount, "acquisition cost" means the amount received for trade-in plus the additional outlay. However, if the trade-in item is either fully or partially depreciated, then that portion of the already depreciated trade-in value cannot be included in the acquisition cost. The cost of depreciation on idle or obsolete equipment is unallowable.

Adequate property records must be maintained. Any generally accepted method of computing depreciation may be used. However, computing depreciation must be consistently applied for all assets for all federally sponsored programs. The depreciation method must result in equitable charges considering the use of assets and the benefits to the program.

For less than arms-length transactions for equipment leased, the allowable lease cost is the amount that results from applying a five-year life expectancy to the acquisition cost for automobiles and ADP equipment and a 15-year life expectancy for other equipment.

A use allowance can only be applied to items the institution has fully depreciated before being used by the program. The maximum annual rate for use allowances for equipment cannot exceed 6-2/3% (0.56% per month) of the acquisition cost.

7. **Contracted Services** – Contracted services can either be identified as Legal or Other Professional Services or as Purchased Services-Other. Different criteria relating to allowability govern each category. The Legal or Other Professional Services category includes the costs of legal and professional services performed by persons who are members of a particular profession or possess a special skill and are not officers or employees of the institution. With specific prior written approval, allowable costs include the sponsoring organization’s cost to pursue administrative and judicial recovery of funds due from sponsored facilities with certain restrictions, and the costs for other professional services that are required in the administration of the program have been properly procured and include contract terms that are adequate for the services required. Allowable costs include the organization’s cost for administrative appeals under the CACFP regulations. With prior approval, allowable costs for the Purchased Services-Other category include arms-length transactions for maintenance and repair of equipment to maintain an efficient operating condition and the costs of utilities, purchased security, janitorial services, etc., that are not included in space or labor costs. With specific prior written approval, allowable costs for the Purchased Services-Other category include less-than-arms-length transactions, maintenance and service repair contracts on program equipment, and all other purchased service costs needed for program operations.
8. **Training and Professional Development**– Costs for providing program training and technical assistance for staff or providers are allowable. Training and professional development for staff could include costs for conferences, subscriptions, and memberships in professional organizations. With prior approval, the registration and travel costs for staff to attend meetings and conferences devoted solely to CACFP are allowable. Costs for the organization’s subscription to periodicals related to the program are allowable. Costs for organizational memberships in professional organizations related to the CACFP are allowable with certain restrictions. Allowable costs for training for program participants could include:
 - a. Rental costs for meeting room space.
 - b. Fees for speakers who are not employees, officers, directors, trustees, or immediate family members to discuss program requirements.
 - c. Costs for meals served to participants, but not to guests, when the training is presented concurrently with the meal service.
 - d. Costs for materials and supplies for the training. The following costs are unallowable:
 - Costs for motivational speakers.
 - Costs of social events, entertainment, flowers, door prizes, and gifts.
 - Travel and transportation costs for FDCH providers to attend the training.
 - The costs for substitutes for FDCH providers when training is conducted during normal hours of operation.
9. **Telephone/Other Communications** – Costs incurred for telephone services, including cellular telephones, fax, license fees for electronic mail software, internet services, and messenger services, including pagers, used for program operations are allowable.

10. **Office Rent/Use Allowance** – The rental cost of space in privately or publicly owned buildings used for the benefit of the program is allowable, subject to the conditions stated below. The total cost of space, whether in a privately or publicly owned building, may not exceed the rental cost of comparable space and facilities in a privately owned building in the same locality. The cost of space incurred by the organization during periods of non-occupancy is a special consideration item and requires specific prior written approval.

The rental cost of space in a privately owned building, such as a private home, is allowable to the extent the rate is reasonable and a bona fide arms-length rental exists. When charged as a direct cost, rental costs must be allocated between program and non-program use. To compute, prorate the ratio of the square footage of program space to the total square footage of the rented space. The result must be further prorated by the actual number of hours of program use to the total number of hours that space is used.

For example: The monthly rental fee for a private residence is \$500. 25% of the square footage is used for the operation of the CACFP. The actual number of hours of program use to the total number of hours is 50%. Result: The total monthly rental fee of \$500 would be prorated by 25% to reflect the space used for the program, and that amount would be further prorated by 50% to reflect the time used for the program ($\$500 \times 25\% \times 50\% = \62.50 per month). However, if the 25% square footage were used solely for the CACFP, then further cost proration for time would not be necessary, and the total rental cost attributable to CACFP would be the full 25% ($\$500 \times 25\% = \125 per month).

Similar costs for publicly owned buildings newly occupied on or after October 1, 1980, are allowable where “rental rate” systems or equivalent systems that adequately reflect actual costs are employed. Such charges must be determined based on actual cost (including depreciation based on the useful life of the building, interest paid or accrued, operation and maintenance, and other allowable costs). Where these costs are included in rental charges, they may not be charged elsewhere. Rental fees cannot include costs originally financed by the Federal Government for purchase or construction.

Facilities and space costs for less than arms-length transactions have specific guidance. When a private residence owned by the organization or a related party is used for program purposes, the expenses claimed must meet all IRS requirements for business use of a home. They must be supported by the records used to meet the IRS requirements for documenting the business use of a home. For less than arms-length transactions for space and facilities that are leased, the allowable lease cost is the amount that results from applying a 30-year life expectancy to the property’s acquisition cost, less the value of the land.

Whether privately or publicly owned, buildings can be depreciated using a 30-year straight line or the depreciation method used and accepted for federal income tax reporting purposes. Depreciation is based on acquisition cost, the life expectancy of the item, and the costs of improvements, alterations, or repairs that extend the useful life of the item. The acquisition cost upon which depreciation is based must exclude the value of the land.

A use allowance can only be applied to items that have been fully depreciated by the organization before being placed into use for the program. The maximum annual rate of use allowances for buildings cannot exceed 2% of the acquisition cost, less the value of the land.

11. **Utilities** – If the cost of utilities such as electricity, gas, and water are not included in the rental fee, they may be charged to the program according to the same proration procedures above used to charge the rental fee itself.
12. **Other Miscellaneous Costs** – This category includes goods or services not identified in earlier defined cost categories. These should be itemized and may include:
- **Accounting:** The cost of establishing and maintaining accounting and other information systems required for the management of the program is allowable. However, the cost of maintaining central accounting records to meet corporate, incorporation, and tax requirements is unallowable.

- **Advertising:** Advertising media includes newspapers, magazines, radio and television programs, direct mail, web pages, trade papers, imprinted buttons, pins, banners, and similar goods. Allowable advertising costs are those which are solely for solicitation of bids for procurement of program goods and services (including rental), recruitment of personnel to work in the program, disposal of scrap or surplus materials acquired in the performance of the grant agreement, and other purposes approved by the DHSS and/or USDA.
- **Legal Expenses:** The cost of legal services performed by persons who are not officers or employees of the organization required in the administration of the program is allowable with specific prior written approval. The cost of maintaining a legal staff to perform general responsibilities and costs incurred in connection with organization and reorganization are unallowable. Legal expenses related to the organization's costs for administrative appeals pursuant to the CACFP regulations are allowable and include:
 - a. Costs for in-house or properly procured private counsel.
 - b. Costs for professional services, such as an accountant or consultant, administrative and clerical services.
 - c. Costs of directly related services provided by the institution's employees, officers, and trustees not otherwise claimed as labor costs.
- **Payroll Preparation:** The cost of preparing payroll and maintaining necessary related wage records is allowable to the extent that the expenditures are made for program purposes and are not further included in indirect costs.
- **Public Information Service Costs:** Public information service costs include the cost associated with the development of pamphlets, news releases, and other forms of information services.

Public information service costs for the following are allowable:

- a. Inform or instruct individuals, groups, or the general public about the CACFP.
- b. Increase an institution's CACFP participation.

Prior approval is required for such direct costs.

- **Procurement Service:** The cost of procurement services, including solicitation of bids, preparation and awarding of contracts, and all phases of contract administration in obtaining supplies and services for the program, is allowable.

Allowable Costs with DHSS Approval

Purchase of Equipment

The Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA), in its role as an awarding agency, will review written requests for the purchase of nonexpendable equipment costing more than \$5,000 as a direct cost to the Child and Adult Care Food Program (CACFP). Such a request is not required if the proposed equipment purchase has been approved in the sponsoring organization's (SO) annual budget. Nonexpendable equipment is defined as items costing more than \$5,000 and having a useful life expectancy of more than one year. The equipment must be purchased in accordance with CACFP procurement regulations. Specific transfer and disposition instructions apply when the equipment or other property has a fair market value of \$5,000 or more per unit. If the cost of the equipment is more than \$5,000, the federal government will maintain an interest in this property until its final disposition. Property records containing the following information must be maintained for all equipment purchases.

- A description of the equipment, including serial numbers.
- Information to calculate the federal share of the equipment.
- Acquisition date and cost.
- Location, use, and condition of the equipment.
- All pertinent information on the ultimate transfer, replacement, or disposal of the equipment.
- Every two years, at a minimum, a physical inventory shall be conducted, and the results reconciled with the property records to verify existence.
- If the equipment is eventually to be sold, selling procedures shall be established, which will provide for competition to the extent practicable and result in the highest possible return to the federal government. Equipment with a unit acquisition cost of less than \$1,000 may be retained, sold, or disposed of without further obligation to the federal government. For equipment with a unit acquisition cost of \$1,000 or more, whether retained or sold, the federal government shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the federal share of the equipment. The sponsoring organization shall inform DHSS-CFNA of its plan to dispose of equipment with a unit acquisition of \$1,000 or more.

Refer to 7 CFR Part 3016.31-.33 and 3019.30-.37 as appropriate for additional information on recordkeeping, transfer, and disposition instructions.

Automated Data Processing (ADP)

The cost of data processing equipment for the program is allowable. This cost may include rental of equipment or depreciation on equipment not purchased with federal

funds. The acquisition of equipment, whether by outright purchase, lease agreement, or other method of purchase, is allowable with specific prior written approval. If ADP equipment has been purchased from an alternate funding source, CACFP cannot be charged rental. However, an annual use allowance based on 6 2/3% of the total acquisition cost would be allowable.

Capital Expenditures

The cost of facilities, equipment, or other capital assets and repairs that materially increase the value or useful life of capital assets is unallowable. Still, it may be eligible for depreciation or allowed as a direct expense. When assets acquired with Food and Nutrition Services (FNS) funds are sold, no longer available for use in FNS sponsored programs, or used for purposes not authorized by FNS, then FNS' equity in the asset will be refunded in the same proportion as its participation in the cost. Only the net cost of the newly acquired assets is allowable when any assets are traded on new items.

Occupancy of Space under Rental Purchases or a Lease with Option to Purchase Agreement

The cost of space facilities or land procured under such arrangements is not allowable.

Rearrangements and Alterations

Costs incurred for rearrangement and alterations of facilities owned by the organization that are necessary for efficient and effective program operations, but do not result in capital improvements, are allowable with specific prior written approval. Such costs that result in capital improvements are unallowable, except in some cases, these costs may be depreciated

Insurance and Indemnification

Costs of insurance required or approved and maintained are allowable. Costs of other insurance in connection with the general conduct of activities are allowable with specific prior written approval, subject to the following limitations: type, extent, and cost of coverage will be in accordance with general state or local government policy and sound business practices.

Contributions to a reserve for self-insurance are allowable with specific prior written approval to the extent the reserve meets state insurance requirements, and the type of coverage, the extent of coverage, and the rates and premiums would have been allowed had insurance been purchased to cover the risks.

Actual losses (which could have been covered by permissible insurance through an approved self-insurance program or otherwise) are unallowable unless expressly provided in the state agency-organization agreement. Losses not covered under nominal deductible insurance coverage, if otherwise in keeping with sound management practice, and minor losses not covered by insurance, such as spoilage, breakage, and disappearance of small hand tools that occur in the ordinary course of operations, are allowable, up to a total of \$100 annually.

Management Studies

The costs of management studies to improve the effectiveness and efficiency of ongoing programs performed by entities other than the organization itself are allowable with specific prior written approval. The costs of studies performed by the organization's officers, employees, or family members are unallowable.

Unallowable Costs

Claims for Child and Adult Care Food Program (CACFP) administrative reimbursement may not include any of the following unallowable costs:

Bad Debts – Any debts and losses arising from uncollected accounts, late payment charges, insufficient fund charges, related collection costs, legal fees, and other claims.

Contingencies – Contributions to a contingency reserve or any similar provision for unforeseen events.

Contributions and Donations – Federal funds may not be used as contributions or donations.

Entertainment – Amusements, social activities, and incidental costs such as meals, beverages, lodging, rentals, transportation, and gratuities.

Fines and Penalties – Costs resulting from failure to comply with federal, state, and local laws and regulations.

Interest and Other Financial Costs – Interest for reacquiring equipment or other property held by the organization or a related party through repurchase or refinancing operations, associated legal and professional fees, interest on borrowed capital and fees, and charges in lieu of unallowable interest.

Legal Expenses – Unallowable when incurred for the prosecution of claims against the federal government or the grantee. An example of the latter would be legal expenses incurred when attempting to collect unallowable costs claimed for reimbursement by a former employee of the sponsoring organization (SO).

Political or Partisan Costs – Grant funds may not be used for partisan or political advocacy or lobby efforts.

Under Recovery of Costs Under Grant Agreements – Any excess of costs over the federal contribution under another grant agreement.

General Business Expenses – Costs related to organization and reorganization, stock offering and stock redemption costs, costs incurred to meet or maintain the organization's incorporation or not-for-profit status, and costs for filing federal and state income tax forms.

Recovering Money

A sponsoring organization (SO) will utilize the following policies and procedures for retrieving money paid to family day care home (FDCH) and group home providers. Such collections, for example, may occur due to the FDCH's transition to a group home or recovery of an overclaim due to SO monitoring.

1. Send a letter, certified mail, or return receipt requested, stating the amount owed to the SO with supporting documentation. Submit a copy to the Department of Health and Senior Services – Community Food and Nutrition Assistance (DHSS-CFNA). The letter must state the home provider may:

- A) Send the SO the specified amount of money within 30 calendar days of the date of the letter.

OR

- B) Send the SO a letter within 30 calendar days of the date of the letter, stating that she/he intends to continue caring for children and remain in the Child and Adult Care Food Program (CACFP) and that she/he prefers to have the amount owed deducted from future months reimbursements.

2. The SO will respond within two weeks to the home provider's choice of action to be taken. If the home provider asks for deductions from the claim for reimbursement for subsequent months, the SO may:

- A) Deduct up to the full amount of each subsequent month's reimbursements until the total debt owed is paid back.

OR

- B) Deduct a negotiated portion (i.e. 25%, 50%) of the claim, acceptable to the SO and the home provider, of each succeeding month's reimbursements until the debt is repaid.

3. If there is no response within 30 calendar days, the SO will send a copy of the letter, certified mail, return receipt requested, with "Second Notice" and a new due date (30 calendar days from the date of the letter) and copy the state agency. The SO will call the FDC provider within one week after sending the second letter to urge them to respond immediately and will document the call.

4. If there is no response to the "Second Notice" within the additional 30 calendar days, the SO may discuss the case with DHSS-CFNA regarding collection. There will be no collection attempts by DHSS-CFNA; however, further action may be warranted with the approval of DHSS-CFNA.

Carry Over of Funds

Sponsoring Organizations of Homes may carry over a maximum of 10% of administrative payments into the succeeding fiscal year. The 10% maximum on the amount of administrative funds that may be carried over must be based on the total amount of homes multiplied by rates of administrative payments received by the sponsor over the fiscal year. Administrative funds remaining at the end of the fiscal year that exceed 10% of that fiscal year's administrative payments must be returned to the Department of Health and Senior Services (DHSS). If the 10% carryover funds are not expended in the succeeding fiscal year, the sponsor is required to return the unused funds to DHSS.

An annual budget is required, and the amount carried over must be accounted for in the budget for the succeeding fiscal year. Further, sponsors remain responsible for correctly accounting for costs and maintaining records and sufficient supporting documentation to demonstrate that costs claimed have been incurred, are allowable, and comply with all applicable regulations and policies.

Because the final administrative claims may not be known when the annual budget is submitted to DHSS, make the best estimate of the carryover amount when preparing the annual budget. The estimate should be based on comparing the administrative payments the sponsor expects to receive with the amount of allowable administrative expenses the sponsor expects to incur. As shown in the example below, this will yield the 10% carryover figure and any amount that must be returned to the state agency.

Example: Sponsor estimates administrative payments of \$100,000 during FY 20XX.

Sponsor estimates incurring \$85,000 in allowable administrative costs during FY 20XX.

Sponsor may carry over up to \$10,000 into FY 20XX ($\$100,000 \times .10$).

Sponsor must return \$5,000 to the state agency ($\$15,000 - \$10,000$).

An amended budget must be submitted once the fiscal year close-out has occurred and the carryover amount is finalized and approved by DHSS. It is still necessary for sponsors to use accrual accounting for the final claim of the fiscal year so that the end-of-year reconciliation and close-out can be performed.

Financial Audits

Non-federal entities (state/local governmental entities, non-profit organizations, and for-profit organizations) that expend \$750,000 or more in federal awards during their fiscal year must have an audit conducted for that year. These audits must comply with the requirements in [2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#). Certain organizations are permitted to obtain biennial audits rather than annual audits. In these cases, audits conducted must include both years. Reference 2 CFR 200.504 for additional information regarding biennial audits.

If an organization expends federal awards under only one federal program (such as the Child and Adult Care Food Program [CACFP]), it may obtain a Program-Specific audit. Auditors must conduct Program-Specific audits in accordance with generally accepted government auditing standards (GAGAS) and the program-specific audit guide - reference 2 CFR 200 for additional information.

The Department of Health and Senior Services (DHSS) may contract with auditors to conduct limited-scope audits of for-profit or non-profit institutions at any time, regardless of the amount of CACFP reimbursement received.

DHSS may contract with auditors to conduct fiscal reviews of for-profit and non-profit institutions as part of the regularly scheduled monitoring review. These fiscal reviews will cover the financial aspects of the CACFP and augment the monitoring reviews conducted by Community Food and Nutrition Assistance (CFNA).

Specific questions regarding CACFP audits, limited scope audits, and fiscal reviews may be directed to the DHSS Division of Administration – Senior Auditor at:

Missouri Department of Health and Senior Services
Senior Auditor
Division of Administration
P.O. Box 570
Jefferson City, MO 65102

DHSS may provide funds for audits if DHSS funding allows. If funding is available, SOs will be notified.



SECTION 5: Monitoring Reviews

Family day care homes, group homes and sponsoring organizations participating in CACFP will be reviewed to monitor compliance with program regulations.

- Materials Needed for a CACFP Monitoring Review
- Terminations & Seriously Deficient Process
- Appeal Procedure

Monitoring of Sponsoring Organizations

The purpose of the Child and Adult Care Food Program (CACFP) monitoring visit is to ensure that the sponsoring organization (SO) is administering the program in accordance with the CACFP regulations.

Records maintained by the SO serve as a basis for verifying compliance with program regulations. The areas which will be reviewed are as follows:

- Enrollment, attendance, and meal count verification, including the internal controls associated with the sponsor's review and verification of claims.
- Meal service compliance, including the sponsor's procedures for review of meal counts, menus, and processed food documentation.
- Eligibility for Tier I reimbursement rates, including verification procedures, income and area documentation, school data, and census data.
- Monitoring and training of family day care home (FDCH) and group home providers.
- Receipt and disbursement of CACFP funds.
- Administrative costs, including cost allocation plans, indirect cost plans, receipts, invoices, and other documentation associated with administrative costs.

SOs with 1-100 FDCHs and group homes will be reviewed at least once every three years. SOs with more than 100 homes will be reviewed at least once every two years. SOs with a history of problems will be visited more frequently. New SOs with five or more homes will be reviewed within the first 90 days of program operations.

Reviews of SOs with more than 100 homes shall include reviews of 5% of the first 1,000 homes and 2½% of all homes in excess of 1,000. Reviews of SOs with 100 or fewer homes shall include reviews of 10% of the homes. Reviews of FDCHs or group homes will be conducted by Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) unannounced to both the SO and the home. SOs must ensure that their homes are aware of DHSS-CFNA visits and that their cooperation in these visits is a requirement of their agreement with the sponsor. Failure of an FDCH or group home to admit a DHSS-CFNA staff person with proper identification for the purpose of monitoring their food program records will result in the home being classified as seriously deficient.

SOs may be notified in advance of the upcoming monitoring visit. The SO may receive an official letter acknowledging the upcoming visit and a list of records that will be reviewed. Some monitoring visits may be unannounced. For unannounced visits, no advance notification will be given. Listed below are program records required by regulations. All required records must be available to the DHSS-CFNA representative within one hour of the request, making it impermissible for records to be retrieved and provided at a later date and/or time. If records, such as Income Eligibility Forms (IEFs) or enrollment forms, are not provided within the required time, the assumption will be that such records do not exist. Findings and disallowances will be made accordingly.

The following records will be reviewed:

- Documentation to support Tier I eligibility.
- Daily attendance records, meal count records, enrollment data, and menus for selected providers.
- Copies of all applications and supporting documents submitted to DHSS-CFNA.
- Copies of invoices and receipts or other records that document administrative costs.
- Copies of claims for reimbursement submitted to DHSS-CFNA and documentation verifying receipt of the CACFP reimbursement.
- Documentation of training provided to administrative staff and home staff.
- Documentation of monitoring reviews conducted at homes under the sponsor's jurisdiction.
- Records documenting the date and amount of CACFP disbursement to the FDCHs and group homes.

- Records documenting expenditure of advance dollars.
- Agreements between home providers and SOs.
- Audit report for the most recent year.
- Provider files.
- Documentation to support a declaration of serious deficiency of a home provider, correspondence, and on-site follow-up.
- Documentation related to parent audits.
- Documentation and correspondence related to proposals to terminate and proposals to disqualify home providers.
- Documentation supporting terminations and disqualifications.

Monitoring of Family Day Care and Group Homes

All requirements for SOs when monitoring homes can be found in the USDA's Family Day Care Homes Monitor Handbook, A Child and Adult Care Food Program Handbook at [Family Day Care Homes Monitor Handbook | Food and Nutrition Service \(usda.gov\)](#)

Termination of Agreements

A family day care home (FDCH) or group home provider may be terminated by a sponsoring organization (SO) under the following conditions:

Termination of Nonparticipating Providers

Providers must be dropped from SO when they no longer have a license or registration.

A provider who maintains their license but has not participated in the program for three months must be terminated as an inactive provider. The provider must be dropped from the SO if the sponsor is aware that a provider will not be participating for the next three or more months or after three months of nonparticipation in the program.

Termination of Agreement for Convenience

A SO may terminate a home for convenience at any time. Reasons for terminating a home for convenience include:

- Geographical location of provider (distance is cost-prohibitive for monitoring).
- The SO is overextended administratively and needs to reduce the size of its program.

Under no circumstances may a home be terminated for convenience by an SO to avoid problems or potential serious deficiencies. In all cases, a SO must provide reasonable and plausible justification for terminating a home for convenience. If it is determined by the Department of Health and Senior Services – Community Food and Nutrition Assistance (DHSS-CFNA) that a home has been terminated for convenience to avoid problems or serious deficiencies, the SO will be declared seriously deficient in their management of the Child and Adult Care Food Program (CACFP). SOs must notify DHSS-CFNA in writing within 15 days of terminating a home for convenience. The written notification must also include the justification for terminating the home for convenience.

A home terminated for convenience shall be provided a list of potential SOs by the initial SO. The home may sign up with another SO with no penalty.

If a SO terminates a home provider because of location, the SO must also terminate all the other home providers enrolled under their sponsorship that are also located in a ten-mile radius of that home. A provider may not be singled out and terminated because of location if there are other providers in the same area.

Termination of Agreement for Cause (Seriously Deficient/Disqualification)

An SO may terminate a home provider for cause under the following circumstances, as outlined in 7CFR§226.16(l). In all cases, the SO must have documentation to support the action taken.

To terminate an agreement for cause, a sponsor must first declare the home seriously deficient and follow the established Serious Deficiency Process.

When the serious deficiency constitutes an imminent threat to the health or safety of children, the sponsor must **immediately** suspend the provider's participation.

Suspension, Proposed Termination, and Disqualification Due to Imminent Threat

The family day care home (FDCH) or group home provider's main priority is to protect the health and safety of children in care. If the sponsoring organization (SO) determines that there is an imminent threat to the health or safety of participants in an FDCH/group home or that the home has engaged in activities that threaten the public health or safety, the SO must immediately notify the appropriate state or local licensing and health authorities, the SA FDCH Manager, and take action that is consistent with the recommendations and requirements of those authorities.

If state or local health or state child care licensing officials have cited an FDCH or group home for serious health or safety violations, the SO must immediately suspend the home's CACFP participation prior to any formal action to revoke the home's licensure or approval and notify the SA FDCH Manager.

The SO must notify the home that its participation has been suspended, that the home has been determined seriously deficient, and that the SO proposes to terminate the home's agreement for cause. For more detailed information on the Suspension Process, please see "USDA Serious Deficiency, Suspension, & Appeals for State Agencies and Sponsoring Organizations CACFP Program Handbook" and "USDA Family Day Care Homes Monitor Handbook."

The SO must provide a copy of the notice for approval by the State Agency (SA) FDCH Manager as soon as possible before sending the notice to the FDCH. At the same time the notice is issued to the home, the SO must provide a copy of the suspension letter to the SA FDCH Manager. A copy of the SO's appeal procedures must be included with the notice of suspension.

The notice must:

- Specify the serious deficiency(ies) found and the home's opportunity to appeal for an administrative review of the proposed termination in accordance with 7CFR§226.6(l).
- State that participation (including all program payments) will remain suspended until the administrative review is concluded.
- Inform the home that if the administrative review official overturns the suspension, the home may claim reimbursement for eligible meals served during the suspension, provided appropriate records have been maintained.
- Inform the home that termination of the home's agreement will result in the placement of the home, the provider, and the responsible principals and responsible individuals on the NDL.
- State that if the home seeks to voluntarily terminate its agreement after receiving the proposed termination notice, the home will still be terminated for cause and disqualified.

The SO must immediately terminate the home's agreement and disqualify the home when the administrative review official upholds the SO's proposed termination or when the home's request for an administrative review expires.

An SO is prohibited from making any program payments to a home that has been suspended until any administrative review of the proposed termination is completed. If the suspended

home prevails in the administrative review of the proposed termination, the SO must reimburse the home for eligible meals served during the suspension period, if proper records are maintained during the suspension period.

FDCH/Group Home Serious Deficiency Process

A family day care home (FDCH) or group home provider may be classified as Seriously Deficient (SD) according to Federal Regulation 7 CFR 226.16(l)(2) if one or more of the following situations exist:

1. Submission of false information on the application;
2. Submission of false claims for reimbursement;
3. Simultaneous participation under more than one sponsoring organization (SO);
4. Non-compliance with the Program meal pattern;
5. Failure to keep required records;
6. Conduct or conditions that threaten the health or safety of a child(ren) in care, or the public health or safety;
7. A determination that the day care home has been convicted of any activity that occurred during the past seven years and that indicated a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity as defined by the State agency, or the concealment of such a conviction;
8. Failure to participate in training; or
9. Any other circumstance related to non-performance under the sponsoring organization-day care home agreement, as specified by the SO or the State agency.

This list should not be considered all-inclusive. In addition, a provider may be classified as seriously deficient status if they have a record of continued non-compliance with established policies and procedures. For more detailed information on the Seriously Deficiency Process, please see “USDA Serious Deficiency, Suspension, & Appeals for State Agencies and Sponsoring Organizations CACFP Program Handbook” and “USDA Family Day Care Homes Monitor Handbook.”

A home may be declared seriously deficient if the SO finds program violations or issues of non-compliance with CACFP requirements during the home’s participation. Serious deficiencies that are not permanently corrected will result in the proposed termination and disqualification of the home.

If the SO determines that a day care home has committed one or more of the serious deficiencies listed above, consultation must be made with the State Agency (SA) Family Day Care Home (FDCH) Manager. The decision to make the seriously deficient determination will be based on a history of problems, failure to correct problems, or general poor recordkeeping. If the provider is deemed seriously deficient, the serious deficiency classification is effective on the date the monitoring review occurred.

Once declared seriously deficient and the SA FDCH Manager has approved, the SO must initiate the serious deficiency process. Serious deficiencies should be resolved within 90 days unless long-term changes are required with the CAP.

The Six Steps in the Serious Deficiency Process

1. Identify the serious deficiencies.

2. Issue a notice of serious deficiency.
3. Receive and assess the home's written Corrective Action Plan (CAP).
4. Issue a notice of temporary deferral of the serious deficiency if the CAP is adequate, or issue a notice of proposed termination and disqualification, including appeal procedures, if the CAP is not adequate (or if no CAP is received).
5. If requested, hold an appeal of the proposed termination and disqualification.
6. If termination is upheld, issue a notice of final termination and disqualification, or if termination is overturned, issue a notice of temporary deferral.

All serious deficiency, CAP, temporary deferral, and final termination letters must be approved by SA before mailing to the provider. Prototypes for these letters can be found in Section 10 of this manual. The SA will forward the letters to the USDA. All seriously deficient letters must be sent to the home by registered receipt mail and regular mail. In addition, the letter can also be emailed to the home.

As noted in the steps, once the serious deficiency(ies) is identified, the SO must notify the home that it has been found to be seriously deficient. The SO must also provide a copy of the notice of serious deficiency for approval by the SA FDCH Manager within approximately 14 days of determining that the home was found to be seriously deficient. Within five days after receiving SA approval, the SO will send the notice of serious deficiency letter to the home. At the same time the notice is issued to the home, the SO must provide a copy of the serious deficiency letter to the SA FDCH Manager and Program Coordinator.

The notice must specify:

- The serious deficiency(ies).
- The actions to be taken by the home to correct the serious deficiency(ies).
- The time allotted to correct the serious deficiency(ies) (as soon as possible, but not to exceed three weeks).
- That the serious deficiency determination is not subject to administrative review.
- That failure to correct the serious deficiency(ies) fully and permanently within the allotted time will result in the proposed termination of the home's agreement and the proposed disqualification of the home, the provider, and other responsible principals and individuals.
- That the home's voluntary termination of its agreement after having been notified that it is seriously deficient will still result in the home's formal termination by the SO and placement of the home, the provider, and its responsible principals and responsible individuals on the National Disqualified List (NDL).

Examples of Findings & Required Actions in SD Letters

The following are some examples of findings and related required actions that can be used in SD letters. The wording that should be changed for each specific finding has been **bolded**.

Finding

Meal count records were not available for the monitoring review (**or specific dates**).

Required Action:

Meals that are not supported with meal count records may not be claimed. Meals must be recorded during the time of meal service and the documentation must be maintained on file. Provide a written statement indicating procedures the home provider will implement to prevent this finding in future participation.

Finding

The **lunch meal** was served outside the approved time. The **lunch meal** should have been served no later than **11:45 a.m.** and ended no later than **12:30 p.m.**

Required Action:

Ensure all meals are served within the approved meal times. Meals served outside the approved time may not be claimed. Provide a written statement indicating procedures the home provider will implement to prevent this finding in future participation.

Finding

During the lunch meal observation, the participants were served inadequate amounts of milk. The CACFP meal pattern requirement for milk at lunch is four ounces for children 1-2 years of age, six ounces for participants ages 3-5, and one cup or eight ounces of milk for participants 6 years old and older. Based on these requirements, the meal served on the day of review did not meet the minimum requirements.

Required Action:

Serve a full four to eight ounces of milk to participants based on their ages. Review the meal pattern requirements and purchase larger cups to ensure participants are receiving adequate quantities of milk. Provide a written statement indicating procedures the home provider will implement to prevent this finding in future participation.

Finding

The home provider failed to have the required CACFP records available for the **sponsoring organization or state agency** at the time of review. All accounts and records pertaining to the program shall be made available, upon request, to representatives of the **sponsoring organization or state agency** for review (7 CFR 226.10). Records must be made available within an hour of arrival.

Required Action:

All records to support the claim must be retained for a period of three years after the date of submission of the final claim for the fiscal year to which they pertain. If a review finding has not been resolved, the records shall be retained beyond the end of the three-year period as long as may be required for the resolution of the issues. All accounts and records pertaining to the program shall be made available, upon request, to the **sponsoring organization or state agency** representative(s) within an hour of arrival. Provide a written statement indicating procedures the home provider will implement to prevent this finding in future participation.

Finding

Menus for the month of **Month Year** were reviewed. Meals did not always contain all of the required meal components as outlined in the meal pattern for the CACFP in 7 CFR 226.20. The following meals were noted as having missing or non-creditable components:

| Date | Meal | Menu | Missing/Non-Creditable Component |
|---------|-----------|---------------------------------------|---|
| 9/29/24 | Snack | Jello Milk | Jello is not creditable. |
| 9/30/24 | Lunch | Ham Green Beans Potato Milk | Missing grain component. |
| 9/25/24 | Breakfast | Cinnamon Roll Apple Slices Milk | Cinnamon roll is a grain-based dessert which is not creditable. |
| 9/22/24 | Breakfast | Frosted Flakes Banana Milk | Frosted Flakes do not meet the CACFP requirement of having no more than six grams of sugar per one dry ounce. |
| 9/12/24 | Snack | Peach Yogurt Graham Crackers | Yogurt served did not meet the CACFP requirement of having no more than 23 grams of sugar per six ounces. |

Meals that do not provide all of the required meal components may not be claimed for reimbursement. As a result of this finding, a total of ___ meals were disallowed.

Required Action:

Revise menus to include all required meal components. Review CACFP Meal Patterns to ensure all meals that will be claimed for reimbursement contain all required meal components. Submit the corrected menu with the Corrective Action Plan (CAP).

In response to the serious deficiency notice, a home provider must submit a CAP within three weeks that details the processes implemented to ensure that the serious deficiencies have been fully and permanently corrected.

Home providers who receive a notice of a serious deficiency have the right to appeal the findings leading to the serious deficiency rating but **not** the serious deficiency notice.

If the home provider voluntarily terminates its CACFP contract after receiving the serious deficiency notice, the SO, in consultation with the SA FDCH Manager, must terminate and disqualify the home from future CACFP participation.

If the home provider closes and terminates its CACFP contract prior to receiving the serious deficiency notice, the serious deficiency is still effective, and the process must be carried through.

Serious Deficiency Process

Corrective Action Plan (CAP) and Temporary Deferrals

In response to the serious deficiency notice, the family day care home (FDCH) or group home provider must submit a CAP within three weeks that details the processes implemented to ensure that the serious deficiencies have been fully and permanently corrected. If more time is requested, note that all CAPs must be completed within 30 days.

A CAP must clearly address the identified problems and outline the steps the provider will take to correct the deficiency fully and permanently. That is, the corrective action must address the following questions:

- **What will be done to correct the problem?**
- **Who will be responsible for making sure the deficiency is corrected?**
- **How frequently will this be done – daily, weekly, monthly, etc.?**
- **When will this be done?**
- **How will the provider ensure that the CAP permanently corrects the deficiency and continues to be implemented (written procedures, training, etc.)?**

The CAP is a home's response to the sponsoring organization's (SO's) requirement that serious deficiencies be corrected. The response will generally include details of and documentation that the corrections have already been made. This might include copies of income eligibility forms, enrollment rosters, menus, Child Nutrition Labels or manufacturers' product analysis sheets or recipes, attendance records, meal count forms, etc. If the CAP and supporting documentation is acceptable, the sponsoring organization can approve it.

After receiving the CAP from the home provider, the SO will review the CAP within seven days to evaluate it and determine whether adequate internal controls have been put in place to correct the deficiencies fully and permanently.

After the SO reviews the CAP and makes an initial determination of whether to accept it, the SO should provide the CAP, supporting documentation, and their recommendation regarding the CAP to the State Agency (SA) FDCH Manager for consultation.

If the CAP is deemed adequate, a temporary deferral letter will be drafted by the SO within approximately five days and sent to the SA FDCH Manager for approval. This letter must include an assessment of why the provider's CAP is acceptable. The SA FDHC Manager will notify the SO of any needed changes and will let the SO know when to send the temporary deferral letter.

The SO must then send the notice of temporary deferral letter to the home provider [7 CFR §226.16(l)(3)(ii)]. At the same time the notice is issued to the home, the sponsoring organization must provide a copy of the temporary deferral letter to the State agency.

Homes that have had seriously deficient determinations that have been temporarily deferred must be monitored one additional time by the sponsor within the first month after the temporary deferral of the serious deficiency to ensure that the corrective actions have been implemented and that those actions provide adequate internal controls to correct the deficiencies fully and permanently. The monitoring review must be unannounced and unpredictable and must be in addition to the three regular monitoring reviews for the year.

Home providers with serious deficiencies have no more than 90 days from receipt of the Notice of Serious Deficiency to demonstrate "full and permanent" corrections by submitting and fully

implementing an approved corrective action plan unless long-term changes are required with the CAP.

However, if the SO accepts the provider's corrective action, but later determines that the corrective action was not permanent or complete, the sponsoring organization must then contact the State agency to discuss plans to propose to terminate the provider's Program agreement and disqualify the provider according to 7 CFR §226.16(l)(3)(ii).

If timely corrective action is not taken to fully and permanently correct the serious deficiency(ies) cited or a follow-up on-site visit demonstrates that limited or no corrections have been made, the SO will issue a notice proposing to terminate the provider's agreement. A proposal to terminate determination can be appealed.

Serious Deficiency Process -

How to Determine if a CAP is Acceptable

In response to the serious deficiency notice, the Family Day Care Home (FDCH) or group home provider must submit a CAP within three weeks that details the processes implemented to ensure that the serious deficiencies have been fully and permanently corrected. If more time is requested, note that all CAPs must be completed within 30 days. The sponsoring organization (SO) will evaluate the CAP and determine whether adequate internal controls have been put into place to correct the deficiencies fully and permanently. An acceptable CAP must include the following information:

- Name of the provider(s) associated with the serious deficiencies;
 - Address of the FDCH or group home;
 - Date of birth for the provider(s) associated with the serious deficiencies; and
 - Details of the serious deficiencies:
- **What** are the serious deficiencies and the procedures that were implemented to address the serious deficiencies?
 - **Who** addressed the serious deficiencies? List home personnel responsible for this task.
 - **When** was the procedure for addressing the serious deficiencies implemented? Provide a timeline for implementing the procedure (i.e., will the procedure be done daily, weekly, monthly, or annually, and when did implementation of the corrective action plan begin)?
 - **Where** is the CAP documentation retained?
 - **How** will the provider ensure that the CAP corrects the deficiency and continues to be implemented?

The CAP is a home's response to the sponsoring organization's requirement that the Program's serious deficiencies be corrected. The response will generally include details of and documentation that the corrections have already been made. This might include copies of income eligibility forms, enrollment rosters, menus, Child Nutrition Labels or manufacturers' product analysis sheets or recipes, attendance records, meal count forms, etc. If the CAP and supporting documentation is acceptable, the sponsoring organization can approve it.

Child and Adult Care Food Program (CACFP) Family Day Care Home Provider (FDCH)/Group Home Provider (GH) Corrective Action Plan

Please complete and return this form to the Sponsoring Organization. Attach all related documentation.

Name of Sponsoring Organization:

Name of FDCH/GH Provider:

FDCH/GH Provider's Date of Birth:

| Finding (as noted in the letter or on the report) | What will be done to correct the problem? | How frequently will this be done: daily, weekly, and/or monthly? | Who is responsible for ensuring the deficiency is corrected? | When will this be done? | How will the provider ensure that the CAP permanently corrects the deficiency and continues to be implemented (written procedures, training, etc.)? |
|---|---|--|--|-------------------------|---|
| | | | | | |
| | | | | | |
| | | | | | |

Location where CAP documentation (menus, written policies/procedures, documentation of staff training, etc.) will be maintained:

Serious Deficiency Process – Termination

If the serious deficiency (SD) corrective action plan (CAP) submitted by the family day care home (FDCH) or group home provider is deemed inadequate, and/or is not received by the due date, or a follow-up on-site visit demonstrates that limited or no corrections have been made, the sponsoring organization (SO) must issue a notice proposing to terminate the provider's agreement for cause.

The proposed termination notice must explain the home's opportunity for an appeal of the proposed termination in accordance with 7CFR§226.6(l). A copy of the sponsor's appeal procedures must be in the notice of proposed termination. The SO must provide a copy of the notice to the SA FDCH Manager within ten days for approval before sending the proposed termination notice to the FDCH provider. At the same time the notice is issued to the home provider, the SO must provide a copy of the proposed termination letter to the SA FDCH Manager.

The notice must:

- Inform the home provider that it may continue to participate and receive program reimbursement for eligible meals served until the administrative review of its appeal is concluded.
- Inform the home provider that termination of the home's agreement will result in the home's termination for cause and disqualification.
- Inform the home provider that if they seek to voluntarily terminate its agreement after receiving the notice to propose to terminate (i.e., provider stops claiming or license status changes), the home, the provider, and the responsible principals and responsible individuals will still be placed on the National Disqualified List (NDL).

The SO must continue to pay any claims for reimbursement for eligible meals served until the serious deficiency(ies) is corrected, or the home's agreement is terminated, including the period of any administrative review of an appeal.

The SO must immediately terminate the home's agreement and disqualify the home when the administrative review official upholds the SO's proposed termination and proposed disqualification or when the home's opportunity to request an appeal expires. The SO must provide a copy of the termination and disqualification letter to the SA FDCH Manager within ten days for approval before terminating and disqualifying the home and the home provider. At the same time the notice is issued to the home, the sponsoring organization must provide a copy of the termination and disqualification letter to the State agency.

What Can Be Appealed

During the course of the contract with an institution, Community Food and Nutrition Assistance (CFNA) may make determinations with which the institution may not agree. For any actions impacting the institution, the CFNA will advise the institution of the grounds on which the CFNA based its action. The notice of required action shall be sent by certified mail, faxed, or e-mailed to the institution's executive director, chairman of the board of directors, and the responsible principals/individuals. Also included will be a statement that the institution has the right to appeal the action.

An independent institution or sponsoring organization (SO) may appeal decisions made by CFNA. Actions that may be appealed are those that affect the participation of an institution in the program or the institution's claim for reimbursement. Actions that may be appealed include:

- Denial of an institution's application for participation.
- Denial of an application submitted by an SO 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 participation for health or safety reasons or submission of a false or fraudulent claim.
- Denial of an institution's application for start-up or expansion payments.
- Denial of a request for advance payments.
- Recovery of all or part of an advance in excess of the claim for the applicable period.
- Denial of all or part of a claim for reimbursement.
- Demand for the remittance of an overpayment.
- Denial by the Department of Health and Senior Services (DHSS) to forward to the Food and Nutrition Service (FNS) an exception request by the institution or SO for payment of a late claim or a request for an upward adjustment to a claim, or demand for remittance of an overclaim.
- Any other action of the State agency affecting an institution's participation or its claim for reimbursement.

Actions not subject to appeal include:

- A decision by FNS to deny an exception request by an institution for payment of a late claim or for an upward adjustment to a claim.
- A determination that an institution is seriously deficient.
- Disqualification and placement on the National Disqualified List (NDL).
- Termination of a participating institution's contract based on the disqualification of the institution by another state agency or FNS.
- A determination that corrective action was not complete and permanent.
- A decision that corrective action is inadequate for NDL removal.
- The state agency's refusal to consider an application if the institution or principal is on the NDL or an application submitted on behalf of a facility on the NDL.

Payments During Administrative Review

During the administrative review period, the Department of Health and Senior Services (DHSS) is prohibited from taking action to collect or offset an overpayment. However, DHSS must assess interest, beginning with the initial demand for remittance of the overpayment and continuing through the administrative review period, unless the administrative review official overturns DHSS's action.

During the administrative review, DHSS must continue its efforts to recover advances in excess of the claim for reimbursement for the applicable period. The recovery can be through a demand for full payment or an adjustment of subsequent payments.

Unless participation has been suspended, DHSS must continue to pay any valid unpaid claims for reimbursement for eligible meals served and allowable administrative expenses incurred until the time for requesting an administrative review has expired or when the administrative review official makes the determination.

DHSS is prohibited from paying any claims for reimbursement from a new institution for eligible meals served or allowable administrative expenses incurred until the department has approved the institution's application and the institution and DHSS have signed a program agreement.

Unless participation has been suspended, DHSS must continue to pay any valid unpaid claims for reimbursement for eligible meals served and allowable administrative expenses incurred until the serious deficiency(ies) is corrected or the institution's agreement is terminated, including the period of any administrative review.

DHSS is prohibited from paying any claims for reimbursement submitted by a suspended institution. However, if the suspended institution prevails in the administrative review of the proposed termination, the DHSS must pay any claims for reimbursement for eligible meals served and allowable administrative costs incurred during the suspension period. However, if the institution suspended for the submission of false or fraudulent claims is a sponsoring organization, DHSS must ensure that sponsored facilities continue to receive reimbursement for eligible meals served during the suspension period. If the suspended institution prevails in the administrative review of the proposed termination, DHSS must pay any valid unpaid claims for reimbursement for eligible meals served and allowable administrative costs incurred during the suspension period.

Types of Appeals

Sponsoring organization appeals are conducted before a duly appointed administrative hearings officer.

Administrative review is an in-person, verbal hearing at which the participant and the Department of Health and Senior Services (DHSS) submit testimony and evidence.

Abbreviated administrative review is a review of written material only. Written evidence is submitted to the Hearings Officer for consideration in the appeal. An appellant cannot request an administrative review after the abbreviated administrative review has taken place.

Abbreviated administrative reviews are the only option available to appellants under the following conditions:

- Submission of false information on the application.
- The institution or one of its principals or facilities is on the national disqualified list.
- The institution or one of its principals or facilities is ineligible to participate.
- The institution or one of its principals or facilities has been convicted for any activity that indicates a lack of business integrity.

Appeal Request

A sponsoring organization (SO) can appeal by filing a written request for appeal.

Filing the Request

The SO has 15 days to request an administrative review. The 15 days allotted for the request begins on the fifth day after the date of mailing of the state agency notice or on the date the institution receives the notice of findings, whichever is earliest.

The appeal **must** be a written request sent to:

Hearings Officer (address provided with correspondence) and
Missouri Department of Health and Senior Services
Bureau of Community Food & Nutrition Assistance
P.O. Box 570
Jefferson City, MO 65102

A request for an appeal must be submitted to both parties listed above.

The appeal request must:

- Have the name, phone number, and mailing address of your institution.
- Clearly identify the findings being appealed, the basis of the appeal, and the remedy sought.
- Have written information to support the appeal (abbreviated review only).
- Have a copy of the notice from the State agency that gives rise to the review request.
- State whether or not the participant is requesting an in-person, oral hearing, or an abbreviated administrative review. A party or entity requesting a review may elect to have an abbreviated administrative review even though entitled to a full hearing.
- Be signed by the authorized representative of the institution and have the name and the title of the person who signed the request, if other than the authorized representative.

Notification and Scheduling

- You will receive a docketing letter with the date, time, and location of the administrative hearing by mail within ten calendar days of receipt of the request.
- The Department of Health Senior Services (DHSS) or the party requesting the review may thereafter seek a continuance (rescheduling) of the hearing. Such requests must be in writing and should state the reason for the continuance request. The continuance request must be sent to the Hearings Officer and the State agency. Note: A request for a continuance by the appealing party may waive the right to a decision within 60 days of the Department of Health and Senior Services notice.
- The Hearings Officer will notify both parties as to whether or not the continuance is granted or denied. If it is denied, the hearing will be held as initially scheduled. If it is granted, a new hearing date will be sent by the Hearings Officer. It is extremely helpful if a request for a continuance also contains a statement as to what dates for a new hearing are not available to the party requesting the continuance.
- DHSS has the right to file an objection to the continuance.
- The institution can request copies of the information in the SO or Community Food and Nutrition Assistance's files upon which the adverse action was based.
- Representation by an attorney: Missouri state law prohibits employees of a corporation from acting as an attorney on behalf of the employing corporation. An employee may participate in an administrative review on behalf of a corporation, but participation is limited to testimony about

the relevant facts related to the appeal. A non-attorney may **not** file motions or briefs, make legal arguments, or examine witnesses.

- DHSS will have legal counsel representation at any in-person oral hearing.
- If the appellant fails to appear at the scheduled date, time, and place, the Hearings Officer will proceed to render a final determination based on available written information.

All submissions of written material must be submitted by mail. Requests for continuances may be submitted by fax to the Hearings Officer.

Hearings Officer Determination

The Hearings Officer shall make a written determination based upon written information submitted by Community Food and Nutrition Assistance (CFNA), written information submitted by the institution in support of its position, additional information as may be obtained by the Hearings Officer from any other person or persons having relevant and pertinent information, and information presented orally at the hearing.

The Hearings Officer will make a determination on the action under appeal within 60 calendar days from the date of notice of the adverse action in accordance with the regulations governing the Child and Adult Care Food Program (CACFP). This determination is the final administrative decision on the matter. It is not subject to further administrative review or reconsideration.

The Hearings Officer's determination will be sent by certified mail, return receipt requested, to the appellant institution or its representative. A copy will also be sent to the CFNA. It will take effect immediately upon receipt by the appellant institution or its representative.

In the case of a denial of an institution or facility's application to participate in the program, the determination of the Hearings Officer will either sustain the denial or shall direct that the institution or facility be approved for participation.

In the case of a denial of all or part of a claim for reimbursement, advance payment, or demand for a refund of an overpayment, the determination of the Hearings Officer will either sustain the action under appeal or specify the amount of the claim for reimbursement, advance payment, or refund of an overpayment to be paid.

In the case of the termination of an institution or facility's participation in the program, the determination of the Hearings Officer shall either sustain the termination or direct that the institution or facility be permitted to continue participation in the program.

If an appeal and request for administrative review involves any doubtful questions of law, the Hearings Officer will obtain the advice of the Office of General Counsel, Department of Health and Senior Services.

Civil Rights Complaint Procedure

Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

Include in the complaint:

- Name, address, and telephone number or other means of contacting the complainant.
- The specific location and name of the entity delivering the service or benefit.
- The nature of the incident or action that led the complainant to feel discrimination was a factor or an example of the method of administration that is having a disparate effect on the public, potential participants, or participants.
- The basis on which the complainant feels discrimination exists.
- The names, titles, and business addresses of persons who may have knowledge of the discriminatory action.
- The date during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions.

USDA Nondiscrimination Statement

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: <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:

mail:

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

fax:

(833) 256-1665 or (202) 690-7442; or

email:

Program.Intake@usda.gov

This institution is an equal opportunity provider.

Administrative Review

Family day care homes (FDCHs) or group homes that are dropped for cause must be given an opportunity for an administrative review of the proposed termination. The appeal process will be administered by the sponsoring organization (SO).

Actions subject to administrative review include a notice of intent to terminate their agreement for cause or a suspension of their participation. Neither the Department of Health and Senior Services (DHSS) nor the SO is required to offer an administrative review for other reasons. Each SO must develop procedures for offering and providing administrative reviews. The administrative review procedures must be provided:

- Annually to all FDCHs and group homes.
- To an FDCH or group home when the SO takes any action subject to an administrative review.
- Any other time upon request.

The following procedures must be followed when an FDCH requests an administrative review of an appealable action:

- The procedures must be uniform and apply to all homes.
- The home provider may retain legal counsel or testify on their own behalf.
- The home provider may review the record on which the decision was based and refute the action in writing.
- The administrative review official is not required to hold a hearing.
- The administrative review official must be independent and impartial. This means that they must not have been involved in the action that is the subject of the administrative review or have a direct personal or financial interest in the outcome of the administrative review.
- The administrative review official must make a determination based on the information provided by the SO and the home and on federal and state laws, regulations, policies, and procedures governing the program.
- The administrative review official must inform the SO and home of the outcome of the administrative review within the period of time allotted in the SO's administrative review procedures. This timeframe is an administrative requirement for the SO and may not be used as a basis for overturning the termination if a decision is not made within the specified timeframe.
- The determination made by the administrative review official is the final administrative determination to be afforded the home and is not subject to further administrative review or consideration.

The SO must continue to pay any claims for reimbursement for eligible meals served until the home's agreement is terminated, including the administrative review period.

Sponsoring Organization Combined Administrative Review

The Department of Health and Senior Services (DHSS) must conduct the administrative review of the proposed disqualification of the responsible individuals and responsible principals as part of the administrative review of the application denial, proposed termination, and/or proposed disqualification of the organization with which the responsible principals or responsible individuals are associated. However, at the administrative review official's discretion, separate administrative reviews may be held if the organization does not request an administrative review or if the organization, the responsible principal, or the responsible individual demonstrates that their interests conflict.

Abbreviated Administrative Review

The Department of Health and Senior Services (DHSS) must limit the administrative review to a review of written submissions concerning the accuracy of DHSS's determination if the application was denied or the state agency (SA) proposes to terminate the organization's agreement due to the following:

- The information submitted on the application was false.
- The organization, one of its sponsored facilities, or one of the principals of its organization or its facilities is on the National Disqualified List.
- The organization, one of its sponsored facilities, or one of the principals of its organization or its facilities is ineligible to participate in any other publicly funded program because of a violation of the program's requirements.
- The organization, one of its sponsored facilities, or one of the principals of its organization or its facilities has been convicted for any activity that indicates a lack of business integrity.

Actions Not Subject to Administrative Review

The Department of Health and Senior Services (DHSS) is prohibited from offering administrative reviews for the following actions:

- FNS decisions on claim deadline exceptions and requests for upward adjustments to a claim.
- Determination of serious deficiency.
- Disqualification of an institution or a responsible principal or responsible individual, and the subsequent placement on the SA list and the National Disqualified List.
- Termination.



SECTION 6: Menu Planning and Meal Pattern Requirements

Family day care homes, group homes and sponsoring organizations participating in CACFP must provide meals that meet meal pattern requirements.

- Healthy Meals and Nutrition Environment
- Menu Planning Guidelines
- Five Meal Components
- Meal Pattern Requirement Worksheets
- Food Charts
- Menu Templates

Healthy Meals and Nutrition Environment

The first few years of a child's life are critical years for growth and brain development. It is also a time when children begin forming eating and exercise habits that last a lifetime. Nationwide, nearly 75 percent of children from three to six years of age are in some type of child care, including 56 percent in center-based care. Family day care homes and group homes serve an important role in helping young children develop good eating and physical activity habits.

Children in care settings may receive half or more of their daily nutritional needs while in care. Since these meals and snacks supply such a major portion of a child's total intake, the food and the environment in which the foods are offered impact children's health not only today but also in the future.

Home providers have a major responsibility to provide healthy foods in a supportive environment. Mealtimes can be a time for learning about nutrition, hand washing, table manners, conversation and motor skills, as well as an opportunity to try new foods.

The Dietary Guidelines for Americans (DGAs) are jointly issued and updated every five years by the United States Department of Agriculture and the Department of Health and Human Services. They are designed for policymakers and nutrition and health professionals. The aim of the DGAs is to promote health and prevent disease. The DGAs provide four overarching guidelines that encourage healthy eating patterns at each stage of life and recognize that individuals will need to make shifts in their food and beverage choices to achieve a healthy pattern.

The DGAs Key Recommendations call for Americans to 1) follow a healthy eating pattern at every stage of life; 2) customize and enjoy nutrient-dense food and beverage choices to reflect personal preferences, cultural traditions, and budgetary considerations; 3) focus on meeting food group needs with nutrient-dense foods and beverages, and stay within calorie limits; and 4) limit food and beverages higher in added sugars, saturated fat, and sodium, and limit alcoholic beverages. The *Dietary Guidelines for Americans* is available at <https://www.dietaryguidelines.gov/>.

The recommendations in the DGAs are transitioned into consumer messages through MyPlate. MyPlate serves as a template for balance, variety, and moderation. MyPlate is not a special diet for individuals with specific health conditions. Individuals with chronic health conditions should consult with a health care provider to determine what dietary pattern is appropriate for them. MyPlate resources and tools are available at <https://www.choosemyplate.gov/>.

Water Availability

Drinking water must be offered and available to children upon their request throughout the day, including at meal times. While water must be made available to children during meals, it is not part of the reimbursable meals and cannot be served in lieu of milk. Water can be made available to children in a variety of ways, including simply providing water to a child when it is requested. (CACFP 20-2011 Child Nutrition Reauthorization 2010: Water Availability in the Child Care and Adult Care Food Program, May 11, 2011)

See Team Nutrition worksheet, [Offering Water in the USDA Child and Adult Care Food Program](#), in the Resource section of this manual.

Menu Planning Guidelines

The Child and Adult Care Food Program (CACFP) Meal Pattern Requirements, the Crediting Handbook for the CACFP, and the United States Department of Agriculture (USDA) Food Buying Guide (FBG) for Child Nutrition Programs assure that children participating in the CACFP are served foods that supply the nutrients they need. Family day care homes (FDCH) and group home menus have a major influence on the development of children's eating habits. It is important that menus help establish patterns for healthy eating. **Follow these guidelines when developing menus:**

- Select a form for documenting your daily menus. The menu template is recommended; these forms list the food components required for each meal and snack. A five and seven-day version is available at <http://health.mo.gov/cacfp> Forms.
- Choose the type of menu format you will use; a two to three-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 two, three, or four weeks. Cycle menus provide variety by offering different foods and/or different food combinations each day during the cycle.
- When there are substitutions from the planned menu, mark through the original menu item and enter the substitution. The original daily dated menu that notes substitutions must be kept with the monthly records and retained for three years plus the current year.
- 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.
- Plan menu items based on the equipment available in the home's kitchen.
- Include all food components in at least the minimum portion sizes required for reimbursement. It is usually easiest to start by planning the main dish or entrée.
- Plan menus that keep the nutritional needs of children in focus. Be sure to include a good source of iron and Vitamins A and C.
 - Iron sources include asparagus, lima beans, sweet potatoes, squash, vegetable juice, turkey, tuna, apricots, cherries, dried fruit, dried peas, eggs, meat, and green beans.
 - Vitamin A sources include apricots, cantaloupe, cherries, plums, egg yolk, asparagus, broccoli, carrots, kale, peas, and sweet potatoes.
 - Vitamin C sources include citrus fruit and juice, broccoli, asparagus, Brussel sprouts, cauliflower, snow pears, peppers (green and red), cantaloupe, honeydew melon, mango, papaya, kiwi, and strawberries.
- Limit high-fat and high-sodium meats to no more than one time per week, including but not limited to hot dogs, sausage, lunchmeat, and processed meats.
- Grain-based desserts do not count toward the grain requirement, with the exception of sweet crackers, which include graham crackers of all shapes and animal crackers.
- Specify the type of fruit, juice, or vegetables on your menus to ensure a variety of food is served and to document the nutritional value of the meal.
- Specify the type of cereal and yogurt to ensure sugar requirements are met. Maintain documentation with the CACFP records.
- Make sure the meals look and taste good. Introduce new foods along with familiar foods that children already like.
- Include foods that are different shapes: round, square, rectangular, and different colors: yellow, orange, red, and green.
- Combine foods that have different textures: soft, crunchy, crisp, creamy, and smooth, and different tastes: sweet, sour, tart, salty, spicy, and mild.

- Consider the different ethnic and cultural food habits and preferences of children.
- Fat-free or low-fat milk is required at each meal for participants two years of age and older. Milk served to one-year-olds must be unflavored whole milk. Serve breastmilk or iron-fortified infant formula to infants through 11 months of age. Flavored fat-free or low-fat milk may be served to participants six years old or older. Document the type of milk served on the menu. This includes listing the fat content (whole, low-fat/1%, fat-free/skim) and if the milk is flavored.
- Use fats and oils sparingly in food preparation and limit the use of salt and high-sodium foods.

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 yields the same number of servings every time it is used as long as the same procedures, equipment, and ingredients are used. Since standardized recipes specify exact amounts of ingredients, it is easier to manage the cost and storage of foods. A link to the USDA Standardized Recipes is available on the CACFP website at: <http://health.mo.gov/cacfp>.

The **USDA FBG for Child Nutrition Programs** is available as an interactive web-based tool, as a mobile app, and as a downloadable PDF. USDA resources help you determine the right amount of food and the appropriate type of food to purchase for your program. These resources aid in determining the specific meal contribution each food makes towards the meal pattern requirements and provide information on recipe analysis. The **FBG, Web-based Interactive FBG, the FBG Mobile App, and the FBG Calculator** are available online at: <https://www.fns.usda.gov/tn/food-buyingguide-for-child-nutrition-programs>. The **Crediting Handbook for CACFP** is a companion guide to the FBG that contains additional information on creditable foods served in FDCH or group homes.

Five Meal Components

Milk

Unflavored whole milk must be served to 1-year-old children; unflavored skim or 1% milk must be served to children 2 through 5 years of age; unflavored or flavored skim or 1% milk can be served to children 6 years and older, including adults.

Specifics:

- Must be pasteurized fluid milk.
- 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. Lunch and supper require milk to be served as a beverage.
- Milk used in cooking is not creditable.
- Infants birth through 11 months must be provided breastmilk (including breastfed on site) or iron-fortified infant formula.
- Milk may not be served for snacks when juice is served as the second component.

Meat/Meat Alternate (m/ma)

Includes lean meat, poultry, fish, cheese, egg, cooked beans, peas and lentils, nuts and seeds and their butters, tofu, alternate protein products, and yogurt - creditable at lunch, supper, and snack. An m/ma may replace the grain component at breakfast a maximum of 3 times per week.

Specifics:

- Required at lunch and supper – must be served as the main dish or in a main dish and one other menu item.
- Nuts and seeds and their butters may be used to meet full m/ma requirements at all meals and snacks.
- Tofu, yogurt, and soy yogurts (that meet the sugar limit of 23 gm per 6 oz., maintain documentation) may be used to meet the m/ma alternate component.
- Yogurt credits as 4 oz. = 1 ounce equivalent m/ma.
- For a food to contribute to the M/MA component, it must contain a minimum of 0.25 oz. eq. of a M/MA.
- A combination of food served as a 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.
- Limit serving processed meats (lunch meat, cold cuts, hot dogs, and sausage products) to no more than one serving per week is recommended.
- Commercially processed food must have processed food documentation (CN label, product formulation statement) to be creditable.
- May be served in place of the entire grain component at breakfast a maximum of 3 times per week. One ounce equivalent of m/ma can be substituted for 1 ounce equivalent of grain (*see above regarding yogurt serving size to credit as 1 oz. of m/ma).

Vegetable

Includes fresh, frozen, or canned vegetables and full-strength vegetable juice.

Specifics:

- Cooked beans, peas, and lentils may credit as either a vegetable or as a meat alternate, but not as both in the same meal. Immature beans and peas, such as green peas, green beans and wax beans **cannot** credit as a meat alternate, only as a vegetable.
- One cup of raw leafy greens counts as ½ cup of vegetables.
- One serving of either a fruit OR a vegetable or both is required at breakfast.
- A vegetable may be used to meet the entire fruit requirement at lunch/supper.
- When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
- Pasteurized full-strength 100% juice may only be used to meet the vegetable requirement at one meal, including snack, per day.
- The minimum creditable serving size for vegetables is ⅛ cup.

Fruit

Includes fresh, frozen, dried, or canned fruit and full-strength fruit juice.

Specifics:

- Fruits may be served fresh, frozen, canned, dried or as 100% pasteurized fruit juice.
- One serving of either a fruit OR a vegetable or both is required at breakfast.
- ¼ cup of dried fruit counts as ½ cup of fruit.
- Pasteurized full-strength 100% juice may only be used to meet the fruit requirement at one meal, including snacks, per day.
- Juice may not be served at snack when milk is served as a component.
- Combinations such as fruit cocktail may be credited to meet one of the two required components at lunch or supper.
- One serving of fruit can be replaced with a vegetable at lunch/supper.
- The minimum creditable serving size for fruits is ⅛ cup.

Grains

Includes whole grain-rich or enriched bread, bread products; or whole grain-rich, enriched or fortified cereal grain, cooked pasta or noodle products, or breakfast cereal; or any combination of these foods.

Specifics:

- Required at breakfast, lunch, and supper.
- At least 1 grain per day must be whole grain (WG) rich (documentation must be maintained in file). (Whole grain-rich foods are those in which the grain content is between 50 and 100 percent whole grain with any remaining grains being enriched or are 100% whole grain.)
- Ready-to-eat cereal may be served at breakfast and snacks only. Cereal must contain no more than 6 gm of sugar per dry ounce (documentation must be maintained on file).
- Grain-based desserts do not count toward the grain requirement, except for sweet crackers, which include graham crackers of all shapes and animal crackers.
- An m/ma may be used to meet the entire grain component at breakfast a maximum of three times per week.

MILK...

Part of a Healthy Eating Pattern

Drinking milk is an important habit for young children and serving them milk at meals is a CACFP requirement.

Each sip of milk is loaded with essential nutrients needed for growth and development. Milk is high in protein, calcium, potassium, and vitamin D.

Dairy milk delivers more!

- Builds strong bones and teeth
- Contains high-quality protein to help children grow and build strong muscles
- Keeps you fuller between meals and snacks
- Reduces risk of developing type 2 diabetes¹

CACFP Creditable Milk

All of these types of milk are equally wholesome and safe to drink. Whole milk is only creditable for 1 year olds. Low-fat and fat-free milk are only creditable for ages 2 and older. Lactose-free milk is creditable for all ages 1 and older.



Whole Milk



1% Low-Fat Milk



Fat-Free Milk



Lactose-Free Milk

Low-fat and fat-free milk have all the same essential nutrients found in whole milk, but with less fat. No water is added.

Not all 'milk' is the same. Drinks made with nuts, rice, or coconuts often contain little or no protein. Non-dairy beverages that are not nutritionally equivalent to cow's milk are not a creditable replacement for milk in the CACFP.

¹ref: 1 Drouin-Chartier, JP et al., 2016





One Year
Whole Milk
(unflavored)



2-5 Years
1% or Fat-Free
(unflavored)



6 & Older
1% or Fat-Free

The Truth About Dairy Milk

- 1 Milk is an important beverage for nutrients and hydration, even when your child has a cold.
- 2 Milk is a natural, fresh product that comes from cows, traveling from a local dairy farm to your grocery store in about two days.
- 3 In pasteurized milk, natural hormones and bacteria are destroyed or are broken down and do not enter the body.

Don't kids need fat to be healthy? Yes, children ages 12 months through 23 months need fat for brain and nerve growth and development. After age 2, children need less fat in their diet as growth slows significantly.

Isn't whole milk more nutritious than low-fat? Low-fat milk is equally nutritious as whole milk. Key nutrients in milk like vitamin A, vitamin D and calcium are the same or a little higher in 1% and fat-free milk compared to whole milk.

I'm concerned if I offer low-fat milk my kids won't drink it. It is surprising how easily most children make the transition from whole milk to 1% or fat-free. Serving milk very cold may be the key to the transition.

Are soy beverages creditable? Some fortified soy beverages may be creditable and served in the CACFP when the parent has submitted a written request and the soy beverage is nutritionally equivalent to cow's milk.

CACFP in the Know

- For newborn through 11 months, breastmilk and iron-fortified formula are reimbursable. Breastmilk is allowed at any age in the CACFP.
- Between the ages of 12 months and 13 months, iron-fortified formula may be served to children to help with the transition to whole milk.
- Between the ages of 24 months and 25 months, unflavored whole milk and unflavored reduced-fat (2%) milk may be served to help with the transition to fat-free (skim) or low-fat (1%) milk.
- Many non-dairy beverages may only be served when there is a medical statement on file. Contact your sponsoring organization or state agency for more information.
- Flavored milk is not allowed for children 5 years old and younger.
- Lactose-free and organic milk are reimbursable without a written request.



Learn more about healthy eating at HealthyEating.org.



Visit cacfp.org for more helpful tools.

Choose Yogurts That Are Lower in Sugar

All yogurts served in the Child and Adult Care Food Program (CACFP) must not have more than **23 grams of sugar** per 6 ounces.

There are many types of yogurt that meet this sugar limit. It is easy to find them by using the Nutrition Facts label and following the steps below.



1 Use the Nutrition Facts label to find the **Serving Size**, in ounces (oz) or grams (g), of the yogurt.

2 Find the **Total Sugars** line. Look at the number of grams (g) next to Total Sugars.

3 Use the serving size identified in Step 1 to find the serving size of the yogurt in the table below.

| Nutrition Facts | |
|------------------------------------|------------|
| 4 servings per container | |
| Serving size 8 oz (227g) | |
| Amount per serving | |
| Calories | 130 |
| % Daily Value* | |
| Total Fat 2g | 3% |
| Saturated Fat 1.5g | 8% |
| <i>Trans Fat</i> 0g | |
| Cholesterol 10mg | 3% |
| Sodium 160mg | 7% |
| Total Carbohydrate 21g | 7% |
| Dietary Fiber 4g | 17% |
| Total Sugars 9g | |
| Includes 0g Added Sugars 0% | |
| Protein 10g | |
| Vitamin D 2mcg | 10% |
| Calcium 257mg | 20% |
| Iron 0mg | 0% |
| Potassium 344mg | 8% |

| Serving Size* Ounces (oz) | Serving Size Grams (g) (Use when the serving size is not listed in ounces) | Total Sugars Grams (g) |
|------------------------------|--|-------------------------------------|
| If the serving size is: | If the serving size is: | Total sugars must not be more than: |
| 2.25 oz | 64 g | 9 g |
| 3.5 oz | 99 g | 13 g |
| 4 oz | 113 g | 15 g |
| 5.3 oz | 150 g | 20 g |
| 6 oz | 170 g | 23 g |
| 8 oz | 227 g | 31 g |

4 In the table, look at the number to the right of the serving size amount, under the “Total Sugars” column.
If the yogurt has that amount of sugar, or less, the yogurt meets the sugar limit.

TIP: If the serving size says “one container,” check the front of the package to see how many ounces or grams are in the container.

Test Yourself:

Does the yogurt above meet the sugar limit?
(Check your answer on the next page)

Serving Size: _____

Total Sugars: _____

Yes No



*Serving sizes here refer to those commonly found for store-bought yogurts. Homemade yogurt is not creditable in the CACFP.



Try It Out!



Use the “Sugar Limits in Yogurt” table below to help find yogurts you can serve at your site. Write down your favorite brands and other information in the “Yogurts To Serve in the CACFP” list. You can use this as a shopping list when buying yogurts to serve in your program.

Sugar Limits in Yogurt

| Serving Size Ounces (oz) | Serving Size Grams (g) (Use when the serving size is not listed in ounces) | Total Sugars Grams (g) | Serving Size Ounces (oz) | Serving Size Grams (g) (Use when the serving size is not listed in ounces) | Total Sugars Grams (g) |
|-----------------------------|---|--|-----------------------------|---|--|
| If the serving size is: | If the serving size is: | Total sugars must not be more than: | If the serving size is: | If the serving size is: | Total sugars must not be more than: |
| 1 oz | 28 g | 4 g | 4.75 oz | 135 g | 18 g |
| 1.25 oz | 35 g | 5 g | 5 oz | 142 g | 19 g |
| 1.5 oz | 43 g | 6 g | 5.25 oz | 149 g | 20 g |
| 1.75 oz | 50 g | 7 g | 5.3 oz | 150 g | 20 g |
| 2 oz | 57 g | 8 g | 5.5 oz | 156 g | 21 g |
| 2.25 oz | 64 g | 9 g | 5.75 oz | 163 g | 22 g |
| 2.5 oz | 71 g | 10 g | 6 oz | 170 g | 23 g |
| 2.75 oz | 78 g | 11 g | 6.25 oz | 177 g | 24 g |
| 3 oz | 85 g | 11 g | 6.5 oz | 184 g | 25 g |
| 3.25 oz | 92 g | 12 g | 6.75 oz | 191 g | 26 g |
| 3.5 oz | 99 g | 13 g | 7 oz | 198 g | 27 g |
| 3.75 oz | 106 g | 14 g | 7.25 oz | 206 g | 28 g |
| 4 oz | 113 g | 15 g | 7.5 oz | 213 g | 29 g |
| 4.25 oz | 120 g | 16 g | 7.75 oz | 220 g | 30 g |
| 4.5 oz | 128 g | 17 g | 8 oz | 227 g | 31 g |

Yogurts To Serve in the CACFP*

| Yogurt Brand | Flavor | Serving Size (oz or g) | Total Sugars (g): |
|---------------------|----------------|------------------------|-------------------|
| <i>Yummy Yogurt</i> | <i>Vanilla</i> | <i>6 oz</i> | <i>13</i> |
| | | | |
| | | | |
| | | | |
| | | | |

*The amount of sugar in a yogurt might change. Even if you always buy the same brands and flavors of yogurt, be sure to check the serving size and amount of total sugars on the Nutrition Facts label to make sure they match what you have written in the list above.

Answer to “Test Yourself” activity on page 1: This yogurt has 9 grams of total sugars per 8 ounces (227 grams). The maximum amount of total sugars allowed in 8 ounces of yogurt is 31 grams. 9 is less than 31, so this yogurt meets the sugar limit.

Identifying Whole Grain-Rich

The USDA CACFP requires that at least one serving of grains each day contains a whole grain-rich component. Foods that meet the whole grain-rich criteria are foods that contain at least 50% whole grains and the remaining grains in the food are enriched, or are 100% whole grain.

Here are a few ways to help identify if a product is whole grain-rich. As long as the product meets **AT LEAST ONE OF THESE SIX METHODS**, described below, it is considered whole grain-rich.

#1 FOOD IS LABELED WHOLE WHEAT & MEETS FDA'S STANDARD OF IDENTITY

WGR¹

Certain bread and pasta products specifically labeled "Whole Wheat" on the package and which conform to an FDA Standard of Identity can be considered whole grain-rich.

An **FDA STANDARD OF IDENTITY** is a set of rules for what a certain product must contain or may contain to legally be labeled with that product name.

ONLY breads and pastas with these exact product names conform to FDA's Standard of Identity and can be considered whole grain-rich using this method:

BREADS

- whole wheat bread
- entire wheat bread
- graham bread
- whole wheat rolls
- entire wheat rolls
- graham rolls
- whole wheat buns
- entire wheat buns
- graham buns

PASTAS

- whole wheat macaroni
- whole wheat spaghetti
- whole wheat vermicelli
- whole wheat macaroni product



NOTE: Manufacturers may label their food with similar terms to FDA's Standard of Identity. Watch for terms such as, "whole grain," "made with whole grain," "made with whole wheat," or "contains whole grains." These terms do not indicate an FDA Standard of Identity for whole wheat products.

#2 FOOD IS FOUND ON ANY STATE AGENCY'S WIC-APPROVED WHOLE GRAIN FOOD LIST

WIC

Women • Infants • Children

The product is found on **ANY** State agency's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)-approved whole grain food list. Any grain product found on a State agency's WIC-approved whole grain food list meets CACFP whole grain-rich criteria.

NOTE: Complete product guides identifying all WIC creditable food products can be found on State agency websites.

WGR²



Whole Grains

Whole-Wheat Bread **WICTM**

Look for the Pink WIC Sticker

- 16 oz. (1 lb.) loaves
- 100% whole-wheat

NOT WIC APPROVED: Sugar-free.

Brown Rice **WICTM**

Look for the Pink WIC Sticker

- 16 oz. (1 lb.) package

NOT WIC APPROVED: White rice, added seasonings, sugar, fat, oil, or salt.

Tortillas **WICTM**

Look for the Pink WIC Sticker

- 16 oz. (1 lb.) package
- Yellow or white-corn
- 100% whole-wheat refrigerated or shelf

NOT WIC APPROVED: White-flour tortillas.

Oatmeal

Choose These Brands

- 16 oz. (1 lb.) box or bag
- Yellow or white-corn
- 100% whole-wheat refrigerated or shelf

NOT WIC APPROVED: White-flour tortillas.

Whole-Wheat Pasta

Choose These Brands

- 16 oz. (1 lb.) box or bag
- 100% whole-wheat
- Any shape such as bows, elbows, penne, rotini, shells, spaghetti and spirals

Store Brands

- America's Choice
- Central Market (H-E-B)
- Full Circle
- Great Value
- H-E-B Organics
- Kroger
- Natural Directions
- O Organics
- Sharfline
- Simple Truth

National Brands

- Barilla
- Hodgson Mill
- Riccetto
- Ronzoni Healthy Harvest

Identifying Whole Grain-Rich

#3

FDA STATEMENT



One of the following FDA statements is included on the labeling:

"Diets rich in whole grain foods and other plant foods and low in total fat, saturated fat, and cholesterol may reduce the risk of heart disease and some cancers."

"Diets rich in whole grain foods and other plant foods, and low in saturated fat and cholesterol, may help reduce the risk of heart disease."

FNS is allowing the FDA whole grain health claims to be sufficient documentation to demonstrate compliance with the whole grain-rich criteria in the CACFP, **ONLY**.



#4

RULE OF THREE

The first ingredient (second if after water) must be whole grain, and the next two grain ingredients (if any) must be whole grains, enriched grains, bran, or germ. Any grain derivatives may be disregarded. Any non-creditable grain ingredients that are labeled 2% or less are considered insignificant and may also be disregarded.

(reference NCA's Identifying Grain Ingredients for list of creditable grains)

#1 Whole Grain 2nd Grain Ingredient

INGREDIENTS: Whole Wheat Flour, Enriched Wheat Flour (Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Vegetable Oils (Canola And/ Or Sunflower), Cheddar Cheese ([Cultured Milk, Salt, Enzymes], Annatto), Salt, Contains 2 Percent Or Less Of: Yeast Extract, Natural Flavor, Paprika, Spices (Celery), Baking Soda, Monocalcium Phosphate, Dehydrated Onions, Annatto Extract For Color.
CONTAINS: WHEAT, MILK

There is no 3rd grain ingredient.

WGR⁴

DISREGARDED INGREDIENTS

Disregarded ingredients may be ignored, as these ingredients are not included in the rule of three. Grains that can be disregarded are either:

1. Any grain derivatives, such as wheat gluten, wheat starch, wheat dextrin, corn starch, corn dextrin, rice starch, tapioca starch, or modified food starch.
2. Any grain ingredients that are listed as "less than 2%..." of the product weight.

#1 Whole Grain

Grain Derivative

INGREDIENTS Whole Wheat Flour, Filtered Water, Vital Wheat Gluten, Brown Sugar. Contains 2% Or Less Of The Following: Wheat Fiber, Cultured Wheat Starch, Vinegar, Inulin, Yeast, Oat Fiber, Soybean Oil, Salt, Soy Lecithin, Barley Malt Powder, Enzyme Blend (Wheat Flour, Dextrose, Natural Enzymes), Ascorbic Acid.

Listed after "Less than 2%..." statement

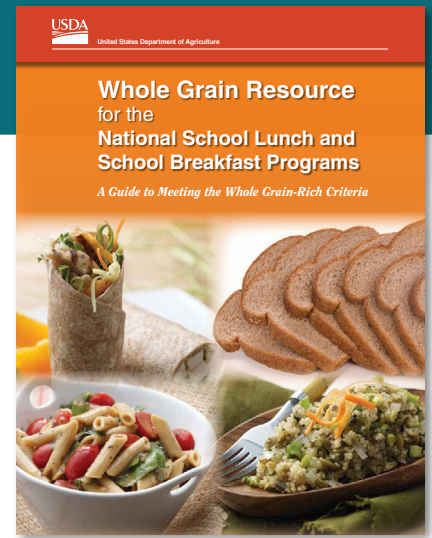


Identifying Whole Grain-Rich

#5 FOOD MEETS THE WHOLE GRAIN-RICH CRITERIA UNDER THE NSLP

Use of the National School Lunch Program whole grain-rich criteria may ease menu planning and purchasing for at-risk afterschool or CACFP child care programs. The NSLP whole grain-rich criteria apply for all grain products with the exception of grain-based desserts, which are not creditable under CACFP.

WGR⁵



Available to download at cacfp.org and the USDA FNS website.

#6 MANUFACTURER DOCUMENTATION OR STANDARDIZED RECIPE

Proper documentation from a manufacturer or a standardized recipe can also demonstrate that whole grains are the primary grain ingredient by weight.

WGR⁶

This guide is meant to be used to identify CACFP Creditable **WHOLE GRAIN-RICH** products.



What about cereal?

WGR^C

If a ready-to-eat breakfast cereal has a whole grain as the first ingredient (or second after water), and it is fortified, it also meets the whole grain-rich criteria.

#1 Whole Grain

INGREDIENTS: Whole Grain Oats, Corn Starch, Sugar, Salt, Tripotassium Phosphate, Vitamin E (Mixed Tocopherols) Added to Preserve Freshness.

VITAMINS AND MINERALS: Calcium Carbonate, Iron and Zinc (Mineral Nutrients), Vitamin C (Sodium Ascorbate), a B Vitamin (Niacinamide), Vitamin B6 (Pyridoxine Hydrochloride), Vitamin A (Palmitate), Vitamin B1 (Thiamin Mononitrate), a B Vitamin (Folic Acid), Vitamin B12, Vitamin D3.

Fortified



Don't forget...

Not only does a ready-to-eat breakfast cereal have to meet the above criteria but it also has to meet the sugar limits in order to be creditable in the first place.

Cheerios
Nutrition Facts
 Serving Size 1 cup (28g) Children Under 4 - 3/4 cup (21g)
 Servings Per Container about 12 Children Under 4 - about 16

| Amount Per Serving | Cheerios | with skim milk | Cal for Children under 4 |
|---------------------------------|-------------------|----------------|--------------------------|
| Calories | 100 | 150 | 80 |
| | Calories from Fat | 15 | 20 |
| | | 20 | 10 |
| | % Daily Value** | | |
| Total Fat 2g* | 3% | 3% | 1.5g |
| Saturated Fat 0.5g | 3% | 3% | 0g |
| Trans Fat 0g | | | 0g |
| Polysaturated Fat 0.5g | | | 0.5g |
| Monounsaturated Fat 0.5g | | | 0.5g |
| Cholesterol 0mg | 0% | 1% | 0mg |
| Sodium 140mg | 6% | 8% | 105mg |
| Potassium 180mg | 8% | 11% | 135mg |
| Total Carb 20g | 7% | 8% | 15g |
| Dietary Fiber 3g | 11% | 11% | 0g |
| Soluble Fiber 1g | | | 1g |
| Sugars 1g | | | 1g |
| Other Carbohydrate 15g | | | 12g |
| Protein 3g | | | 2g |
| | % Daily Value** | | |
| Protein | | | 9% |
| Vitamin A | 10% | 15% | 10% |
| Vitamin C | 10% | 10% | 10% |
| Calcium | 10% | 25% | 8% |
| Iron | 45% | 45% | 50% |
| Vitamin D | | | 6% |
| Fiber | 11% | 11% | 0% |
| Sugars | | | 1% |
| Other Carbohydrate | | | 12% |
| Protein | | | 2% |

Ingredients: Whole Grain Oats, Corn Starch, Sugar, Salt, Tripotassium Phosphate, Vitamin E (Mixed Tocopherols) Added to Preserve Freshness, Calcium Carbonate, Iron and Zinc (mineral nutrients), Vitamin C (sodium ascorbate), a B Vitamin (niacinamide), Vitamin B6 (pyridoxine hydrochloride), Vitamin A (palmitate), Vitamin B1 (thiamin mononitrate), a B Vitamin (folic acid), Vitamin B12, Vitamin D3.

DISTRIBUTED BY GENERAL MILLS SALES, INC., MINNEAPOLIS, MN 55440 USA

GLUTEN FREE

Not made with genetically modified ingredients. Trace amounts of genetically modified ingredients may be present due to potential cross contact during manufacturing and shipping.

We welcome your questions and comments generalmills.com 1.800.228.1144

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Exchange: 1 1/2 starch
 Based on Academy of Nutrition and Dietetics and American Diabetes Association criteria
 *This package is sold by weight, not by volume. You can be assured of proper weight even though some settling of contents normally occurs during shipment and handling.
 † 3542756123 SSS 3880456123

GRAINS 101



BRAN is the seed husk or outer coating of cereal grains such as wheat, rye, and oats. The bran can be mechanically removed from the flour or meal by sifting or bolting.

CREDITABLE GRAINS represents all of the grain ingredients in a product that are creditable towards the grains component; they include whole grains or enriched meal and/or flour.

ENRICHED means that the product conforms to the U.S. Food and Drug Administration's, (FDA) Standard of Identity for levels of iron, thiamin, riboflavin, niacin, and folic acid. The terms "enriched," "fortified," or similar terms indicate the addition of one or more vitamins or minerals or protein to a food, unless an applicable Federal regulation requires the use of specific words or statements.

FLOUR is the product derived by finely grinding and bolting (sifting) wheat or other grains. Flour may be made from all grains (wheat, rye, corn, etc.).



GERM is the vitamin-rich embryo of the grain kernel. The germ can be separated before milling for use as a cereal or food supplement.

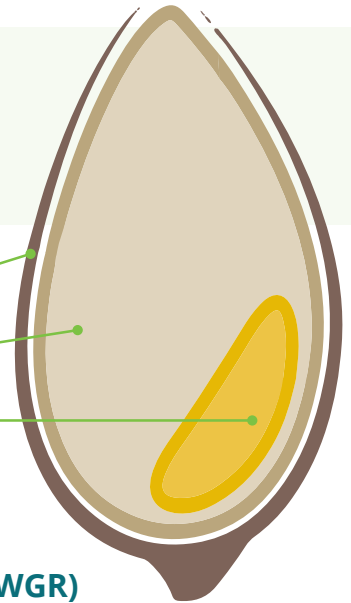
PRIMARY GRAIN INGREDIENT is the first grain ingredient listed in the ingredient statement.

WHOLE GRAIN contains all parts of the grain kernel which includes the bran, germ and endosperm.

Bran
"Outer shell" protects seed
Fiber, B vitamins, trace minerals

Endosperm
Provides energy
Carbohydrates, protein

Germ
Nourishment for the seed
Antioxidants, vitamin E, B-vitamins



WHOLE GRAIN-RICH (WGR)

is the term designated by USDA Food and Nutrition Service (FNS) to indicate that the grain components in a product are at least 50 percent whole grain, with the remaining grains being enriched. This term only refers to FNS criteria for meeting the grain requirements for CACFP.

Identifying Whole Grain-Rich



Identifying Grain Ingredients

WHOLE GRAINS

CORN

- Whole Corn
- Whole Grain Corn
- Whole Grain Corn Flour

OATS

- Instant Oatmeal
- Oat Groats
- Old Fashion Oats
- Quick Cooking Oats
- Steel Cut Oats
- Whole Grain Oat Flour

RICE

- Brown Rice
- Sprouted Brown Rice
- Wild Rice

RYE

- Rye Groats
- Sprouted Whole Rye
- Whole Rye Flour

WHEAT

- Bulgur
- Cracked Wheat
- Graham Flour
- Sprouted Whole Wheat
- Wheat Berries
- Wheat Groats
- Whole Durum Flour
- Whole Grain Wheat Flakes
- Whole Wheat Flour

OTHER WHOLE GRAINS

- Amaranth
- Amaranth Flour
- Buckwheat
- Buckwheat Flour
- Buckwheat Groats
- Millet
- Millet Flour
- Quinoa
- Sorghum
- Sorghum Flour
- Spelt Berries
- Sprouted Buckwheat
- Sprouted Einkorn
- Sprouted Spelt
- Teff
- Teff Flour
- Triticale
- Triticale Flour
- Whole Einkorn Berries
- Whole Grain Einkorn Flour
- Whole Grain Spelt Flour

CREDITABLE GRAINS

- Any Whole Grain Above
- Enriched Grains
- Bran or Germ
Creditable in CACFP, SFSP & afterschool snacks only.

These ingredients are not whole nor enriched and cannot be one of the first 3 ingredients when identifying whole grain-rich products.

NON-CREDITABLE GRAINS

- Barley Malt
- Corn
- Corn Fiber
- Degerminated Corn Meal
- Farina
- Oat Fiber
- Semolina
- Yellow Corn Meal

NON-CREDITABLE FLOURS

- not enriched*
- Any Bean Flour
 - Any Nut Flour
 - Bromated Flour
 - Durum Flour
 - Malted Barley Flour
 - Potato Flour
 - Rice Flour
 - Wheat Flour
 - White Flour
 - Yellow Corn Flour



DISREGARDED INGREDIENTS

Disregarded ingredients may be ignored, as these ingredients are not included in the rule of three. Grains that can be disregarded are either:

1. Any grain ingredients that are listed as "less than 2%..." of the product weight.
2. Any grain derivatives, such as wheat gluten, wheat starch, wheat dextrin, corn starch, corn dextrin, rice starch, tapioca starch, or modified food starch.

Please note that this list is not meant to be exhaustive, and there may be other items that qualify, or are not creditable, that are not listed above. Check with your sponsor and/or state agency.

Identifying Whole Grain-Rich

In the Aisles

FOOD IS LABELED AS "WHOLE WHEAT" AND MEETS FDA STANDARD OF IDENTITY



WGR¹



WGR¹



WGR¹



DOES NOT MEET WGR¹
Not labeled "Whole Wheat." *

RULE OF THREE

The first ingredient (second after water) must be whole grain, and the next two grain ingredients (if any) must be whole grains, enriched grains, bran, or germ.



WGR⁴

Ingredients: White Quinoa,¹
Red Quinoa²; Black Quinoa³



WGR⁴

Ingredients: Whole Wheat Flour,¹
Enriched Bleached Flour,² Bleached Wheat
Flour, Niacin, Reduced Iron, Thiamin
Mononitrate, Riboflavin, Folic Acid,
Leavening (Sodium Bicarbonate, Sodium
Aluminum Phosphate, Monocalcium
Phosphate), Brown Sugar, Sugar, Dried
Molasses, Salt, Wheat Germ,³ Hydroxylated
Soy Lecithin, Soy Flour.



WGR⁴

Ingredients: Whole Grain Wheat Flour,¹
Canola Oil, Sugar, Corn Starch Malt Syrup
(From Corn And Barley), Salt, Refiner's
Syrup, Leavening (Calcium Phosphate And
Baking Soda). Bht Added To Packaging
Material To Preserve Freshness.

2* considered disregarded



Ingredients: Organic Whole Wheat Flour,¹
Organic Wheat Flour,² Organic Vegetable Oil (Organic
Expeller Pressed Sunflower Oil and Organic Expeller
Pressed Palm Fruit Oil), Organic Whole Flax Flour,
Organic honey, Organic Whole Oat flour, Organic
Sesame Seeds, Organic Evaporated Cane Syrup...

DOES NOT MEET WGR⁴
2nd grain is not whole or enriched. *

CEREAL

1st grain ingredient must be whole grain and cereal is fortified with Vitamins & Minerals.



WGR^C

Ingredients: Whole Grain Wheat,
Sugar, Contains 2% or Less of
Brown Rice Syrup, Gelatin, BHT for
Freshness.

Vitamins and Minerals:

Reduced Iron, Niacinamide, Vitamin
B6 (Pyridoxine Hydrochloride),
Vitamin B2 (Riboflavin), Vitamin
B1 (Thiamin Hydrochloride), Zinc
Oxide, Folic Acid, Vitamin B12.



WGR^C

Ingredients: Whole Grain Wheat, Corn,
Sugar, Whole Grain Rolled Oats, Brown
Sugar, Rice, Canola Oil, Wheat Flour,
Malted Barley Flour, Corn Syrup, Salt,
Whey (from Milk), Malted Corn and Barley
Syrup, Honey, Caramel Color, Natural and
Artificial Flavor, Annatto Extract (Color),
BHT Added to Packaging Material to
Preserve Product Freshness.

Vitamins and Minerals: Reduced Iron,
Niacinamide, Vitamin B6, Vitamin A
Palmitate, Riboflavin (Vitamin B2), Thiamin
Mononitrate (Vitamin B1), Zinc Oxide
(Source of Zinc), Folic Acid, Vitamin B12,
Vitamin D3.



WGR^C

Ingredients: Whole Grain Corn,
Corn Meal, Sugar, Canola Oil, Salt,
Brown Sugar Syrup, Tricalcium
Phosphate, Vegetable and Fruit
Juice Color, Baking Soda, Citric Acid,
Natural Flavor. Vitamin E (Mixed
Tocopherols) Added to Preserve
Freshness.

Vitamins and Minerals:

Calcium Carbonate, Iron and Zinc
(Mineral Nutrients), Vitamin C (Sodium
Ascorbate), a B Vitamin (Niacinamide),
Vitamin B6 (Pyridoxine Hydrochloride),
Vitamin B1 (Thiamin Mononitrate),
Vitamin A (Palmitate), Vitamin B2
(Riboflavin), a B Vitamin (Folic Acid),
Vitamin B12, Vitamin D3.



Ingredients: Whole Grain Oats*,
Cane Sugar*, Sunflower Oil*,
Rice*, Whole Grain Quinoa*,
Whole Grain Spelt*, Kamut Brand
Khorasan Wheat*, Molasses*,
Sea Salt, Cinnamon*, Natural
Flavor*. Vitamin E (Mixed
Tocopherols) Added to Preserve
Freshness.*Organic.

DOES NOT MEET WGR^C
Not fortified with Vitamins & Minerals. *



Visit us at www.cacfp.org for more information.
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* These products may meet another standard for
identifying whole grain-rich but do not in the section noted.

Identifying Cereal Sugar Limits



Here are three ways to determine if a breakfast cereal is within the CACFP sugar limit. As long as a breakfast cereal meets the sugar limit using **AT LEAST ONE OF THESE METHODS** described below, it is considered within the sugar limit.



1 WIC

Women • Infants • Children

Use your State agency's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) approved breakfast cereal list.

Product Example:
Dora the Explorer

* confirm with your states WIC approved cereal list.



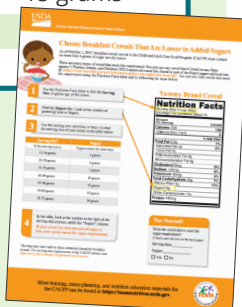
2

Use USDA's Team Nutrition training worksheet "Choose Breakfast Cereals That Are Low in Added Sugar."

The worksheet includes a chart with common breakfast cereal serving sizes and the maximum amount of sugar the breakfast cereal may contain per serving.

ALLOWABLE SUGAR LIMITS

| SERVING SIZE | SUGARS |
|-------------------------|----------------------|
| If the serving size is: | cannot be more than: |
| 8-11 grams | 2 grams |
| 12-16 grams | 3 grams |
| 17-21 grams | 4 grams |
| 22-25 grams | 5 grams |
| 26-30 grams | 6 grams |
| 31-35 grams | 7 grams |
| 36-40 grams | 8 grams |
| 41-44 grams | 9 grams |
| 45-49 grams | 10 grams |
| 50-54 grams | 11 grams |
| 55-58 grams | 12 grams |
| 59-63 grams | 13 grams |
| 64-68 grams | 14 grams |
| 69-73 grams | 15 grams |
| 74-77 grams | |
| 78-82 grams | |

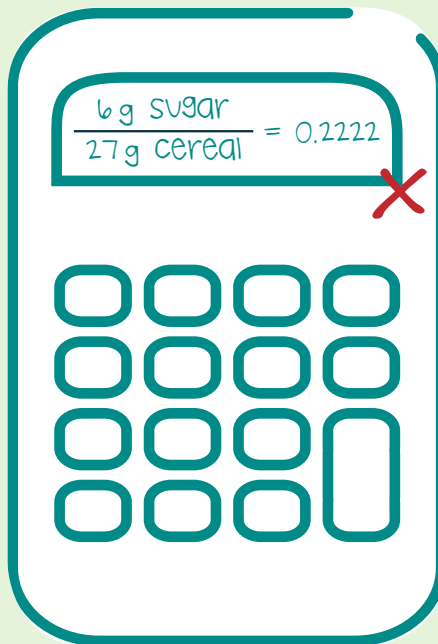


3

Use the Nutrition Facts label on the breakfast cereal packaging to calculate the sugar content per dry ounce.

- 1) Find the serving size in grams at the top of the label and the sugars listed towards the middle.
- 2) Divide the total sugars by the serving size in grams.

If the answer is equal to or less than 0.212, then the cereal is within the required sugar limit and may be creditable in CACFP.



GRAMS OF SUGAR PER SERVING if ≤ 0.212
GRAMS OF CEREAL PER SERVING it is creditable



| Amount Per Serving | Dora the Explorer |
|-------------------------------|-------------------|
| Calories | 100 |
| Total Carbohydrate 23g | 8% |
| Dietary Fiber 3g | 11% |
| Sugars 6g | |
| Other Carbohydrate 14g | |
| Protein 1g | |

| | | |
|-------------------------|------|-----|
| Calories | 100 | 45% |
| Iron | 10mg | 25% |
| Vitamin D | 25% | 30% |
| Thiamin | 25% | 35% |
| Riboflavin | 25% | 25% |
| Niacin | 25% | 25% |
| Vitamin B ₆ | 25% | 25% |
| Folic Acid | 50% | 50% |
| Vitamin B ₁₂ | 25% | 35% |
| Phosphorus | 2% | 15% |
| Magnesium | 2% | 4% |
| Zinc | 25% | 30% |

* Amount in cereal. A serving of cereal plus skim milk provides 1.5g total fat, less than 5mg cholesterol, 220mg sodium, 260mg potassium, 29g total carbohydrate (12g sugars), and 6g protein.
** Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:
Calories 2,000 2,500
Total Fat 65g 80g
Sat Fat 20g 25g
Cholesterol 300mg 300mg
Sodium 2,400mg 2,400mg
Potassium 3,500mg 3,500mg
Total Carbohydrate 300g 375g
Dietary Fiber 25g 30g

Ingredients: Whole Grain Corn, Corn Meal, Sugar, Corn Bran, Corn Syrup, Canola Oil, Salt, Cinnamon, Baking Soda, Vitamin E (mixed tocopherols) Added to Preserve Freshness.

Vitamins and Minerals: Calcium Carbonate, Iron and Zinc (mineral nutrients), Vitamin C (sodium ascorbate), A B Vitamin (niacinamide), Vitamin B₆ (pyridoxine hydrochloride), Vitamin B₁₂ (cobalamin), Vitamin B₁ (thiamin mononitrate), Vitamin A (palmitate), A B Vitamin (folic acid), Vitamin B₂, Vitamin D₃.

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Exchange: 1% Starbuck
Based on Academy of Nutrition and Dietetics and American Diabetes Association criteria
This package is sold by weight, not by volume. You can be assured of proper weight even though some settling of contents normally occurs during shipment and handling.
F 3215606105 SSG 3484952105



(https://www.fns.usda.gov/tv/cacfp-meal-pattern-training-tools)



Product Example: Dora the Explorer meets one of the three methods, therefore, this product is CACFP creditable.

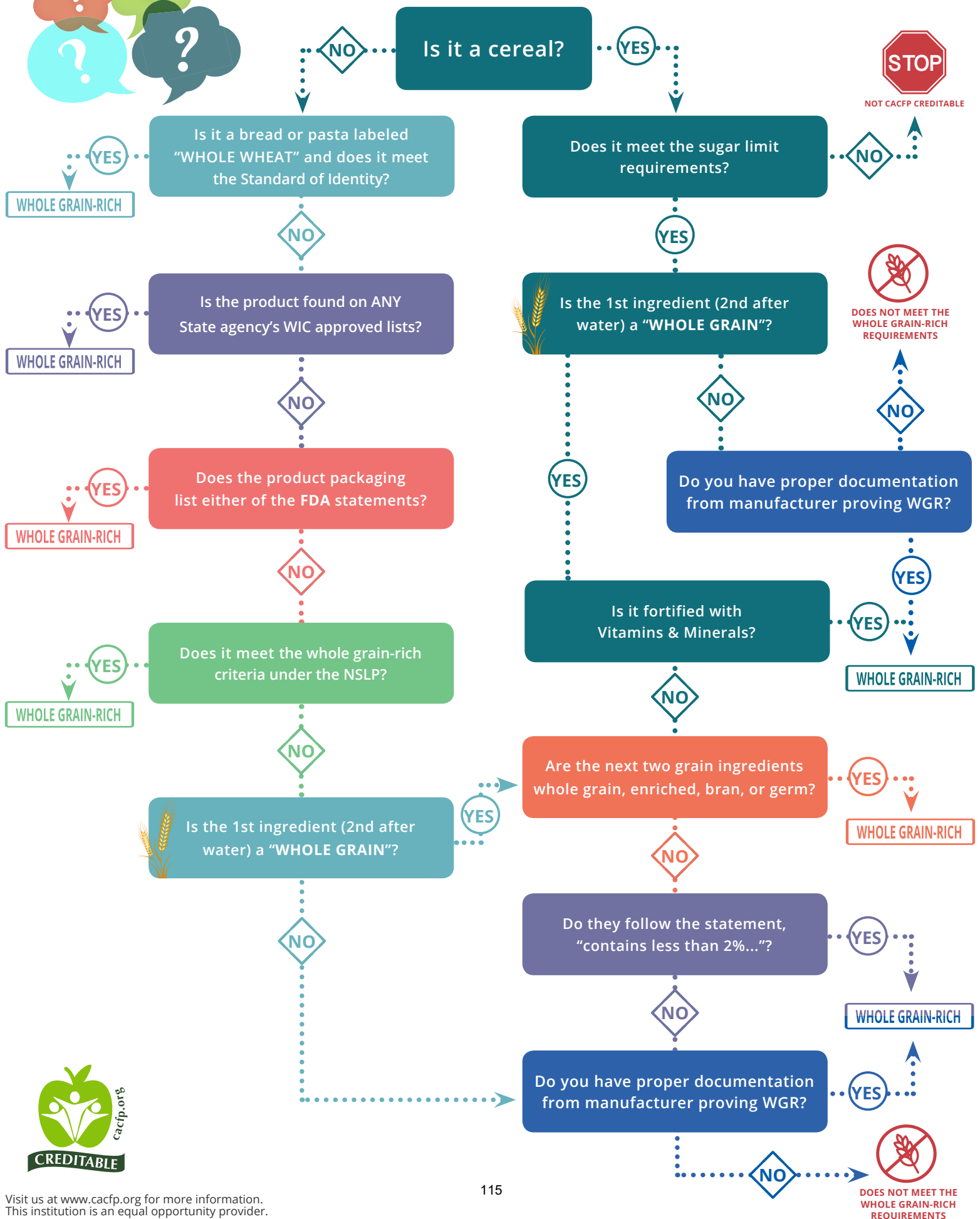
Disclosure: The amount of sugar in a cereal might change. Even if you always buy the same brands and types of cereal, be sure to check the serving size and amount of sugars on the Nutrition Facts label to make sure they match what you have written in the list above. All cereals served must be whole grain-rich, enriched or fortified.

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Wondering if your food is **WHOLE GRAIN-RICH**?



Identifying Whole Grain-Rich Foods for the Child and Adult Care Food Program Using the Ingredient List

The **ingredient list** is printed on the food packaging of products. This list includes information on flours, grains, and other ingredients that are in the product. On the ingredient list, the ingredients are listed in order of quantity. If a whole grain is listed first, you know there is more of that whole grain than anything else in the food.

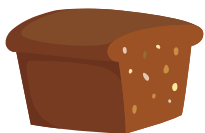
In the United States Department of Agriculture’s Child and Adult Care Food Program (CACFP), you can identify grains that are whole grain-rich by looking at the first three **grain** ingredients that appear on the ingredient list. This method is known as the *Rule of Three*. If the ingredient list does not include three grain ingredients, you only have to look at the grain ingredients that are present. Some whole grain-rich foods may have only one grain ingredient.

In the CACFP, at least one offering of grains per day must be whole grain-rich for children and adults.*

Step-by-Step Guide To Identifying Whole Grain-Rich Foods Using the *Rule of Three*

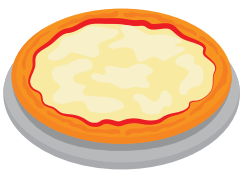


STEP 1 Find the ingredient list



This ingredient list is for **bread**. In this example, you would look at the full ingredient list to determine if the bread is whole grain-rich.

INGREDIENTS: Whole-wheat flour, water, yeast, brown sugar, wheat gluten, contains 2% or less of each of the following: salt, dough conditioners, soybean oil, vinegar, cultured wheat flour, citric acid.



The ingredient list shown here is for a frozen **cheese pizza**. Because pizza is a combination food, the ingredients for all the foods within the cheese pizza, such as the crust, cheese, and sauce, are listed within one ingredient list. In this example, you would look at the ingredients for the crust, to determine if the grain component of this food is whole grain-rich.

INGREDIENTS: Crust: Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.
Shredded mozzarella cheese: Pasteurized part skim milk, cheese cultures, salt, enzymes. **Sauce:** Water, tomato paste, pizza seasoning, modified food starch.

*During the COVID-19 public health emergency, some State agencies may have opted into School Year 2021-2022 meal pattern waivers. Additional information on these waivers is available at: fns.usda.gov/disaster/pandemic/cn-2021-22-waivers-and-flexibilities.



STEP 2 Simplify the ingredient list

Look at the “Disregarded Ingredients” list below. Do not consider these ingredients. Some sound like grains, so it can be helpful to cross them out at the beginning.

Disregarded Ingredients:

- Cellulose fiber
- Corn dextrin
- Corn starch
- Modified food starch
- Rice starch
- Tapioca starch
- Water
- Wheat dextrin
- Wheat gluten
- Wheat starch
- Any ingredients that appear after the phrase, “Contains 2% or less of...” or “Contains less than 2% of...”

INGREDIENTS: Crust: Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, ~~water~~, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, ~~wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.~~

▲ This ingredient list shows some ingredients that can be crossed out to simplify the list.

STEP 3 Look at the first ingredient

If you have a combination food, like a pizza, look at the part of the ingredient list that refers to the grain product. For this food, the grain product is the pizza crust.

Is the first ingredient a **whole-grain ingredient**?

YES ✓ If the first ingredient is whole-grain and the food is not a ready-to-eat breakfast cereal, **go to Step 4 on page 3.**

YES ✓ If the first ingredient is whole-grain and the food is a ready-to-eat breakfast cereal, **see “Identifying Whole Grain-Rich Breakfast Cereals in the CACFP” on page 7.**

NO ✗ If the first ingredient is not a whole-grain ingredient, then this food is not creditable as a whole grain-rich food in the CACFP using the *Rule of Three*.*

NO ✗ It is possible that the food includes several whole-grain ingredients. When added together, these grains may meet the whole grain-rich requirement. In this case, you would need to request additional information from the manufacturer.

🔍 See the **Whole-Grain Ingredients** chart on page 5 for some common whole grains. Make sure the first grain ingredient is not listed on the **Enriched Grain Ingredients, Bran or Germ Ingredients, or Non-Creditable Grains or Flours** charts on page 6.

INGREDIENTS: Crust: **Whole-wheat flour,** enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, ~~water~~, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, ~~wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.~~

▲ The first grain ingredient is “**whole-wheat flour**,” which is a **whole-grain ingredient**.



*This food might be creditable as a grain that is not being served as a whole grain-rich food. See the *Food Buying Guide for Child Nutrition Programs* (<https://foodbuyingguide.fns.usda.gov>) for information on how to determine if an enriched grain is creditable towards the grain component in the CACFP.

STEP 4 Look for the second grain ingredient

Does the food have another grain ingredient?

NO X If the food does not have any other grain ingredients, you can **stop here**. The food is whole grain-rich!

YES ✓ If so, is the second grain ingredient whole-grain, enriched, or bran or germ? Make sure the second grain ingredient is not listed on the “*Non-Creditable Grains or Flours*” chart.

YES ✓ If the second grain ingredient is whole-grain, enriched, or bran or germ, go to Step 5 below.

NO X If the second grain ingredient is **not** whole-grain, enriched, or bran or germ, then this food is not creditable as a whole grain-rich food in the CACFP using the *Rule of Three*.*

INGREDIENTS: Crust: Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, ~~wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.~~

▲ The second grain ingredient is “**enriched wheat flour**,” which is an **enriched grain ingredient**. For information on flour made from more than one grain ingredient, see “Focus on Flour Blends” on page 4.

STEP 5 Look for the third grain ingredient

Does the food have a third grain ingredient?

NO X If the food does not have any other grain ingredients, you can **stop here**. The food is whole grain-rich!

YES ✓ If so, is the third grain ingredient whole-grain, enriched, or bran or germ? Make sure the third grain ingredient is not listed on the “*Non-Creditable Grains or Flours*” chart.

YES ✓ If the third grain ingredient is whole-grain, enriched, or bran or germ, then this food is whole grain-rich! If your product has other grain ingredients, such as a fourth grain ingredient, you do not need to consider them.

NO X If the third grain ingredient is not whole-grain, enriched, bran, or germ, then this food is not creditable as a whole grain-rich food in the CACFP using the *Rule of Three*.*

INGREDIENTS: Crust: Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), **wheat bran**, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, ~~wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.~~

▲ The third grain ingredient is “**wheat bran**,” which is a type of bran.

✓ This pizza crust is considered whole grain-rich because the first ingredient is **whole-grain**, the second grain ingredient is **enriched**, and the third ingredient is a type of **bran**.

Focus on Flour Blends

You may see an ingredient list that includes a flour blend as an ingredient. The flour blend will be followed by a list of sub-ingredients that make up the flour blend. These sub-ingredients are shown in parenthesis. Treat these flour blends as one grain ingredient when applying the *Rule of Three*.

Find the first ingredient on the ingredient list.

If the first ingredient is a flour blend, all the ingredients in the flour blend must be whole-grain.

You can now proceed with examining the second and third grain ingredients as described on pages 2 and 3.

If the flour blend is the second or third grain ingredient, then the flour blend may be made up of whole grains, enriched grains, bran, and/or germ.



If the flour blend includes any non-creditable flours or grains, then the flour blend is not a creditable grain ingredient.

INGREDIENTS: **Whole grain flour** (whole-wheat flour, brown rice flour, whole grain oat flour), water, **flour blend** (graham flour, enriched wheat flour, enriched corn flour, wheat bran), yeast, salt.

- ▲ *This is an ingredient list for bread. This bread includes two flour blends: whole grain flour and a flour blend.*
The list of sub-ingredients in parenthesis tells you what grains are in the whole grain flour and the flour blend.

INGREDIENTS: **Whole grain flour** (whole-wheat flour, brown rice flour, whole grain oat flour), water, flour blend (graham flour, enriched wheat flour, enriched corn flour, wheat bran), yeast, salt.

- ▲ *The whole grain flour is the first ingredient on this ingredient list.*

INGREDIENTS: Whole grain flour (**whole-wheat flour, brown rice flour, whole grain oat flour**), water, flour blend (graham flour, enriched wheat flour, enriched corn flour, wheat bran), yeast, salt.

- ▲ *The ingredients in the whole grain flour are whole-wheat flour, brown rice flour, and whole grain oat flour.*
All the ingredients in the whole grain flour are whole-grain, so the whole grain flour is considered whole grain-rich.

INGREDIENTS: Whole grain flour (whole-wheat flour, brown rice flour, whole grain oat flour), water, **flour blend** (graham flour, enriched wheat flour, enriched corn flour, wheat bran), yeast, salt.

- ▲ *The second grain ingredient in this bread is the flour blend.*

INGREDIENTS: Whole grain flour (whole-wheat flour, brown rice flour, whole grain oat flour), water, flour blend (**graham flour, enriched wheat flour, enriched corn flour, wheat bran**), yeast, salt.

- ▲ *The flour blend contains whole-grain ingredients (graham flour), enriched ingredients (enriched wheat flour, enriched corn flour) and bran (wheat bran).*
This bread does not have a third grain ingredient.
- ✓ *This bread is considered whole grain-rich because the first ingredient is whole-grain and the second grain ingredient is made from whole-grain, enriched, and bran ingredients.*

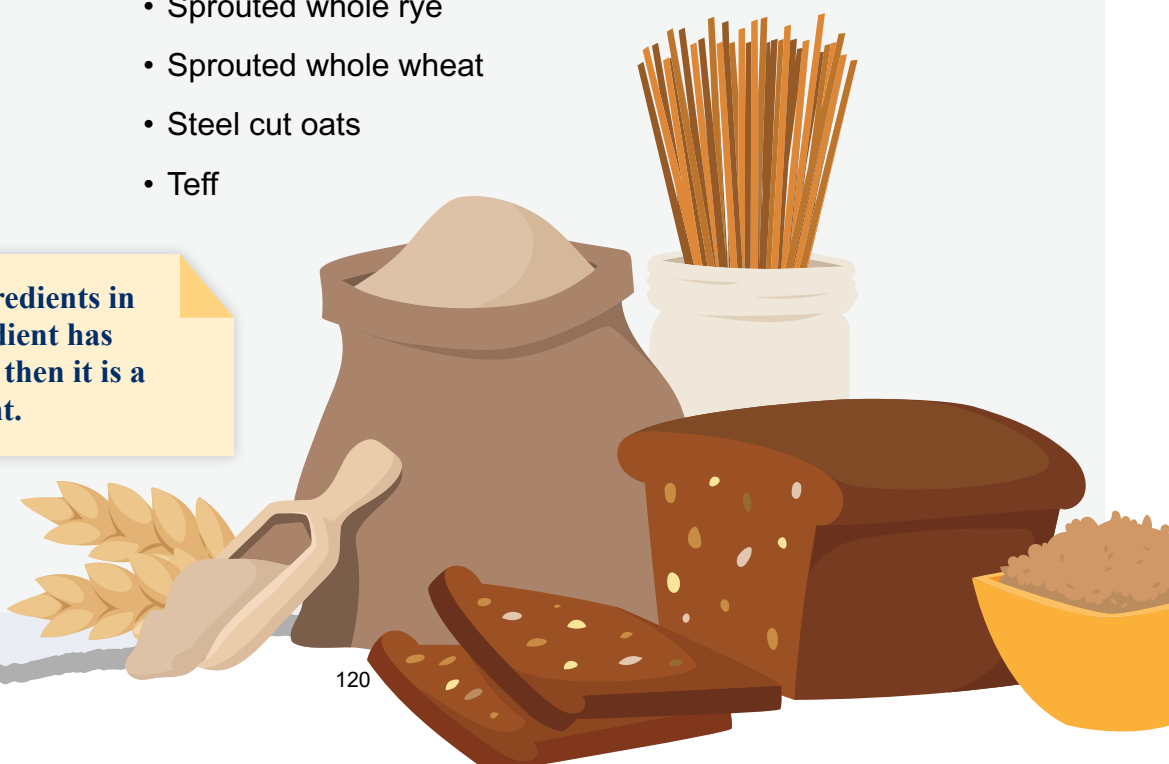
INGREDIENTS: Flour blend (durum flour, bromated flour, brown rice flour), water, salt.

- ✗ *This flour blend includes two non-creditable flours (durum flour and bromated flour), so the flour blend is not a creditable grain ingredient.*

Whole-Grain Ingredients

- Amaranth
- Amaranth flour
- Brown rice
- Brown rice flour
- Buckwheat
- Buckwheat flour
- Buckwheat groats
- Bulgur
- Corn masa
- Corn treated with lime
- Cracked wheat
- Crushed wheat
- Dehulled barley
- Dehulled-barley flour
- Entire wheat flour
- Flaked rye
- Flaked wheat
- Graham flour
- Hominy
- Hominy grits
- Instant oatmeal
- Masa harina
- Millet
- Millet flour
- Nixtamalized corn flour/meal
- Oat groats
- Oats/oatmeal
- Old fashioned oats
- Popcorn
- Quick cooking oats
- Quinoa
- Rye berries
- Rye groats
- Sorghum
- Sorghum flour
- Spelt berries
- Sprouted brown rice
- Sprouted buckwheat
- Sprouted einkorn
- Sprouted spelt
- Sprouted wheat
- Sprouted whole rye
- Sprouted whole wheat
- Steel cut oats
- Teff
- Teff flour
- Triticale
- Triticale flour
- Wheat berries
- Wheat groats
- White whole wheat flour
- Whole corn
- Whole durum flour
- Whole grain corn
- Whole grain corn flour
- Whole grain oat flour
- Whole grain spelt flour
- Whole grain wheat
- Whole grain wheat flakes
- Whole grain wheat flour
- Whole rye flour
- Whole wheat flour
- Wild rice
- Wild rice flour

In addition to the ingredients in this chart, if an ingredient has “whole” in front of it, then it is a whole-grain ingredient.



Enriched Grain Ingredients

- Enriched bromated flour
- Enriched corn flour
- Enriched durum flour
- Enriched durum wheat flour
- Enriched farina
- Enriched grits
- Enriched rice
- Enriched rice flour
- Enriched rye flour
- Enriched wheat flour
- Enriched white flour
- Other grains with the word “enriched” in front of it.



In addition to the ingredients listed above, if the ingredient list states or includes the nutrients used to enrich the flour, then your product has enriched grains. For example, an ingredient list might read: “Durum flour (niacin, iron, riboflavin, folic acid, thiamin).” The nutrients listed in the parenthesis indicate that the durum flour is enriched.

Bran or Germ Ingredients

- Corn bran
- Oat bran
- Rice bran
- Rye bran
- Wheat bran
- Wheat germ

Non-Creditable Grains or Flours

These foods cannot be one of the first three ingredients for whole grain-rich items.

- Barley malt
- Bean or legume flour (such as soy, chickpea, lentil, etc.)
- Bromated flour
- Corn
- Corn fiber
- Degermed corn
- Degerminated corn meal
- Durum flour
- Farina
- Grits
- Malted barley flour
- Nut or seed flour (any kind)
- Oat fiber
- Potato flour
- Rice flour
- Semolina
- Stone ground corn
- Tapioca flour
- Vegetable flour (any kind)
- Wheat flour
- White flour
- Yellow corn flour
- Yellow corn meal

Identifying Whole Grain-Rich Breakfast Cereals in the CACFP



For ready-to-eat breakfast cereals only, if the first ingredient is whole-grain, and the cereal is fortified, then the cereal is whole grain-rich in the CACFP.

Remember to check that the cereal also meets the CACFP sugar limit. For more information on sugar limits for cereal, see “Choose Breakfast Cereals That Are Lower in Sugar” at <https://www.fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp>.

To determine if a ready-to-eat cereal is whole grain-rich:

STEP 1 Look at the first ingredient

Is the first ingredient a whole-grain ingredient?

YES ✓ If the first ingredient is whole-grain, go to Step 2.

NO ✗ If the first ingredient is not a whole grain, then this food is not creditable as a whole-grain-rich food in the CACFP using the *Rule of Three*.*

STEP 2 Look for fortification

Is the cereal fortified?

Look for the words “fortified” on the food package. You can also look at the ingredient list to see if it lists any vitamins and minerals that have been added to the product. Cereals that are not fortified would not have any added vitamins and minerals.

YES ✓ If the cereal is fortified, then this food is whole grain-rich! If your cereal has other grain ingredients, you do not need to consider them. See **Example 1**.

NO ✗ If the cereal has a whole grain as the first ingredient, but is not fortified, then follow the *Rule of Three* instructions on pages 1-3 to look at the second and third grain ingredients. See **Example 2**.

Example 1

INGREDIENTS: Whole grain oat flour¹, corn flour, sugar, salt, tripotassium phosphate, vitamin E. **Vitamins and Minerals**²: calcium carbonate, iron and zinc, vitamin C, vitamin B6, vitamin A, vitamin B12.

- ▲ 1. The first ingredient is “**whole grain oat flour**,” which is a **whole-grain ingredient**.
- 2. The presence of “**Vitamins and Minerals**” on the ingredient list indicates that this cereal is fortified.
- ✓ This breakfast cereal is whole grain-rich because the first ingredient is **whole-grain** and the cereal is **fortified**.

Example 2

INGREDIENTS: Whole grain wheat¹, wheat bran³, raisins, oat fiber⁴, sea salt.

- ▲ 1. The first ingredient is “**whole grain wheat**,” which is a **whole-grain ingredient**.
- 2. This food is not fortified. There are no vitamins and minerals on the ingredient list. Look at the second and third grain ingredients to see if the cereal is whole grain-rich.
- 3. The second grain ingredient is **wheat bran**, which is a type of **bran**.
- 4. The third grain ingredient is **oat fiber**, which is a **non-creditable ingredient**.
- ✗ This breakfast cereal is not whole grain-rich using the *Rule of Three* because the third grain ingredient is a non-creditable ingredient.

Try It Out!

Look at the ingredient lists for the grain items below. Use the *Rule of Three* to determine if these items are whole grain-rich. Why or why not?

A

Crackers: Yes No

Why or why not? _____



INGREDIENTS: Whole grain wheat flour, vegetable oil, enriched rye flour, cracked wheat.

B

Bread: Yes No

Why or why not? _____



INGREDIENTS: Flour blend (enriched flour, brown rice flour, whole grain oat flour), water, whole grain flour blend (graham flour, whole grain corn flour), wheat bran, yeast, salt.

C

Ready-to-Eat Cereal:

Yes No

Why or why not? _____



INGREDIENTS: Whole grain corn, corn meal, sugar, corn bran, salt, brown sugar syrup. **Vitamins and Minerals:** calcium carbonate, iron, zinc, vitamin C, vitamin B6, vitamin B2, vitamin A, vitamin B12.

Answer Key:

A

Yes, these crackers are whole grain-rich.

B

No, the bread is not whole grain-rich.

C

Yes, this ready-to-eat cereal is whole grain-rich.

1. The first grain ingredient is whole grain wheat flour, which is a whole-grain ingredient.

2. The second grain ingredient is enriched rye flour, which is an enriched ingredient.

3. The third grain ingredient is cracked wheat, which is a whole-grain ingredient.

1. The first ingredient in this bread is a flour blend that contains enriched flour. If the first ingredient is a flour blend, all the grain ingredients in the flour blend must be whole-grain. Enriched flour is not a whole-grain ingredient.

2. The presence of "Vitamins and Minerals" on the ingredient list indicates that this cereal is fortified.



Choose Breakfast Cereals That Are Lower in Sugar

All breakfast cereals served in the Child and Adult Care Food Program (CACFP) must not have more than **6 grams of sugar** per dry ounce.

There are many types of cereal that meet this sugar limit. You can use any cereal that is listed on any State agency's Women, Infants, and Children (WIC)-approved cereal list. You can also find cereals that meet the sugar limit by using the Nutrition Facts label and following the steps below:

Yummy Brand Cereal

| Nutrition Facts | |
|---------------------------------|------------|
| 15 servings per container | |
| Serving size ¾ cup (30g) | |
| Amount per serving | |
| Calories | 100 |
| % Daily Value* | |
| Total Fat 0.5g | 1% |
| Saturated Fat 0g | 0% |
| <i>Trans Fat</i> 0g | |
| Cholesterol 0mg | 0% |
| Sodium 140mg | 6% |
| Total Carbohydrate 22g | 7% |
| Dietary Fiber 3g | 11% |
| Total Sugars 5g | |
| Includes 4g Added Sugars | 8% |
| Protein 3g | |

1 Use the Nutrition Facts label to find the **Serving Size**, in grams (g), of the cereal.

2 Find the **Total Sugars** line. Look at the number of grams (g) next to Total Sugars.

3 Use the serving size identified in Step 1 to find the serving size of the cereal in the table below.

| Serving Size* | Total Sugars |
|-------------------------|-------------------------------------|
| If the serving size is: | Total sugars must not be more than: |
| 12-16 grams | 3 grams |
| 26-30 grams | 6 grams |
| 31-35 grams | 7 grams |
| 45-49 grams | 10 grams |
| 55-58 grams | 12 grams |
| 59-63 grams | 13 grams |
| 74-77 grams | 16 grams |

4 In the table, look at the number to the right of the serving size amount, under the "Total Sugars" column.

If the cereal has that amount of sugar, or less, the cereal meets the sugar limit.

Test Yourself:

Does the cereal above meet the sugar limit?
(Check your answer on the next page)

Serving Size: _____

Total Sugars: _____

Yes No

*Serving sizes here refer to those commonly found for breakfast cereals.



Try It Out!



Use the “Sugar Limits in Cereal” table below to help find cereals you can serve at your site. Write down your favorite brands and other information in the “Cereals To Serve in the CACFP” list. You can use this as a shopping list when buying cereals to serve in your program.

Sugar Limits in Cereal

| Serving Size | Total Sugars | Serving Size | Total Sugars |
|-------------------------|-------------------------------------|-------------------------|-------------------------------------|
| If the serving size is: | Total sugars must not be more than: | If the serving size is: | Total sugars must not be more than: |
| 0-2 grams | 0 grams | 50-54 grams | 11 grams |
| 3-7 grams | 1 gram | 55-58 grams | 12 grams |
| 8-11 grams | 2 grams | 59-63 grams | 13 grams |
| 12-16 grams | 3 grams | 64-68 grams | 14 grams |
| 17-21 grams | 4 grams | 69-73 grams | 15 grams |
| 22-25 grams | 5 grams | 74-77 grams | 16 grams |
| 26-30 grams | 6 grams | 78-82 grams | 17 grams |
| 31-35 grams | 7 grams | 83-87 grams | 18 grams |
| 36-40 grams | 8 grams | 88-91 grams | 19 grams |
| 41-44 grams | 9 grams | 92-96 grams | 20 grams |
| 45-49 grams | 10 grams | 97-100 grams | 21 grams |

Cereals To Serve in the CACFP*

| Cereal Brand | Cereal Name | Serving Size | Total Sugars (g) |
|----------------------|-------------|--------------|------------------|
| Healthy Food Company | Nutty Oats | 28 grams | 5 grams |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

*The amount of sugar in a cereal might change. Even if you always buy the same brands and types of cereal, be sure to check the serving size and amount of total sugars on the Nutrition Facts label to make sure they match what you have written in the list above. All cereals served must be whole grain-rich, enriched, or fortified.

Answer to “Test Yourself” activity on page 1: *The cereal has 5 grams of total sugars per 30 grams. The maximum amount of total sugars allowed for 30 grams of cereal is 6 grams. 5 is less than 6, so this cereal meets the sugar limit.*

Grain-Based Desserts in the Child and Adult Care Food Program

Kids need the vitamins, minerals, and other nutrients in foods such as fruits, vegetables, whole grains, low-fat dairy, and lean protein foods. Too often, kids are filling up on foods high in added sugars and low in nutrients.

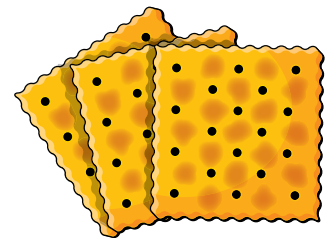


As of October 1, 2017, grain-based desserts no longer count toward the grain component of meals and snacks offered through the Child and Adult Care Food Program (CACFP). This small change helps reduce the amount of added sugars kids eat in child care.

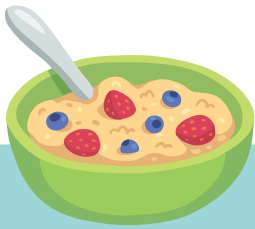
What Are Grain-Based Desserts?

The chart below lists some common grain-based desserts:

| Grain-Based Desserts (Not Reimbursable in the CACFP): | Not Grain-Based Desserts (Reimbursable in the CACFP): |
|--|--|
| <ul style="list-style-type: none"> • Brownies • Cakes, including coffee cake and cupcakes • Cereal bars, breakfast bars, and granola bars • Cookies, including vanilla wafers • Doughnuts, any kind • Fig rolls/bars/cookies and other fruit-filled rolls/bars/cookies • Gingerbread • Ice cream cones • Marshmallow cereal treats • Pie crusts of dessert pies, cobblers, and fruit turnovers • Sweet bread puddings • Sweet biscotti, such as those made with fruits, chocolate, icing, etc. • Sweet croissants, such as chocolate-filled • Sweet pita chips, such as cinnamon-sugar flavored • Sweet rice puddings • Sweet scones, such as those made with fruits, icing, etc. • Sweet rolls, such as cinnamon rolls • Toaster pastries | <ul style="list-style-type: none"> • Banana bread, zucchini bread, and other quick breads • Cereals that meet the sugar limit and are whole grain-rich, enriched, and/or fortified • Cornbread • Crackers, all types • French Toast • Muffins • Pancakes • Pie crusts of savory pies, such as vegetable pot pie and quiche • Plain croissants • Plain or savory pita chips • Savory biscotti, such as those made with cheese, vegetables, herbs, etc. • Savory bread puddings, such as those made with cheese, vegetables, herbs, etc. • Savory rice puddings, such as those made with cheese, vegetables, etc. • Savory scones, such as those made with cheese, vegetables, herbs, etc. • Teething biscuits, crackers, and toasts • Tortillas and tortilla chips • Waffles |



Whole grain-rich and homemade grain-based desserts are also not creditable in the CACFP.



Still Too Sweet?



- Even if a food is not listed as a grain-based dessert, it can still be high in added sugars. As a best practice, compare grains and choose those that are lower in sugars. For instance, the amount of added sugars in a muffin can vary from recipe to recipe. Some muffins are as sweet as cupcakes and include ingredients such as candy and chocolate pieces or cinnamon-sugar toppings.
- Look for alternatives to sweet toppings (such as syrups, honey, and cinnamon sugars). For example, try topping pancakes with fruits instead of syrup. Starting these practices early helps kids develop healthy habits.

Try It Out!

1. Think about some grain-based desserts that you used to serve. Add them to the “Instead of serving” column on the left.
2. What are some other foods you can serve instead? Add them to the “Try” column in the middle.
3. Think of other foods you could substitute for the examples listed below. Add them to the right column under “Other Choices.”

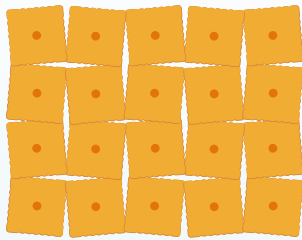
| Instead of serving: | Try: | Other Choices: |
|-----------------------------|--|-----------------------|
| Doughnuts or cinnamon rolls | Pancakes or waffles topped with sliced fruit | |
| Marshmallow cereal treat | Whole-grain tortilla chips or fruit | |
| Cookies | Whole-wheat crackers or graham crackers | |
| Cake or brownies | Banana bread | |
| Toaster pastries | Whole-wheat toast | |
| | | |
| | | |

Use your “Try” and “Other Choices” lists to help you plan new menus at your site!

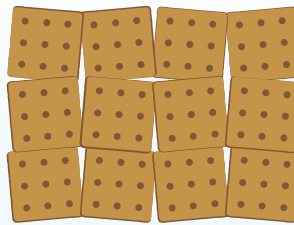
Using Ounce Equivalents for Grains in the Child and Adult Care Food Program

Grains are an important part of meals in the Child and Adult Care Food Program (CACFP). To make sure children and adults get enough grains at CACFP meals and snacks, required amounts for the grains component are listed in the meal pattern as ounce equivalents (oz. eq.). Ounce equivalents tell you the amount of grain in a portion of food.

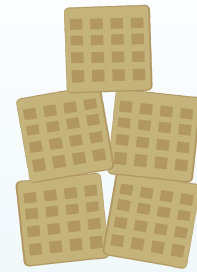
How Much Is 1 Ounce Equivalent?



20 cheese crackers
(1" by 1") = 1 oz. eq.



12 thin wheat crackers
(1 1/4" by 1 1/4") = 1 oz. eq.



5 woven whole-wheat crackers
(1 1/2" by 1 1/2") = 1 oz. eq.

Using the Grains Measuring Chart

The Grains Measuring Chart on pages 2-4 tells you how much of a grain item you need to serve to meet CACFP meal pattern requirements. To use this chart:

- 1 Find the grain you want to serve under the "Grain Item and Size" column.
- 2 Check if the chart lists a size or weight by the name of the grain. If the chart:
- 3 Find the column for the age of your participants and the meal or snack you are serving. This column lists the amount of a grain you will need to serve to meet the meal pattern requirement for grains.

Lists a weight for the grain, such as *at least 56 grams*, then use the Nutrition Facts label for the item you want to serve to make sure it weighs the same, or more than, the grain on the chart. See page 5.

Does not list a weight or size for the grain, then you do not need to check the size or weight of the product before using the chart.

Lists a size for the grain, such as *about 1 1/4" by 1 1/2"*, then check if the item is the same size, or larger than, this amount. See page 6.

| Grain Item and Size | 1- through 5-year-olds at Breakfast, Lunch, Supper, Snack |
|---|---|
| | Serve at Least 1/2 oz. eq., which equals about... |
| Pita Bread/Round (whole grain-rich or enriched) at least 56 grams* | 1/4 pita or 14 grams |
| Popcorn | 1 1/2 cups or 14 grams |
| Pretzel, Hard, Mini-Twist (about 1 1/4" by 1 1/2")** | 7 twists or 11 grams |

Grains Measuring Chart for the Child and Adult Care Food Program



Grain Item and Size

Age Group and Meal

1- through 5-year-olds
at Breakfast, Lunch,
Supper, Snack

6- through 18-year-olds
at Breakfast, Lunch,
Supper, Snack
Adults at Snack only

Adults at Breakfast,
Lunch, Supper

Serve at Least
½ oz. eq., which equals
about...

Serve at Least
1 oz. eq., which equals
about...

Serve at Least
2 oz. eq., which
equals about...

Bagel (entire bagel)
at least 56 grams*

¼ bagel or 14 grams

½ bagel or 28 grams

1 bagel or 56 grams

Bagel, Mini (entire bagel)
at least 28 grams*

½ bagel or 14 grams

1 bagel or 28 grams

2 bagels or 56 grams

Biscuit at least 28 grams*

½ biscuit or 14 grams

1 biscuit or 28 grams

2 biscuits or 56 grams

Bread (whole grain-rich or
enriched) at least 28 grams*

½ slice or 14 grams

1 slice or 28 grams

2 slices or 56 grams

Bun or Roll (entire bun
or roll) at least 28 grams*

½ bun/roll or 14 grams

1 bun/roll or 28 grams

2 buns/rolls or 56 grams

Cereal Grains (barley,
bulgur, quinoa, etc.)

¼ cup cooked or
14 grams dry

½ cup cooked or
28 grams dry

1 cup cooked or
56 grams dry

Cereal, Ready-to-Eat:
Flakes or Rounds

½ cup or 14 grams

1 cup or 28 grams

2 cups or 56 grams

Cereal, Ready-to-Eat:
Granola

⅓ cup or 14 grams

¼ cup or 28 grams

½ cup or 56 grams

Cereal, Ready-to-Eat:
Puffed

¾ cup or 14 grams

1 ¼ cup or 28 grams

2 ½ cups or 56 grams

Corn Muffin
at least 34 grams*

½ muffin or 17 grams

1 muffin or 34 grams

2 muffins or 68 grams

Cracker, Animal
(about 1 ½" by 1")**

8 crackers or 14 grams

15 crackers or 28 grams

30 crackers (~1 cup)
or 56 grams

**Cracker, Bear-Shaped,
Sweet** (about 1" by ½")**

12 crackers (~¼ cup)
or 14 grams

24 crackers (~½ cup)
or 28 grams

48 crackers (~1 cup)
or 56 grams

**Cracker, Cheese, Square,
Savory** (about 1" by 1")**

10 crackers or 11 grams

20 crackers (~⅓ cup)
or 22 grams

40 crackers (~⅔ cup)
or 44 grams

**Cracker, Fish-Shaped
or Similar, Savory**
(about ¾" by ½")**

21 crackers (~¼ cup)
or 11 grams

41 crackers (~½ cup)
or 22 grams

81 crackers (~1 cup)
or 44 grams



*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

**Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.

Grains Measuring Chart for the Child and Adult Care Food Program



Grain Item and Size

Age Group and Meal

1- through 5-year-olds
at Breakfast, Lunch,
Supper, Snack

6- through 18-year-olds
at Breakfast, Lunch,
Supper, Snack
Adults at Snack only

Adults at Breakfast,
Lunch, Supper

Serve at Least
½ oz. eq., which equals
about...

Serve at Least
1 oz. eq., which equals
about...

Serve at Least
2 oz. eq., which equals
about...

Cracker, Graham
(about 5" by 2 ½")**

1 cracker or 14 grams

2 crackers or 28 grams

4 crackers or 56 grams

Cracker, Round, Savory
(about 1 ¾" across)**

4 crackers or 11 grams

7 crackers or 22 grams

14 crackers or 44 grams

Cracker, Saltine
(about 2" by 2")**

4 crackers or 11 grams

8 crackers or 22 grams

16 crackers or 44 grams

**Cracker, Thin Wheat,
Square, Savory**
(about 1 ¼" by 1 ¼")**

6 crackers or 11 grams

12 crackers or 22 grams

23 crackers or 44 grams

**Cracker, Woven Whole-
Wheat, Square, Savory**
(about 1 ½" by 1 ½")**

3 crackers or 11 grams

5 crackers or 22 grams

10 crackers or 44 grams

Croissant
at least 34 grams*

½ croissant or 17 grams

1 croissant or 34 grams

2 croissants or 68 grams

English Muffin (top and
bottom) at least 56 grams*

¼ muffin or 14 grams

½ muffin or 28 grams

1 muffin or 56 grams

French Toast Stick
at least 18 grams*

2 sticks or 35 grams

4 sticks or 69 grams

8 sticks or 138 grams

Grits

¼ cup cooked or
14 grams dry

½ cup cooked or
28 grams dry

1 cup cooked or
56 grams dry

Melba Toast
(about 3 ½" by 1 ½")**

2 pieces or 11 grams

5 pieces or 22 grams

8 pieces or 44 grams

Muffin and Quick Bread
(banana, etc.)
at least 55 grams*

½ muffin/slice or
28 grams

1 muffin/slice or
55 grams

2 muffins/slices or
110 grams

Oatmeal

¼ cup cooked or
14 grams dry

½ cup cooked or
28 grams dry

1 cup cooked or
56 grams dry

Pancake
at least 34 grams*

½ pancake or 17 grams

1 pancake or 34 grams

2 pancakes or 68 grams



*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

**Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.

Grains Measuring Chart for the Child and Adult Care Food Program



Grain Item and Size

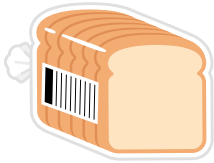
Age Group and Meal

| Grain Item and Size | Age Group and Meal | | |
|--|---|---|--|
| | 1- through 5-year-olds at Breakfast, Lunch, Supper, Snack | 6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack only | Adults at Breakfast, Lunch, Supper |
| | Serve at Least ½ oz. eq., which equals about... | Serve at Least 1 oz. eq., which equals about... | Serve at Least 2 oz. eq., which equals about... |
| Pasta (whole grain-rich or enriched, all shapes) | ¼ cup cooked or 14 grams dry | ½ cup cooked or 28 grams dry | 1 cup cooked or 56 grams dry |
| Pita Bread/Round (whole grain-rich or enriched) at least 56 grams* | ¼ pita or 14 grams | ½ pita or 28 grams | 1 pita or 56 grams |
| Popcorn | 1 ½ cups or 14 grams | 3 cups or 28 grams | 6 cups or 56 grams |
| Pretzel, Hard, Mini-Twist (about 1 ¼" by 1 ½")** | 7 twists (~⅓ cup) or 11 grams | 14 twists (~⅔ cup) or 22 grams | 27 twists (~1 cup) or 44 grams |
| Pretzel, Hard, Thin Stick (about 2 ½" long)** | 16 sticks or 11 grams | 31 sticks or 22 grams | 62 sticks or 44 grams |
| Pretzel, Soft at least 56 grams* | ¼ pretzel or 14 grams | ½ pretzel or 28 grams | 1 pretzel or 56 grams |
| Rice (all types) | ¼ cup cooked or 14 grams dry | ½ cup cooked or 28 grams dry | 1 cup cooked or 56 grams dry |
| Rice Cake at least 8 grams* | 1 ½ cakes or 11 grams | 3 cakes or 22 grams | 5 ½ cakes or 44 grams |
| Rice Cake, Mini (about 1 ¾" across)** | 7 cakes or 11 grams | 13 cakes or 22 grams | 25 cakes or 44 grams |
| Taco or Tostada Shell, Hard at least 14 grams* | 1 shell or 14 grams | 2 shells or 28 grams | 4 shells or 56 grams |
| Tortilla, Soft, Corn (about 5 ½")** | ¾ tortilla or 14 grams | 1 ¼ tortillas or 28 grams | 2 ½ tortillas or 56 grams |
| Tortilla, Soft, Flour (about 6")** | ½ tortilla or 14 grams | 1 tortilla or 28 grams | 2 tortillas or 56 grams |
| Tortilla, Soft, Flour (about 8")** | ¼ tortilla or 14 grams | ½ tortilla or 28 grams | 1 tortilla or 56 grams |
| Waffle at least 34 grams* | ½ waffle or 17 grams | 1 waffle or 34 grams | 2 waffles or 68 grams |



*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

**Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.



Using the Nutrition Facts Label

Some items on the Grains Measuring Chart may have weights listed by the name of the item. Follow the steps below to see if your grain meets the minimum weight listed in the chart:

- 1** Find the grain item and its minimum weight in the Grains Measuring Chart.

For example, the minimum weight for a pancake is at least 34 grams.

| Grain Item and Size | Age Group and Meal | | |
|---|---|--|------------------------------------|
| | 1- through 5-year-olds at Breakfast, Lunch, Supper, Snack | 6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack only | Adults at Breakfast, Lunch, Supper |
| Serve at Least ½ oz. eq., which equals about... | Serve at Least 1 oz. eq., which equals about... | Serve at Least 2 oz. eq., which equals about... | |
| Pancake at least 34 grams* | ½ pancake or 17 grams | 1 pancake or 34 grams | 2 pancakes or 68 grams |

- 2** Look at the Nutrition Facts label of the grain you wish to serve. Find the weight of the serving size (usually provided as grams (g)). One serving of Brand P pancakes weighs 117 grams.

- 3** Using the Nutrition Facts label, find how many items are in one serving. There are three pancakes in one serving of Brand P pancakes.

- 4** If there is more than one of an item in a serving, you will need to divide to find the weight of each item. For example, the serving size of Brand P pancakes is three pancakes.

Divide the serving weight by the number of items in one serving to find the weight of each item.

Brand P Pancakes

| Nutrition Facts | |
|---------------------------------------|------------|
| 4 servings per container | |
| Serving size 3 Pancakes (117g) | |
| Amount per serving | |
| Calories | 280 |
| % Daily Value* | |
| Total Fat 9g | 12% |
| Saturated Fat 1.5g | 8% |
| Trans Fat 0g | |

$$\begin{array}{ccccc}
 117 \text{ grams} & \div & 3 \text{ pancakes} & = & 39 \text{ grams per pancake} \\
 \textit{Serving Weight} & & \textit{Serving Size} & & \textit{Weight of Each Item}
 \end{array}$$

Compare the weight of one item to the minimum weight listed in the Grains Measuring Chart (from Step 1). Is your item the same weight as, or heavier than, the minimum weight?



Yes: Use the Grains Measuring Chart to see how much of your grain to serve to meet CACFP meal pattern requirements. In the example above, pancakes must weigh at least 34 grams in order to use the Grains Measuring Chart. Because each Brand P pancake weighs 39 grams, you may use the chart as a guide to the minimum serving amount.



No: Use another method to determine how much of a grain item to serve. See “What If My Grain Is Different?” on page 6 for more information.



Are There Other Menu Planning Considerations?

If you serve an item that is larger, or weighs more, than what's listed on the Grains Measuring Chart, then you might serve more grains than required by the CACFP meal pattern. The Grains Measuring Chart can help make serving enough grains easier. However, the tools described under "What If My Grain Is Different?" can also help you determine how much of an item to serve to meet the meal pattern without serving more than what is needed.

What If My Grain Is Different?

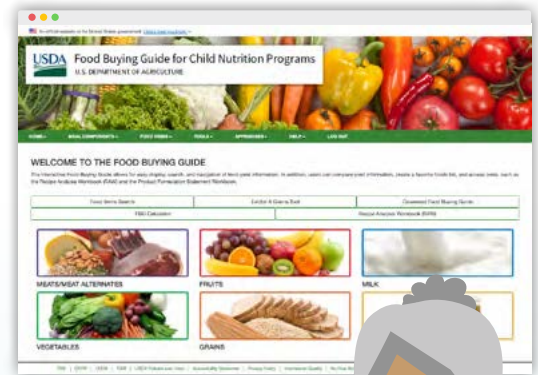
Is the grain item you want to serve:

- Smaller than the item listed on the Grains Measuring Chart?
- Lighter in weight than the item listed on the Grains Measuring Chart?
- Not listed on the Grains Measuring Chart?

If so, you will need to use another way to tell how much to serve in order to meet CACFP meal pattern requirements. You could:

- Enter information from the Nutrition Facts label into the *Food Buying Guide for Child Nutrition Program's (FBG) Exhibit A Grains Tool*.^{*} This tool will let you know how many ounce equivalents of grains are in one serving of the item.
- Use the *FBG Recipe Analysis Workbook (RAW)*^{*} to determine the ounce equivalents per serving for standardized recipes.

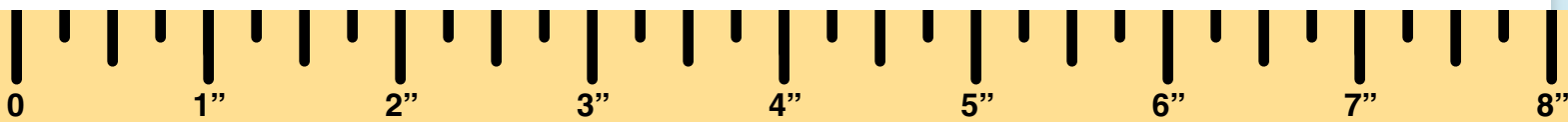
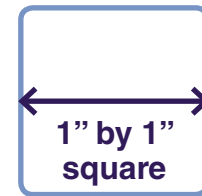
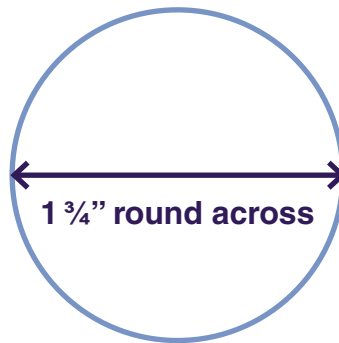
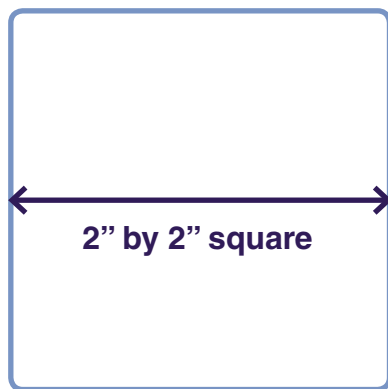
^{*}Available at <https://foodbuyingguide.fns.usda.gov>.



Grains Measuring Tools

Compare your food to the guides below to see if it is the same size or larger than the item listed on the Grains Measuring Chart.

Guides appear as actual size when this worksheet is printed at 100% on standard 8 1/2" by 11" paper.



Grain Requirements for the Child and Adult Care Food Program

| Group A | Ounce Equivalent (oz. eq.) for Group A | |
|---|---|--|
| Bread type coating Bread sticks (hard) Chow Mein noodles Savory Crackers (saltines and snack crackers) Croutons Pretzels (hard) Stuffing (dry) Note: weights apply to bread in stuffing | 2 oz. eq. = 44 gm or 1.6 oz. 1 oz. eq. = 22 gm or 0.8 oz. 1/2 oz. eq. = 11 gm or 0.4 oz. 1/4 oz. eq. = 6 gm or 0.2 oz. | |
| Group B | Ounce Equivalent (oz. eq.) for Group B | |
| Bagels Batter type coating Biscuits Breads - all (for example sliced, French, Italian) Buns (hamburger and hot dog) Sweet Crackers (graham crackers - all shapes, animal crackers) Egg roll skins English muffins Pita bread Pizza crust Pretzels (soft) Rolls Tortillas Tortilla chips Taco shells | 2 oz. eq. = 56 gm or 2.0 oz. 1 oz. eq. = 28 gm or 1.0 oz. 1/2 oz. eq. = 14 gm or 0.5 oz. 1/4 oz. eq. = 7 gm or 0.25 oz. | |
| Group C | Ounce Equivalent (oz. eq.) for Group C | |
| Cornbread Corn muffins Croissants Pancakes Pie crust (meats/meat alternate pie crust only) Waffles | 2 oz. eq. = 68 gm or 2.4 oz. 1 oz. eq. = 34 gm or 1.2 oz. 1/2 oz. eq. = 17 gm or 0.6 oz. 1/4 oz. eq. = 9 gm or 0.3 oz. | |
| Group D | Ounce Equivalent (oz. eq.) for Group D | |
| Muffins (all, except corn) | 2 oz. eq. = 110 gm or 4.0 oz. 1 oz. eq. = 55 gm or 2.0 oz. | 1/2 oz. eq. = 28 gm or 1.0 oz. 1/4 oz. eq. = 14 gm or 0.5 oz. |
| Group E | Ounce Equivalent (oz. eq.) for Group E | |
| French toast | 2 oz. eq. = 138 gm or 4.8 oz. 1 oz. eq. = 69 gm or 2.4 oz. | 1/2 oz. eq. = 35 gm or 1.2 oz. 1/4 oz. eq. = 18 gm or 0.6 oz. |
| Group H | Ounce Equivalent (oz. eq.) for Group H | |
| Cereal Grains (barley, quinoa, etc.) Breakfast cereals (cooked) Bulgur or cracked wheat Macaroni (all shapes) Noodles (all varieties) Pasta (all shapes) Ravioli (noodle only) Rice | 2 oz. eq. = 1 cup cooked or 2 ounce (56 gm) dry 1 oz. eq. = 1/2 cup cooked or 1 ounce (28 gm) dry | |
| Group I | Ounce Equivalent (oz. eq.) for Group I | |
| Ready to eat breakfast cereal (cold, dry) | 2 oz. eq. = 2 cup or 2 ounce for flakes and rounds 1 oz. eq. = 1 cup or 1 ounce for flakes and rounds 2 oz. eq. = 2.5 cups or 2 ounce for puffed cereal 1 oz. eq. = 1.25 cups or 1 ounce for puffed cereal 2 oz. eq. = 1/2 cup or 2 ounce for granola 1 oz. eq. = 1/4 cup or 1 ounce for granola | |

*** Groups F & G not included, not reimbursable on the CACFP ***

"Adapted from USDA Exhibit A: Grain Requirements for Child Nutrition Programs.
USDA does not endorse any products, services, or organizations. Provided by DHSS."

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Missouri Department of Health & Senior Services

Child & Adult Care Food Program

Breakfast Food Chart for Ages 1-18

| Meal Components & Food Items ¹ | Ages | | | |
|---|---|--|---|---|
| | 1-2 | 3-5 | 6-12 | 13-18 ² (At-Risk Afterschool Programs and Emergency Shelters) |
| Fluid Milk³ | 1 year old: Unflavored Whole, 2 year old: Unflavored low-fat (1%) or Unflavored fat-free (skim) | Unflavored low-fat (1%) or Unflavored fat-free (skim) | Unflavored/flavored low-fat (1%) or fat-free (skim) | Unflavored/flavored low-fat (1%) or fat-free (skim) |
| Milk | ½ cup (4 oz.) | ¾ cup (6 oz.) | 1 cup (8 oz.) | 1 cup (8 oz.) |
| Vegetables/Fruits | | | | |
| Vegetables, fruits or portions of both ⁴ | ¼ cup | ½ cup | ½ cup | ½ cup |
| Grains^{5, 6} | | | | |
| Whole grain-rich or enriched bread; or | ½ oz. eq. (14 gm.) | ½ oz. eq. (14 gm.) | 1 oz. eq. (28 gm.) | 1 oz. eq. (28 gm.) |
| Whole grain-rich or enriched bread product, such as biscuit, roll, muffin; or | ½ oz. eq. | ½ oz. eq. | 1 oz. eq. | 1 oz. eq. |
| Whole grain-rich, enriched or fortified cooked breakfast cereal ⁷ , cereal grain, pasta; or | ½ oz. eq. (¼ cup-cooked, 14 gm.-dry) | ½ oz. eq. (¼ cup-cooked, 14 gm.-dry) | 1 oz. eq. (½ cup-cooked, 28 gm.-dry) | 1 oz. eq. (½ cup-cooked, 28 gm.-dry) |
| Whole grain-rich, enriched or fortified ready-to-eat cereal ⁷ | | | | |
| Flakes or Rounds | ½ oz. eq. (½ cup, 14 gm.) | | 1 oz. eq. (1 cup, 28 gm.) | |
| Granola | ½ oz. eq. (⅛ cup, 14 gm.) | | 1 oz. eq. (¼ cup, 28 gm.) | |
| Puffed Cereal | ½ oz. eq. (¾ cup, 14 gm.) | | 1 oz. eq. (1¼ cup, 28 gm.) | |
| *** USDA Using Ounce Equivalents for Grains in the CACFP worksheet *** | | | | |

- 1 Must serve all three components for a reimbursable meal.
- 2 Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs for At-Risk Afterschool Programs and Emergency Shelters.
- 3 Must be unflavored whole milk for children age one. Must be unflavored fat-free (skim) or unflavored low-fat (1%) milk for children two through five years old. Must be unflavored fat-free (skim), unflavored low-fat (1%), flavored fat-free (skim), or flavored low-fat (1%) milk for children six years old and older.
- 4 Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- 5 At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grain component with the exception of sweet crackers (e.g., graham crackers of any shape and animal crackers).
- 6 Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce equivalent of meat and meat alternates is equal to one ounce equivalent of grains.
- 7 Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.

Missouri Department of Health & Senior Services

Child & Adult Care Food Program

Lunch & Supper Food Chart for Ages 1-18

| Meal Components & Food Items ¹ | Ages | | | |
|--|---|--|---|---|
| | 1-2 | 3-5 | 6-12 | 13-18 ² (At-Risk Afterschool Programs and Emergency Shelters) |
| Fluid Milk³ | 1 year old: Unflavored Whole, 2 year old: Unflavored low-fat (1%) or Unflavored fat-free (skim) | Unflavored low-fat (1%) or Unflavored fat-free (skim) | Unflavored/flavored low-fat (1%) or fat-free (skim) | Unflavored/flavored low-fat (1%) or fat-free (skim) |
| Milk | ½ cup (4 oz.) | ¾ cup (6 oz.) | 1 cup (8 oz.) | 1 cup (8 oz.) |
| Meat/Meat Alternate | 1 oz. eq. | 1½ oz. eq. | 2 oz. eq. | 2 oz. eq. |
| Lean meat, poultry, fish; or | 1 oz. | 1½ oz. | 2 oz. | 2 oz. |
| Cheese; or | 1 oz. | 1½ oz. | 2 oz. | 2 oz. |
| Large egg; or | ½ egg | ¾ egg | 1 egg | 1 egg |
| Tofu, soy products, alternate protein product ⁴ ; or | 1 oz. | 1½ oz. | 2 oz. | 2 oz. |
| Cooked beans, peas, or lentils ⁵ ; or , | ¼ cup | ⅜ cup | ½ cup | ½ cup |
| Yogurt, plain or flavored unsweetened or sweetened ⁶ or ; | ½ cup (4 oz.) | ¾ cup (6 oz.) | 1 cup (8 oz.) | 1 cup (8 oz.) |
| Peanut butter, soy nut butter, other nut or seed butter; or | 2 tbsp. | 3 tbsp. | 4 tbsp. | 4 tbsp. |
| Peanuts, soy nuts, tree nuts, seeds | 1 oz. | 1½ oz. | 2 oz. | 2 oz. |
| Vegetable^{5, 7, 8} | | | | |
| Vegetable | ⅛ cup | ¼ cup | ½ cup | ½ cup |
| Fruit^{7, 8} | | | | |
| Fruit | ⅛ cup | ¼ cup | ¼ cup | ¼ cup |
| Grains⁹ | | | | |
| Whole grain-rich or enriched bread; or | ½ oz. eq. (14 gm.) | ½ oz. eq. (14 gm.) | 1 oz. eq. (28 gm.) | 1 oz. eq. (28 gm.) |
| Whole grain-rich or enriched bread product, such as biscuit, roll, muffin; or | ½ oz. eq. | ½ oz. eq. | 1 oz. eq. | 1 oz. eq. |
| Whole grain-rich, enriched or fortified cooked breakfast cereal ¹⁰ , cereal grain, or pasta | ½ oz. eq. (¼ cup-cooked, 14 gm.-dry) | ½ oz. eq. (¼ cup-cooked, 14 gm.-dry) | 1 oz. eq. (½ cup-cooked, 28 gm.-dry) | 1 oz. eq. (½ cup-cooked, 28 gm.-dry) |

[USDA Using Ounce Equivalents for Grains in the CACFP worksheet](#)

- 1 Must serve all five components for a reimbursable meal.
- 2 Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs for At-Risk Afterschool Programs and Emergency Shelters.
- 3 Must be unflavored whole milk for children age one. Must be unflavored fat-free (skim) or unflavored low-fat (1%) milk for children two through five years old. Must be unflavored fat-free (skim), unflavored low-fat (1%), flavored fat-free (skim), or flavored low-fat (1%) milk for children six years old and older.
- 4 Alternate protein products must meet the requirements in CFR Appendix A to Part 226.
- 5 Cooked beans, peas, and lentils may credit as either a vegetable or a meat alternate, but not as both in the same meal. Immature beans and peas, such as green beans, wax beans, and green peas credit as a vegetable only; they do not credit as a meat alternate.
- 6 Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- 7 Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- 8 A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
- 9 At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grain component with the exception of sweet crackers (e.g., graham crackers of any shape and animal crackers).
- 10 Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.

Missouri Department of Health & Senior Services

Child & Adult Care Food Program

Snack Food Chart for Ages 1-18

| Meal Components & Food Items ¹ | Ages | | |
|---|---|---|--|
| | 1-5 | 6-12 | 13-18 ² (At-Risk Afterschool Programs and Emergency Shelters) |
| Fluid Milk³ | 1 year old: Unflavored whole 2-5 year old: Unflavored low-fat (1%) or Unflavored fat-free (skim) | Unflavored/flavored low-fat (1%) or fat-free (skim) | Unflavored/flavored low-fat (1%) or fat-free (skim) |
| Milk | ½ cup (4 oz.) | 1 cup (8 oz.) | 1 cup (8 oz.) |
| Meat/Meat Alternate | ½ oz. eq. | 1 oz. eq. | 1 oz. eq. |
| Lean meat, poultry, fish; or | ½ oz. | 1 oz. | 1 oz. |
| Cheese; or | ½ oz. | 1 oz. | 1 oz. |
| Large egg; or | ½ egg | ½ egg | ½ egg |
| Tofu, soy products, alternate protein product ⁴ ; or | ½ oz. | 1 oz. | 1 oz. |
| Cooked beans, peas, or lentils; or ⁵ | ⅛ cup | ¼ cup | ¼ cup |
| Yogurt, plain or flavored unsweetened or sweetened ⁶ or ; | ¼ cup (2 oz.) | ½ cup (4 oz.) | ½ cup (4 oz.) |
| Peanut butter, soy nut butter, other nut or seed butter; or | 1 tbsp. | 2 tbsp. | 2 tbsp. |
| Peanuts, soy nuts, tree nuts, seeds | ½ ounce | 1 ounce | 1 ounce |
| Vegetable^{5, 7} | | | |
| Vegetable | ½ cup | ¾ cup | ¾ cup |
| Fruit⁷ | | | |
| Fruit | ½ cup | ¾ cup | ¾ cup |
| Grains⁸ | | | |
| Whole grain-rich or enriched bread; or | ½ oz. eq. (14 gm.) | 1 oz. eq. (28 gm.) | 1 oz. eq. (28 gm.) |
| Whole grain-rich or enriched bread product, such as biscuit, roll, muffin; or | ½ oz. eq. | 1 oz. eq. | 1 oz. eq. |
| Whole grain-rich, enriched or fortified cooked breakfast cereal ⁹ , cereal grain, pasta; or | ½ oz. eq. (¼ cup-cooked, 14 gm.-dry) | 1 oz. eq. (½ cup-cooked, 28 gm.-dry) | 1 oz. eq. (½ cup-cooked, 28 gm.-dry) |
| Whole grain-rich, enriched or fortified ready-to-eat cereal ⁹ | Flakes or Rounds Granola Puffed Cereal | ½ oz. eq. (½ cup, 14 gm.) ½ oz. eq. (⅓ cup, 14 gm.) ½ oz. eq. (¾ cup, 14 gm.) | 1 oz. eq. (1 cup, 28 gm.) 1 oz. eq. (¼ cup, 28 gm.) 1 oz. eq. (1¼ cup, 28 gm.) |
| *** USDA Using Ounce Equivalents for Grains in the CACFP worksheet *** | | | |

- 1 Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.
- 2 Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs for At-Risk Afterschool Programs and Emergency Shelters.
- 3 Must be unflavored whole milk for children age one. Must be unflavored fat-free (skim) or unflavored low-fat (1%) milk for children two through five years old. Must be unflavored fat-free (skim), unflavored low-fat (1%), flavored fat-free (skim), or flavored low-fat (1%) milk for children six years old and older.
- 4 Alternate protein products must meet the requirements in CFR Appendix A to Part 226.
- 5 Cooked beans, peas, and lentils may credit as either a vegetable or as a meat alternate, but not as both in the same meal. Immature beans and peas, such as green beans, wax beans, and green peas credit as vegetable only; they do not credit as a meat alternate.
- 6 Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- 7 Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- 8 At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grain component with the exception of sweet crackers (e.g., graham crackers of any shape and animal crackers).
- 9 Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
3 MEAL MENU TEMPLATE (5 DAY)

| | | | | | |
|--|----------|----------|----------|----------|----------|
| NAME OF CENTER/FACILITY | | | | | |
| YEAR | | WEEK OF | | | |
| BREAKFAST | DATE / / | DATE / / | DATE / / | DATE / / | DATE / / |
| Milk | | | | | |
| Vegetable, fruit, or portions of both | | | | | |
| Grain Indicate "WG" next to Whole Grain menu items or Meat/Meat alternate (no more than 3 times per week at breakfast only) | | | | | |
| Other Foods | | | | | |
| LUNCH | | | | | |
| Milk | | | | | |
| Meat/Meat Alternates Meat, poultry, or fish or tofu, soy product, or alternate protein products | | | | | |
| Vegetable | | | | | |
| Fruit | | | | | |
| Grain | | | | | |
| Other Foods | | | | | |
| SNACK AM or PM (Circle) Serve 2 of 5 components | | | | | |
| Milk | | | | | |
| Meat/Meat Alternates | | | | | |
| Vegetable | | | | | |
| Fruit | | | | | |
| Grain | | | | | |
| Other Foods | | | | | |

Note: Minimum serving sizes per age group and meal requirements as listed on the Food Charts must be followed for a creditable **CACFP** meal.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
5 MEAL MENU TEMPLATE (5 DAY)

| | | | | | |
|---|----------|----------|----------|----------|----------|
| NAME OF CENTER/FACILITY | | | | | |
| YEAR | | WEEK OF | | | |
| BREAKFAST | DATE / / | DATE / / | DATE / / | DATE / / | DATE / / |
| Milk | | | | | |
| Vegetable, fruit, or portions of both | | | | | |
| Grain Indicate "WG" next to Whole Grain menu items or Meat/Meat alternate ⁵ (no more than 3 times per week at breakfast only) | | | | | |
| Other Foods | | | | | |
| SNACK AM Serve 2 of 5 | | | | | |
| Milk | | | | | |
| Meat/Meat Alternates | | | | | |
| Vegetable | | | | | |
| Fruit | | | | | |
| Grain | | | | | |
| Other Foods | | | | | |
| LUNCH | | | | | |
| Milk | | | | | |
| Meat/Meat Alternates Meat, poultry, or fish or tofu, soy product, or alternate protein products | | | | | |
| Vegetable | | | | | |
| Fruit | | | | | |
| Grain | | | | | |
| Other Foods | | | | | |

| | | | | | |
|---|--|--|--|--|--|
| SNACK PM Serve 2 of 5 | | | | | |
| Milk | | | | | |
| Meat/Meat Alternates | | | | | |
| Vegetable | | | | | |
| Fruit | | | | | |
| Grain | | | | | |
| Other Foods | | | | | |
| SUPPER | | | | | |
| Milk | | | | | |
| Meat/Meat Alternates Meat, poultry, or fish or tofu, soy product, or alternate protein products | | | | | |
| Vegetable | | | | | |
| Fruit | | | | | |
| Grain | | | | | |
| Other Foods | | | | | |

Note: Minimum serving sizes per age group and meal requirements as listed on the Food Charts must be followed for a creditable **CACFP** meal.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
3 MEAL MENU TEMPLATE (5 DAY)

| NAME OF CENTER/FACILITY Love-N-Stuff | | GOOD EXAMPLE #1 | | | |
|---|------------------------------------|-------------------|------------------------------|-------------------------------|------------------|
| YEAR 20XX WEEK OF June 1 to June 5 | | | | | |
| BREAKFAST | DATE 6/1/20XX | DATE 6/2/20XX | DATE 6/3/20XX | DATE 6/4/20XX | DATE 6/5/20XX |
| Milk | skim milk | skim milk | skim milk | skim milk | skim milk |
| Vegetable, fruit, or portions of both | applesauce | sliced peaches | orange sections | grape juice | diced pears |
| Grain Indicate "WG" next to Whole Grain menu items or Meat/Meat alternate (no more than 3 times per week at breakfast only) | WG waffle | oatmeal | WG bagel | Cheerios | biscuit |
| Other Foods | | raisins | cream cheese | whole wheat toast | egg |
| LUNCH | vegetable beef soup USDA recipe | | baked chicken USDA recipe | | |
| Milk | skim milk | skim milk | skim milk | skim milk | skim milk |
| Meat/Meat Alternates Meat, poultry, or fish or tofu, soy product, or alternate protein products | lean ground beef | beef hot dog (CN) | chicken breast | deli turkey & swiss cheese | fish patty (CN) |
| Vegetable | broccoli | tater tots | green beans | baby carrots | mixed vegetables |
| Fruit | pineapple chunks | watermelon cubes | peaches | banana | fruit salad |
| Grain | cornbread | WG hot dog bun | WG roll | WG bread | WG hamburger bun |
| Other Foods | | mustard, ketchup | ketchup | mustard, mayo | tartar sauce |
| SNACK AM or PM (Circle) Serve 2 of 5 components | cheese quesdilla | | | | |
| Milk | | skim milk | | | skim milk |
| Meat/Meat Alternates | colby cheese | peanut butter | | mozzarella cheese stick | |
| Vegetable | | | carrot sticks | | |
| Fruit | | | apple slices | pineapple | banana |
| Grain | WG floor tortilla | WG bread | | | |
| Other Foods | mild salsa | jelly | | | |



SECTION 7: Infant Feeding

Family day care homes, group homes and sponsoring organizations participating in CACFP must provide meals that meet meal pattern guidelines to infants enrolled in care.

- Infant Feeding Guidelines
- Creditable Infant Formulas
- Parent or Guardian Provided Breastmilk or Formula
- Breastmilk and Formula Food Safety Considerations
- Solid Foods
- Infant Forms
- Meal Components
- Food Chart
- Menu Templates, Birth-5 months and 6-11 months
- Questions & Answers
- Infant and Toddler Resources

Infant Feeding

Infants enrolled for care at a participating Child and Adult Care Food Program (CACFP) family day care homes (FDCH) and group homes must be offered a meal that complies with the CACFP infant meal pattern requirements (7 CFR 226.20(b)). CACFP regulations define an **enrolled child** as “a child whose parent or guardian has submitted to an institution a signed document which indicated that the child is enrolled in child care” (7 CFR 226.2). An FDCH or group home may not avoid this obligation by stating that the infant is not “enrolled” in the CACFP or citing logistical or cost barriers to offering infant meals. Decisions on offering program meals must be based on whether the infant is enrolled for care in a participating CACFP FDCH or group home, not if the infant is enrolled in the CACFP.

Infant Feeding Highlights

- At least one brand of iron-fortified infant formula must be on hand at the home. This is considered the “house” formula and must be offered as a choice. The “house” formula should be one that is used by the majority of infants in care.
- Every infant must have an individual **Infant and Toddler Feeding and Care Plan** (MO 500-3306) or the **Infant Feeding Preference** form (CACFP-647) to document the breastmilk, formula, and solid food feeding preferences as the infant progresses through the two infant age groups. All infants in care must have this form on file, signed and dated by a parent or guardian, and updated as needed.
- Complete a daily Infant Meal Record for each infant and serve them food per the Food Chart for Infants according to age group: birth to five months and six through 11 months. File Infant Meal Records with other monthly records.
- Infants must be recorded on the daily attendance and daily meal count records and claimed for reimbursement the same as for older children: two meals and one snack or two snacks and one meal per infant per day.
- Serve infant meals that meet the minimum requirements by age group listed on the Food Chart for Infants.
- Infants may get hungry at times outside of typical mealtimes. For this reason, it is recommended that infants be fed on demand, which means feeding them when they show signs of being hungry. Infant meals must not be disallowed due solely to the fact that they are not served within the FDCH’s established mealtime periods. To learn more about hunger and satiety cues, see FNS’ [Feeding Infants in the CACFP](#) guide at <https://www.fns.usda.gov/tn/team-nutrition>.
- Since infants eat on demand when hungry, record each meal if it contains all the required meal components. The meal components do not have to be served as a unit. Foods served at different times may be grouped together to form a reimbursable meal.
- Meals containing parent or guardian-provided expressed breastmilk, or creditable infant formula served to the infant by the home provider are eligible for reimbursement, including meals when an infant is only consuming breastmilk or formula.
- Providers may claim reimbursement of meals when a mother directly breastfeeds her infant at the FDCH or group home. This includes meals when an infant is only consuming breastmilk.
- When a parent or guardian chooses to provide breastmilk (expressed breastmilk or by directly breastfeeding on site) or creditable infant formula and the infant is consuming solid foods, the FDCH or group home must supply all the other required food components for the meal to be reimbursable.
- Introduce solid foods of appropriate texture and consistency when each infant is developmentally ready. The parent or guardian should update the [Infant and Toddler Feeding and Care Plan](#) or the [Infant Feeding Preference](#) as their infant becomes developmentally ready for solid foods.
- The FDCH or group home must make reasonable modifications, including substitutions for meals and snacks, for infants with a disability and whose disability restricts their diet (7 CFR 226.20(g)(1)).

Creditable Infant Formulas

As part of offering a meal that is compliant with the CACFP infant meal pattern requirements, family day care homes (FDCHs) and group homes with infants in their care must offer at least one type of iron-fortified infant formula (7 CFR 226.20(b)(2)). The Food and Drug Administration (FDA) defines iron-fortified infant formula as a product “which contains 1 milligram or more of iron in a quantity of product that supplies 100 kilocalories when prepared in accordance with label directions for infant consumption” (21 CFR 107.10(b)(4)(i)). The number of milligrams (mg) of iron per 100 kilocalories (calories) of formula can be found on the Nutrition Facts label of infant formulas.

Previously, FNS provided a list of *Iron-Fortified Infant Formulas That Do Not Require a Medical Statement*. FNS no longer maintains such a list due to the continuous development of new or re-formulated infant formula products. This makes maintaining an accurate, all-inclusive list impractical. Instead, the following criteria may be used to determine whether a formula is eligible for reimbursement:

1. Ensure that the formula is not an FDA Exempt Infant Formula. An exempt infant formula is an infant formula labeled for use by infants who have inborn errors of metabolism or low birth weight, or who otherwise have unusual medical or dietary problems, as defined in 21 CFR 107.3. The FDA has a webpage, [Exempt Infant Formulas Marketed in the United States By Manufacturer and Category](#) that provides more information and a list of FDA Exempt Infant Formulas.
2. Look for “Infant Formula with Iron” or a similar statement on the front of the formula package. All iron-fortified infant formulas must have this type of statement on the package.
3. Use the Nutrition Facts label as a guide to ensure that the formula is iron-fortified. The nutritive values of each formula are listed on the product’s Nutrition Facts label. To be considered iron-fortified, an infant formula must have 1 mg of iron or more per 100 calories of formula when prepared in accordance with label directions. Additional information on feeding the formula-fed infant can be found in Chapter 3 of the [Feeding Infants in the CACFP guide](#).

Additionally, to be creditable for reimbursement, infant formula must meet the definition of an infant formula in section 201(z) of the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 321(z)) and meet the requirements for an infant formula under section 412 of the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 350a) and the regulations at 21 CFR parts 106 and 107. Requiring an infant formula to be compliant with the FDA regulatory standards on infant formula is consistent with the Special Supplemental Nutrition Program for Women, Infants, and Children’s (WIC) infant formula requirements. It also ensures that all infant formulas served in the CACFP meet nutrient specifications and safety requirements.

If a formula is purchased outside of the United States, it is likely that the formula is not regulated by the FDA. Infant formula that is imported into the U.S. as a result of the 2022 FDA Infant Formula Enforcement Discretion Policy may be served in the CACFP as detailed in [CACFP 012023](#). Infant formulas that are not regulated by the FDA are not creditable in the CACFP.

Formulas classified as [Exempt Infant Formulas by FDA](#) may be served as a part of a reimbursable meal if the substitution is due to a disability and is supported by a medical statement signed by a licensed physician or a state-recognized medical authority. A state-recognized medical authority for this purpose is a State-licensed health care professional who is authorized to write medical prescriptions under State law. The statement must be submitted and kept on file in a secure location by the FDCH. For more information on providing meal accommodations for participants with disabilities, see [CACFP 14-2017, SFSP 10-2017 Modifications to Accommodate Disabilities in the Child and Adult Care Food Program and Summer Food Service Program](#)

Parent or Guardian Provided Breastmilk or Formula

An infant's parent or guardian may, at their discretion, decline the infant formula offered by the family day care home (FDCH) or group home and provide expressed breastmilk or a creditable infant formula instead. Meals containing parent or guardian provided expressed breastmilk or creditable infant formula that are served to the infant by the home provider are eligible for reimbursement, including meals when an infant is only consuming breastmilk or infant formula. In recognition of the numerous benefits of breastfeeding, including the recommendation of the American Academy of Pediatrics (AAP) and the Dietary Guidelines for Americans (DGAs) to feed infants human milk (breastmilk) exclusively for approximately six months after birth, if possible, and continue to feed infants breastmilk, along with complementary foods through at least the first year of life, and longer if desired, homes may claim reimbursement of meals when a parent directly breastfeeds their infant at the home. This includes meals when an infant is only consuming breastmilk. This added flexibility in the infant meal pattern is consistent with FNS efforts to support and encourage breastfeeding. Therefore, meals when a parent directly breastfeeds their infant on-site are eligible for reimbursement.

While FDCH and group homes must maintain menus to show what foods an infant is served, there is no Federal requirement to document the delivery method for breastmilk (e.g., if it was served in a bottle by the home provider or if the parent breastfed on-site). A home may simply indicate on the menu that the infant was offered breastmilk. Additionally, home's do not need to record the amount of breastmilk a parent directly breastfeeds their infant.

When a parent or guardian chooses to provide breastmilk (expressed breastmilk or by directly breastfeeding on-site) or a creditable infant formula and the infant is consuming solid foods, the FDCH or group home must supply all the other required meal components for the meal to be reimbursable.

Source: CACFP 11-2023 Feeding Infants and Meal Pattern Requirements in the Child and Adult Care

Food Program; Questions and Answers (Revised September 2023)

<https://www.fns.usda.gov/cacfp/feeding-infants-and-meal-pattern-requirements-qas>

Breastmilk and Formula Food Safety Considerations

Expressed Breastmilk Storage

In the *Pediatric Nutrition Handbook, 8th Edition*, the AAP generally recommends storing expressed breastmilk in the refrigerator for up to four days. This recommendation may vary if the breastmilk is to be fed to an infant that is either preterm and/or ill. For general CACFP purposes, breastmilk may be stored at the family day care home (FDCH) or group home in a refrigerator for up to four days from the date the breastmilk was expressed. The previously established standard was 72 hours (or three days) from the time it was expressed. Bottles of expressed breastmilk must be stored in a refrigerator at 40° Fahrenheit (4° Celsius) or below. Previously frozen breastmilk that is thawed and stored in the refrigerator should be used within 24 hours and should never be refrozen. This is consistent with recommendations from the AAP and the Centers for Disease Control and Prevention. Homes should continue to follow all other breastmilk handling and storage guidelines listed in the [Feeding Infants in the CACFP](#) guide. If your local authorities have stricter health and safety regulations for handling and storing food, including breastmilk or formula, follow those regulations.

Formula Food Safety Considerations

The [FDA](#) strongly advises against homemade formula, stating that recipes are often not safe, do not meet infants' nutritional needs, and in some cases, can be life threatening. Homemade infant formulas are not regulated by the FDA and are not creditable under any circumstances in the CACFP.

When preparing infant formula, only use water from a safe source. If you are not sure if your tap water is safe to use for preparing infant formula, contact your local health department or use bottled water. Use the amount of water and number of powder scoops listed on the instructions on the infant formula label when preparing the formula from powder. Be sure to use the scoop provided by the manufacturer. Always measure the water first and then add the powder. Using more or less water and powdered formula than instructed changes the amount of calories and nutrients in the bottle, which can affect an infant's growth and development. Formula that is not prepared correctly cannot be credited towards a reimbursable meal or snack in the CACFP unless the change is due to a disability and is supported by a medical statement signed by a licensed physician or a State-recognized medical authority. A State-recognized medical authority for this purpose is a State-licensed health care professional who is authorized to write medical prescriptions under State law. The statement must be submitted and kept on file in a secure location by the center. For more information on providing meal accommodations for participants with disabilities, see [CACFP 14-2017, SFSP 10-2017 Modifications to Accommodate Disabilities in the Child and Adult Care Food Program and Summer Food Service Program](#).

Use prepared infant formula within two hours of preparation. If the prepared infant formula is not being fed within two hours, refrigerate it right away in a refrigerator kept at 40° Fahrenheit (4° Celsius) or below, keep refrigerated until feeding, and use within 24 hours. Once you start feeding an infant, make sure the infant formula is consumed within one hour. Throw away any leftover formula that is in the bottle.

Do not buy or use infant formula if the container has dents, bulges, pinched tops or bottoms, puffed ends, leaks, rust spots, or has been opened. The formula in these containers may be unsafe. Check the infant formula “use by” date. The “use by” date is the date up to which the manufacturer guarantees the nutrient content and the quality of the formula. After this date, a package or container of infant formula should not be fed to infants. Store unopened containers of infant formula in a cool, dry, indoor place – not in a refrigerator or freezer, or in vehicles, garages, or outdoors.

FDCH’s should prepare, use, and store infant formula according to the product directions on the container or as directed by the infant’s health care provider. More information on formula handling and storage can be found in the [Feeding Infants in the CACFP](#) guide.

Source: CACFP 11-2023 Feeding Infants and Meal Pattern Requirements in the Child and Adult Care

Food Program; Questions and Answers (Revised September 2023)

<https://www.fns.usda.gov/cacfp/feeding-infants-and-meal-pattern-requirements-qas>

Solid Foods (Complementary Foods)

The Child and Adult Care Food Program (CACFP) infant meal pattern includes two infant age groups: birth through the end of 5 months and the beginning of 6 months through the end of 11 months. These infant age groups are consistent with the infant age groups in the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) program. In addition, the infant age groups will help delay the introduction of solid foods until around 6 months of age. It is important to delay the introduction of solid foods until around 6 months of age because most infants are typically not developmentally ready to consume solid foods until midway through the first year of life. The Dietary Guidelines for Americans (DGAs) state that human milk (breastmilk) can support an infant's nutrient needs for about the first 6 months of life, except for Vitamin D and potentially iron. At about age 6 months, infants should be introduced to nutrient-dense, developmentally appropriate foods to complement breastmilk or iron-fortified infant formula. Some infants show developmental signs of readiness before age 6 months, but introducing complementary foods before age 4 months is not recommended. According to the AAP, 6 to 8 months of age is often referred to as a critical window for initiating the introduction of solid foods to infants. In addition, by 7 to 8 months of age, infants should be consuming solid foods from all food groups (vegetables, fruits, grains, protein foods, and dairy).

Solid foods must be served to infants around 6 months of age, as it is developmentally appropriate for each individual infant. Once an infant is developmentally ready to accept solid foods, the family day care home or group home is required to offer them to the infant. However, as solid foods are introduced gradually, new foods may be introduced one at a time over the course of a few days, and as an infant's eating patterns may change. For example, an infant may eat a cracker one week and not the next week. Homes must follow the eating habits of the infant. Meals should not be disallowed simply because one food was offered one day and not the next if that is consistent with the infant's eating habits. In addition, solid foods served to infants must be of a texture and consistency that is appropriate for the age and development of the infant being fed.

There is no single, direct signal to determine when an infant is developmentally ready to accept solid foods. An infant's readiness depends on their rate of development, and infants develop at different rates. Homes should be in constant communication with infants' parents or guardians about when and what solid foods to serve while the infant is in their care. As a best practice, it is recommended that parents or guardians request in writing when a home should start serving solid foods to their infant. When talking with parents or guardians about when to serve solid foods to infants in care, the following guidelines from the American Academy of Pediatrics (AAP) can help determine if an infant is developmentally ready to begin eating solid foods:

- The infant is able to sit in a high chair, feeding seat, or infant seat with good head control;
- The infant opens their mouth when food comes their way. The infant may watch others eat, reach for food, and seem eager to be fed;
- The infant can move food from a spoon into their throat; and
- The infant has doubled their birth weight and weighs about 13 pounds or more.

Allowing solid foods to be served when the infant is developmentally ready (around 6 months of age) better accommodates infants' varying rates of development and allows homes to work together with the infant's parents or guardians to determine when solid foods should be served.

Homes are required to make substitutions to meals for participants when the substitution is due to a disability and is supported by a medical statement signed by a licensed physician or a State-recognized medical authority. A State-recognized medical authority for this purpose is a State-licensed health care professional who is authorized to write medical prescriptions under State law. The statement must be submitted and kept on file in a secure location by the home. For more information on providing meal accommodations for participants with disabilities, see [CACFP 14-2017, SFSP 10-2017 Modifications to Accommodate Disabilities in the Child and Adult Care Food Program and Summer Food Service Program](#)

Homes may receive reimbursement for a meal modification request without a medical statement when the accommodation can be made within the program meal pattern. For example, if an infant has an allergy to one fruit or vegetable, the home can substitute another fruit or vegetable. Homes are encouraged to use flexibilities whenever possible. In situations where the home does not obtain a medical statement, they are encouraged to make note of the actions taken in acknowledging children's accommodations.

For more information and best practices on serving solid foods to infants, including food safety considerations and for infants with special dietary needs, please see the [Feeding Infants in the CACFP guide](#).

Vegetables and Fruits

The primary goal of the CACFP meal pattern is to help children establish healthy eating patterns at an early age. Offering a variety of nutrient-dense foods, including vegetables and fruits (cooked, mashed, pureed, or small diced, no larger than ½ inch, as needed to obtain the appropriate texture and consistency), can help promote good nutritional status in infants. Additionally, the AAP recommends infants consume more vegetables and fruits.

Vegetables, fruits, or a combination of both are required at breakfast, lunch, and supper meals, as well as snacks for infants that are developmentally ready to accept them (around 6 months of age). However, fruit juice, vegetable juice, or a combination of both juices cannot be served as part of a reimbursable meal for infants of any age under the infant meal pattern.

Grains

Grains are an important part of meals and snacks in the CACFP. To make sure infants get enough grains, required amounts of grain items are listed in the infant meal pattern as ounce equivalents (oz eq). Ounce equivalents approximate the amount of grain in a portion of food. Iron-fortified infant cereal is the only grain that may count towards a reimbursable breakfast, lunch, or supper in the CACFP infant meal pattern. Homes may serve bread/bread-like items, crackers, iron-fortified infant cereal, or ready-to-eat cereal as part of a reimbursable snack to infants who are developmentally ready to accept them. The ounce equivalent requirements vary for the different grain items. For more information on crediting grains in ounce equivalents, please see the [Feeding Infants Using Ounce Equivalents for Grains in the CACFP worksheet](#) at [TeamNutrition.USDA.gov](#).

As a reminder, all ready-to-eat cereals served to infants must meet the same sugar limit as breakfast cereals served to children and adults in the CACFP. This means ready-to-eat cereals served to infants at snack must contain no more than 6 grams of sugar per dry ounce. Ready-to-eat cereals must also be whole grain-rich, enriched, or fortified to be creditable in the CACFP. For more information on the breakfast cereal sugar limit and creditable grains, please see memorandum [CACFP 09-2018: Grain Requirements in the Child and Adult Care Food Program; Questions and Answers](#). Team Nutrition has a number of [CACFP Training Tools](#), including training slides, training worksheets, and recorded webinars to assist CACFP operators in implementing the CACFP meal pattern requirements.

Meats and Meat Alternates

Meats and meat alternates are good sources of protein and provide essential nutrients, such as iron and zinc, for growing infants. Since yogurt is often served to infants as they are developmentally ready, the infant meal pattern allows yogurt as a meat alternate for older infants who are developmentally ready to accept them. All yogurts served in the CACFP, including those served to infants, must contain no more than 23 grams of sugar per 6 ounces. [Training worksheets](#) are available from Team Nutrition to assist operators in choosing yogurts lower in sugar that meet the sugar limit. In addition, while cheese food and cheese spread are creditable for children one year and older, the infant meal pattern does not allow cheese food or cheese spread as a creditable meat alternate. This is due to these products' higher sodium content, and the AAP and DGA recommend that caregivers choose products that are lower in sodium. Natural or processed cheese is creditable, while cheese products are not creditable in the CACFP for infants or any other age group.

The infant meal pattern allows whole eggs (whites and yolk) as meat alternates. Previously, only egg yolks were creditable in the infant meal pattern because there were concerns about developing food allergies when infants are exposed to the protein in the egg white. However, the AAP concluded that there is no convincing evidence to delay the introduction of foods that are considered major food allergens, such as eggs.

DHA Enriched Infant Foods

Docosahexaenoic acid, known as DHA, is an omega-3 fatty acid that may be added to infant formulas and infant foods. While more research on the benefits of DHA and ARA (arachidonic acid, an omega-6 fatty acid) is needed, some studies suggest they may have positive effects on visual function and neural development.

Previously, serving any infant foods containing DHA was prohibited in the CACFP due to the concern that the source of DHA in infant foods, such as egg yolk, and other ingredients, additives, or extenders in those foods may result in a food sensitivity or a food allergy (CACFP memorandum *Baby Foods and Vegetables with DHA*, December 19, 2002). However, the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) issued guidance in 2015 allowing infant foods containing DHA to be creditable in the CACFP infant meal pattern. Infant foods containing DHA may be served and claimed as part of a reimbursable meal if they meet all other crediting requirements. Infants with a known DHA allergy should not be served foods containing DHA.

Source: CACFP 11-2023 Feeding Infants and Meal Pattern Requirements in the Child and Adult Care Food Program; Questions and Answers (Revised September 2023)
<https://www.fns.usda.gov/cacfp/feeding-infants-and-meal-pattern-requirements-gas>



INFANT AND TODDLER FEEDING AND CARE PLAN

FOR CHILD CARE FACILITY USE

The formula provided by this child care facility is:

CHECK A BOX
 YES
 NO

This child care facility is **participating** in the Child and Adult Care Food Program (CACFP). In order to claim meals and reimbursement, the center must provide infant cereal and other foods when the child is developmentally ready for them.

INSTRUCTIONS (FOR PARENTS)

Please complete for child who is less than 24 months of age. **Update information as needed.** Use a new form or initial/date changes on this form.

| | | |
|--------------|---------------|---------------|
| CHILD'S NAME | DATE OF BIRTH | DATE ENROLLED |
|--------------|---------------|---------------|

If you or a member of your immediate family ever served in the U.S. Armed Forces, [click here for more information about militaryrelated services in Missouri](#) or visit www.dese.mo.gov/veterans-services.

FEEDING INFORMATION

| TYPE OF FOOD | FEEDING TIME | KINDS OF FOOD | AMOUNT OF FOOD |
|--------------|--------------|---------------|----------------|
| Breastmilk | | | |
| Formula | | | |
| Infant Food | | | |
| Table Food | | | |

Who is preparing (mixing) the formula? Check all that apply: Parent Caregiver

Does your child have any problems with feedings, such as choking or spitting up?

Yes Explain: _____
 No

Does your child use a pacifier? Yes No

Note: Pacifiers, if used, cannot be hung around an infant's neck. Pacifier mechanisms or pacifiers that attach to infant clothing cannot be used with sleeping infants.

INFANT FEEDING PREFERENCE (under 12 months)

MARK YOUR PREFERENCE (CHECK ALL THAT APPLY).

I will provide breast milk for my infant.

I will nurse my infant at the center at these times: _____

The facility's formula may be used to supplement feedings if necessary: Yes No

If breast milk is unavailable for a feeding, the facility should: _____

I request that the formula provided by the child care facility be served to my infant.

I will provide infant formula for my infant. Name of formula: _____

I request that the child care facility provide solid foods for my infant as s/he is ready for them, and after I have discussed it with child care facility staff. **OR**

I will provide solid foods for my infant.

TODDLER FEEDING PREFERENCE (12 THROUGH 23 MONTHS)

Check all that apply: Spoon Cup Feeds Self Feeding Table or Chair

| TYPE OF FOOD | FEEDING TIME | KINDS OF FOOD | AMOUNT OF FOOD |
|--------------|--------------|---------------|----------------|
| Breastmilk | | | |
| Milk | | | |
| Table Food | | | |

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: <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: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: Program.Intake@usda.gov This institution is an equal opportunity provider.

ARRANGEMENTS FOR SLEEP – Licensing rules require that infants be placed on their back to sleep.

| | |
|----------------------------|---------------|
| TIME(S) CHILD USUALLY NAPS | LENGTH OF NAP |
|----------------------------|---------------|

ADDITIONAL INSTRUCTIONS RELATED TO SLEEPING:

Note: When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements that differ from those required by rule, the provider must have on file at the facility written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements for such infant. The caregiver(s) must put the infant to sleep in accordance with such written instructions.

My child is 12 months or older, and I give my permission for my child to sleep on a cot.

| | |
|------------------------------------|------|
| SIGNATURE OF PARENT/LEGAL GUARDIAN | DATE |
|------------------------------------|------|

DIAPERING INSTRUCTIONS

LIST ANY LOTIONS AND/OR OINTMENTS, ETC. THAT YOU HAVE PROVIDED AND GIVE PERMISSION FOR CAREGIVERS TO USE ON YOUR CHILD:

FOR WET BOWEL MOVEMENT RASH OTHER

I do not want caregivers to use any lotions, powders, ointments, or similar items on my child.

I WILL FURNISH THE FOLLOWING BABY SUPPLIES FOR MY CHILD; CLEARLY LABELED WITH MY CHILD'S NAME:

SPECIAL INSTRUCTIONS FOR CARE (E.G., RESTRICTIONS, ALLERGIES, ETC.):

| | |
|------------------------------------|------|
| SIGNATURE OF PARENT/LEGAL GUARDIAN | DATE |
|------------------------------------|------|



MISSOURI DEPARTMENT OF HEALTH AND SEIONR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
INFANT FEEDING PREFERENCE

INSTRUCTIONS FOR PARENTS

Complete for children less than 12 months of age. *Update information as needed and sign below or use a new form.*

| | | |
|-------------------------------------|---------------|---------------|
| INFANT'S NAME (FIRST AND LAST NAME) | DATE OF BIRTH | DATE ENROLLED |
|-------------------------------------|---------------|---------------|

The child care center will feed your infant: breastmilk provided by you; formula provided by you; or the following iron-fortified formula purchased by the center. You may also choose to breastfeed your infant at the center.

The iron-fortified formula provided by the child care center is:

INFANT FEEDING PREFERENCE

| | DATE: | DATE: |
|---|--------------------------|--------------------------|
| Mark your preference (check all that apply) | Birth to 5 months | 6 through 11 months |
| I will provide expressed breastmilk. | <input type="checkbox"/> | <input type="checkbox"/> |
| I will breastfeed at the center. | <input type="checkbox"/> | <input type="checkbox"/> |
| I want the center to provide formula. | <input type="checkbox"/> | <input type="checkbox"/> |
| I will purchase/provide formula. Name of formula: | <input type="checkbox"/> | <input type="checkbox"/> |
| I want the center to provide infant cereal and other foods based on CACFP guidelines. | | <input type="checkbox"/> |
| I will provide infant cereal and other foods when developmentally ready. | | <input type="checkbox"/> |

COMMENTS:

This center is participating in the Child and Adult Care Food Program (CACFP). In order to claim meals for reimbursement, the center must provide infant cereal and other solid foods when your infant is developmentally ready according to the Food Chart – Infants available on our webpage at www.health.mo.gov/cacfp - Forms. Parents or guardians may provide one meal component (including breastmilk or formula) if they chose; however the center must provide all other components in order to claim the infant meal.

| | |
|---------------------------------------|------|
| SIGNATURE OF PARENT OR LEGAL GUARDIAN | DATE |
| SIGNATURE OF PARENT OR LEGAL GUARDIAN | DATE |

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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.

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mail:
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 Washington, D.C. 20250-9410; or

fax: (833) 256-1665 or (202) 690-7442; or

email: Program.Intake@usda.gov

This institution is an equal opportunity provider.

Missouri Department of Health & Senior Services
Child & Adult Care Food Program
Infant Food Chart

| | Meal Components & Food Items | Birth through 5 months | 6 through 11 months |
|---|--|-------------------------------|---|
| Breakfast, Lunch, or Supper | Breastmilk ¹ or Iron-fortified formula ² | 4-6 fluid oz. | 6-8 fluid oz. |
| | Vegetable or Fruit or both ^{4, 6, 7} | | 0-2 tablespoons |
| | Iron-fortified infant cereal ^{2, 6, 8} or Meat/Meat Alternate or both | | 0-1/2 oz. eq. of iron-fortified infant cereal; or 0-4 tablespoons meat, fish, poultry, whole eggs, cooked beans, peas, or lentils ⁴ ; or 0-2 oz. of cheese; or 0-4 oz. by volume of cottage cheese; or 0-4 oz. of yogurt ⁵ ; or a combination |
| Snack | Breastmilk ¹ or Iron-fortified formula ² | 4-6 fluid oz. | 2-4 fluid oz. |
| | Vegetable or Fruit or both ^{4, 6, 7} | | 0-2 tablespoons |
| | Iron-fortified infant cereal ^{2, 6, 8} bread/bread-like item or crackers or ready-to-eat cereal ^{3, 8} | | 0-1/2 oz. eq. of bread/bread items; or 0-1/4 oz. eq. of crackers; or 0-1/2 oz. eq. of iron-fortified infant cereal; or 0-1/4 oz. eq. ready-to-eat cereal |
| ***USDA Feeding Infants Using Ounce Equivalents for Grains in the CACFP worksheet*** | | | |

- ¹ Breastmilk or iron-fortified infant formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered later if the infant will consume more.
- ² Infant formula and dry infant cereal must be iron-fortified.
- ³ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce. Ready-to-eat cereal may be served as part of a reimbursable snack.
- ⁴ Cooked beans, peas, and lentils may credit as either a vegetable or as a meat alternate, but not as both in the same meal. Immature beans and peas, such as green beans, wax beans, and green peas credit as vegetable only; they do not credit as a meat alternate.
- ⁵ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- ⁶ A serving of this component is required when the infant is developmentally ready to accept it.
- ⁷ Fruit and vegetable juices must not be served.
- ⁸ A serving of grains must be whole grain-rich, enriched meal, or enriched flour. Iron-fortified infant cereal is the only grain that may count toward a reimbursable breakfast, lunch, or supper. Ready-to-eat cereals, bread/bread-like items, and crackers may be served as part of a reimbursable snack.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
 CHILD AND ADULT CARE FOOD PROGRAM
INDIVIDUAL INFANT MEAL RECORD BIRTH-5 MONTHS (5 DAY)

| Infant's Name | | | | | | Age in months | | Date of Birth / / | | |
|---|--------------|------|--------------|--|--------------|---------------|--------------|-----------------------|--------------|------|
| Center/Provider | | | | Breastmilk <input type="checkbox"/> Yes <input type="checkbox"/> No | | Formula Type | | Claim Month/Year / | | |
| Claim only approved meals. Meals claimed <input type="checkbox"/> Breakfast <input type="checkbox"/> Snack <input type="checkbox"/> Lunch <input type="checkbox"/> Supper | | | | | | | | | | |
| Requirements | Date / / | | Date / / | | Date / / | | Date / / | | Date / / | |
| | Amount Eaten | Time | Amount Eaten | Time | Amount Eaten | Time | Amount Eaten | Time | Amount Eaten | Time |
| 4-6 fluid ounces of breastmilk or iron fortified formula | | | | | | | | | | |
| 4-6 fluid ounces of breastmilk or iron fortified formula | | | | | | | | | | |
| 4-6 fluid ounces of breastmilk or iron fortified formula | | | | | | | | | | |
| 4-6 fluid ounces of breastmilk or iron fortified formula | | | | | | | | | | |
| 4-6 fluid ounces of breastmilk or iron fortified formula | | | | | | | | | | |
| 4-6 fluid ounces of breastmilk or iron fortified formula | | | | | | | | | | |

Note: Minimum serving sizes per age group and meal requirements as listed on the Food Charts must be followed for a creditable **CACFP** meal.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
 CHILD AND ADULT CARE FOOD PROGRAM
INDIVIDUAL INFANT MEAL RECORD 6-11 MONTHS (5 DAY)

| | | | | | | |
|--|------------------|--|-------------|---------------|-------------------------|-------------|
| Infant's Name | | | | Age in months | Date of Birth / / | |
| Center/Provider | | Breastmilk <input type="checkbox"/> Yes <input type="checkbox"/> No | | Formula Type | Claim Month/Year / / | |
| List specific foods consumed by this infant. Foods from child menu may be used if infant is developmentally ready. | | | | | | |
| Meals claimed <input type="checkbox"/> Breakfast <input type="checkbox"/> Snack <input type="checkbox"/> Lunch <input type="checkbox"/> Supper | | | | | | |
| Requirements | | | | | | |
| Breakfast | | Date / / | Date / / | Date / / | Date / / | Date / / |
| Iron fortified formula or breastmilk; AND | 6-8 fluid ounces | | | | | |
| Vegetable, fruit or both; AND | 0-2 tablespoons | | | | | |
| Infant cereal, meat, fish, poultry, whole eggs, cooked dry beans or peas; or | 0-4 tablespoons | | | | | |
| cheese; or | 0-2 ounces | | | | | |
| cottage cheese; or | 0-4 ounces | | | | | |
| yogurt; or | 0-4 ounces | | | | | |
| a combination | | | | | | |
| Snack | | | | | | |
| Iron fortified formula or breastmilk; AND | 2-4 fluid ounces | | | | | |
| Vegetable, fruit or both; AND | 0-2 tablespoons | | | | | |
| Infant cereal or ready to eat cereal; or | 0-4 tablespoons | | | | | |
| Slice of bread; or | 0-1/2 slice | | | | | |
| Crackers | 0-2 | | | | | |
| Lunch/Supper | | | | | | |
| Iron fortified formula or breastmilk; AND | 6-8 fluid ounces | | | | | |
| Vegetable, fruit or both; AND | 0-2 tablespoons | | | | | |
| Infant cereal, meat, fish, poultry, whole eggs, cooked dry beans or peas; or | 0-4 tablespoons | | | | | |
| cheese; or | 0-2 ounces | | | | | |
| cottage cheese; or | 0-4 ounces | | | | | |
| yogurt; or | 0-4 ounces | | | | | |
| a combination | | | | | | |

Note: Minimum serving sizes per age group and meal requirements as listed on the Food Charts must be followed for a creditable **CACFP** meal.

Feeding Infants Using Ounce Equivalents for Grains in the Child and Adult Care Food Program



Grains in the form of bread/bread-like items, crackers, iron-fortified infant cereal, or ready-to-eat cereals are an important part of meals and snacks in the Child and Adult Care Food Program (CACFP). To make sure infants get enough grains, required amounts of grain items are listed in the infant meal pattern as ounce equivalents (oz eq). Ounce equivalents tell you the amount of grain in a portion of food.

As a reminder, iron-fortified infant cereal is the only grain that may count toward a reimbursable breakfast, lunch, or supper in the CACFP infant meal pattern. You may serve bread/bread-like items, crackers, iron-fortified infant cereal, or ready-to-eat cereals as part of a reimbursable snack.



Reminder!

Infant cereals and ready-to-eat cereals must be iron-fortified. Ready-to-eat cereals must contain no more than 6 grams of sugar per dry ounce.

All grains served must be enriched, fortified, or whole grain-rich.

| Breakfast/Lunch/Supper | |
|--|--------------|
| Grain Item | Requirements |
| Iron-Fortified Infant Cereal; or meats/meat alternates; or both | 0-½ oz eq |

| Snack (choose at least one item below) | |
|---|--------------|
| Grain Item | Requirements |
| Bread/Bread-like Items; or | 0-½ oz eq |
| Crackers; or | 0-¼ oz eq |
| Iron-Fortified Infant Cereal; or | 0-½ oz eq |
| Ready-to-Eat Cereal | 0-¼ oz eq |

For more information on the CACFP infant meal pattern, see the “Feeding Infants in the Child and Adult Care Food Program” guide at TeamNutrition.USDA.gov.

Using the Grains Measuring Charts

The Grains Measuring Charts on pages 3–4 tell you how much bread/bread-like items, crackers, iron-fortified infant cereal, and ready-to-eat cereals you need to serve to meet CACFP infant meal pattern requirements. To use these charts:

1 Find the chart that applies to the grain item you want to serve:
Iron-Fortified Infant Cereal (Page 3), Bread/Bread-Like Items (Page 3), Ready-To-Eat Cereal (Page 4), Crackers (Page 4).

2 Find the grain you want to serve under the “Grain Item and Size” column.

3 Check if the chart lists a size or weight by the name of the grain. If the chart:

- **Lists a weight** for the grain, such as **at least 28 grams**, then use the Nutrition Facts label for the item you want to serve to make sure it weighs the same or more than the grain on the chart. See page 5.
- **Lists a size** for the grain, such as **about 2" by 2"**, then check if the item is the same size or larger than this amount. See page 6.
- **Does not list a weight or size** for the grain, then you do not need to check the size or weight of the product before using the chart.

Grains Measuring Chart for the CACFP Infant Meal Pattern

Grain Item and Size

Bread at least 28 grams

Cracker, Saltine (about 2" by 2")

Iron-Fortified Infant Cereal
(single and multigrain)



Reminder!

Do not offer babies crackers containing seeds and nuts. These items can increase a baby's risk of choking.



Reminder!

Cut breads and bread-like items into thin strips or small pieces no larger than ½ inch. This will reduce the risk of a baby choking.





BREAD/BREAD-LIKE ITEMS = ½ oz eq



IRON-FORTIFIED INFANT CEREAL = ½ oz eq

Grains Measuring Chart for the CACFP Infant Meal Pattern

| Grain Item and Size | | ½ oz eq is about... | Creditable at Meals or Snacks? |
|---|---|---------------------------|---------------------------------|
| Biscuit at least 28 grams | ★ | ½ biscuit or 14 grams | Snack only |
| Bread at least 28 grams | ★ | ½ slice or 14 grams | Snack only |
| Bun or Roll (entire bun or roll) at least 28 grams | ★ | ½ bun/roll or 14 grams | Snack only |
| Corn Muffin at least 34 grams | ★ | ½ muffin or 17 grams | Snack only |
| English Muffin (top and bottom) at least 56 grams | ★ | ¼ muffin or 14 grams | Snack only |
| Iron-Fortified Infant Cereal (single and multigrain) | | 4 tablespoons (¼ cup) dry | Breakfast, lunch, supper, snack |
| Pancake at least 34 grams | ★ | ½ pancake or 17 grams | Snack only |
| Pita Bread/Round at least 56 grams | ★ | ¼ pita or 14 grams | Snack only |
| Tortilla, Soft, Corn (about 5 ½") | ■ | ¾ tortilla or 14 grams | Snack only |
| Tortilla, Soft, Flour (about 6") | ■ | ½ tortilla or 14 grams | Snack only |
| Tortilla, Soft, Flour (about 8") | ■ | ¼ tortilla or 14 grams | Snack only |
| Waffle at least 34 grams | ★ | ½ waffle or 17 grams | Snack only |

★ Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

■ Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.



CRACKERS = ¼ oz eq



READY-TO-EAT CEREALS = ¼ oz eq

Grains Measuring Chart for the CACFP Infant Meal Pattern

| Grain Item and Size | ¼ oz eq is about... | Creditable at Meals or Snacks? |
|--|--------------------------------------|--------------------------------|
| Cereal, Ready-to-Eat: Flakes or Rounds (e.g., o-shaped cereal) | 4 tablespoons (¼ cup) or 7 grams | Snack only |
| Cereal, Ready-to-Eat: Puffed (e.g., crispy puffed rice cereal) | 5 tablespoons (~⅓ cup) or 7 grams | Snack only |
| Cracker, Animal (about 1 ½" by 1") | ■ 4 crackers or 7 grams | Snack only |
| Cracker, Bear-shaped or Similar, Sweet (not honey flavored) (about 1" by ½") | ● 6 crackers or 7 grams ■ | Snack only |
| Cracker, Cheese, Square, Savory (about 1" by 1") | ■ 5 crackers or 6 grams | Snack only |
| Cracker, Fish-shaped or Similar, Savory (about ¾" by ½") | ■ 11 crackers or 6 grams | Snack only |
| Cracker, Graham (not honey flavored) (about 5" by 2 ½") | ● ½ cracker or 7 grams ■ | Snack only |
| Cracker, Round, Savory (about 1 ¾" across) | ■ 2 crackers or 6 grams | Snack only |
| Cracker, Round, Savory, Mini (about 1" across) | ■ 4 crackers or 6 grams | Snack only |
| Cracker, Saltine (about 2" by 2") | ■ 2 crackers or 6 grams | Snack only |
| Cracker, Thin Wheat, Square, Savory (about 1 ¼" by 1 ¼") | ■ 3 crackers or 6 grams | Snack only |
| Cracker, Zwieback (not honey flavored) | ● 1 cracker or 6 grams | Snack only |

- Honey should never be fed to babies younger than 1 year.
- Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.

Using the Nutrition Facts Label

Some items on the Grains Measuring Charts may have weights listed by the name of the item. Follow the steps below to see if your grain meets the minimum weight listed in the chart:

Example #1: Pita Bread/Round (1 item in a serving)

1. Find the grain item and its size in the Grains Measuring Chart. →

Grain Item and Size

Pita Bread/Round at least 56 grams

Nutrition Facts

6 Servings Per Container
Serving Size 1 Round (57g)

The pita bread/round you are comparing must weigh **at least 56 grams** to use the chart as a guide to the minimum serving amount.

- If the pita bread/round you want to serve is **at least 56 grams**, then you can serve that item.
- If the pita bread/round is lighter in weight than the item listed on the Grains Measuring Chart, see page 6.



Example #2: Pancakes (more than 1 item in a serving)

1. Find the grain item and its size in the Grains Measuring Chart. →
2. Look at the Nutrition Facts label of the grain you wish to serve. Find the weight of the serving size. One serving of pancakes weighs 117 grams.
3. Using the Nutrition Facts label, find out how much is in one serving (for example, the number of pancakes). There are three pancakes in one serving.
4. If there is more than one of an item in a serving, you will need to find the weight of each item. In this example, the serving size is three pancakes.

Grain Item and Size

Pancake at least 34 grams

½ oz eq is about...

½ pancake or 17 grams

Nutrition Facts

4 Servings Per Container
Serving Size 3 Pancakes (117g)

Divide the weight of the serving by the number of items in one serving to find the weight of one item.

$$117 \text{ grams} \div 3 \text{ pancakes} = 39 \text{ grams per pancake}$$

Serving Weight

Serving Size

Weight of Each Item



Compare the weight of one item to the minimum weight listed in the Grains Measuring Chart (from Step 1). Is your item the same weight as, or heavier than, the minimum weight?

- ✓ **Yes:** In the example above, pancakes must weigh at least 34 grams in order to use the Grains Measuring Chart. Because each pancake weighs 39 grams, you may use the chart as a guide for the minimum serving amount.

What If My Grain Is Different?

Is the grain item you want to serve:

- Smaller than the item listed on the Grains Measuring Chart?
- Lighter in weight than the item listed on the Grains Measuring Chart?
- Not listed on the Grains Measuring Chart?

If the answer is “yes”, you will need to use another method to determine how much of a grain item to serve in order to meet CACFP infant meal pattern requirements. You could:

- Enter information from the Nutrition Facts label into the “Food Buying Guide for Child Nutrition Program’s (FBG) Exhibit A Grains Tool.”* This tool will let you know how many ounce equivalents of grains are in one serving of the item.
- Use the “FBG Recipe Analysis Workbook (RAW)”* to determine the ounce equivalents per serving for standardized recipes.

*Available at foodbuyingguide.fns.usda.gov.

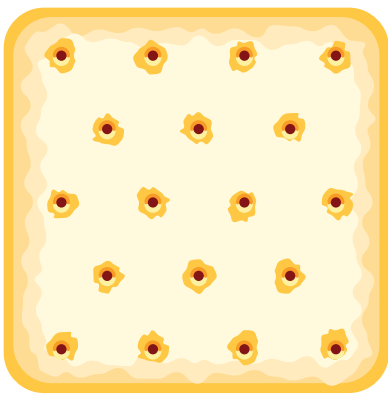
Note: Make sure the food you are entering is creditable for infants. For more information, see “Feeding Infants in the CACFP’s Appendix F: Infant Foods List” at fns.usda.gov/sites/default/files/resource-files/FI_AppendixF.pdf.

Grains Measuring Tools

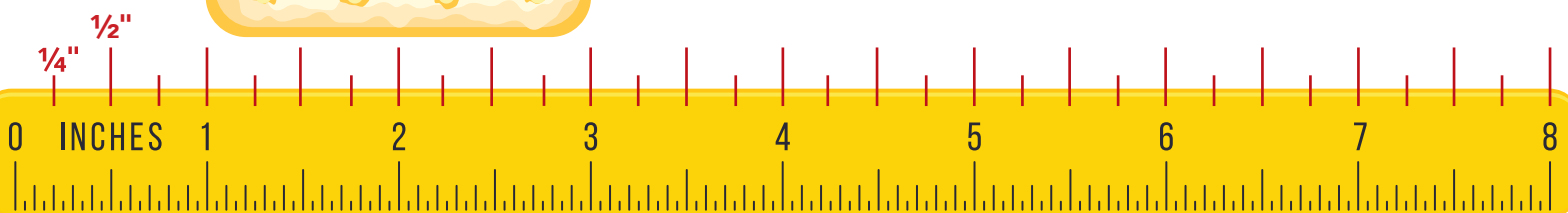
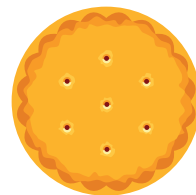
Compare your food to the guides below to see if it is the same size or larger than the item listed on the Grains Measuring Chart.

Guides appear as actual size when this worksheet is printed at 100% on standard 8.5" by 11" paper.

2" by 2"



1" across



Infant Feeding: Questions and Answers

Memo [CACFP 11-2023: Feeding Infants and Meal Pattern Requirements in the Child and Adult Food Program; Questions and Answers \(Revised September 2023\)](#) provides updated guidance on feeding infants and the infant meal pattern requirements in CACFP. Included below are excerpts from this memorandum. New or updated questions are preceded by three asterisks (***)

What does it mean to feed an infant in a way that is “consistent with the infant’s eating habits?”

- Infants do not eat on a strict schedule.
- Watch infants for hunger cues and satiety cues, **not the clock**.
- The quantity of food an infant consumes changes from feeding to feeding or day to day. Be mindful of what an infant eats over the course of the day versus individual feedings.
- As long as all the required food components (i.e., breastmilk and/or infant formula and the solid foods the infant is developmentally ready to accept) are offered over the course of the entire day, they may be counted towards reimbursable meals.

May a parent donate extra formula or food received through the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) to his or her infant’s family day care home (FDCH) or group home?

- A parent may provide one meal component for their own infant or infants, including infant formula received through WIC. However, parents or guardians cannot donate formula or food they receive from WIC to the FDCH or group home for general use.

Are parents or guardians allowed to provide the majority of the meal components for infants? What components can they provide?

- Parents or guardians may only supply **one component** of a reimbursable meal.
- A parent or guardian may choose to supply breastmilk (expressed/breastfed on site) or a creditable infant formula, even when the infant is only consuming breastmilk or infant formula.
 - If the parent or guardian chooses to supply expressed breastmilk or a creditable infant formula, then the FDCH **must** provide all the other required meal components for the meal to be reimbursable.
 - If the parent or guardian chooses to provide a solid food component, the home **must** supply all the other required meal components, including iron-fortified infant formula.
 - The parent or guardian may **choose** to provide a meal component; the home may not request or require the parent or guardian to provide the components to complete the meal and reduce costs.

An infant is breastfeeding, and the parent wants the infant to be fed organic vegetables, but the vegetables the FDCH or group home serves are not organic. Therefore, the parent decides to provide all solid food for their infant while the infant is in care. Can the home claim those meals for reimbursement?

- No. This is because the parent is providing more than one meal component: breastmilk and solid foods. Under the infant meal pattern requirements, parents and guardians may only provide one component of a reimbursable meal.

*****How should homes document infant menus when the items each infant eats vary so much?**

- FDCH and group homes must keep records of menus, and State agencies have the discretion to determine how best to document the varying meals infants are offered. Complete a daily Infant Meal Record for each infant and serve them food per the Food Chart for Infants according to age group: birth to 5 months and 6 through 11 months. File Infant Meal Records with other monthly records.

- As a reminder, homes will need to vary the foods served to each infant based on the infant's developmental readiness. All infants must be served breastmilk or infant formula, but not all infants should be served solid foods unless they are developmentally ready, and the parents/guardians agree to starting solid foods in child care. Encourage parents and guardians to keep the child care site informed of any new foods they are offering their infant and any history of allergic reactions.

What is an “iron-fortified” infant formula?

- The Food and Drug Administration (FDA) considers an infant formula to be “iron-fortified” if it has 1 milligram of iron or more per 100 kilocalories. Look on the label for “Infant Formula with Iron” or a similar statement or verify with the product's nutrition facts label.

When an infant receives both breastmilk and formula, is the meal eligible for reimbursement?

- Yes, meals served to infants (birth through 11 months of age) may contain iron-fortified infant formula, breastmilk, or a combination of both.

How should meals be documented when a mother directly breastfeeds her infant on-site?

- FDCH and group homes must document if the infant is served breast milk or infant formula to demonstrate compliance with the meal pattern requirements but do not have to document the delivery method; therefore, a home can document that breastmilk was offered.
- Other options include documenting “breastfed” or “mom” on the menu or meal count form.

If an FDCH or group care home cannot provide a private place for parents to breastfeed and a parent chooses to breastfeed in their car, is that meal still reimbursable?

- Yes, homes are strongly encouraged, but not required, to offer a quiet, private area that is comfortable and sanitary for parents who come to the home to breastfeed.
- If a parent chooses to breastfeed their infant in their car on the grounds of the home, the meal could still be claimed for reimbursement.
- If the parent chooses to leave the premises to breastfeed their infant, the meal would not be reimbursable.

Can a provider, or any other staff member of an FDCH or group care home, breastfeed their own infant on-site and claim the meal for reimbursement? If yes, does the staff member have to be “on the clock”?

- A home provider or any other staff member of an FDCH or group home may breastfeed their infant on-site, and the home may claim the meal for reimbursement if the infant is enrolled at the home.
- The provider or other staff member can breastfeed their infant while they are working, during a break, or during off-work hours. Whether a provider or other staff member is “on the clock” when they breastfeed their infant is a business decision to be made by the FDCH or group home.
- If the provider or staff member breastfeeds their infant on-site and the infant is enrolled for care, the meal can be claimed for reimbursement, including when they are working, on a break, or during off-work hours.

*****If an infant does not finish the required minimum serving size of expressed breastmilk or formula given to him or her, is the meal still reimbursable?**

- Yes. If the infant is offered the minimum serving size of expressed breastmilk or iron-fortified infant formula, the meal is reimbursable. Infants do not eat on a strict schedule, and the quantity of food an infant consumes changes from feeding to feeding or day to day. Infants should not be force-fed.
- Babies have an innate ability to self-regulate their food, and responsive feeding helps foster self-regulation. Infants need to be fed during a span of time that is consistent with the infant's eating habits. Therefore, there may be times when an infant does not consume the entire serving size that is offered.

- Some infants who are regularly breastfed may consume less than the minimum serving size of breastmilk per feeding. In these situations, infants may be offered breastmilk that is less than the minimum serving size, and additional breastmilk must be offered later if the infant shows signs of hunger. This flexibility encourages breastfeeding and helps prevent wasting expressed breastmilk. As a reminder, once you start feeding an infant, make sure the infant formula is consumed within one hour and that expressed breastmilk is consumed within two hours. Throw away any leftover expressed breastmilk or formula that is in the bottle.

*****If a registered dietitian, a physician, or a state-recognized medical authority prescribes whole cow's milk as a substitute for breastmilk or infant formula for an infant younger than 12 months of age, is the meal reimbursable?**

- For children younger than 12 months of age, cow's milk or a fluid milk substitute may be served as an alternative for breastmilk and/or infant formula and be part of a reimbursable meal only if the alternative is supported by a medical statement signed by a registered dietitian, a licensed physician, or a State recognized medical authority. A state-recognized medical authority for this purpose is a State-licensed health care professional who is authorized to write medical prescriptions under State law.
- The statement should include a description of the infant's physical or mental impairment and an explanation of how to modify the meal or meal service to accommodate the infant's disability. The statement must be submitted and kept on file in a secure location by the FDCH or group home. For more information on providing meal accommodations for participants with disabilities, please see [CACFP 14-2017, SFSP 10-2017, Modifications to Accommodate Disabilities in the Child and Adult Care Food Program and Summer Food Service Program](#).

If a mother breastfeeds her 13-month-old or older child at the FDCH or group home, is the meal reimbursable?

- Yes, breastmilk is an allowable substitute for fluid milk for children of any age. Therefore, if a parent chooses to breastfeed their infant past one year of age, the parent may breastfeed the child on-site or provide expressed breastmilk, and the home may claim reimbursement for those meals.

Must a parent submit a written request to substitute breastmilk for fluid milk for children 1 year of age or older? Does it matter if the substituted breastmilk is expressed or breastfed?

- No, a written request is not required. This is true no matter the delivery method.

If a mother breastfeeds her 13-month-old or older child at the FDCH or group home prior to or after meal service, which meal is it counted towards?

- Count it towards the meal that was closest to when the mother breastfed the child.

If a 1-year-old child is still being breastfed and the mother is only able to provide 2 fluid ounces of expressed breastmilk, can 2 fluid ounces of whole unflavored milk be served as a supplement to meet the minimum milk requirement?

- Yes, but the required minimum fluid milk serving size still must be met.
- Serve whole, unflavored milk alongside the breastmilk to make up the difference.
- The two milks do not need to be mixed.
- The home must provide all other components for the meal to be reimbursable.

Are meals served to children 12 months and older reimbursable if they contain infant formula?

- Yes, for a period of one month, 12 to 13 months of age, to facilitate the weaning from infant formula to cow's milk. While weaning, infants should be presented with both types of foods at the same meal service to encourage gradual acceptance of the new food.
- Meals containing infant formula served to children 13 months and older are reimbursable when supported by a medical statement signed by a state-recognized medical authority who is authorized to

write medical prescriptions under State law. The statement should include a description of the infant's physical or mental impairment and an explanation of how to modify the meal or meal service to accommodate the infant's disability. The statement must be submitted and kept on file in a secure location by the home.

- Breastmilk continues to be considered an acceptable fluid milk substitute for children over 12 months of age, and a medical statement is not required.

If a parent supplies an infant formula that is not iron-fortified (“low-iron”), would the service of this product require a medical statement to be creditable towards a reimbursable infant meal?

- Infant formulas that are not iron-fortified are generally **not** reimbursable in the CACFP.
- Infant formulas that are not iron-fortified may be creditable towards a reimbursable meal if the substitution is supported by a medical statement. The medical statement should include a description of the infant's physical or mental impairment and an explanation of how to modify the meal or meal service to accommodate the infant's disability. The statement must be signed by a registered dietitian, a licensed physician, or a state-recognized medical authority who is authorized to write medical prescriptions under State law. The statement must be submitted and kept on file in a secure location by the home.

*****If a parent chooses to provide infant formula and pre-mixes it at home, how is the FDCH or group home supposed to know if it is iron-fortified?**

- If a parent or guardian declines the iron-fortified infant formula that the home offers and chooses to provide their own infant formula, it is the responsibility of the home to inform the parent or guardian that they must provide a formula that is creditable (i.e., it is iron-fortified and is regulated by FDA).
- As a best practice, a home may choose to have a form that indicates the parent or guardian declined the offered infant formula and that they will provide either breastmilk or an infant formula that is iron-fortified and regulated by the FDA. Or a home may request the infant formula label to determine if it is iron-fortified. However, this documentation is not a federal requirement.

Can iron-fortified infant formula and iron-fortified infant cereal credit toward a reimbursable meal when they are used in a pancake or muffin recipe?

- When using iron-fortified infant formula and iron-fortified infant cereal for making pancakes, muffins, or other grain foods, the iron-fortified infant cereal in these types of recipes can credit towards a reimbursable meal.
- However, the iron-fortified infant formula cannot credit toward a reimbursable meal when used in these types of recipes. Iron-fortified infant formula and breastmilk are only creditable when served as a beverage.

*****How can providers thaw frozen breastmilk at a child care site?**

- Providers may thaw the frozen container of breastmilk in the refrigerator, under warm running water, or in a container of warm water. Providers should write the date and time that the milk was thawed on the bottle or container. The oldest breastmilk should be thawed first, using a first-in-first-out approach. Thawed breastmilk should be refrigerated and used within 24 hours. Once the thawed breastmilk is at room temperature, it should be used within 2 hours. Leftover breastmilk should be discarded after 2 hours.
- Breastmilk should never be thawed at room temperature or thawed by mixing with warm breastmilk. Breastmilk should also never be heated in boiling water or in a microwave.

*****If frozen breastmilk is thawed in the refrigerator and must be used within 24 hours, when do you start counting the 24 hours?**

- According to the Centers for Disease Control (CDC), the 24-hour clock begins when the breastmilk is completely thawed, not from the time it was removed from the freezer. Providers should make note of the date and time the breastmilk was thawed on the bottle or container.

- Breastmilk should never be refrozen after it has thawed.

If an infant is starting to be introduced to solid foods, such as infant cereal, does the FDCH or group home have to serve that solid food at every meal where that component is required?

- Solid foods are introduced gradually, which means that it may be appropriate to serve solid food only once per day and then gradually increase the number of feedings per day.
- The infant does not need to be offered a solid food component that is part of every meal pattern, such as vegetables and fruit until the infant has established a tolerance for that solid meal component at multiple feedings per day.
- It is important to remember that the quantity of food an infant consumes changes from feeding to feeding or day to day. Infants may want to eat less food when teething or not feeling well and more food on days when they have a very good appetite.

*****Can solid foods be served to infants younger than 6 months of age?**

- Yes. Meals containing solid foods are reimbursable when the infant is developmentally ready to accept them, even if the infant is younger than 6 months of age.
- A written note from a parent or guardian stating his or her infant should be served solid foods is recommended.
- Infants develop at different rates, meaning some infants may be ready to consume solid foods before 6 months of age, and others may be ready after 6 months of age. In general, infants should be consuming solid foods from all food groups (vegetables, fruits, grains, protein foods, and dairy) by 7 to 8 months of age.

*****What documentation is required when solid foods are served prior to 6 months of age?**

- Once an infant is developmentally ready for solid foods, homes must indicate on menus what solid foods are being served and the serving size of the food served.
- It is best practice to obtain a written note from the parents or guardians indicating that solid foods should be served to the infant while in care.
- It is a good practice to check with parents or guardians of all infants to learn about any concerns of possible allergies.
- Child care providers may use the [For Parents: What Is Your Baby Eating? Let Us know!](#) handout found in the Feeding Infants in the CACFP guide to assist with these types of conversations. As a reminder, this is a sample communication tool, not required documentation.
- As a reminder, every infant must have an individual [Infant and Toddler Feeding and Care Plan](#) (MO 500-3306) or the [Infant Feeding Preference](#) form (CACFP-647) to document the breastmilk, formula, and solid food feeding preferences as the infant progresses through both infant age groups. All infants in care must have one of these forms on file, signed and dated by a parent or guardian and updated as needed.

*****At what age would a monitor expect to see infants being served all the solid food components?**

- The American Academy of Pediatrics (AAP) recommends that by 7 or 8 months of age, infants should be consuming solid foods from all food groups. In addition, the AAP recommends that by 7 or 8 months of age, infants should be consuming solid foods from all food groups (vegetables, fruits, grains, protein foods, and dairy).
- However, it is important to keep in mind that infants develop at different rates. Not all infants will be eating solid foods at 6 months of age, nor will all infants be eating solid foods from each food group by 7 or 8 months of age. Minimum serving sizes are listed as ranges for infants because not all babies are

ready to eat solid foods at the same time. An infant that has not yet started solid foods would receive a serving size of 0 tablespoons. An infant that has just started eating a certain vegetable may receive 1 tablespoon. Once an infant has been regularly eating a specific solid food, they would receive 2 tablespoons. In all these instances, the meal would be reimbursable.

- Monitors will engage in conversation with homes to learn more about the infant's eating habits and ensure that the meal being served is appropriate for that infant's developmental readiness.

*****What should an FDCH or group home do if they feel an infant is developmentally ready to start eating solid foods, but the infant's parents or guardians do not want the infant to be introduced to solid foods?**

- If a home believes that an infant is developmentally ready to start eating solid foods, they should engage in a conversation with the infant's parents or guardians. The provider can tell the parents or guardians about the signs they have seen indicating the infant is ready to start solid foods and ask if they would like solid foods to be served while the infant is in care.
- Home providers should be in constant communication with the infant's parents or guardians about the infant's eating habits as well as when and what solid foods should be served while the infant is in their care. Consider using the Communication Tools for Parents and Child Care Providers found in the [Feeding Infants in the CACFP guide](#) to assist with these conversations.
- If the parent or guardian does not want their infant to be served solid foods while the infant is in care, the home should respect that decision and should not serve the infant solid foods. In this situation, if the home continues to serve the infant the required amount of breastmilk or iron-fortified infant formula, then the meals are still reimbursable.

*****Are foods that are considered to be a major food allergen or foods that contain these major food allergens allowed for infant meals?**

- Foods that contain one or more of the nine major food allergens identified by the FDA (milk, egg, fish, shellfish, tree nuts, peanuts, wheat, soybeans, and sesame) and are appropriate for infants are allowed and can be part of a reimbursable meal. The American Academy of Pediatrics recently concluded that there is no current convincing evidence that delaying the introduction of foods that are considered to be major food allergens has a significant positive effect on the development of food allergies.
- For example, to align with scientific recommendations, FNS allows whole eggs to credit towards the meat alternate component of the infant meal pattern, whereas previously, only egg yolks were creditable due to concerns with developing food allergies in infants. Under the infant meal pattern requirements, the whole egg (yolk and white) must be served to the infant to credit towards the meat alternate component of the infant meal pattern.
- Even though food allergies may only cause relatively minor symptoms, some food allergies can cause severe reactions that are possibly life-threatening. It is strongly recommended to consult with parents or guardians of all infants to learn about any concerns of possible allergies and their preference on how solid foods are introduced. Caregivers should know how to recognize and respond to severe allergic reactions in infants, especially as new foods are introduced.

Are tofu and soy yogurt allowed in the infant meal pattern?

- Yes. According to [CACFP 02-2024](#), the Dietary Guidelines for Americans (DGAs) note that consumption of a balanced variety of protein foods, including plant-based protein sources (for example, tofu and soy yogurt), can contribute to improved nutrient intake and health benefits. When developing the infant meal patterns for CACFP preschools, FNS relied on recommendations from the American Academy of Pediatrics (AAP), the leading authority for children's developmental and nutritional needs from birth through 23 months. At the time, the DGAs did not provide recommendations for children

under the age of two. However, the most recent 2020-2025 DGAs include recommendations for children under two years of age. These recommendations encourage a nutrient-dense, diverse diet from ages 6 through 23 months of life, which includes a variety of food sources from each food group, including soy products, such as tofu and soy yogurt.

- In the CACFP infant meal pattern, the minimum serving amount of tofu for infants 6 through 11 months is 0-4 tablespoons (¼ cup), or 2.2 oz., of commercially prepared tofu, containing at least 5 grams of protein. Minimum serving sizes are listed as ranges for infants because not all infants are ready to eat solid foods at the same time. For all Child Nutrition Programs (CNP), if tofu contains greater than 5 grams of protein per 2.2 oz., the tofu remains creditable as the 1.0-ounce equivalent of meat alternate per 2.2 oz. (or ¼ cup volume) of tofu.
- In the CACFP infant meal pattern, the serving size of soy yogurt is the same as for dairy yogurt, 0-4 oz. or ½ cup, for infants 6 through 11 months. Soy yogurt must also comply with the sugar limit for yogurt of no more than 23 grams of total sugar per 6 ounces.

*****Is yogurt creditable in the infant meal pattern?**

- Yes. Yogurt is an allowable meat alternate for infants consuming solid foods. All yogurts served in the CACFP, including those served to infants, must contain no more than 23 grams of sugar per 6 ounces.
- As noted above, per [CACFP 02-2024](#), soy yogurt is now allowed in the infant meal pattern - ½ cup (or 4.0 oz.) of soy yogurt is creditable as a 1.0-ounce equivalent of meat alternate. This is consistent with dairy yogurt crediting. The same sugar restrictions apply.

*****Are chicken nuggets creditable in the infant meal pattern?**

- Processed meats and poultry such as chicken nuggets, hot dogs (frankfurters), infant meat and poultry sticks (not dried or semi-dried, not jerky), fish sticks, and sausage may be part of a reimbursable meal. However, they are not recommended.
- The American Academy of Pediatrics (AAP) recommends limiting these foods because they are higher in sodium than other meat products. A Child Nutrition (CN) label or a Product Formulation Statement (PFS) from the manufacturer is required to determine how these foods credit towards the meal pattern requirements.
- If served, these foods can and must be prepared in a way to reduce the risk of choking. These foods are best cut lengthwise and cut to no more than ½ inch in size to reduce the risk of choking. All foods served to infants must be prepared in the appropriate texture and consistency for the age and development of the infant being fed.
- Allowing these foods to credit towards a reimbursable infant meal offers greater flexibility to the menu planner. Consistent with the child and adult meal pattern, hot dogs, infant meat and poultry sticks, and sausage must be free of byproducts, cereals, and extenders to be creditable in the infant meal pattern. Additionally, only the chicken and fish portion, not the breaded portion, of chicken nuggets and fish sticks are creditable as a meat component.
- Program operators can learn more about Reducing the Risk of Choking in Young Children at Mealtimes by viewing the [CACFP Meal Pattern Training Worksheet](#) on the subject.

*****Are cooked grains, such as rice, quinoa, and pasta, creditable grains in the infant meal pattern?**

- While these grains are options for older children, cooked grains are not creditable towards the infant meal pattern. However, an infant may be served some mixed dishes that contain foods that do not credit toward the infant meal pattern, such as rice, quinoa, or pasta. The American Academy of Pediatrics recommends introducing single-ingredient foods to babies first before giving a mix of foods, or combination foods.

Can reimbursable infant meals and snacks contain foods that are deep-fat fried onsite?

- Under the CACFP meal pattern for all age groups, including infants, foods that are deep-fat fried on-site cannot contribute towards a reimbursable meal (7 CFR 226.20(d)). Homes may still purchase foods pre-fried, flash-fried, or par-fried by the manufacturer, such as fish sticks. But those foods must be reheated using a method other than deep-fat frying.

- Homes are strongly discouraged from serving any type of deep-fat fried foods to infants. Once developmentally ready, infants benefit from being introduced to a variety of food textures, aromas, and flavors. However, along with considering the infant’s developmental readiness, homes should take into consideration the overall nutritional value of a food and how it contributes to the development of healthy eating habits prior to serving the food. Deep-fat fried foods are often high in calories and solid fats.

Is there a whole grain-rich requirement for infants?

- No. The requirement to serve at least one whole grain-rich food per day is only required under the CACFP children and adult meal patterns. However, homes are encouraged to serve whole grain-rich foods to infants when possible to promote acceptance of those foods later in life.

What are “ready-to-eat” cereals?

- Ready-to-eat cereals, or boxed cereals, are a type of breakfast cereal that can be eaten as sold and is typically fortified with vitamins and minerals. Some examples of ready-to-eat cereals are puffed rice cereals and whole grain O-shaped cereal.
- Oatmeal, steel-cut oats, grits (enriched), and instant cereals are not ready-to-eat cereals.
- Ready-to-eat cereals, as developmentally appropriate, are allowed at snack under the infant meal pattern.

Is there a sugar limit for ready-to-eat cereals served to infants?

- Yes, all cereals, including infant and ready-to-eat cereals, served in the CACFP must contain no more than 6 grams of sugar per dry ounce (21 grams of sugar per 100 grams of dry cereal).

What is the minimum amount of iron an infant cereal must contain to be considered “iron-fortified”?

- Infant cereal must contain some iron to be creditable in the CACFP. However, there is no minimum standard. Homes should look at an infant cereal’s ingredient list to see if it contains iron. As long as one of the ingredients listed is “iron,” “ferric fumarate,” “electrolytic iron,” or “iron (electrolytic),” then the cereal is iron-fortified.
- As an additional guide, homes may refer to any State agency’s WIC-approved infant cereal list to find a dry infant cereal that contains iron. Please note WIC approved infant cereals are not an exhaustive list of infant cereals that contain iron.

Can infant cereal be served in a bottle to infants?

- No. Serving infant cereal in a bottle to infants is not allowed. Neither the infant cereal nor the infant breastmilk or formula in the bottle may be claimed for reimbursement when they are served in the same bottle unless it is supported by a medical statement.

Are cereals with honey creditable in the infant meal pattern?

- No, honey and foods that contain honey should never be fed to infants less than 1 year of age. Honey may contain substances that can cause “infant botulism,” a serious type of food-related illness that can make an infant very sick.
- Honey should not be added to food, water, or formula that is fed to babies or used as an ingredient in cooking or baking (e.g., yogurt with honey, peanut butter with honey, or baked goods that contain honey).
- This also applies to commercially prepared foods such as cereals sweetened with honey or honey graham crackers.

Are store-bought mixed or combination infant foods reimbursable in the infant meal pattern?

- The AAP recommends introducing single ingredients foods to infants first, one at a time, to monitor for allergies. Do not introduce other new foods for several days to observe for possible allergic reactions or intolerance.

- Combination baby foods should be offered only after the infant has been introduced to the individual ingredients in the combination food. For example, before an infant is given a chicken and vegetable combination baby food, the infant should have already been introduced to both chicken and the vegetable individually as single-component foods.
- Once developmentally ready, infants benefit from being introduced to a variety of food textures, aromas, and flavors, including mixed dishes. When considering food combinations, be sure that the infant has been introduced to all ingredients, that the food has the appropriate texture to reduce the risk of choking, and that the food is not high in added sugars, fats, or sodium.
- Some mixed dishes may contain foods that do not credit towards the infant meal pattern, such as rice or pasta.
- Homes should only serve foods with more than one food component to older infants with well-established solid food eating habits.
- Since infants eating combination baby foods have already shown that they are developmentally ready and accepting of each food in the combination baby food, the combination baby food must contain the full required amount of the meal component, or other foods must be offered to meet the full required amount of the meal component. While the full amount must be offered to the infant, the infant does not have to eat all of it. For more information, see Team Nutrition's CACFP Meal Pattern Training Worksheet, "[Crediting Store-Bought Combination Baby Foods in the CACFP.](#)"

*****Are baby pouch food products allowed in CACFP?**

- Yes. Commercially prepared infant foods packaged in a jar, plastic container, pouch or any other packaging are creditable in CACFP. The way a food is packaged does not impact whether a food is creditable.
- The American Academy of Pediatric Dentistry warns that sucking on baby food pouches may cause tooth decay and an increased risk for dental cavities, which can lead to early tooth loss the same as the practice of prolonged sucking of juice from bottles or sippy cups. Therefore, consider squeezing the food from the pouch onto a spoon or the infant's tray/plate instead of allowing them to suck the food from the pouch.

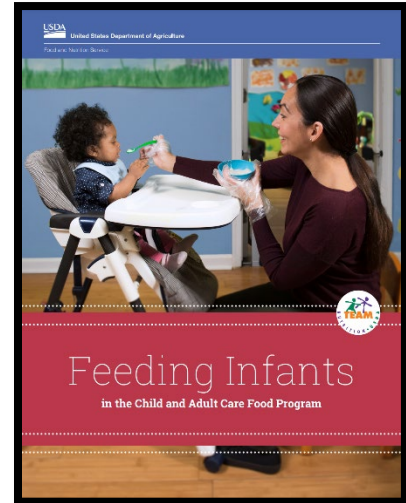
*****The Crediting Handbook for the Child and Adult Care Food Program, the Food Buying Guide for Child Nutrition Programs, and other Team Nutrition Resources provide minimum serving sizes for different meal components to count towards the meal pattern requirements. For example, to credit towards the vegetable component, a minimum serving size of 1/8 cup of vegetable is required. Do these minimum serving sizes apply to the infant meal pattern?**

- No. Minimum creditable amounts do not apply to the infant meal pattern. Minimum serving sizes are listed as ranges for infants because not all babies are ready to eat solid foods at the same time.
- An infant that has not yet started solid foods would receive a serving size of 0 tablespoons. An infant that has just started eating a certain vegetable may receive 1 tablespoon. Once an infant has been regularly eating a specific solid food, they would receive 2 tablespoons. In each of these examples, the meal would be reimbursable.

Infant and Toddler Resources

[Feeding Infants in the Child and Adult Care Food Program](https://www.fns.usda.gov/tn/cacfp/feeding-infants) located at:
<https://www.fns.usda.gov/tn/cacfp/feeding-infants>

Feeding Infants in the Child and Adult Care Food Program (CACFP) guide is a training tool for CACFP operators who have infants enrolled at their child care site. It covers topics such as the infant meal pattern, developmental readiness, hunger and fullness signs, handling and storing breastmilk and infant formula, solid foods, what is creditable in the infant meal pattern, and much more. Find parent communication tools, child care provider handouts, practice scenarios, and check your knowledge questions in this guide as well.



Please note that as of April 2024, this resource is under revision to reflect the current [CACFP Policy](#) related to breastmilk storage guidelines, ounce equivalents, and [crediting soy-based products such as soy yogurt and tofu](#) located at <https://www.fns.usda.gov/cn/crediting-tofu-soy-yogurt-products-school-meals-cacfp>.



[Mealtimes with Toddlers in the Child and Adult Care Food Program](https://www.fns.usda.gov/tn/cacfp/mealtimes-toddlers) located at
<https://www.fns.usda.gov/tn/cacfp/mealtimes-toddlers>

The Mealtimes with Toddlers in the Child and Adult Care Food Program (CACFP) resource assists CACFP operators in meeting meal pattern requirements and creating positive mealtime environments for children 1-2 years.

A separate [Mealtimes with Toddlers Family Handout](#) is available for CACFP operators to share information with parents and guardians. Handout located at <https://www.fns.usda.gov/tn/mealtimes-toddlers-family-handout>.

Feeding Infants in the Child and Adult Care Food Program and Mealtimes with Toddlers in the Child and Adult Care Food Program are available in both English and Spanish. You can find links to both of these resources from the CACFP website at [www.health.mo.gov/cacfp - Resources](http://www.health.mo.gov/cacfp-Resources).



SECTION 8: Meal Pattern Substitutions and Processed Food Documentation

Family day care homes, group homes and sponsoring organizations participating in CACFP must provide reasonable modifications to meals and snacks to accommodate disabilities that restrict a participant's diet.

- Food Substitutions and Variations
- Fluid Milk Substitutions
- Medical Statement to Request Special Meals and/or Accommodations
- CN Labels
- Product Formulation Statement

Food Substitutions and Variations

Program regulations require program operators to make reasonable modifications to meals and snacks, including providing special meals at no extra charge, to accommodate disabilities which restrict a participant's diet. In many cases, disabilities can be managed within the Child and Adult Care Food Program (CACFP) meal pattern requirements when a well-planned variety of nutritious foods is available to participants. However, in other cases, the needs of a participant with a disability may involve requests for accommodations that result in the service of meals that do not meet the meal pattern requirements.

Program regulations require CACFP operators to provide modifications for participants with disabilities on a case-by-case basis only when requests are supported by a written statement from a state licensed healthcare professional, such as a physician, physician assistant, or nurse practitioner. Meals that do not meet the meal pattern requirements are not eligible for reimbursement unless supported by a medical statement. However, CACFP operators may choose to accommodate requests related to a disability that are not supported by a medical statement if the requested modifications can be accomplished within the meal pattern requirements. Such meals are reimbursable. (Reference [CACFP 14-2017 Policy Memorandum on Modifications to Accommodate Disabilities in the Child and Adult Care Food Program and Summer Food Service Program](#))

Medical Statement Requirements

In order to claim a meal that does not conform to the regulatory meal pattern, there must be a medical reason or a special dietary need and a signed statement on file. Use of the **Medical Statement to Request Special Meals and/or Accommodations** (CACFP-227) is recommended; however, an equivalent form provided by a medical authority which documents the requirements is acceptable.

Disability

When a child has a disability that affects the food the child can consume, the parent or guardian must provide a medical statement form signed by a medical authority. The statement must be kept on file, handled confidentially and include:

- A description of the participant's physical or mental impairment that is sufficient to allow the program operator to understand how it restricts the participant's diet.
- An explanation of what must be done to accommodate the child's disability.
- The food or foods to be omitted from the participant's diet.
- The appropriate food substitutions.

Family day care homes (FDCH) and group homes participating in the CACFP are required to make substitutions or modifications to the meal pattern when a disability restricts the diet. Substitutions must be made only when supported by a written statement signed by a physician, physician assistant, nurse practitioner, or registered dietitian.

If it is necessary for a parent to furnish a particular food item(s) for medical reasons as described in [7 CFR 226.20\(g\)](#), the meal may still be claimed for reimbursement if the request is supported by a written statement signed by a physician, physician assistant, nurse practitioner, or registered dietitian and the FDCH or group home supplies at least one required meal component.

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

Special Dietary Need

If a home is serving a child with special dietary needs that are not a disability, the parent or guardian may request substitutions by submitting an accurately completed **Medical Statement to Request Special Meals and/or Accommodations** form signed by a recognized medical authority listing the foods to be omitted and appropriate substitutions. Substitutions may be made on a case-by-case basis, at the discretion of the home, for a participant who is unable to consume a food item because of a non-disability medical or other special dietary need.

Fluid Milk (Non-Dairy) Substitutions

Milk substitutions that are made due to special dietary needs that are not a disability must be nutritionally equivalent to fluid milk, even when accompanied by a medical statement. The facility may make such substitutions at its discretion, but it is not required. A written request for a fluid milk substitution may be made by a medical authority or parent or guardian, and must identify the medical or other special dietary need that restricts the diet of the child. Fluid milk substitutes must contain all nutrients in the minimum quantities specified 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 | 150 mcg retinol activity Equivalents (RAE) |
| Vitamin D | 2.5 mcg |
| Magnesium | 24 mg. |
| Phosphorus | 222 mg. |
| Potassium | 349 mg. |
| Riboflavin | 0.44 mg. |
| Vitamin B-12 | 1.1 mcg. |

A medical statement is required for non-dairy substitutions due to a disability that do not meet the nutritional standards of cow's milk as described above.

Non-Dairy Beverages that meet USDA Substitution criteria per eight fluid ounces include:

- **8th Continent:** Original
- **Pacific Natural:** All Natural Ultra Original
- **Kikkoman:** Pearl Organic Soymilk Smart Original
- **Wal-Mart Great Value:** Original Soymilk
- **Sunrich Naturals:** Original Soymilk
- **Silk:** Original Soymilk
- **Ripple:** Original, Vanilla, and Chocolate plant-based milk

Note: The Missouri Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) does not endorse the companies or products listed. This list is not all-inclusive. Read the nutrition facts panel or contact the manufacturer to ensure that product formulations are current. Non-dairy beverages served to children 1 through 5 years old must be unflavored due to the higher sugar content of flavored varieties. (Reference: CACFP 17-2016)

Any reasonable parent or guardian written request for a non-dairy milk substitution could be accepted at the discretion of the home, 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 (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

MEDICAL STATEMENT TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS

| | | |
|----------------------------|-------------------------|-----------------------|
| SPONSOR NAME | SITE NAME, IF DIFFERENT | SITE TELEPHONE NUMBER |
| NAME OF PARTICIPANT | | DATE OF BIRTH |
| NAME OF PARENT OR GUARDIAN | | TELEPHONE NUMBER |

Participant has a disability or medical condition and requires a meal substitution or accommodation. CACFP institutions, schools and agencies participating in federal nutrition programs must comply with requests for special meals and any adaptive equipment. **A licensed physician, physician assistant, nurse practitioner, or registered dietitian must complete and sign this form.** Food preferences are not an appropriate use of this form. Food preferences may be met with substitutions within the program required meal pattern.

CACFP participant does not have a disability, but is requesting a special accommodation for a fluid milk substitute that meets the nutrient standards for non-dairy beverages offered as milk substitutes. **A parent or guardian may sign this form.** Food preferences are not an appropriate use of this form. CACFP institutions, schools, and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests.

Note: If a milk substitute is requested that does not meet the nutrient standards for non-dairy beverages, this form must be completed and signed by a licensed physician, physician assistant, nurse practitioner, or registered dietitian.

Disability or medical condition requiring a special meal or accommodation. (Describe the medical condition that requires a special meal or accommodation, for example: juvenile diabetes, peanut allergy, etc.):

If participant has a disability or medical condition, provide a brief description of participant's major life activity affected by the disability:

Diet prescription and/or accommodation: (Describe in detail to ensure proper implementation - use extra pages as needed, for example: "All foods must be either in liquid or pureed form. Participant cannot consume any solid foods.")

Foods to be omitted and substitutions. List specific foods to be omitted and required substitutions; if needed attach a sheet with additional information.

| Foods to be omitted | Substituted Foods |
|---------------------|-------------------|
| | |
| | |
| | |
| | |

Indicate texture: Regular Chopped Ground Pureed

Adaptive equipment, describe specific equipment required to assist the participant with dining. Examples may include sippy cup, a large handled spoon, wheel-chair accessible furniture, etc.

| | | |
|--------------------------------|--------------|------|
| SIGNATURE OF PREPARER | PRINTED NAME | DATE |
| SIGNATURE OF MEDICAL AUTHORITY | PRINTED NAME | DATE |



MEDICAL STATEMENT TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS

The information on this form should be updated to reflect the current medical and/or nutritional needs of the participant. It is recommended to review the form on an annual basis.

The medical statement should include a description of the participant's physical or mental impairment that is sufficient to allow the program operator to understand how it restricts the participant's diet. It should also include an explanation of what must be done to accommodate the disability. If the medical statement is unclear, or lacks sufficient detail, program operators must obtain appropriate clarification so that a proper and safe meal can be provided.

Definitions.

Disability: a physical or mental impairment which substantially limits one or more "major life activities," a record of such impairment, or regarded as having such impairment.

Major life activities are broadly defined and include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. "Major life activities" also include the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

For additional information on the definition of disability, please refer to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008.

For more information on documentation required, refer to the CACFP program manuals at: www.health.mo.gov/cacfp.

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: <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:** 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.

Mini-List of Non-Creditable Foods

The foods listed below are non-creditable in the Child and Adult Care Food Program (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. The use of a product brand name is not an endorsement but is used for clarity. Refer to the [Crediting Handbook for the CACFP](#) and [USDA's Food Buying Guide for Child Nutrition Programs](#) for a comprehensive list of creditable and non-creditable food.

| | | |
|--|-------------------------------------|--|
| Acorns | Food with artificial sweeteners | Molasses |
| Bacon | Fruit drinks | Mustard or mayonnaise |
| BBQ sauce | Fruit punch | Nectar |
| Breakfast bars | Fruit leather, commercial | Neufchatel cheese |
| Cakes | Fruit roll-ups | Non-fat dry milk |
| Candy | Fruit snacks | Nut or seed meal/flour |
| Carob bars | Fruit spreads | Oxtails |
| Catsup | Fudgsicles | Pickle relish |
| Certified raw milk | Funyuns and similar products | Pig's feet |
| Cheese, imitation | Gatorade | Pork skins |
| Cheese powder in boxed macaroni & cheese | Gelatin | Potato chips |
| Cheese products | Goat's milk | Potted meats |
| Cheese Puffs and similar products | Granola bars | Powdered cheese |
| Chestnuts | Half & Half | Pringles |
| Chili sauce | Ham hocks | Pudding |
| Chitterlings | Hawaiian Punch and similar products | Pudding pops |
| Chocolate bars | Hi-C and similar products | Puffed cheese snacks |
| Chocolate covered raisins | Home-canned foods | Reconstituted non-fat dry milk |
| Cookies | Home-butchered foods | Sherbet or sorbet |
| Cracker Jacks and similar products | Honey | Shoe string potatoes |
| Cranberry juice cocktail | Hot chocolate with water | Soft drinks |
| Cream | Ice cream | Sour cream |
| Cream cheese | Iced tea | Syrup |
| Cream soups | Infant dinners, commercial | Tang and similar products |
| Cream sauces | Imitation cheese | Tapioca |
| Custard | Imitation bacon bits | Toaster pastries |
| Dairy substitutes | Jam, jelly, preserves | Vanilla wafers |
| Dairy whip | Jell-O and similar products | Velveeta cheese product and similar products |
| Egg nog made with raw eggs | Kool-Aid and similar products | Veggie Straws and similar products |
| Egg substitutes | Lemonade | Yogurt bars |
| Evaporated milk | Low-iron infant formula | Yogurt, commercially frozen |
| Fiddle Faddle and similar products | Marshmallow cereal bars | Yogurt, drinkable |
| Fig bars | Marshmallows | |
| | Milk, imitation | |

Commercially Processed Food Documentation

Some family day care homes (FDCH) and group homes choose to purchase commercially processed meat/meat alternate (m/ma) products rather than prepare these main dish items on site which are commonly referred to as “homemade” or “cooked from scratch”. Some reasons a home may purchase these convenience items is due to the 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 for commercially processed foods cannot be verified, all child care homes are required to maintain documentation to verify the meal pattern contribution to the Child and Adult Care Food Program (CACFP).

Fact sheets, food specification sheets, and product labels formerly provided a way for food manufacturers to communicate with program operators about how their products may contribute to the meal pattern requirements for meals served under the USDA’s Child Nutrition (CN) Programs. Complaints to the Food and Nutrition Service (FNS) about inaccurate or misleading product literature, product labels, and fact sheets have become common.

As a result, USDA released two Policy Memos on March 11, 2015 [[CACFP 09-2015](#) and [CACFP 10-2015](#)], detailing two types of acceptable documentation approved to verify meal pattern compliance: **Child Nutrition (CN) label or manufacturer’s product formulation statement (PFS)**.

Type #1 CN label:

The Child Nutrition Labeling Program is administered by USDA’s Food and Nutrition Service in cooperation with the following agencies: Agriculture Marketing Service, Food Safety and Inspection Service, and National Marine Fisheries Service.

Main dish products which contribute to the meat/meat alternates component of the meal pattern requirements are eligible for a CN label. Examples of these products include beef patties, cheese or meat pizzas, meat or cheese and bean burritos, egg rolls, and breaded fish portions.

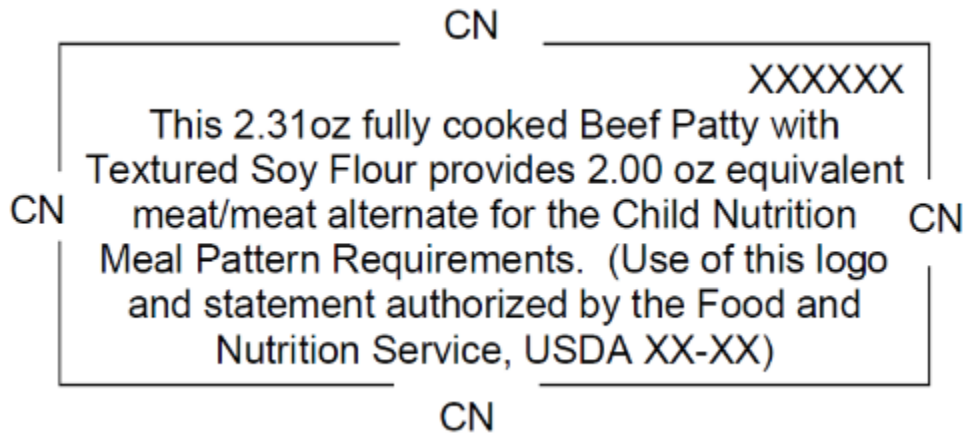
Advantages of using a CN labeled product include:

- A CN label statement clearly identifies the contribution of a product toward the meal pattern requirements. It protects Child Nutrition program operators from exaggerated claims about a product.
- A CN label provides a warranty against audit claims, if the CN labeled product is used according to the manufacturer’s directions.
- CN labels simplify cost comparisons of like products.

CN label product will always contain:

- The CN logo, which has a distinct border;
- The meal pattern contribution statement;
- A unique 6 digit product identification number assigned by USDA/FNS appearing in the upper right hand corner of the CN label
- The USDA/FNS authorization statement;
- The month and year of the final approval.
- Plus the remaining required label features: product name, inspection legend, ingredient statement, signature/address line, and net weight.

A sample CN logo:



Note: The X's in the sample CN Logo are only used to demonstrate the placement of the CN identification number and the final date. If you receive a CN labeled product containing all X's (all zeroes, or non-number symbols) for the CN identification number, the label is not valid. If a CN label is not valid, FNS cannot provide a warranty for its use toward meal pattern requirements.

The CN label is the gold standard for verifying the crediting of menu items and provides a warranty against audit claims when the product is used according to the manufacturer's instructions.

Acceptable and valid documentation for the CN label includes (CACFP 08-2015 and CACFP 09-2015):

- The original CN label removed from the product carton; or
- A photocopy of the CN label shown attached to the original product carton; or
- A photograph of the CN label shown attached to the original product carton.
- CN labels that are photocopied or photographed must be visible and legible.

NOTE: if none of the required documentation is available, program operators may provide the bill of lading or invoice containing the product name and a hard or electronic copy of the CN Label with a watermark displaying the product name and CN number provided by the vendor. A CN label with a watermark is used when the CN logo and contribution statement are used on product information other than the actual product carton and is presented as a separate document. Manufacturers may provide schools (not common for CACFP providers) with a CN Label with a watermark during the bidding process. Original CN labels on product cartons will not have a watermark.

Type #2 Product Formulation Statement (PFS):

The Product Formulation Statement should only be requested when reviewing a processed product without a CN label. PFSs are written and provided by individual manufacturers and are not commonly seen in CACFP facilities. *It is the facility's responsibility to request and verify that the processed food documentation is accurate prior to purchasing processed products.* PFS templates for each meal component are available on USDA's CN labeling website.

Manufacturers may use PFS templates as a guide to help develop a PFS. However, they are not required to use the same format as the USDA's template, but they must present the same information on their company letterhead. It should be noted that a PFS does not provide any warranty against audit claims. Unlike CN labels, a PFS that claims a meal pattern contribution is not a guarantee of USDA meal pattern compliance and can be disputed during a CACFP monitoring review.

The answer to each of the following questions should be yes:

- Is the PFS on signed company letterhead? The signature can be handwritten, stamped, or electronic.
- Does the PFS include product name, product code number, and serving/portion size?
- Do the creditable ingredients listed on the PFS match or have similar description as the ingredients listed on the product label? For example, if the PFS lists ground beef, not more than 20% fat, the product label should also list ground beef, not more than 20% fat.
- Do the creditable ingredients listed on the PFS match or have a similar description to a food item listed in the Food Buying Guide for Child Nutrition Programs?
- If the product is a meat/meat alternate, does it contain an Alternate Protein Product (APP) such as soy concentrate? If yes, does the manufacturer provide supporting documentation that meets USDA APP requirements?
- Does the PFS demonstrate how creditable ingredients contribute toward the meal pattern requirements?
- Are the manufacturer's calculations correct and verified?

The PFS should include:

- Weight of raw portion; percent of raw meat or poultry; percent of fat of raw meat.
- Weight of an APP, if applicable; percent of an APP on an as-is basis for the as-purchased product; certification that an APP meets the USDA, FNS requirements.
- Product's total creditable amount of product per portion towards the meal pattern.
- Certification statement that the PFS is an accurate verification of meal pattern compliance.
- Original signature and title of company official and date.

Product Formulation Statement (PFS) – Approved Example:

XYZ Burrito Factory (Manufacturer's Letterhead)

Effective Date: August 23, 2021 Product No. 9999

Total weight of precooked product: 4.00oz.

Total of raw meat: 0.650 oz.

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

Weight of dry Volume per Portion (VPP): 0.094 oz.

Weight of liquid used to hydrate APP: 0.176 oz.

Percent of Protein in dry APP: 52%

Weight of raw meat and hydrated APP: 0.920

Type of APP 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 APP: 0.64 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 APP 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
James Smith Title

XYZ Burrito Factory

August 23, 2021

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

Helpful Resources:

USDA's CN Labeling Website includes general background of the CN Labeling Program and provides helpful information for food manufacturers and child nutrition programs. It can be accessed at <https://www.fns.usda.gov/cnlabeling/child-nutrition-cn-labeling-program> or from the **USDA Food Buying Guide for Child Nutrition Programs- Appendix C.**

The CN Label Verification Reporting System can also be accessed from the link and from Appendix C. The system was developed to assist state reviewers, program operators, and the food industry in verifying the status of a CN label and the validity of a CN label. The system produces two reports monthly:

- CN Label Verification Report includes all information pertaining to the valid CN label which includes the crediting information (meal pattern contribution statement); label expiration date; and the manufacturer's establishment number.
- CN Label Manufacturers Report includes contact information for manufacturers that are authorized to produce CN labeled products. This report allows users to link the manufacturer's list from the CN Label Verification Report.

Procurement of Goods and Services

Sponsors participating in the Child and Adult Care Food Program (CACFP) who plan to purchase meals or services from outside sources must follow proper procedures in purchasing these services.

All procurement of food, supplies, goods, and other services with program funds must comply with procurement standards in [7 CFR 226.22](#), [2 CFR 200.317-326](#), and [Food and Nutrition Services \(FNS\) Instruction 796-2, Rev. 4](#). These standards ensure that such materials and services are obtained for the program efficiently and economically and in compliance with applicable laws and executive orders.

Important Terms

- **Bid** means an offer to perform for a fixed price in accordance with the specifications and conditions set forth in an invitation for bids.
- **Food Service Management Company (FSMC)** Under the CACFP, an FSMC means an organization other than a public or private nonprofit school with which a sponsor may contract for preparing and, unless otherwise provided for, delivering meals, with or without milk for use in the program (7 CFR 226.2).
- **Procurement** means the process of obtaining goods and/or services in accordance with applicable rules and regulations.
- **School Food Authority (SFA)** means the governing body that is responsible for the administration of one or more schools and has legal authority to operate the National School Lunch Program (NSLP) or School Breakfast Program (SBP) therein or be otherwise approved by FNS to operate the program.
- **Vendor** means a merchandiser of complete meals, meal components, or raw materials.

Methods of Procurement

- **Micro-purchases** are those purchases that do not exceed \$10,000 per transaction. These purchases can be awarded without soliciting competitive quotations if the price is reasonable based on research, experience, purchase history, or other information and the sponsor maintains related documentation on file. The sponsor should also equitably distribute purchases among qualified suppliers rather than buying all supplies from one source.
- **Small purchases** are those between \$10,000 and \$250,000 per transaction. These purchases can be made using informal methods, such as price or rate quotations for securing products or services. The methods used must ensure free and open competition. The sponsor must contact at least **three** reputable companies to obtain price quotations on the meals they plan to serve. This information must be documented.

A bid packet that includes the competitive bid procedures and forms for meal service contracts \$250,000 or less is available at the following link www.health.mo.gov/cacfp

- **Large purchases or Competitive Sealed Bids:** When purchases are estimated to exceed the small purchase threshold of \$250,000, a sponsor must conduct a price analysis and follow a formal competitive sealed bid process. Bids are publicly solicited from **two or more** responsible bidders, and a bid opening evaluation must be completed by the Department of

Health and Senior Services, Community Food and Nutrition Assistance (DHSS-CFNA). Competitive sealed bid procedures include preparing the invitation for bid, publicly announcing not less than 14 days before bids are opened, notifying the DHSS-CFNA of the time and place at least 14 days before bid opening, publicly opening all bids, and submitting a selected bid to the DHSS- CFNA before accepting the bid.

A bid packet that includes the competitive bid procedures and forms for meal service contracts greater than \$250,000 is available at the following link www.health.mo.gov/cacfp

Standards of Conduct

Institutions contracting for services shall maintain a written code of standards of conduct that governs the performance of officers, employees, or agents involved in the administration or award of the contract. No officer, employee, or agent shall participate in the selection or the award or administration of a contract supported by the Child and Adult Care Food Program (CACFP) funds if a conflict of interest, real or apparent, would be involved.

A conflict of interest is possible when an organization that employs or is about to employ any of the following has a financial or other interest in the firm selected for the award.

- The employee, officer, or agent.
- Any member of his immediate family.
- His or her partner.

An institution's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

To the extent provided by state or local law or regulations, the code of standards must provide for penalties, sanctions, or other disciplinary actions for violations of the standards by the organization's officers, employees, agents, or by contractors or their agents.



Contracting with Small or Minority Firms

To the extent possible, efforts must be made to include small, minority, and women-owned business enterprises on the solicitation list. These firms must be solicited when they are potential sources for purchased goods and services. When economically feasible, total requirements must be divided into small quantities and delivery requirements or schedules must be established to permit maximum participation by these firms.

When indicated, the services of the United States Small Business Administration and the Department of Commerce-Office of Minority Business Development Agency should be used.



SECTION 9: Tiering, Income Eligibility, Household Income

A two-tier reimbursement system was established for family day care homes and group homes to target higher reimbursement rates to low-income areas and to providers and children from low-income households.

- Tiering Eligibility Guidance
- Income Eligibility Forms (IEFs)
- Determine Individual Household Income
- Effective dates and duration of Tiering
- Census Data

Tiering/Eligibility Guidance

Classification of Family Day Care Homes (FDCH) and Group Homes

A Sponsoring Organization (SO) of family day care homes (FDCH) and group homes participating in the Child and Adult Care Food Program (CACFP) must determine the reimbursement category for the home providers under their sponsorship per the two-tier reimbursement system established by Public Law 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

The system was designed to target higher reimbursement rates to providers in low-income areas and to providers and children from low-income households. The basis for the determination of higher reimbursement rates includes:

- the location of the FDCH or group home
- the income of the home provider's household; or
- the income of individual children's households receiving care from the home provider.

The Income Eligibility Guidelines (IEG) used to determine eligibility for free and reduced-price meals in the school lunch program are updated annually and are also utilized to determine eligibility for the two-tier reimbursement system for CACFP. The IEG includes household size and income levels determined annually by the Secretary of Agriculture to determine eligibility for free and reduced-price meals. The guidelines for reduced-price meals, set at or below 185 percent of the Federal income poverty guidelines, are the basis for qualifying a provider or child to receive Tier I meal reimbursement.

FDCHs and group homes are categorized in three different manners and receive reimbursement accordingly, including Tier I, Tier II, or Tier II mixed. The Tier I category provider meets IEG and receives the higher reimbursement rates. The Tier II category receives the lower reimbursement rates and is not subject to IEG. Finally, the Tier II mixed-category provider receives reimbursement at both higher and lower rates, dependent upon the household income of the individual children under the provider's care. The methodology to determine eligibility for the different tier reimbursements is discussed in this section.

Tier I FDCHs and Group Homes

SOs are responsible for determining the eligibility of Tier I home providers and must ensure accurate verification since it is financially beneficial for an FDCH or group home to receive Tier I reimbursement rather than Tier II reimbursement,

DHSS-CFNA will assess an overclaim against an SO if records indicate the SO has intentionally or negligently misclassified the FDCH or group home. An SO must obtain appropriate documentation to verify Tier I reimbursement and must retain such documentation for as long as the current classification is in effect, plus three years after the end of the fiscal year to which they pertain. An SO must send written notification to a provider who qualifies for Tier I rates. Such notification must include the effective dates and the basis for Tier I eligibility, i.e., per school data, census data, household income, or categorical eligibility.

An FDCH or group home is classified as Tier I by the location of the home (area eligibility), household income, or categorical eligibility of the provider. Once a provider is classified as Tier I, the provider will receive CACFP reimbursement at the Tier I rate for all children in the provider's care. Household income for the individual children is not obtained and is not a factor for Tier I classification.

When a provider is determined to be Tier I eligible by area eligibility (either school or census), to be able to claim their children, the provider must complete an Income Eligibility Form and qualify accordingly.

Area Eligibility- Location of Home

The location of the FDCH or group home can be identified as "eligible" through two different methods:

1. The home is located in an area served by any public school in which at least 50 percent of the enrolled children are certified eligible for free and reduced-price school meals; or

2. The home is located in a geographic area, as determined by census data, in which at least 50 percent of the children residing in that area are eligible to receive free or reduced-price school meals.

Provider Eligibility-Provider Household Income or Categorical Eligibility

The provider can be identified as “eligible” based on verification of either household income or categorical eligibility, provided that income levels meet the IEG. Categorically eligible programs include the Supplemental Nutrition Assistance Program (SNAP) (formerly known as the Food Stamp Program) and the Temporary Assistance (formerly known as TANF).

Use of School Data/Documentation Requirements

The SO may consult school information to determine the eligibility of FDCHs and group homes for Tier I reimbursement, except in areas where school data is not indicative of the socioeconomic conditions of the area due to school busing policies, the existence of charter or magnet schools, etc. DHSS-CFNA will keep SOs informed of areas where school data may not be used.

By February 1 each year, the Missouri Department of Elementary and Secondary Education (DESE) is required to provide DHSS-CFNA with an annual listing of elementary schools in the state in which at least 50% of enrolled children are eligible to receive free or reduced-price school meals. DHSS-CFNA is, in turn, required to provide the SO with such information annually by February 15.

Effective June 30, 2004, the SO's determination that an FDCH or group home is eligible to receive Tier I reimbursement rates based on school data is valid for five years. Thus, the tiering status of newly participating homes, with signed agreements, effective on or after June 30, 2004, will be redetermined in five years. The tiering status of currently participating homes, with signed agreements, prior to June 30, 2004, whose tiering status is based on a three-year redetermination cycle, may be extended by two years for a total of five years. If the SO chooses to extend the cycle, it must apply the methodology consistently to all affected eligible homes.

The SO, MDHSS-CFNA, or Food and Nutrition Service (FNS) may change the Tier I determination if information becomes available that the provider is no longer in a qualified area. However, MDHSS-CFNA does not routinely require annual redeterminations based on updated elementary school data. When determining the status of new providers entering the CACFP, the SO must use the most recent data available. Even though this could result in two providers in the same neighborhood with different classifications, the SO is not required to re-evaluate the tiering status until the expiration of the five-year period.

The SO may elect to annually re-classify Tier I providers that are currently eligible based on school data. However, if the SO chooses to do so in an effort to extend the eligibility time frame, the following two requirements must be met: 1) the SO must be consistent and apply the annual reclassification process to all providers whose eligibility is based on school data and 2) the SO must document this practice and the methodology used in its management plan for pre-approval by the MDHSS-CFNA. The application of consistency requires that the SO apply the new school data to all Tier I providers who are eligible on the basis of school data, even if it causes some providers to lose their Tier I status prior to the normal expiration date. The SO cannot re-classify only a select few providers that are close to the 50% cutoff and may be in danger of losing this classification in the near future.

Written communication from USDA in March 2002 discourages the practice of annual reclassification of such providers. For one reason, it could make some providers ineligible one or two years before the required five-year effective time period expires, thereby making them ineligible for Tier I rates during this time period. For another reason, it would increase the SO workload and entail time that could be utilized more effectively in other areas of program management, such as training and monitoring providers.

SOs may choose to re-evaluate Tier I census and income homes and Tier II homes on an annual basis when new school data is made available in the event that these homes may become eligible for Tier I rates on the basis of new school data.

The following example addresses the impact on meal reimbursement when an individual not living in the home provides childcare. When an FDCH or group home is licensed by Individual A, who hires Individual B to provide day care in Individual A's home, Individual A's home is the appropriate one to consider for purposes of Tier I eligibility when tiering can be established based on school data. See information regarding absent providers in this chapter.

Do not use school data, but refer to census data to establish Tier I eligibility in the following circumstances:

- 1) When busing or magnet or charter schools exist, school attendance may not reflect the area's socioeconomic status.
- 2) If the SO is unable to obtain local elementary school attendance information after making reasonable efforts.
- 3) When the school's free and reduced enrollment is above 40%.

Do not use school data, but verify household income to establish Tier I eligibility in the following circumstances:

- 1) When the provider's home is located in an affluent area within the attendance area of an eligible school

Documentation Requirements for the Use of School Data for Tier I eligibility:

The SO must maintain written documentation on file that includes the name of the elementary school and verification that the associated percentage of children eligible to receive free and reduced-price school meals is at least 50%. This source of verification of the qualifying percentage can be obtained from either the annual listing provided by MDHSS-CFNA with the affected school listed or written documentation from a school official. In addition, the SO must have written confirmation that the provider's address is within the school's jurisdiction. This can be in the form of either a letter, dated and signed by the school official, or documentation of a phone call with a school official including the same information, date, and name of the school official consulted. The SO must sign and date the verification documentation. The same verification/documentation process is required for re-verification every five (5) years.

When a provider is determined to be Tier I eligible by the school, the provider must complete an Income Eligibility Form and qualify accordingly in order to claim their own child (ren).

Tiering

Use of Census Data/Documentation Requirements

Beginning in 2005, the Census Bureau began estimating household income annually using the American Community Survey (ACS). This is a change from the previous release of census data every ten years. The Food and Nutrition Service will release the new estimates yearly, and MDHSS-CFNA will send the information to the Sponsoring Organization yearly.

Census data may be used, and certain circumstances merit the use of census data over school data to verify Tier I eligibility, including the following:

- 1) When the FDCH or group home is located in a rural area where large elementary school attendance obscures localized pockets of poverty.
- 2) When the school data indicates a free and reduced enrollment percentage between 40% and 49.9%.
- 3) When the local elementary school data does not accurately reflect the surrounding area's socioeconomic condition due to busing or magnet or charter schools.

To reduce the burden and maintain consistency in determination timelines, the SO's determination that an FDCH or group home is eligible to receive Tier I reimbursement rates based on census data will be

effective for five years. The SO, MDHSS-CFNA, or Food and Nutrition Service (FNS) may change the Tier I determination if information becomes available that the provider is no longer in a qualified area.

Sponsors must annually inform Tier II home providers that the provider may ask for a reclassification to be considered when new census data become available each year and that reclassification may be made at any time for Tier II homes.

Documentation Requirements for Use of Census Data for Tier I Eligibility:

The SO must maintain census block boundary maps with the provider's specific address and associated poverty percentage to document their eligibility to receive Tier I reimbursement. For a CACFP FDCH or group home to be eligible, 50 percent or more of the children in a Census Block Group (CBG) or Census Tract must be eligible for free or reduced-price school meals. The SO must sign and date the verification documentation.

Occasionally, a potential CACFP FDCH or group home is determined not to be area-eligible but is located immediately adjacent to an eligible area. This proximity suggests that the children residing in the area from which the home or site would most likely draw participants would have a likelihood of similar census demographics. Therefore, based on the analysis of the proposed location, up to three adjacent CBGs may be averaged, using a weighted average, to determine eligibility. In such a case, CACFP homes and SFSP and SSO sites are considered area eligible if the percentage of children eligible for free or reduced-price meals in up to three adjacent CBGs when averaged is 50 percent or more, provided that at least 40 percent of children in each of the individual CBGs are eligible for free or reduced-price meals. Census Tracts may not be combined.

The use of averaged CBGs must be approved by the State agency prior to SO approval. Computer software is available online through the USDA Eligibility Mapper and the Food Research and Action Center (FRAC) to match a list of street addresses to eligible Census Block Groups and Census Tracts.

USDA census map: <https://www.fns.usda.gov/area-eligibility>

FRAC census map: <https://online.caliper.com/mas-874-drp-290-ujr/>

No Kid Hungry census map: <https://bestpractices.nokidhungry.org/Averaged-Eligibility-Map>

NOTE: When a provider is determined to be Tier I eligible by census, to be able to claim her/his own child(ren), the provider must complete an Income Eligibility Form and qualify accordingly.

Provider's Household Income or Categorical Eligibility/Documentation Requirements

When an FDCH or group home is classified for Tier I eligibility based on the provider's household income or categorical eligibility, the SO must have completed the following before reimbursing the provider for meals at Tier I reimbursement rates:

- 1) Obtain an Income Eligibility Form (IEF), Form CACFP-101, completed by the provider, which lists all household members and income or indicates categorical eligibility.
- 2) Verify that information on the IEF is mathematically correct and that family size and total household income are within the current Income Eligibility Guidelines (IEG).
- 3) Verify the accuracy of the information on the IEF with outside sources and/or external documentation.
- 4) Maintain required documentation to support information provided on the IEF.
- 5) Complete the last section of the IEF to summarize household size and income or categorical information and sign and date the form.
- 6) Send notice to the provider to confirm reimbursement at Tier I rates and the effective date of eligibility.

Information Required on the Income Eligibility Form (IEF)-Form CACFP 101:

SOs must obtain an IEF, Form CACFP-101, to document the classification of providers for Tier I reimbursement rates on the basis of household income eligibility or to reimburse Tier I providers for meals served to their own children when the provider qualifies for Tier I rates on the basis of school or census data. The following information must be provided on all CACFP-101 forms:

Eligible Per Household Income:

- Part 1 - the names and birthdates of all residential children enrolled in the FDCH or group home for care.
- Part 2 - for Tier I providers whose eligibility is based on household income: computation of net day care income. The income, costs, and net day care income information must be consistent with other documentation requirements in this section.
- Part 3 - the names and the total income received by each member of the household and the source of that income. NOTE: Refer to Determination of Individual/Household Income of this chapter for guidance in the definition of “household” and the definition and calculation of “income.”
- Part 4 – the signature and date of the adult household member completing the IEF.
- Part 4 –the last four digits of the social security number of the adult household member who signs the application or indicates that they do not possess a social security number. The exception to this requirement is if the children’s Temporary Assistance (formerly known as TANF) or Supplemental Nutrition Assistance Program (SNAP) case number is provided.

Categorical Eligibility:

- Part 1 - the names and birthdates of all residential children enrolled in the FDCH or group home for care.
- Part 1 – Temporary Assistance or SNAP case numbers for households who are categorically eligible based upon receiving Temporary Assistance or SNAP assistance. NOTE: the “expanded” categorical programs may only be used for determining the eligibility of non-residential children enrolled in Tier II homes.
- Part 4 - the signature and date of the adult household member completing the form.

The SO’s determination that a home is eligible to receive Tier I reimbursement rates based on the provider’s household income or categorical eligibility is valid for one year.

Provider’s Household Income Eligibility:

A provider may qualify for Tier I reimbursement by providing written evidence that household income is within the Income Eligibility Guidelines (IEG). A provider’s household income refers to the income of the home provider and the income of all other household members.

Documentation Requirements (to support the IEF) for Household Income Eligibility:

All CACFP providers’ households include at least one self-employed individual; sometimes, the spouse is also self-employed. Self-employed individuals do not have documentation from outside sources, such as current wage statements and pay stubs, that can be verified with an employer. For this reason, the prior year’s Internal Revenue Service (IRS) income tax forms provide the most reliable method to verify a provider’s earnings and/or those of a self-employed spouse and are the required documentation to verify eligibility for Tier I rates.

The provider must submit a signed copy of the most recent IRS income tax return that was submitted to the IRS. For example, the deadline for submission of IRS income tax forms is April 15. Therefore, if a SO verifies a provider’s household income on March 1, 2023, prior to the April 15 due date, it is possible the most recent IRS income tax forms submitted would be for 2021 since IRS income tax forms for 2022 would not yet be due. In contrast, if an SO is verifying a provider’s household income on April 30, 2023, after the April 15 due date, the most recent IRS income tax forms would be for 2022, the previous year. However, since the provider could have filed their IRS income tax forms earlier in

the calendar year before the April 15 due date, the SO must request the most recent IRS income tax forms filed, as required by law.

The specific IRS income tax forms required include:

- 1) Form 1040
- 2) Schedule C

The forms must be valid, including appropriate signatures and dates that correspond to the correct tax year, and reflect legitimate copies of the actual forms that were submitted to the IRS. The SO must review the forms to ensure the flow of income is consistent throughout the documents. For example, the income reported on Schedule C should appear on Form 1040 in the Income section on the Business income or (loss) line (Line 12). Finally, the income reflected on Form 1040 should flow through to the IEF.

If a self-employed spouse continues in the same business as in the prior tax year, the income reflected on the most recent IRS income tax forms will accurately reflect earnings to incorporate into the household income calculation. The documentation requirements are the same as those outlined above for a provider, except if the spouse is a self-employed farmer, Schedule F is submitted for the spouse, and Schedule C is submitted for the day care provider. Additionally, the income reported on Schedule F should appear on Form 1040 in the Income section on the Farm income or (loss) line (Line 18).

NOTE: No single line on Form 1040 captures a provider's household income as it is defined in CACFP. The USDA defines income differently for eligibility of its programs than the IRS defines income for income tax purposes. Refer to Determination of Individual/Household Income of this chapter for guidance on the definition and calculation of household income.

Exceptions to the use of tax documentation:

If a provider's household income has changed significantly between the end of the tax year and the time of application for Tier I eligibility, it may be necessary to utilize either other sources or sources in addition to the IRS income tax forms to verify current household income levels. If there are two income earners in the household, it is possible that IRS income tax forms accurately reflect the income of one of the earners. Therefore, even though the IRS income tax forms might not be the sole source to reflect current household income accurately, certain information must be extracted from those forms for members whose income is accurately reflected on such forms.

Per USDA policy, CACFP 520, there are four exceptions when using the previous year's IRS income tax documentation would not be the sole source to derive current household income. In these cases, other written confirmation that reflects the household's current income must be submitted. Following are the four exceptions cited:

- 1) The household's composition has changed since the end of the prior tax year due to a change in marital status, the death of a spouse, or a change in the number of household members.

Documentation requirements: The most recent IRS income tax forms would likely still accurately represent the remaining spouse's income, but the income pertaining to the other spouse would need to be deleted to derive total household income. However, this scenario could result in additional income in other areas, such as child support, alimony, or survivor's benefits, that would need to be added to derive total household income.

- 2) Household income has changed significantly due to a household member's gain or loss of employment. The loss or gain would have to be for an extended period, generally over three months, to impact the gross annual income received by the household.

Documentation requirements: The most recent IRS income tax forms would likely still accurately represent the household member whose circumstances may not have changed, but the income pertaining to the household member with changed circumstances would need to be deleted from the income reported on the IRS income tax forms to derive one component of total household income.

The component of total household income for the household member with changed circumstances would be calculated separately and added to the income reported on the IRS income tax forms for the household member with unchanged circumstances. However, in this scenario, a loss of income could be offset by an increase in additional income in other areas, such as unemployment compensation or other governmental benefits that would need to be added to derive total household income.

The provider must submit the following for a household member with a significant gain or loss of employment: a) Pay or wage stubs or a letter from the employer confirming wages. Such confirmation must include the amount of income, frequency received, and the date received; or b) Documentation for self-employment. Income for a self-employed person is based on net income, computed by deducting business expenses from gross receipts. If a self-employed spouse has begun a new business and income reflected on the most recent IRS income tax forms submitted would not be relevant, the provider must submit the following documentation to support the calculation of estimated business income:

- i) Written evidence of the actual or estimated business income received from goods sold or services rendered; and,
 - ii) Written evidence of the actual or estimated business expenses incurred. Such expenses include the cost of goods purchased, rent, utilities, interest on business mortgages, supplies, repairs, depreciation, wages and salaries paid, and business taxes (not personal Federal, State, or local income taxes).
- 3) The provider's income has changed due to a change in participation in day care.

Documentation requirements: The portion of income on the most recent IRS income tax forms attributable to day care could be adjusted in accordance with the percentage change of participation in day care to calculate the provider's updated income. For example, if a provider's income was previously based on earnings for providing care to six children for the entire year and the provider added three children on January 1, representing a 50% increase, it is reasonable to assume the new earnings could be calculated by applying the increase to the previous year's earnings. (Example: previous income = \$10,000; adjusted income with 50% increase = \$15,000). However, if the provider has added several children with variable hours of care, the provider would be required to estimate the current day care income. Income for a self-employed person is based on net income, computed by deducting operating expenses from gross receipts. If a self-employed provider's change in day care participation and income reflected on the most recent IRS income tax forms submitted would not be relevant, the provider must submit the following documentation to support the calculation of estimated operating income:

- i) Written evidence of the actual or estimated business income received from day care services, including money received from parents, as well as reimbursements from the CACFP.
- ii) Written evidence of the actual or estimated operating expenses incurred, including the cost of food for meals served to children in care.

The maximum amount a provider can deduct for the cost of food for meals served to children in care is the CACFP reimbursement amount.

- 4) A new FDCH or group home provider who was either unemployed or employed in a different capacity in the prior tax year.

Documentation requirements: The portion of income on the most current IRS income tax forms attributable to the provider would not accurately reflect current provider income. However, the portion relating to other household members could be used to verify other household members' income.

Categorical Eligibility

A provider may be categorically eligible and qualify for Tier I reimbursement by demonstrating receipt of benefits from Temporary Assistance or SNAP. The “expanded” categorical eligibility criteria do not apply to the determination of Tier I status for a provider or the provider’s own children in Tier I homes.

Documentation requirements (to support IEF) for Categorical Eligibility:

The SO must obtain a current “Notice of Eligibility” for the Temporary Assistance or SNAP programs or award letters from the associated governmental agencies that establish the household’s eligibility for such benefits.

An identification card for such programs must include the certification period and identify the expiration date to qualify as verification of eligibility.

The SO may also submit the name and case number on an IEF to the appropriate agency to request verification (for the most recent month available) of the provider’s categorical eligibility.

The SO must track the expiration date of benefits and document, date, and sign the supporting written documentation for the above verification methods for categorical eligibility.

Tier II FDCHs and Group Homes

An FDCH or group home that does not meet the criteria for Tier I reimbursement is classified as a Tier II home. This means the provider is not eligible on the basis of school data, census data, provider household income, or categorical eligibility. Tier II homes are reimbursed at the lower Tier II rates and are not subject to the Income Eligibility Guidelines (IEG). Neither the provider nor the children in child care must submit income verification, categorical eligibility verification, or an Income Eligibility Form (IEF).

Tier II homes can receive Tier I rates for children enrolled in their care whose households meet IEG. If the provider chooses this option, they become a Mixed Tier II home and are reimbursed at the higher Tier I rates for children whose household income meets eligibility criteria or for children who are categorically eligible. Reimbursement at the lower Tier II rates is received for the other enrolled children who are not eligible based on household income or categorical eligibility. However, providers have specific documentation and confidentiality requirements for children reimbursed at the higher Tier I rates.

Refer to the section below for information on Mixed Tier II homes.

Mixed Tier II FDCHs and Group Homes

Tier II homes that receive a combination of Tier I and Tier II reimbursement rates are considered Mixed Tier II homes. Providers receive the higher Tier I reimbursement rates for meals served to children who are eligible per the Income Eligibility Guidelines (IEG) based on household income, categorical eligibility, or “expanded” categorical eligibility. To meet the “expanded” categorical eligibility, the household participates in or is subsidized under a federally or state-supported family day care or other benefit program with an income eligibility limit that does not exceed 185 percent of federal income poverty guidelines.

Income Eligibility:

SOs must ensure the following for children in Mixed Tier II homes (who are eligible based on household income) before reimbursing the provider for those meals at Tier I reimbursement rates:

- 1) Obtain an Income Eligibility Form (IEF), Form CACFP-110, completed by the individual household (parent/guardian), which lists all household members and income or indicates categorical eligibility.
- 2) Verify that information on the IEF is mathematically correct and that family size and total household income are within the current IEG.
- 3) Complete the last section of the IEF to summarize household size and income information and sign and date the form.

Categorical Eligibility:

SOs must ensure the following for children in Mixed Tier II homes who are categorically eligible before reimbursing the provider for those meals at Tier I reimbursement rates:

- 1) Obtain an IEF, Form CACFP-110, completed by the household parent or guardian indicating categorical eligibility, specific program, and case number (if applicable).
- 2) Complete the last section of the IEF to summarize categorical eligibility and sign and date the form.

Exception: Authorization letters from the Office of Childhood for children receiving child care subsidy monies (state-paid child care) may be used instead of a completed IEF.

Verification of income eligibility or categorical eligibility information with outside sources and/or external documentation is not necessary for children in Mixed Tier II homes, as required for Tier I provider eligibility.

Confidentiality of Information

The SO must maintain the confidentiality of household income, size, and receipt of Federal or State benefits submitted by individual households and shall not make such information available to providers. The SO may inform the provider of the number of children receiving Tier I rates but shall not provide the children's names. This information shall only be made available to persons directly connected with the administration or monitoring of the CACFP.

Distribution and Return of Income Eligibility Forms (IEFs)

The SO must notify Tier II family day care home (FDCH) and group home providers of the opportunity to obtain individual household income information or categorical eligibility information from parents and guardians to determine each enrolled child's eligibility for Tier I rates. The SO may choose to send out and collect the income/categorical information for enrolled children, or the SO may allow Tier II home providers in the CACFP to assist in transmitting household income information from families of enrolled children to their sponsors.

Under Section 333 of the Healthy, Hunger-Free Kids Act of 2010, Tier II home providers now have specific authority to collect the household income eligibility forms from households and transmit them to their sponsors. However, if Tier II home providers wish to collect and transmit household information, they or the sponsors must ensure that each household knows:

- The household is not required to complete the income eligibility form for their children to participate in CACFP; and
- Households have the option if they choose to complete the income eligibility form to either return the form directly to the sponsor at the address indicated on the form or return the form to the provider with written consent, allowing the provider to collect the form and transmit it to the sponsor on the household's behalf.

If the provider receives an authorization letter directly from OOC that indicates the enrolled child's eligibility for day care subsidy and the authorization begin and end dates, a copy of the authorization letter may substitute for the IEF and may come directly from the day care provider to the SO.

It is not necessary to distribute IEFs to the households of enrolled children that the SO and/or day care provider determines to be eligible for Tier I meals through the child's or household's participation in or receipt of benefits under the state child care subsidy offered through the OOC. Meals served to these children are automatically eligible for Tier I rates subject to receipt of the authorization letter with effective dates of eligibility.

The SO must annually review and document the income or categorical eligibility of individual households of enrolled children for the provider to continue to receive Tier I rates for those children.

Information Required on the Income Eligibility Form (IEF)-Form CACFP-110

SOs must obtain an IEF to reimburse mixed Tier II providers for meals served to children living in households eligible for Tier I reimbursement rates based on household income or categorical eligibility. The following information must be provided on the forms:

Eligible Per Household Income:

- Part 1 - The names and birthdates of the applying household's children enrolled in the FDHC or group home.
- Part 2 - The names –and the total income received by each member of the household and the source of that income. NOTE: Refer to Determination of Individual/Household Income for guidance in the definition of "household" and the definition and calculation of "income."
- Part 4 – The signature, the last four digits of the social security number, and the date of the adult household member who signs the application or indicates that they do not possess a social security number.

Categorical Eligibility:

- Part 1 - The names and birthdates of the applying household's children enrolled in the FDCH or group home.
- Part 1 - The Supplemental Nutrition Assistance Program (SNAP or the Temporary Assistance for Needy Families (TANF) case numbers) or other qualifying state or federal program (expanded categorical program) names and case numbers (if applicable) for children who are categorically eligible based upon the household's receipt of program benefits.
- Part 4 – The signature and date of the adult household member who completes the application.

The SO's determination of an individual child's eligibility for Tier I rates in a Tier II mixed home is good for one year, or until program benefits expire, in the case of categorical and expanded categorical eligibility.

Provider's Own Children

The term "provider's own children" refers to all children who reside in the home or reside with the actual provider and are part of the economic unit, i.e., provider's own birth children, adopted children, children who reside in the home without legal placement, and foster children. All children residing in the home are considered part of the economic unit and are considered members of the household for purposes of Tier I eligibility. Since an FDHC or group home may qualify for Tier I reimbursement rates on the basis of household income eligibility, by definition, a Tier II provider cannot be reimbursed for meals served to his/her own children.

The three following criteria must be met before reimbursing providers for meals served to their own children:

- The children are enrolled and participating in the family day care program during the time of meal service, during normal operating hours, and the provider (parent) is present.
- Other enrolled nonresidential children are present and participating in the same meal service.
- The SO has an effective IEF, Form CACFP-101, demonstrating the provider is eligible for Tier I rates on the basis of household income or categorical eligibility.

SOs must obtain Form CACFP-101 to reimburse Tier I providers for meals served to their own children who qualify for Tier I rates on the basis of school or census data. The "expanded" categorical eligibility does not apply to the determination of Tier I status for a provider or the provider's own children in Tier I FDHCs or group homes.

The following example addresses the impact on meal reimbursement when an individual not living in the home provides child care. When an FDHC is licensed by Individual A, who hires Individual B to provide child care in Individual A's home, Individual B's children would be considered the provider's own and would be eligible for meal reimbursement if other eligible children were also enrolled and participating in the same meal service even though they live outside the home. However, the presence of Individual A's children would not qualify as "other children enrolled and participating in the meal service" because these children are residential. In addition, Individual A's children would not be considered the provider's own, even though they are residential, and would not be eligible for meal reimbursement at any time. Additional guidance on absent providers is provided in this chapter.

Determination of Individual Household Income

SOs must compare the total household income and household size information provided on the CACFP Form-110 or CACFP Form-101 to the Income Eligibility Guidelines (IEG) to determine Tier I eligibility. SOs must not provide the IEG information to individual households or to providers.

Household Size

A household is defined as a group of individuals, related or non-related, who are not residents of an institution or a boarding house but live as one economic unit. Members of an economic unit would share its members' housing, income, and expenses.

Children who are subject to joint custody change residences periodically. In these cases, the child is considered a member of the household in which they reside. Therefore, the child's eligibility could change periodically, depending on the rotating time periods, the number of household members, and the income of each household. The percentage of time that a child lives with a provider must be documented.

Families living apart temporarily are considered household members, i.e., children attending college. However, family members living apart on an extended basis are not regarded as members of the household. The determining factor is whether the living arrangement is "temporary."

Whether or not they contribute a portion of their income to assist with expenses, older children or household members who remain in the home are considered members of the household and part of the economic unit. In most of these cases, these children are paying only a token amount for room and board and are not economically independent and, therefore, not considered emancipated.

In unusual instances, if a child contributes to the household expenses to the extent of prorating most household expenses, and there is specific, documented evidence to indicate the detailed calculations as well as receipts of such contributions, the child could be considered a household of one and would not be considered part of the economic unit. However, this situation would entail specific prorating of most household expenses and the child's actual payment of their portion, as calculated, and would be extremely uncommon.

The number of exemptions reported on Income Tax Form 1040 should match the total household members reported on the IEF. If the numbers are different, the number of exemptions reported on Income Tax Form 1040 must be used to indicate the number of total household members. In rare circumstances, an exception could be allowed to the extent the SO has specific, documented evidence to indicate percentages of time and days of the year the child resides in the provider's home. The documentation must support that the child resides with the provider more than 50% of the year to qualify for Tier I meal reimbursement.

Household Income

Income is defined as any money received on a recurring basis, including gross earned income. Gross earned income refers to all money earned before deductions, such as income taxes, employee's social security taxes, insurance premiums, bonds, etc. Income includes the household's gross earnings (wages, salaries, tips, commissions), net income from self-owned businesses, Temporary Assistance (TA) benefits or other public assistance payments, pension, alimony and child support payments, military benefits received in cash, such as housing allowances for households living off-base in the general commercial/private real estate market and food or clothing allowances, unemployment compensation, social security, supplemental security income, veteran's payments, annuities, disability benefits, contributions from persons not living in the household, additional cash received or withdrawn from any other sources, including savings, investments, trust accounts and other resources and any other money that may be available to the family.

Any money received for alimony or child support payments must be included as income. However, money paid out for alimony and/or child support may not be deducted to calculate income.

Children who are not the provider's biological or adopted children but who live in the home without formal legal placement are considered household members and part of the economic unit, and any income received on their behalf would be included in the total household income. Foster care payments received by the family from the placing agency are not considered income and do not need to be reported.

Adopted children are considered household members and part of the economic unit since the household has accepted legal responsibility for the child. Likewise, any income received on their behalf would be included in total household income.

Families living apart on a “temporary” basis are considered household members and part of the economic unit. Likewise, any income received on their behalf would be included in total household income, including income that college students earn from part-time jobs. Any income on behalf of older children or other household members who remain in the home and are considered members of the household and part of the economic unit would be included in total household income.

Any money deducted for garnished wages or money ordered to be used in a specified manner, for example, due to bankruptcy, must be considered income and cannot be deducted when calculating household income. The gross earnings amount is appropriate to apply, regardless of the portions garnished or paid to creditors.

Business losses cannot be deducted to reduce income, as is allowable per the IRS. A business loss is considered a net income of \$0 when calculating income for CACFP eligibility purposes. Furthermore, if there are multiple businesses involved, the net loss(s) of one business cannot be netted against the net income(s) of another business(es) to derive a lesser total net income figure for all businesses. The net income from each business indicated on Schedule C, Line 31, or Schedule F must be added to derive the total net income attributable to self-employment. If this amount on either Schedule C or Schedule F is less than \$0 on any individual Schedule C or Schedule F, the appropriate amount to include in the calculation of total net income is \$0. This means that the amount on IRS Income Tax Form 1040, Line 22, cannot be used to derive total income because that amount includes any business losses that might have occurred. Instead, the amount on Line 22 provides a basis from which adjustments can be made to derive total household income.

After calculating the total net income amount attributable to self-employment based on a review of all individual Schedule Cs and Schedule Fs comprising Form 1040, adjustments can be made to the amount on Line 22 of IRS Income Tax Form 1040. However, if no net business losses resulted from self-employment, the amount on Line 22 of Form 1040 could be used to calculate total household income. However, this amount may not be the final total household income figure due to many other items, as noted above, that are included in the definition of income and, therefore, may need to be included in the calculation.

The amount reported on Line 34 of IRS Income Tax Form 1040, Adjusted Gross Income for IRS tax purposes, is different from the appropriate number to use in the calculation of income. This amount represents deductions not allowed per CACFP for household income calculation. Specifically, an example is one-half of the self-employment tax on Line 28, which is not deductible per CACFP. The social security tax for a self-employed individual represents the portion attributable to both the employee and the employer, and a self-employed individual would be considered both the employer and the employee. Therefore, since an employee’s social security tax is not an exclusion in the calculation of income per CACFP, this amount reported on Line 28 would not be deducted to derive total household income per CACFP.

Income items that are excluded in the calculation to determine a household’s eligibility for Tier I rates include:

- 1) Student financial assistance, such as grants and scholarships;
- 2) Bank loans, since these are only temporary funds and must be repaid;
- 3) Military on-base housing or military “privatized housing” (does not include military households living off-base in a general commercial/private real estate market);
- 4) SNAP benefits;
- 5) Occasional earnings received irregularly, such as payment for babysitting or lawn mowing. However, the key determinant is whether the payment is on a “recurring” basis. If lawn mowing or babysitting activities occur regularly, i.e., a child’s part-time or summer job, it would be considered income and included in the calculation of household income. Additionally, earnings by teenagers with part-time jobs at food establishments, retail businesses, etc., are considered income, even though the teenager may consider the money earned as their own “pocket money.”

Absent Providers

The individual providing actual child care services is considered the provider. Therefore, the CACFP does not recognize or enter into agreements with corporate entities as FDCHs, group homes, or providers. No portion of the agreement can be taken with a corporation/incorporated provider or business. The following example addresses the impact on meal reimbursement when an individual is providing child care in another person's home.

When an FDCH or group home is licensed by Individual A, who hires Individual B to provide child care in Individual A's home, Individual B is considered the "provider" since they care for the children and serve the reimbursable meals. Likewise, Individual B is the appropriate person to sign the agreement with the SO and to receive the reimbursement. The income of Individual B is the appropriate one to evaluate if Tiering must be established based on household income. However, if Tiering can be established based on school data, Individual A's home is the appropriate one to consider. For purposes of provider's own, Individual A's children are residential but are not "provider's own" and, therefore, would not be eligible for meal reimbursement.

On the other hand, even though Individual B's children live outside the home, they would be considered the provider's own. They would be eligible for meal reimbursement if other eligible children are also enrolled and participating in the same meal service, and Individual B is income-eligible. However, the attendance of Individual A's children would not qualify as "other children enrolled and participating in the meal service" to support reimbursement to Individual B for the provider's own because these children are residential and ineligible for meal reimbursement. If a third individual is a partner of Individual A, whose home was neither the location of care nor who was the caregiver or licensee, then their nonresidential children could be enrolled in child care and claimed for reimbursement.

Note: This scenario conflicts with state licensing rules, which state that the licensee must provide care at least 40 hours per week. This scenario demonstrates the "absent provider's" children's ineligibility for CACFP. State licensing rules supersede federal regulations in this situation.

Effective Dates and Duration of IEFs

For new providers entering CACFP or those changing from a Tier II to a Tier I classification, family day care home (FDCH) sponsors have flexibility concerning the effective date of certification for Program benefits (the effective date of Income Eligibility Forms (IEF)). The date to make this determination may be the date the parent or guardian signed the income eligibility form or the date on which the sponsor officially signs the form to certify the child's eligibility. However, if the date of the parent signature is not within the month of certification or the immediately preceding month, the effective date must be the date of certification. Sponsors must decide which date they will rely on as the effective date and apply this date consistently to all income eligibility forms received.

The IEF for each child is effective for one year. IEFs should be considered current and valid until the last day of the month in which the form was dated one year earlier. Each year, the parent or guardian must complete a new IEF. For example, if a sponsor certifies an IEF on July 15, the effective date of that IEF is July 1, and the expiration date is July 31 of the next year.

Change in Income

Households are not required to report changes in circumstances, such as an increase in income, a decrease in household size, or when the household is no longer certified eligible for benefits through the Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance (formerly known as TANF).

Previously, temporary approval was encouraged when the need for assistance seemed short-term, such as when a household experienced a temporary reduction in income or when no income was reported. Year-long eligibility did not apply when a household was given temporary approval. At the end of the temporary approval period, determining officials re-evaluated the household's situation. Now, all approvals are for an entire year. Year-long eligibility includes households that report no income on their income eligibility forms.

Categorical Eligible Programs

The programs on this list have been determined to have income standards equal to or below the limits established for Tier I rates for this program (185% federal poverty level).

CATEGORICAL ELIGIBLE PROGRAMS

- Supplemental Nutrition Assistance Program (SNAP, formerly Food Stamp Program).
- Temporary Assistance (formerly known as TANF).

EXPANDED CATEGORICAL ELIGIBLE PROGRAMS

- Certified eligible for free or reduced-price meals in the National School Lunch, School Breakfast Program, and School Milk Program.
- WIC Special Supplement Nutrition Program for Women, Infants, and Children.
- Head Start participants enrolled on the basis of the determination that the family meets the Head Start program's low-income criteria.
- Child Care Subsidy Program (DSS-FSD paid children).

Enrollment in these programs may automatically qualify a child for Tier 1 meal eligibility. An IEF should be on file for each child enrolled under these programs, with the exception of FSD-paid children, who must have a copy of their FSD authorization form on file.

Note: Case identification numbers are required when applicable.

Sponsoring organizations (SOs) are required to provide annually, at a time specified by MDHSS-CFNA, a list of FDCHs or group homes claiming eligibility for Tier I reimbursement on the basis of the provider's participation in the Supplemental Nutrition Assistance Program (SNAP, formerly Food Stamp Program). MDHSS-CFNA, in turn, is required to pass this list to the Missouri Department of Social Services, the state agency administering the SNAP.

The list must include:

- Providers living outside Tier I eligible areas who claim eligibility for Tier I reimbursement for all children in care based on the provider's SNAP eligibility; and
- Providers in eligible areas who have established their own child(ren)'s eligibility for Tier I reimbursement based on the household's receipt of SNAP benefits.

Source: 7CFR 226.23 (e) (1)

Press Release

Each year, MDHSS-CFNA will provide information media (television, radio, or newspaper) serving the area where the institution draws its attendance with a public release. All public releases shall announce that the FDCHs and group homes that participate in the Child and Adult Care Food Program provide nutritious meals and staff oversight with access to nutrition-related training, technical assistance, and monitoring from the Department of Health and Senior Services, without regard to race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or fax (833) 256-1665 or (202) 690-7442; or email Program.Intake@usda.gov.

The SO's must keep a copy of the press release in its files.

Categorical Eligible –Foster Children

Section 102 of the Healthy Hunger-Free Kids Act amends the Richard B Russell National School Lunch Act to provide categorical eligibility for free meals to any foster child whose care and placement is the responsibility of the state or who is placed by a court with a caretaker household, without further application. In addition, this provision allows certification of a foster child for free meals, without application, if the child care institution or facility obtains documentation from an appropriate state or local agency indicating the status of the child as a foster child whose care and placement is the responsibility of the state or that the foster child has been placed with a caretaker household by a court.

It is important to note that these provisions only apply to foster children formally placed by a state child welfare agency or a court. They do not apply to informal arrangements that may exist outside of state or court-based systems.

Households with foster and non-foster children may choose to include the foster child as a household member and any personal income earned by the foster child on the same household application that includes their non-foster children. This will streamline the application process and may help the foster family's non-foster children qualify for free or reduced-price meals based on household size and income.

In processing the application, certify the foster child for free meals and then make an eligibility determination for the remainder of the household based on the household's income (including personal income earned by the foster child) or other categorical eligibility information reported on the application. Foster payments received by the family from the placing agency are not considered income and do not need to be reported.

The presence of a foster child in the household does not convey eligibility for free meals to all children in the household in the same manner as the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance (formerly known as TANF) does.

Geographic Areas Covered by Census Data

Child and Adult Care Food Program (CACFP) family day care homes (FDCHs) and group homes located in a Census Block Group (CBG) or Census Tract in which 50 percent or more of the children are eligible for free or reduced-price school meals are considered area-eligible for a period of five years. CACFP FDCHs and group homes are considered area-eligible if located in a CBG or Census Tract that qualifies under either CACFP.

Occasionally, a potential CACFP FDCH or group home is determined not to be area-eligible but immediately adjacent to an eligible area. This suggests that children in eligible census block groups may be served by and benefit from a CACFP FDCH or group home located in a neighboring census group in close proximity.

Based on analysis of the proposed location and with state agency approval, up to three adjacent CBGs may be averaged, using a weighted average, to determine eligibility. In such a case, CACFP FDCHs and group homes are considered area eligible if the percentage of children eligible for free or reduced-price meals in the “referent” CBG and up to two additional adjacent CBGs, when averaged, is 50 percent or more, provided that at least 40 percent of children in each of the individual CBGs are eligible for free or reduced price meals. Census Tracts may not be combined. The Department of Health and Senior Services (DHSS) must also review and approve weighted average calculations.

FDCH Sponsors and state agencies must consider the following before approving a home or a site to be area eligibility using weighted averages:

- The calculation has three or fewer CBGs, including the “referent” CBG where the site or facility is located.
- All CBGs in the calculation have at least 40% of children eligible for free or reduced-price meals.
- All CBGs in the calculation are adjacent to the “referent” block group where the site/home is located.
- The calculation uses the same age groups (i.e., 0-12 or 0-18 year-olds) across CBGs.
- Make sure calculations are done correctly:
 - Do use weighted averages.
 - Add numerators of each CBG.
 - Add denominators of each CBG.
 - Divide the sum of numerators and the sum of denominators.
 - Do not average the percentages of free or reduced-price meals in each CBG.

EXAMPLE

| ADDRESS: | | | | |
|--------------|---------------------------------------|--|---|--------|
| CBG GEOID | Numerator (Num12Pov) | Denominator (Total12inBG) | Percentage (Numerator/Denominator) x 100% *must be at least 40% | |
| 290190019023 | 220 | 490 | x 100% | 44.90% |
| 290190015033 | 240 | 430 | x 100% | 55.82% |
| 290190019022 | 400 | 725 | x 100% | 55.17% |
| Total | Sum of Numerators (500+230+315) | Sum of Denominators (1025+270+620) | Weighted average percent = (Sum of Numerators)/(Sum of Denominators) x 100% | |
| | 860 | 1645 | x 100% | 52.28% |

| ADDRESS: | | | | |
|-----------|---------------------------------------|--|---|--|
| CBG GEOID | Numerator (Num12Pov) | Denominator (Total12inBG) | Percentage (Numerator/Denominator) x 100% *must be at least 40% | |
| | | | x 100% | |
| | | | x 100% | |
| | | | x 100% | |
| Total | Sum of Numerators (500+230+315) | Sum of Denominators (1025+270+620) | Weighted average percent = (Sum of Numerators)/(Sum of Denominators) x 100% | |
| | | | x 100% | |

SECTION 10: Seriously Deficient Letters

This section provides prototypes of letters that Home Sponsoring Organizations can use during the Serious Deficiency Process.

- SD Notice Home Providers
- SD Temp Deferred
- SD Proposed Termination
- SD Term and Disqualification, no appeal
- SD Temp Deferred provider wins appeal
- SD Term and Disqualification sponsor wins appeal
- SD Health Threat
- SD Suspension Term provider no appeal, health threat
- SD Suspension, Term and Disqualification sponsor wins appeal, health threat
- SD Temp Deferred, Suspension and Disqualification provider wins appeal, health threat

Prototype Serious Deficiency Notice (provider)

[*Note: Send this letter by certified mail/return receipt, an equivalent private delivery service (such as FedEx), fax, or e-mail as required by 7 CFR 226.2, definition of “notice” in the regulations.*]

Date

Provider Name

Provider Street Address

Provider City, State, 00000

Dear [Provider]:

This letter concerns the [*brief description of the basis for the serious deficiency determination-monitoring review, audit, etc. and date*] of your operation of the Child and Adult Care Food Program (CACFP).

SERIOUS DEFICIENCY DETERMINATION

Based on the [*review/audit/etc.*], the [*sponsoring organization*] has determined that you are seriously deficient in your operation of the CACFP. If you do not fully and permanently correct all of the serious deficiencies by [**Month,Day,Year - 3 weeks from the date of this letter**], we will:

- Propose to terminate your agreement to participate in the CACFP for cause, and
- Propose to disqualify you from future CACFP participation.

In addition, if you voluntarily terminate your agreement after receiving this letter, we will propose to disqualify you from future CACFP participation. If disqualified, you will be placed on the National Disqualified List (NDL). While on the NDL, you will not be able to participate in the CACFP as a day care home provider. In addition, you will not be able to serve as a principal in any CACFP institution or facility.

You will remain on the NDL until USDA's Food and Nutrition Service and the Missouri Bureau of Community Food and Nutrition Assistance, in consultation with [*sponsoring organization*] determines that the serious deficiencies have been corrected or until seven years after your disqualification. However, if any debt relating to the serious deficiencies has not been repaid, you will remain on the list until the debt has been repaid.

These actions are being taken pursuant to section 7 CFR 226.16(l) of the CACFP regulations.

SERIOUS DEFICIENCIES AND REQUIRED CORRECTIVE ACTION

The following paragraphs detail each serious deficiency and the corrective action required.

SAMPLE:

Finding - Meal count records were not available for the review month (or specify dates).

Required Action:

Meals that are not supported with meal count records may not be claimed. Record the meals during the time of meal service and maintain the documentation on file.

Please send a CAP using the enclosed CAP Response Form (CACFP-230) concerning all findings listed in Serious Deficiency Determination section of this letter. Before the provider's corrective actions can be submitted, the provider must determine **WHAT** the problem is and **WHY** it is occurring. The CAP must clearly state the following:

- **HOW** the problem can be prevented or eliminated. Do not merely restate the finding or assure that the mistake will not happen again. The solution must be a process – specific steps that have been taken to correct the finding and what extra steps will be taken to make sure this problem does not occur again.
- **WHEN** the problem was corrected.
- **WHO** will be responsible for ensuring the corrections were made and written policies and/or procedures will be maintained.

[Insert discussion of serious deficiencies, required corrective action and specific actions the provider must do to correct the finding. Each serious deficiency discussed must include a citation for the relevant serious deficiency in the regulations at 7 CFR 226.16(l)(2). If the serious deficiency is not specifically listed, cite: 7 CFR 226.16(l)(2)(ix), any other circumstance related to non-performance under the sponsoring organization-day care home agreement.]

SUMMARY

We have determined that you are seriously deficient in your operation of the CACFP. Documentation showing the corrective action for each of the serious deficiencies cited in this letter is required. The documentation must be received (not just postmarked) by *[corrective action deadline/ 3 weeks from the date of this letter]*. *Different deadlines for different serious deficiencies may be established.*

If we do not receive the documentation of your corrective action by *[date/ 3 weeks from the date of this letter]*, or if we determine that the actions taken do not fully and permanently correct all of the serious deficiencies, we will propose to terminate your CACFP agreement for cause and disqualify you.

You may not appeal the serious deficiency determination. However, if we propose to terminate your agreement or propose to disqualify you, you will be able to appeal those actions and you will be advised of your appeal rights and the appeal procedures at that time.

You may continue to participate in the CACFP during the corrective action period. We will pay any valid claims for reimbursement submitted by you for this period. You must submit the claims by the normal deadline.

[Insert if applicable: If we receive the documentation of your corrective action by the due date and determine that it fully and permanently corrects all of the serious deficiencies, we will then conduct an unannounced follow-up review to verify the adequacy of the corrective action.]

If we find in *[insert if applicable: the follow-up review or]* any subsequent review that any of these serious deficiencies have not been fully and permanently corrected, we will immediately

propose to terminate your agreement for cause and disqualify you without any further opportunity for corrective action.

Sincerely,

Sponsor Employee Name & Title

cc: State agency

Prototype Letter: Successful Corrective Action, Rescission of Serious Deficiency Notice (provider)

[Note: Send this letter by certified mail/return receipt, an equivalent private delivery service (such as FedEx), fax, or e-mail as required by 7 CFR 226.2, definition of "notice" in the regulations.]

Date

CERTIFIED MAIL

Provider Name

Provider Address

Provider City, State, 00000

Dear *[Provider]*:

This letter concerns the determination in our *[date of Serious Deficiency Notice]* letter (Serious Deficiency Notice) that you are seriously deficient in your operation of the Child and Adult Care Food Program (CACFP).

We have assessed that your corrective action plan, if implemented as described, should correct all your serious deficiencies fully and permanently.

SERIOUS DEFICIENCY DETERMINATION RESCINDED

Based on our assessment of your corrective action plan, we have determined that you have fully and permanently corrected the serious deficiencies that were cited in the Serious Deficiency Notice. As a result, we have rescinded our serious deficiency determination as of the date of this letter. This also means that we will not propose to terminate your agreement for cause based on this serious deficiency finding or propose to disqualify you on that basis.

ASSESSMENT OF CORRECTIVE ACTION PLAN

The following paragraphs describe the results of our assessment of your corrective action plan.

[Insert discussion of each serious deficiency and why the corrective action is adequate. Each serious deficiency discussed must include a cite to the relevant serious deficiency in the regs at §226.16(l)(2) (if the serious deficiency is not specifically listed, cite §226.16(1)(3)(ix) "Any other circumstance related to non-performance under the sponsoring organization-day care home agreement").]

[Insert if appropriate: Our report on the [date] follow-up review will be provided to you in a separate letter.]

SUMMARY

We have deferred our serious deficiency determination because we have assessed that your corrective action plan if implemented as described, will correct all your serious deficiencies fully and permanently. However, if we find in any subsequent review that any of these serious deficiencies have not been fully and permanently corrected, we will immediately propose to

terminate your agreement for cause and propose to disqualify you without any further opportunity for corrective action.

Sincerely,

Sponsor Employee Name & Title

cc: State agency

Prototype Letter: Notice of Proposed Termination and Proposed Disqualification (provider) This letter must be submitted within 10 days of the CAP due date to the FDCH Manager for approval.

[Note: Send this letter by certified mail/return receipt, an equivalent private delivery service (such as FedEx), fax, or e-mail as required by 7 CFR 226.2, definition of "notice" in the regulations.]

Date

CERTIFIED MAIL

Provider Name

Provider Address

Provider City, State 00000

Dear *[Provider]*:

This letter concerns the determination in our *[date of Serious Deficiency Notice]* letter (Serious Deficiency Notice) that you are seriously deficient in the operation of the Child and Adult Food Care Program (CACFP).

We have conducted a follow-up review on *[date]* to review to verify the adequacy of the corrective actions you have taken to correct these serious deficiencies

Based on our follow-up review, we have determined that you have not fully and permanently corrected the serious deficiencies that were cited in the Serious Deficiency Notice.

PROPOSED TERMINATION AND PROPOSED DISQUALIFICATIONS

As a result, we are:

- Proposing to terminate your agreement to participate in the CACFP for cause effective *[date/15 days from the date of this letter]*, and
- Proposing to disqualify you from future CACFP participation effective *[date/15 days from the date of this letter]*.

[The effective date for the termination/disqualification must be after the deadline for requesting an appeal. In addition, the effective date for the disqualifications should generally be the same as the agreement termination date, and not earlier; otherwise, the provider could be disqualified and ineligible to participate before the agreement is terminated.]

In addition, if you voluntarily terminate your agreement after receiving this letter, we will propose to disqualify you from future CACFP participation. If disqualified, you will be placed on the National Disqualified List. While on the list, you will not be able to participate in the CACFP as a day care home provider. In addition, you will not be able to serve as a principal in any CACFP institution or facility. You will remain on the list until such time as

the State agency determines that the serious deficiencies have been corrected, or until 7 years after your disqualification. However, if any debt relating to the serious deficiencies has not been repaid, you will remain on the list until the debt has been repaid.

These actions are being taken pursuant to section 226.16(l) of the CACFP regulations (7CFR 226.16(l)).

STATUS OF SERIOUS DEFICIENCIES

The following paragraphs detail each serious deficiency and its status based on our [date] follow-up review.

[Insert discussion of each serious deficiency and the reasons why corrective action was inadequate (the corrective action may be adequate for some items and not for others; make sure you specify the status of the corrective action for each serious deficiency). These will be from the SD letter previously sent to the provider.

Each serious deficiency discussed must include a cite to the relevant serious deficiency in the regs at 226.16(l)(2) (if the serious deficiency is not specifically listed, cite §226.16(l)(2)(ix), “Any other circumstance related to non-performance under the sponsoring organization-day care home agreement”).]

APPEAL OF PROPOSED TERMINATION AND PROPOSED DISQUALIFICATIONS

You may appeal the proposed termination of your agreement for cause and your proposed disqualification. A copy of the appeal procedures is enclosed. If you decide to appeal the proposed actions, make sure you follow the appeal procedures exactly because the failure to do so could result in the denial of your request for an appeal.

SUMMARY

You have not fully and permanently corrected the serious deficiencies identified in the Serious Deficiency Notice. For this reason, we are proposing to terminate your CACFP agreement for cause and proposing to disqualify you.

If you appeal the proposed termination and the proposed disqualifications, the proposed actions will not take effect until the hearing official issues a decision on the appeals. If you do not make a timely request for an appeal, your agreement will be terminated for cause on [date/15 days from the date of this letter]. If you do not appeal your proposed disqualification, they will be disqualified from future CACFP participation effective [date/15 days from the date of this letter] and placed on the National Disqualified List.

You may continue to participate in the CACFP until [termination/disqualification effective date/15 days from the date of this letter] or, if you appeal the proposed actions, until the hearing official issues a decision on the appeal. We will pay any valid claims for reimbursement submitted by you for this period. You must submit the claims by the normal deadline.

Sincerely,

Sponsor Employee Name & Title

Enclosure
Appeal Procedures

cc: State agency

**Prototype Letter: Notice of Termination and Disqualification (following failure to appeal)
(provider)**

[Note: Send this letter by certified mail/return receipt, an equivalent private delivery service (such as FedEx), fax, or e-mail as required by 7 CFR 226.2, definition of "notice" in the regulations.]

Date

CERTIFIED MAIL

Provider Name

Provider Address

Provider City, State, 00000

Dear *[Provider]*:

This letter concerns our *[date of Notice of Proposed Termination & Proposed Disqualification]* letter (Notice of Proposed Termination & Proposed Disqualification), which proposed to terminate your agreement to participate in the Child and Adult Care Food Program (CACFP) for cause. In that letter, we also proposed to disqualify you from further CACFP participation. These actions were based on the determination in our *[date of Serious Deficiency Notice]* letter (Serious Deficiency Notice) that you are seriously deficient in its operation of the CACFP.

You received the Notice of Proposed Termination & Proposed Disqualification on *[date received]*. You had until *[insert deadline for requesting appeal]* to submit any requests for appeals of the proposed actions. No requests for appeals were submitted by that deadline.

TERMINATION AND DISQUALIFICATIONS

Because the time to request an appeal has now expired, we are:

- Terminating your agreement to participate in the CACFP for cause effective *[date allowed to appeal in prior letter]*, and
- Disqualifying you from future CACFP participation effective *[date allowed to appeal in prior letter]*.

[The effective date for the disqualifications should generally be the same as the agreement termination date, and not earlier; otherwise, the provider could be disqualified and ineligible to participate before the agreement is terminated.]

Upon disqualification, you will be placed on the National Disqualified List. While on the list, you will not be able to participate in the CACFP as a day care home provider. In addition, you will not be able to serve as a principal in any CACFP institution or facility. You will remain on the list until such time as the State agency, determines that the serious deficiencies have been corrected, or until 7 years after their disqualification. However, if any debt relating to the serious deficiencies has not been repaid, they will remain on the list until the debt has been repaid.

These actions are being taken pursuant to section 226.16(l) of the CACFP regulations (7 CFR 226.16(l)).

SUMMARY

We are terminating your CACFP agreement for cause and disqualifying you. You may not appeal the termination of your agreement for cause or the disqualification. You may continue to participate in the CACFP until [*termination/disqualification effective date*]. We will pay any valid claims for reimbursement submitted by you for this period. You must submit claims by the normal deadline.

Sincerely,

Sponsor Employee Name & Title

cc: State agency

Prototype Letter: Temporarily Deferred after provider wins appeal)

[Note: Send this letter by certified mail/return receipt, an equivalent private delivery service (such as FedEx), fax, or e-mail as required by 7 CFR 226.2, definition of "notice" in the regulations.]

Date

CERTIFIED MAIL

Provider Name

Provider Address

Provider City, State, 00000

Dear *[Provider]*:

This letter concerns our *[date of Notice of Proposed Termination & Proposed Disqualification]* letter (Notice of Proposed Termination & Proposed Disqualification), which proposed to terminate your agreement to participate in the Child and Adult Care Food Program (CACFP) for cause. In that letter, we also proposed to disqualify you from further CACFP participation. These actions were based on the determination in our *[date of Seriously Deficiency Notice]* letter (Serious Deficiency Notice) that you are seriously deficient in the operation of the CACFP.

You filed a timely appeal of the proposed termination and proposed disqualification. On *[date of hearing official's decision]*, the hearing official issued a decision on the appeal. In that decision, the hearing official overturned both of our proposed actions.

SERIOUS DEFICIENCY DETERMINATION TEMPORARILY DEFERRED

As a result, we have temporarily deferred our serious deficiency determination as of *[date of hearing official's decision]* (the date of the hearing official's decision). We are also temporarily deferring the proposed termination of your agreement for cause and your proposed disqualification as of the same date.

Sincerely,

Sponsor Employee Name & Title

cc: State agency

Prototype Letter: Notice of Termination and Disqualification (after sponsor wins appeal) (provider)

[Note: Send this letter by certified mail/return receipt, an equivalent private delivery service (such as FedEx), fax, or e-mail as required by 7 CFR 226.2, definition of "notice" in the regulations.]

Date

CERTIFIED MAIL

Provider Name

Provider Address

Provider City, State, 00000

Dear *[Provider]*:

This letter concerns our *[date of Notice of Proposed Termination & Proposed Disqualification]* letter (Notice of Proposed Termination & Proposed Disqualification), which proposed to terminate your agreement to participate in the Child and Adult Care Food Program (CACFP) for cause. In that letter, we also proposed to disqualify you from further CACFP participation. These actions were based on the determination in our *[date of Serious Deficiency Notice]* letter (Serious Deficiency Notice) that you are seriously deficient in your operation of the CACFP.

You filed a timely appeal of the proposed termination and proposed disqualification. On *[date of hearing official's decision]*, the hearing official issued a decision on the appeal. In that decision, the hearing official upheld both of our proposed actions.

TERMINATION AND DISQUALIFICATIONS

As a result, we are:

- Terminating your agreement to participate in the CACFP for cause effective *[date of appeal decision]*, and
- Disqualifying you from future CACFP participation effective *[date of appeal decision]*.

[The effective date for the disqualifications should generally be the same as the agreement termination date, and not earlier; otherwise, the provider could be disqualified and ineligible to participate before the agreement is terminated.]

In addition, if you voluntarily terminate this agreement after receiving this letter, we will disqualify you from future CACFP participation.

Upon disqualification, you will be placed on the National Disqualified List. While on the list, you will not be able to participate in the CACFP as a day care home provider. In addition, you will not be able to serve as a principal in any CACFP institution or facility. You will remain on the list until such time as the State agency determines that the serious deficiencies have been corrected, or until 7 years after their disqualification. However, if any debt relating to the serious deficiencies has not been repaid, they will remain on the list until the debt has been repaid.

These actions are being taken pursuant to section 226.16(l) of the CACFP regulations (7 CFR 226. 16(l)).

SUMMARY

We are terminating your CACFP agreement for cause and disqualifying you. You may not appeal the termination of its agreement for cause or the disqualification. You may continue to participate in the CACFP until [*termination/disqualification effective date*]. We will pay any valid claims for reimbursement submitted to you for this period. You must submit the claims by the normal deadline.

Sincerely,

Sponsor Employee Name & Title

cc: State agency

Prototype Letter: Notice of Serious Deficiency, Suspension, and Proposed Termination and Disqualification for Providers (Combined notice, health threat)

[Note: Send this letter by certified mail/return receipt, an equivalent private delivery service (such as FedEx), fax, or e-mail as required by 7 CFR 226.2, definition of “notice” in the regulations.]

Date

Provider Name

Provider Address

Provider City, State, 00000

Dear *[Provider]*:

This letter concerns the *[brief description of the basis for the serious deficiency determination – review, audit, licensing finding etc. and date]* of your operation of the Child and Adult Care Food Program (CACFP).

SERIOUS DEFICIENCY DETERMINATION

Based on the *[review/audit/licensing finding, etc.]*, *[sponsoring organization]* has determined that you are seriously deficient in your operation of the CACFP.

SUSPENSION

One of the serious deficiencies identified is the imminent threat to the health or safety of CACFP participants or the public (for details, see the description of the serious deficiencies later in this letter). Because of this imminent risk, the sponsoring organization is suspending your CACFP participation (including all Program payments).

The suspension of CACFP participation (including all Program payments) will take effect on the date of this letter. This action is being taken pursuant to 7 CFR 226.16(l)(4) of the CACFP regulations.

PROPOSED TERMINATION AND PROPOSED DISQUALIFICATION

As a result, we are:

- Proposing to terminate your agreement to participate in the CACFP for cause effective *[15 days from date of this letter]*, and
- Proposing to disqualify you from future CACFP participation effective *[15 days from the date of this letter]*.

[The effective date for the termination/disqualification must be after the deadline for requesting an appeal. In addition, the effective date for the disqualifications should generally be the same as the agreement termination date and not earlier; otherwise, the

provider could be disqualified and ineligible to participate before the agreement is terminated.]

In addition, if you voluntarily terminate your agreement after receiving this letter, we will propose to disqualify you from future CACFP participation. If disqualified, you will be placed on the National Disqualified List (NDL). While on the NDL, you will not be able to participate in the CACFP as a day care home provider. In addition, you will not be able to serve as a principal in any CACFP institution or facility.

You will remain on the NDL until USDA's Food and Nutrition Service and the Missouri Bureau of Community Food and Nutrition Assistance, in consultation with [*sponsoring organization*] determines that the serious deficiencies have been corrected or until seven years after your disqualification. However, if any debt relating to the serious deficiencies has not been repaid, you will remain on the list until the debt has been repaid.

These actions are being taken pursuant to 7 CFR 226.16(l) of the CACFP regulations.

SERIOUS DEFICIENCIES

The following paragraphs detail each serious deficiency

[Insert discussion of serious deficiencies. Each serious deficiency discussed must include a citation for the relevant serious deficiency in the regulations at 7 CFR 226.16(l)(2). If the serious deficiency is not specifically listed, cite 7 CFR 226.16(l)(2)(ix), any other circumstance related to non-performance under the sponsoring organization-day care home agreement.]

APPEAL OF SUSPENSION, PROPOSED TERMINATION AND PROPOSED DISQUALIFICATION

You may appeal the suspension, the proposed termination of your Program agreement for cause, and your proposed disqualification. A copy of the appeal procedures is enclosed. If you choose to appeal the proposed actions, follow the appeal procedures exactly, as failure to do so may result in the denial of your request for an appeal.

SUMMARY

The sponsoring organization is suspending your CACFP participation (including all Program payments). In addition, the sponsoring organization is proposing to terminate your agreement for cause and to disqualify you.

The suspension will remain in effect during the period of any appeal. However, if you request an appeal and the hearing official overturns the suspension, all valid claims for reimbursement submitted by you for the period of the suspension will be paid. As always, the sponsoring organization will deny any portion of a claim that is determined to be invalid. Serious Deficiency, Suspension, and Appeals Page 132

If you appeal the proposed termination and disqualification, these actions will not take effect until the hearing official issues a decision. If you do not make a timely request for an appeal,

your agreement will be terminated for cause on [*15 days from date of this letter*]. You will be disqualified from future CACFP participation, and your name will be placed on the NDL.

Sincerely,

Sponsor Employee Name & Title

Enclosure
Appeal Procedures

cc: State agency

**Prototype Letter: Notice of Termination and Disqualification – Suspension for Providers
(Provider does not appeal)**

[Note: Send this letter by certified mail/return receipt, an equivalent private delivery service (such as FedEx), fax, or e-mail as required by 7 CFR 226.2, definition of “notice” in the regulations.]

Date

Provider Name

Provider Address

Provider City, State, 00000

Dear *[Provider]*:

This letter concerns the *[date]* combined Notice which suspended your participation in the Child and Adult Care Food Program (CACFP). In that letter, the sponsoring organization also proposed to terminate your CACFP agreement for cause and to disqualify you from further CACFP participation. These actions were based on the determination that you were seriously deficient in your operation of the CACFP and posed an imminent threat to the health or safety of CACFP participants or the public.

You received the Notice of Serious Deficiency, Suspension, Proposed Termination and Proposed Disqualification on *[date received]*. You had until *[insert deadline for requesting appeal]* to submit a request for an appeal. No request for an appeal was submitted by that deadline.

TERMINATION AND DISQUALIFICATION

Because the time to request an appeal has now expired, the *[sponsoring organization]* is:

- Terminating your agreement to participate in the CACFP for cause effective *[date of this letter]*, and
- Disqualifying you from future CACFP participation effective *[date of this letter]*.

As a result of your disqualification, your name will be placed on the National Disqualified List (NDL). While on the NDL, you will not be able to participate in the CACFP as a day care home provider. In addition, you will not be able to serve as a principal in any CACFP institution or facility.

You will remain on the NDL until USDA’s Food and Nutrition Service, in consultation with the Missouri Bureau of Community Food and Nutrition Assistance, determines that the serious deficiencies have been corrected, or until seven years after your disqualification. However, if any debt relating to the serious deficiencies has not been repaid, you will remain on the list until the debt has been repaid.

These actions are being taken pursuant to section 7 CFR 226.16(l) of the CACFP regulations.

SUMMARY

The [*sponsoring organization*] is terminating your CACFP agreement for cause and disqualifying you. You may not appeal the termination of your agreement for cause or the disqualification. Since your participation was suspended, you may only claim reimbursement for valid meals served up until (insert date of suspension). You must submit a claim for these meals by [insert a date that will give the provider an appropriate length of time to submit these claims].

Sincerely,

Sponsor Employee Name & Title

cc: State agency

Prototype Letter: Notice of Termination and Disqualification for DCHs (Imminent threat to health or safety, after sponsoring organization wins appeal/prevails/is upheld)

[Note: Send this letter by certified mail/return receipt, an equivalent private delivery service (such as FedEx), fax, or e-mail as required by 7 CFR 226.2, definition of "notice" in the regulations.]

Date

Provider Name

Provider Address

Provider City, State, 00000

Dear *[Provider]*:

This letter concerns the *[date]* combined Notice which suspended your participation in the Child and Adult Care Food Program (CACFP). In that letter, we also proposed to terminate your CACFP agreement for cause and to disqualify you from further CACFP participation. These actions were based on the determination that you were seriously deficient in your operation of the CACFP and posed an imminent threat to the health or safety of CACFP participants or the public.

You filed a timely appeal of the suspension and proposed termination and disqualification. On *[date of appeal official's decision]*, the Administrative Review Official issued a decision on all of the appeals. In that decision, the suspension and proposed actions were upheld.

TERMINATION AND DISQUALIFICATION

As a result, the *[sponsoring organization]* is:

- Terminating your agreement to participate in the CACFP for cause effective *[date of appeal official's decision]*, and
- Disqualifying you from future CACFP participation effective *[date of appeal official's decision]*.

As a result of your disqualification, your name will be placed on the National Disqualified List (NDL). While on the NDL, you will not be able to participate in the CACFP as a day care home provider. In addition, you will not be able to serve as a principal in any CACFP institution or facility.

You will remain on the NDL until USDA's Food and Nutrition Service and the Missouri Bureau of Community Food and Nutrition Assistance, in consultation with *[sponsoring organization]*, determines that the serious deficiencies have been corrected or until seven years after your disqualification. However, if any debt relating to the serious deficiencies has not been repaid, you will remain on the list until the debt is repaid.

These actions are being taken pursuant to 7 CFR 226.16(l) of the CACFP regulations.

SUMMARY

The [*sponsoring organization*] is terminating your CACFP agreement for cause and disqualifying you. You may not appeal the termination for cause or the disqualification. Since your participation was suspended, you may only claim reimbursement for valid meals served up until (*insert date of suspension*). You must submit a claim for these meals by [*insert a date that will give the provider an appropriate length of time to submit these claims*].

Sincerely,

Sponsor Employee Name & Title

cc: State agency

Prototype Letter: Notice of Temporary Deferment of Serious Deficiency, Suspension, Proposed Termination and Proposed Disqualification for Providers (Health threat, after provider wins appeal/prevails/is upheld)

[Note: Send this letter by certified mail/return receipt, an equivalent private delivery service (such as FedEx), fax, or e-mail as required by 7 CFR 226.2, definition of "notice" in the regulations.]

Date

Provider Name

Provider Address

Provider City, State, 00000

Dear *[Provider]*:

This letter concerns the *[date]* combined Notice which suspended your participation in the Child and Adult Care Food Program (CACFP). In that letter, we also proposed to terminate your CACFP agreement for cause and to disqualify you from further CACFP participation. These actions were based on the determination that you were seriously deficient in your operation of the CACFP and posed an imminent threat to the health or safety of CACFP participants or the public.

You filed a timely appeal of the suspension and the proposed termination and disqualification. On *[date of appeal official's decision]*, the Administrative Review Official issued a decision. In that decision, the suspension and proposed actions were overturned.

SERIOUS DEFICIENCY DETERMINATION, SUSPENSION, PROPOSED TERMINATION AND PROPOSED DISQUALIFICATION TEMPORARILY DEFERRED

As a result, we have temporarily deferred the serious deficiency determination as of *[date of hearing official's decision]*. The sponsoring organization is also temporarily deferring the suspension, the proposed termination of your agreement for cause, and your proposed disqualification as of the same date.

Any valid claims for reimbursement submitted by you for the period of the suspension will be paid. You must submit these claims by *[insert a date that will give the provider an appropriate length of time to submit these claims]*.

However, you must still implement procedures and policies to permanently correct the serious deficiencies. If we initially determine that the corrective action is complete but later determine that the serious deficiency(s) has recurred, we **must** move to immediately issue a notice of intent to terminate for cause and disqualify you from future participation in the Program.

Sincerely,

Sponsor Employee Name & Title

cc: State agency