

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



Missouri Department of Health & Senior Services
Division of Community & Public Health
Bureau of Community Food & Nutrition Assistance
P.O. Box 570

Jefferson City, MO 65102

Telephone: 800-733-6251

Fax: 573-526-3679

E-mail: CACFP@health.mo.gov

www.health.mo.gov/cacfp

Missouri Department of Health & Senior Services

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

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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/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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Table of Contents

Section 1: Overview of CACFP 1

How to Contact the Program

Training Objectives

Benefits of the Child and Adult Care Food Program

Performance Standards

Program Integrity and Management Tools and Resources

Discovering Problems

Section 2: CACFP Records 11

Eligibility Requirements

Enrollment Records

 Enrollment Form for Adult Day Care Centers (MO 500-3392)

Completing Enrollment Roster

 Enrollment Roster (CACFP-220)

Individual Plan of Care

Attendance Records

 Daily Attendance Record

Time In / Time Out Records

 Time In / Time Out Record (CACFP-221)

Meal Count Record

 Meal Count (CACFP-225)

 Meal Count Consolidation (CACFP-653)

Claim for Reimbursement

For Profit Center Claim Procedures

Example Claim

Exercise Time #1-3

Section 3: Financial Management	41
Financial Management and Non-Profit Documentation	
Documentation of Nonprofit Foodservice (CACFP-214)	
Section 4: Training and Civil Rights.....	49
Training Requirements	
Annual CACFP Training Documentation (CACFP-222)	
Civil Rights Requirements	
Beneficiary Data Report (CACFP-226)	
Section 5: Monitoring Reviews	55
Monitoring Reviews	
Materials Needed for Monitoring Review (CACFP-656)	
Appeal Procedure	
Section 6: Menu Planning and Meal Pattern.....	63
Healthy Meals and Nutrition Environment	
Family Style Meal Service	
Menu Planning Guidelines	
Five Meal Components	
Milk...Part of a Healthy Eating Pattern	
Choose Yogurts That Are Lower in Sugar	
Identifying Whole Grain-Rich	
Identifying Whole Grain-Rich Foods for the CACFP Using the Ingredient List	
Choose Breakfast Cereals That Are Lower in Sugar	
Grain-Based Desserts in the CACFP	
Using Ounce Equivalents for Grains in the CACFP	
Grain Requirements for the CACFP	

Food Charts (Breakfast, Lunch and Supper, Snack)

Menu Templates

Exercise #4 Find the Errors on the Menu

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

Food Substitutions and Variations

Fluid Milk Substitutions

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

Non-Creditable Foods List

CN Labels

Production Formulation Statement

Section 8: Procurement, Meal Preparation, and Contracting 131

Procurement of Goods and Services

Meal Preparation and Contracting for Food Services

Production Record (CACFP-660)

Daily Meal Receiving Log (CACFP/SFSP-645)

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

Section 9: Sponsoring Organizations 141

Sponsoring Organization Reviews

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

Section 10: Recordkeeping..... 149

Recordkeeping Responsibilities

Organizing Records

Section 11: Resources..... 157

Online Child Care Resources

Reducing the Risk of Choking in Young Children at Mealtimes

Offering Water in the USDA CACFP

CACFP Milk Requirements

Serving Meats and Meat Alternates at Breakfast

Serving Meats and Meat Alternates at Lunch and Supper in the USDA CACFP

Serving Vegetables in the CACFP

Adding Whole Grains to Your CACFP Menu

Crediting Single-Serving Packages of Grains in the CACFP

Crediting Store-Bought Combination Baby Foods in the CACFP

Section 12: Answer Keys 179

Exercise #1 Daily Attendance

Exercise #2 Meal Count Record

Exercise #3 Meal Count Consolidation

Exercise #3 Center Claim

Exercise #4 Bad Apple Day Care Menu



SECTION 1: Overview of CACFP

CACFP serves nutritious meals and snacks to eligible participants who are enrolled for care at participating adult day care centers. Adult day care centers participating in CACFP must follow program regulations.

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

How to Contact the Program

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

**Missouri Department of Health and Senior Services
Community and Public Health
Community Food and Nutrition Assistance**

P.O. Box 570
930 Wildwood Drive
Jefferson City, MO 65102

1-800-733-6251

1-573-751-6269

Fax: 573-526-3679

Email: cacfp@health.mo.gov

Contact Information for District Nutritionists

<https://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/pdf/2024-cacfp-district-nutritionist-map.pdf>

Training

1. Training for the Adult Day Care component of the CACFP will be provided in-person or via Webex. Contact DHSS-CFNA for more information.
2. Online trainings are available at: www.health.mo.gov/cacfp.

Online trainings include:

- Civil Rights
- CACFP Meal Pattern
- CORE (CACFP Operational Resources and Education)

Training Objectives

- Understand the staff and director's responsibilities for the adult day care centers or sponsoring organization's (SO) 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 sponsors meet and comply with CACFP performance standards.
- Understand the importance of accurate recordkeeping and its role in verifying the center's claims for reimbursement.
- Identify the records that must be maintained by center 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 adult day care setting.

Benefits of the Child and Adult Care Food Program

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

The CACFP is a federal program that provides reimbursements for nutritious meals and snacks to eligible adults enrolled in care at participating adult day care centers. CACFP improves the quality of adult day care and contributes to the improvement or maintenance of the health of the participants. To participate in CACFP, centers must provide adults with supervised care in a community-based setting outside of their home on a less than 24-hour basis. These nonresidential programs give adults supervision, increased social interaction and assistance with daily living activities.

The program serves adults 60 or older, as well as adults of any age who are functionally impaired to an extent that limits their independence and ability to carry out activities of daily living (e.g., cleaning, shopping, taking public transportation, maintaining a residence, caring for one's own hygiene, etc.).

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

- Centers 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 participants by providing nutritious, well-balanced meals.

Key points to remember about CACFP:

- Providing nutritious meals and snacks is the primary goal. The mission of the Food and Nutrition Service (FNS) is to provide participants 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](#).
- 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 DHSS-CFNA is regulated by Congress and the USDA.
- The DHSS-CFNA will conduct CACFP monitoring reviews at all participating independent centers and sponsoring organizations pursuant to [7 CFR 226](#).

Performance Standards

Financial Viability, Administrative Capability, Program Accountability

The executive director and the board chair or owner of the adult day care facility 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 independent facility, SO of two or more facilities, or renewing facility must submit information sufficient to document that it is financially viable, is 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 institution must demonstrate in its application that it is capable of operating in conformance with the CACFP performance standards.

The Department of Health and Senior Services-Community Food and Assistance (DHSS-CFNA) must only approve the applications of those new institutions that meet these performance standards and deny the applications of those new institutions 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 independent facility, SO of two or more facilities, or renewing facility 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 organization must be **Financially Viable**. The facility 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 institution, and can document financial viability through audits or financial statements. Sponsors 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 organization should expect that DHSS-CFNA will review the SO's financial records at least annually. The following records must be made available to DHSS-CFNA upon request:

- At least 1 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 unaffiliated centers 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 organization must be **Administratively Capable**. The facility 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 of two or more facilities 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 organization's program must be **Accountable**. The facility 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 of their staff and sponsored facilities.
 - **SO operations** - documentation in the management plan that the SO will perform monitoring to ensure the sponsored facilities accountably and appropriately operate the program and have 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 the independent center or sponsored facilities 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 an institution that has been determined to be non-compliant in one or more aspects of its operation of the program. If institutions 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 the Center and/or Sponsor Info Sheets on the Application/Claims database are considered the “responsible individual(s)” or “responsible principal(s)” of the organization. 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 facility or institution 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

Adult day care facilities and organizations 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 for Adult Day Care Centers
- United States Department of Agriculture Food Buying Guide for Child Nutrition Programs
- Crediting Handbook for the Child and Adult Care Food Program
- Child and Adult Care Food Program Manual for Child Care Centers
- “And Justice For All” 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 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.

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.



SECTION 2: CACFP Records

Adult Day Care Centers participating in CACFP are required to maintain records to verify the meals and snacks served to participants meet guidelines and to justify the claim for reimbursement.

- Eligibility Requirements
- Enrollment Records
- Income Eligibility Forms- See Income Eligibility Guidance for Adult Day Care Centers
- Individual Plan of Care
- Attendance Records
- Meal Count Records
- Claims

Eligibility Requirements

Adult Day Care Centers must comply with the eligibility requirements described in [CFR 226.19a](#).

Center Eligibility

- Public, private nonprofit organizations, or some for-profit organizations.
 - A private organization is considered to be a nonprofit if it has tax-exempt status under the Internal Revenue Code of 1986 [IRS code 501(3)(c) status].
 - For-profit organizations are eligible to participate in CACFP if they receive compensation under Title XIX (Medicaid Program) and/or Title XX (Block Grants to States for Social Services) of the Social Security Act and at least 25 percent of enrolled participants receive Title XIX and/or Title XX benefits or are eligible for free or reduced-price meals.
- Non-residential.
- Licensed by the Department of Health and Senior Services.
- Serves enrolled participants 60 years of age or older or functionally impaired.*
- Comprehensive, structured program.
- Community-based program.
- Provides daytime care as a respite to family members or to avoid premature institutionalization.

*Functionally impaired means chronically impaired disabled persons 18 years of age or older, including victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction, who are physically or mentally impaired to the extent that their capability for independence and their ability to carry out activities of daily living is markedly limited. Activities of daily living include, but are not limited to cleaning, shopping, cooking, taking public transportation, maintaining a residence, caring for personal hygiene, using telephones or directories, and using the post office. Marked limitation refers to the severity of the impairment and the number of limited activities and occurs when the degree of limitation is such that it seriously interferes with the ability to function independently.

Participant Eligibility

- 60 years of age or older or functionally impaired.
- Individuals remaining in the community.**
- Non-institutionalized.***
- Enrolled for care.

**Individuals remaining in the community are those residing in their own homes alone or with a spouse, children, or guardians. Individuals in residential institutions are not eligible for the Child and Adult Care Food Program benefits because they can no longer be considered "remaining in the community," and their families have no need for respite provided by the adult day care center.

***An institution is an establishment that provides residential care and is responsible for its residents for a 24-hour period, including the responsibility for providing meals. Institutions include but are not limited to hospitals, nursing homes, asylums for the mentally ill or for the mentally or physically handicapped, convalescent homes, apartment complexes designed only for the functionally impaired that provide meals and full-time care and hospice. Not included as institutions are houses in the community that may be subsidized by federal, state, or local funds but which are private residences housing an individual or group of individuals who are primarily responsible for their own care but who may receive on-site monitoring.

Enrollment Records

Documentation of enrollment is a requirement for the Child and Adult Care Food Program (CACFP). Adult Day Care Center participants must have enrollment information on file. Every participant claimed for meal reimbursement must be enrolled in care. Centers have the option of using the [CACFP Enrollment Form for Adult Day Care Centers \(CACFP 635\)](#)* which is available at www.health.mo.gov/cacfp - Forms.

CACFP enrollment forms must include the following:

- Date of enrollment.
- Participating adult or legal guardian signature and date.

It is best practice to include the following on the enrollment form:

- Information on the adult's normal days and hours of care (including holidays).
- Information on the meals the adult normally receives while in care.
- An annual update.

1. The original enrollment form must be signed and dated by the participating adult or legal guardian, verifying that the information is accurate.
2. The enrollment form must be kept in the participant's individual file and available to the Nutritionist within one hour of arrival for a monitoring review.
3. Enrollment dates listed on enrollment forms are compared to meal count records during a monitoring review. Meals served to participants prior to the enrollment date on the signed enrollment form will not be reimbursed.
4. 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.
5. It is recommended that the enrollment form be filed alphabetically with the Income Eligibility Forms (IEF) in a 3-ring binder.

***NOTE:** There is no federal requirement that a center or Sponsoring Organization (SO) use a specific CACFP enrollment form. With DHSS-CFNA approval, an enrollment form 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-635 enrollment form includes 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.

For-Profit Centers: All proprietary Title XX and XIX centers must keep records for each month CACFP reimbursement was claimed, documenting that at least 25% of the enrollees or 25% of the licensed capacity, whichever was less, were Title XX or XIX beneficiaries [[7 CFR 226.19a\(b\)\(6\)](#)].



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

CENTER'S INFORMATION

NAME OF ADULT DAY CARE CENTER		PHONE NUMBER
CENTER CONTACT PERSON'S NAME	DATE OF ENROLLMENT (FIRST DATE ATTENDING THIS CENTER)	

PARTICIPANT'S INFORMATION

PARTICIPANT'S FULL NAME		DATE OF BIRTH
FAMILY MEMBER OR GUARDIAN NAME	PARTICIPANT'S 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 THE PARTICIPANT USUALLY ATTENDS DAY CARE:	WHAT TIME DOES THE PARTICIPANT USUALLY ARRIVE EACH DAY? CIRCLE AM OR PM	WHAT TIME DOES THE PARTICIPANT 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 THE PARTICIPANT IS IN CARE AT THIS CENTER

FULL DAY CARE HALF DAY - AFTERNOON
 HALF DAY - MORNING EVENING CARE

CHECK THE MEALS THE PARTICIPANT IS USUALLY GIVEN AT THIS CENTER

BREAKFAST LUNCH SUPPER
 MORNING SNACK AFTERNOON SNACK EVENING SNACK

CHECK THE HOLIDAYS THE PARTICIPANT 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 PARTICIPANT 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 PARTICIPANT OR GUARDIAN SIGNING THIS FORM CERTIFIES THAT THE ENROLLMENT INFORMATION IS CORRECT. IF INFORMATION HAS CHANGED, THE PARTICIPANT 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	PARTICIPANT OR GUARDIAN SIGNATURE	DATE
SECOND ANNUAL UPDATE	PARTICIPANT OR GUARDIAN SIGNATURE	DATE
THIRD ANNUAL UPDATE	PARTICIPANT OR GUARDIAN SIGNATURE	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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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.

Completing Enrollment Roster

An [Enrollment Roster \(CACFP-220\)](#) is not a required form; however, it may assist the center in tracking new participants and their eligibility category.

- It should be completed on an annual basis.
- List all participants enrolled at the center (preferably in alphabetical order by last name).
- Add new participants enrolled at the bottom throughout the year.
- Indicate the participant's claiming category (free, reduced, or paid).
- Indicate the participant's enrollment date.
- Indicate the date when the Income Eligibility Form (IEF) was signed by center personnel.
- Indicate the termination date when the participant leaves the center.

It is important that this form is “for office use only” since the information on meal eligibility classification (free, reduced, paid) must be kept confidential.



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

NAME OF CENTER/FACILITY _____

Page ____ of ____

NO.	PARTICIPANT'S NAME	FREE	REDUCED	PAID	DATE ENROLLED	DATE INCOME STATEMENT SIGNED	DATE TERMINATED

Individual Plan of Care

The individual plan of care is a written evaluation of an individual's health and social needs. Child and Adult Care Food Program (CACFP) requires the adult day care center to complete an individual plan of care for each functionally impaired participant. Please note your licensing agency may require an individual care plan of care for all participants, including those 60 years of age or older who are not functionally impaired. The individual plan of care must include the following:

- Goals and objectives of the planned care.
- Activities that will be completed to achieve the goals and objectives.
- Recommendations for therapy, including nutrition consultations.
- Referrals for follow-up with other service providers, as needed.
- Provisions for periodic review and renewal.
- The plan of care should also include a daily schedule of individual and group activities aimed at providing physical and mental stimulation.

Once the initial assessment is completed, a plan can be developed to meet the participant's individual needs.

Attendance Records

Documentation of Daily Attendance is a Child and Adult Care Food Program (CACFP) Requirement.

Accurate daily attendance records (original documentation) of all enrolled participants must be recorded separately from the center's meal count records, although they may be maintained on the same form [7 CFR 226.15(e)(2)]. Attendance records cannot be used as a basis for completing the meal count records; however, the daily attendance must support the daily meal count records.

For example, If John Doe is claimed for meals on October 17, the attendance records must indicate that John Doe was in attendance on October 17 during the time each meal is claimed.

Meals served to participants not documented on the daily attendance record will not be reimbursed. Centers may document on one of the forms listed below or use an attendance form created by the center with Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) approval.

- [Daily Attendance Record \(CACFP-213\)](#)
- [Time In/Time Out Record \(CACFP-221\)](#) or

Documentation of Daily Attendance:

- The center may use program roll books, participant sign in/out sheets, or attendance sheets to complete attendance records.
- Type or print names alphabetically with the last name first (must be legible).
- Require participants to sign in as they arrive, or if staff takes attendance, do so at the same time each day so it becomes routine. If attendance is only based on participant-provided attendance documentation, the full name must be legible.
- Meal count records may not be used in lieu of attendance records.
- Count the number of participants each day and keep a running total of the number of participants in attendance for the monthly claim.
- File the completed original attendance records in the monthly folder with other CACFP documents for the claim month.

Instructions for completing Daily Attendance Record (CACFP-213):

- This form uses one page for each month.
- Enter the month and year on top of the form.
- Either have the staff list each participant's name in alphabetical order by the last name or have each participant legibly enter their complete name.
- The center may use its own method to record attendance, but some common notations include X = in attendance and A = absent, etc.
- Total the number of participants in daily attendance at the bottom of each form.
- On the last workday of the month, add the daily attendance to arrive at the monthly Grand Total. Add all Grand Total amounts from each attendance record to get the center's total attendance for the month. This number is entered on line six of the monthly claim when the monthly claim is submitted.

Time In / Time Out Records*

Instructions for completing the daily [Time In/Time Out Record \(CACFP-221\)](#):

- One form for each day of the week.
- Enter the day of the week.
- Enter the calendar date indicating month, day, and year.
- List the enrolled participants in alphabetical order by last name (must be legible).
- Indicate the time of arrival in the TIME IN column and the initials of the person who enters the time.
- Indicate the time the participant leaves in the TIME OUT column and initial.
- Total the number of hours attended each day.

It is recommended that original forms be maintained in a 3-ring binder separated by each letter of the alphabet or family last name; new names can be added, and old names removed as necessary.

***Sign-in and sign-out sheets are NOT a Child and Adult Care Food Program (CACFP) requirement; CACFP 15-2013.**



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
TIME IN/TIME OUT RECORD

CENTER NAME _____

DAY OF WEEK _____

DATE _____

NAME (last, first alphabetically)	TIME IN	INITIALS	TIME OUT	INITIALS	HOURS ATTENDED

Meal Count Record

Daily Meal Count Records are a requirement for the Child and Adult Care Food Program (CACFP). Daily counts of the number of meals served to enrolled participants, taken manually at the time of service, must be recorded and maintained by all centers. The meal count records must contain the number of meals served by each meal type (breakfast, lunch, snack, and supper) and by income eligibility category (free, reduced, and paid) for a center to consolidate and submit a justifiable monthly claim for reimbursement accurately.

Meal Counting Methods – Retention of original employee-documented meal count records is required. The center may choose to enter the original paper and pen or pencil meal counts into an electronic accounting system for ease of consolidation. Each meal must be recorded at the time the meal is served to each participant, which is called “**point of service**” (POS) meal count. Meal count records document the name of each eligible participant and the meal(s) to be claimed for reimbursement on a daily basis. The form also provides confidential coding, such as X, Y, and Z, to indicate the participant’s claiming category (free, reduced, or paid).

If a center would like to use an electronic system for both POS meal count and monthly consolidation, prior Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) approval is required to ensure CACFP requirements are met. If an electronic system is implemented, the center must establish a backup system.

The original source documentation must be retained for three fiscal years plus the current year.

Completing the Meal Count form CACFP-225:

- Enter the center name.
- Enter the calendar “week of” including month, date range, and year.
- List enrolled participants (preferably in alphabetical order with last name first). Print or type each participant’s full name; do not use nicknames.
- Indicate the claiming category for each participant under the code box using a code that assures confidentiality, such as **X = Free, Y = Reduced-price, or Z = Paid.**
- For each meal served, place a checkmark in the box under the appropriate meal on the meal count form.
- Record the meal as it is served to each participant, referred to as a **POS** meal count. A total head count or head count by category is not acceptable.
- Calculate the total **free** meals, total **reduced-priced** meals, and total **paid** meals for each category across and down. Compare the cross calculations with the down calculations to check for accuracy.

Tip: To help distinguish claiming categories for the purpose of counting, use two colored highlighters. For example, Green = free, Yellow = reduced, and white = paid.

The 5-day Meal Count form ([CACFP-225](#)) and the 7-day Meal Count form ([CACFP-225A](#)) are available at: www.health.mo.gov/cacfp - Forms.

The Meal Count Consolidation ([CACFP-653](#)) is a tool to help consolidate weekly meal counts into a monthly meal count to enter into the monthly claim for reimbursement.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL COUNT

CENTER	WEEK OF	KEY B-Breakfast, 1-1 st Snack, L-Lunch, 2-2 nd Snack, S-Supper
--------	---------	---

PARTICIPANT'S NAME	CODE	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY					TOTALS																								
		DATE					DATE					DATE					DATE					DATE																													
		B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S										
Total Meals Coded X																																																			
Total Meals Coded Y																																																			
Total Meals Coded Z																																																			



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL COUNT CONSOLIDATION

CENTER					MONTH/YEAR					KEY B-BREAKFAST, 1-A.M.SNACK, L-LUNCH, 2-P.M. SNACK, S-SUPPER																					
PARTICIPANT'S NAME	CODE	Week 1					Week 2					Week 3					Week 4					TOTALS									
		DATE					DATE					DATE					DATE														
		B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S					
TOTAL MEALS CODED X																															
TOTAL MEALS CODED Y																															
TOTAL MEALS CODED Z																															

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 center 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.

In this web-based system, each independent center is considered a sponsor of one center!

Basic Claiming Steps are available on the CACFP website under Links to Important Information at www.health.mo.gov/cacfp.

Please read all instructions before entering your first claim.

Tips for Moving in the Web-Based System

- Do not use the “Back” button; use the menu in the orange section at the top left of the screen or use the “breadcrumb trail” (orange bar) to navigate from screen to screen.
- Each time you save the claim, no matter if it has errors, it is saved on the server and will be there if you need to leave or log off and come back.
- Use the “Tab” key to navigate from field to field, or use your cursor to click into the field you want to complete. Try not to use the “Enter” key; if you do, the claim will be saved in error status.
- If you are in “View” mode, changes will not be saved. If you want to make changes, make sure you are in  “Edit” or “Revise” mode.
- Claims are saved at the site level or center level before saving a sponsor-level claim.
- Revisions can only be filed after the original or previous revision is in “Paid” status.

User Notes

- Click the “Users” tab to view individuals who have access to submit applications and claim information for your organization.
- User Access IDs and passwords are assigned to individuals and are not to be shared.
- Inform the state office immediately if an individual with access is leaving your organization so their access can be revoked.

- Submit a Network User Access Request form to request online access for new users.

Payment Notes

- Click the “Payments” tab to view upcoming and past payments for CACFP claims.
- If a claim has been approved but has not yet been processed for payment, the payment information will show in the Open Balance Transactions section. All other payments are shown in the next section.
- When checking the payments, the processed date shown is approximately 4 to 5 business days prior to the electronic funds deposit date. It is the date it was processed and the information was sent to the State of Missouri payment system.
- Deductions, if any, made from claim reimbursements due to downward revisions are reflected in the information under the “Payments” tab only, not in the claim amount under the “Claims” tab.

Filing a Claim for Reimbursement

- **A center has 60 calendar days from the end of the claim month to file a claim for reimbursement.** It is not the last day of the month; it is 60 calendar days. If a claim is filed online late, the center may not be paid for that month.
- Submit the completed claim online after you have reviewed your entries and are satisfied that the claim is completed accurately. The system has built-in checks that should decrease the chance of errors in the claim being submitted.
- You cannot enter a claim before the first day of the next month. For example, an October claim cannot be entered until November 1.

The Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) processes claims on the 10th of each month for payment by check or automatic deposit by around the 28th of the month. A second processing for claims is done on the 25th of the month for claims received from the 11th through the 25th. The second payment is made around the 13th of the following month.

DHSS Receives Claim by:

10th of the month
25th of the month



Projected Payment Date:

28th of the month
13th of the next month

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

CACFP payments are typically directly deposited. This avoids payment delays and lost checks. If you have not received your payment within 15 days of the projected payment date, please contact DHSS-CFNA. **Per CACFP regulations, DHSS-CFNA will provide payment of valid claims within 45 days of receipt.**

60 Day Deadline for CACFP Claims

Month	60 Day Deadline for Original Claims	60 Day Deadline for Original Claims "Leap Year"
October	December 30	
November	January 29	
December	March 1	February 29
January	April 1	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	

Additional Meal Claim Information

- Creditable meals may be claimed for participants 60 years of age and older or adults who are functionally impaired (18 years of age or older) when enrolled and in attendance each day of operation: two meals and one snack or one meal and two snacks per participant per day.
- Meals or meal components purchased at a fast food establishment or any restaurant may not be claimed for reimbursement. Even with documentation, meals or individual food items, such as pizza, purchased at restaurants or fast food establishments may not be claimed for reimbursement.
- Meals prepared or packed at the center and served off the center grounds, such as a picnic, that were supervised by center personnel may be claimed.
- Meals prepared or packed at the center and sent with a participant to eat at another location without the supervision of center personnel are not eligible to be claimed for CACFP reimbursement.
- Food items provided by the adult participant, a person on behalf of the adult participant, or other unapproved food sources cannot be counted as fulfilling any of the CACFP required meal or snack components. However, there are exceptions described in [CFR 226.20\(g\)](#) for participants who cannot consume regular meals because of medical or special dietary needs, either due to disability or non-disability reasons.
- SNAP benefits may not be used to purchase food for CACFP.

Meal Service Times and Duration

Reimbursement for meals will only be made when meals are served during the center's approved meal times as listed on the Center Information Sheet of the program application on the CACFP web-based system. Meal times may be changed as needed, within the requirements of this policy, and through revision and approval of the Center Information Sheet in the CACFP web-based system at: <http://dhssweb04.dhss.mo.gov/cnp>.

Adult day care centers may claim two meals and one snack or one meal and two snacks per participant per 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 at a time less than two hours following completion of the breakfast meal, only in situations where the participants served morning snacks are totally different participants who arrive at the center 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.

For-Profit Center Claim Procedures

For-profit centers must document, on a monthly basis, their eligibility to participate in the Child and Adult Care Food Program (CACFP). For-profit centers must be able to verify that at least **25% of the enrolled participants or licensed capacity (whichever is less) are either Title XX (Block Grants to States for Social Services) or Title XIX (Medicaid Program) beneficiaries or eligible for free or reduced-price meal reimbursement.** Required documentation is either current Income Eligibility Forms (IEFs) or the monthly Title XX and/or Title XIX vendor invoices. The Title XX invoices are received from the Family Support Division (FSD), and the Title XIX invoices are received from the MO HealthNet Division. Independent for-profit centers and sponsoring organizations of these centers must submit the number of enrolled participants and the number of participants receiving Title XX and/or Title XIX benefits or eligible for free or reduced-price meals each month that CACFP reimbursements are claimed.

To evaluate eligibility, the following steps must be taken each month. For reference, the following page is a screenshot of the center claim page that must be completed.

1. Determine how many participants were enrolled and in attendance at least one day for the claim month. Participants in attendance include part-time and drop-in care. All participants in attendance must be included in the total regardless of whether they were claimed for a meal.
2. Compare this number (enrolled participants who attended at least one time in the month) to the licensed capacity of the center. Determine which of the two numbers, total enrollment or licensed capacity, is the smallest. Use the smaller of the two numbers.
3. Determine the number of Title XX and/or Title XIX eligible participants **OR** the number of free and reduced eligible participants that were enrolled **and** in attendance at least one day for the claim month. If using the number of Title XX and/or Title XIX eligible participants, count the total number of participants listed on the vendor billing for the claim month. Verify that each Title XX and/or Title XIX eligible participant reported was in attendance at least one day during the claim month. Enter the total (either the verified Title XX and/or Title XIX eligible participants **OR** free and reduced eligible participants) in **Field 10** of the Center Claim.
4. Divide the number of Title XX and/or Title XIX eligible participants **OR** free/reduced-price eligible participants by the total enrollment or license capacity, whichever is less. If this number is greater than or equal to 0.250, you may submit a claim for reimbursement for that month and check the first certification statement in **Field 11**.
5. If the number is less than 0.250, your center is not eligible for reimbursement for this month. You will check the second certification statement in **Field 11** and continue the claims submission process. The claim will be submitted to the state with the meal information removed since it will not be paid.

For Example:

Harmony Adult Daycare has a licensed capacity of 45 adults. Records indicate that 50 adults were enrolled and in attendance for at least one day during the month of October. Of these 50 adults, 12 were Title XX and/or Title XIX beneficiaries. Since 45 (licensed capacity) is less than 50 (enrolled and in attendance), 45 is the number used for the calculation. 12 divided by 45 is 0.26 or 26%. Since 0.26 or 26% is greater than 0.25 or 25%, the center is eligible to submit the October claim.

Site Claim

2810 Example-Private-For Profit Adult Care Center

Example-Private-For Profit Adult Care Center - ACC Claim
2810-1

October 20XX

Complete

Revision 0

Original Claim

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

1. Free Enrollment	<input type="text"/>	Number of Operating Days	<input type="text"/>
2. Reduced Enrollment	<input type="text"/>	Total Attendance for Month	<input type="text"/>
3. Paid Enrollment	<input type="text" value="0"/>	Average Daily Attendance	<input type="text"/>
4. Total Enrollment	10	License Capacity <small>(from Application)</small>	28

Meal Count Data

	Breakfast	AM Snack	Lunch	PM Snack	Supper	Night Snack
5. Free	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
6. Reduced	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
7. Paid	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
8. Total Meals	0	0	0	0	0	0
9. Average Daily Participation	00.0	00.0	00.0	0.00	0.00	0.00

For-Profit Sites Only

	Total Title XX/XIX Beneficiaries	Free/Reduced-Price Eligible Children	Current Total Enrollment or Licensed Capacity	Eligibility %
10.	<input type="text" value="10"/>	<input type="text" value="0"/>	10	100.0%

11. For-Profit Eligibility Certification

Note: Once this button is checked and the claim has been submitted, the claim can only be modified by a state agency representative.

- This organization certifies that 25% of the enrollment or licensed capacity (whichever is less) are Title XX Beneficiaries or Free/Reduced Priced Eligible Children for sites being claimed.
- This organization realizes that the Center does not meet the 25% Eligibility for For-Profit Centers, and that this claim will not be reimbursed and no meals will be reported.

Exercise Time!!!

Completing the Attendance Record, Meal Count Records and Center Claim

Exercise #1

Daily Attendance:

- Using the Attendance Record on the next page, tally the total daily attendance for each day and calculate the total attendance for the month.
-

Exercise #2

Meal Count Record:

- Using the Meal Count Record, calculate the total free (code X), reduced (code Y) and paid (code Z) meals for each meal category (B for breakfast; L for lunch, etc.) by day and for the week of July 7-11.
-

Exercise #3

Center Claim:

- Use the numbers from Exercise #1 Daily Attendance and Exercise #2 Meal Count Record above, as well as the completed meal counts for weeks 2 through 4, to complete the Meal Count Consolidation form and the center claim. Assume that Humpty Dumpty Adult Daycare is a not-for-profit center.

*Remember, your center's real claim will be filed online!



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE

DAILY ATTENDANCE RECORD

For use in Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP).

MONTH:
July 20XX

Participant's Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Horner, Jack	C	C	C	C			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	
Lamb, Mary	L	L	L	L			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	
Peep, Little Bo	O	O	O	O				1	1	1				1	1	1	1					1	1	1	1				1	1	1	1
Piper, Peter	S	S	S	S			1	1	1	1				1	1	1	1	1				1	1	1	1	1						
Porgie, Georgie	E	E	E	E				1	1	1	1				1	1	1	1					1	1	1	1						
Simon, Simple	D	D	D	D			1	1		1	1			1	1	1	1	1				1	1	1	1	1				1	1	1
Total Daily Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Grand Total

Enter this number in field (6) of the online claim.





MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL COUNT

Exercise 2 Meal Count Record Week #1

CENTER Humpty Dumpty Adult Daycare	WEEK OF July 7-11, 20XX	KEY B-Breakfast, 1-1 st Snack, L-Lunch, 2-2 nd Snack, S-Supper
---------------------------------------	----------------------------	---

PARTICIPANT'S NAME	CODE	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY					TOTALS				
		DATE 7/7					DATE 7/8					DATE 7/9					DATE 7/10					DATE 7/11									
		B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S					
Horner, Jack	X	✓		✓			✓		✓	✓		✓					✓		✓	✓		✓		✓	✓						
Lamb, Mary	X	✓		✓	✓		✓		✓			✓		✓	✓		✓		✓	✓		✓		✓	✓						
Peep, Little Bo	Z						✓		✓	✓		✓		✓	✓		✓		✓	✓											
Piper, Peter	Y	✓		✓	✓		✓					✓		✓	✓		✓		✓												
Porgie, Georgie	Y						✓		✓	✓		✓		✓			✓		✓	✓		✓		✓	✓						
Simon, Simple	Z	✓		✓	✓		✓		✓	✓							✓		✓	✓		✓		✓							
Total Meals Coded X																															
Total Meals Coded Y																															
Total Meals Coded Z																															



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL COUNT

Exercise 3 - Week 2 Meal Count

CENTER Humpty Dumpty Adult Daycare	WEEK OF July 14-18, 20XX	KEY B-Breakfast, 1-1 st Snack, L-Lunch, 2-2 nd Snack, S-Supper
---------------------------------------	-----------------------------	---

PARTICIPANT'S NAME	CODE	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY					TOTALS									
		DATE 7/14					DATE 7/15					DATE 7/16					DATE 7/17					DATE 7/18														
		B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S
Horner, Jack	X			✓	✓		✓		✓	✓		✓		✓	✓		✓		✓			✓		✓	✓		4		5	4						
Lamb, Mary	X			✓	✓		✓		✓	✓		✓		✓	✓		✓		✓			✓		✓	✓		4		5	4						
Peep, Little Bo	Z	✓		✓	✓				✓	✓		✓		✓	✓				✓	✓							2		4	4						
Piper, Peter	Y			✓	✓		✓		✓	✓		✓		✓					✓			✓		✓	✓		3		5	3						
Porgie, Georgie	Y								✓	✓				✓	✓				✓	✓				✓	✓				4	4						
Simon, Simple	Z	✓		✓			✓		✓			✓		✓			✓		✓			✓		✓			5		5							
Total Meals Coded X		0		2	2		2		2	2		2		2	2		2		2	0		2		2	2		8		10	8						
Total Meals Coded Y		0		1	1		1		2	2		1		2	1		0		2	1		1		2	2		3		9	7						
Total Meals Coded Z		2		2	1		1		2	1		2		2	1		1		2	1		1		1	0		7		9	4						



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL COUNT

Exercise 3 - Week 3 Meal Count

CENTER Humpty Dumpty Adult Daycare	WEEK OF July 21-25, 20XX	KEY B-Breakfast, 1-1 st Snack, L-Lunch, 2-2 nd Snack, S-Supper
---------------------------------------	-----------------------------	---

PARTICIPANT'S NAME	CODE	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY					TOTALS							
		DATE 7/21					DATE 7/22					DATE 7/23					DATE 7/24					DATE 7/25												
		B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L
Horner, Jack	X			✓	✓		✓		✓	✓		✓		✓	✓		✓		✓	✓				✓	✓		3		5	5				
Lamb, Mary	X			✓	✓		✓		✓	✓		✓		✓	✓		✓		✓	✓				✓	✓		3		5	5				
Peep, Little Bo	Z	✓		✓	✓		✓		✓	✓		✓		✓	✓				✓	✓							3		4	4				
Piper, Peter	Y	✓		✓					✓	✓				✓	✓				✓	✓		✓		✓	✓		2		5	4				
Porgie, Georgie	Y						✓					✓					✓					✓					4							
Simon, Simple	Z	✓					✓		✓			✓					✓		✓			✓		✓			5		3					
Total Meals Coded X		0		2	2		2		2	2		2		2	2		2		2	2		0		2	2		6		10	10				
Total Meals Coded Y		1		1	0		1		1	1		1		1	1		1		1	1		2		1	1		6		5	4				
Total Meals Coded Z		2		1	1		2		2	1		2		1	1		1		2	1		1		1	0		8		7	4				



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL COUNT

Exercise 3 - Week 4 Meal Count

CENTER Humpty Dumpty Adult Daycare	WEEK OF July 28-31, 20XX	KEY B-Breakfast, 1-1 st Snack, L-Lunch, 2-2 nd Snack, S-Supper
---------------------------------------	-----------------------------	---

PARTICIPANT'S NAME	CODE	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY					TOTALS				
		DATE 7/28					DATE 7/29					DATE 7/30					DATE 7/31														
		B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S
Horner, Jack	X			✓	✓		✓		✓	✓		✓		✓	✓		✓		✓	✓							3		4	4	
Lamb, Mary	X			✓	✓		✓		✓	✓		✓		✓	✓		✓		✓	✓							3		4	4	
Peep, Little Bo	Z	✓		✓	✓		✓		✓	✓		✓		✓	✓		✓		✓	✓							4		4	4	
Piper, Peter	Y																														
Porgie, Georgie	Y																														
Simon, Simple	Z						✓		✓	✓		✓		✓			✓		✓	✓							3		3	2	
Total Meals Coded X		0		2	2		2		2	2		2		2	2		2		2	2							6		8	8	
Total Meals Coded Y		0		0	0		0		0	0		0		0	0		0		0	0							0		0	0	
Total Meals Coded Z		1		1	1		2		2	2		2		2	1		2		2	2							7		7	6	



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL COUNT CONSOLIDATION

CENTER		MONTH/YEAR										KEY B-BREAKFAST, 1-A.M.SNACK, L-LUNCH, 2-P.M. SNACK, S-SUPPER															
PARTICIPANT'S NAME	CODE	Week 1					Week 2					Week 3					Week 4					TOTALS					
		DATE					DATE					DATE					DATE					B	1	L	2	S	
		B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	
TOTAL MEALS CODED X																											
TOTAL MEALS CODED Y																											
TOTAL MEALS CODED Z																											

Site Claim

53 Example-Non-Profit

July, 20XX

**Example-Non-Profit - CCC Claim
53-1**

Pending Submission

New Claim

Original Claim

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

1. Free Enrollment	<input type="text"/>	Number of Operating Days	<input type="text"/>
2. Reduced Enrollment	<input type="text"/>	Total Attendance for Month	<input type="text"/>
3. Paid Enrollment	<input type="text"/>	Average Daily Attendance	0.00
4. Total Enrollment	0	License Capacity <small>(from Application)</small>	120

Meal Count Data

	Breakfast	AM Snack	Lunch	PM Snack	Supper	Night Snack
5. Free	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
6. Reduced	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
7. Paid	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
8. Total Meals	0	0	0	0	0	0
9. Average Daily Participation	0.00	0.00	0.00	0.00	0.00	0.00

Internal Use Only

12. Submission Type: v

13. Override Accuclaim

Reason for Exceptions:

Created By:

Modified By:



SECTION 3: Financial Management

Adult Day Care Centers participating in CACFP must demonstrate fiscal management and nonprofit foodservice.

- Financial Management and Non-Profit Documentation
- Operating Costs
- Administrative Costs
- Purchasing
- Documentation of Nonprofit Foodservice, CACFP-214

Financial Management and Nonprofit Documentation

Meal Reimbursement Information: Meal reimbursement for adult day care centers 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.

Financial 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/flavored low-fat (1%) or fat-free (skim) milk must be served to adults.

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
8 oz. or 1 cup	16 servings	Adults

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 the participants during the meal service; and on-site preparation of daily program meal service records.

Non-Food Supply Costs include small kitchen equipment and paper goods, such as napkins and straws, and cleaning supplies, which are 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](#) laws. These traditional (approved) food sources include food purchased from food service distributors, supermarket chains, convenience stores, local grocers, and other retail stores selling food and non-food items in compliance with Missouri Food Code laws.

Some examples of non-traditional (approved) food sources that may be used as part of a reimbursable meal include but are not limited to:

- **Center Gardens** - 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](#) (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.

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 ADULT DAY CARE CENTER						CLAIM MONTH MARCH CLAIM \$2,450.10	
POSITION TITLE/EMPLOYEE	SALARY PER HOUR	X	HOURS WORKED PER DAY ON FOOD SERVICE	X	DAYS WORKED PER MONTH	=	SUB TOTALS
Center Director	\$20.00 / hour	X	1 hour / day = \$20.00	X	20 days/month	=	\$400.00
Direct Care Staff	\$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



SECTION 4: Training and Civil Rights

Child Care Centers participating in CACFP must provide training to all staff and operate in compliance with Civil Rights regulations.

- Training Requirements
- Training Documentation
- Civil Rights Requirements
- Beneficiary Data Report

Training Requirements

Documentation of annual Child and Adult Care Food Program (CACFP) training is required. Independent centers and sponsoring organizations are responsible for the annual program training of staff. They must include instruction appropriate to the level of staff experience and duties on the following (CACFP) **required** topics:

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

Reference: [[7 CFR 226.15\(e\)\(14\)](#)] and [[FNS Instruction 113-1, XI](#)].

This training is in addition to the orientation training provided by Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA). Your training can be formal or informal; however, it must be documented and per [7 CFR 226.15\(e\)\(12\)](#) include:

- The training session dates.
- The training location.
- The CACFP topics presented.
- The names of each staff member trained (legible, printed names) and position/title.

The [Annual CACFP Training Documentation form \(CACFP-222\)](#) may be used to document your CACFP training, or you may develop a form to include the training requirements. The CACFP-222 is located at www.health.mo.gov/cacfp - Forms.

Online Civil Rights training is also available at www.health.mo.gov/cacfp.





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

DATE (MONTH/DAY/YEAR)	TRAINING LENGTH
TRAINING LOCATION	
TRAINER NAME	TITLE / POSITION
Required TOPICS <input type="checkbox"/> Meal Pattern Requirements* <input type="checkbox"/> Recordkeeping Requirements* <input type="checkbox"/> Meal Count Records (point of service)* <input type="checkbox"/> Reimbursement System* <input type="checkbox"/> Claim Submission & Review Procedures* <input type="checkbox"/> Civil Rights Training**	Optional Topics: <input type="checkbox"/> Daily Attendance Records <input type="checkbox"/> Creditable Foods <input type="checkbox"/> Child Nutrition <input type="checkbox"/> Fostering Healthy Eating Habits <input type="checkbox"/> Infant Feeding (if applicable) <input type="checkbox"/> Menus _____ <input type="checkbox"/> Other _____

Participant Sign-In Log

Full Name and Position	Center/Location
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

*REQUIRED TRAINING TOPICS per Federal Regulation 7 CFR 226.15(e)(14). Training must include instruction, appropriate to the level of staff experience and duties, on program requirements. Attach a copy of the training outline or lesson plan to this form, if applicable.

**Adherence with Civil Rights Requirements per FNS Instruction 113-1, XI
 MO 580-1459 (rev 6-15)

CACFP-222

Civil Rights Compliance and Other Requirements

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:

- **Display the “*And Justice For All*” poster** in a prominent location (visible to the public). Please contact our office for additional posters.
- **Collection of Ethnicity and Race Data:** Sponsors are required to collect ethnicity and race data once a year for the CACFP. Visual observation and identification are not allowable practices in collecting data. The preferred method is self-identification and self-reporting. CACFP sponsors should explain the importance of this data to participants as they encourage them to self-identify and self-report. CACFP sponsors may also obtain ethnicity and race data from other sources in which the respondent has self-identified ethnicity and race. Voluntary questions are included on ethnicity and race on the [Income Eligibility Form for Adult Day Care Centers \(CACFP-501\)](#) and the [CACFP Enrollment Form for Adult Day Care Centers \(CACFP-635\)](#).
- **Compile the Ethnic and Racial Data on the [Beneficiary Data Report](#).** Once a year, sponsors must compile the ethnic and racial data, as completed by the participant or guardian, into this report. This report must be kept on file at the center.
- **Annual Civil Rights training for CACFP sponsors and 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 center has a parent handbook or a policy booklet that indicates that the center 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/complaint-resolution>
- 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. Provide all available information and details. The toll-free number is 800-733-6251.




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 5: Monitoring Reviews

Adult Day Care Centers participating in CACFP will be reviewed to monitor compliance with program regulations.

- Monitoring Reviews
- Materials Needed for a CACFP Monitoring Review
- Appeal Procedure

Monitoring Reviews

The United States Department of Agriculture (USDA) and the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) require independent centers and Sponsoring Organizations (SOs) to maintain complete and accurate original Child and Adult Care Food Program (CACFP) records. DHSS-CFNA is required to ensure centers and the SOs are accountable for all reimbursements received in compliance with program regulations. Each center and SO will be reviewed by DHSS-CFNA at least once every three years in a CACFP monitoring review, although most will be reviewed a minimum of every two years. A sponsor may be reviewed for compliance at any time.

Program monitoring reviews may or may not be announced in advance. If announced in advance, the sponsor will receive a letter, and the review will be conducted within the week specified in the letter. No advance notification will be given for unannounced reviews. The center may contact our office (800-733-6251) if there are days that they know they will not be available. Records must be kept at the physical location noted on the Management Plan for independent centers and multi-site SOs. It is preferable that the records are stored at the independent centers when possible.

During monitoring reviews, **all original program records must be maintained on location and made available for review within one hour of arrival by state and/or federal officials.** *Failure to have CACFP records available will result in findings, corrective action and/or overclaims; DHSS-CFNA may disallow up to twelve months of claims for reimbursement the center or SO must repay.*

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

The **Materials Needed for a CACFP Monitoring Review** checklist, on the next page, is provided to help organizations prepare for the review.

Technical Assistance Visit:

DHSS-CFNA wants you to be a success which is why Technical Assistance (TA) visits are offered for new CACFP organizations. After your center has been participating in the CACFP for a few months, you are highly encouraged to schedule a TA visit with your district nutritionist. In preparation for your TA visit, you must have submitted at least one claim. TA visits are similar to monitoring reviews but are conducted as a courtesy to your organization. The purpose of the TA Visit is to review your records and procedures with you for program compliance, answer any program questions you might have, and provide you with the guidance needed to help you be successful with CACFP. A TA visit is not punitive in nature and is strictly meant to help facilitate your organization's success. This visit can help reduce findings and the need for corrective actions in the future during monitoring reviews.

Materials Needed for a CACFP Monitoring Review

All records must be retained for 3 full fiscal years.

All facilities must retain original records.

Download forms at: www.health.mo.gov/cacfp

- Daily attendance records (CACFP-213) and meal count sheets (CACFP-225 or CACFP-225A).
- Documentation of nonprofit foodservice includes verification of food service expenditures including: food purchase receipts or invoices; labor and indirect costs (CACFP-214), and income to your food program, if applicable.
- Daily dated menus that meet CACFP requirements.
- Documentation of ethnic and race data collected through self-identification and self-reporting method (For example, enrolled sites - IEF/Enrollment, non-enrolled sites-Outreach & Beneficiary Data Survey (CACFP/SFSP-650). Compile data on Beneficiary Data Report (CACFP-226) or Sponsored Centers Site Visit Report (CACFP 404) if a sponsoring organization. Other forms may be approved by DHSS-CFNA to collect ethnic and race data through self-identification and self-reporting methods.
- Recipes for homemade menu items.
- Processed food documentation: Child Nutrition (CN) label or manufacturer's Product Formulation Statement (PFS).
 - Frankfurters/hot dogs, bologna, and other similar products are creditable without a CN label when free of byproducts, cereals, or extenders. Product ingredient list from the original package for these items must be kept on file to document compliance.
 - Documentation to verify that commercial tofu served met protein requirements, such as the product's Nutrition Facts Label (NFL). A CN label or PFS is required for processed tofu products such as links and sausages made from tofu.
- Documentation to verify whole grain-rich requirements are met, such as a product ingredient list.
- Documentation to verify that grains served met the minimum grain oz. eq. required by age. Documentation may include the product's NFL, a CN label, a PFS, or a standardized recipe.
- Documentation to verify breakfast cereals (ready-to-eat, instant, or hot) and yogurt served are within the required sugar limits, such as the product's NFL.
- If meals are catered/vended, a copy of the food service contract, most recent sanitation inspection, and production records for all catered/vended meals.
- Medical food substitution forms (CACFP-227), if applicable.
- Documentation of CACFP training (CACFP-222) conducted by the center management staff, which includes dates, locations, topics, and names of staff participants.
- A copy of the most recent sanitation inspection report conducted by the state or local health department, if applicable.
- "And Justice for All" and "Building for the Future" posters posted in a location visible to the public.
- If a sponsoring organization, documentation of site monitoring visit reports (CACFP-404) for the current and past year.
- Copy of the original contract agreement, along with contract amendments for the sponsor agency, if needed contact central office at 800-733-6251.

Child Care Centers also need original documentation of:

- CACFP enrollment records (CACFP-229) or Office of Child Care/CACFP (MO 500-3317) combined form with original date of enrollment for all children.
- Income Eligibility Form (CACFP-205) signed and dated by parent or guardian and center representative.
- CACFP Parent letter and any additional CACFP information provided to parents.
- "WIC outreach" poster posted in a location visible to the public.
- If licensed for infants, individual Infant and Toddler Feeding and Care Plan form (MO 500-3306) and individual infant meal records.
- If contracted to provide care for children enrolled in Early Head Start or Head Start Programs, an official roster from the Head Start Administrative office must be provided to verify eligibility for free meals.
- For profit centers must provide billing invoices for participants who are beneficiaries of Title XX.

Adult Day Care Centers also need original documentation of:

- Income Eligibility Form (CACFP-501) signed and dated by participant or guardian and center representative.
- CACFP enrollment records (CACFP- 635) for all participants.
- An individual plan of care for each functionally impaired participant under 60 years of age.
- For profit centers must provide billing invoices for participants who are beneficiaries of Title XX or XIX.
- CACFP Participant letter and any additional CACFP information provided to participants.

At-Risk Afterschool programs also need original documentation of:

- Enrichment program plans.
- Outreach & Beneficiary Data Survey (CACFP/SFSP-650).
- The most recent fire and sanitation inspection report.

Emergency/Homeless Shelters also need original documentation of:

- Daily resident roster documenting the participant's date of birth, the date the participant entered and left the shelter, and the dates the participant was claimed for meal reimbursement.
- Copy of most recent fire and sanitation inspection report.
- Monthly donated food log.
- Outreach & Beneficiary Data Survey (CACFP/SFSP-650).

Appeal Procedure

The request for administrative review (appeal) of adverse action taken by Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) must be submitted in writing to DHSS-CFNA no later than **15 calendar days** after the date the notice of action is received.

Appeals of the Department of Health and Senior Services (DHSS) actions are conducted before an independent administrative hearing officer in the DHSS Appeals Unit. To contact the DHSS Appeals Unit, call (573) 522-1699, fax (573) 751-0247, or email DHSS.Appeals@health.mo.gov.

What can be appealed?

A sponsor may appeal any of the following actions the DHSS takes relating to its participation in the Child and Adult Care Food Program (CACFP) or claims for reimbursement [7 CFR § 226.6(k)(2)]:

- Denial of a new or renewing sponsor's application for participation.
- Denial of an application submitted by a sponsoring organization on behalf of a facility.
- Notice of proposed termination of a sponsor's agreement.
- Notice of proposed disqualification of a responsible principal or responsible individual.
- Suspension of a sponsor's participation in the program.
- Denial of a sponsor's application for start-up or expansion payments.
- Denial of a request for an advance payment.
- Recovery of all or part of an advance in excess of the claim for the applicable period.
- Denial of all or a part of a sponsor's claim for reimbursement (except for a denial based on a late submission under 7 CFR § 226.10(e)).
- Decision by the DHSS not to forward to the USDA's Food and Nutrition Services (FNS) an exception request by a sponsor for payment of a late claim, or a request for an upward adjustment to a claim.
- Demand for the remittance of an overpayment.
- Any other DHSS action affecting a sponsor's participation or its claim for reimbursement.

What cannot be appealed?

A sponsor cannot appeal any of the following actions [7 CFR § 226.6(k)(3)]:

- A decision by the FNS to deny an exception request by a sponsor for payment of a late claim, or for an upward adjustment to a claim.
- A determination that a sponsor is seriously deficient.
- A determination by the DHSS that the corrective action taken by a sponsor or by a responsible principal or responsible individual does not completely and permanently correct a serious deficiency.
- Disqualification of a sponsor or a responsible principal or responsible individual, and the subsequent placement on DHSS' Seriously Deficient List and the FNS National Disqualified List (NDL).
- Termination of a participating sponsor's agreement, including termination of a participating sponsor's agreement based on the disqualification of the sponsor by another state agency or the FNS.
- A determination, by either the DHSS or by the FNS, that the corrective action taken by a sponsor or a responsible principal or responsible individual is not adequate to warrant the removal of the sponsor or the responsible principal or responsible individual from the NDL.

- The DHSS' refusal to consider a sponsor's application when either: 1) the sponsor or one of its principals is on the NDL list; or 2) the facility or one of its principals is on the NDL.

How can a sponsor appeal?

- Appeal requests must be in writing.
- A sponsor can either:
 - Email the appeal request to CACFP@health.mo.gov.
 - Fax the appeal request to 573-526-3679.
 - Mail the appeal request to:

Missouri Department of Health and Senior Services
 Community Food and Nutrition Assistance
 ATTN: CACFP Appeals
 PO Box 570
 Jefferson City, MO 65102

- The DHSS must receive the appeal request no more than 15 calendar days after the sponsor receives the notice of DHSS' action.

What should a sponsor include in its appeal request?

- The sponsor's name, telephone number, and mailing address.
- The name and title (printed or typed) of the sponsor's contact person or authorized representative (if applicable).
- The DHSS action(s) that the sponsor is appealing, the reason(s) the sponsor is appealing, and the action(s) the sponsor wants the DHSS to take instead (i.e., the remedy the sponsor is seeking).
- Whether the sponsor is requesting an abbreviated administrative review and/or an administrative hearing, unless the action being appealed is one that must go through abbreviated review.

What are the types of administrative review?

- ***Abbreviated administrative review:*** a review of written documentation only.
 - In an abbreviated review, both the sponsor and the DHSS submit written documentation and information for the hearing officer to consider when deciding the appeal.
 - A sponsor requesting a written review may choose to have an abbreviated administrative review even if it is entitled to a full, in-person hearing.
 - If the DHSS denies the sponsor's application or proposes to terminate a sponsor's CACFP participation based on any of the following reasons, the appeal must be an abbreviated administrative review:
 - Submission of false information on the application.
 - The sponsor or one of its principals or its facilities is on the NDL.
 - The sponsor or one of its principals or one of its facilities is ineligible to participate.
 - The sponsor or one of its principals or one of its facilities has been convicted for any activity that indicates a lack of business integrity.
 - To be considered by the hearing officer, the sponsor must submit all written documentation and information in support of its appeal to the hearing officer within 30 calendar days from the date the sponsor receives the notice of DHSS' action.

- A sponsor cannot request an in-person administrative hearing after the abbreviated administrative review has taken place.
- **Administrative hearing:** an in-person hearing at which the sponsor and the DHSS submit verbal testimony and evidence.
 - The Appeals Unit hearing officer can hold a hearing in addition to, or instead of, an abbreviated administrative review only if it qualifies for an administrative hearing and the sponsor requests a hearing in its appeal request.

Additional information:

- The DHSS will send the sponsor a letter acknowledging receipt of the appeal request within 10 days of receiving the request.
- The Appeals Unit hearing officer will send the sponsor a letter giving the date, time, and location of the administrative hearing (if an administrative hearing was requested) and/or the date any written documentation and information in support of the sponsor's appeal is due and submission information.
- If the sponsor requests an administrative hearing and fails to appear at the hearing, the sponsor waives the right to an in-person appearance before the Appeals Unit hearing officer unless the hearing officer agrees to reschedule the hearing.
- The sponsor may retain private legal counsel or may be represented by another person. *7 CFR 226.6(k)(5)(iii).*
- The DHSS will have legal counsel representation for both in-person hearings and abbreviated administrative reviews.
- The Appeals Unit hearing officer must make a decision within 60 days of the date DHSS receives the sponsor's appeal.

Remember these deadlines:

- The DHSS must receive the sponsor's appeal request within 15 calendar days of the sponsor receiving notice of the DHSS' action(s).
- The sponsor must submit any written documentation to the hearing officer within 30 calendar days of receiving the DHSS notice of action.

For more information: Call the DHSS at 800-733-6251.



SECTION 6: Menu Planning and Meal Pattern Requirements

Adult Day Care Centers participating in CACFP must provide meals that meet meal pattern requirements.

- Healthy Meals and Nutrition Environment
- Family Style Meal Service
- Menu Planning Guidelines
- Five Meal Components
- Food Charts
- Menu Templates

Healthy Meals and Nutrition Environment

Adult daycare centers provide supervised care for enrolled adults outside their homes during the day. The Child and Adult Care Food Program (CACFP) plays a vital role in improving the quality of day care and making it more affordable for many low-income families.

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/>.

Family Style Meal Service

Family style is a type of meal service that allows adults to serve themselves from common platters of food with assistance from supervising adults. Unlike cafeteria lines and pre-plated meals, the family-style method gives adults more control over their servings. Because adults are generally used to family-style eating, the day care participants may welcome this method and feel most comfortable when the center chooses to implement this style of service.

If chosen, this serving style option must be exercised in compliance with the following practices:

- Enough food must be placed on each table to provide the full required portions of each of the food components for all participants at the table and to accommodate adults supervising the meal service at the table if they eat with the participants.
- The full minimum portion required under the applicable meal pattern must be offered to each participant.
- When a participant does not initially take the full portion required by the applicable meal pattern, the supervising adult must actively encourage the participant to accept the full portion during the meal.

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 Program ensure that adults participating in the CACFP are served foods that supply the nutrients they need.

Follow these guidelines when developing menus:

- Select a form to document your daily menus. The menu template is recommended; these forms list the meal 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 three-to-four-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 center's kitchen.
- Include all meal 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 focus on the nutritional needs of adults. Be sure to include a good source of iron and Vitamins A and C.
 - Iron sources include asparagus, lima beans, sweet potatoes, squash, 100% 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, Brussels sprouts, cauliflower, snow pears, peppers (green and red), cantaloupe, honeydew melon, mango, papaya, kiwi, and strawberries.
- Limit high-fat and sodium meats to no more than one time per week. This includes but is 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 includes 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.
- 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 the participants.

- Fat-free or low-fat milk is required at each meal for participants, which may be flavored or unflavored. 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. Six ounces (weight) or $\frac{3}{4}$ cup (volume) of yogurt may be used to meet the equivalent of 8 ounces of fluid milk once per day when yogurt is not served as a meat alternate in the same meal.
- 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 if the same procedures, equipment, and ingredients are used. Because standardized recipes specify exact amounts of ingredients, it is easier to manage the cost and storage of foods. 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, as well as providing 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-buying-guide-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 adult day care centers. Links to both resources are also available on the CACFP website at <http://health.mo.gov/cacfp>.

Serving Adult Participants in the USDA Child and Adult Care Food Program

Child and Adult Care Food Program (CACFP) sites serve adult participants who are 18 years or older living with a disability, as well as those who are 60 or older. Not all adults have the same nutrition needs. Health and social changes and lower amounts of physical activity may affect the dietary needs of older adults. The CACFP meal pattern for adults provides flexibilities to allow you to plan meals that best meet the needs of adults in your care. This approach relies on good communication between you, the program operator, and the adult participant (and/or their caregiver).

The information below shows the requirements for meals and snacks in the CACFP.



CACFP Meal Pattern Requirements for Adult Participants*

Breakfast



Milk (8 fl oz, 1 cup)
Vegetables, Fruits, or Both (½ cup)
Grains (2 oz eq)

Lunch/Supper



Milk (8 fl oz, 1 cup)
Vegetables (½ cup)
Fruits (½ cup)
Grains (2 oz eq)
Meats/Meat Alternates (2 oz eq)

Snack



Milk (8 fl oz, 1 cup)
Vegetables (½ cup)
Fruits (½ cup)
Grains (1 oz eq)
Meats/Meat Alternates (1 oz eq)

Pick any 2:
Milk (8 fl oz, 1 cup)
Vegetables (½ cup)
Fruits (½ cup)
Grains (1 oz eq)
Meats/Meat Alternates (1 oz eq)

*fl oz = fluid ounce oz eq = ounce equivalents
Ounce equivalents are a way to measure amounts of food.*

**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.*



Meal Components: A Closer Look

In addition to serving the meal components and amounts listed on page 1, reimbursable meals and snacks must meet the following requirements:



Fruits/Vegetables

- 100 percent fruit or vegetable juice may not be served more than once per day.



Grains

- Grains served for at least one meal or snack each day must be whole grain-rich.
- All grains served in the CACFP must be whole grain-rich, enriched, or fortified.
- Grain-based desserts may not be served as part of a reimbursable meal or snack.
- Cereals must contain no more than 6 grams of sugar per dry ounce.



Milk

The following types of cow's milk may be served as part of a reimbursable meal or snack to adult participants. Fat-free versions of these milks may be unflavored or flavored.

- low-fat or fat-free milk
- low-fat or fat-free lactose-reduced milk
- low-fat or fat-free lactose-free milk
- low-fat or fat-free buttermilk
- low-fat or fat-free acidified milk
- ultra-high temperature (UHT) milk

Note: Some calcium-fortified non-dairy beverages (e.g., soymilks) that are nutritionally equivalent to cow's milk may be served without a medical statement. Goat's milk that meets your State's standards for fluid milk may be served if your State allows it. Contact your State agency or sponsoring organization for more information.

Meal Pattern Flexibilities for Adult Participants

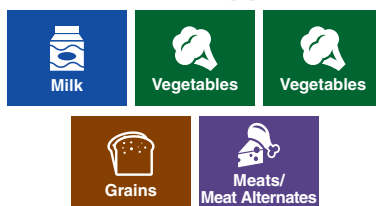
You may use these meal pattern flexibilities to meet the needs and preferences of your adult participants. Flexibilities are optional, not required.

Breakfast



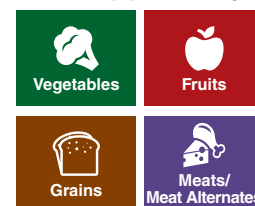
At breakfast, 2 oz eq of meats/meat alternates may be served in place of 2 oz eq of grains **up to 3 times per week.**

Lunch/Supper



At lunch and supper, a ½ cup of a second, different vegetable may be served in place of fruit.

At Supper Only



At supper, fluid milk is optional. Water is a great choice if milk is not served.

Six oz or ¾ cup of yogurt may be served in place of an 8-fl oz serving of milk once per day. Yogurt must not be served as a meat alternate in the same meal. Yogurt must contain no more than 23 grams of sugar per 6 oz.

Meal Service Options

The type of meal service you choose may depend on your participants' abilities. Some program operators choose to serve pre-plated meals so adult participants do not need to walk through a cafeteria-style tray line. Other program operators use Offer Versus Serve (OVS) meal service because it allows participants to decline some of the meal components offered in a reimbursable breakfast, lunch, or supper. OVS is optional in the CACFP. This type of meal service may help reduce food waste and give adult participants more food choices.

For more information on how to use Offer Versus Serve, check out Team Nutrition's "Offer Versus Serve in the Child and Adult Care Food Program" training worksheet, recorded webinar, and training slides at TeamNutrition.USDA.gov.

Make Every Bite Count

Foods from all meal components are important for overall good health. However, the *2020-2025 Dietary Guidelines for Americans* note several nutritional areas of concern for older adults.

Protein

Older adults, particularly those over 70 years, are less likely to eat enough protein foods. Foods in the CACFP meal pattern that are high in protein are meats, meat alternates, and milk.

To meet the protein needs of adult participants:

- ✓ Offer meats/meat alternates in place of grains at breakfast up to 3 times per week. Choose options that are lower in sodium and saturated fat.
- ✓ Offer meats/meat alternates at snack, such as tuna fish and crackers, yogurt and fruit, or cottage cheese and sliced vegetables.
- ✓ Serve fat-free (skim) or low-fat (1%) milk or a creditable milk substitute (e.g., soymilk) at meals. Milk is an important source of protein, calcium, and vitamin D.
- ✓ Plan menus with beans, peas, and lentils as either the meat alternate or as the vegetable component of the meal. Beans, peas, and lentils provide protein as well as fiber.
- ✓ Consider adding seafood to the menu. Many types of fish provide vitamin D, vitamin B-12, and healthy fats. Fish can also be easy to chew.

You can find standardized recipes that meet adult meal pattern requirements at theicn.org/cnrb/recipes-cacfp-adult-portions.

Water

It is important that older adults drink enough water during the day to stay hydrated. Drinking water can also help with digestion and the absorption of nutrients from foods. Since the sense of thirst can decline with age, it can be helpful to:

- Place closed pitchers of water and cups where adult participants can easily find them.
- Put cups beside a sink, water fountain, or other source of drinking water. Or, pour and offer cups of water to adult participants throughout the day.
- Serve water at meals and snacks when milk is not served.

Certain foods, such as fruits and vegetables, are also high in water and can help with hydration.

Note: When self-serve water stations are not recommended, such as during a public health emergency or pandemic, try offering cups of water to adult participants regularly throughout the day. Always follow local health department health and safety guidelines.

A Note About Vitamin B-12

Vitamin B-12 can be a nutrient of concern for some older adults. Protein foods and fortified breakfast cereals are a good source of this vitamin.



Meal Modifications

CACFP sites must make reasonable modifications for disabilities. These **modifications** may pertain to the meal or to the meal service. For example, you may need to offer a different food or serve the food in a different way. Even if a participant takes medication or uses an assistive device, the CACFP site must make modifications for the disability.



A disability includes any physical or mental impairment that limits one or more major life activities, such as food allergies, diabetes, or swallowing difficulties.

In many cases, you can modify meals to meet a participant's needs within the meal pattern requirements. For example, if a participant cannot eat grapefruit, you may serve a different fruit instead. In this case, a medical statement is not required.

In some cases, you may not be able to modify meals to meet a participant's needs within the meal pattern requirements. One example might be if a participant cannot eat any fruit. For this modified meal to be reimbursable, you must keep a signed medical statement in a secure location at your CACFP site.

The medical statement for modifications due to food allergies must include:

- The food(s) to be avoided and what to serve instead, and
- A brief explanation of how exposure to the food affects the participant.

The medical statement for a disability that does not include food allergies must state:

- The existence of a mental or physical disability,
- How the disability impacts the participant, and
- The modification needed.

For more information on accommodating disabilities, see Policy Memorandum CACFP 14-2017, SFSP 10-2017 “Modifications to Accommodate Disabilities in the Child and Adult Care Food Program and Summer Food Service Program” at [fns.usda.gov/cn/modifications-accommodate-disabilities-cacfp-and-sfsp](https://www.fns.usda.gov/cn/modifications-accommodate-disabilities-cacfp-and-sfsp).



Modifications for Non-Disability Reasons

Whenever possible, CACFP sites are encouraged to accommodate requests for religious or cultural practices, dietary preferences, or other conditions that are not considered a disability. This can help ensure adult participants get the nutrition they need.

Talk With Participants

Talk with adult participants or their caregiver about any modifications they may need for meals or snacks. Use this information to help with menu planning.

Five Meal Components – Adults

Milk

Unflavored/flavored skim or 1% milk must be served to adult participants. Yogurt may be served in place of milk for adults once per day when yogurt is not served as a meat/meat alternate in the same meal. A serving of milk is optional at the supper meal for an adult participant.

Specifics:

- Must be pasteurized fluid milk.
- Is a required component at breakfast and lunch; optional at supper.
- Milk may be served as a beverage, on cereal, or used for some of both at breakfast and snack.
- Milk used in cooking is not creditable.
- Milk may not be served for snack when juice is served as the second component.
- 6 ounces (3/4 cup) of yogurt may be used to meet the equivalent 8 ounces of fluid milk once per day when not served as a meat/meat alternate in the same meal.

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 grams per 6 ounces, maintain documentation) may be used to meet the m/ma alternate component.
- Yogurt credits as 4 ounces = 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 equivalent can be substituted for 1 equivalent ounce of grain (exception - see above regarding yogurt serving size to credit as 1 ounce equivalent 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 or fruit requirement at one meal, including snack, per day.

Fruit

Includes fresh, frozen, dried, 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 vegetable or fruit requirement at one meal, including snack, 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.

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 snack only and must contain no more than 6 grams of sugar per dry ounce (documentation must be maintained on file).
- Grain-based desserts do not count toward the grain requirement, with the exception of sweet crackers, which includes graham crackers of all shapes and animal crackers.
- A meat/meat alternate may be used to meet the entire grain component at breakfast a maximum of three times per week.



Serving Milk in the CACFP



Use the information below to see what kind of milk to serve in the Child and Adult Care Program (CACFP) to those in your care.

Newborn through 11 months old

- ✓ Breastmilk
- ✓ Iron-fortified formula

Breastmilk is allowed at any age in the CACFP.

12 months through 23 months (1 year through 1 year and 11 months)

- ✓ Unflavored whole milk

Iron-fortified formula may be served to children between the ages of 12 months to 13 months to help with the transition to whole milk.

2 years through 5 years (up to 6th birthday)

- ✓ Unflavored fat-free (skim) milk
- ✓ Unflavored low-fat (1%) milk

Unflavored whole milk and unflavored reduced-fat (2%) milk may be served to children between the ages of 24 and 25 months to help with the transition to fat-free (skim) or low-fat (1%) milk.

6 through 12 years, 13 through 18 years, and adults

- ✓ Unflavored fat-free (skim) milk
- ✓ Flavored fat-free (skim) milk
- ✓ Unflavored low-fat (1%) milk
- ✓ Flavored low-fat (1%) milk

Non-dairy beverages may be served in place of cow's milk when a participant has a special dietary need. Please contact your Sponsoring Organization or State agency for more information.

For Adult Participants:

Yogurt may be served in place of milk once per day.

A serving of milk is optional at supper.

The Facts on Flavored Milk:

Flavored milk cannot be part of a reimbursable meal or snack for children 5 years old and younger.

Homemade flavored milk made by adding flavored straws, syrups, and powders to unflavored milk also cannot be part of a reimbursable meal or snack for children 5 years old and younger.

Flavored milk served to children 6 years old and older and to adults must be fat-free (skim) or low-fat (1%).

Try It Out!

Milk Matters!



Use the information on this worksheet to answer the questions below.

1. Maya is a 1-year-old at your family child care home and eats lunch at the same time as Darrick, who is 2 years old. What type(s) of milk may you serve each child?

Maya's Age:

Type(s) of Milk:

Darrick's Age:

Type(s) of Milk:

2. Olivia is a 5½-year-old who attends your family child care home. What kind(s) of milk may you serve her in the CACFP?

Olivia's Age:

Types of Milk:

3. At your adult day care center, you want to serve yogurt at breakfast and again that same day, during lunch. Both times, yogurt would be served in place of milk. Is this allowed? Why or why not?

Answer Key:

1. **Maya's age:** 1 year. **Type(s) of Milk:** Because Maya is 1 year old, she may be served unflavored whole milk in the CACFP. If she is younger than 1 year and 1 month (13 months), she may also be served iron-fortified formula. There is a 1-month transition period to help children adjust to whole milk between the ages of 12 months and 13 months.

Darrick's age: 2 years. **Type(s) of Milk:** Because Darrick is 2 years old, he may be served unflavored fat-free (skim) milk or unflavored low-fat (1%) milk. If he is younger than 2 years 1 month (25 months), he may also be served unflavored whole milk, and unflavored reduced-fat (2%) milk. There is a 1-month transition period when the child turns 2 to help him or her adjust from whole milk to fat-free (skim) or low-fat (1%) milk.

2. **Olivia's Age:** 5 ½ years. **Type(s) of milk:** Because Olivia falls into the 2- through 5-year-old age group, she can be served unflavored fat-free (skim) milk and unflavored low-fat (1%) milk.

3. No, you are not allowed to serve yogurt instead of milk at breakfast AND at lunch. You are only allowed to serve yogurt instead of milk at one meal per day to adult participants. If you are serving yogurt as a meat alternate, you may not serve yogurt in place of milk at the same meal.

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.

“Adapted from U.S. Department of Agriculture, Team Nutrition. USDA does not endorse any products, services, or organizations. Provided by DHSS.”

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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
- Raccontio
- Ronzoni Healthy Harvest

6 TEXAS WIC APPROVED FOODS SHOPPING GUIDE

Sample WIC Shopping Guide

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

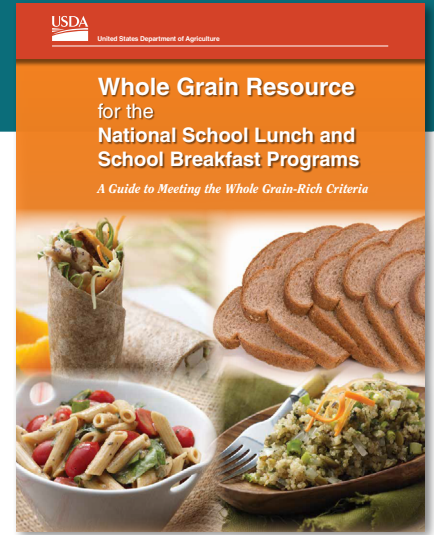


Identifying Whole Grain-Rich

#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	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
Monosaturated Fat 0.5g			0.5g
Cholesterol 0mg	0%	1%	0mg
Sodium 140mg	6%	8%	105mg
Potassium 180mg	8%	11%	135mg
Total Carb 20g	7%	9%	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	10%	10%	6%
Fiber	11%	11%	0%
Sugars	1%	1%	1%
Other Carbohydrate	15%	12%	12%

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.

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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.

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Exchange: 1 1/2 starch
 Based on Academy of Nutrition and Dietetics and American Dietetic Association criteria
 *This package is sold by weight, not by volume. You can be assured of proper weight even though some settings of contents normally occur during shipment and handling.
 †Percent Daily Values are based on a diet of other people's dreams.
 ‡Percent Daily Values are based on a diet of other people's dreams.

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.

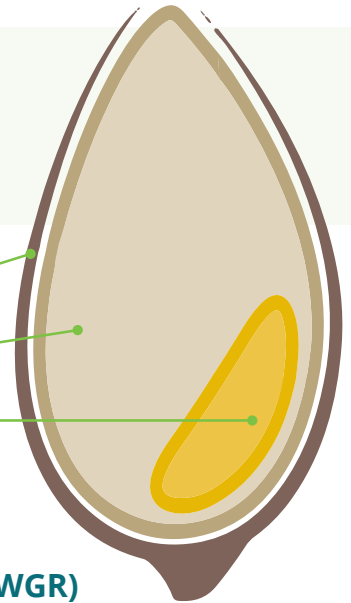
PRIMARY GRAIN INGREDIENT is the first grain ingredient listed in the ingredient statement.

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:

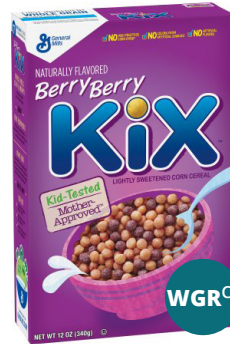
Reduced Iron, Niacinamide, Vitamin
B6 (Pyridoxine Hydrochloride),
Vitamin B2 (Riboflavin), Vitamin
B1 (Thiamin Hydrochloride), Zinc
Oxide, Folic Acid, Vitamin B12.



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.



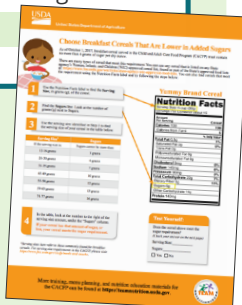
2

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	

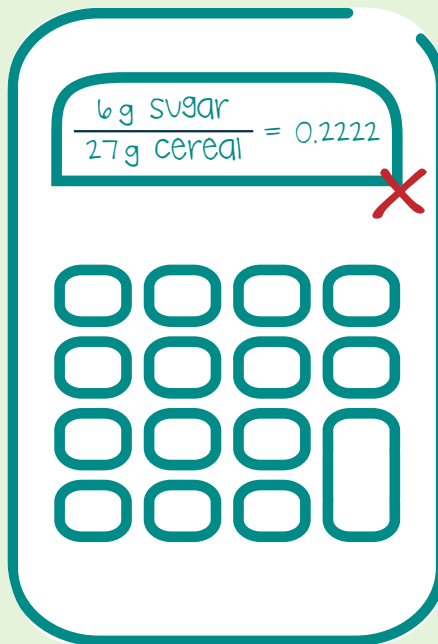


3

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	2,000	45%
Iron	18mg	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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(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.

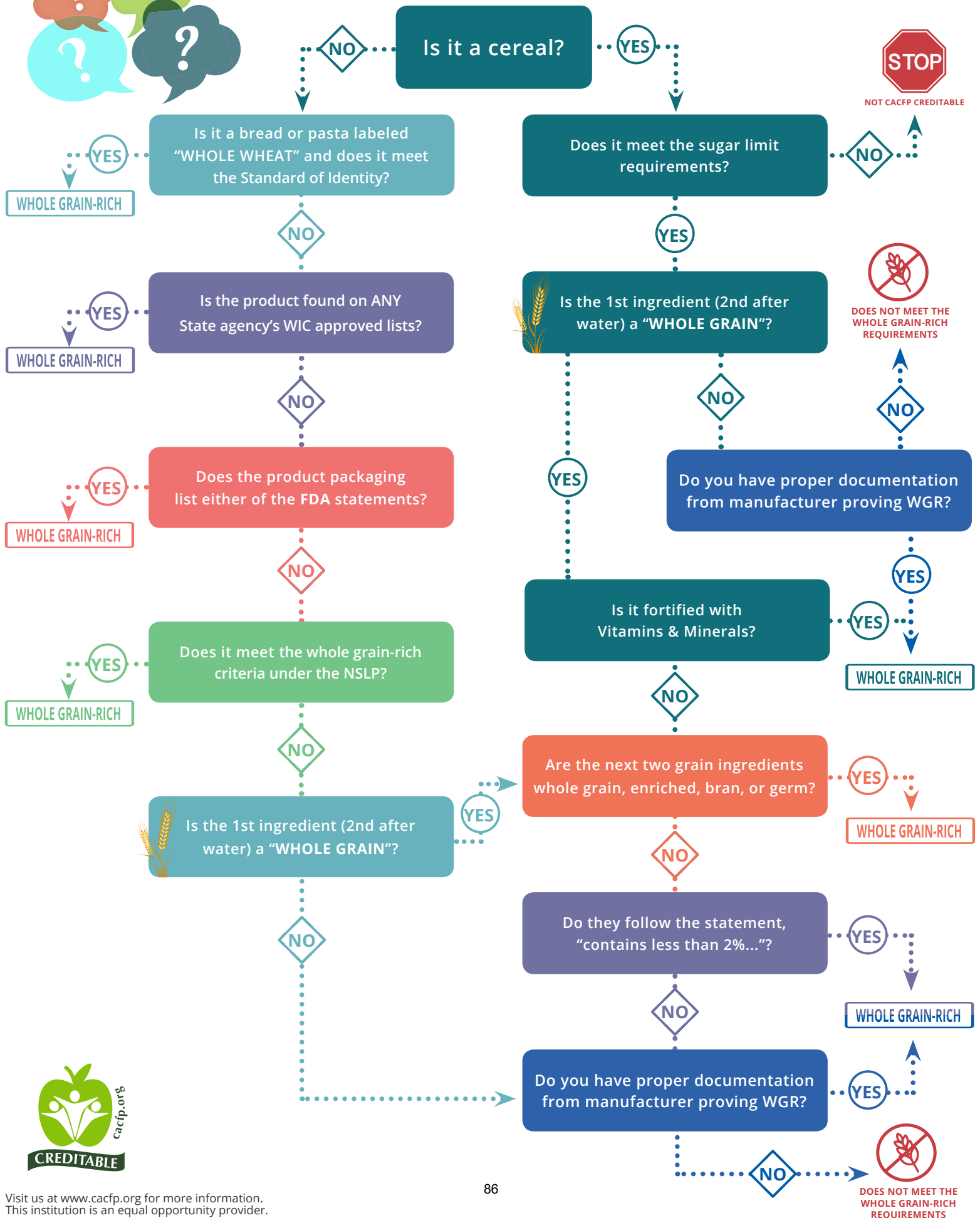
Disclosure: The amount of sugar in a cereal might change. Even if you always buy the same brands and types of cereal, be sure to check the serving size and amount of sugars on the Nutrition Facts label to make sure they match what you have written in the list above. All cereals served must be whole grain-rich,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

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cacfp.org

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.

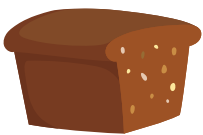
In the United States Department of Agriculture’s Child and Adult Care Food Program (CACFP), you can identify grains that are whole grain-rich by looking at the first three **grain** ingredients that appear on the ingredient list. This method is known as the *Rule of Three*. If the ingredient list does 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*

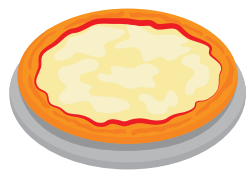


STEP 1 Find the ingredient list



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.*

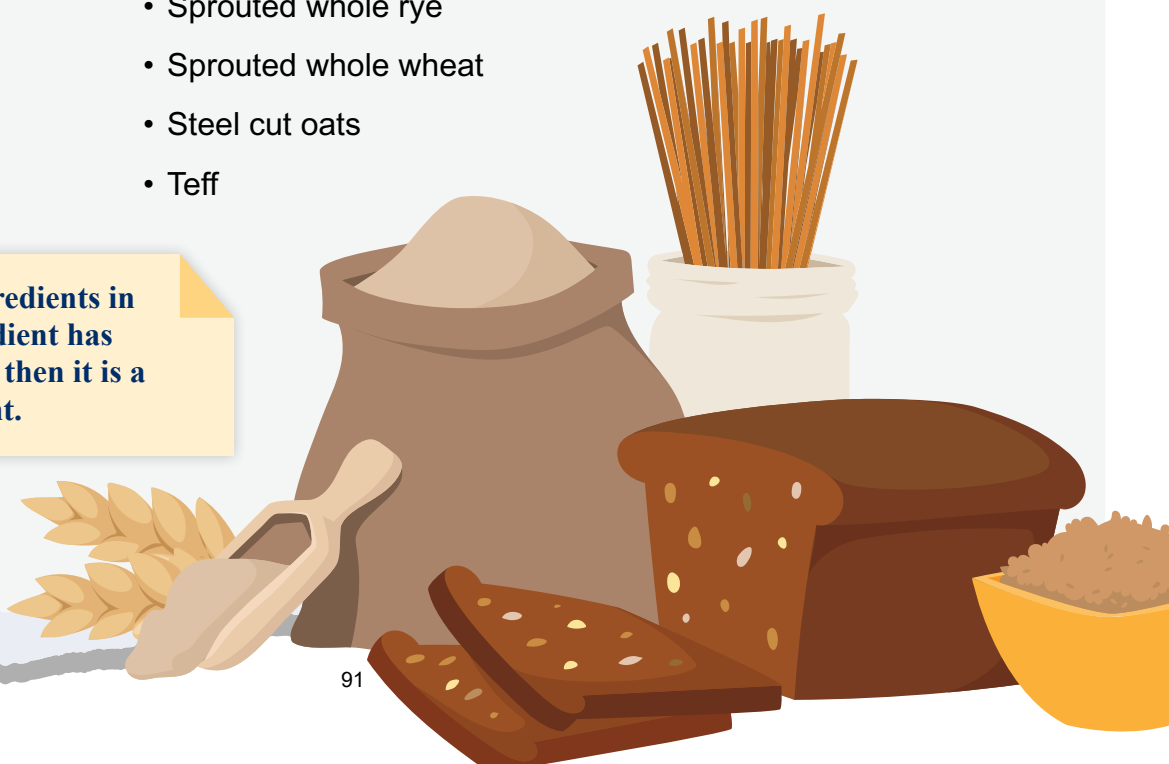
INGREDIENTS: Flour blend (durum flour, bromated flour, brown rice flour), water, salt.

- ✗ *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*.*

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**.

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 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.

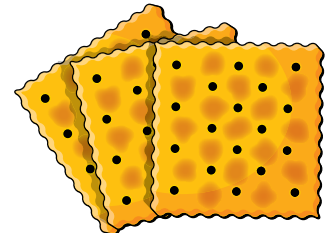


As of October 1, 2017, grain-based desserts no longer count toward the grain component of meals and snacks offered through the Child and Adult Care Food Program (CACFP). This small change helps reduce the amount of added sugars kids eat in child care.

What Are Grain-Based Desserts?

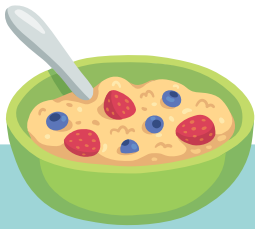
The chart below lists some common grain-based desserts:

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.”

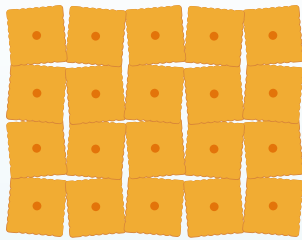
Instead of serving:	Try:	Other Choices:
Doughnuts or cinnamon rolls	Pancakes or waffles topped with sliced fruit	
Marshmallow cereal treat	Whole-grain tortilla chips or fruit	
Cookies	Whole-wheat crackers or graham crackers	
Cake or brownies	Banana bread	
Toaster pastries	Whole-wheat toast	

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

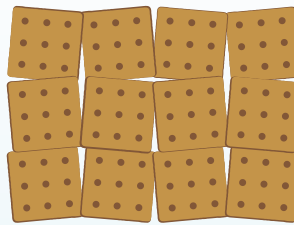
Using Ounce Equivalents for Grains in the Child and Adult Care Food Program

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.

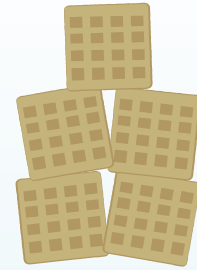
How Much Is 1 Ounce Equivalent?



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:
 - 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.
- 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.

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

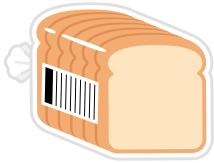
Age Group and Meal

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?

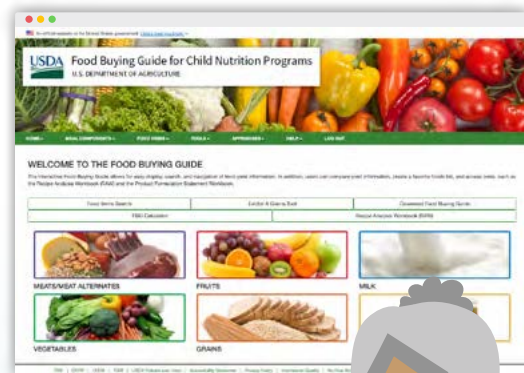
Is the grain item you want to serve:

- 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.

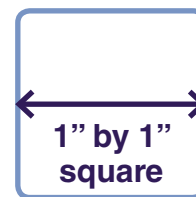
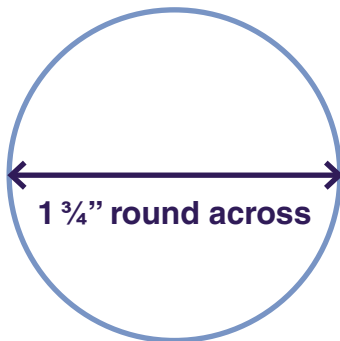
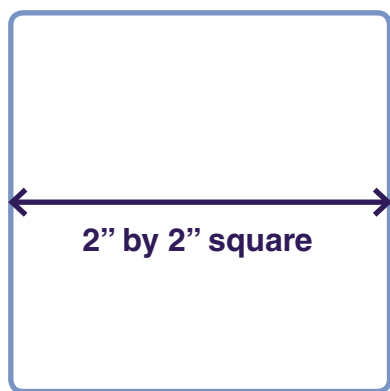
^{*}Available at <https://foodbuyingguide.fns.usda.gov>.



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.
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Missouri Department of Health & Senior Services
 Child & Adult Care Food Program
 Adult Food Chart

Breakfast¹³	
Fluid Milk¹	
Unflavored/flavored low-fat (1%) or fat-free (skim) milk	1 cup (8 oz.)
Vegetables, Fruits, or portions of both²	½ cup
Grains^{3, 4}	
Whole grain-rich or enriched bread; or	2 oz. eq.
Whole grain-rich or enriched bread product, such as biscuit, roll, muffin; or	2 oz. eq.
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁵ , cereal grain, pasta; or	2 oz. eq.
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal ⁵	2 oz. eq.
Lunch/Supper¹⁴	
Fluid Milk^{1, 6}	
Unflavored/flavored low-fat (1%) or fat-free (skim) milk	1 cup (8 oz.)
Meat/Meat Alternate – 2 oz. eq.	
Lean meat, poultry, fish; or	2 oz.
Cheese; or	2 oz.
Large egg; or	1 egg
Tofu, soy products, alternate protein product ⁷ ; or	2 oz.
Cooked beans, peas, or lentils ¹¹ ; or	½ cup
Yogurt, plain, flavored, unsweetened or sweetened ⁸ or ;	1 cup (8 oz.)
Peanut butter, soy nut butter, other nut or seed butter; or	4 tbsp.
Peanuts, soy nuts, tree nuts, seeds ¹⁰	2 oz.
Vegetable²	½ cup
Fruit^{2, 9}	½ cup
Grains³	
Whole grain-rich or enriched bread; or	2 oz. eq.
Whole grain-rich or enriched bread product, such as biscuit, roll, muffin; or	2 oz. eq.
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁵ , cereal grain, or pasta	2 oz. eq.
Snack¹²	
Fluid Milk¹	
Unflavored/flavored low-fat (1%) or fat-free (skim) milk	1 cup (8 oz.)
Meat/Meat Alternate – 1 oz. eq.	
Lean meat, poultry, fish; or	1 oz.
Cheese; or	1 oz.
Large egg; or	½ egg
Tofu, soy products, alternate protein product ⁷ ; or	1 oz.
Cooked beans, peas, or lentils ¹¹ ; or	¼ cup
Yogurt, plain or flavored, unsweetened or sweetened ⁸ or ;	½ cup (4 oz.)
Peanut butter, soy nut butter, other nut or seed butter; or	2 tbsp.
Peanuts, soy nuts, tree nuts, seeds ¹⁰	1 oz.
Vegetable²	½ cup
Fruit²	½ cup
Grains³	
Whole grain-rich or enriched bread; or	1 oz. eq.
Whole grain-rich or enriched bread product, such as biscuit, roll, muffin; or	1 oz. eq.
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁵ , cereal grain, pasta; or	1 oz. eq.
Whole grain-rich, enriched or fortified ready-to-eat cereal ⁵	1 oz. eq.
*** USDA Using Ounce Equivalents for Grains in the CACFP worksheet ***	

- 1 Must be unflavored or flavored fat-free (skim) or low-fat (1%) milk. Six ounces (weight) or $\frac{3}{4}$ cup (volume) of yogurt may be used to meet the equivalent of 8 ounces of fluid milk once per day when yogurt is not served as a meat alternate in the same meal.
- 2 Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- 3 At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement with the exception of sweet crackers (e.g., graham crackers of any shape and animal crackers).
- 4 Meat/meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat /meat alternates is equal to one ounce equivalent of grains.
- 5 Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.
- 6 A serving of fluid milk is optional for suppers served to adult participants.
- 7 Alternate protein products must meet the requirements in Appendix A to Part 226.
- 8 Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- 9 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.
- 10 Nuts and seeds may be used to meet no more than 50% of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch/supper requirement.
- 11 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.
- 12 Select 2 of the 5 components for a reimbursable snack. Only one of the two components may be a beverage.
- 13 Select all 3 components for a reimbursable breakfast meal.
- 14 Select all 5 components for a reimbursable lunch/supper 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					
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 Harmony Adult Daycare		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			



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 Harmony Adult Daycare		GOOD EXAMPLE #2			
YEAR 20XX WEEK OF June 8 to June 12					
BREAKFAST	DATE 6/8/20XX	DATE 6/9/20XX	DATE 6/10/20XX	DATE 6/11/20XX	DATE 6/12/20XX
Milk	skim milk	skim milk	skim milk	skim milk	skim milk
Vegetable, fruit, or portions of both	orange juice	sliced peaches	pineapple juice	red grapes	cinnamon applesauce
Grain Indicate "WG" next to Whole Grain menu items or Meat/Meat alternate ⁵ (no more than 3 times per week at breakfast only)	WG pancakes	WG toast	cream of wheat	WG english muffin	bran flakes cereal
Other Foods	butter, syrup	boiled egg	cinnamon	peanut butter	
LUNCH	spaghetti with meat sauce	cheese pizza (HM)		macaroni & cheese (HM)	
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	ground beef	cheese	roast beef	cheese	corn dog (CN)
Vegetable	peas	tossed salad	mashed potatoes	broccoli	baked fries
Fruit	pineapple tidbits	watermelon cubes	peaches	apricots	fruit salad
Grain	whole wheat spaghetti	WG pizza crust	WG roll	macaroni	corndog breading (CN)
Other Foods	garlic bread, spaghetti sauce	salad dressing, pizza sauce	beef gravy	mustard, mayo	ketchup, mustard
SNACK AM or PM (Circle) Serve 2 of 5 components					
Milk			skim milk	skim milk	
Meat/Meat Alternates	mozzarella cheese stick	vanilla yogurt			
Vegetable			carrot sticks		
Fruit	cantaloupe cubes	strawberries			apple juice
Grain				WG bagel	WG breadstick
Other Foods				strawberry cream cheese	pizza sauce



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
 CHILD AND ADULT CARE FOOD PROGRAM
3 MEAL MENU TEMPLATE (5 DAY)

NAME OF CENTER/FACILITY Bad Apple Day Care		EXERCISE #4 FIND THE ERRORS			
YEAR 20XX WEEK OF June 8 to June 12					
BREAKFAST	DATE 6/8/20XX	DATE 6/9/20XX	DATE 6/10/20XX	DATE 6/11/20XX	DATE 6/12/20XX
Milk ¹	2% milk		1% milk	1% milk	1% milk
Vegetable, fruit, or portions of both ²		pears	100% orange juice		sliced bananas
Grain ³ Indicate "WG" next to Whole Grain menu items or Meat/Meat alternate ⁵ (no more than 3 times per week at breakfast only)	toast		WG oatmeal	WG Cheerios	sugar puffed wheat cereal***
Other Foods	scrambled eggs	ham slice			
LUNCH					
Milk ¹	1% milk	1% milk	1% milk	1% milk	1% milk
Meat/Meat Alternates Meat, poultry, fish, tofu, soy product, or alternate protein products	hot dog (CN)	cheese pizza (HM)	chicken nuggets (CN)	hamburger	peanut butter
Vegetable ¹¹	pineapple		mashed potatoes	baked beans	baby carrots
Fruit	oranges	banana	diced pears	sweet potato fries	pineapple chunks
Grain ³	bun	pizza crust (HM)	breeding (CN)		sandwich bread
Other Foods					jelly
SNACK AM or PM (Circle) Serve 2 of 5 components					
Milk ¹					whole chocolate milk
Meat/Meat Alternates		cheese stick	strawberry yogurt**		
Vegetable ¹¹	carrot sticks				
Fruit	apples			strawberries	
Grain ³		pretzels	vanilla wafer	biscuit	blueberry muffin
Other Foods					

**18 grams of sugar in 6 ounces of yogurt

***Cereal Ingredients: Sugar, wheat, dextrose, honey, contains 2% or less of vegetable oil (hydrogenated or partially hydrogenated soybean), salt, caramel color, soy lecithin, BHT for freshness. 15 grams of sugar in 28 grams of cereal

Offer Versus Serve in the Child and Adult Care Food Program



If your site serves meals to at-risk afterschool or adult participants in the Child and Adult Care Food Program (CACFP), you may use a type of meal service called Offer Versus Serve (OVS). OVS allows children and adults to decline some of the food offered in a reimbursable breakfast, lunch, or supper. OVS may not be used at snacks or in other CACFP settings. OVS can help reduce food waste and give children and adults more choices.

Understanding OVS: Know the Terms

- **Food component**—the name of a **group** of foods in a reimbursable meal. **Food components** include milk, vegetables, fruits, grains, and meat and meat alternates. At breakfast only, vegetables and fruits are one combined component. This means you can serve vegetables, fruits, or a combination of both to meet this requirement.
- **Food item**—foods that are part of a **food component**. For example, broccoli is a **food item** in the vegetables **food component**.

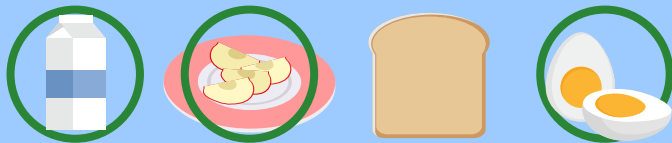
How to Use OVS at Meals

OVS at Breakfast

1. Offer these 3 **food components** at breakfast:
 - Milk
 - Vegetables and/or Fruits
 - Grains
2. Offer at least 4 different **food items** at breakfast, at least 1 from each **food component** above. The 4th food item can come from the vegetables or fruits, grains, or meat/meat alternates component.
3. Ask the child or adult to **choose at least 3** different **food items**.

OVS at Lunch and Supper

1. Offer these 5 **food components** at lunch and supper:
 - Milk*
 - Vegetables
 - Fruits
 - Grains
 - Meat and meat alternates
2. Offer at least one **food item** from each component.
3. Ask the child or adult to choose **food items** from **3 or more food components**.



Note: The 4th food item can be selected as well.



Note: The child or adult can select food from all 5 components. Foods from **at least 3 components** are needed for a reimbursable meal.

***For Adult Participants Only:** Milk is optional at supper. If milk is not offered, the adult still needs to select food items from 3 different food components to have a reimbursable meal.

Tips About Food Items

- All food items offered at breakfast, lunch, and supper must be different food items. For example, while apple slices and applesauce are two forms of apples, they are considered the same food item. Likewise, oranges and orange juice are the same food item.
- The full minimum serving size of a food item must be taken in order for it to count towards a reimbursable meal.



Try It Out!

Use the information on this worksheet to answer the questions below.

1. Your adult day care center uses OVS at breakfast and offers low-fat (1%) milk, apple slices, oatmeal, and bananas. Karen is a participant who chooses milk, oatmeal, and apple slices, and took the full minimum serving size of each item. Is Karen's breakfast reimbursable? Why or why not?

2. Your at-risk afterschool site uses OVS at supper and offers non-fat (skim) milk, roasted turkey, roasted broccoli, steamed carrots, fruit salad, and whole-wheat rolls. David is a participant who chooses the turkey, broccoli, and carrots, and took the full minimum serving size of each item. Is this supper reimbursable? Why or why not?

3. Your at-risk afterschool site uses OVS at supper, and offers tuna salad, sliced tomatoes, peaches, pita bread, and low-fat (1%) milk. Your participant Anna would like all the food offered, but only wants half of the minimum serving size of each food. Would this supper be reimbursable? Why or why not?

Answer Key:

1. Yes, Karen's breakfast is reimbursable. For OVS at breakfast, the operator is required to offer at least 4 food items that include: 1 item from the milk component (low-fat (1%) milk), 1 item from the vegetable/fruits component (apple slices), 1 item from the grains component (oatmeal), and 1 additional food item from grains, meat/meat alternates, or vegetables/fruit component (bananas). To make a reimbursable breakfast, a participant must choose 3 or more of the items offered, and must take at least the full minimum serving size of each item. Because Karen chose 3 of the items offered (milk, oatmeal, and apple slices), and took the full minimum serving size of each item, this breakfast is reimbursable.

2. No, David's supper is not reimbursable. For OVS at supper for at-risk afterschool sites, the operator is required to offer at least 1 food item from the following 5 components: milk (non-fat (skim) milk), meat and meat alternates (roasted turkey), vegetables (roasted broccoli and steamed carrots), fruits (fruit salad), and grains (whole-wheat rolls). In all cases, the participant must choose food items from at least 3 different components in order to make a reimbursable supper, and must take at least the minimum serving size of each. Because the roasted broccoli and the steamed carrots are both in the vegetables component, David's supper only has 2 components (meat/meat alternates and vegetables) and needs food from another component to make up a reimbursable supper. He should add the minimum serving size of fruit salad, whole-wheat rolls, and/or milk, to make a reimbursable supper.

3. If Anna takes only half of the minimum serving size of each food offered, her supper would not be reimbursable. The full minimum serving size of items from at least three different components must be taken in order to make up a reimbursable supper.



SECTION 7: Meal Pattern Substitutions and Processed Food Documentation

Adult Day Care Centers 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 that 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 registered dietitian or a state-licensed healthcare professional, which is defined as an individual authorized to write medical prescriptions under state law. In Missouri, state-licensed healthcare professionals include physicians, physician assistants, or nurse practitioners. 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 is 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 that documents the requirements is acceptable.

Disability

When a participant has a disability that affects the food the participant can consume, the participant, the participant's family, or guardian must provide a medical statement form signed by a physician, physician assistant, nurse practitioner, or registered dietitian. The statement must be kept on file, handled confidentially, and include the following:

- 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 participant's disability.
- The food or foods to be omitted from the participant's diet.
- The appropriate food substitutions.

Adult Day Care Centers 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 the participant, the participant's family, or guardian 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 center supplies at least one required meal component.

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

Special Dietary Need

If a center is serving a participant with special dietary needs that are not a disability, the participant, the participant's family, or guardian may request substitutions by submitting an accurately completed [Medical Statement to Request Special Meals and/or Accommodations](#) form signed by a physician, physician assistant, nurse practitioner, or registered dietitian listing the foods to be omitted and appropriate substitutions. Substitutions may be made on a case-by-case basis, at the discretion of the center, for a participant who is unable to consume a food item because of a non-disability medical or other special dietary need. Centers are encouraged to meet participants' non-disability dietary preferences when planning and preparing CACFP meals.

Fluid Milk (Non-Dairy) Substitutions

Milk substitutions made due to special dietary needs that are not a disability must be nutritionally equivalent to fluid milk. 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 physician, physician assistant, nurse practitioner, registered dietitian, or the participant, the participant's family, or guardian. The request must identify the medical or other special dietary need that restricts the diet of the participant. 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. (Reference: [CACFP 17-2016](#))

Any reasonable request written by the participant, the participant's family, or guardian for a non-dairy milk substitution that is nutritionally equivalent to fluid milk could be accepted at the discretion of the center without providing a medical statement. For example, if the participant follows a vegan diet, a written request can be submitted to the participant'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 participant. 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 the participant "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, or nurse practitioner 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, or nurse practitioner.

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:
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	Puttting
Chitterlings	Hawaiian Punch and similar products	Puttting 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
Eggnog 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 centers 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 center may purchase these convenience items are due to the lack of skilled labor or inadequate kitchen preparation equipment. The quality of commercially processed foods varies widely from manufacturer to manufacturer and product to product. Because the meal pattern contribution for commercially processed foods cannot be verified, all centers must 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:

USDA’s Food and Nutrition Service administers the Child Nutrition Labeling Program in cooperation with the Agriculture Marketing Service, Food Safety and Inspection Service, and National Marine Fisheries Service.

Main dish products contributing to the meat/meat alternate 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:

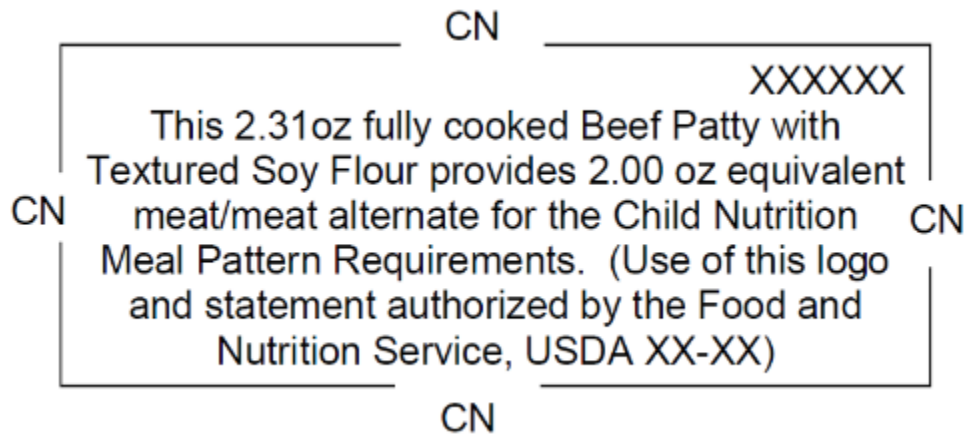
- A CN label statement clearly identifies the contribution of a product toward the meal pattern requirements. It protects Child Nutrition program operators from exaggerated claims about a product.
- A CN label provides a warranty against audit claims if the CN-labeled product is used according to the manufacturer’s directions.
- CN labels simplify cost comparisons of like products.

CN label products 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 appears in the upper right-hand corner of the CN label
- The USDA/FNS authorization statement;

- The month and year of the final approval.
- The remaining required label features include 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 are presented as a separate document. Manufacturers may provide schools (which is not common for CACFP providers) with a CN Label and 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 the product name, product code number, and serving/portion size?
- Do the creditable ingredients listed on the PFS match or have a description similar to the ingredients listed on the product label? For example, if the PFS lists ground beef as not more than 20% fat, the product label should also list ground beef as 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, 2023

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

Helpful Resources:

USDA's CN Labeling Website includes the 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 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.



SECTION 8: Procurement, Meal Preparation, and Contracting

Adult Day Care Centers participating in CACFP who plan to purchase meals or services from outside sources must follow procurement procedures.

- Procurement of Goods and Services
- Meal Preparation and Contracting for Food Services
- Production Record (CACFP-660)
- Daily Meal Receiving Log (CACFP/SFSP-645)
- Meal Communication and Credit Log (CACFP/SFSP-646)

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: [Missouri Department of Health \(mo.gov\)](#).

- **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: [Bid Packet for Contracts greater than \\$250,000.00 \(mo.gov\)](#).

Meal Preparation and Contracting for Food Services

The best method of meal preparation will depend upon factors such as the type of menu desired, the availability of food service equipment, space and personnel, and the budget of the organization.

Meal Preparation Methods

- **On-Site:** On-site preparation, commonly called “self-prep,” is the most commonly used food service method. Meals are prepared at the same physical location where they are served. This is the most economical method when the center has a kitchen, sufficient food preparation equipment, and available staff. The sponsor will follow the basic recordkeeping requirements of the Child and Adult Care Food Program (CACFP).

All or part of the food may be prepared on-site, and the remainder purchased by the sponsor from an outside source, such as a school, hospital, commercial vendor, or farmers market. The [Food and Nutrition Service \(FNS\) Instruction 796-2, Rev. 4](#) provides guidance for funding food grown by and used in the center’s meals. This option offers education opportunities and may decrease food costs.

- **Central Kitchens:** Meals are prepared in a kitchen at one of the sponsor’s physical locations or sites by the sponsor’s employees and delivered to another one or more of the sponsor’s sites. The sponsor will follow the basic recordkeeping requirements of the CACFP. When applicable, the central kitchens should use daily meal delivery tickets when delivering food to the sites, such as the [Daily Meal Receiving Log](#), which is available on the CACFP webpage at www.health.mo.gov/cacfp under Forms. Contact the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) for specific requirements for your circumstances.
- **Vended:** Meals are purchased from a School, a Food Service Management Company (FSMC), or a Commercial vendor. This includes an FSMC that operates within a school.
 - **Purchasing from a School:** Meals may be purchased from a public or private nonprofit school that participates in the National School Lunch Program (NSLP) or the School Breakfast Program (SBP), either in bulk or as individually packaged units. An independent center that receives meals from a school must enter into a written agreement with that school or district. An example of this type of agreement is when a school provides meals to a Head Start center.

This annual agreement must contain the basic provisions of the program requirements and non-competitive bid process. A sponsor may use the [Sponsor Agreement with a School or Affiliated Organization to Furnish Food Service for the CACFP](#) located on the CACFP website. Federal regulations exempt organizations from having to bid competitively for catered meals when those meals are purchased through schools participating in the NSLP or SBP. Signing an agreement with a school to provide meals does not relieve the independent center of its program responsibilities for monitoring and recordkeeping.

Additional recordkeeping is required when a sponsor obtains meals from a school; recordkeeping requirements are listed below.

- **Purchasing from another Department within the Organization:** Organizations that receive meal services obtained through a competitive process by another department of the same organization may also use a non-competitive process to obtain CACFP meals. Such organizations may sign an agreement with the food service caterer contracted by the organization to provide meals for the entire organization. This type of situation is common in large organizations such as hospitals, nursing homes, schools, governmental entities, and universities where food services are centralized. As long as the meals provided to the centralized food service were obtained through a competitive manner within a formal bid process, those same services may be used by the CACFP organization. A sponsor may use the **Sponsor Agreement with a School or Affiliated Organization to Furnish Food Service for the CACFP** located on the CACFP website when obtaining meals in this manner.
- **Purchasing from a Food Service Management Company:** Food service management companies are organizations that prepare and deliver meals. An independent center that purchases meals from an FSMC must enter into a written contract with the company. The bid prototypes and CACFP guidance on meeting procurement standards are located on the CACFP website. Signing a contract with an FSMC does not relieve the center of its program responsibilities for monitoring and recordkeeping. Regulations require that a copy of the contract be submitted to DHSS-CFNA before the beginning of program operations under the contract, and all bids totaling over \$250,000 shall be submitted for state agency approval before the sponsor accepts and signs any contract. In addition, all bids shall be submitted to the state agency for approval before accepting a bid that exceeds the lowest bid. DHSS-CFNA shall respond to any request for approval within ten working days of receipt (7 CFR 226.21).
- **Purchasing from a Commercial Vendor:** Commercial vendors are public organizations, hospitals, college cafeterias, etc., private commercial enterprises, caterers, or individuals that provide non-food items or individual food items but not complete meals. An independent center that purchases from a commercial vendor must enter into a written contract with the vendor following the guidelines for the formal or informal competitive bid process, depending on annual meal expenditures.

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

- Food costs to substantiate the reimbursement.
- Daily dated menus using a minimum of a two-week menu cycle.
- Daily meal delivery tickets to verify the amount of food and/or number of meals provided to the center.
- Food Production Records.

In addition to the records required under the agreement, the commercial vendor must provide the following documentation to the CACFP sponsor on a daily, weekly, or no more than a monthly basis:

- Documentation of paid invoices to verify contractual accountability.
- Meals per labor hour recordkeeping to document staff allocation.

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

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

The sponsor must monitor the conditions set forth in the food service contract and compliance with CACFP requirements. The DHSS-CFNA will not intervene in contract disputes.

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

- There is no or inadequate processed food documentation, such as CN labels.
- There are no production records.
- The production records indicate that the caterer did not provide enough food to meet the minimum portion requirement.

A [Daily Meal Receiving Log](#) and a [Meal Communication and Credit Log](#) are available in this manual and at www.health.mo.gov/cacfp under Forms for sponsors to document the date and time food was received at the center, food temperatures, and any problems with the foods received.

The procedures for the informal and formal bid processes are available on the CACFP website at <http://health.mo.gov/cacfp> - Food Service Management Contracts. These include:

- [Bid Packet for Contracts \\$250,000.00 or less](#)
- [Bid Packet for Contracts greater than \\$250,000.00](#)
- [Annual Extension for Contracts greater than \\$250,000.00](#)
- [Sponsor Agreement with a School or Affiliated Organization](#)



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
FOOD PRODUCTION RECORD

SPONSOR

SITE NAME

DATE

BREAKFAST (E X F = G)

A Meal Components	B Food Items Used	C Serving Size	D Preparation Units (pans, lbs, cans, size, etc.)	E Servings per Preparation Units Used	F Number of Preparation Units Used	G Total Servings Prepared	H Number of Meals Served
Fluid Milk							
Vegetable/Fruit							
Grain/Bread							
Other Food							
Other Food							

LUNCH/SUPPER (E X F = G)

A Meal Components	B Food Items Used	C Serving Size	D Preparation Units (pans, lbs, cans, size, etc.)	E Servings per Preparation Units Used	F Number of Preparation Units Used	G Total Servings Prepared	H Number of Meals Served
Fluid Milk							
Meat/Meat Alternative							
Vegetable							
Fruit							
Grain/Bread							
Other Food							
Other Food							

SNACK (Serve at least 2 of the 4 components.) (E X F = G)

A Meal Components	B Food Items Used	C Serving Size	D Preparation Units (pans, lbs, cans, size, etc.)	E Servings per Preparation Units Used	F Number of Preparation Units Used	G Total Servings Prepared	H Number of Meals Served
Fluid Milk							
Meat/Meat Alternative							
Vegetable							
Fruit							
Grain/Bread							
Other Food							

At a minimum, columns B, C, G, and H must be completed.



MEAL COMMUNICATION AND CREDIT LOG

For use in Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP).
 Instructions: Use this log to document unacceptable food or meals as noted on the Daily Meal Receiving Log. These are meals that require FSMC credit due to damage, unacceptable temperature, or for other contractual reasons.

Date	Food Product Name	Problem - reason meals not accepted on receiving log	Communication with FSMC Name/Date/Time	FSMC comments	Total # of meals to credit	Contact made by (initials)



SECTION 9: Sponsoring Organizations

Sponsoring organizations (SO) oversee the operations of two or more facilities. SOs have additional responsibilities.

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

Sponsoring Organization Reviews

Sponsoring Organization Additional Review Requirements

A sponsoring organization (SO) is a Child and Adult Care Food Program (CACFP) contractor responsible for two or more centers. Each SO must provide adequate supervisory and operational personnel for the effective management and monitoring of the program at all centers it sponsors. Each SO must provide pre-approval visits, training, and ongoing monitoring to the centers they oversee.

Pre-approval visits: Visits to each new adult day care facility to discuss program benefits and verify that the proposed food service does not exceed the capability of the adult day care facility.

Training: Key staff from all sponsored centers must be trained on program duties and responsibilities prior to the beginning of program operations. At a minimum, such training must include instruction appropriate to the level of staff experience and duties on program meal patterns, meal counts, claims submission and review procedures, recordkeeping requirements, reimbursement system, and civil rights compliance.

Monitoring Review visits: Each facility under the SO's jurisdiction must be monitored for CACFP compliance. The SO must document all reviews and retain them in the sponsor location identified in the Management Plan. These monitoring recordkeeping requirements do not apply to independent centers.

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

- At least two of the three reviews must be unannounced; however, Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) recommends that all monitoring visits be unannounced.
- The timing of the unannounced reviews should be varied in a way that would ensure that they are unpredictable to the sponsored center.
- At least one unannounced monitoring visit must be conducted during a meal service.
- The unannounced reviews should also vary the type of meal service that is reviewed.
- If a center operates in the evening and/or on weekends or holidays, one review must be conducted each year on weekends, holidays, or during the supper meal when claiming meals under these conditions.
- No more than six months may lapse between monitoring visits.
- The SO must review all new centers within the first four weeks of program operation.
- All monitoring visits must be documented on the [Sponsored Centers Site Visit Report – Review by Sponsor](#) form (CACFP-404) or a form approved by DHSS-CFNA.
- The sponsor must follow up with centers that have been noted as having problems during monitoring visits.
- The follow-up visit must be conducted no less than one week after the initial finding, and the visit must be documented.

Reconciliation of meal counts:

As part of the monitoring review visits, an SO must examine the meal counts recorded by the sponsored center for five consecutive days during the current and /or prior claiming period. For each day examined, the reviewer will compare meal count records to both attendance and

enrollment records to reconcile those numbers to the number of breakfasts, lunches, suppers, and/or snacks recorded on the meal count records to determine if meal counts were accurate. A five-day reconciliation of attendance/enrollment/meal count verification is included in the [Sponsored Centers Site Visit Report – Review by Sponsor](#) form (CACFP-404).

Sponsoring Organization’s Household Contact Requirement:

Household contacts are required to be made by SOs when a center under a SO’s jurisdiction is suspected of CACFP mismanagement. Contact CFNA for the Sponsoring Organization Household Contact Survey.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
SPONSORED CENTERS SITE VISIT REPORT - REVIEW BY SPONSOR

SECTION I. GENERAL INFORMATION			
NAME OF CENTER		DATE	<input type="checkbox"/> Announced <input type="checkbox"/> Unannounced
NAME OF SO REVIEWER		TIME OF ARRIVAL	TIME OF DEPARTURE
LICENSE NUMBER	LICENSE VALID? <input type="checkbox"/> Yes <input type="checkbox"/> No	CENTER HOURS OF OPERATION	

SECTION II. MEAL OBSERVATION	COMMENTS
MEAL OBSERVED <input type="checkbox"/> Breakfast <input type="checkbox"/> Snack <input type="checkbox"/> Lunch <input type="checkbox"/> Supper	
MILK (SPECIFY TYPE)	
MEAT/MEAT ALTERNATE	
VEGETABLE	
FRUIT*	
GRAINS	
OTHER	
*Vegetable component can replace fruit component.	

	Yes	No	Previous Finding Yes/No	Corrected Yes/No	COMMENTS
Did meal meet CACFP meal pattern requirements?					
Did serving sizes appear adequate?					
Was food served at appropriate temperature? (hot foods 135 degrees or above & cold foods at 41 degrees or less)					
Did participants wash hands before eating?					
Was meal served at time stated on application?					
Was meal count recorded at point of service?					
Was a meal modification or substitution provided?					
Are high fat, processed meats limited to one serving per week?					
Is juice (fruit/vegetable) served at no more than one meal or snack per day?					
Did breakfast cereal served meet sugar limits (no more than 6 grams per dry oz.)?					
Did yogurt served meet sugar limits (no more than 23 grams per 6 oz.)?					
Are creditable grains served (no grain-based desserts)?					
Is a whole grain-rich item served at one snack or meal per day (at minimum)?					
Do menus offer a variety of colors, flavors, textures, shapes, temperatures, and include familiar and new foods?					

SECTION III. SANITATION	Yes	No	Previous Finding Yes/No	Corrected Yes/No	COMMENTS
Is food properly labeled, dated, and covered in refrigeration and dry storage areas?					Report any imminent health/safety threats to local sanitarian, Office of Childhood or CA/N hotline 800-392-3738
Is food stored at least 6" off floor in dry storage area?					
Are refrigerator & freezer units clean & operating properly?					
Are dishes and tables properly washed and sanitized?					
Are cleaning supplies stored away from food and out of the reach of participants?					
Did food preparer maintain good personal hygiene and wash hands prior to meal preparation and service?					
Did the kitchen and all equipment appear clean?					
SECTION IV. RECORDS	Yes	No	Previous Finding Yes/No	Corrected Yes/No	COMMENTS
Is there a current CACFP enrollment record for each participant? (Not required for Outside School Hours Centers, At-Risk Afterschool Care Centers, or Emergency Shelters.)					
Are CACFP enrollment records updated annually? (Not required for Outside School Hours Centers, At-Risk Afterschool Care Centers, or Emergency Shelters.)					
Are daily attendance records complete and on file at the center?					
Are accurate meal count records complete and on file at the center?					
Are there daily dated menus to demonstrate compliance with the CACFP meal pattern?					
Is there documentation to verify whole grain-rich items?					
Is there documentation to verify sugar amounts in cereal and yogurt?					
Is there a CN or PFS for all commercially prepared meat/meat alternates?					
Is there medical documentation for meal modifications or substitutions?					
Are there food purchase receipts to support the menu and to document nonprofit food service?					
Is there documentation to verify that at least 25 percent of enrolled participants or licensed capacity (whichever is less) are Title XIX/XX beneficiaries or were eligible for free or reduced-price meals in the claim month for which CACFP meals are claimed (if center is for profit)?					
SECTION V. INFANT MEALS	Yes	No	Previous Finding Yes/No	Corrected Yes/No	
Is there an Infant and Toddler Feeding and Care Plan for each infant (Birth-11 months)?					
Is there an accurate Infant Meal Record (menu) for each infant?					
Are all required infant meal components offered by the center?					

SECTION VI. CIVIL RIGHTS

Indicate the number of participants in attendance who are of Hispanic or Latino origin (self-identified and self-reported):

INDICATE THE ETHNIC AND RACIAL MAKEUP OF THE CENTER. DATA MUST BE FROM A SOURCE IN WHICH THE RESPONDENT HAS SELF-IDENTIFIED AND SELF-REPORTED ETHNICITY AND RACE.	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or other Pacific Islander	White	Undeclared

SOURCE:

Is the poster "And Justice For All" posted in a prominent location? Yes No

Are all meals served equally to all participants regardless of race, color, sex (including gender identity and sexual orientation), age, disability, and national origin? Yes No

SECTION VII. FINDINGS

LAST REVIEW: List any required changes from the last review and describe corrective action taken to address:

HAVE PREVIOUS FINDINGS BEEN CORRECTED?
 Yes No, explain:

DATE OF LAST REVIEW BY SPONSOR	NAME OF REVIEWER
--------------------------------	------------------

THIS REVIEW:

Good management practices observed:

Findings & Recommendations:

Corrective Action Plan required to address changes:

SPONSOR REVIEWER SIGNATURE	TITLE	DATE
CENTER REPRESENTATIVE SIGNATURE	TITLE	DATE

NAME OF CENTER:

FIVE-DAY RECONCILIATION OF ATTENDANCE / ENROLLMENT / MEAL COUNT VERIFICATION

Instructions:

1. Choose five consecutive operating days from the meal count record for current or prior claiming period.
2. For this five-day period, gather records of: meal counts, current enrollment forms, and attendance.
3. Identify the number of participants in attendance during the five-day period.
4. Compare total meal counts to daily attendance to ensure that meal counts for each approved meal type did not exceed the number of participants in attendance on any day.
5. Compare total enrollment, in centers where enrollment forms are required, to daily attendance to ensure that the number of participants in attendance did not exceed the number of participants enrolled.
6. If meal counts cannot be reconciled with enrollment or attendance data, determine the source of the error and appropriate corrective action.
7. If necessary, take further steps, such as initiating a household contact or an additional unannounced visit, to determine whether corrective action and disallowance of meals or establishment of an over-claim are warranted. Reconciliation of the records of individual participants, by name, is another option for monitors to choose in determining the source of errors when meal counts cannot be reconciled with enrollment or attendance data.

FIVE-DAY PERIOD SELECTED:

TOTAL ENROLLMENT (IF APPLICABLE):

DATE REVIEWED	TOTAL # OF PARTICIPANTS IN ATTENDANCE	TOTAL # OF MEALS CLAIMED DURING FIVE-DAY PERIOD (COMPLETE FOR ALL MEAL TYPES CLAIMED)					
		BREAKFAST	AM SNACK	LUNCH	PM SNACK	SUPPER	NIGHT SNACK

DO MEAL COUNTS RECONCILE WITH ENROLLMENT DATA (IF APPLICABLE)?

Yes No

DO MEAL COUNTS RECONCILE WITH ATTENDANCE DATA?

Yes No

ARE MEAL COUNTS ON THESE FIVE DAYS CONSISTENT WITH THE MEAL COUNT ON DAY OF REVIEW?

Yes No

ARE MEAL COUNTS ON THESE FIVE DAYS CONSISTENT WITH CLAIM AVERAGE?

Yes No

IF MEAL COUNTS DO NOT MATCH ATTENDANCE AND ENROLLMENT (IF APPLICABLE), HOW IS PROBLEM RECONCILED?



SECTION 10: Recordkeeping

Maintaining accurate records is vital to ensure CACFP reimbursement accurately reflects the center's program operations.

- Recordkeeping Responsibilities
- Organizing Records

Recordkeeping Responsibilities

Maintaining accurate records is vital to making sure Child and Adult Care Food Program (CACFP) reimbursement accurately reflects the center's program operations. CACFP forms are available under [Forms](#), and posters are available under [Posters, Flyers, & Pamphlets](#) at www.health.mo.gov/cacfp.

CACFP original records, not photocopies, must be maintained on-site for independent facilities, be accessible during licensed business hours, and be available for review within one hour of a state representative's arrival. Sponsoring Organizations (SOs) of two or more facilities must maintain original records during licensed business hours at the location identified in the Management Plan and be available for review within one hour of a state representative's arrival. Community Food and Nutrition Assistance (CFNA) reviewers will request CACFP records for one month or more and have the authority to disallow up to twelve months of claims. Program records must be retained for three full fiscal years, plus the current year (October 1 through September 30), after the final claim for the fiscal year is submitted and for longer if audit findings have not been closed.

Required Records:

Meal Service Records

- **Daily Meal Count Records** ([CACFP-225](#) or [CACFP-225A](#))
Daily meal count records are required and must be recorded at the time of service (Point of Service) for each meal and snack the center is approved to claim for reimbursement. Keep current month records on a clipboard or in a binder. File these records with the daily attendance records. File completed records in a binder or envelope labeled with the month and year.
- **Daily Menu Records**
For each approved meal, breakfast, lunch, snack, and supper, daily dated menus are required to verify CACFP meal pattern compliance. The original menu, noting any substitutions, must be retained. Keep the current active menu on a clipboard or in a folder. When completed, file the menu in the binder or envelope for the month.
- **[Medical Statement to Request Special Meals and/or Accommodations](#)** [CACFP-227](#)
Required when food substitutions are necessary and authorized by a medical authority for participants with a diagnosed disability and with medical or special dietary needs. Keep confidential and place in individual participant's file.
- **Commercially Processed Food Documentation**
If your center uses commercially processed foods, documentation of meal pattern contributions is required to include a Child Nutrition label or manufacturer's Product Formulation Statement. File in the binder or envelope for the month.
- **Additional Meal Requirements**
A center must maintain documentation to verify the whole grain-rich requirement is met. This may include the grain product's ingredient label. A center must maintain documentation to verify that the cereal and yogurt served are within the required sugar limits. This may include the product's nutrition facts label.

Participant Records

- **Daily Attendance Records** CACFP-213; **Monthly Time In/Time Out Record** CACFP-224; or **Time In/Time Out Record** CACFP-221
A daily attendance record of each participant is required to complete reimbursement claims. Keep the current monthly attendance record on a clipboard or in a binder. File completed monthly records in a binder or envelope labeled with month and year.
- **Plan of care.** All functionally impaired participants claimed for reimbursement must have an individual plan of care.
- **Enrollment Records** for each participant claimed. All participants claimed for reimbursement must be enrolled at the center.
 - **CACFP Enrollment Form for Adult Day Care Centers (CACFP-635)**
 - **Enrollment Roster (CACFP-220)**. Centers are encouraged to maintain a master listing to include:
 - All enrolled eligible participants.
 - The claiming category for each participant.
 - The date the Income Eligibility Form (IEF) was signed by the center personnel.Use of the master listing will assist in keeping the IEFs updated on an annual basis.
- **Income Eligibility Form for Adult Day Care Centers CACFP-501**
This form is very important as it determines program eligibility and meal reimbursement rates. The IEF can be found in the **CACFP Income Eligibility Guidance for Adult Care Centers** at www.health.mo.gov/cacfp under Manuals. Give IEFs to all participants/guardians to complete with their enrollment packet and then annually thereafter. New IEFs must be placed with expired IEFs annually. File completed forms alphabetically by last name in a 3-ring binder. Place blank copies in a folder.
- **Participant Letter**
The letter must be given to participants/guardians explaining the center's participation in the CACFP. The letter is revised for each claim year on July 1 and can be found in the **CACFP Income Eligibility Guidance for Adult Day Care Centers** at www.health.mo.gov/cacfp under Manuals. Make sure participants/guardians are given the latest version. Print the letter on the back of the IEF and file the IEF as suggested above.
- **Title XX and Title XIX Documentation - For-Profit Centers Only**
- Title XX and Title XIX documentation includes the Title XX and Title XIX billing invoices and a copy of the contract with the Title XX and Title XIX administering agency. For each month claimed, the center must have verification that at least 25% of the enrolled participants were Title XX and Title XIX beneficiaries. Eligibility may be based on Title XX enrollment, Title XIX enrollment, or combined Title XX and Title XIX enrollment. File in a folder or binder.

Records Pertaining to Financial Management and Administrative Costs

- **Operating Costs**

Allowable expenses for the preparation and service of meals include, but are not limited to, food costs, food service labor, costs for certain non-food supplies, and costs of purchased services.

- **Food Costs**
Are expenditures for the food used in all meals? Original, intact and legible, itemized food and milk receipts and invoices for food service supply purchases must be kept to verify that CACFP funds are used to support the food service. Handwritten receipts are not acceptable. File in a folder or envelope labeled with month and year.
- **Food Service Labor Costs**
Independent centers must document.
- **[Documentation of Nonprofit Foodservice CACFP-214](#)**
This form must be completed monthly when total food costs are less than the CACFP claim. Place in a folder or envelope labeled with month and year.

Training Records

- **[Annual CACFP Training Documentation](#)** CACFP-222
Documentation of annual CACFP training for the center staff is required. The use of the CACFP form is not required, but training must include the topics required by the CACFP. File in a folder or notebook.

Other Required Records

- **Original Contract Agreement**, along with Amendments for the sponsoring agency
- **[Beneficiary Data Report](#)** CACFP-226
Documentation of annual completion of this form is required. File in a folder or notebook.
- **Catered or Vended Meals**, if applicable
Sponsor must maintain:
 - Food service management company contract or agreement.
 - Current state or local health certification.
 - **[Food Production Records CACFP-660](#)** required and meal delivery records, if applicable.
 - Evidence that the contractor was obtained using fair and competitive practices.

Sponsoring Organizations (SOs)

Contractors responsible for two or more centers, either under the sponsor's jurisdiction (affiliated) or under the corporate umbrella (unaffiliated), are required to maintain:

- **Pre-approval visits** to each new center under an SO.
- **[Sponsored Centers Site Visit Report](#)** CACFP-404
Each SO must monitor every center for program compliance at least three times per year in compliance with regulation.

- **Disbursements** unaffiliated centers only
Documentation of the dates and amount of reimbursement disbursed to each facility within 5 working days from the CACFP claim processing date is required.

Organizing Records

Suggested items to help you stay organized:

3-ring binders
3 hole punch
Clipboards
Colored highlighters
File folders
File box or cabinet
12 large envelopes, one for each month

Daily Duties - Complete these records daily and maintain them on a clipboard or in a folder. Ensure that all documents are dated. At the end of each month, file the original dated records with monthly records in an envelope or binder.

- **Attendance records** or sign-in/sign-out records.
- **Meal count records** must be documented at the point of service.
- **Menus** - verify that each meal served meets Child and Adult Care Food Program (CACFP) meal pattern requirements.
- **Food Production Records** are required for centers using a caterer or contract food service management company.
- **Delivery Receipts** are required for centers using a central kitchen, caterer, or contract food service management company.
- Child Nutrition (CN) Labels and Product Formulation Statements (PFS) are required for commercially processed food.

Weekly Duties – Add daily meal counts by free, reduced, and paid; keep confidential.

Monthly Duties – retain these legible and intact original, dated records:

- **Consolidate financial records:** Machine generated dated and itemized food and milk receipts; Child Nutrition (CN) labels and PFS; itemized non-food program supplies; and program labor costs; documentation of non-profit foodservice.
- **Prepare and submit the claim for reimbursement:** consolidate and determine total attendance; consolidate meal counts and determine the total number of meals served for each meal. For-profit centers must calculate to determine if you are eligible to claim. Submit the claim via CNPweb by the 10th of the month for payment around the 28th or by the 25th for payment around the 13th of the following month.

Yearly Duties – Centers must maintain the original dated records by fiscal year, October 1st through September 30th.

- Current Income Eligibility Forms (IEF) and accompanying parent letter must be updated annually.
- Current enrollment forms must be updated annually.
- Current individual plan of care
- CACFP training documentation all required topics must be covered at least once a year.
- Medical Statement to Request Special Meals and/or Accommodations
- Beneficiary data report (ethnicity and race), completed annually.
- Site visit monitoring reports for Sponsoring Organizations, 3 per site per year.
- For contracted/catered meals, original contract or agreement and annual renewal with Food Service Management Company.

CACFP Record Retention: 3 fiscal years plus the current year

	<i>For currently enrolled participant</i>	<i>For discharged participant</i>
CACFP Enrollment Forms	3-ring binder, front, in alphabetical order by last name	In the back of the binder or in a folder
Income Eligibility Forms (signed within the current 12 months)	3-ring binder, front, in alphabetical order by last name	In the back of the binder or in a folder
Income Eligibility Forms (signed more than 12 months prior)	Consolidated with annual files	
Individual Plan of Care	3-ring binder, front, in alphabetical order by last name	In the back of the binder or in a folder

Daily dated menus	Monthly: Place in a binder or envelope labeled with month and year
Daily dated attendance records	
Dated point of service meal count records	
Financial records: food service expenses; labor and indirect cost records summarized on the Documentation of Non-Profit Service Form	
Title XX or Title XIX documentation (for-profit centers only)	
CACFP training documentation	
Requests of Special Meals and/or Accommodations	Yearly: Place in a binder or envelope labeled with the year
CN labels or Product Formulation Statements	
Beneficiary Data Report	
Vended/catered meal agreements or contracts and annual contract renewals, if applicable	
Site visit monitoring reports, if applicable	
Participant letter, current fiscal year	Include in the enrollment packet



SECTION 11: Resources

There are many resources available to assist centers participating in the CACFP. Some of these resources are on the following pages.

- Online Adult Day Care Resources
- Offering Water in the USDA CACFP
- Serve Tasty and Healthy Foods in the CACFP
- Meal Pattern Requirement Worksheets – Meat/Meat Alternates, Vegetables, Adding Whole Grains, and Crediting Single-Serving Packages of Grains

Online Adult Day Care Resources

The internet has a vast amount of information that can assist adult day care providers with their food service operations and the education of staff and participants. Below are some resource recommendations. You can find many of the links on our webpage at <http://health.mo.gov/cacfp>

[A Flash of Food Safety](#)

[DHSS Food Safety](#)

[Eatright.org](#)

[Food Product Thermometer Calibration](#)

[Food Safety](#)

[Institute of Child Nutrition](#)

[Adult Day Care Food Allergy Fact Sheets](#)

[Adult Day Stay Fact Sheets and Supplemental Resources](#)

[Food Safety Resources](#)

[My Plate for Adults](#)

[My Plate for Older Adults](#)

[National Institute on Aging](#)

[Serving Traditional Indigenous Foods](#)

[Team Nutrition](#)

[CACFP Meal Pattern Training Worksheets \(English and Spanish\)](#)

[Crediting Tip Sheets in Child Nutrition Programs](#)

[Spanish Materials Available for Team Nutrition](#)

[Training Resources on Using Ounce Equivalents for Grains](#)

[Team Nutrition Quizzes](#)

[USDA Child and Adult Care Food Program](#)

[Adult Day Care Centers](#)

[USDA Civil Rights](#)

[USDA Food Buying Guide for Child Nutrition Programs](#)

[USDA Procuring Local Foods for Child Nutrition Programs Guide](#)

[USDA Standardized Recipes](#)

[WIC Approved Food List](#)

Serve Tasty and Healthy Foods in the Child and Adult Care Food Program (CACFP)

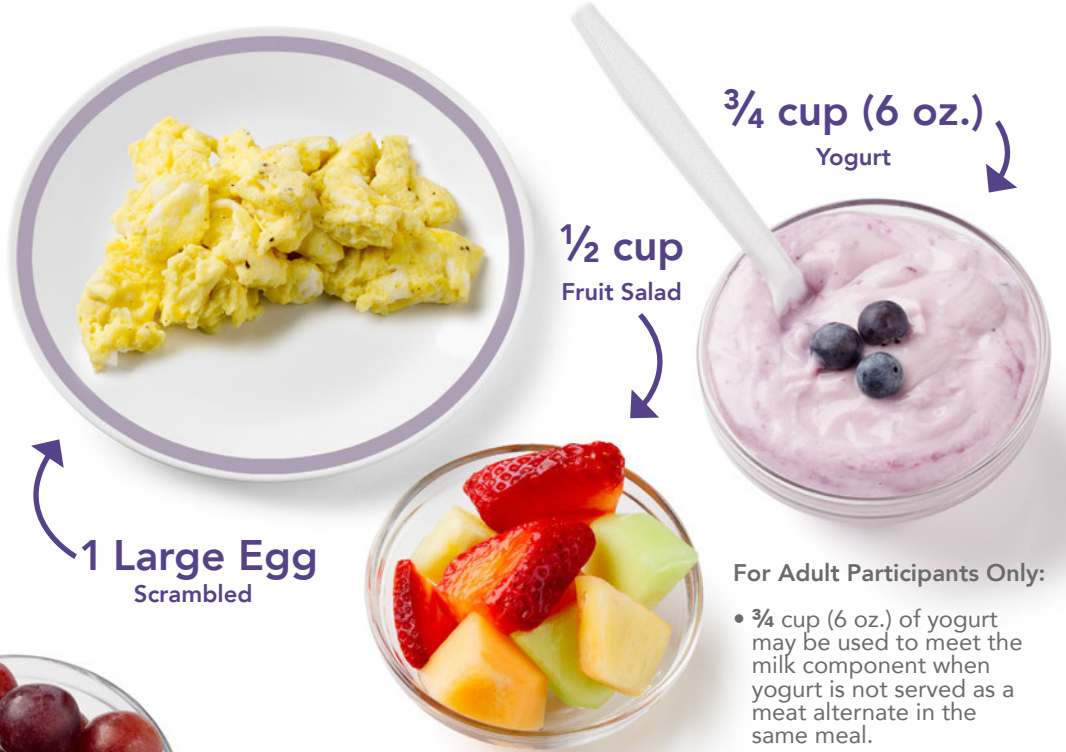
Sample Meals for Adults



What is in a Breakfast?

- Milk (8 fl. oz. or 1 cup)
- Vegetables, Fruits, or Both (1/2 cup)
- Grains (2 oz. eq.)

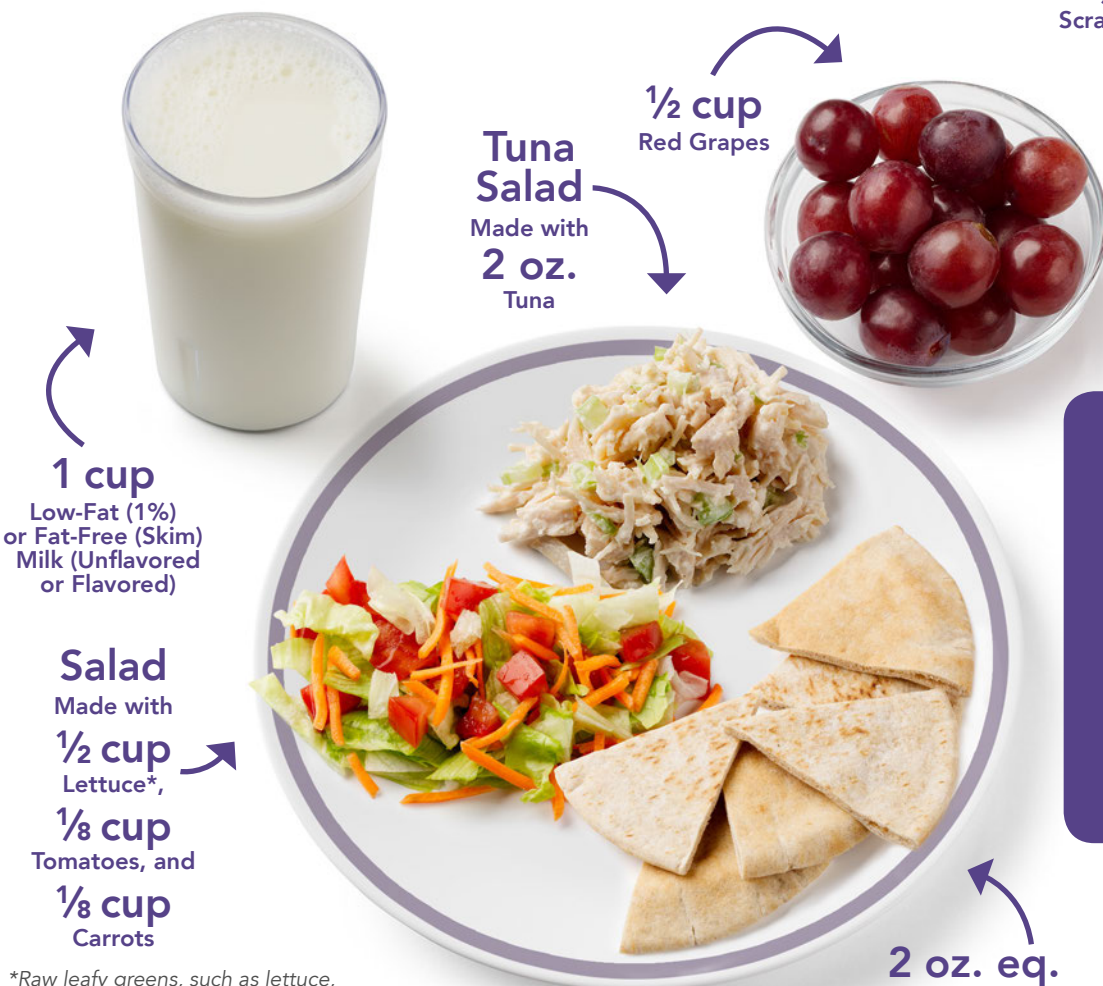
Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast.



Sample Breakfast

For Adult Participants Only:

- 3/4 cup (6 oz.) of yogurt may be used to meet the milk component when yogurt is not served as a meat alternate in the same meal.
- Yogurt must not contain more than 23 grams of sugar per 6 oz.



Sample Lunch/Supper

What is in a Lunch or Supper?

- Milk (8 fl. oz. or 1 cup)
- Meats/Meat Alternates (2 oz. eq.)
- Vegetables (1/2 cup)
- Fruits (1/2 cup)
- Grains (2 oz. eq.)



All grains served must be whole grain-rich or enriched.
Breakfast cereals may also be fortified.
At least one grain served each day must be whole grain-rich.

*Raw leafy greens, such as lettuce, credit for half the amount served. The 1/2 cup of lettuce in the salad counts as 1/4 cup of vegetables in this meal.

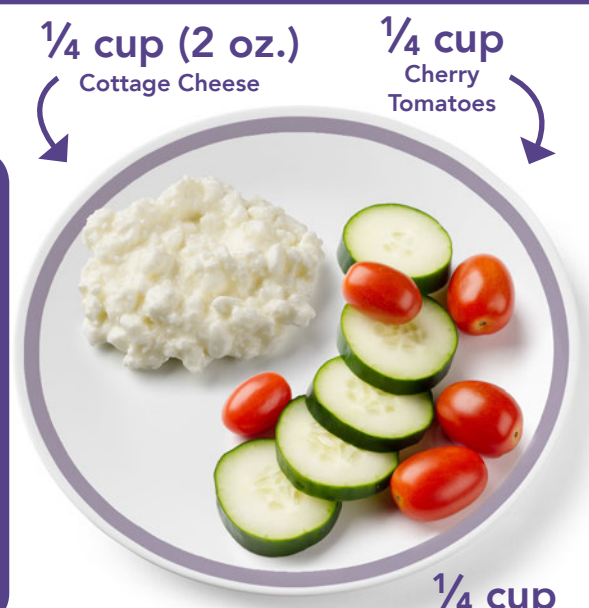


Offer and make water available all day.



What is in a Snack?

- Pick 2:
- Milk (8 fl. oz. or 1 cup)
 - Meats/Meat Alternates (1 oz. eq.)
 - Vegetables (1/2 cup)
 - Fruits (1/2 cup)
 - Grains (1 oz. eq.)



Sample Snack

Note: Serving sizes are minimums.

Learn more about the CACFP meal patterns at <https://teamnutrition.usda.gov>.



Food and Nutrition Service
FNS-670
Slightly Revised October 2019
USDA is an equal opportunity provider, employer, and lender.

Serving Meats and Meat Alternates at Breakfast

Breakfasts in the Child and Adult Care Food Program (CACFP) include milk, vegetables and/or fruits, and grains. You can also serve meats and/or meat alternates instead of grains at breakfast up to 3 times per week. This option gives you more choices for menu planning.

Here’s how to include meats or meat alternates as part of a reimbursable breakfast:

- Substitute 1 **ounce equivalent** of meats/meat alternates for 1 ounce equivalent of grains.

Ounce equivalents are a way to measure amounts of food. In the CACFP, 1 ounce equivalent of a meat or meat alternate is equal to 2 tablespoons of peanut butter, ½ of a large egg, or 1 ounce of lean meat, poultry, or fish. If you want to serve meats/meat alternates at breakfast more than 3 days a week, you must offer them as additional foods, which do not count toward a reimbursable breakfast.



A Closer Look at Menu Planning

If you plan to offer a meat or meat alternate at breakfast in place of grains, it must replace the entire required amount of grains. The table below shows the minimum amount of a meat or meat alternate you would need to serve in place of grains at breakfast.

	Ages 1 - 2 years and 3 - 5 years	Ages 6 - 12 years and 13 - 18 years	Adults
Minimum amount of meats/meat alternates required when served instead of grains at breakfast	½ ounce equivalent	1 ounce equivalent	2 ounce equivalents
Meats/Meat Alternates:	is equal to:	is equal to:	is equal to:
Beans or peas (cooked)	⅛ cup	¼ cup	½ cup
Natural or processed cheese	½ ounce	1 ounce	2 ounces
Cottage or ricotta cheese	⅛ cup (1 ounce)	¼ cup (2 ounces)	½ cup (4 ounces)
Eggs	¼ large egg	½ large egg	1 large egg
Lean meat, poultry, or fish	½ ounce	1 ounce	2 ounces
Peanut butter, soy nut butter, or other nut or seed butters	1 tablespoon	2 tablespoons	4 tablespoons
Tofu (store-bought or commercially prepared)	⅛ cup (1.1 ounces) with at least 2.5 grams of protein	¼ cup (2.2 ounces) with at least 5 grams of protein	½ cup (4.4 ounces) with at least 10 grams of protein
Yogurt (including soy yogurt)	¼ cup of yogurt (2 ounces)	½ cup of yogurt (4 ounces)	1 cup of yogurt (8 ounces)

Note: When you serve beans and peas as a vegetable, they cannot also count as a meat alternate in the same meal.



Mix It Up at Breakfast



You can serve a meat or meat alternate as a standalone item, such as eggs, yogurt, cottage cheese, turkey sausage, and ham. As a best practice, choose foods that are lower in saturated fat and sodium. Meats and meat alternates can be served together, such as eggs (a meat alternate) and ham (a meat). Meats and meat alternates can also be served in a dish mixed with other foods, such as apple slices spread with peanut butter, yogurt topped with fruit, or a tofu scramble with vegetables.



Bacon, imitation bacon products, scrapple, and salt pork are not creditable in the CACFP.



Turkey bacon, Canadian bacon, and some types of sausage are creditable only if the product has a Child Nutrition label, or if you have a Product Formulation Statement (PFS) signed by the manufacturer. For more information on crediting foods in the CACFP, please see the *Food Buying Guide for Child Nutrition Programs* at <https://foodbuyingguide.fns.usda.gov>.



For Adult Day Care Only: You can serve 6 ounces of yogurt in place of 8 ounces of milk once per day when yogurt is not served as a meat alternate in the same meal. If you serve yogurt to adults as a meat alternate at breakfast, you must also serve fluid milk.



Try It Out!

Test Yourself

1. Your adult day care center is open 4 days a week. How many times per week may you serve meats and meat alternates in place of grains at breakfast?

2. Your child care home is open 7 days per week. How many times per week may you serve meats and meat alternates in place of grains at breakfast?

3. You want to serve yogurt at breakfast to your 3-5 year olds once per week. If you are serving the yogurt in place of a grain, what's the minimum amount you must serve to this age group to meet the meal pattern requirement?

1. You may serve meats and meat alternates in place of grains up to 3 times per week. All centers and day care homes may serve meats/meat alternates in place of grains at breakfast up to 3 times per week, no matter how many days per week they are open.

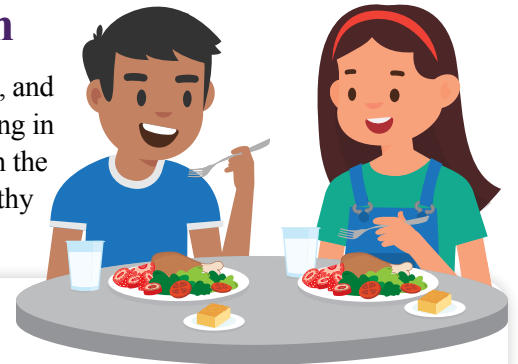
2. You may serve meats and meat alternates in place of grains up to 3 times per week. All centers and day care homes may serve meats/meat alternates in place of grains at breakfast up to 3 times per week, no matter how many days per week they are open.

3. If serving yogurt in place of a grain at breakfast, you must serve at least 2 ounces (¼ cup) of yogurt to the 3-5 year olds to meet the meal pattern requirement.

Answer Key:

Serving Meats and Meat Alternates at Lunch and Supper in the USDA Child and Adult Care Food Program

Meats and meat alternates provide protein, B vitamins, and minerals such as iron, zinc, and magnesium. Protein supports growing muscles in children and helps muscles stay strong in adults. The iron in many meats and meat alternates helps the body carry oxygen within the blood. Some meats and meat alternates, such as nuts, fish, and seafood, also have healthy fats that help support heart and brain health.



Meats and Meat Alternates at Lunch and Supper

In the Child and Adult Care Food Program (CACFP), meats and/or meat alternates are a required meal component at lunch and supper for child and adult participants. The following examples show how meats and/or meat alternates may be part of lunch and supper menus*.

Example 1



Baked Tilapia Fish Fillets, whole grain-rich roll, whipped sweet potatoes, sliced plums, and fat-free (skim) milk

Example 2



Taco-Seasoned Stuffed Peppers (with meat and beans), salsa, corn muffin, sliced strawberries, and low-fat (1%) milk



Example 3

Baked Tofu Bites, brown rice, gingered carrots, melon, and low-fat (1%) milk



Find USDA standardized recipes featuring meats and meat alternates at theicn.org/cnrb.



Make Every Bite Count!

Serve meats and meat alternates that are lower in saturated fat and sodium (salt) such as:

- Lean meats, poultry, fish, seafood, and eggs;
- Beans, peas, and lentils; and
- Nuts, seeds, and soy products (such as tofu or tempeh);
- Low-fat or fat-free yogurt or cheese.

Offering a variety of meats and meat alternates over the course of the week helps child and adult participants meet their nutritional needs, while limiting saturated fat and sodium. As a CACFP best practice, offer processed meats (such as hot dogs and sausage) no more than once per week.

**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.*

Serving Meats and Meat Alternates

The CACFP meal pattern lists the required amounts for meats and/or meat alternates as ounce equivalents (oz eq). Ounce equivalents tell you the amount of meat and/or meat alternate in a portion of food. For example, 1 oz eq is equal to half a large egg, 1 ounce (oz) of cooked lean meat, 4 oz of yogurt, or 1 oz of natural cheese.

The table below lists some meats and meat alternates that you can serve in the CACFP. For information on meats or meat alternates that are not listed in the table, please see the *Food Buying Guide for Child Nutrition Programs* (FBG) at foodbuyingguide.fns.usda.gov. The *Food Buying Guide* also shows yields of meats, meat alternates, and other items after cooking. This can help you determine how much of an ingredient to buy to meet minimum serving amounts.

Minimum Required Amounts at Lunch/Supper

Meats and/or Meat Alternates	Ages 1 through 2	Ages 3 through 5	Ages 6 through 18	Adults
	1 oz eq is equal to:	1½ oz eq is equal to:	2 oz eq is equal to:	2 oz eq is equal to:
Beans, peas, or lentils	¼ cup (4 tablespoons)	⅜ cup (6 tablespoons)	½ cup (8 tablespoons)	½ cup (8 tablespoons)
Cheese, natural or processed	1 oz	1½ oz	2 oz	2 oz
Cottage or ricotta cheese	¼ cup (2 oz)	⅜ cup (3 oz)	½ cup (4 oz)	½ cup (4 oz)
Eggs (whole)	½ large egg	¾ large egg	1 large egg	1 large egg
Fish (cooked, with skin or skinless)	1 oz	1½ oz	2 oz	2 oz
Lean beef, chicken, pork, or turkey (cooked, with skin or skinless)	1 oz	1½ oz	2 oz	2 oz
Nut and seed butters (e.g., peanut butter, sunflower butter, etc.)	2 tablespoons	3 tablespoons	4 tablespoons	4 tablespoons
Nuts and seeds	½ oz = ½ oz eq*	¾ oz = ¾ oz eq*	1 oz = 1 oz eq*	1 oz = 1 oz eq*
Surimi	3 oz	4.4 oz	6 oz	6 oz
Tempeh**	1 oz	1½ oz	2 oz	2 oz
Tofu (store-bought/ commercially prepared)	¼ cup (2.2 oz) with at least 5 grams of protein	⅜ cup (3.3 oz) with at least 7.5 grams of protein	½ cup (4.4 oz) with at least 10 grams of protein	½ cup (4.4 oz) with at least 10 grams of protein
Yogurt*** (including Greek and soy yogurt)	½ cup of yogurt (4 oz)	¾ cup of yogurt (6 oz)	1 cup of yogurt (8 oz)	1 cup of yogurt (8 oz)

For information on serving meats and meat alternates at breakfast, see Team Nutrition’s “Serving Meats and Meat Alternates at Breakfast” at fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp.

**Nuts and seeds may count toward half (½) of the meats and/or meat alternates requirement at lunch and supper. For a reimbursable meal, they must be served with another meat or meat alternate. For example, chopped nuts and yogurt in a parfait may credit toward the meats and/or meat alternates component. Nut and seed butters may credit toward the entire meats and/or meat alternates component at all CACFP meals and snacks.*

***Applies to tempeh made with soybeans (or other legumes), tempeh culture, vinegar, seasonings, and herbs only. Tempeh containing other ingredients such as brown rice, seeds, or vegetables will require documentation.*

****Yogurts served in the CACFP must contain no more than 23 grams of sugar per 6 ounces. For more information, see Team Nutrition’s “Choose Yogurts That Are Lower in Sugar” at fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp.*

Which Meats and Meat Alternates are Creditable?

As shown in the lists below, some foods may not count toward the meats and/or meat alternates component in the CACFP. Other foods may need more documentation, such as a Child Nutrition (CN) label or Product Formulation Statement (PFS) signed by a manufacturer, so you can see how they count toward the meal pattern. Check the *Food Buying Guide*, or contact your State agency or sponsoring organization for more information.

Might Be Creditable

- Beef, chicken, or pork patties
- Canadian bacon
- Chicken nuggets
- Deli/luncheon meats (cold cuts)
- Fish sticks
- Hot dogs
- Jerky (meat, poultry, and seafood)
- Tempeh made with legumes and other foods like rice, seeds, vegetables, etc.
- Turkey bacon
- Vegetable patties/burgers
- Wild game meat (with inspection and approval by State or Federal agency)



Not Creditable

- Bacon
- Cheese products
- Commercial frozen yogurt
- Egg yolks (when not served as part of the whole egg)
- Egg whites (when not served as part of the whole egg)
- Deep-fried foods prepared onsite
- Imitation cheese
- Salt pork
- Scrapple



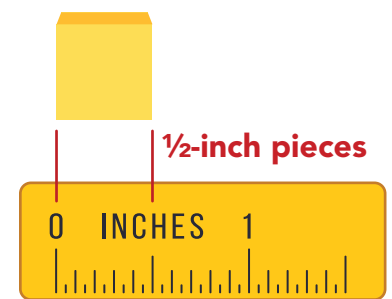
Serving It Safe!

Choking Prevention

Children under the age of 4 are at a high risk of choking while eating. When serving meats and meat alternates to young children, reduce the risk of choking by:

- Grating, mashing, pureeing, or finely chopping items into thin slices, strips, or small pieces that are no larger than a ½ inch. If serving round or tube-shaped foods (e.g., sausages, hot dogs, string cheese, etc.), cut them into short strips instead of round pieces.
- Removing all bones from fish, chicken, and meat before cooking or serving.
- Nuts and seeds are generally not recommended for young children because they present a choking hazard. If serving, nuts and seeds should be finely chopped.
- If serving nut butters, spread them thinly on other foods (e.g., toast, crackers, etc.). Serve only creamy, not chunky, nut butters.

For more information, see USDA's "Reducing the Risk of Choking in Young Children at Mealtimes" at fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp.



Serving It Safe! (continued)

Allergies

Some participants may be allergic to meats or meat alternates, such as fish, shellfish, eggs, nuts, and soybeans. Be sure to discuss any allergies with parents and caregivers and follow proper guidelines to prevent allergic reactions.



Food Safety

It is important to follow safe food handling practices when storing, thawing, preparing, and serving meats and meat alternates. Learn more at [FoodSafety.gov](https://www.foodsafety.gov). Refer to State and local requirements for cooking and storage temperatures.

Best Choices for Fish

Choose fish that are lower in mercury, such as canned light tuna, salmon, tilapia, cod, flounder, and haddock. For more information, see the U.S. Food and Drug Administration’s “Advice about Eating Fish” at [fda.gov/food/consumers/advice-about-eating-fish](https://www.fda.gov/food/consumers/advice-about-eating-fish). You can also contact your State or local health department or call 1-888-SAFEFOOD (1-888-723-3366) for more information.

Menu Planning Tips

- ✓ Beans, peas, and lentils can be served as either the meat alternate or vegetable component of the meal in the CACFP. You may not credit beans, peas, and lentils as both a meat alternate and a vegetable for the same meal or snack. If you serve two different beans, peas, or lentils at a meal, you may credit one as a meat alternate, and the other as a vegetable, if you serve the minimum creditable amount of each.
- ✓ Pasta made of bean flour(s) must be served with another visible meat or meat alternate, such as cheese or meat, to credit as a meat alternate.
- ✓ In smoothies, yogurt may credit as a meat alternate. Other meats or meat alternates used in smoothies (e.g., nut butter, tofu, etc.) may not credit toward the meats and meat alternates component.
- ✓ **For adult participants only:** When yogurt is served in place of milk, it may not count as a meat alternate at the same meal.

Preparation Methods

Foods that are deep-fat fried onsite are not creditable in the CACFP. Try cooking methods such as roasting, sautéing, and grilling. For more ideas, see Team Nutrition’s “Methods for Healthy Cooking” worksheet, webinar, and training slides at fns.usda.gov/tn/training-tools-cacfp.



Serving Vegetables in the Child and Adult Care Food Program

Offering vegetables at meals and snacks:

- Helps children and adults get important nutrients like potassium, folate (folic acid), vitamin A, and vitamin C.
- Provides dietary fiber, which contributes to a feeling of fullness.
- Adds color, crunch, and flavor to meals and snacks.
- Helps reduce the risk of certain diseases, like heart disease and Type 2 diabetes, later in life.

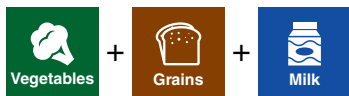


Adding Vegetables to Your CACFP Menu

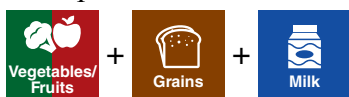
You can serve vegetables as part of a reimbursable breakfast, lunch, supper, or snack in the Child and Adult Care Food Program (CACFP).

Breakfast

Example 1



Example 2



Example 3



(up to three times per week)

Lunch and Supper

Example 1



Example 2



▲ A second vegetable can be served in place of fruit at lunch and supper.

Snacks

Example 1



Example 2



Example 3



Example 4





Test Your CACFP Vegetable Knowledge!

Does this food count as a vegetable in the CACFP? Mark Yes or No, and then check your answers on page 4.

- | | | | |
|------------------------|--|--------------------------------------|--|
| 1. White Potatoes | <input type="checkbox"/> Yes <input type="checkbox"/> No | 8. Canned Tomatoes (store-bought) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Avocados | <input type="checkbox"/> Yes <input type="checkbox"/> No | 9. Ketchup | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Macaroni and Cheese | <input type="checkbox"/> Yes <input type="checkbox"/> No | 10. Black Beans | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Strawberry Jelly | <input type="checkbox"/> Yes <input type="checkbox"/> No | 11. Rice | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Cornbread | <input type="checkbox"/> Yes <input type="checkbox"/> No | 12. Canned Green Beans (home-canned) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Pumpkin | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 7. Hominy (whole) | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

Meal Planning Considerations

The chart below shows examples of amounts of food needed to credit as $\frac{1}{4}$ -cup and $\frac{1}{2}$ -cup of vegetables in the CACFP. For more information, visit the Food Buying Guide for Child Nutrition Programs at <https://foodbuyingguide.fns.usda.gov>.

Vegetable	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup
Carrot, Baby	3 baby carrots	6 baby carrots
Carrot Stick ($\frac{1}{2}$ " by 4")	3 sticks	6 sticks
Celery Stick ($\frac{1}{2}$ " by 4")	3 sticks	6 sticks
Corn, on cob (about 5" - 6" long)	$\frac{1}{2}$ ear	1 ear
Cucumber Sticks (3" by $\frac{3}{4}$ ")	3 sticks	6 sticks
Leafy Greens (collard greens, kale, spinach, etc.), Cooked	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup
Leafy Greens (kale, lettuce, spinach, etc.), Raw	$\frac{1}{2}$ cup	1 cup
Potato, Sweet (2 $\frac{1}{4}$ " or more in diameter)	$\frac{1}{4}$ sweet potato	$\frac{1}{2}$ sweet potato
Potato, White or Russet (about 6 oz)	$\frac{1}{2}$ potato	1 potato
Tomato, Cherry	3 cherry tomatoes	6 cherry tomatoes
Tomato Slice ($\frac{1}{8}$ " thick)	4-5 slices	8-10 slices



Giving Vegetables Credit: How Vegetables Count in the Child and Adult Care Food Program

- ✓ **Vegetables in amounts** smaller than $\frac{1}{8}$ cup do not credit toward a reimbursable lunch, supper, or snack.
- ✓ **Raw leafy green vegetables** (spinach, kale, collards, and lettuce) credit for half of the amount served. For example, one cup of raw leafy greens credits as $\frac{1}{2}$ cup of vegetables.
1 cup raw spinach = $\frac{1}{2}$ cup of vegetables
- ✓ **Cooked leafy green vegetables** credit for the entire amount served.
1 cup steamed spinach = 1 cup of vegetables
- ✓ **Dried vegetables** credit for twice the amount served. For example:
 $\frac{1}{4}$ cup sun-dried tomatoes = $\frac{1}{2}$ cup of vegetables
- ✓ **Dry beans and peas** (legumes), including black beans, split peas, and lentils, can credit as vegetables or as meat alternates, but cannot credit toward both components in the same meal.
- ✓ **Pureed vegetables** used in smoothies credit as 100 percent vegetable juice. Juice may only be served once per day in the CACFP.
- ✓ **A second, different vegetable** can be served in place of the fruit component at lunch and supper.

Other Considerations

Reduce the risk of choking by:





- Cutting raw vegetables into smaller pieces.
- Cooking raw vegetables until slightly soft.
- Cutting round, soft vegetables like cherry tomatoes into small pieces no larger than one-half inch ($\frac{1}{2}$ ").





Make Fridays Try-Days in the CACFP

Look for vegetables that are grown in your area and have a taste-testing event. Look for recipes, nutrition education resources, and Try Day stickers at: <https://teamnutrition.usda.gov>.

 Spring	 Summer	 Fall	 Winter
Asparagus	Bell Peppers	Brussels Sprouts	Beets
Broccoli	Corn	Cauliflower	Cabbage
Lettuce	Crookneck Squash	Pumpkins	Kale
Spinach	Tomatoes	Sweet Potatoes	Winter Squash

Test Your CACFP Vegetable Knowledge Answers



1. White Potatoes: **Yes**
2. Avocados: **Yes**
3. Macaroni and Cheese: **No**
4. Strawberry Jelly: **No**
5. Cornbread: **No**
6. Pumpkin: **Yes**
7. Hominy (whole): **Yes**
8. Canned Tomatoes (store-bought): **Yes**
9. Ketchup: **No**
10. Black Beans: **Yes**
11. Rice: **No**
12. Canned Green Beans (home-canned): **No**

Adding Whole Grains to Your Child and Adult Care Food Program Menu

Whole grain-rich foods are an important part of your menu in the Child and Adult Care Food Program (CACFP). Foods that are whole grain-rich are filled with vitamins, minerals, fiber, and other nutrients that help kids and adults stay healthy.

How often do I have to serve whole grains in the CACFP?

Each day, at least one of the grain components of a meal or snack must be “whole grain-rich.” Whole grain-rich food items must be offered at least once per day, not once per meal/snack. In the CACFP, whole grain-rich means that at least half the grain ingredients in a food are whole grains, and any remaining grains are enriched grains, bran, or germ. This is required for CACFP child and adult meal patterns only. There is no whole grain-rich requirement for infants.



If you serve meals and snacks to the same group of children or adults during the day:

- ✓ Serve whole grain-rich items for the grain component at one of the meals or snack each day.

If you serve meals and snacks to different groups of children or adults during the same day (for example, morning and afternoon sessions):

- ✓ Serve whole grain-rich items for the grain component to one of the groups of children or adults each day.

If you serve only snacks:

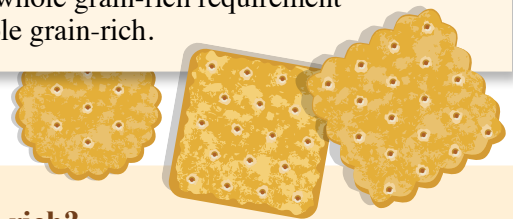
- ✓ You do not have to serve a grain component at snack. But if you do, it must be whole grain-rich.

If you serve only breakfast and want to serve a meat or meat alternate:

- ✓ You do not need to serve a grain, because you are replacing the grain component with a meat or meat alternate. You may do this up to three times per week. On the days when a meat or meat alternate is not served, you must serve whole grain-rich items for the grain component. If you decide to serve a grain as an “extra” food that does not count toward the CACFP meal pattern requirements, then the grain does not have to be whole grain-rich.

If your at-risk afterschool site or adult day care serves breakfast, lunch, or supper using Offer Versus Serve:

- ✓ All grain items offered at the meal you wish to count towards the whole grain-rich requirement must be whole grain-rich.



Can I serve a grain-based dessert if it is whole grain-rich?

- ✗ Grain-based desserts, even those made with whole grains, cannot count towards the grain component of a CACFP meal or snack. There are many other tasty whole grain-rich foods that you can add to your menus.

What are some ways to serve whole grain-rich foods at meals and snacks?

The requirement is that whole grain-rich food items must be offered at least once per day. But, you may choose to offer whole grain-rich food items more often. Check out these easy ways to serve whole grain-rich foods:

Breakfast	Lunch/Supper	Snacks
<ul style="list-style-type: none"> <input type="checkbox"/> Oatmeal* <input type="checkbox"/> Whole Grain-Rich Pancakes or Waffles <input type="checkbox"/> Toast Made with Whole-Wheat Bread <input type="checkbox"/> Whole Grain-Rich English Muffin, Bagel, or Biscuit <input type="checkbox"/> Whole Grain-Rich Muffin <input type="checkbox"/> Whole Grain-Rich Cereal* 	<ul style="list-style-type: none"> <input type="checkbox"/> Whole-Wheat Macaroni or Spaghetti <input type="checkbox"/> Brown Rice <input type="checkbox"/> Quinoa <input type="checkbox"/> Bulgur <input type="checkbox"/> Wild Rice <input type="checkbox"/> Whole-Wheat Bun or Roll <input type="checkbox"/> Whole Grain-Rich Pizza Crust <input type="checkbox"/> Whole Grain-Rich Tortilla 	<ul style="list-style-type: none"> <input type="checkbox"/> Whole Grain-Rich Crackers <input type="checkbox"/> Whole Grain-Rich Pita Triangles <input type="checkbox"/> Whole Grain-Rich Cereal Mix* <input type="checkbox"/> Whole Grain-Rich Pretzels <input type="checkbox"/> Rice Cakes Made with Brown Rice <input type="checkbox"/> Whole Grain-Rich Banana Bread <input type="checkbox"/> Whole Grain-Rich Chips

*Cereal must meet CACFP sugar limits.

How can I share information about whole grain-rich foods on my menu?

Some easy ways CACFP providers are highlighting whole grains on their menus include:



Writing “whole wheat” or “WW” in front of an item on the menu, such as “whole-wheat bread” or “WW bread.”

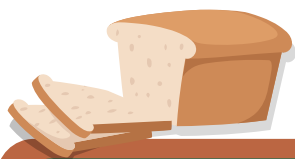


Adding a fun grain icon or picture next to whole grain-rich foods.



Placing a check in a checkbox to show that a food is whole grain-rich.

There are no Federal CACFP requirements that you label which foods are whole grain-rich on your menu. Check with your State agency or sponsoring organization to see what they require. Highlighting whole grain-rich foods on your menu communicates to families how you are providing nutritious foods to their loved ones. Families may see this as a sign of the quality of meals and snacks you are offering.



Try It Out!

Look at the menus for three CACFP sites below. Which menus meet the CACFP requirement for whole grain-rich?

Menu 1

Served at a child care center that serves one group of children in the morning and another in the afternoon

Breakfast: Chopped strawberries, whole grain-rich waffles, 1% milk

Lunch: Baked chicken, 1% milk, broccoli, orange wedges, white rice

Snack: Apple slices and string cheese

Menu 2

Served at an at-risk afterschool center that only serves snack

Snack: Enriched pretzels and hummus (bean dip)

Answer Key: Menus 1 and 3 meet the CACFP requirement for whole grain-rich. Menu 2 does not meet the CACFP meal pattern requirement for whole grain-rich. Because the center only serves snacks, any grains served at snack must be whole grain-rich. The pretzels in this snack are enriched, not whole grain-rich, so this snack does not meet the requirement.

Menu 3

Served at an at-risk afterschool center that only serves snack

Snack: Celery sticks and sunflower seed butter



Crediting Single-Serving Packages of Grains in the Child and Adult Care Food Program

Child and Adult Care Food Program (CACFP) operators may serve single-serving or snack-sized packages of grain items, such as breakfast cereals or whole grain crackers to meet grains requirements at snacks and meals.

In the CACFP, the minimum required amounts for grains are listed in the meal pattern as ounce equivalents (oz eq). Ounce equivalents tell you the amount of grains in a portion of food.



How Much is 1 Ounce Equivalent?

0.8 ounce (22 grams)
of **Cheese Crackers**



= 1 oz eq of grains

1 ounce (28 grams)
of **Toasted O's Cereal**



= 1 oz eq of grains

2 ounces (55 grams)
of **Blueberry Muffin**




= 1 oz eq of grains

Using the Grains Measuring Chart for Single-Serving Packages

To see how many single-serving packages of grains are needed to meet CACFP meal pattern requirements, follow the steps below:

- 1 Look at the Grains Measuring Chart for Single-Serving Packages on pages 2-3 and find the item you are serving under the “Grain Item and Package Weight” column. Grain items are listed in alphabetical order. If the item is not listed, see “What If My Grain is Different?” on page 5.
- 2 Each item on the chart lists a minimum package weight by the name of the item. Look at the package you are serving and find its weight listed on the Nutrition Facts label or on the front of the package. Check that the package weighs the same as, or more than, the weight listed on the chart (see page 4).
- 3 Look at the chart and find the column for the age group of your participants and the meal or snack you are serving. This column lists the number of packages you need to serve to meet the CACFP meal pattern requirement for grains. You may serve more than this amount.

Grains Measuring Chart for Single-Serving Packages			
Grain Item and Package Weight*	Child and Adult Care Food Program 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	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 Chips at least 28 grams or 1 ounce	½ package	1 package	2 packages
Cereal, Ready-to-Eat, All Types** at least 28 grams or 1 ounce	½ package	1 package	2 packages
Corn Chips at least 28 grams or 1 ounce	½ package	1 package	2 packages

*Check that the package you want to serve weighs this amount, or more. See “Finding the Weight of Single-Serving Packages” on page 4 for more information.

**Must contain 6 grams of sugar or less per dry ounce.

All grains served in the CACFP must be whole grain-rich, enriched, or fortified.

Grains Measuring Chart for Single-Serving Packages

Grain Item and Package Weight*	Child and Adult Care Food Program 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	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...
Crackers, Savory (e.g., cheese, saltines, whole-wheat, etc.) at least 22 grams or 0.8 ounces	½ package	1 package	2 packages
Crackers, Sweet (e.g., animal, graham, etc.) at least 28 grams or 1 ounce	½ package	1 package	2 packages
Croissant at least 34 grams or 1.2 ounces	½ package	1 package	2 packages
Grits, Dry at least 28 grams or 1 ounce	½ package	1 package	2 packages
Muffin, All Types (except corn) at least 55 grams or 2 ounces	½ package	1 package	2 packages
Muffin, Corn at least 34 grams or 1.2 ounces	½ package	1 package	2 packages
Oatmeal, Dry (unflavored or flavored)** at least 28 grams or 1 ounce	½ package	1 package	2 packages
Pita Chips at least 28 grams or 1 ounce	½ package	1 package	2 packages
Pretzels, Hard*** at least 22 grams or 0.8 ounces	½ package	1 package	2 packages
Popcorn*** at least 14 grams or 0.5 ounce	1 package	2 packages	4 packages
Rice Cakes at least 22 grams or 0.8 ounces	½ package	1 package	2 packages
Tortilla Chips at least 28 grams or 1 ounce	½ package	1 package	2 packages

*Check that the package you want to serve weighs this amount, or more. See “Finding the Weight of Single-Serving Packages” on page 4 for more information.

**Must contain 6 grams of sugar or less per dry ounce.

***Choking hazard for children under the age of 4.

All grains served in the CACFP must be whole grain-rich, enriched, or fortified.

Finding the Weight of Single-Serving Packages

All items in the Grains Measuring Chart list weights by the name of the item. Follow the steps below to see if the package of grains you want to serve meets the minimum weight listed in the chart.

1. Find the grain item and the package weight in the Grains Measuring Chart.

For example, a package of hard pretzels must weigh at least 22 grams or 0.8 ounces.

Grain Item and Package Weight*	Child and Adult Care Food Program 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	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...
Pretzel, Hard at least 22 grams or 0.8 ounces	½ package	1 package	2 packages

2. Look at the Nutrition Facts label of the item you are serving. Find the serving size and make sure that it is listed as "1 package" or other similar wording. If the serving size is not listed as 1 package, look for the weight of one package on the front of the package, as shown in the picture below. If the weight of one package is shown on the front of the package, go to Step 4. If the serving size is not 1 package, and the weight of the package is not on the front of the package, see "What If My Grain Is Different?" on page 5.

3. Find the weight of one package. In this example, one package of **Brand P Hard Pretzels** weighs 28 grams.



If the weight of one package is not written on the Nutrition Facts label, look for the weight on the front of the package.

4. Compare the weight of one package to the weight listed in the Grains Measuring Chart. Is this package weight the same as, or heavier than, the weight listed in the Grains Measuring Chart?

Yes: Use the Grains Measuring Chart to see how many packages you need to serve to meet CACFP meal pattern requirements.

In this example, a package of hard pretzels must weigh at least 22 grams or 0.8 ounces to use the Grains Measuring Chart. Because 1 package of Brand P hard pretzels weighs 28 grams, you may use the row for "Pretzels, Hard" in the chart to see how many packages of Brand P hard pretzels are needed to meet CACFP meal pattern requirements.

No: Use another method to determine how many packages you need to serve to meet CACFP meal pattern requirements. See "What if My Grain Is Different?" on page 5.

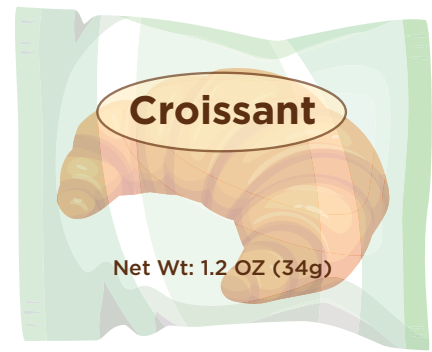
What If My Grain Is Different?

If the package of grains you are serving:

- is lighter in weight than the item listed in the Grains Measuring Chart, or
- does not list the weight of one package, or
- is not listed on the Grains Measuring Chart,

you will need to use another method to determine how many packages are needed to meet CACFP meal pattern requirements. To do this, you could:

- Use the “Food Buying Guide for Child Nutrition Programs (FBG) Exhibit A Grains Tool” available at foodbuyingguide.fns.usda.gov.
- Use Team Nutrition’s “Calculating Ounce Equivalents for Grains in the CACFP” worksheet available at TeamNutrition.USDA.gov.
- Contact your State agency or sponsoring organization for assistance.



Are There Other Menu Planning Considerations?

If you serve a package that weighs more than what is listed on the Grains Measuring Chart, then you might serve more grains than required by the CACFP meal pattern. The serving amounts listed in the meal pattern are minimums, so you are allowed to serve more than that amount. However, the tools described under “What If My Grain Is Different?” can also help you determine how much of an item is needed to meet the meal pattern requirements without serving more than what is required. Work with your vendors to purchase single-serving packages of grains that provide the right amount for your participants.

Answer Key:

See “Try It Out!” practice questions on page 6.

1. You should serve each child at least half (1/2) of a corn muffin. Because each corn muffin weighs 1.2 ounces (34 grams), you may use the row for “Muffin, Corn” in the Grains Measuring Chart (Page 3) to see how many muffins to serve each child.
2. You should serve each participant 2 boxes of Brand B bran flakes cereal. Because one box of this cereal weighs 1 ounce, you may use the row for “Cereal, Ready-to-Eat, All Types” in the Grains Measuring Chart (Page 2) to see how many boxes to serve each participant. You may also serve each participant 1 box of Brand B bran flakes, and serve 1 oz eq of another grain item.
3. No, you should not use the Grains Measuring Chart to see how many bags of Brand S savory crackers to serve. A package of savory crackers must weigh at least 0.8 ounces or 22 grams in order to use the chart. One bag of Brand S savory crackers weighs 0.75 ounces. Because 0.75 ounces is less than 0.8 ounces, you must use another method to see how many packages of Brand S savory crackers to serve.

Try It Out!

Use the information in this worksheet to answer the questions below.
See page 5 for the Answer Key.

1 You want to serve individually wrapped corn muffins at lunch to 3-year-olds. Each corn muffin weighs 1.2 ounces (34 grams). How many corn muffins should you serve each child to meet the minimum amount of grains required at lunch in the CACFP?

2 Your adult day care wants to offer single-serving boxes of ready-to-eat cereal at breakfast. One box of Brand B bran flakes weighs 1 ounce (28 grams). How many boxes of bran flakes should you serve each participant to meet the minimum amount of grains required at breakfast?

3 Your at-risk afterschool program wants to serve single-serving bags of Brand S savory crackers at snack to 10-year-olds. One single-serving bag of Brand S savory crackers weighs 0.75 ounces (21 grams). Should you use the Grains Measuring Chart to determine how many bags of Brand S savory crackers to serve? Why or why not?



SECTION 12: Answer Keys

Answer Keys are on the following pages.

- Exercise 1: Daily Attendance Record
- Exercise 2: Meal Count Record
- Exercise 3: Meal Count Consolidation and Center Claim
- Exercise 4: Bad Apple Day Care Menu



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE

DAILY ATTENDANCE RECORD

For use in Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP).

MONTH:
 July 20XX

Participant's Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Horner, Jack	C	C	C	C			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1
Lamb, Mary	L	L	L	L			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1
Peep, Little Bo	O	O	O	O				1	1	1				1	1	1	1				1	1	1	1				1	1	1	1
Piper, Peter	S	S	S	S			1	1	1	1				1	1	1	1	1			1	1	1	1	1						
Porgie, Georgie	E	E	E	E				1	1	1	1				1	1	1	1				1	1	1	1						
Simon, Simple	D	D	D	D			1	1		1	1			1	1	1	1	1			1	1	1	1	1				1	1	1
Total Daily Attendance	0	0	0	0	0	0	4	6	5	6	4	0	0	5	6	6	6	5	0	0	5	6	6	6	5	0	0	3	4	4	4

Grand Total

96

Enter this number in field (6) of the online claim.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL COUNT

Exercise 2 Meal Count Record

Answer Key

CENTER Humpty Dumpty Adult Daycare	WEEK OF July 7-11, 20??	KEY B-Breakfast, 1-1 st Snack, L-Lunch, 2-2 nd Snack, S-Supper
---------------------------------------	----------------------------	---

PARTICIPANT'S NAME	CODE	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY					TOTALS							
		DATE 7/7					DATE 7/8					DATE 7/9					DATE 7/10					DATE 7/11												
		B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L
Horner, Jack	X	✓		✓			✓		✓	✓		✓					✓		✓	✓		✓		✓	✓		5		4	3				
Lamb, Mary	X	✓		✓	✓		✓		✓			✓		✓	✓		✓		✓	✓		✓		✓	✓		5		5	4				
Peep, Little Bo	Z						✓		✓	✓		✓		✓	✓		✓		✓	✓							3		3	3				
Piper, Peter	Y	✓		✓	✓		✓					✓		✓	✓		✓		✓								4		3	2				
Porgie, Georgie	Y						✓		✓	✓		✓		✓			✓		✓	✓		✓		✓	✓		4		4	3				
Simon, Simple	Z	✓		✓	✓		✓		✓	✓							✓		✓	✓		✓		✓			4		4	3				
Total Meals Coded X		2		2	1		2		2	1		2		1	1		2		2	2		2		2	2		10		9	7				
Total Meals Coded Y		1		1	1		2		1	1		2		2	1		2		2	1		1		1	1		8		7	5				
Total Meals Coded Z		1		1	1		2		2	2		1		1	1		2		2	2		1		1	0		7		7	6				



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL COUNT CONSOLIDATION

Exercise #3

CENTER Humpty Dumpty Adult Daycare		MONTH/YEAR 07/20??					KEY B-BREAKFAST, 1-A.M.SNACK, L-LUNCH, 2-P.M. SNACK, S-SUPPER																			
PARTICIPANT'S NAME	CODE	Week 1					Week 2					Week 3					Week 4					TOTALS				
		DATE 7/1-7/11					DATE 7/14-7/18					DATE 7/21-7/25					DATE 7/28-7/31									
		B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S
Horner, Jack	X	5		4	3		4		5	4		3		5	5		3		4	4		15		18	16	
Lamb, Mary	X	5		5	4		4		5	4		3		5	5		3		4	4		15		19	17	
Peep, Little Bo	Z	3		3	3		2		4	4		3		4	4		4		4	4		12		15	15	
Piper, Peter	Y	4		3	2		3		5	3		2		5	4							9		13	9	
Porgie, Georgie	Y	4		4	3				4	4		4										8		8	7	
Simon, Simple	Z	4		4	3		5		5			5		3			3		3	2		17		15	5	
TOTAL MEALS CODED X		10		9	7		8		10	8		6		10	10		6		8	8		30		37	33	
TOTAL MEALS CODED Y		8		7	5		3		9	7		6		5	4							17		21	16	
TOTAL MEALS CODED Z		7		7	6		7		9	4		8		7	4		7		7	6		29		30	20	

Site Claim

975 Example-

July, 20XX

**Example
975-1**

Complete

Revision 0

Original Claim

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

1. Free Enrollment	<input type="text" value="2"/>	Number of Operating Days	<input type="text" value="19"/>
2. Reduced Enrollment	<input type="text" value="2"/>	Total Attendance for Month	<input type="text" value="96"/>
3. Paid Enrollment	<input type="text" value="2"/>	Average Daily Attendance	5.05
4. Total Enrollment	6	License Capacity (from Application)	120

Meal Count Data

	Breakfast	AM Snack	Lunch	PM Snack	Supper	Night Snack
5. Free	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="37"/>	<input type="text" value="33"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
6. Reduced	<input type="text" value="17"/>	<input type="text" value="0"/>	<input type="text" value="21"/>	<input type="text" value="16"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
7. Paid	<input type="text" value="29"/>	<input type="text" value="0"/>	<input type="text" value="30"/>	<input type="text" value="20"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
8. Total Meals	76	0	88	69	0	0
9. Average Daily Participation	4.00	0.00	4.63	3.63	0.00	0.00

For-Profit Sites Only

	Total Title XX/XIX Beneficiaries	Free/Reduced-Price Eligible Children	Current Total Enrollment or Licensed Capacity	Eligibility %
10.	<input type="text" value="0"/>	<input type="text" value="4"/>	6	

11. For-Profit Eligibility Certification

Note: Once this button is checked and the claim has been submitted, the claim can only be modified by a state agency representative.

- This organization certifies that 25% of the enrollment or licensed capacity (whichever is less) are Title XX Beneficiaries or Free/Reduced Priced Eligible Children for sites being claimed.
- This organization realizes that the Center does not meet the 25% Eligibility for For-Profit Centers, and that this claim will not be reimbursed and no meals will be reported.

Answer Key

Exercise 4 - Bad Apple Day Care Menu

Problems with the menu include:

Monday (6/8)

Breakfast- Menu is not creditable because the vegetable/fruit component is missing. 2% milk is not creditable. Scrambled eggs could be served in place of toast as a component or may be served as an 'other' item at breakfast.

Lunch – Menu is not creditable since two fruits are being served. Only one fruit or fruit juice and one vegetable OR two vegetables can be served at lunch.

Snack – Menu is creditable. A fruit and a vegetable may be served as the two required components at snack. Ensure full portions are served.

Tuesday (6/9)

Breakfast – Menu is not creditable since the milk component is missing. Ham slice was served in place of the bread component.

Lunch – Menu is not creditable since the vegetable component is missing.

Snack – Menu **is** creditable.

Wednesday (6/10)

Breakfast – Menu **is** creditable.

Lunch – Menu *may* be creditable if the CN label or manufacturer's product statement credits the breading on the chicken nugget as a grain in addition to the meat/meat alternate contribution. Menu lacks variety as items are same color and texture.

Snack – Menu is not creditable since vanilla wafers are not creditable. Another component must be served. Yogurt meets the sugar limits of 6 ounces containing 0 – 23 grams sugar.

Thursday (6/11)

Breakfast – Menu is not creditable since the vegetable/fruit component is missing.

Lunch – Menu is not creditable since the grain component is missing.

Snack – Menu **is** creditable.

Friday (6/12)

Breakfast – Menu is not creditable since the grain component is over the sugar limits for a ready-to-eat cereal. The cereal also could not be credited as a whole grain item.

Lunch – Menu **is** creditable.

Snack – Menu is not creditable since whole chocolate milk is not creditable. Adults and children six years of age and older may be served flavored fat-free (skim) or low-fat (1%) milk.

Overall: Ensure one whole grain (WG) is served daily. Only Wednesday and Thursday had WG served.

Maintain copies of all WG, yogurt and cereal nutrition facts labels. Meat/Alternates can be served up to three times a week for breakfasts, in place of the grain component.